

REPORTING BY REGIONAL CENTRES

Reporting requirements and the performance evaluation of regional centres under the Basel and Stockholm Conventions

1. The Conference of the Parties to the Basel Convention by its decision VI/3: “Establishment and functioning of the Basel Convention Regional Centres for Training and Technology Transfer” adopted the core functions of the Basel Convention regional and coordinating centres identified in appendices I and II to this decision (Appendix I on core functions of the Basel Convention Regional Centres and Appendix II on roles and functions of the Coordinating Centres).
2. The Conference of the Parties to the Stockholm Convention by its decision SC-2/9 adopted the terms of reference for regional and subregional centres for capacity- building and transfer of technology set out in the annex I to this decision. Paragraph 24 of the terms of reference requires each centre to provide reports to ordinary meetings of the COP on the activities which it has undertaken to assist developing country Parties and Parties with economies in transition in the implementation of their obligations under the Convention.
3. Paragraph 8 of decision SC-3/12 adopted by the Conference of the Parties to the Stockholm Convention at its third meeting underlines the performance of regional and subregional centres to be evaluated by the subsequent meeting of the Conference of the Parties according to the criteria set out in annex II of SC-2/9.
4. The Conference of the Parties of the Stockholm Convention at its second meeting adopted the criteria for evaluating the performance of regional or subregional centres by its decision SC-2/9. The Conference of the Parties to the Basel Convention adopted *in an interim basis* identical criteria for the evaluation of the performance of Basel Convention regional and coordinating centres.
5. The Conference of the Parties to the Basel Convention at its 11th meeting and the Conference of the Parties to the Stockholm Convention at its 6th meeting adopted **the methodology for evaluating the regional centres**. The methodology is dependent on the activity reports submitted by the regional centres.
6. In order to undertake the evaluation of the regional centres by the Conference of the Parties of both Conventions, a comprehensive report describing activities of each of these centres under respective Conventions is therefore required.

The Secretariat has developed the attached template to facilitate the preparation of the activity reports by regional centres taking into consideration of the subsequent use of the information contained in the report in evaluating the performance of the centre.

Checklist of the information that is to be provided in the report:

Mark the space before if completed	Information to be provided
	Complete table (B) List of the capacity building projects/activities undertaken those completed during the reporting period only (page 4)
	Complete Part 2 Section A: ACTIVITIES (PROJECTS) REPORTS SUMMARY for every single activity/project that is reported as completed during this reporting period (page 6)
	<p>Complete Part 2 Section B: Specific Information on technical capability of the centre on followings:</p> <ul style="list-style-type: none"> • Identification, documentation and Implementation • Identifying, undertaking and advancing cooperation, collaboration and synergies • Identification of additional financial resources and other donors to fund projects • Managing and conducting activities efficiently, effectively and transparently • Capacity to meet various language requirement of the region/subregion <p>Make sure you have provided suitable examples in each type of capabilities and the means of verification for each of the examples.</p>

PART 1: THE ACTIVITY/PROJECT REPORTS

Name of the Regional Centre submitting the report		
Name of the person submitting the report		
Date of submission:		
Reporting period	From (MM/YYYY)	to (MM/YYYY)

A. BUSINESS PLAN/ WORK PLAN AND THE ACTIVITY REPORTS

Overall Goal of Business plan/Work plan:

Objective 1:

Activities contributing to objective 1

- 1.
- 2.
- 3.

Objective 1 fulfilment status:

Objective 2:

Activities contributing to objective 2:

- 1.
- 2.
- 3.

Objective 2 fulfilment status:

Objective 3:

Activities contributing to objective 3:

- 1.
- 2.
- 3.

Objective 3 fulfilment status:

Objective 4:

Activities contributing to objective 4

- 1.
- 2.
- 3.

Objective 4 fulfilment status:

Objective 5:

Activities contributing to objective 5

- 1.
- 2.
- 3.

Objective 5 fulfilment status:

(Add more rows if you have more objectives and the contributing activities)

PART 2

A: ACTIVITIES (PROJECTS) REPORTS SUMMARY

(Please provide a summary (max. 1 page) for each of the completed projects/activities)

Project no. and Project name		
Project durationmonths	Start and end dates: - - / - - / - - - - to - - / - - / - - - -
Beneficiary Parties:		
Areas of technical assistance (refer to the guidance on technical assistance for SC related activities and strategic frame focus areas for BC related activities)		
Total project budget (in US\$):		
Funding sources and the corresponding amounts:	1.....	US\$...
	2.....	US \$...
	3.....	US\$...
Collaborating agencies, if any:		

Please provide a brief narrative summary on the project activities and the outcomes (as much as possible in quantifiable terms) in the space given below:

Please indicate if there is any possibility to find the detailed information on this project elsewhere e.g., submitted reports/websites, etc

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B: SPECIFIC INFORMATION ON THE TECHNICAL CAPABILITY OF THE CENTRE

1. Identification, documentation and implementation of actions and practices

Give at least one example which demonstrates that your centre has the capability in all counts to identify, document and implement project activities. The examples should be based on facts and be verifiable. Please indicate the means of their verification.

Centre's capability	Example	Means of verification
Identify		
Document		
Implement		

2. Identifying, undertaking and advancing cooperation, collaboration and synergies

Give at least two examples, if possible, which demonstrate that your centre has the capability in identifying, undertaking and advancing cooperation, collaboration and synergies while implementing project activities. The examples should be based on facts and be verifiable. Please indicate the sources of their verification.

Example	Means of verification
1.	
2.	

3. Identification of additional financial resources and other donors to fund projects

Give a list of donors/funds mobilized to implement the activities/projects by the centre. The examples should be based on facts and be verifiable. Please indicate the means of verification.

Title of activity	Source of funding	Amount (USD)	Means of verification
1.			

2.			
3.			
4.			
5.			
6.			
7.			
8.			

(add more rows if needed)

4. Managing and conducting activities efficiently, effectively and transparently

Give at least one example on each count which demonstrates that your centre conducts its activities efficiently, effectively and transparently in implementing projects/activities. The examples should be based on facts and be verifiable. Please indicate the means of verification.

Conducting activities	Example	Means of verification
Efficiently		
Effectively		
Transparently		

5. Capacity to meet various language requirement of the region/subregion

Give at least one example which demonstrates that your centre meets various language requirements of the region. The example should be based on facts and be verifiable. Please indicate the means of verification.

Language	Means of verification