

# MULTI-PARTNER TRUST FUND OFFICE

Efficiency. Accountability. Innovation.



13 February 2018

To: *UN Resident Coordinators and Participating Organizations*  
cc: *MDTF/JP Fund Managers/Secretariats*

## Subject: 2017 Annual Reporting for MDTFs and Joint Programmes

Dear Colleagues,

I am writing to you regarding the 2017 annual reporting cycle for the various Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the UNDP Multi-Partner Trust Fund Office (MPTF Office) as listed on the [MPTF Office GATEWAY](#).

In accordance with the Memorandum of Understanding (MOU), each Participating Organization is required to provide annual or final narrative reporting, and financial reporting for the MDTF programmes/JPs for which their Organisation has received funding. These reports are used to prepare the Fund-level consolidated narrative and financial reports that will be submitted to relevant Steering Committees, contributing partners and other stakeholders.

### Reporting Timeline

In accordance with the signed MOUs, the reporting deadlines are:

- Submission of Participating Organizations' narrative reports by **31 March 2018**
- Submission of Participating Organizations' financial reports by **30 April 2018**
  - to be done at HQ level
  - A separate letter with further financial guidance will be sent to your organization's comptroller
- Submission of MPTF Office fund-level consolidated narrative and financial reports by **31 May 2018**

The full annual reporting package (including factsheets on closing projects/JPs and [2017 Annual Financial Reporting Overview](#)) is available on the GATEWAY Document Center page <http://mptf.undp.org/document/reporting>. Please note that the 2017 financial reporting guidance has been updated for year-end 2017, including commentary on the top five challenges on financial reporting.

## Annual and Final Narrative Reports

In order to ensure timely completion of the annual and final narrative reporting for all MDTFs/JPs that are currently operational, the relevant Fund Manager/Secretariat or the [MPTF Office Portfolio Manager](#) will be in contact with the appropriate focal points in the Participating Organisations to provide details on the narrative reporting arrangements.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Topping', is centered below the word 'Sincerely,'.

Jennifer Topping  
Executive Coordinator

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