



First Consolidated Annual Progress Report on Activities Implemented under the Climate Vulnerable Forum Trust Fund

**Report of the Administrative Agent of the Climate Vulnerable Forum Trust Fund
for the period 1 January – 31 December 2013**

Multi-Partner Trust Fund Office
Bureau of Management
United Nations Development Programme
<http://mptf.undp.org>

31 May 2014

PARTICIPATING ORGANIZATIONS



Empowered lives.
Resilient nations.

United Nations Development
Programme (UNDP)



United Nations International
Strategy for Disaster
Reduction (UNISDR)

CONTRIBUTORS



BANGLADESH



NORWAY



SWITZERLAND

DEFINITIONS

Allocation

Amount approved by the Steering Committee for a project/programme.

Approved Project/Programme

A project/programme including budget, etc., that is approved by the Steering Committee for fund allocation purposes.

Contributor Commitment

Amount(s) committed by a donor to a Fund in a signed Standard Administrative Arrangement with the UNDP Multi-Partner Trust Fund Office (MPTF Office), in its capacity as the Administrative Agent. A commitment may be paid or pending payment.

Contributor Deposit

Cash deposit received by the MPTF Office for the Fund from a contributor in accordance with a signed Standard Administrative Arrangement.

Delivery Rate

The percentage of funds that have been utilized, calculated by comparing expenditures reported by a Participating Organization against the 'net funded amount'.

Indirect Support Costs

A general cost that cannot be directly related to any particular programme or activity of the Participating Organizations. UNDG policy establishes a fixed indirect cost rate of 7% of programmable costs.

Net Funded Amount

Amount transferred to a Participating Organization less any refunds transferred back to the MPTF Office by a Participating Organization.

Participating Organization

A UN Organization or other inter-governmental Organization that is an implementing partner in a Fund, as represented by signing a Memorandum of Understanding (MOU) with the MPTF Office for a particular Fund.

Project Expenditure

The sum of expenses and/or expenditure reported by all Participating Organizations for a Fund irrespective of which basis of accounting each Participating Organization follows for donor reporting.

Project Financial Closure

A project or programme is considered financially closed when all financial obligations of an operationally completed project or programme have been settled, and no further financial charges may be incurred.

Project Operational Closure

A project or programme is considered operationally closed when all programmatic activities for which Participating Organization(s) received funding have been completed.

Project Start Date

Date of transfer of first instalment from the MPTF Office to the Participating Organization.

Total Approved Budget

This represents the cumulative amount of allocations approved by the Steering Committee.

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Executive Summary

2013 was the first operational year of the Climate Vulnerable Forum Trust Fund (CVFTF) and efforts focused on establishing the Climate Vulnerable Fund (CVF) programme of work on an operational basis and preparing the ground for future activities.

As one of the Participating UN Organizations, UNDP provided institutional support to the CVF, including services in fulfillment of the CVFTF Technical Secretariat function. 2013 activities undertaken by UNDP and the UNDP hosted Technical Secretariat assisted the CVF to develop a 2013 - 2015 Action Plan for its collaborative work going forward, to establish an institutional framework within UNDP for supporting a range of CVF priority activities on a global basis, for facilitating the preparations for an agreement with the World Bank and the CVF Chair to form a financial focus group of CVF countries, and to launch and maintain a public website (<http://www.thecvf.org/>), greatly expanding CVF communication channels.

In addition to the contributions received by the CVFTF, the Steering Committee was able to mobilize project funding of approximately 80,000 US dollars provided by Germany as a parallel contribution to the CVFTF programme of work in a direct agreement with UNDP (funds not channeled through the CVFTF itself). A segment of this project was implemented during 2013, and the remainder in early 2014. The parallel contribution of Germany to the CVFTF work programme enabled the holding of a CVF Partner's Exchange event and press conference at the November, 2014 UN Climate Change Conference at Warsaw, Poland (COP19). The event included the public presentation of the new CVF Action Plan and an exchange of views with key partners and the media. While the financial and programmatic details of this work are subject to separate reporting channels, the contribution is recorded here because the arrangements were secured by CVFTF Steering Committee members and enabled an expanded implementation of CVFTF priorities for 2013.

