

# ‘Towards INMS’ Project Structures and Approach

CLARE HOWARD, PCU





# Topics

- ▶ Timelines
- ▶ Management and Governance
- ▶ PCU – roles and responsibility
- ▶ Reporting



# Timelines

- ▶ Unlimited liability has been addressed
- ▶ Contract is with CEH
- ▶ Provisional starting date of 1<sup>st</sup> January 2017
- ▶ This is the 'launch'
- ▶ Inception phase
  - ▶ Workplan, budget
  - ▶ Stakeholder engagement plan
  - ▶ Internal communication plan
  - ▶ Inception report
- ▶ Implementation Phase



# Who is involved?

## Project partners

List CF  
PP

## Delivery partners

Receive funds for work  
List CF  
DP

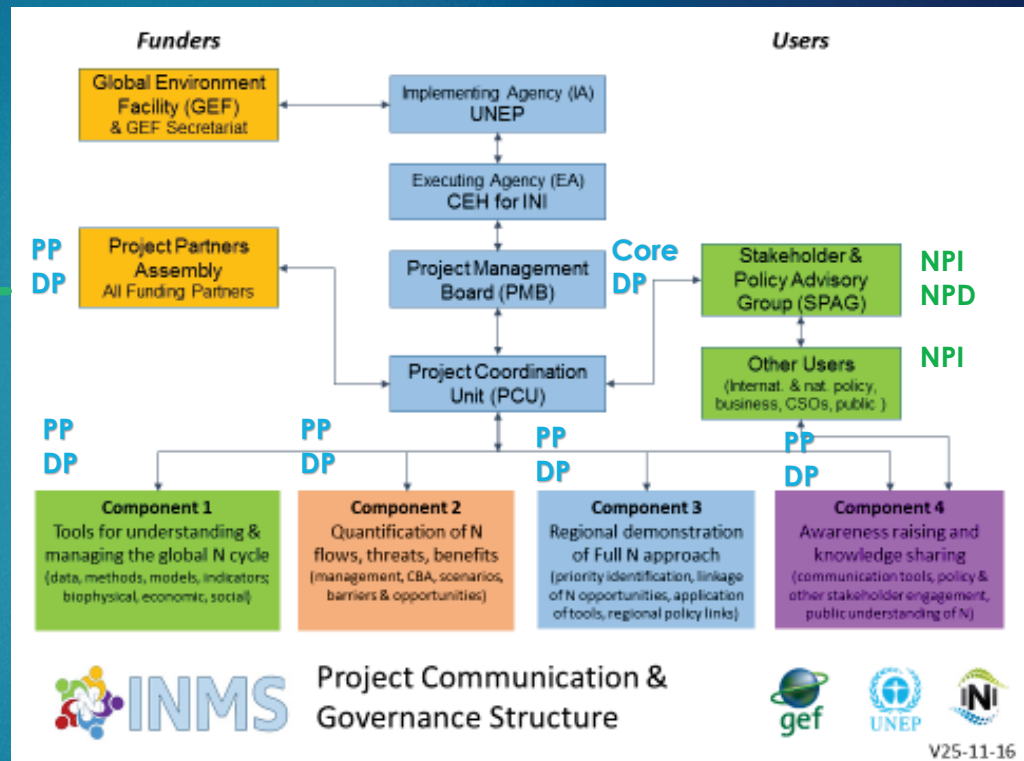
Core DP = C Leaders

## Non-partner delivery

Receive funds for work  
NOT partners to project  
May attend meetings  
NPD

## Non-partner information

No funds –  
receives updates  
May attend meetings  
NPI



# How will the work be managed?

# PCU

- ▶ Responsible for day to day project management and execution
- ▶ Work closely with partners to ensure delivery
- ▶ Provide secretariat functions for the PMB, PPA and SPAG.
- ▶ Facilitate and deliver reporting



# Current PCU Team

Project Director  
**Mark Sutton**

Lead and  
oversee day-  
today  
implementation

Project Support  
Officer  
**Will Brownlie**

Support work of  
PCU including  
comms.

