

ANNEX C - The Steering Committee and Technical Committees

The **Steering Committee** (named “Junta Directiva” in the Programme Document) will consist of one representative of SEGEPLAN, two representatives of the Royal Norwegian Embassy in Guatemala, the Resident Coordinator of the UN system, one representative of each Participating UN Organization, and the Maya Programme Principal Technical Advisor. The Committee should resolve any dispute that may arise within the Programme or between the Programme and external actors.

The Steering Committee is the decision-making body of the Maya Programme, responsible of orienting strategically the implementation of the Programme during all its phases. It will take relevant decisions related to the planning and execution of the programme, based on the annual progress, substantial and financially, and results revisions, and it will be its duty to follow up the accomplishment of the obligations agreed between the Donor and the UN. The Steering Committee will endorse the programme progress and financial reports and approve the annual work plans and budgets.

The Steering Committee shall hold annual consultations. The Steering Committee’s Chair shall call and chair the consultation, which shall be held at a mutually agreed date and place in June each year. The Secretariat of the Steering Committee shall draft agreed minutes of the meeting and submit these to the members of the Committee within two weeks after the consultation for approval.

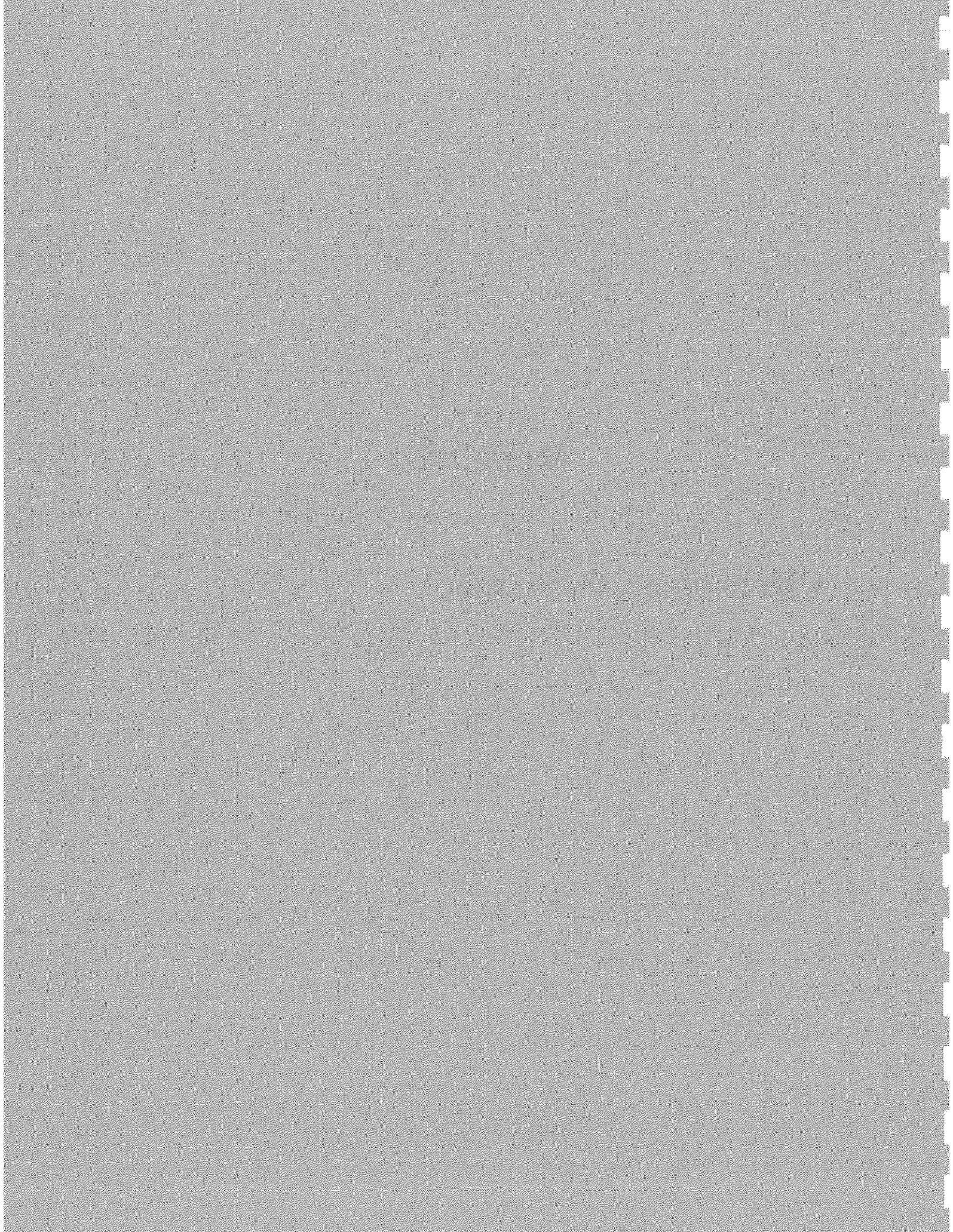
Technical Committees

The Steering Committee will name a reduced number of civil society and state institutions representatives to integrate a **Specialist Council**, whose main responsibility is political analysis and to encourage dialogue between distinct actors involved in aspects of programme interest. **Selection Committees** of each component will be integrated to analyze and recommend for Steering Committee’s approval project proposals to participate in the Programme. These committees will consist of three members: the Maya Programme Principal Technical Advisor, one representative of each Participating UN Organizations and one representative of the Norwegian Embassy. The programme will also be guided by an **Executive Coordinating Board** (integrated by the Maya Programme Principal Technical Advisor and representatives of the participating agencies), which responsibility is to guarantee an efficient Programme coordination and monitor its effective implementation. Finally, the integration of a **Follow-up Board** to each component, integrated by representatives of the Participating UN Organizations, the Norwegian Embassy as well as partners, will assist the Maya Programme to continuously assess its implementation progress.

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ANEXO “D”

- Monitoreo y Evaluación



ANNEX D - Monitoring, reviews, evaluation and reporting

This monitoring and evaluation should include the presentation of annual work plans and budgets by each of the Participating UN Organizations and these plans should consider modifications if necessary to accomplish the planned results and set time frames as well as the responsibilities related to the execution. The annual work plan should include indicators capable to assess advances and achievement. Each component should have its own plan and the Maya Programme Principal Technical Advisor at the Administrative Agents' office should consolidate one common programme plan.

The annual narrative, financial and audit reports should be presented two weeks prior to the annual meetings in the Steering Committee. These reports should correspond to the annual work plans and budgets, and should be revised in the Committee's annual meetings and approved by the Donor. In these annual meetings the functioning of the Programme should be evaluated and, if considered necessary, amendments to the Programme Document may be made with signature of all parties. The last annual meeting should be a final revision of the Programme and final reports should be presented along with systematization on lessons learned and other experiences.

Moreover, a monitoring and evaluation system is to be implemented during all phases of the Programme implementation, in close relation to the Unities of Planning, Monitoring and Evaluation in each Participation UN Organization.

An external review shall be carried out at the end of the second year to provide elements regarding the implementation and to consider necessary amendments to the Programme to improve its effects and impact. Finally, a final external evaluation will be carried out in the last semester of the final year of implementation. Norway may, separately or jointly with other partners, take the initiative to evaluate or review its cooperation with the UN under this SAA, i.e. to establish whether contributions have been used for their intended purposes. The AA and participating UN organizations shall be informed about such initiatives and be invited to join in. The participating UN organizations shall upon request assist in providing all relevant information within the limits of their rules and regulations. Norway shall bear all major costs involved in such exercises.

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