This Consolidated Annual Progress Report under the Climate Vulnerable Forum Trust Fund (CVFTF) covers the period from 1 April to 31 December, 2013. This report is in fulfillment of the reporting requirements set out in the Standard Administrative Arrangement (SAA) concluded with the Donor. In line with the Memorandum of Understanding (MOU) signed by Participating UN Organizations, the Annual Progress Report is consolidated based on information, data and financial statements submitted by Participating Organizations. It is neither an evaluation of the CVFTF nor an assessment of the performance of the Participating Organizations. The report provides the Steering Committee with a comprehensive overview of achievements and challenges associated with the CVFTF, enabling it to make strategic decisions and to take corrective measures, where applicable. The report has two parts; Part I including narrative on progress and results and Part II including financial performance.

Part I – Narrative Programmatic Progress and Results

I. Purpose/Background

The CVFTF was created following consultation among the CVF in September 2012. Its goal is to empower climate vulnerable countries as collective agents of more effective climate change policies at the international and national levels. It aims to enhance key capacities and support political leaders and senior policy-makers in Forum member countries as its primary beneficiaries. Final beneficiaries are communities most vulnerable to the adverse effects of global warming and the carbon economy.

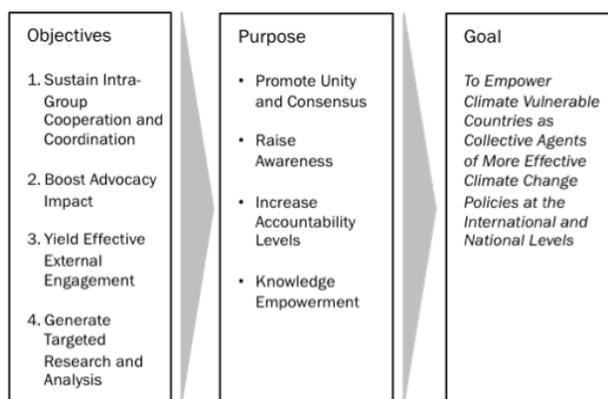
The [CVFTF Programme Framework](#) considered the engagement of developing countries vulnerable to climate change as an untapped source of potential, which if fostered, could make a significant contribution towards overcoming key challenges identified in international climate change policy, such as a deficit in adaptation responses and the strength of mitigation targets. It stated that: “Empowering representatives of countries interested to act as collective agents for new progress with respect to the international climate change agenda, including through autonomous domestic actions, will therefore constitute an important contribution towards tackling the [climate change] crisis (..) The aim of this collaborative programme framework and the [Climate Vulnerable] Forum Trust Fund is to enable the [Climate Vulnerable] Forum to support a dynamic horizontal partnership for cooperation and leadership among developing countries self-identified as vulnerable to climate change as a means to achieve enhanced policy outcomes for responding to the global climate challenge, internationally and locally.”

The [CVFTF 2013 Work Plan](#) further noted that: “Specifically during 2013, the Climate Vulnerable Forum seeks to harness and sustain more effective and broad-based collaboration among vulnerable developing countries, and enhanced outreach, in order to overcome some of the key barriers that inhibit more effective climate change policies and action of relevance to the United Nations Development Group as well as wide-ranging national and international development priorities.”

Both the CVFTF Programme Framework and the 2013 Work Plan foresaw an Ad-hoc (Technical) Secretariat function with responsibility for assisting the Forum’s Chairs and Members in coordinating and implementing activities and supporting the governance mechanisms of the Trust Fund including working in close collaboration with the CVFTF Administrative Agent as appropriate. Responsibilities span a range of institutional and programme tasks as detailed in the CVFTF Programme Framework document. The Secretariat was operationalized through a project implemented by UNDP.

I.I Objectives and Priorities

CVFTF Objectives are illustrated in the below diagram drawn from the 2013 CVFTF Work Plan. The Technical Secretariat function is deemed vital for all facets of the CVF programme of work and, depending on evolving CVF priorities, is considered to contribute to each of the four objectives. The 2013 CVFTF work plan identified the Technical Secretariat as the most essential activity set of this plan on a priority basis.



Two main tasks were foreseen as a part the CVFTF work plan as implemented by UNDP in 2013, as follows:

- a. Interim provision of key CVFTF ad hoc Technical Secretariat functions by the UNDP as foreseen by the CVFTF Programme Framework and 2013 work plan with ongoing efforts in support of resource mobilization for the CVFTF as a priority task.
- b. Preparation of longer-term institutional arrangements within UNDP for the fuller implementation of CVFTF activities going forward under the CVFTF programme, including undertaking through to conclusion of the consultation, development and approval processes needed adopt an official UNDP Global Project Document on CVFTF. In particular, these processes entail final sign-off from a UNDP Project Approval Committee of the Document.

