



COHERENCE FUND STEERING COMMITTEE OF THE ONE UN PROGRAMME

RULES OF PROCEDURES FOR THE URUGUAY ONE UN COHERENCE FUND

Preamble

1. These Rules of Procedures provide guidance on the functioning of the One UN Programme Steering Committee and its related mechanisms. They are based on best practices from the Multi Donor Trust Fund (MDTF) administered by the United Nations Development Programme (UNDP), and have been adopted to the specific conditions and needs of the One UN Coherence Fund.

Review and Approval of the One UN Coherence Fund TOR

2. The One UN Programme Steering Committee will periodically review and approve the One UN Coherence Fund Terms of Reference in response to evolving socio-economic, political and security issues in the country. The Steering Committee holds ongoing consultations with the One UN Programme stakeholders within the prevailing country level mechanisms.

Strategic Allocation of Resources

3. The One UN Programme Steering Committee will periodically determine and update the resource allocations to carry out the One UN Coherence Fund Terms of Reference on the basis of a Funding Framework¹ that would be prepared by the Administrative Agent.

¹ The Funding Framework provides information on the funds available as required by the Steering Committee for approval of new programmes, along with earmarking and related donor conditions. It also includes supplementary information on total receipt of contributions and their utilization to date.

Programme Submission and Approval Process

4. Programme² proposals will be jointly developed with relevant national and other partners and submitted by Participating UN Organizations to the Steering Committee, through the Resident Coordinator's Office, using the appropriate and approved templates and forms.
5. The Resident Coordinator's Office will review the submission and ensure the technical review.
6. Upon ensuring the completeness of the programme submission, the Resident Coordinator's Office will distribute to members of the Steering Committee at least three days prior to the date of the scheduled One UN Programme Steering Committee meeting, the programme submission forms, including the programme document and any background documentation.
7. The One UN Programme Steering Committee will review the proposals, along with the recommendations, and the Resident Coordinator's Office and may decide to:
 - a. Approve
 - b. Approve with modification/condition
 - c. Defer/Return with comments for further consideration; or
 - d. Reject with brief justification.

Notification and Transfer of Funds

8. The Resident Coordinator's Office will submit the approved programme to the Administrative Agent based on the approval of the One UN Programme Steering Committee, and the signature of the Submission Form and Programme Documents by the duly authorized parties within five (5) days.
 - a. An approval notification will be provided by the Administrative Agent, unless approval notification is made by a One UN Programme Steering Committee co chair, or by the Resident Coordinator's Office, to the designated official in the concerned Participating UN Organisation with a copy to the Participating UN Organisation's Country Representative.
 - b. The Administrative Agent will ensure consistency of the approved programme with the applicable provisions of the Standard Administrative Arrangements (SAA) entered between donors and the Administrative Agent, and the Memorandum of Understanding (MOU) between the Participating UN Organizations, the United Nations Resident Coordinator and the Administrative Agent.
 - c. A payment notification will be provided by the Administrative Agent to the designated official in the concerned Participating UN Organisations, with a copy to the Participating UN Organisation's Country Representative.

² The term "programme" is used for projects, programmes and joint programmes.

Progress Reports and Updates

9. If required and approved by the One UN Programme Steering Committee, Participating UN Organizations will submit Quarterly Progress Updates to the One UN Programme Steering Committee, for review and action as appropriate, through the Resident Coordinator's Office, and the Administrative Agent.
10. In line with the MOU, the Participating UN Organizations will submit annual narrative and financial progress reports to the Administrative Agent, as per standard UNDG financial and progress reporting formats, modified as appropriate.
11. Subsequently, in accordance with the MOU and the SAA, the Administrative Agent will submit consolidated narrative and financial reports to all One UN Coherence Fund Donors. Standard UNDG financial and progress reporting formats, modified as appropriate, will be utilised. The AA will also submit to donors a certified annual financial statement (Source and Use of Funds).

Communication

12. The One UN Programme Steering Committee will advise the Administrative Agent, and vice versa, on related issues that may arise.

Public Disclosure

13. Information given to the press, to the beneficiaries of the One UN Coherence Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of Uruguay, the Donors, the Resident Coordinator, the Participating UN Organizations, the Administrative Agent and any other relevant entities.
14. The Administrative Agent, in consultation with the One UN Programme Steering Committee and the Participating UN Organizations, will ensure that decisions regarding the review and approval of the One UN Coherence Fund programmes as well as periodic reports on the progress of their implementation, and associated external evaluations are posted, where appropriate, for public information on the websites of the UN in Uruguay (www.onu.org.uy) and the Administrative Agent (www.undp.org/mdtf). Such reports and documents may include One Programme Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.
15. The One UN Programme Steering Committee and the Administrative Agent will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not posted on the website.