

MULTI-PARTNER TRUST FUND OFFICE

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UNITED NATIONS
SUSTAINABLE
DEVELOPMENT
GROUP



7 March 2019

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

Subject: 2018 Annual Reporting for MDTFs and Joint Programmes

Dear Colleagues,

I am writing to you regarding the 2018 annual reporting cycle for the various Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the UN 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 2019**
- Submission of Participating 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 reports by **31 May 2019**

The full annual reporting package (including factsheets on closing projects/JPs and [Annual Financial Reporting Overview](#)), is available on the GATEWAY Document Center page <http://mptf.undp.org/document/reporting>. Please note that the 2018 financial reporting guidance expands on the top five challenges on financial reporting as observed over the past decade.

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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