



Yemen National  
Dialogue and  
Constitutional Reform  
Trust Fund  
(YNDCRTF)



**PROJECT STEERING COMMITTEE MINUTES**  
(for posting on the YNDCRTF web site)  
23/01/2014

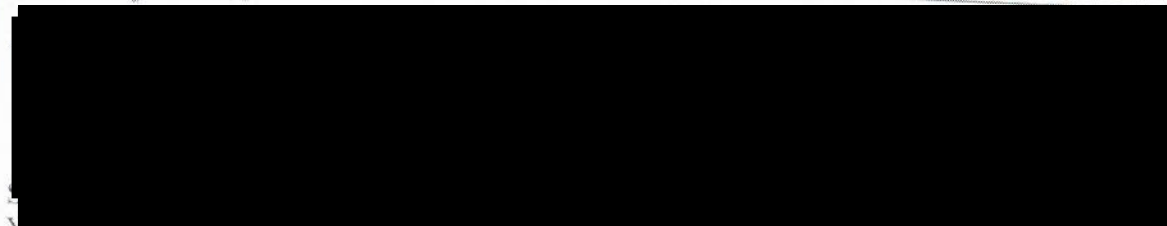
Co-Chairs	Secretary General of the National Dialogue Secretariat (Dr. Ahmed bin Mubarak) and the Special Adviser to the Secretary General on Yemen , (Jamal Benomar)
UN Organisations	UNRC, OSASG, UNOPS
Government / National Representatives	<i>Ministry of Finance apologized and couldn't attend the meeting</i>
Donor Representatives	DFID (UK), Netherlands, EU

*Decisions*

1. Acknowledgment of the 4<sup>th</sup> Quarterly report.
2. SC approved of the 7<sup>th</sup> Tranche Request of \$ 1,163,171.09 to UNOPS with a clear caveat that the Funds will only be transferred once received and applied by the Administrative Agent.
3. SC Approved extending the life time of the Trust fund from (1 April 2014 to 31 March 2015).

*Other Announcements*

*Approval of Minutes*



Yemen , Jamal Benomar

Secretary General of the National Dialogue  
Secretariat, Dr. Ahmed bin-Mubarak




# Yemen National Dialogue and Constitutional Reform Trust Fund (YNDCRTF)



## Tranche request form

<b>Part A. Steering Committee meeting information</b> <i>(To be completed by the YNDCRTF Secretariat)</i>	
Steering Committee meeting No:	
Item No:	
Date of Meeting:	
Participating UN Organization (PUNO) requesting a subsequent tranche:	UNOPS

<b>Part B: Project Summary</b> <i>(To be completed by the Participating UN Organization(s))</i>	
Date of Submission:	17 January 2014
From: United Nations Office for Project Services	Contact: Niels W. Guenther – Programme Director
Address: Yemen sub-office UNOPS IQOC Sana'a YEMEN	 Signature Date: 17 January 2014
Participating UN Organization:	UNOPS
Implementing Partner(s):	Implemented with the Secretariat of National Dialogue Conference and under technical coordination of OSASG
Number of tranches received:	7
Total Amount Received:	USD 14,632,000.00
Total Expenditure:	USD 14,604,616.00
Total Amount Requested:	USD 1,163,171.09
<b><i>Narrative Progress Report of how YNDCRTF previous tranches were utilized</i></b> <i>(Not to exceed 1,000 words)</i>	



The Project contributed to the operational setup of the National Dialogue Secretariat (NDS) with more than 125 personnel in all departments – including communications/outreach, community participation, delegate affairs, technical support and international cooperation, operations, HR, Finance, security, audit, legal, IT, etc. Support also included the coverage of operational costs, including for travel, transport, office space, stationery, equipment, communications, etc.

For the conference event itself, the Project supported the deployment of 85 volunteers and 30 facilitators, contracted services for security, meeting venues, conference services, delegates travel, translation/interpretation, stationery, etc.

The Project contributed to the implementation of the NDC Communications and Outreach Strategy, e.g. through contracting of outreach campaigns, support to media engagement and information and various activities in support of community participation.