The activities undertaken during the reporting period contribute to three of the four main CVFTF objectives and are an incremental contribution also towards the achievement of the Fund's overarching goal (see section IV Results below for additional details), as follows:

1. Sustain Intra-Group Cooperation and Coordination: With the support of participating organizations, the CVF was able to develop a clear Action Plan for its priority collaborative work between 2013–2015, building on the activities included in the 2011 Dhaka Declaration of the CVF. The establishment of the CVF Support Unit hosted by UNDP with a dedicated UNDP global project created an operational basis for institutionally supporting the CVF Chair, its members and the CVFTF Steering Committee for the period 2013-2016.

2. Raise Awareness: A CVF web site (<http://www.thecvf.org/>) and social media channels were established, expanding the communications capacity and outreach of the CVF. A CVF Stakeholders Exchange event and press conference was held in Warsaw, Poland at the UN climate change conference (COP19).

3. Yield Effective External Engagement: The CVF Action Plan developed during 2013, provided the basis for collaborative engagement with different international organizations during 2013-15. An agreement between the CVF Chair and the World Bank

on the formation of a financial focus group of CVF countries was prepared during the reporting period with the support of participating organizations.

Furthermore, resource mobilization efforts yielded new funds towards the CVFTF programme of work, and the development of a new UNDP global project document for CVF Support (facilitating future implementation across the board of the CVFTF programme of work), can both be considered contributions to all of the above objectives.

II. Resources

II.I Financial Resources

Donors to the CVFTF during the reporting period included Bangladesh, Norway and Switzerland. The CVFTF had a capitalization in 2013 of 363,100 US dollars. The parallel contribution of Germany (out of a separate global contribution of approximately 80,000 US dollars) towards the CVFTF programme of work as implemented by UNDP during this reporting period is extra budgetary to CVFTF financial reporting.

II.II In-Kind Contributions

A number of UNDP staff provided programme guidance, internal coordination support and oversight of the CVFTF activities implemented by UNDP that are not accounted for in the activity budgets for the programme. UNDP staff in Country Offices of CVF countries and other relevant developing countries also participated in programme activities. Participating UNDP country offices included: Afghanistan, Barbados**, Bhutan, Ethiopia, Ghana, Kenya, Kiribati*, Madagascar, Maldives, Nepal, Philippines, Rwanda, Saint Lucia**, Tanzania, Timor-Leste, Tuvalu*, Vanuatu* and Vietnam (all from among the CVF members). In addition, the following UNDP country offices were involved: Burkina Faso, Gambia, Grenada**, Guyana, Haiti, Indonesia, Marshall Islands*, Nauru*, Saint Vincent, Suriname, and Tajikistan.

** Via the Pacific Island regional office in Fiji; ** Via the Caribbean regional office in Barbados.*

II.III Human Resources

International Personnel: From 3 May 2013 to 2 October 2013 UNDP engaged a Specialist on a consultancy basis for 95 days equivalent of full-time activity exclusively focused on supporting CVFTF implementation within UNDP. The programme also counts on the support of staff of UNDP who track and report on the expenditure of funds.

The Environment and Energy Group of UNDP's Bureau for Development Policy based at the organization's headquarters led UNDP's implementation of CVFTF activities. A project specialist was engaged by the UNDP within its Environment and Energy Group to carry out the tasks assigned to UNDP by virtue of its submissions to the CVFTF. This work was overseen by the Director of Environment and Energy, or on the Director's behalf by designated colleagues, who provided input, guidance and advice on implementation and facilitated engagement with other units of UNDP. Further Bureau for Development Policy staff were involved in contracting, financial and other administrative activities

supporting activity implementation. Other UNDP organs, in particular, UNDP Country Offices in CVF countries or other relevant countries, were also involved to a limited extent in the implementation of activities.

III. Monitoring and Evaluation

The following Means of Evaluation (MoE) were established to review the extent of the success of activities carried out by UNDP in CVFTF implementation for 2013, as detailed in 2013 UNDP submissions to the CVFTF. The MoE relate to the main activity tasks/actions as foreseen in the UNDP submissions to the CVFTF, also outlined in the section on “Overview of Activities in the Reporting Period” above (Section I.II).

