

Work Planning & Reporting

...made easier

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PACIFIC ADAPTATION TO CLIMATE CHANGE

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SPREP
Secretariat of the Pacific Regional
Environment Programme



**Australian
AID**



With support from UNITAR C3D+ Programme



Planning



Planning

- Current requirements
 - Quarterly Work Plans (QWP)
- Mandatory reporting requirements
 - Annual Work Plans (AWP)
- Considerations
 - AWP details inputs for activities, and must contain clear output indicators and targets, against which to monitor progress quarterly



Proposed Adjustment to Planning Exercise

- Annual Work Plans (*do away* with Quarterly Work Plans)
 - Less reporting, more emphasis on AWP.



Reporting



Proposed Adjustment to Reporting (Qualitative)

- Current requirements:
 - Quarterly Progress Report (extension of Quarterly Workplan)
 - Quarterly Narrative Report
- Mandatory UNDP reporting requirements
 - Quarterly update of Output level Indicators, Targets, Risks & Issues
- Mandatory donor requirements
 - Annual Report detailing Outcome level progress and financial summary, according to donor fiscal year July-June (GEF and AusAid)



Proposed Adjustment to Reporting (Qualitative)...

- Semi-annual Narrative report, detailing progress of outcomes, and financial summary



Reporting Expenditure and Requesting Funds

- Current requirements:
 - FACE form – Funding Authorization and Certificate of Expenditure form
 - ICE – Itemized Cost Estimates
 - Quarterly
- Mandatory Reporting
 - FACE form
 - ICE – Itemized Cost Estimates
 - CCEL – Child coded expenditure list
 - Quarterly

CO	REPORTS, PLANS	QUARTER 1 2012	QUARTER 2 2012
		8 APRIL 2012	8 JULY 2012
CK	FACE FORM	18 April 2012	27 July 2012
FM	FACE FORM	13 April 2012	12 July 2012
FJ	FACE FORM	13 April 2012	10 July 2012
MI	FACE FORM	13 April 2012	7 July 2012
NU	FACE FORM	5 April 2012	13 July 2012
PW	FACE FORM	none received	none received
PG	FACE FORM	none received	26 July 2012
SA	FACE FORM	13 April 2012	24 July 2012
SI	FACE FORM	10 April 2012	12th July
TK	FACE FORM	16 April 2012	28 July 2012
TO	FACE FORM	8 April 2012	9 July 2012
TV	FACE FORM	7 April 2012	14 June 2012
VU	FACE FORM	13 April 2012	none received
RE	FACE FORM	16 April 2012	13 July 2012



Important Considerations

- Periodicity of Advances
 - Advances are made for a three-month period or less depending on the needs of the programme or project, according to the envisaged activities agreed in the annual work plan. The frequency is agreed on between the designated institution and the country office at the outset of the programme or project. Detailed planning of expenses to be made by the project and close monitoring from the country office are essential.
- 80% Rule
 - “The approval of a request for an advance by an implementing partner for a particular project is subject to the verification by the country office that at least 80% of the previous advance given and 100% of all earlier advances have been liquidated.”
- One Year Rule
 - “...should an implementing partner have outstanding NEX advances over one year old, no new advance should be given to that implementing partner for any of the projects it is implementing until the advance in question is liquidated.”

Options: Payment Modalities

- **Direct cash transfer** - UNDP advances cash funds on a quarterly basis (based on agreed work plan) to the implementing partner, who in turn reports back using Funding Authorization and Certification of Expenses (FACE) forms. Note that the recording of expenses, from requisition through to disbursement, occurs in the books of the implementing partner. UNDP is pre-funding the activities with advances of cash.
- **Reimbursement** – unlike direct cash transfer, reimbursement arrangement is where UNDP pays the implementing partner after the implementing partner has itself made disbursement based on the Annual Work Plan. This is a pre-financing arrangement made by the Implementing Partner. The Implementing Partner needs to have prior consultation with UNDP before embarking on pre-financing arrangement;
- **Direct payment** - the implementing partner carries out the procurement activity but requests UNDP to make the disbursement directly to vendors through FACE forms. In this arrangement, UNDP is undertaking only the fiduciary function on behalf of the Implementing Partner
- **Direct Agency Implementation** – UNDP conducts expense from requisition through to disbursement with no cash being transferred to the implementing partner. However, the implementing partner has full programmatic control and so full control over expenses



Deadlines



New Calendar

Report	Due Date
FACE form, with ICE & CCEL (child-coded expenditure list)	Quarterly - 1 st week of 1 st month of new quarter
Provide an update of indicators, targets, risks and issues (output level)	Quarterly – 4 th week of last month of quarter
AWP with clearly defined activities as well as indicators and targets	October-December (for following year)
Semi-annual progress report (outcome level)	January, July
Annual Reports (GEF - APIR, AusAid) (RPMU only)	June-August



