

To: Mr. Finn Reske-Nielsen  
UN Resident Coordinator  
East Timor

Date: 02 May 2012

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

Subject: No-cost extension request: Amendment-MDGF-1703 – *“Supporting Gender Equality and Women’s Rights in Timor-Leste”* – Gender Equality and Women’s Empowerment - Thematic Window

## **I. Approval Status**

Further to the approved memo dated 23 May 2011 granting an initial no-cost extension until 15 June 2012 for the Joint Programme *“Supporting Gender Equality and Women’s Rights in Timor-Leste”*, we are pleased to inform you that, on an exceptional basis, the MDG-F Secretariat has amended the no-cost extension request to grant an additional two (2) months and sixteen (16) days to enable the adequate closure of the joint programme and wrap up the final evaluation process. Thus, the new end date of the Joint Programme is 31 August 2012. Please note that this is a one-time only amendment intended to allow the Joint Programme to complete its activities and achieve its expected results. 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 (31 August 2012) will have to be returned 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 is available on the revised “MDG-F Joint Implementation Guidelines” uploaded on the MDG-F website ([www.mdgfund.org](http://www.mdgfund.org)).

With best wishes.

cc.:

Mr. Bisrat Aklilu, Executive Coordinator, Multi-Partner Trust Fund Office

Mr. Ajay Chhibber, Assistant Administrator and Director Bureau for Asia and the Pacific, UNDP, New York

Ms. Sigrid Kaag, Assistant Secretary-General and Assistant Administrator and of the Bureau of External Relations and Advocacy, UNDP New York

Ms. Deborah Landey, Director, United Nations Development Operations Coordinator Office (DOCO)

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