- a. Against action a (see Section I.II above): Letter/message of satisfaction from CVF focal points among the incumbent/incoming CVF chairs. MoE: copy of (a) letter(s)/message(s) from CVF focal point(s).
- b. Against action a (see Section I.II above): Additional commitments, deposits or (a) prospective engagement(s) to commitments of funds by (a) donor(s) in favour of the CVFTF or CVFTF activities. MoE: CVFTF web page on the UNDP MPTF gateway and/or (a) copy(ies) of letter(s)/message(s) containing written proof of prospective engagements foreseen by (a) donor(s).
- c. Against action b (see Section I.II above): Adoption by a Project Approval Committee of UNDP of an official UNDP Global Project Document for CVFTF activity implementation beyond the scope of this proposed activity and in fuller participation of CVFTF implementation. MoE: Copy of adopted UNDP Global Project Document on CVFTF implementation.

IV. Results

The following reporting details results yielded from the following five outputs:

- 1) Technical Secretariat: Operationalized (hosted by UNDP)
- 2) Resource Mobilization: Resource mobilization strategy developed/adopted; additional resources mobilized to the CVFTF (Norway: 160,000 USD) and its programme of work (Germany: 80,000 USD)
- 3) Partner Development: Partnership with the World Bank secured to launch a CVF financial focus group (V20)
- 4) UNDP Global Project Document: Developed and signed off by CVFTF Steering Committee and UNDP
- 5) Web Presence: CVF public website and social media channels launched (<http://www.thecvf.org/>)

OUTCOME 1 - Towards Sustain Responsive Intra-Group Cooperation and Coordination (CVFTF Objective 1)

IV.I Technical Secretariat

The UNDP carried out the Technical Secretariat function of the CVF during the reporting period taking over from a separate organization that had previously fulfilled these functions, Fundacion DARA Internacional (based in Madrid, Spain). The functions spanned a wide range of activities in support of the CVF Chair, including the drafting and preparation of programme documents, conducting briefings and supporting communication among CVF countries, the organization of meetings, and other priority administrative and substantive tasks. Over and above actions towards resource mobilization, partner development and the UNDP global project document, each dealt with further below, the scope of the Technical Secretariat functions comprised three main areas of activity, as follows:

- 1) CVFTF Steering Committee – Support for the effective functioning of the CVFTF Steering Committee, including assistance for convening and documenting meetings, advising CVF governments on procedures, ensuring compliance with UNDP Multi-Partner Trust Fund (MPTF) requirements, liaison with MPTF colleagues, and supporting the implementation of programme activities.
- 2) Full Forum – While the planned full Forum meeting, set to take place in Costa Rica in September 2013, was ultimately postponed, the Technical Secretariat supported with preparation, organization, draft meeting documents, correspondence and outreach for this event during 2013. This included assisting Costa Rica and Bangladesh with a round of detailed consultations with UNFCCC delegates of CVF countries and other relevant countries at the intercessional talks in Bonn, Germany in June 2013. It also involved the participation of UNDP Country Offices in following up with governments around the world, more than 15 of which had confirmed to UNDP Country Offices and/or the Technical Secretariat their participation in the event at the time the decision to postpone the planned full Forum was taken (to enable still wider participation). Substantive documents prepared for the full Forum were subsequently reviewed and employed by the CVF (see point 3 on “CVF Action Plan” below).
- 3) CVF Action Plan – The CVF Action Plan for 2013-15 was the substantive draft outcome document developed for consideration by the, ultimately postponed, full Forum meeting of 2013. The Action Plan was subsequently adopted by the CVF body on 1 October 2013 following a further round of consultation via CVF missions. It articulates the Forum members’ common stance on climate change in general terms and the specific collaborative actions its members intend to prioritize through to 2015 in the six different sectoral focus areas of: finance, health, human rights, labour, migration/displacement and science. In addition, the Action Plan formally adopted modalities for the CVF and commissioned new research on climate change vulnerability and low-carbon development. The Action Plan forms an important framework for the applied engagements of CVF countries to the end of 2015.

