



Global Environment Facility

Summary of Document GEF/ME/C.27/3

Procedures and Format of the GEF Management Action Record

Recommended Council Decision

The Council, having reviewed document GEF/ME/C.27/3, *Procedures and Format of the Management Action Record*, approves the procedures for preparing the GEF Management Action Record (MAR) as well as its format for reporting on follow-up to Council decisions concerning independent evaluation reports and their management responses. The Council requests the GEF Secretariat and the Office of Monitoring and Evaluation to prepare the GEF MAR in consultation with the appropriate GEF entities. The GEF MAR will be presented to Council by the Office of Monitoring and Evaluation for review and follow-up on an annual basis commencing June 2006.

EXECUTIVE SUMMARY

Following Council agreement in November 2004, the GEF Office of Monitoring and Evaluation is presenting the procedures and format for the preparation of the GEF Management Action Record (MAR) for reporting on follow-up to Council decisions concerning independent evaluation reports and their management responses. The GEF MAR is an integral part of the proposed new GEF Policy on Monitoring and Evaluation regarding the satisfactory use of and follow-up to evaluation findings and recommendations.

The two purposes of the GEF MAR are (a) to provide Council with a record of its decisions on the follow-up of evaluation reports, the proposed management actions, and the actual status of these actions; and (b) to increase the accountability of GEF management regarding Council decisions on monitoring and evaluation issues.

The Office of Monitoring and Evaluation proposes to prepare a GEF MAR for each independent evaluation, study or report with a management response in consultation with the GEF Secretariat and the Implementing and Executing Agencies. The GEF MAR will be prepared for submission annually to the Council at the May/June sessions.

The GEF Office of Monitoring and Evaluation will record relevant Council decisions concerning independent evaluation reports and studies, and the management responses in a table format. The table contains the recommendations from M&E reports, the appropriate management

responses, and Council decision(s). A rating system is proposed to assess the progress towards adoption of the management responses as decided upon by Council.

After recording the relevant Council decisions concerning independent evaluation reports and studies and management responses, the Office of M&E will invite GEF Management to provide a self-rating of the level of adoption of Council decisions on recommendations, and comments if necessary, two months prior to the May/June Council meeting in. Subsequently, the Office of Monitoring and Evaluation will enter its own rating of adoption with comments in time for presentation to Council.