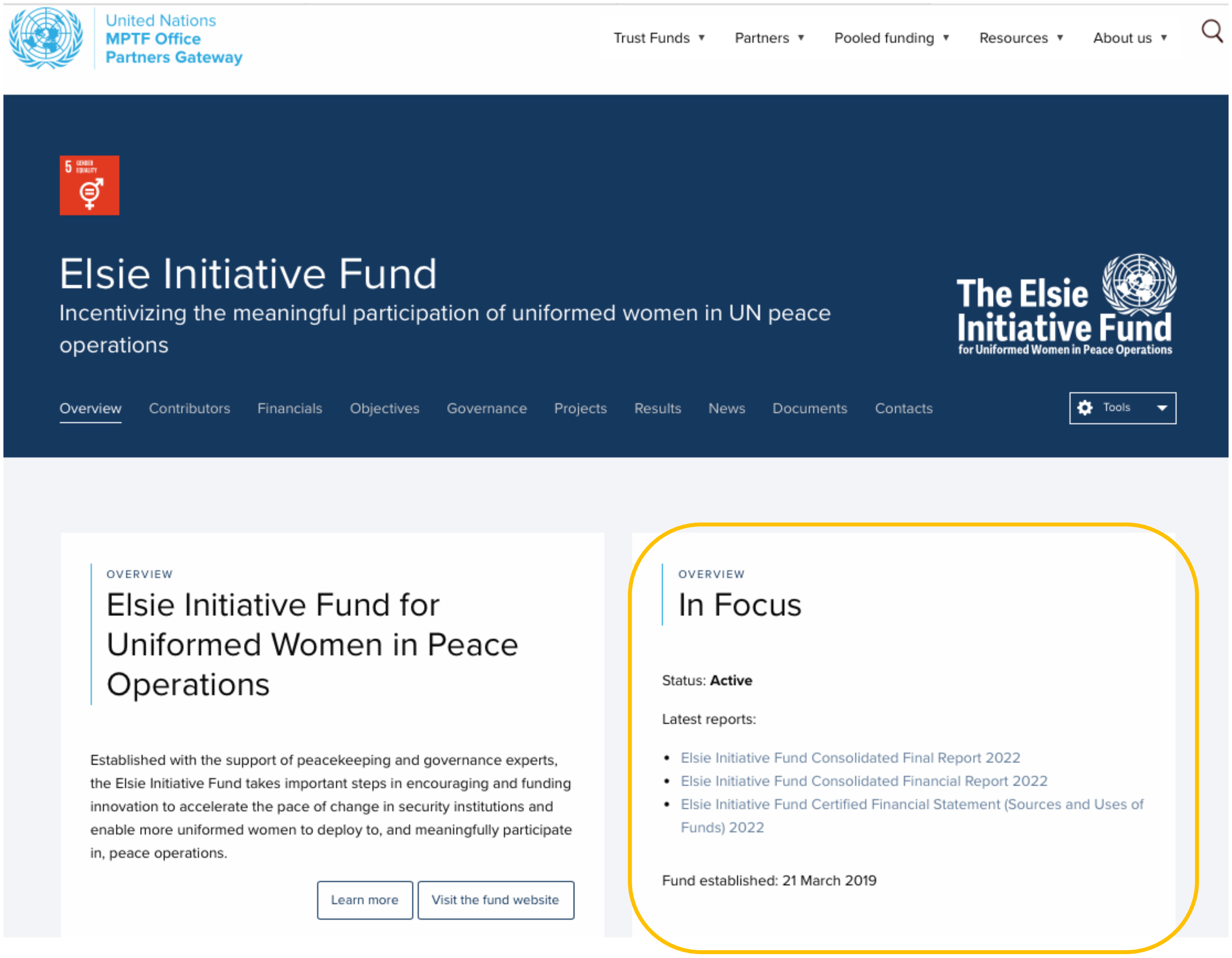
United Nations
MPTF Office

WORKING THE GATEWAY
created: June 2023

Finding reports

For the Multi-Partner Trust Fund Office reporting is at the core of everything that we do. Reports are a good way to track the progress of funds and initiatives that we are supporting. As per Standard Administrative Arrangements and other legal documents, reports must be submitted annually. On Gateway, they can be found a few different ways.

For annual reports of a specific Fund, go to the fund page, and look for the latest annual reports in the **In Focus** box – top right on the page below the blue banner.



The **Annual Progress Report,** a narrative of the fund activities, is a report where all the participating organizations report on the joint results they have achieved.

The **Consolidated Financial Report** reflects how the fund is proceeding in all financial aspects. In the report you can find financial information by budget categories, by projects, contributions by donors, financial transfers to participating organizations, reporting on expenditures, and financial distribution to the different countries.

The **SUoFs, the Sources and Uses of Funds**, is a certified financial document that the MPTF Office as Administrative Agent produces for each fund every year. It's a certified financial overview of the fund to-date.

Now let's say you would like to look at fund reports from prior years. On the fund page click on the Documents tab and scroll down to Document Search. Make sure you tick the box for "Fund specific" documents, then on the drop-down for types of documents either keep "All types" selected or select the type you would like to pull up.

Sometimes there will be two files for the same report as some funds generate reports in the local language in addition to the English language report.

If you are a contributing partner, and most partners contribute to multiple funds in the MPTF Office portfolio, instead of looking up reports on each of the fund pages, you can pull up all reports for your portfolio on your Gateway page. I am going to look at Norway today. On the contributor's page scroll down to the Reporting Center. Here I can select the type of documents I would like to see. Reports can be downloaded, you can generate Excel and CSV files and print the table.

All projects of a fund generate **reports** as well, giving us information about different programmatic activities. On the fund page, click on the Projects tab, and from the list of projects click on the one you are interested in. On the project page click on the Documents tab where you can find or search for all project related documents.

You can also go to the main page of the fund itself, click on the Documents tab and search for the project documents in the Documents Search tool. Make sure to tick the box for "Project/programme specific" documents and hit the search button.