AWP + Monitoring Framework



The Big (UNDP) Picture

2011

- Total Expenditure towards UNDP environment projects/programmes: **\$219M**
- Total Expenditure towards UNDP environment projects/programmes in the Pacific: **\$11M**
- Total PACC expenditure: **\$2.8M**

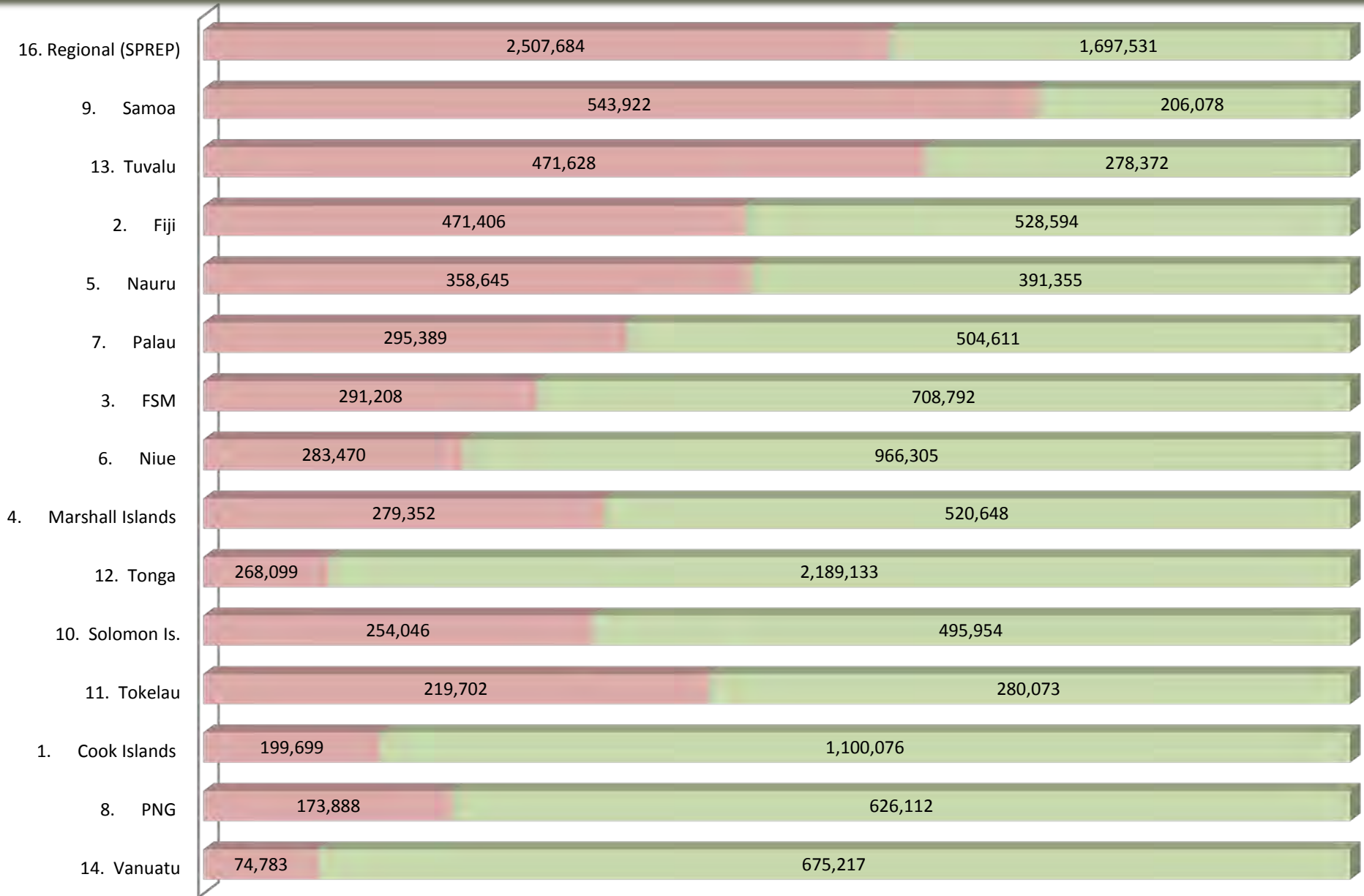
2012

- Total UNDP Budget towards environment projects/programmes: **\$387M**
- Total PACC Budget: **\$3M**

This project puts Samoa in the Top 10 UNDP Country Offices for Environment-related Expenditure

Total Allocation (GEF + AusAID): \$20,984,082

Total Expenditure: \$7,207,066 Project Balance: \$13,777,016





TUBWA!

