

Yemen National  
Dialogue and  
Constitutional Reform  
Trust Fund  
(YNDCRTF)



**PROJECT STEERING COMMITTEE MINUTES**

*(for posting on the YNDCRTF web site)*

**12/03/2014**

<b>Co-Chairs</b>	Special Adviser to the Secretary General on Yemen -SA, (Jamal Benomar) Secretary General of the National Dialogue Secretariat-SG (Dr. Ahmed bin Mubarak)
<b>UN Organisations</b>	UNRC, UNHCR, OHCHR
<b>Government / National Representatives</b>	Ministry of Finance
<b>Donor Representatives</b>	UK, EU, Qatar

*Decisions:*

1. Acknowledgment of the Secretariat inception plan of staffing, public awareness/outreach.
2. Acknowledgment of the planning workshop for the constitution drafting process.
3. The 9<sup>th</sup> Tranche Request for the National Dialogue project was approved.
4. The 1<sup>st</sup> Tranche request for the Constitution Drafting Project was approved.
5. NDC project and budget revision 3month extension/ USD1m was approved.

*Other Announcements*

*Approval of Minutes*

13/03/2014

Special Adviser to the Secretary General on  
Yemen, Jamal Benomar

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

13/03/2014




# 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:	10
Item No:	9
Date of Meeting:	12 March 2014
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:	12 March 2014
From: United Nations Office for Project Services	Contact: Anas Qarman – OIC Programme Director
Address: Yemen sub-office UNOPS IQOC Sana'a YEMEN	 Signature Date: 12 March 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:	8
Total Amount Received:	USD 15,795,171.09
Total Expenditure:	USD 15,795,171.09
Total Amount Requested:	USD 500,000.00
<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. This support commenced in February 2013 and will cease after the conference officially ended on 25 January 2014 and operational closure activities were finalized at the end of February/early March 2014.

For the 10-month 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 National Dialogue Conference (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.

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 15.795m received, 100% have been legally committed and 94.9% disbursed (as of 28 February 2014).

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

*(Not to exceed 1,000 words)*

The requested 9th tranche will cover the additional activity of further dissemination of the NDC outcomes through media and other outreach channels throughout the country, in close coordination with relevant partners. As per the presidential decree establishing the NDC rules of procedures, the NDS has to continue for a period of 3 months after the closure of the Conference the communication works related to promoting the final outcomes. The new decree establishing the Constitution Drafting Commission (CDC) confirms the media role of the NDS during the constitution drafting period (which could be as long as 6 months). It clearly states that during the drafting period, the NDS shall continue to promote the final outcomes of the NDC and make it accessible and understandable for the large public through appropriate civic education programmes.

Actions the NDS will implement to fulfil this task:

- Broadcasting of over 140 TV and radio flashes about the final outcomes. (This will require air space buying)
- Production of TV and radio civic education series explaining the main concepts included in the final document.
- Printing of NDC materials (final report, thematic booklets, flyers, etc) to be distributed to local CSOs and during the public events organized by the NDS. (this will require contracting designers and printers)
- Thematic forum, conferences, town-halls, meeting to be hold in different regions of Yemen (with the participation on NDC delegates and partner CSOs)
- Orientation and training workshops for the NDC delegates
- Orientation and training workshops for the partner CSOs (Final outcomes and advocacy)
- NDC Caravan: an ambulant exposition to promote and explain the final outcomes to the population in remote area. This project will complement "permanent" exposition to be organized in the main cities in partnership with local authorities.

#### Budget details

YNDCRTF PROJECT BUDGET <sup>1</sup>			
CATEGORIES	PREVIOUS TRANCHE(S)	REQUESTED TRANCHE*	TOTAL
1. Staff and other personnel costs	3,600,000.00	0.00	3,600,000.00
2. Supplies, Commodities, Materials	585,185.00	0.00	585,185.00
3. Equipment, Vehicles and Furniture including Depreciation	564,859.45	0.00	564,859.45
4. Contractual Services	7,725,210.80	463,903,23	8,189,114.03
5. Travel	1,900,000.00	0.00	1,900,000.00
6. Transfers and Grants to Counterparts	0.00	0.00	0.00

<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).

7. General Operating and Other Direct Costs	386,586.89	3.386,49	389,973.38
<b>Sub-Total Project Costs</b>	14,761,842.15	467.289,72	15,229,131.87
Indirect Support Costs <sup>2</sup>	1,033,328.95	32.710,28	1,066,039.23
<b>TOTAL</b>	15,795,171.09	500,00.00	16,295,171.09

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<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.



**Part D: Administrative Review***(To be completed by the YNDCRTF Secretariat)***4. Review by the YNDCRTF Secretariat**

(a)	Is the submission for the next tranche in line with the approved programmatic framework (ProDoc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the Budget in compliance with the UNDG harmonized categories?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate of 7%?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Participating UN Organization(s) is unable to meet high or urgent priority needs with existing level of funding,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	The requested tranche has been approved in consensus and without remarks by the Steering Committee members, as described in the YNDCRTF Terms of Reference	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	The outputs to be implemented with the next tranche do not overlap with other on-going activities carried by other YNDCRTF PUNOs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Part E: Decision of the YNDCRTF Steering Committee***(To be completed by the YNDCRTF Secretariat)***5. Decision of the Steering Committee**

- ☒ Next tranche approved for a total budget of US\$ 600,000.  
☐ Next tranche approved with modification/condition  
☐ Deferred/returned with comments for further consideration  
☐ Rejected

**Comments/Justification**

**Dr Ahmed bin-Mubarak**  
Secretary General of the National Dialogue  
Secretariat  
Co-chair of the YNDCRTF Steering  
Committee

**Jamal Benomar**  
UN Secretary-General Special Advisor for  
Yemen  
Co-chair of the YNDCRTF Steering  
Committee

Signature

Date:

13/03/2014

Signature

Date:

13/03/2014

**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**

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**Signature**

.....  
**Date**