



22 February 2010

To: Heads of Participating UN Organizations, UN Resident Coordinators and Agencies' Controllers/Chief Financial Officers

Cc: Officials designated in the signed MDTFs/JPs MOUs, MDTFs' Fund Managers/Secretariats, relevant Programme and Finance Focal points, at country-level and Headquarters, Signatories of the Delegation of Authority (DOA) at country-level

Dear Colleagues,

Subject: Annual Narrative and Financial Progress Reports

I am writing to you regarding the submission of Annual Progress Reports for the period 1 January - 31 December 2009 for the various Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the UNDP Multi-Donor Trust Fund Office (MDTF Office) as listed in Annex 3.

In accordance with the Memorandum of Understanding (MOU) signed between your Organizations and the MDTF Office, as the Administrative Agent, each programme¹ approved and funded by the MDTFs and JPs listed in Annex 3 and active during the reporting period, is required to provide annual narrative and financial progress reports. The list of programmes with the relevant reference numbers for each MDTF and JP is available on the MDTF Office GATEWAY at <http://mdtf.undp.org/>². A list of programmes can also be provided by sending a request to executivecoordinator@undp.org. These reports will be used by the MDTF Office to prepare the required Consolidated Annual Narrative and Financial Progress Report for each Fund which, in turn, will be submitted to the Funds' Donors and other stakeholders.

¹ The term "programme" is used for programmes, joint programmes and projects.

² The list of programmes is available by clicking on the name of your organization under the "Participating Organizations" drop down menu.

Reporting Timeline

In accordance with the signed MOUs, the following is the applicable reporting timeline:

- Submission of Narrative Progress Reports by the Participating Organizations to the MDTF Office by **31 March 2010**. For JPs, only ONE narrative progress report is to be submitted for each JP, by the Resident Coordinator or the relevant lead agency;
- Submission of Financial Reports by the Participating Organizations' Headquarters to the MDTF Office by **30 April 2010** through UNEX, the web-interface reporting tool used for uploading and processing financial data. UNEX will be opened by **1st March 2010**;
- Submission of Consolidated Narrative and Financial Progress Report by Fund from the MDTF Office to Donors and other stakeholders by **31 May 2010**.

You are strongly encouraged to submit your reports ahead of the above deadlines since the MDTF Office will strictly observe the Consolidated Progress Report submission date to donors. As specified in the Standard Administrative Arrangement (SAA), and indicated in the UNDG AA Protocol, donors reserve the right to discontinue future contributions to MDTFs/JPs if reporting obligations are not met as per the signed SAA.

Narrative Progress Reports

For the current reporting period (1 January – 31 December 2009), Narrative Progress Reports for individual programmes will use existing reporting procedures, but will be uploaded using the MDTF Office GATEWAY (<http://mdtf.undp.org/>). The template for the preparation of the Narrative Progress Report is attached in Annex 1. Any queries regarding the Narrative Progress Reports should be addressed to the relevant Portfolio Manager (list in Annex 3). The Narrative Progress Reports should be submitted through the MDTF Office GATEWAY by **31 March 2010 at the latest**. Where it has been agreed with donors either in the SAA or subsequently that an overall One Programme (for Delivering as One Funds) or other type of progress report will be submitted to donors (for the Funds listed below³), no additional Narrative Progress Reports will need to be submitted to the MDTF Office. Relevant MDTF Office Portfolio Managers can provide additional information if required.

As you are aware, we have launched the MDTF Office GATEWAY that will further facilitate the online submission of narrative reports (<http://mdtf.undp.org/>). The MDTF Office will be in contact with all relevant UN Country Teams (UNCTs) to provide further information on the process of uploading narrative reports through the GATEWAY, and associated user accounts.

Please note that when the Narrative Progress Reports submitted by Participating Organizations are uploaded to the MDTF Office GATEWAY they will become immediately publicly available. The reports should therefore be of sufficient quality and clarity to be presented as independent documents. In exceptional cases, public access to sensitive documents or reports can be restricted.

In accordance with the MOU, if the programme activities financed by the MDTFs and JPs have been completed by the responsible Participating Organization within the reporting period, please indicate that the Programme has been 'operationally closed' and indicate the month in which activities were

³ The Common Humanitarian Funds (CHF) in the Sudan, the Democratic Republic of the Congo (DRC), and the Central African Republic; the Darfur Community Peace and Stability Fund (DCPSF); the Sudan Recovery Fund - Southern Sudan (SRF-SS); and the UN Action Against Sexual Violence in Conflict.

completed on the narrative report cover page under 'duration'. For these Programmes, the MDTF Office's relevant Portfolio Manager (list in Annex 3) will provide further guidance.


Financial Reports

Please note that financial reports are submitted by Participating Organizations' Headquarters, and therefore, country based colleagues do not have to provide financial information. Similar to last year's reporting exercise, and following consultations with Finance Divisions of all Participating Organizations, we kindly request that the HQ Finance Divisions of each Participating Organizations submit, through UNEX (unex.undp.org) one spreadsheet per organization for all MDTFs and JPs where UNDP is the Administrative Agent, in line with the 2009 Supplemental Financial Reporting Specifications document in Annex 2.

In accordance with the standard Memorandum of Understanding (MOU), all Participation UN Organizations are legally required to submit the annual financial reports no later than **Friday, 30 April 2010**. This implies that the Participating Organizations must have uploaded the single spread-sheet, ensured that all reports are cleared of rejections, and have the "Schedule A"⁴ signed and submitted to the MDTF Office by scanned copy by this date. To allow sufficient time the MDTF Office will open UNEX on **Monday, 1 March 2010**. Any queries regarding the Financial Reports and UNEX should be addressed to executivecoordinator@undp.org.

I thank you for your usual kind cooperation in meeting the above agreed reporting timelines.

Sincerely yours,



Bisrat Aklilu
Executive Coordinator

Annexes:

1. Annual Narrative Progress Report Template
2. 2009 Supplemental Financial Reporting Specifications for Participating Organizations
3. List of MDTFs and Joint Programmes administered by the MDTF Office and relevant Contacts

⁴ Figures reported on the "Schedule A" represent the cumulative status of funds received and spent including refunds and interest earnings for each project from inception to the end of the current period and will be issued per cluster/thematic area per fund.