Furthermore, the Project contracted and mobilized 20 international advisors, based on requests from NDS and OSASG, to advise delegates through expert input to both plenary and working group sessions.

All of the above activities were supported throughout the extended period of the National Dialogue Conference – initially scheduled to last until 18 September 2013 but now planned to see its conclusion in late January 2014.

Through the activities under Outputs 1.1 and 1.3, the Project supported the integration of in-kind advice and support from other local and international development partners (e.g. various OSASG/UNOPS, Ministry of Water, French Embassy, NDI, World Bank, UNDP, OHCHR, IOM, Berghof, CDF, and others), including background papers, trainings, and expert sessions.

Lastly, the Project also covered costs associated to the management of a UNOPS project team in Yemen, operationally supported by UNOPS in Amman.

Of the USD 14.632m received, 99.8% have been legally committed and 98.1% disbursed (as of 31 December 2013).

***Description of the outputs to be achieved with the requested new tranche***

*(Not to exceed 1,000 words)*



The requested 8th tranche will cover the continued implementation of activities under Output 1.2 over the period of early to late January 2014, mainly in view of the extension of the conference now advised to last until around 26 January 2014. This will include:

- Extension of most NDS staffing until 31 January 2014 (postponed end of the conference operations) and for many until 28 February 2014 (to cover the Secretariat's operational closure activities, as per NDS Closure Plan, and hand-over to the Constitutional Drafting Commission (CDC) Secretariat);
- Extension of some of the conference-related service contracts for January 2014, including conference services (transport, interpretation, volunteers, office space, facilitators, telephone, internet, etc.), running operational costs for extended life-time of Secretariat, etc.;
- Continued support to the Consensus Committee.

It should be noted that UNOPS has successfully liaised with non-Trust Fund donors and IOM to cover part of the additional costs arising from the unplanned extension of the conference: IOM (with US funding) will cover halls and coffee breaks in January 2014 as well as some elements of the communications/media activities.

UNOPS will also support the various closure activities and, where applicable, hand-over to the work of the CDC, as well as audit etc.

#### Budget details

##### YNDCRTF PROJECT BUDGET<sup>1</sup>

CATEGORIES	PREVIOUS TRANCHE(S)	REQUESTED TRANCHE*	TOTAL
1. Staff and other personnel costs	3,586,562.78	13,437.22	3,600,000.00
2. Supplies, Commodities, Materials	548,270.16	36,914.84	585,185.00
3. Equipment, Vehicles and Furniture including Depreciation	228,710.20	336,149.25	564,859.45
4. Contractual Services	7,698,688.88	26,521.92	7,725,210.80
5. Travel	1,236,860.66	663,139.34	1,900,000.00
6. Transfers and Grants to Counterparts	0.00	0.00	0.00
7. General Operating and Other Direct Costs	375,673.68	10,913.21	386,586.89
<b>Sub-Total Project Costs</b>	<b>13,674,766.36</b>	<b>1,087,075.78</b>	<b>14,761,842.15</b>
Indirect Support Costs <sup>2</sup>	957,233.64	76,095.31	1,033,328.95
<b>TOTAL</b>	<b>14,632,000.00</b>	<b>1,163,171.09</b>	<b>15,795,171.09</b>

\* Including adjustment based on actual 2013 expenditure.

<sup>1</sup> Budgets must adhere to the undg Harmonised Budget Categories as approved by the High Level Committee on Management (HLCM) and Chief Executives Board for Coordination (CEB).

<sup>2</sup> Indirect support cost should be in line with the rate of 7%, as specified in the YNDCRTF TOR and MOU and SAA, Section II - Financial Matters.



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[Redacted Signature]

Yemen, Jamal Benomar

Secretary General of the National Dialogue  
Secretariat, Dr. Ahmed bin-Mubarak



**Part F: Administrative Agent Review**

*(To be completed by the MPTF Office)*

**6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP**

- ☐ Next tranche consistent with provisions of the YNDCRTF Memorandum of Understanding with the Participating Organizations and the Standard Administrative Arrangement with donors.

**Yannick Glemarec**  
**Executive Coordinator,**  
**Multi-Partner Trust Fund Office, UNDP**

.....  
**Signature**

.....  
**Date**