

CDM-EB90-AA-A11

Improvements to the secretariat's lessons learnt infrastructure

Version 01.0



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1. Procedural background

1. At its eighty-seventh meeting, the Executive Board of the clean development mechanism (hereinafter referred to as the Board) requested the secretariat, through the 2016 Management Plan (MAP), to further enhance its lessons learnt system. The related MAP activity under objective 1(b) provided a clear mandate to the secretariat to undertake this continuous improvement initiative.

2. Purpose

2. The purpose of this information note is to inform the Board of the work undertaken to further improve the secretariat's lessons learnt infrastructure.

3. Key issues and proposed solutions

3. The secretariat relies on several approaches to learn from its experience in order to continuously improve. An analysis of these approaches this year by the project team revealed the following opportunities to further enhance the secretariat's existing lessons learnt infrastructure:
 - (a) Increasing the scope of activities for which lessons learnt are captured and recommendations made;
 - (b) Consolidating the capturing of lessons learnt and subsequent recommendations for all MAP activities into a central repository;
 - (c) Further increasing the frequency with which lessons learnt are captured and recommendations made;
 - (d) Streamlining the approach to address and follow-up on all lessons, recommendations and innovative ideas that staff members submit, including feedback from stakeholders.
4. The Effort Tracking System (ETS) of the secretariat is used on a daily and weekly basis by all staff members to record the time they have spent on every MAP activity. In order to respond to the above opportunities, the secretariat has upgraded the ETS with a sub-system to capture and manage lessons learnt and recommendations. As a result, staff members have the possibility to report lessons learnt and make recommendations on any MAP activity while recording efforts against that particular activity. The resulting database is accessible to all staff and is equipped with decision-making and implementation-tracking tools.
5. The upgraded ETS is supported by an internal operating procedure to ensure that lessons learnt are channelled, appropriate recommendations are implemented and effectiveness of the infrastructure is reported to management on a regular basis. The upgrade and internal operating procedure ensure that input collected from staff members is systematically addressed through a continuous improvement cycle.

4. Impacts

6. This work will further strengthen the continuous improvement practice in the secretariat, which will benefit products and services delivered to CDM stakeholders.

7. The embedding of the improved lessons learnt system and processes into already adopted organizational systems and practices will significantly lower the operational efforts of this continuous improvement component.

5. Subsequent work and timelines

8. Internal communication activities will take place in order to promote the ongoing operation of the improved lessons learnt infrastructure, starting from the third quarter of 2016.

6. Recommendations to the Board

9. The Board may wish to take note of the information contained in this document as a report on how the secretariat has addressed the mandate related to this MAP activity.

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Document information

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