OUTCOME 2 Towards Outcome 1 (above) in addition to: Boost Advocacy Impact (CVFTF Objective 2) and Yield Effective External Engagement (CVFTF Objective 3)

IV.II Resource Mobilization

The Technical Secretariat developed a draft CVFTF Resource Mobilization Strategy that was reviewed by the incoming and outgoing CVF Chairs (Costa Rica and Bangladesh) and adopted by the CVFTF Steering Committee in June 2013. UNDP supported the CVF Chairs with the implementation of this strategy and backstopped engagement with various donors, including through the preparation of background analysis, talking points, draft communications and project proposals.

While the scale of resources mobilized fell short of the target identified by the Resource Mobilization Strategy and CVFTF 2013 Work Plan, an additional commitment from the government of Germany of circa 80,000 US dollars to CVF activities was secured during the reporting period. Further interest among donors was also cultivated through these resource mobilization activities, with Norway conveying their decision to support the CVFTF with a contribution of circa 160,000 US dollars in November 2013. These new contributions will enable the further implementation of CVF priority activities across all CVFTF activity pillars.

MoE: The CVFTF Resource Mobilization Strategy as adopted by the CVFTF Steering Committee is annexed to this report. Also annexed to this report is a copy of a letter from UNDP confirming receipt of the contribution of Germany towards CVF activities. Finally, the UNDP MPTF GATEWAY web site for the CVFTF at: <http://mptf.undp.org/factsheet/fund/CVF00> - it documents the contribution in 2013 of Norway to the CVFTF.

IV.III Partner Development

Support was provided by the Technical Secretariat to the CVF Chair to facilitate preparations for an agreement between the government of Costa Rica and the World Bank to create a standing financial focus group of Finance Ministers of CVF countries. The initiative is being dubbed "V20" after the 20 governments active in the CVF through to 2013. An Aide Memoire and other programmatic documents were developed in tri-lateral collaboration for this purpose.

MoE: Copies of draft agreement and design documents for the V20 between Costa Rica and the World Bank.

IV.IV UNDP Global Project Document

In order for CVFTF and priority activities of the CVF programme of work to be implemented by UNDP in a medium-term perspective, a separate project with independent project budget coding and reporting needed to be established through the creation of a specific CVF global project with its associated reference documentation. A detailed UNDP Global Project document on CVF support, annexed to this report, was therefore developed by UNDP and was accepted by the incoming and outgoing CVF Chairs (Costa Rica and Bangladesh). The global project and its documentation enables

the global engagement of UNDP in implementing future priority CVF activities across all CVFTF activity pillars, and for UNDP to act in concert with other CVFTF participating organizations. With the development of the UNDP global project during the reporting period, a Geneva-based CVF Support Unit (hosted by UNDP) was established in particular to exercise the Secretariat functions for the CVF/CVFTF.

IV.V Web Presence

In agreement with the CVF Chair, the CVF public website was developed, launched and maintained by the Technical Secretariat. This included the creation and ongoing development of a CVF public website as well as the creation and/or redevelopment, and maintenance, of CVF-related online social and other media channels (Facebook, Twitter etc.). As the CVF had no online presence active, these steps enabled the Forum to greatly expand its communications during the reporting period. The CVF web site also has a members section which has been used to distribute documents and other information to CVF members.

MoE: The website is online at: <http://www.thecvf.org> - social and other online media channels are also registered on the following handles:

- Facebook: <https://www.facebook.com/ClimateVulnerabilityMonitor>
- Twitter: <https://twitter.com/TheCVF>
- Google+: <https://plus.google.com/+TheCVForg>
- Pinterest: <http://www.pinterest.com/thecvf>
- RSS: <http://feeds.feedburner.com/thecvf>
- YouTube: <http://www.youtube.com/user/ClimateVForum>
- Flickr: <http://www.flickr.com/photos/thecvf>

V. Future Work

The future work of the CVF is guided in particular by the 2013 – 2015 CVF Action Plan that includes collaborative activities focused on 6 specific sectors in addition to the UNFCCC, these being: finance, health, human rights, labour, migration/displacement and science. The Action Plan also commissioned new research endeavors, including a third edition of the CVF “Climate Vulnerability Monitor”. Finally, the Action Plan foresees additional cooperation meetings of the CVF, in particular a high-level event to take place in Costa Rica, now in 2014.

While the level of CVFTF implementation achieved in 2013 was significant with respect to the scale of resources employed, CVFTF resourcing falls short of the Fund’s implementation ambitions, restraining progress towards the Fund’s overarching goal. The Fund Administrator is suggesting a mid-term review of the Fund’s results framework and possible recalibration of the strategic approach of CVFTF implementation against the Programme Framework goal as aligned with the latest best practice for UN Trust Funds.

