



# NEW EGMP National Reporting Template & Process

- 1. Template used for reporting:** Use a shared online table (i.e. Google sheets/excel table) to report against each activity.
- 2. Periodicity of each reporting cycle:** Every 2 years a reporting cycle is launched, reports are analysed and presented for discussion at the EGM IWG meetings.
- 3. Process:** Task Forces, Secretariat and the Data Centre to develop the templates during the intersessional period.

The final templates will be adopted at **EGM IWG7**

A **workflow** on how to compile and submit the national reports shall be developed by the Task Forces, the Secretariat and the Data Centre and agreed at EGM IWG7.

It is proposed that the EGMP Task Forces maintain the reporting of actions as a rolling process and support the National Government Representatives with the submission of the national report.

## Way forward?

- **Decision** The Secretariat to produce and circulate to the TF for review a draft document outlining the new national reporting process and format.
- TF members to look through the **workplans** and make sure that the information is up to date

## 2022

- Google sheet moved to MS Teams Folder – Sharepoint (in progress)
- TF members update and maintain table and overview updated
- TF members consult with NGR
- Updated table submitted to the TF 60 days before the EGMIWG meeting –
- TF reviews table – submit final version 30 days before EGMIWG meeting

## 2023

- TF members keep table up to date
- TF members submit table to NGR for review and official approval
- NGR submits final table to Secretariat 60 days before EGM IWG meeting
- Analysis is compiled by Secretariat (Consultant) and submitted to EGM IWG 30 days before the meeting for adoption