



**United Nations Development Programme
Interoffice Memorandum**

Date: 13 September 2017

To: Lamin Mannech
Director, Regional Service Centre for Africa

From: Simona Marinescu
Director
Development Impact Group
Bureau for Policy and Programme Support

Subject: Authorization for use of Chart of Accounts up to USD 82,822.77 for facilitating Regional Workshop in Africa scheduled to take place on 6-7 November 2017

We authorize your office to charge our COA **up to USD 82,822.77** to support Regional Workshop in Africa for facilitating travel of 40 participants (DSA, air tickets), venue rental, translation/interpretation, operational support, etc.

Please charge payments to the below COA:

Account	BU	OU	Project Output	Dept.	Activity	Fund	Donor	Impl. Agent	Amount in USD	Budget period
7XXXX	UNDP1	R12	00095143	38501	Country Implementation	30079	10159	001981	77,404.46	2017
75100	UNDP1	R12	00095143	38501	Country Implementation	30079	10159	001981	5,418.31	2017

Funds will need to be fully expensed by 31 December 2017.

All payments must be made within the 2017 accounting period and any unspent money be returned. No unliquidated obligation must remain open (close all POs with open balances). No adjustments and payments are authorized after that date.

Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs.

The authorized EU funds (Donor code: 10159) are inclusive of GMS fees (**at 7%**), and thus your office should plan expenditure accordingly. The distribution of GMS amounts is managed centrally by BMS starting 2017.

All procurement, contracting, and financial transactions must adhere to prevailing UNDP's financial rules and regulations and requirements set for DIM modality. Your office must retain all relevant procurement

documentation, in line with UNDP procurement guidelines, rules and regulations. Such documentation may be audited in the future.

Please also note that the Atlas Project Manager functions for this global project are performed by BPPS/New York. Thus, your office may not create requisition approvers at country level. Kindly send approvals and all supporting documents to the following colleagues for approval:

Atlas requisitions: yuko.suzuki@undp.org

Atlas POs/vouchers: **Please note that the funds have been transferred under your budget department and thus approvals should be undertaken in-house.**

For any further questions, please feel free to contact Ms. Yuko Suzuki Naab (yuko.suzuki@undp.org),

Thank you and best regards,



Simona Marinescu
Director
Development Impact Group
Bureau for Policy and Programme Support

Please countersign to acknowledge your concurrence with the principles and conditions outlined in this authorization letter.

Lamin Mannech
Director, Regional Service Centre for Africa

Signature: _____

Date: _____