VI. Indicator Based Performance Assessment

Outputs	<u>Achieved</u> Indicator Targets	Reasons for Variance with Planned Target	Source of Verification
Outcome 1: Sustain Responsive Intra-Group Cooperation and Coordination (CVFTF Objective 1)			
Output I: Technical Secretariat Baseline: CVF Secretariat support had lapsed, CVFTF foresees a participating organization to fulfill the Technical Secretariat Function Indicator/Planned Target: Full spectrum of Technical Secretariat functions fulfilled by UNDP	-CVFTF Steering Committee support delivered -Full Forum meeting organization support delivered -Support for the development and adoption of the 2013-15 CVF Action Plan delivered	Planned full Forum meeting of September 2013 postponed by CVF Chair, however substantive work towards 2013-15 CVF Action Plan retained	Copy of a letter/message of satisfaction from CVF (pending).
Outcome 2: Supporting Outcome 1 (above) in addition to: Boost Advocacy Impact (CVFTF Objective 2) and Yield Effective External Engagement (CVFTF Objective 3)			
Output II: Resource Mobilization Baseline: No CVFTF Resource Mobilization Strategy; only financial support from Bangladesh and Switzerland	-CVFTF Resource Mobilization Strategy developed and adopted in June 2013 -New donors and funds contributed to CVF activities (Germany and Norway) enabling the future implementation of activities	Scale of resources mobilized falls short of target identified by the CVFTF Resource Mobilization Strategy	-Copy of CVFTF Resource Mobilization Strategy (as adopted) -Copy of letter of UNDP confirming receipt of resources from Germany towards CVF

<p>Indicator/Planned Target: Develop and adopt a CVFTF Resource Mobilization Strategy and increase donor base for CVF activities</p>	<p>across all CVFTF pillars</p>		<p>- MPTF web page for CVFTF documenting Norway contribution of 2013 to CVFTF</p>
<p>Output III: Partner Development</p> <p>Baseline: Limited external engagement of CVF</p> <p>Indicator/Planned Target: Undertake preparations for a partnership between the CVF and an external organization on at least one priority sector (finance)</p>	<p>Preparations for an agreement between the CVF Chair and the World Bank developed</p>		<p>Copy of draft agreement and design documents</p>
<p>Output IV: UNDP Global Project Document</p> <p>Baseline: No CVFTF participating organization has dedicated institutional structure to support CVF activity implementation</p> <p>Indicator/Planned Target: Develop a UNDP global project and approve its reference documentation</p>	<p>UNDP Global Project documentation developed and approved by formal internal committee within UNDP and endorsed by CVF leadership for supporting the implementation of future priority CVF activities across all focus pillars</p>	<p>Approval process duration was slightly longer than expected</p>	<p>Copy of approved UNDP global project document for CVF support</p>
<p>Output V: Web Presence</p> <p>Baseline: No active CVF web presence online</p> <p>Indicator/Planned Target: Develop and launch a CVF web site and associated online channels</p>	<p>CVF public web site launched and updated, including a members section for communicating and sharing information among the CVF</p> <p>CVF online media channels created/updated (Facebook, Twitter etc.)</p>	<p>Output not originally foreseen but added by UNDP in coordination with the CVF Chair over-and-above other foreseen activities</p>	<p>Web link to main site with links to the other channels also: http://www.thecvf.org</p>

Part II - Financial Performance

This chapter presents financial data and analysis of the Climate Vulnerable Forum Trust Fund using the pass-through funding modality as of 31 December 2013. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address:

<http://mptf.undp.org/factsheet/fund/CVF00>.

I. SOURCES AND USES OF FUNDS

As of 31 December 2013, 3 contributors have deposited US\$ 362,668 in contributions and US\$ 432 has been earned in interest,

bringing the cumulative source of funds to US\$ 363,100 (see respectively, Tables 2 and 3).

Of this amount, US\$ 61,058 has been transferred to 1 Participating Organization, of which US\$ 59,709 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 3,627. Table 1 provides an overview of the overall sources, uses, and balance of the Climate Vulnerable Forum Trust Fund as of 31 December 2013.

