

MULTI-PARTNER TRUST FUND OFFICE

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UNITED NATIONS
SUSTAINABLE
DEVELOPMENT
GROUP



7 March 2019

To: *UN Resident Coordinators and Recipient Organizations*
cc: *Spotlight Initiative Secretariat*

Subject: 2018 Annual Reporting for Spotlight Fund

Dear Colleagues,

I am writing to you regarding the 2018 annual reporting cycle for the [Spotlight Initiative Fund](#) administered by the UN Multi-Partner Trust Fund Office (MPTF Office).

In accordance with the [Memorandum of Understanding \(MOU\)](#) and the [MOU Addendum to European Union Contributions to Spotlight](#), each Recipient Organization is required to provide financial reporting, and narrative reporting for the Spotlight Country/Regional programmes 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 the Operational Steering Committee, contributing partners and other stakeholders.

Reporting Timeline

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

- Submission of Recipient Organizations' narrative reports by **31 March 2019**
- Submission of Recipient Organizations' financial reports by **30 April 2019**
 - 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 report by **31 May 2019**

The full annual reporting package (including guidance note on [reporting](#) and templates are available on the GATEWAY, [Spotlight Fund Page](#). Additional information is also provided in the [Annual Financial Reporting Overview](#).

Annual and Final Narrative Reports

In order to ensure timely completion of the annual narrative reporting, the relevant MPTF focal points and the Spotlight Secretariat will be in contact with the appropriate focal points in the Resident Coordinators Offices and Recipient Organizations to provide details on the narrative and financial 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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