Project  
Co-ordinator  
**Clare Howard**

Assist PD with  
oversight and QC  
Supervise work of PCU  
Co-ordinate reporting  
activities

Database and  
Comms.  
Technical Support  
**Bill Bealey, David  
Leaver, Elin  
Roberts**

Financial  
Controller  
**Ellie Robertson**

Co-ordinate  
financial  
reporting

Financial Support  
**Sarah Blackman**

Support financial  
reporting

Support development  
of website, internal  
communications and  
databases

# Substantive Reporting

- ▶ PCU facilitate delivery of:
  - ▶ Quarterly reports
  - ▶ Annual reports



- ▶ Reporting on a number of items
  - ▶ Outcomes
  - ▶ Outputs
  - ▶ Task outputs
- ▶ Terminology
  - ▶ Indicators
  - ▶ Benchmarks
  - ▶ Targets



# Substantive Reporting

- ▶ Task, Activity and Component Leaders will need to gather information on:
  - ▶ Work undertaken
  - ▶ Meetings organised, including attendees
  - ▶ Reports developed
  - ▶ Other materials developed
  - ▶ Achievement against Outputs at Task and Activity level
- ▶ Support, templates etc will be provided to aid with collection
- ▶ Quarterly reports will be due one week after the end of each quarter



# Financial Reporting

- ▶ GEF Grant Spend
  - ▶ PCU reports at project level – quarterly
  - ▶ One week to report
  - ▶ Subcontractors will need to submit expenditure reports
- ▶ Co-finance
  - ▶ All partners to the project – annually
  - ▶ Cash (e.g. time to attend a meeting), in-kind (work on similar projects)
  - ▶ Templates and a procedure will be developed
  - ▶ PCU will reconcile this against planned co-finance
  - ▶ Leveraged funds can also be declared



Questions arising from the previous slides:

#### Co-finance

There was a discussion on co-finance and how this should be reported by partners. One of the main questions was on what the difference was between cash and in-kind co-finance. The UNEP Task Manager clearly outlined that stafftime spent on the project would count as cash contribution. Anywhere where cash has been explicitly used in support of work - i.e. given to the project to organise a meeting would also be cash. Anything else is in-kind.

In terms of the reporting from partners, the key thing to check is what was recorded in the letters of co-financing commitment as this is what GEF will be looking at. If there are cash co-finance amounts listed there, they are the baseline to work from. However if it is easier for partners to record items as in-kind then as long as they have demonstrated delivery of any cash costs in the support letter, any additional funds can be listed as in-kind without difficulty.

The PCU recognises that for partners working solely on co-finance that reporting on that is a burden, so templates and a streamlined process will be developed and guidance shared.

There was also a discussion on legacy co-finance, i.e. that prior to the start of the project. It was agreed that a date for this, needs to be set by the PMB in discussion with UNEP. Once this date is agreed, then any co-finance from this date can be entered into the first report to UNEP.

#### Contracts

In terms of contractual obligations, for partners who will receive funds, it was asked what level of authority the contractors would have regarding their spend. It was noted that the plans for the funds would be discussed at the contracting stage and outlined in contracts and then subcontractors could move forward on that basis.

#### SPAG

The proposal for nominations of persons to the SPAG, was outlined. The proposal was to keep the process open and to aim for 10 persons in the group. We want a broad mix in terms of regions, expertise, civil society etc. It was noted it would be difficult to have a lot of governments represented in such a small group. There was the suggestion that a larger group could be formed, which is kept up to date with documents e.g. once a year, but that a smaller bureau could operate more regularly. It was also agreed that membership could change as needed by the work. The PCU will discuss with UNEP how to take this forward.

#### Timescales

It is hoped that the contract with UNEP will be signed in January.



# Meetings

## ► 2017

- March : PMB and A2.2 Start (TBC)
- Spring: East Europe Demo meeting (Ukraine, TBC)
- Spring: A1.5 & 2.1
- June : TFRN-12 - Aarhus, Denmark
- May: WGSR- Special segment on Agriculture – Geneva, Switzerland
- May A1.2: alongside NitroPortugal Summer School (TBC)
- Sep : IGR-4 - Indonesia

## ► Beyond

- 2019: Next INI Global Conference
- 2020: Launch of the International Nitrogen Assessment and final meeting of Towards INMS Project



The project director outlined the meetings listed on the previous slide.

It was also noted that to maximise synergies INMS partners were encouraged to let the PCU know if they were planning to attend meetings or if they felt side-events to bigger meetings could be useful. This will be the best way to maximise the use of resources.

Sometimes it can take many years to fully engage with a process, such as the work with UNECE/WGSR (linked to a meeting next year).

Additional meetings mentioned:

WMO will meet next year, in Feb 2017

East Asia demo Nanjing, October 2017

Again the community was asked to share as much information as possible about future meetings and opportunities.