Table 1. Financial Overview, as of 31 December 2013 (in US Dollars)*

	Annual 2012	Annual 2013	Cumulative
Sources of Funds			
Gross Contributions		362,668	362,668
Fund Earned Interest and Investment Income		432	432
Interest Income received from Participating Organizations		-	-
Refunds by Administrative Agent to Contributors		-	-
Fund balance transferred to another MDTF		-	-
Other Revenues		-	-
Total: Sources of Funds		363,100	363,100
Use of Funds			
Transfers to Participating Organizations		61,058	61,058
Refunds received from Participating Organizations		-	-
Net Funded Amount to Participating Organizations		61,058	61,058
Administrative Agent Fees		3,627	3,627
Direct Costs: (Steering Committee, Secretariat...etc.)		-	-
Bank Charges		44	44
Other Expenditures		-	-
Total: Uses of Funds		64,729	64,729
Change in Fund cash balance with Administrative Agent		298,371	298,371
Opening Fund balance (1 January)		-	-
Closing Fund balance (31 December)		298,371	298,371
Net Funded Amount to Participating Organizations		61,058	61,058
Participating Organizations' Expenditure		59,709	59,709
Balance of Funds with Participating Organizations			1,350

* Due to rounding of numbers, totals may not add up. This applies to all numbers in this report.

II. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2013.

Table 2. Contributors' Deposits, as of 31 December 2013 (in US Dollars)*

Contributors	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total
BANGLADESH	-	100,000	100,000
NORWAY	-	162,668	162,668
SWITZERLAND	-	100,000	100,000
Grand Total	-	362,668	362,668

III. INTEREST EARNED

Interest income is earned in two ways: 1) on the balance of funds held by the Administrative Agent ('Fund earned interest'), and 2) on the balance of funds held by the Participating Organizations ('Agency earned interest') where their Financial Regulations and Rules allow return of interest

to the AA. As of 31 December 2013, Fund earned interest amounts to US\$ 432 and interest received from Participating Organization amounts to US\$ 0, bringing the cumulative interest received to US\$ 432. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2013 (in US Dollars)*

Interest Earned	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total
Administrative Agent			
Fund Earned Interest and Investment Income		432	432
Total: Fund Earned Interest		432	432
Participating Organization			
Total: Agency earned interest			
Grand Total		432	432

IV. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2013, the AA has transferred US\$ 61,058 to 1 Participating Organization (see list below).

Table 4 provides additional information on the refunds received by the MPTF Office, and the net funded amount for each of the Participating Organization.

Table 4. Transfer, Refund, and Net Funded Amount by Participating Organization, as of 31 December 2013 (in US Dollars)*

Participating Organization	Prior Years as of 31-Dec-2012			Current Year Jan-Dec-2013			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
UNDP				61,058		61,058	61,058		61,058
Grand Total				61,058		61,058	61,058		61,058

V. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2013 were submitted by the Headquarters of the Participating Organization. These were consolidated by the MPTF Office.

V.I EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

As shown in the table below, the cumulative net funded amount is US\$ 61,058 and cumulative expenditures reported by the Participating Organization amount to US\$ 59,709. This equates to an overall Fund expenditure delivery rate of 98 percent.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2013 (in US Dollars)*

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Cumulative	
UNDP	61,058	61,058		59,709	59,709	97.79
Grand Total	61,058	61,058		59,709	59,709	97.79

V.II EXPENDITURE BY PROJECT

Table 5 displays the net funded amounts, expenditures reported and the financial delivery rates by Participating Organization.

Table 5. Expenditure by Project within Sector, as of 31 December 2013 (in US Dollars)

Sector / Project No.and Project Title		Participating Organization	Total Approved Amount	Net Funded Amount	Total Expenditure	Delivery Rate %
CVF Secretariat						
00085813	CVF001 - CVF Secretariat Fund	UNDP	61,058	61,058	59,709	97.79
CVF Secretariat: Total			61,058	61,058	59,709	97.79
Grand Total			61,058	61,058	59,709	97.79

V.III EXPENDITURE REPORTED BY CATEGORY

Project expenditures are incurred and monitored by each Participating Organization and are reported as per the agreed categories for inter-agency harmonized reporting. In 2006 the UN Development Group (UNDG) established six categories against which UN entities must report inter-agency project expenditures. Effective 1 January 2012, the UN Chief Executive Board (CEB) modified these categories as a result of IPSAS adoption to comprise eight categories. All expenditures incurred prior to 1 January 2012 have been reported in the old categories; post 1 January 2012 all expenditures are reported in the new eight categories. The old and new categories are noted to the right.

