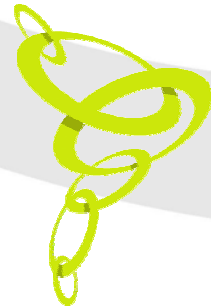# VII Meeting of IIRSA National Coordinators

Strategic Monitoring System for projects comprised in the Implementation Agenda based on Consensus 2005-2010

Asunción, November 9th 2005

Goals

- Create a management-intensive environment for AIC projects by sharing information, and by mobilizing expertise, decision capabilities as well as financial and technological resources.

- Identify different degrees of progress as well as any shortcoming in order to fulfill critical tasks, with a view to encouraging relevant authorities to make decisions.

Key Actors Concerned with Monitoring

National Coordinators

- **Monitor project preparation and execution** stages.
- Detect problems and **coordinate governmental authorities** involved in the task of overcoming constraints.
- **Keep authorities informed about** any progress or problem related to the project.

Key Actors Concerned with Monitoring

Project Managers

- **Manage all the preparation and execution stages of the project,** in accordance with the procedures laid down by each country.

Key Actors Concerned with Monitoring

Hub Coordinators (CCT)

- **Monitor the preparation and execution processes of the project,** jointly and cooperatively with the National Coordinator.

- Support problem-identification activities and suggest **any action required for overcoming obstacles** to relevant areas of CCT institutions and National Coordination.

- **Keep CCT informed about** any progress or problem related to the project.

Decision-oriented Monitoring

- Monitoring is not only intended as a follow-up of project execution, but also as a means to **identify implementation obstacles and their solutions**.

- Coordinate and **provoke the decision-making** required to overcome constraints.

- **Disseminate consistent information** on the progress of the project for the benefit of authorities and all interested parties.

- Generate **high-quality and updated information**.

Tasks Fulfilled

- Prototype presented to National Coordinators, Buenos Aires, 07/20/2005.

- Management teams interviewed in: Argentina (09/23), Colombia (09/15), Brazil (09/02), Peru (09/16) and Secretariat (09/23).

- System functionalities validated with the CCT (09/27).

- Version 1.0 System presented to National Coordinators, Asunción, 10/09/2005.

Tasks to be fulfilled

- Management team members trained in the following countries :

  - Ecuador and Peru: Caracas, 11/17
  - Colombia, Guyana, Suriname and Venezuela: Caracas, 11/18
  - Argentina, Bolivia and Chile: Buenos Aires, 11/24
  - Brazil, Paraguay and Uruguay: Buenos Aires, 11/25
  - Secretariat: Buenos Aires, 11/23

- System operation scheduled for 11/28
- First progress reports scheduled for 11/30
- System presentation to CDE scheduled for 12/01/2005

System Presentation

www.sige.iirsa.org

Access and Languages

- Access to the restricted system, authorized users only.

- Languages:
  - The system will display English, Portuguese or Spanish titles, depending on the user-defined language upon registration.
  - Content items will be displayed in the project manager's language.
  - The user can shift to another language from the control panel.

Access Levels

- **National Coordinator**: censes all users in the country, enters restriction management actions and prepares specific reports.

- **Hub Coordinator**: enters restriction management actions and prepares specific reports.

- **Project Manager**: feeds input into the project. In bi-national projects, managers alternate every 3 months.

Access Levels

- **User**: has access to all system fields but cannot enter information.

- **Secretariat**: adds new projects, identifies users classified as national coordinators, hub coordinators and project managers, and creates specific reports.

Monitoring Critical Tasks

- The system will automatically send an e-mail to the manager and national coordinators to inform them, with 10 days in advance, the activities approaching deadline.

- This e-mail will be re-sent on the deadline date.

Restriction and Critical Task Management

- Restrictions overcome by managers will be eliminated. The information system will store in its memory all the restrictions encountered.

- From the field named "economic and socio-environmental benefits", a different kind of file can be created: a text, table, picture or video.

- In the "critical tasks" field, the efforts required will be determined by the manager, according to the degree of difficulty involved in executing each task.

Revision of Physical Programming and Critical Tasks

- The manager will be able to revise the physical programming and critical tasks at any moment. The system will store all changes in its memory.

- The time / date of all accesses to the system will be recorded.

- All institutions engaged in project execution can have links to their respective websites.

- The system will store -under "project documents"- all documents that make up the project execution record: meetings' minutes, studies, photographic follow-up, films.

Reports (1)

- Reports to be submitted to Ministers:
  - A complete report on all the projects in the country.

- Reports to be submitted to National Coordinators:
  - A complete report on all the projects in the country.
  - Status report summary of all the projects in the country.
  - Report on existing constraints to the country's projects.
  - Report on critical tasks, with XX days in advance.
  - Report on the critical tasks still on schedule (red).

Reports (2)

- Reports to be submitted to Hub Coordinators:

  - A complete report on all the projects in the Hub.
  - Status report summary of all the projects in the Hub.
  - Report on existing constraints to the Hub's projects.
  - Report on the projects' critical tasks, with XX days in advance.
  - Report on the projects' critical tasks still on schedule (red).

Reports (3)

- Reports to be submitted to the Secretariat:

  - A complete report of all projects involved in the Implementation Agenda based on Consensus 2005-2010.
  - A complete report on all projects, by country.
  - Project status report, by country.
  - Report on existing project constraints, by country.
  - Report on the projects' critical tasks, with XX days in advance, by country.
  - Report on the projects' critical tasks still on schedule (red), by country.

System Operation

- The Secretariat will be entrusted with the task of lending technical support to the monitoring of projects and information system management.

- The system will make use of INTAL's IT infrastructure.