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

| **M&E**  **COMPONENT/ ACTIVITY** | **RESPONSIBILITY ASSIGNMENT** | | **MEANS OF ASSESSMENT/ MONITORING**  **DATA SOURCE** |
| --- | --- | --- | --- |
| **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 | PCU  UNEP-DEWA | Project Manager  UNEP Task Manager | Project Document  Resolutions of the Project Steering Committee Meetings |
| Preparation of individual component (C) work plans:  C1: Aquifers  C2. Lake Basins  C3: River Basins  C4: LMEs  C5: Open Ocean  C6: Cross-cutting Issues  C7: D&I Management | Component Coordination Units:  C1: UNESCO-IHP, Groundwater Resources Systems Section  C2: International Lake Environment Committee (ILEC)  C3: UNEP-DHI Centre for Water and Environment  C4: IOC of UNESCO  C5: IOC of UNESCO, Observations and Services Section  C6: Project Coordinating Unit  C7: UNEP/DEWA/GRID-Geneva | Sub-Project Manager  Component Focal Points:  C1: Ms A. Aureli, Chief  C2: W. Rast, Project Manager  C3: P. K. Bjørnsen, Director  C4: J. Barbiere, Programme Specialist  C5: A. Fisher, Head  C6: Project Manager  C7: J. van Woerden, Data Coordinator | Project Document  Resolutions of the Project Steering Committee Meetings |
| Preparation of Overall Project Progress Reports | PCU  UNEP-DEWA | Project Manager  UNEP Task Manager | Management Project Coordination Unit’s reports to PSC & UNON |
| Preparation of individual component quarterly progress reports:  C1: Aquifers  C2. Lake Basins  C3: River Basins  C4: LMEs  C5: Open Ocean  C6: Cross-cutting Issues  C7: D&I Management | Component Coordination Units:  C1: UNESCO-IHP, Groundwater Resources Systems Section  C2: International Lake Environment Committee (ILEC)  C3: UNEP-DHI Centre for Water and Environment  C4: IOC of UNESCO  C5: IOC of UNESCO, Observations and Services Section  C6: Project Coordination Unit  C7: UNEP/DEWA/GRID-Geneva | Project Manager  Component Focal Points:  C1: Ms A. Aureli, Chief  C2: W. Rast, Project Manager  C3: P. K. Bjørnsen, Director  C4: J. Barbiere, Programme Specialist  C5: A. Fisher, Head  C6: Project Manager  C7: J. van Woerden, Data Coordinator | Component Coordination Units reports to PSC and PCU |
| Preparation of Expenditure Statements (including co-financing):  C1: Aquifers  C2. Lake Basins  C3: River Basins  C4: LMEs  C5: Open Ocean  C6: Cross-cutting Issues  C7: D&I Management | Component Coordination Units:  C1: UNESCO-IHP, Groundwater Resources Systems Section  C2: International Lake Environment Committee (ILEC)  C3: UNEP-DHI Centre for Water and Environment  C4: IOC of UNESCO  C5: IOC of UNESCO, Observations and Services Section  C6: Project Coordination Unit  C7: UNEP/DEWA/GRID-Geneva | Project Manager  Component Focal Points:  C1: Ms A. Aureli, Chief  C2: W. Rast, Project Manager  C3: P. K. Bjørnsen, Director  C4: J. Barbiere, Programme Specialist  C5: A. Fisher, Head, GOOS programme  C6: Projecrt Manager  C7: J. van Woerden, Data Coordinator | UNON-IMIS |
| Preparation of counterpart contribution reports:  C1: Aquifers  C2. Lake Basins  C3: River Basins  C4: LMEs  C5: Open Ocean  C6: Cross-cutting Issues  C7: D&I Management | Component Coordination Units:  C1: UNESCO-IHP, Groundwater Resources Systems Section  C2: International Lake Environment Committee (ILEC)  C3: UNEP-DHI Centre for Water and Environment  C4: IOC of UNESCO  C5: IOC of UNESCO, Observations and Services Section  C6: Project Coordination Unit  C7: UNEP/DEWA/GRID-Geneva | Project Manager  Component Focal Points:  C1: Ms A. Aureli, Chief  C2: W. Rast, Project Manager  C3: P. K. Bjørnsen, Director  C4: J. Barbiere, Programme Specialist  C5: A. Fisher, Head  C6: Project Manager  C7: J. van Woerden, Data Coordinator | Reports on co-financing to the PSC |
| On-site supervision of Component Activities:  C1: Aquifers  C2. Lake Basins  C3: River Basins  C4: LMEs  C5: Open Ocean  C6: Cross-cutting Issues  C7: D&I Management | Component Coordination Units:  C1: UNESCO-IHP, Groundwater Resources Systems Section  C2: International Lake Environment Committee (ILEC)  C3: UNEP-DHI Centre for Water and Environment  C4: IOC of UNESCO  C5: IOC of UNESCO, Observations and Services Section  C6: Project Coordination Unit  C7: UNEP/DEWA/GRID-Geneva | Project Manager  Component Focal Points:  C1: Ms A. Aureli, Chief  C2: W. Rast, Project Manager  C3: P. K. Bjørnsen, Director  C4: J. Barbiere, Programme Specialist  C5: A. Fisher, Head  C6: Project Manager  C7: J. van Woerden, Data Coordinator | On-site data collection |
| UNEP-DEWA Supervision Missions | PCU  UNEP-DEWA | Project Manager | On-site data collection  Mission reports |
| **Evaluation** | | | |
| Meetings of the PSC | PCU  (acting as Secretariat of the Committee) | Project Manager  UNEP Task Manager | Minutes of the meetings of the PSC |
| Meetings of the STAC | PCU  (acting as Secretariat of the Committee) | Project Manager  UNEP 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 collection  Project Manager reviewt |
| Final Evaluation | UNEP-EOU in consultation with the PCU, and participating institutions and stakeholders | Independent consultant | On-site data collection  Consultant report |
| Annual Project Implementation Review (PIR) | UNEP with the assistance of participating Institutions | Project Manager in consultation with UNEP Task Manager | On-site data collection  PIR reports |