



February 28, 2017

## Subject: 2016 Annual Reporting for MDTFs and Joint Programmes

Dear Colleagues,

I am writing to you regarding the 2016 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 2017**
- Submission of Participating Organizations' financial reports by **30 April 2017** to be done at the HQ level. A separate letter with further financial guidance will be sent to UN Organizations' Comptrollers.
- Submission of MPTF Office fund-level consolidated narrative and financial reports by **31 May 2017**

The full annual reporting package (including factsheets on closing projects/JPs and [2016 Annual Financial Reporting Overview](#)) is available on the GATEWAY Document Center page <http://mptf.undp.org/document/reporting>. Please note that the 2016 financial reporting guidance has been updated for year-end 2016, 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, [MPTF Office Portfolio Manager](#) or Signatory of Delegation of Authority at Country Level 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 yours,

Jennifer Topping  
Executive Coordinator

To: UN Resident Coordinators and Participating Organizations

cc: MDTF/JP Fund Managers/Secretariats; Signatories of Delegation of Authority at Country