

Yemen National
Dialogue and
Constitutional Reform
Trust Fund
(YNDCRTF)



PROJECT STEERING COMMITTEE MINUTES

(for posting on the YNDCRTF web site)

12/03/2014

Co-Chairs	Special Adviser to the Secretary General on Yemen -SA, (Jamal Benomar) Secretary General of the National Dialogue Secretariat-SG (Dr. Ahmed bin Mubarak)
UN Organisations	UNRC, UNHCR, OHCHR
Government / National Representatives	Ministry of Finance
Donor Representatives	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 9th Tranche Request for the National Dialogue project was approved.
4. The 1st 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)



Submission Form for Project/Budget Revision to the YNDCRTF Steering Committee

Part A: Programme Summary (To be completed by the Participating UN or Non-UN Organization(s))					
Date of Submission:	12 March 2014				
From the Participating UN or Non-UN Organization:	UNOPS				
Contact:	Anas Qarman +967737888928				
Programme Number:	85672				
Programme Title:	Yemeni Dialogue and Constitutional Process				
Total Approved Programme Budget:	US\$ 15.795.171,09				
Amount and percentage of indirect costs requested:	US\$ 1.033.328,95 7.00%				
SC Approval Date:	18 April 2013 (SC approval of latest budget revision)				
Programme Duration:	12 months	Starting Date:	20 Feb 2013	Completion Date:	19 Feb 2014

1. Type of Programme/Budget Revision Requested

- ☒ Increase in programme budget.^a Amount requested: US\$ 1,000,000.00
☒ Extension of programme duration. New completion date: 19 May 2014
☐ Change of programme scope (submit revised programme document)

2. Programme Expenditure to date: As of 07 March 2014

☒ Total Commitments US\$ **15,795,171**


☒ Total Disbursements US\$ **14,995,846**

3. Reason revision is being requested:

The NDC was planned to conclude on 18th September 2013. However it continued on to 25th January 2014. This required an allocation of greater resources towards logistics and management of the NDC and exhausted funds that were planned to be used for post-NDC communications to raise public awareness of the outcomes of the Conference. This revision adjusts some of the individual budget categories' amounts to reflect the actual expenditures made during the implementation period and provides additional budget for outreach and dissemination of NDC outcomes over an extended period of three months.

4. Documents Attached:

- ☒ Revised Budget (*for change in programme budget*)
☐ Revised Programme Document (*for change in programme scope*)

Part B: Signature (To be completed by the Participating UN or Non-UN Organization(s))			
On behalf of Participating UN or Non-UN Organization:	Signature	Date	Name/Title
UNOPS		12 March 2013	Anas Qarman

Part C: Administrative Review (To be completed by the YNDCRTE Secretariat)
5. YNDCRTE Secretariat Comments: The assessed additional budget need of \$1m equates to a 6.6% increase in budget for a 60% increase in the length of the NDC. This is a reasonable request, and public outreach and education on the outcomes of the NDC are essential for laying the groundwork for the subsequent constitution drafting phase. Prior to this official extension, the requirement for an additional \$1m has featured in presentations to donors and Steering Committee members for the plan and costs for the constitution drafting phase.
6. YNDCRTE Secretariat Recommendation: This budget should be approved for \$1m. Given outstanding contributions to the Fund that are yet to be received, UNOPS will initially submit for a tranche of \$500,000.

Part D: Decision of the YNDCRTF Steering Committee

(To be completed by the YNDCRTF Secretariat)

7. Decision of the Steering Committee

- ☒ Approve
☐ Approve with modification/condition
☐ Defer

Comments (if any):

Jamal Benomar

Special Adviser to the UN Secretary-General

Co-chair of the YNDCRTF Steering Committee

Signature

Date

...13/03/2014.....

Dr. Ahmed Bin Mubarak

Secretary General of the National Dialogue Secretariat-SG

Signature

Date

...13/03/2014.....

Part E: Administrative Agent Review

(To be completed by the Administrative Agent)

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

- ☐ Programme/Budget Revision consistent with provisions set in the YNDCRTF Terms of Reference, the Memorandum of Understanding between the Administrative Agent and the Participant Organizations and the Standard Administrative Arrangement with donors.

Yannick Glemarec

Executive Coordinator,

Multi-Partner Trust Fund Office, UNDP

Signature

Date