

To: Mr. Douglas Broderick
UN Resident Coordinator
Cambodia

Date: 24 October 2011

From: Ms. Sophie de Caen
Director
MDG-F Secretariat



Subject: No-cost extension request - Amendment: MDGF-1838 – “Creative Industries Support Programme”
Culture and Development Thematic Window

I. Approval Status

We are pleased to inform you that, as per your request, the MDG-F Secretariat has granted the Joint Programme “Creative Industries Support Programme” a no cost extension of one month. Thus, the new end date of the Joint Programme is 30 November 2011. Please note that this is a one-time only amendment intended to allow the Joint Programme to complete its activities, achieve its expected results, and complete its administrative closure. At this end date, the programme should be operationally closed, so that no new financial commitments are made, only outstanding payments. Any unspent funds within the agreed timeframe (30 November 2011) will have to be reimbursed to the MDG-F.

II. Monitoring and Reporting

Quarterly color-coded annual work plans, and biannual monitoring reports should continue to be prepared and submitted to the MDG-F Secretariat. Please be reminded that each Joint Programme is responsible for conducting its final evaluation prior to the closure of the programme and sharing the final report with the MDG-F Secretariat.

We would highly appreciate it if you could forward this memo to all participating UN agencies to the joint programme, and each participating UN agency should forward the memo to their corresponding HQs. Further information on the closure of programmes are available on the revised “MDG-F Joint Implementation Guidelines” uploaded on the MDG-F website (www.mdgfund.org).

With best wishes.

cc.:

Mr. Bisrat Aklilu, Executive Coordinator, Multi-Donor Trust Fund Office
Mr. Ajay Chhibber, Assistant Administrator and Director Bureau for RBAP, UNDP, New York
Ms. Sigrid Kaag, Assistant Administrator and Director Partnerships Bureau, UNDP New York
Ms. Deborah Landey, Director, United Nations Development Operations Coordinator Office (DOCO)
MDG-F Secretariat