




Interoffice Memorandum

To: Susan McDade
Deputy Director
Regional Bureau for Latin America and the Caribbean

Date: 16 December 2014

From: 
Rebeca Arias
Director
Regional Hub - RBLAC

Subject: Request for NO-COST extension of DIM authorization for Regional Project "Ibero-American Chair in Corporate Social Responsibility", Atlas AW#00062251.

I am pleased to request your consideration and approval of an extension of the Direct Implementation (DIM) authorization for the Regional Project "Iberoamerican Chair in Corporate Social Responsibility" (Cátedra Iberoamericana de Responsabilidad Social Empresarial) implemented in Panama Regional Hub - Atlas AWARD Number AW#00062251, Project ID #79656 – from January 2015 until June 2015. This extension is requested to finalize project activities.

Brief Description and Objective of the Project

The main outcome of this regional project is to complement efforts in Latin America towards reducing poverty and inequality by promoting inclusive growth, human development and achieving of the Millennium Development Goals through promoting the role of business for development.

The objective of this Regional Project "Ibero-American Chair for promoting teaching on Corporate Social Responsibility" (CSR) is to foster the dissemination of CSR principles among the academic and business communities in Latin American and the Caribbean. The Regional Project concentrates in developing capacities on CSR in universities in Latin American and the Caribbean that have joined REDUNIRSE (Network of Universities for Corporate Social Responsibility) and agreed to foster CSR among their faculty, student programs and institutional outreach. This initiative has the support of Banco Santander and represents a milestone for RBLAC in terms of its strategic partnership with the private sector.

This Regional Project builds up on previous regional work on promoting the dissemination of CSR principles through academic networks. From 2008 to 2011, and with the support of the Spain-UNDP Trust Fund, RBLAC (1) promoted the creation of REDUNIRSE (www.redunirse.org) as a league of universities across Latin America and the Caribbean; and (2) supported capacity development in CSR through a training-of-trainers programme.



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The Regional Project Ibero-American Chair serves a framework for cooperation with and among about 250 universities in Latin America and the Caribbean for setting up educational programs, both at undergraduate and graduate levels, and producing relevant curriculum content on CSR in the region. Through this Regional Project, UNDP contributes to development by training university-level professors in CSR and promoting the exchange of ideas, perspectives and good practices within the academic and business community in the region for fostering the role of business for development.

This project addresses the priority expressed in the MOU signed jointly by Banco Santander from Spain and UNDP to reduce poverty and inequality in Latin American and the Caribbean through strengthening the capacities of national institutions to integrate social and economic policies. Thus, the project was developed to provide technical and administrative support in the implementation of this common agenda. For UNDP and RBLAC this initiative is an opportunity to strengthen partnership with the private sector both as donor and instruments of development, and to leverage on previous network building efforts (REDUNIRSE) to advocate for a responsible and committed role of academia and the private in development.

Results achieved during 2014

During 2014, within the framework of the Regional Project Ibero-American Chair and in collaboration with the network focal point, University of Buenos Aires, the following results were achieved (details in attachment: 2014 Annual Progress Report):

1. The network of universities remains at 252 universities from 20 countries in Latin America and the Caribbean and 2 in Europe. The network focal point remains with the CENARSEC/University of Buenos Aires
2. As part of a strategy to bring dynamism to the network of 900+ participants of the UNDP training-of-trainers in CSR program, RBLAC worked with a group of engaged alumni to institutionalize an Academic Committee of the Iberoamerican Chair formed by academics from four universities (Universidad de Concepción-Chile, Universidad Nacional de Rosario-Argentina, Pontificia Universidad Javeriana de Cali-Colombia, and Universidad de Sevilla-Spain). The group meet regularly and will have responsibility in coordinating collaborative initiatives among universities in the region.
3. In October 2014 took place the second Iberoamerican Conference in Concepción, Chile. The event was the anchor to a cluster of academic events that deepen the network of academics and specialists in CSR. The event featured a full day of speakers to present and discuss the UN agenda on the role of the private sector in development, including the post-2015 development agenda and the business and human rights agenda. During the second day, 24 research papers were presented. The papers were original research submitted by academics and specialists in the region and selected through an academic *peer-review* process. In total 113 people from 13 countries attended the conference and another 86 followed the session through *web-streaming*.
 - a. The status of the network was reviewed and new commitments made to enhance network governance mechanisms and up-coming activities in 2014.
4. Through the network and with the collaboration of its focal point, there was extensive dissemination of information for advocacy purposes, including a webpage that is regularly

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Attached:

1. Project Document
2. Results and Resources Framework
3. MOU between UNDP and Banco Santander
4. 2014 Annual Progress Report
5. 2015 Annual Workplan
6. Regular Budget Revision (ATLAS print out)
7. Budget Revision Clearance Slip

AWARD 00062251, Project ID 79656. DIM authorization from January until June 2015.

