**Appendix 8: Summary of reporting requirements and responsibilities**

| **M&E** **COMPONENT/ ACTIVITY** | **RESPONSIBILITY ASSIGNMENT** | **MEANS OF ASSESSMENT/ MONITORING****DATA SOURCE** |
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| **INSTITUTION/ AGENCY** | **PROJECT/ AGENCY OFFICER** |
| **Monitoring** |
| Preparation of the Overall Project Plan of Operations (PPO), Work-plans and Time-tables, budgets, Risk and IW indicator tables | PCUUNEP-DEWA | Project ManagerUNEP Task Manager | Project DocumentResolutions of the Project Steering Committee Meetings |
| Preparation of individual component (C) work plans: C1: AquifersC2. Lake BasinsC3: River BasinsC4: LMEsC5: Open OceanC6: Cross-cutting IssuesC7: D&I Management | Component Coordination Units:C1: UNESCO-IHP, Groundwater Resources Systems SectionC2: International Lake Environment Committee (ILEC)C3: UNEP-DHI Centre for Water and EnvironmentC4: IOC of UNESCOC5: IOC of UNESCO, Observations and Services SectionC6: Project Coordinating Unit C7: UNEP/DEWA/GRID-Geneva  | Sub-Project ManagerComponent Focal Points: C1: Ms A. Aureli, ChiefC2: W. Rast, Project ManagerC3: P. K. Bjørnsen, DirectorC4: J. Barbiere, Programme SpecialistC5: A. Fisher, HeadC6: Project Manager C7: J. van Woerden, Data Coordinator | Project DocumentResolutions of the Project Steering Committee Meetings |
| Preparation of Overall Project Progress Reports | PCUUNEP-DEWA | Project ManagerUNEP Task Manager | Management Project Coordination Unit’s reports to PSC & UNON |
| Preparation of individual component quarterly progress reports:C1: AquifersC2. Lake BasinsC3: River BasinsC4: LMEsC5: Open OceanC6: Cross-cutting IssuesC7: D&I Management  | Component Coordination Units:C1: UNESCO-IHP, Groundwater Resources Systems SectionC2: International Lake Environment Committee (ILEC)C3: UNEP-DHI Centre for Water and EnvironmentC4: IOC of UNESCOC5: IOC of UNESCO, Observations and Services SectionC6: Project Coordination Unit C7: UNEP/DEWA/GRID-Geneva  | Project ManagerComponent Focal Points: C1: Ms A. Aureli, ChiefC2: W. Rast, Project ManagerC3: P. K. Bjørnsen, DirectorC4: J. Barbiere, Programme SpecialistC5: A. Fisher, HeadC6: Project Manager C7: J. van Woerden, Data Coordinator | Component Coordination Units reports to PSC and PCU |
| Preparation of Expenditure Statements (including co-financing):C1: AquifersC2. Lake BasinsC3: River BasinsC4: LMEsC5: Open OceanC6: Cross-cutting IssuesC7: D&I Management | Component Coordination Units:C1: UNESCO-IHP, Groundwater Resources Systems SectionC2: International Lake Environment Committee (ILEC)C3: UNEP-DHI Centre for Water and EnvironmentC4: IOC of UNESCOC5: IOC of UNESCO, Observations and Services SectionC6: Project Coordination Unit C7: UNEP/DEWA/GRID-Geneva  | Project ManagerComponent Focal Points: C1: Ms A. Aureli, ChiefC2: W. Rast, Project ManagerC3: P. K. Bjørnsen, DirectorC4: J. Barbiere, Programme SpecialistC5: A. Fisher, Head, GOOS programmeC6: Projecrt Manager C7: J. van Woerden, Data Coordinator | UNON-IMIS |
| Preparation of counterpart contribution reports:C1: AquifersC2. Lake BasinsC3: River BasinsC4: LMEsC5: Open OceanC6: Cross-cutting IssuesC7: D&I Management | Component Coordination Units:C1: UNESCO-IHP, Groundwater Resources Systems SectionC2: International Lake Environment Committee (ILEC)C3: UNEP-DHI Centre for Water and EnvironmentC4: IOC of UNESCOC5: IOC of UNESCO, Observations and Services SectionC6: Project Coordination Unit C7: UNEP/DEWA/GRID-Geneva  | Project ManagerComponent Focal Points: C1: Ms A. Aureli, ChiefC2: W. Rast, Project ManagerC3: P. K. Bjørnsen, DirectorC4: J. Barbiere, Programme SpecialistC5: A. Fisher, HeadC6: Project Manager C7: J. van Woerden, Data Coordinator | Reports on co-financing to the PSC |
| On-site supervision of Component Activities:C1: AquifersC2. Lake BasinsC3: River BasinsC4: LMEsC5: Open OceanC6: Cross-cutting IssuesC7: D&I Management | Component Coordination Units:C1: UNESCO-IHP, Groundwater Resources Systems SectionC2: International Lake Environment Committee (ILEC)C3: UNEP-DHI Centre for Water and EnvironmentC4: IOC of UNESCOC5: IOC of UNESCO, Observations and Services SectionC6: Project Coordination Unit C7: UNEP/DEWA/GRID-Geneva  | Project ManagerComponent Focal Points: C1: Ms A. Aureli, ChiefC2: W. Rast, Project ManagerC3: P. K. Bjørnsen, DirectorC4: J. Barbiere, Programme SpecialistC5: A. Fisher, HeadC6: Project Manager C7: J. van Woerden, Data Coordinator | On-site data collection |
| UNEP-DEWA Supervision Missions | PCU UNEP-DEWA | Project Manager | On-site data collectionMission reports |
| **Evaluation** |
| Meetings of the PSC | PCU(acting as Secretariat of the Committee) | Project ManagerUNEP Task Manager | Minutes of the meetings of the PSC |
| Meetings of the STAC | PCU(acting as Secretariat of the Committee) | Project ManagerUNEP Task Manager | Minutes of the meetings of the STAC |
| Mid-Term Management Review | UNEP-EOU in consultation with the PCU, and participating institutions and stakeholders | Project Manager | On-site data collectionProject Manager reviewt |
| Final Evaluation | UNEP-EOU in consultation with the PCU, and participating institutions and stakeholders | Independent consultant  | On-site data collectionConsultant report |
| Annual Project Implementation Review (PIR) | UNEP with the assistance of participating Institutions | Project Manager in consultation with UNEP Task Manager | On-site data collectionPIR reports |