

The Spotlight Initiative

Guidance note on Programme revision requirements

Overview

The [Spotlight Initiative](#) (SI) Secretariat and the SI Administrative Agent (AA or MPTFO), have elaborated the guidance for the SI Programme establishment, implementation and reporting processes as described in the SI [Terms of Reference \(TOR\)](#), [Memorandum of Understanding \(MOU\)](#), signed between UN and MPTFO, [MOU](#) and [MOU Addendum for EU contribution](#) signed between the Recipient UN Organizations (RUNOs) and the AA.

The SI Programmes (Phase I) should be implemented in 24 months, as defined in the SI Operational Steering Committee (OSC) approved Programme documents. If the approved Programme needs a programmatic (the scope, objectives, strategy or priorities) no-cost or a budget revision, the UN Resident Coordinator and Recipient UN Agencies should initiate:

- **Programme revisions involving more than 25% change of the approved UNDG budget lines, no-cost extension beyond 48-months period, or programmatic revisions that significantly change the scope, objectives, strategy or priorities need to be submitted for decision of the OSC**
- **Minor programmatic or budgetary revisions of less than 25% change of the UNDG budget lines, changes affecting the staffing (incl. consultancy) and equipment (e.g. office vehicles) structure, changes affecting split of budget by Outcome, or delivery modality (by CSOs, etc.) need to be reviewed by Secretariat and submitted to National Steering Committee for approval.**

In addition to the cases mentioned above the OSC will request Programmes to submit a revised Programme document/work plan and financial needs before approving Phase II for the country/regional Programme.

Procedures for the SI Programme revisions and the process to follow are described in the SI TOR and using specific templates (see links to templates below).

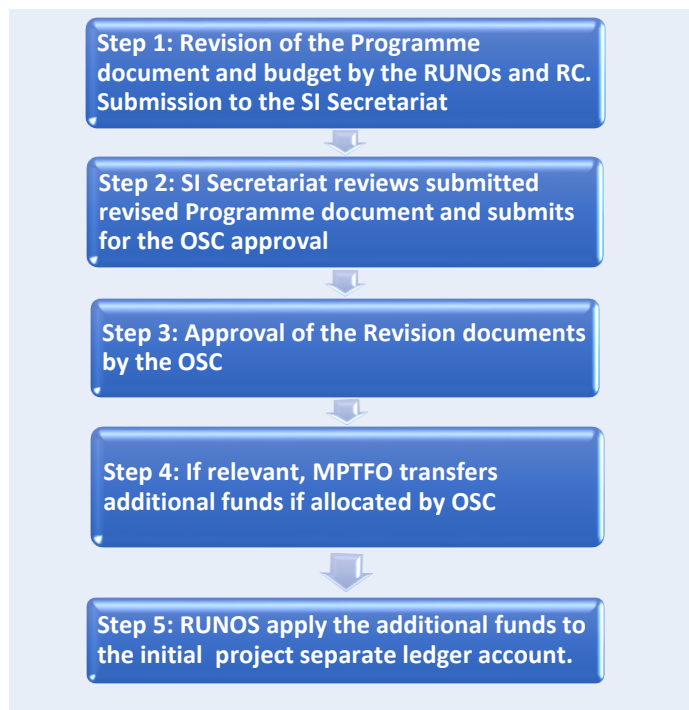
Discussions should be initiated between the SI country programme team and SI Secretariat to gauge the likely level of support for an extension/revised proposal at the earliest possible stage. The aim of these discussions is to ensure, as far as possible, that the proposition is in line with the strategic principles for SI funding and the legal obligation in the UN-EU contract.

Country/Regional Programme revisions involving more than 25% change of the approved UNDG budget lines, no-cost extension (beyond 48 months) and significant programmatic revisions.

Steps for Programme/Budget Revisions (above 25%)

The below steps are to be followed.

- RUNOs revise the Programme document and Budget, highlighting and justifying the new emerging needs (new developments, lessons learned, RUNOs performance etc. during the Phase I). The revised proposal must contain a revised result framework, workplan and UNDG budget;
- The revised Programme document is to be submitted by the Resident Coordinator and reviewed by the SI Secretariat against compliance with the provisions of the SI TOR, strategic and Programme specific criteria set in the SI Investment Plan for the country/region;
- In line with the SI TOR and upon the Secretariat's review, the revised Programme documents to be submitted for approval by the SI OSC (any Programme revisions of more than 25% of the UNDG budget breakdown or programmatic revisions that significantly change the scope, objectives, strategy or priorities of an approved Programme);
- Once approved, the SI Secretariat shares the approved revised Programme document with the CO and MPTFO for filing and further action (if applicable).



Programme/Budget Revision does not exceed 25% budget variation

In the event of any Country/Regional Programme deviations of less than 25% of the UNDG budget line of the approved Programme document, the Secretariat is to review and National/Regional-level Steering Committees are to approve such programmatic or budgetary revisions.

- RUNOs revise the Programme document and Annual Work Plan, highlighting and justifying the new emerging needs (new developments, lessons learned and performance etc. during the Phase I). The revised proposal must contain a revised result framework, workplan and UNDG budget;
- Revised Programme document to be submitted to the Secretariat for review and then to the National/Regional-level Steering Committees;
- The Country/Regional-level Steering Committee decision must be duly documented (minutes of Meeting highlighting the approved changes etc.) The SI Secretariat and the AA must be immediately notified once such Programme revisions are approved by the Country/Regional-level Steering Committees, all approved and supporting documents to be shared.

Special cases: "RUNO-to-RUNO" revision

- No direct transfer of SI funds between different RUNOs can be made. Any budgetary or programmatic revision must follow the required procedures described above (i.e. above or below 25% change of the UNDG budget lines);
- In case budget revision implies reallocation of funds between RUNOs, such funds must be returned to the AA and recorded in the system. The AA will transfer reallocated funds back to all involved RUNOs based on the newly approved budget;
- In all other cases, please contact the SI Secretariat for additional guidance.

Important Information

- RUNOs are accountable to the SI for results achieved and are obligated to report on their activities and expenditure in line with the SI Operational Steering Committee approved country/regional Programme;
- **All RUNOs cannot make any expenditure over 25% of a UNDG budget category without prior OSC approval;**
- Annual Workplans are to follow the approved Country Programme Budgets C, and any deviations are to be discussed with the Secretariat.
- **No transfer of SI funds between different RUNOs can be made. Any budgetary or programmatic revision must follow the required procedures described above.**
- All RUNOs shall monitor expenditures against budget categories and anticipated deviations of any budget category. The AA and OSC shall be notified of any anticipated budget deviations;
- In case OSC allocates additional funds for the Programme, based on the on the OSC Chair Fund Transfer Request the MPTFO will proceed with the transfer and payment notification to the RUNOs, using the same MPTFO programme reference number.
- The Programme factsheets will be updated with the new details in the GATEWAY and reflect the all approved revisions.
- The RUNOs apply the additional funds to the Separate Ledger account initially established for the Programme.

Steps for Programme/Budget Revisions (below 25%)



Useful Links

- [SI TOR](#)
- [SI MOU with RUNOS](#)
- [MOU Addendum for EU contribution to the SI](#)
- SI Programme revision Template

SI Key focal points and contact details

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