Cleared and Approved by: *Susan M. Dade*
Susan McDade
Deputy Director
Regional Bureau for Latin America and the Caribbean

Date: 17/12/2014

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updated; 4 newsletters on CSR distributed via email to about 20,000 people and institutions involved in CSR in LAC; a newly created Facebook group for the alumni that has enrolled 186 members; and communication activities around the milestone of the conference through web, Facebook and LinkedIn.

Objectives for 2015

Remaining activities scheduled for 2014 will be completed in 2015, including formal closure of the regional project. Under this Regional Project UNDP will continue to support the network of universities REDUNIRSE (Red de Universidades para la Responsabilidad Social Empresarial) and foster responsible business in development. For those activities that were not be completed in 2014, we are requesting the DIM authorization to implement them during 2015.

The objectives for 2015 are in line with the original agreement and project document, and include the activities pending, and partnership collaboration with Banco Santander in advocating for responsible business engagement with development. In particular, objectives for the year 2014 are three.

1. To publish the proceedings of the 2014 CSR conference to further advance advocacy on the role of the private sector in sustainable development and to strengthen the role of academic institutions in disseminating this agenda.
2. To complete primary data collection and research report on the results achieved through the training-of-trainer program
3. To implement an exit strategy that will give sustainability to the results obtained through the regional project, particularly the institutionalization of the modality of inter-university collaboration, including the possible renewal of the partnership with Banco Santander to promote responsible business engagement with sustainable human development.

Justification for Direct Implementation

In accord with the donor and within the frame of the Regional Programme UNDP RBLAC has proposed an updated work plan to complete implementation of the regional project within the original budget. As in the previous authorization request, the success of this regional project depends on the coordination of activities to be implemented within the framework of this regional project, as well as on the partnership with regional and national actors in the region. Since UNDP RBLAC has the credibility, the capacity and the necessary networking resources to carry out consultations, convene experts and convoke a audiences from relevant stakeholders in CSR, direct Execution by UNDP RBLAC is thus advisable.

Taking into consideration the results achieved during 2014, the support from the donor and the role of this initiative within the Regional Programme, I would appreciate your authorization for direct implementation of this regional project until 30 June 2015.



UN Development Programme

RBLAC/HQ/CO Support

Award ID: 00062251
Award Title: Cátedra Iberoamericana en RSE
Start Year: 2011
End Year: 2015
Implementing Partner
(Executing Agency): UNDP

Responsible Party
(Implementing Agent): UNDP

Revision Type: General Revision 3

Brief Description:

PR#79656. Banco de Santander has authorized UNDP to rephase the 2014 unspent balance of approximately US\$30,000 to the year 2015 to carry out the activities detailed in the prodoc. These resources will be implemented with the assistance of the LAC RSC (B0511). In April 2015, with the final 2014 CDRs, we would proceed and make a budget revision to adjust the balance of unspent funds.

Budget (US\$) as of Last Revision on 04-December-2014

Donor	Fund	Amount
Banco Sant	30000 Programme Cost Sharing	30,000.00
Total Budget (201 and Beyond)		30,000.00
Total Expenditure (2014 and Prior		298,637.18
Award Total		372,294.96
Unprogrammed/Unfunded		43,657.78

Agreed by: Rebeca Arias, RBLAC Regional Hub Director

Agreed by:

Agreed by:

Agreed by:



Annual Work Plan

RBLAC/HQ/CO Support

Report Date: 17/12/2014

Project: 00062251




Project Title: Cátedra Iberoamericana en RSE

Year: 2015

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00079656 Cátedra Iberoamericana RSE	Cátedra Iberoamericana en			UNDP	30000	Banco Sant	74500	Miscellaneous Expenses	2,000.00
				UNDP	30000	Banco Sant	71600	Travel	5,000.00
				UNDP	30000	Banco Sant	74500	Miscellaneous Expenses	4,000.00
				UNDP	30000	Banco Sant	71200	International Consultants	12,000.00
				UNDP	30000	Banco Sant	74200	Audio Visual&Print Prod Costs	7,000.00
TOTAL									30,000.00
GRAND TOTAL									30,000.00



