GMP Pacific
Project Inception Meeting
Suva, Fiji
April 7 / 8 2016
Who am I?

- Dr Kevin Helps
- UNEP Chemicals and Waste Portfolio Manager
- Based in Nairobi, Kenya
- PhD in nuclear waste management
- 10 years in waste industry
- 15 years in FAO
- Joined UNEP Sept 2015
Role of UNEP

- UNEP acts as Implementing Agency for GEF
- Access to funding from GEF POPs program
- Defined set of roles and responsibilities
- These can’t be passed on
- Summarised as accountability to GEF
Implementing Agency role

- Project identification (done)
- Project concept (done)
- Preparation of project document (done)
- Project inception (today)
- Project supervision (from now on)
- Project completion and evaluation (in the future)
Implementing Agency role

What is the aim of project inception?

By the end of this meeting we should:

– Confirm implementing and executing arrangements
– Confirm project Components and Outputs
– Confirm consultant inputs needed and TORs
– Confirm any contracts and equipment needs
– Confirm project budget
– Propose any revisions to the above
– Get endorsement from project partners for any proposed changes
Implementing Agency role

Supervision:
- Review logical framework
- Review work plan (budgeted)
- Review institutional arrangements
- Review budget by Output
- Minimum of annual supervision mission (coincide with SC meeting)
- Technical guidance as needed
- Review technical reports from EA
- Review progress
- Coordination and consultation with GEF SEC Chemicals team
## Implementing Agency role: work plan

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Implementing Agency role

• Financial management:
  – Review quarterly financial statements submitted by the EA
  – Certify expenditures as eligible
  – Review expenditures vs the agreed budget in the PCA with the EA
  – Request budget revisions with associated justifications
  – Review budget revision requests
  – Approve budget revisions
  – Extend the project budget life as needed based on agreed extensions
Implementing Agency role

- **Statutory reporting:**
  - 6 month progress report in UNEP format (June and December)
  - Annual Project Implementation Report in GEF format (June)
  - Quarterly financial statements
  - Terminal evaluation

- **Voluntary reporting**
  - Work plan reporting
  - Based on achievement of milestones
  - Done on a monthly basis
  - Project management tool
  - Soon to be adopted for all new UNEP projects
  - Is this of interest in this project?
Wrap up

• UNEP has obligations as IA set by GEF
• UNEP is also acting as the EA
• IA role = supervision
• EA role = project management
• Quarterly financial statements need to be submitted on time
• EA must provide 6 monthly progress reports
• Both need inputs from you!!
Thank you for your attention

I am happy to provide any clarifications needed

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