

New York, 23 Jan 2009

Important information: MDTF Office Reporting Portal

Dear Colleagues,

As you are aware, the MDTF Office is finalizing the web-based Reporting Portal through which the Participating Organizations can submit and view both financial and narrative reports related to all Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the MDTF Office.

I would like to provide you with an update on the progress made to enable your organization to take any preparatory steps that may still be necessary. You may want to revisit the background information and a pre-recorded presentation about this project available on our web-site:

http://www.undp.org/mdtf/reporting_portal.shtml

Time-line

- Presently, we are on target to have the Portal ready for the collection of 2008 Annual Narrative Reports by the end-Feb 2009 (or as otherwise applicable). The upload facility for financial reporting (UNEX) is also on target for use by the Participating Organizations to upload the single spreadsheet by 31 March 2009. As with most new systems some delays and difficulties can be expected in the initial roll-out stage. However, we are working hard to minimize the effects of any such challenges and remain grateful for your support and understanding.

Submission of Narrative Reports

- Programme staff will submit the narrative reports on-line and easy to use job-aids will be made available to help navigate users through the Portal and allow users to perform the necessary functions. As the dead-line for the submission of narrative annual reports for some programmes is drawing near (28 February 2009) and programmes need time to prepare the report content, we will advise that you prepare the narrative reports through a regular off-line process using the UNDG Standard Progress Report Format or other equivalent format as decided by the relevant Steering Committee. Once the portal is fully operational the details of these reports can subsequently be uploaded.

Submission of Financial reports

- Following consultations with Finance Divisions of all Participating UN Organizations culminating in the meeting of the UNDG working group on Joint Funding, Finance and Audit in Rome of 10 December 2008, we hope that you have been able to set up a routine to extract the necessary data from your system in the single spread-sheet format as outlined in the Financial Specifications Document discussed with all Participating Organizations (also available on our web-site). We are planning follow-up briefing sessions for finance staff during the first two weeks of March 2009 either in person or via web-meetings as feasible.

Access rights

- **Viewing Rights:** We can provide viewing access to the Portal to all staff in each Participating Organization by allowing our Portal to accept the login and password used by your agency staff to access their own intranet or e-mail as it may apply. In order to make this possible, each organization needs to enroll in the Common UN Directory, which will be hosted by the UN International Computing Centre in Geneva (UNICC). This approach is in line with the agreement by the High Level Committee on Management (HLCM), which was reached over the course of 2008. To date FAO, UNICEF, WFP, UNDP, UNFPA, UNIFEM and ILO have either already enrolled or are in the process of doing so. During the second week of February, UNICC and UNDP will hold a joint conference call for all IT departments to provide additional technical information.
- **Narrative Report Edit/Approval Rights:** These rights will be administered by the UNDP Country Office. Staff of any organization, who need 'edit access' to be able to submit narrative reports and should contact the in-country UNDP network security focal point. Staff with regional responsibility can be granted access rights through the MDTF Office. Users with Edit/Approval rights are automatically provided full viewing rights.
- **Financial Report Submission Rights Through UNEX:** These rights will be administered by the MDTF Office. In the second week of February, we will provide a form to be completed by the Chief Financial Officer or Comptroller to designate three or four people from each organization, who should be given the rights to upload or enter the official financial reports. These users will have full viewing rights.

We kindly request you to visit our web-page for more background information on the new Reporting Portal. For any follow-up questions or comments, please contact the MDTF Office. For specific questions, please contact Mr. Anders Thomsen (anders.thomsen@undp.org).

We would be grateful if you could share this information with staff of your organization (particularly regional and country offices) involved in the day-to-day operations of the MDTFs/JPs administered by the MDTF Office.

Sincerely,

Signed

Bisrat Aklilu,
Executive Coordinator

CC. Ms. Akiko Yuge, Assistant Administrator of BOM, UNDP
Ms. Debbie Landey, Director of DOCO, UNDG
Ms. Shirin Hamid, Chief Technology Officer and Director Office of Information Systems and Technology, UNDP
Mr. Anders Thomsen, Senior Portfolio Manager, MDTF Office, UNDP