CLEARANCE SLIP
Budget Revisions and all documents that require financial review

1.	Project Number (if applicable): <u>00079656 (Award #00062251)</u> Project Title: <u>Catedra Iberoamericana en Responsabilidad Social Empresarial</u> Type of Budget Revision (initial, general, substantive, semi-final, final, etc): <u>General Revision 03</u> Date (on original budget revision or document): <u>4 December 2014</u>		
2.	Subject: <u>Rephasal of the estimated unspent balance of US\$30,000 to implement activities and close the project.</u>		
3.	Brief Description/Purpose of the budget revision(no more than two paragraphs): <u>Project 79656: rephasing the 2014 unspent balance of approximately US\$30,000 to the year 2015, to close the project activities detailed in the prodoc. These resources will be implemented with the assistance of the LAC RSC (B0511). In April 2015, with the final 2014 CDRs, we would issue a budget revision to reflect the actual 2014 unspent balance.</u>		
4.	Issues for director's attention (if necessary only)		
5.	Clearance	Name	Signature
	Programme Manager / requestor	Gerardo Noto	
	Programme Associate (in charge of budget revision preparation and financial review)	Ana M Luey	
	Finance Associate or Finance Advisor (if required)		

PLEASE NOTE THAT THE TEXT CAN BE WRITTEN IN ENGLISH OR SPANISH

I. 2015 Plan Anual de Trabajo (AWP)

RESULTADOS	ACTIVIDADES <i>Listado de actividades, resultados y acciones asociadas</i>	CRONOGRAMA 2013				ORGANISMO DE IMPLEMENTACIÓN	RESPONSABLE	PLANNED BUDGET		
		Q1	Q2	Q3	Q4			Fuente de fondos	Presupuesto	Monto US.D. 2013
RESULTADO 1: Creación de la Cátedra Iberoamericana en Enseñanza de la Responsabilidad Social Empresarial (RSE) para promover el desarrollo de ofertas formativas en RSE en universidades de América Latina y el Caribe y con ello incidir en la formación de ingenieros, contadores, abogados y otras profesiones clave para el desarrollo.	1. Coordinación de la Cátedra. a. Funciones de coordinación, programación e implementación de talleres subregionales, evaluación, visitas y apoyo administrativo. b. Informe de cierre y difusión entre socios y actores involucrados en la iniciativa	X	X			RBLAC	RSC	Banco Santander	Intl Consultants (71200)	15,000.00
						RBLAC	RSC	Banco Santander	Travel & DSA (71600)	5,000.00
						RBLAC	RSC	Banco Santander	Miscellaneous (74500)	2,000.00
	2. Programa de Talleres/Misiones.*					RBLAC	RSC	Banco Santander		
	3. II Seminario Iberoamericano sobre la Enseñanza de la RSE.	X				RBLAC	RSC	Banco Santander	Intl Consultants (71200)	4,000.00
	a. Preparación de publicación resumen del seminario								Miscellaneous (74500)	500.00
	b. Difusión de la publicación								Training, Wkshps and Conferences (75700)	
	4. Evaluación del programa e informe de resultados					RBLAC	RSC	Banco Santander	Intl Consultants (71200)	3,000.00
	a. Finalización de recopilación de data primaria									
	b. Preparación de reporte final								Miscellaneous (74500)	500.00
	TOTAL									\$30,000.00

NOTA: * La Actividad # 2 se completó durante el año 2012.

Karina Servellon

From: Maribel LANDAU
Sent: Wednesday, December 17, 2014 2:52 PM
To: Karina Servellon
Cc: Gerardo Noto; Maria Eugenia Boza
Subject: RE: Catedra
Attachments: RE: Paquete de autorización DIM Cátedra Iberoamericana

Estimada Karina.

He hablado con María Eugenia Boza sobre la necesidad de tener el Project Management al día para la aprobación del DIJM. Ella me indica que estarán completando en esta semana. Te adjunto el mail de María Eugenia.

Déjame saber si necesitas algo adicional sobre este tema.

