

Yemen National
Dialogue and
Constitutional Reform
Trust Fund
(YNDCRTF)



PROJECT STEERING COMMITTEE MINUTES

(for posting on the YNDCRTF web site)

12/03/2014

Co-Chairs	Special Adviser to the Secretary General on Yemen -SA, (Jamal Benomar) Secretary General of the National Dialogue Secretariat-SG (Dr. Ahmed bin Mubarak)
UN Organisations	UNRC, UNHCR, OHCHR
Government / National Representatives	Ministry of Finance
Donor Representatives	UK, EU, Qatar

Decisions:

1. Acknowledgment of the Secretariat inception plan of staffing, public awareness/outreach.
2. Acknowledgment of the planning workshop for the constitution drafting process.
3. The 9th Tranche Request for the National Dialogue project was approved.
4. The 1st Tranche request for the Constitution Drafting Project was approved.
5. NDC project and budget revision 3month extension/ USD1m was approved.

Other Announcements

Approval of Minutes

13/03/2014

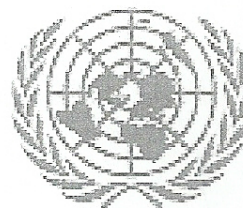
Special Adviser to the Secretary General on
Yemen, Jamal Benomar

Secretary General of the National Dialogue
Secretariat, Dr. Ahmed bin-Mubarak

13/03/2014




Yemen National Dialogue and Constitutional Reform Trust Fund (YNDCRTF)



Tranche request form

Part A. Steering Committee meeting information <i>(To be completed by the YNDCRTF Secretariat)</i>	
Steering Committee meeting No:	10
Item No:	1
Date of Meeting:	12 March 2014
Participating UN Organization (PUNO) requesting an initial tranche:	UNOPS

Part B: Project Summary <i>(To be completed by the Participating UN Organization(s))</i>	
Date of Submission:	05 March 2014
From: United Nations Office for Project Services	Contact: Anas Qarman – Yemen Programme OIC/ Operations Specialist
Address: Yemen sub-office UNOPS IQOC Sana'a YEMEN	 Signature Date: 12 March 2014
Participating UN Organization:	UNOPS
Implementing Partner(s):	Implemented with the Secretariat of the Constitution Drafting Committee (CDC) and under technical coordination of OSASG
Number of tranches received:	0
Total Amount Received:	USD 0.00
Total Expenditure:	USD 0.00
Total Amount Requested:	USD 454,750.00
<i>Narrative Progress Report of how YNDCRTF previous tranches were utilized</i> <i>(Not to exceed 1,000 words)</i>	

Not applicable (first tranche request)

Description of the outputs to be achieved with the requested new tranche
(Not to exceed 1,000 words)

Following the presidential decrees Nos.(26& 27) that were issued on Saturday 9th March 2014 establishing the Secretariat for the Constitution Drafting Committee (CDC) the requested 1st tranche will cover the initial setup of the CDC Secretariat and Project team, including Secretariat recruitment/staffing costs for the first 2 months, UNOPS will also work closely with the SA's office and the CDCS to ensure that the secretariat of the CDC is well established, office space is available, conference facilities are in place with related services. UNOPS will also ensure that all supplies, furniture, IT equipment, vehicles are procured to support the function of the CDCS. UNOPS will contract 40 L-ICAs to establish the CDC secretariat and contract international advisers to facilitate and support the function and initial work planning of the CDC, including preparations for a planning retreat in March/April.

Budget details

YNDCRTF PROJECT BUDGET¹			
CATEGORIES	PREVIOUS TRANCHE(S)	REQUESTED TRANCHE*	TOTAL
1. Staff and other personnel costs	0.00	300,000.00	300,000.00
2. Supplies, Commodities, Materials	0.00	10,000.00	10,000.00
3. Equipment, Vehicles and Furniture including Depreciation	0.0	10,000.00	10,000.00
4. Contractual Services	0.00	55,000.00	55,000.00
5. Travel	0.00	0.00	0.00
6. Transfers and Grants to Counterparts	0.00	0.00	0.00
7. General Operating and Other Direct Costs	0.00	50,000.00	50,000.00
Sub-Total Project Costs	0.00	425,000.00	425,000.00
Indirect Support Costs ²	0.00	29,750.00	29,750.00
TOTAL	0.00	454,750.00	454,750.00

¹ Budgets must adhere to the UNDG Harmonised Budget Categories as approved by the High Level Committee on Management (HLCM) and Chief Executives Board for Coordination (CEB).

² Indirect support cost should be in line with the rate of 7%, as specified in the YNDCRTF TOR and MOU and SAA, Section II - Financial Matters.

Part D: Administrative Review*(To be completed by the YNDCRTF Secretariat)***4. Review by the YNDCRTF Secretariat**

(a)	Is the submission for the next tranche in line with the approved programmatic framework (ProDoc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the Budget in compliance with the UNDG harmonized categories?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate of 7%?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Participating UN Organization(s) is unable to meet high or urgent priority needs with existing level of funding,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	The requested tranche has been approved in consensus and without remarks by the Steering Committee members, as described in the YNDCRTF Terms of Reference	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	The outputs to be implemented with the next tranche do not overlap with other on-going activities carried by other YNDCRTF PUNOs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Part E: Decision of the YNDCRTF Steering Committee*(To be completed by the YNDCRTF Secretariat)***5. Decision of the Steering Committee**

- ☒ Next tranche approved for a total budget of US\$ 454,750 .
- ☐ Next tranche approved with modification/condition
- ☐ Deferred/returned with comments for further consideration
- ☐ Rejected

Comments/Justification

Dr Ahmed bin-Mubarak
Secretary General of the National Dialogue
Secretariat
Co-chair of the YNDCRTF Steering
Committee

X
Signature

Date: 13/05/2014

Jamal Benomar
UN Secretary-General Special Advisor for
Yemen
Co-chair of the YNDCRTF Steering
Committee

Signature

Date: 13/03/2014

Part F: Administrative Agent Review

(To be completed by the MPTF Office)

6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP

- ☐ Next tranche consistent with provisions of the YNDCRTF Memorandum of Understanding with the Participating Organizations and the Standard Administrative Arrangement with donors.

Yannick Glemarec
Executive Coordinator,
Multi-Partner Trust Fund Office, UNDP

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Signature

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Date