**ANNUAL PROGRAMME NARRATIVE PROGRESS REPORT**

**REPORTING PERIOD: 1 JANUARY -31 DECEMBER 2010**

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UN Action Against Sexual Violence in Conflict, UNIFEM

**Programme Number:**  UNA004

**Implementing Partners**: not applicable

**Programme Duration**: 12 months: 9 December 2009 – 8 December 2010

**Country and Thematic Area:** not applicable

**Participating Organization**: UNIFEM

**Narrative Report**

1. **Purpose**

The purpose of the funding was to finance the work of the Secretariat of UN Action Against Sexual Violence in Conflict (UN Action). The Secretariat comprises a Coordinator (P5), an Advocacy and Women’s Rights Officer (P3) and an Administrative Assistant (G6 equivalent).

1. **Resources**

$870,046 has been made available to UNIFEM to support the functioning of the UN Action Secretariat for a period of 12 months. Additional in-kind support is provided by the Office of the High Commissioner for Human Rights (OHCHR) in Geneva, which provides office space to the UN Action Coordinator free of charge.

1. **Implementation and Monitoring Arrangements**

UNIFEM has administered the UN Action Secretariat since the UN Action network was launched in 2007. Theoretically, the UN Action Secretariat could be housed by any one of the 13 UN system entities comprising UN Action, given that it provides operational support to the entirer network. Since the end of 2008, the UN Action Coordinator has been based in Geneva where she works out of OHCHR. The other two members of the UN Action Secretarariat have office space in UNIFEM. All three members of the Secretariat have employment contracts with UNIFEM and follow UNIFEM rules and procedures. The Secretariat utilises UNIFEM’s travel and budgeting systems, as well as its procurement procedures when hiring short term consultants or organizing meetings on behalf of the wider network. It applies UNIFEM’s financial reporting and accounting regulations.

1. **Results**

The UN Action Secretariat provides organizational and administrative support to the UN Action network. It convenes monthly meetings of Focal Points from the 13 UN Action entities to plan activities and monitor progress. The Secretariat also organises an annual strategic planning meeting, during which targets and deliverables are established for UN Action’s Strategic Framework. The Secretariat also supports UN Action’s Steering Committee, which comprises Principals and Senior Officials from the 13 member entities, and meets quarterly to set policy and give direction to the work of the network.

The UN Action Coordinator mobilises funds for the UN Action network, and reports to donors on their use. During 2009, voluntary contributions were contributed by the Governments of Norway, Finland and Sweden, as well as the Republic of Korea, and Australia. The UN Action Advocacy and Women’s Rights Specialist manages the advocacy, media and communications efforts of the network, including the stoprapenow website. The Administrative Assistant provides administrative support to the network, including the administration of funds distributed through UN Action’s Multi-Donor Trust Fund. The Coordinator of the UN Action network reports professionally to the Co-Chairs of the UN Action network, the Deputy Executive Director of UNICEF and the Director of Policy, Evaluation and Training in the DPKO.

1. **Future Work Plan**

It is envisaged that the UN Action Secretariat will become part of the Office of the Special Representative of the Secretary General (OSRSG) for Sexual Violence in Conflict during 2010, as the SRSG now heads the UN Action network. The Secretariat will henceforth report to the SRSG, although it is not clear whether adminsitrative arragements will change.