Abrazo

Maribel

Karina Servellon

From: Maria Eugenia Boza
Sent: Tuesday, December 16, 2014 9:39 AM
To: Maribel LANDAU
Cc: Gerardo Noto; Ana Maria Luey
Subject: RE: Paquete de autorización DIM Cátedra Iberoamericana
Attachments: 79656_Clearance BgtRev_041214.pdf

Estimada Maribel,

Muchas gracias por tu tiempo ayer para revisar el paquete para solicitud de extensión DIM de la Cátedra. Abajo un update sobre los puntos tratados:

1. Aclaremos que el AWP tiene la información requerida en la página 5
2. Adjunto el Clearance Slip con el párrafo de descripción modificado de acuerdo a tu recomendación y que por tanto no requiere aprobación del donante, y
3. Ya hemos visto con Ana María lo que hay que actualizar en el Project Mgmt y estaremos haciendo las modificaciones en el sistema en el transcurso del día para que toda la información esté actualizada en el momento de la revisión.

Esperamos que con esto esté completo el dossier y estamos a tu disposición si hace falta alguna aclaración adicional.

Saludos cordiales,

María Eugenia

María-Eugenia Boza

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Please consider the environment before printing this email.

From: Maribel LANDAU
Sent: Friday, December 12, 2014 4:30 PM
To: Gerardo Noto
Cc: Maria Eugenia Boza; Ana Maria Luey
Subject: RE: Paquete de autorización DIM Cátedra Iberoamericana

Estimado Gerardo.

Disculpa que hasta ahora estoy revisando con detenimiento el paquete que me has enviado. Por el AWP en Word y el clearance slip, veo que habría US\$30k para el 2015. Sin embargo, el AWP de ATLAS enviado refleja US\$86,133. Además este AWP tiene como fecha 2011. También hay una instrucción que no me queda muy clara en el clearance slip y es hacer una revisión en marzo del 2014 para reflejar el presupuesto no gastado. La idea es acompañar ahora la solicitud con el AWP del 2015 reflejando los US\$30k que son los que se están pasando para el 2015. Tal y como está ahora no lo podemos enviar porque será enviado para atrás. Por otra parte, no tengo un mail o nota del Bco Santander que documento su acuerdo con el traslado de los fondos al 2015 tal y como se menciona en el clearance slip. Finalmente, por

favor, entrar al Project Management y actualizar el tab de actividades, riesgos y monitoreo para reflejar las acciones a tomar en el 2015 que son de cierre. Esto lo están revisando ahora con mucha atención. Noto que las actividades no cuentan con mayor descripción, por lo que para aquellas que se utilicen para el 2015, si agradecemos se detalle en el sistema utilizando como insumo lo que enviaron en papel.

Por favor, hablemos para aclarar mis dudas y las que ustedes puedan tener.

Mil gracias y saludos

Maribel

From: Gerardo Noto

Sent: Wednesday, December 10, 2014 12:42 PM

To: Maribel LANDAU

Cc: Maria Eugenia Boza; Ana Maria Luey

Subject: Paquete de autorización DIM Cátedra Iberoamericana

Reenvio docs. Saludos, GN

Sent from my Samsung Galaxy Tab®4

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100 Wall Street
New York, NY 10038

From: Maribel Landau
Sent: Friday, December 12, 2014 4:30 PM
To: Gerardo Noto
Cc: Maria Eugenia Boza; Ana Maria Luey
Subject: RE: Paquete de autorización DIM Cátedra Iberoamericana

Gerardo Gerardo
Díjame que está ahora estoy revisando con detenimiento el paquete que me has enviado por el AWP en Word y la claridad que veo que tiene US\$30k para el 2015. Se embarga el AWP de AT&T cuando refiera US\$30k. Además este AWP tiene como fecha 2015. También hay una instrucción que me queda muy clara en el clearance slip y en la parte de la revisión en marzo del 2014 para reflejar el presupuesto no gastado. La idea es acompañar dicha solicitud con el AWP del 2015 reflejando los US\$30k que son los que se están pasando para el 2015. Tal y como está ahora no lo podemos enviar porque esta enviado para otros. Por otra parte, no tengo un mail a raíz del día 2 de entender que documento se requiere con el traslado de los fondos al 2015 y como se mencionó en el clearance slip. Finalmente, los