



**THE GROUP OF 77**  
Executive Secretariat  
New York

N-108/2014


The Executive Secretariat of the Group of 77 at the United Nations in New York presents its compliments to the Permanent Mission of Cuba to the United Nations and, with reference to the project proposal "*Capacity development for risk reduction management centers in the Caribbean*" submitted by the Cuban Environmental Agency (AMA), Havana, Cuba, to the Perez-Guerrero Trust Fund for South-South Cooperation (PGTF) through the Permanent Mission's note verbale No.544 dated 30 April 2014, has the honour to inform that the Twenty-ninth Meeting of the Committee of Experts of PGTF, held in New York from 5 to 8 August 2014, recommended that the project avails from the financing of PGTF and allocated US\$35,000 to be disbursed in two tranches. The recommendation of the Committee of Experts was approved by the Thirty-eighth Annual Meeting of Ministers for Foreign Affairs of the Group of 77, held in New York on 26 September 2014.

In this context, the Executive Secretariat has further the honour to inform of the following procedures to be followed in regard to the implementation process of the aforementioned approved project:

- (i) Disbursement of the approved funds will be made through the United Nations Development Programme (UNDP) after co-signature of a PGTF project document by a duly authorized government representative of the country that has primary responsibility for the implementation of the project and the respective UNDP country office.
- (ii) In order to enable the release of approved PGTF funds for the project, it is necessary for the project's sponsors to prepare a draft project document according to the same model format used for the preparation of the original project proposal submitted to PGTF. If project activities have changed as a result of reductions or increases in the amount of the PGTF contribution and/or the other sponsors' contributions, appropriate adjustments should be made to the original project proposal submitted to PGTF, which should be duly reflected in the draft project document.
- (iii) Once the draft project document has been prepared, it should be forwarded in digital format (e.g., Microsoft Word) to the UN Office for South-South Cooperation (UNOSSC) in New York at the following email address: [yiping.zhou@undp.org](mailto:yiping.zhou@undp.org) (with copy to [francisco.simplicio@undp.org](mailto:francisco.simplicio@undp.org)). Following a review and any necessary adjustments, UNOSSC will forward the project document to the local UNDP country office to secure the necessary signatures. Finally, upon receipt of signed copies of the

project document, UNOSSC will authorize an advance of up to 90 per cent of the PGTF allocation through the local UNDP country office to enable implementation of the project. The remaining 10 per cent of the PGTF allocation will be disbursed upon submission and acceptance of the final substantive and financial reports. Due to administrative and project cycle requirements, actual disbursements of approved advances would only be made after 1 January 2015.

- (iv) Any queries regarding the project document and disbursement procedures may be addressed to UNOSSC at the above email addresses. Its telephone number is (212) 906-6689 and fax (212) 906-6429.

The Executive Secretariat of the Group of 77 at the United Nations in New York avails itself of this opportunity to renew to the Permanent Mission of Cuba to the United Nations the assurances of its highest consideration. 

New York, 15 October 2014



Permanent Mission of Cuba  
to the United Nations  
315 Lexington Avenue  
New York, N.Y. 10016