Table 6 reflects expenditure reported in the UNDG expense categories. Where the Fund has been operational pre and post 1 January 2012, the expenditures are reported using both categories. Where a Fund became operational post 1 January 2012, only the new categories are used.

In 2013, the highest percentage of expenditure was on Contractual Services (79%) followed by Travel (16%) and General Operating costs (5%).

2012 CEB Expense Categories	2006 UNDG Expense Categories
1. Staff and personnel costs	1. Supplies, commodities, equipment and transport
2. Supplies, commodities and materials	2. Personnel
3. Equipment, vehicles, furniture and depreciation	3. Training counterparts
4. Contractual services	4. Contracts
5. Travel	5. Other direct costs
6. Transfers and grants	6. Indirect costs
7. General operating expenses	
8. Indirect costs	

Table 6. Expenditure by UNDG Budget Category, as of 31 December 2013 (in US Dollars)*

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2012	Current Year Jan-Dec-2013	Total	
Supplies, Commodities, Equipment and Transport (Old)	-	-	-	
Personnel (Old)	-	-	-	
Training of Counterparts (Old)	-	-	-	
Contracts (Old)	-	-	-	
Other direct costs (Old)	-	-	-	
Staff and Personnel Cost (New)	-	-	-	
Supplies, Commodities, Materials (New)	-	-	-	
Equipment, Vehicle, Furniture, Depreciation (New)	-	-	-	
Contractual Services (New)	-	44,175	44,175	78.92
Travel (New)	-	9,119	9,119	16.29
Transfers and Grants (New)	-	-	-	
General Operating (New)	-	2,683	2,683	4.79
Programme Costs Total	-	55,977	55,977	100.00
Indirect Support Costs Total	-	3,732	3,732	6.67
Total	-	59,709	59,709	

Indirect Support Costs: The timing of when Indirect Support Costs are charged to a project depends on each Participating Organization's financial regulations, rules or policies. These Support Costs can be deducted upfront on receipt of a transfer based on the approved programmatic amount, or a later stage during implementation.

Therefore, the Indirect Support Costs percentage may appear to exceed the agreed upon rate of 7% for on-going projects, whereas when all projects are financially closed, this number is not to exceed 7%.

VI. COST RECOVERY

Cost recovery policies for the Fund are guided by the applicable provisions of the Terms of Reference, the MOU concluded between the Administrative Agent and Participating Organizations, and the SAAs concluded between the Administrative Agent and Contributors, based on rates approved by UNDG.

The policies in place, as of 31 December 2013, were as follows:

- **The Administrative Agent (AA) fee:** 1% is charged at the time of contributor deposit and covers services provided on that contribution for the entire duration of the Fund. In the reporting period US\$ **3,627** was deducted in AA-fees. Cumulatively, as of 31 December **2013**, US\$ **3,627** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ 3,732 was deducted in indirect costs by Participating Organization. Cumulatively, indirect costs amount to US\$ 3,732 as of 31 December 2013.
- **Direct Costs:** The Fund governance mechanism may approve an allocation to a Participating Organization to cover costs associated with Secretariat services and overall coordination, as well as Fund level reviews and evaluations. These allocations are referred to as 'direct costs'. In 2013, there were no direct costs charged to the Fund.

VII. ACCOUNTABILITY AND TRANSPARENCY

In order to effectively provide fund administration services and facilitate monitoring and reporting to the UN system and its partners, the MPTF Office has developed a public website, the MPTF Office Gateway (<http://mptf.undp.org>). Refreshed in real time every two hours from an internal enterprise resource planning system, the MPTF Office Gateway has become a standard setter for providing transparent and accountable trust fund administration services.

The Gateway provides financial information including: contributor commitments and deposits, approved programme budgets, transfers to and expenditures reported by Participating Organizations, interest income and other expenses. In addition, the Gateway provides an overview of the MPTF Office portfolio and extensive information on individual Funds, including their purpose, governance structure and key documents. By providing easy access to the growing number of narrative and financial reports, as well as related project documents, the Gateway collects and preserves important institutional knowledge and facilitates knowledge sharing and management among UN Organizations and their development partners, thereby contributing to UN coherence and development effectiveness.