

STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
THE PERMANENT MISSION OF ANTIGUA & BARBUDA TO THE UNITED NATIONS IN ITS CAPACITY  
AS CHAIR OF THE ALLIANCE OF SMALL ISLAND STATES (AOSIS) 2021-2022  
TO CARRY OUT ACTIVITIES  
AS THE CHAIR OF AOSIS UNDER THE UNFCCC PROCESSES, THE UNCLOS PROCESSES AND THE  
UN SUSTAINABLE DEVELOPMENT PROCESSES

Dear Sir/Madame,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to a "UNDP") Bureau for Policy and Programme Support and officials of The Permanent Mission of Antigua & Barbuda to the United Nations, in its capacity as Chair of the Alliance of Small Island States (AOSIS) (hereinafter referred to as "Antigua & Barbuda") with respect to the realization of activities by Antigua & Barbuda in the implementation of the Project Number 00084866 and Title: AOSIS UNFCC Support Programme as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by Antigua & Barbuda towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between Antigua & Barbuda and UNDP on the implementation of the Activities.
3. Antigua & Barbuda shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial Regulations, Rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of Antigua & Barbuda shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of Antigua & Barbuda or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Antigua & Barbuda, and its personnel as a result of their work pertaining to the Activities.

5. Any subcontractors, including NGOs under contract with Antigua & Barbuda, shall work under the supervision of the designated official of Antigua & Barbuda. These subcontractors shall remain accountable to Antigua & Barbuda for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to Antigua & Barbuda, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. Antigua & Barbuda shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Antigua & Barbuda shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Antigua & Barbuda is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide Antigua & Barbuda with any funds or to make any reimbursement for expenses incurred by Antigua & Barbuda in excess of the total budget as set forth in Attachment 3.
8. Antigua & Barbuda shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the Senior Principal Advisor for SIDS, Riad Meddeb, within 15 days following those dates. The format will follow the standard UNDP expenditure report - Funding Authorization and Certification of Expenditure (FACE Form) [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by Antigua & Barbuda in the financial report for [Project 00084866 and title of project: AOSIS UNFCCC Support Programme].
9. Antigua & Barbuda shall submit such progress reports relating to the Activities as may reasonably be required by the Project Manager in the exercise of his or her duties.
10. Antigua & Barbuda shall furnish a final report within 6 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by Antigua & Barbuda and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and Antigua & Barbuda.
12. Any changes to the Project Document which would affect the work being performed by Antigua & Barbuda in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of Antigua & Barbuda and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the Project, or the completion of Activities according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by Antigua & Barbuda unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undisbursed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing,
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to UNDP: Adriana Dinu, Deputy Assistant Administrator and Deputy Director, BPPS
18. Antigua & Barbuda shall keep the UNDP Senior Principal Advisor for SIDS, fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and Antigua & Barbuda arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your Antigua & Barbuda participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP

*Adriana Dinu*

Adriana Dinu  
Deputy Assistant Administrator and Deputy Director  
Bureau for Policy and Programme Support

Signed on behalf of the Permanent Mission of Antigua & Barbuda to the United Nations, in its capacity as Chair of the Alliance of Small Island States (AOSIS)

H.E. Ambassador Walton Alfonso Webson  
Permanent Mission of Antigua & Barbuda to the United Nations

## **Attachment 1**

### The Permanent Mission of Antigua and Barbuda to the United Nations in its capacity as Chair of the Alliance of Small Island States

#### PROJECT DOCUMENT

#### **Introduction**

The Chair of the Alliance of Small Island States (AOSIS) coordinates the 39 state Parties of the UNFCCC that are members of AOSIS. AOSIS includes some of the states that are most vulnerable to the effects of climate change and some of the most capacity constrained countries. For 30 years, the Chair of AOSIS has ensured that the voice of these countries is represented in the UNFCCC negotiations and more recently, within the negotiations of important resolutions and meetings within the broader United Nations system.

The AOSIS Chair rotates between the three regions of AOSIS (Caribbean, AIS and Pacific) on a 3-4-year cycle. In January 2021, Antigua & Barbuda, represented by the Permanent Mission to the United Nations became AOSIS Chair. Each Chair engages a team of negotiators and technical support staff to assist in the execution of its work. Successive Chairs work with each other to ensure that there is an adequate transition of the institutional knowledge of the chair. This institutional structure ensures that each Chair is fully able to execute their vision for the Chairmanship and be effective advocates for the interest of the AOSIS members.

#### **AOSIS Goals 2021-2022**

The Antigua & Barbuda Chair has undertaken an extensive planning process to articulate a set of goals, activities and timelines for 2021-2022. It has set three overarching goals for this period:

1. **Amplify our leadership** – the Chair will capitalize on the virtual and resumption of in-person events to deliver clear and ambitious proposals for action on climate change, sustainable development, and oceans. Through increased high-level engagement, including a Heads of State and Government Meeting and Declaration in 2021 and a Ministerial Meeting in 2022; increased technical work through engagement with think tanks; and an increased media presence with the development of a SIDS public relations network, AOSIS will develop and advocate for SIDS positions as we recover and rebuild from COVID-19.
2. **Transition to implementation** – the Chair will use every forum possible to focus the discussion on the implementation of the Paris Agreement, SMAOA Pathway, SDGs, 2030 Agenda, the MCO review. We will work to operationalize the blue economy and explore innovating financing for SIDS to fund implementation, and strengthen the capacity of SIDS governments, negotiators and experts to engage in implementation-focused discussions, through targeted capacity building and engagement with strategic partners.

3. **Strengthen the Institutional Capacity of the AOSIS Chair** – the Chair will seek to solidify the hard-won successes of previous Chairs by ensuring ongoing support for future Chairs through a stable and reliable foundation of support, ensuring smooth transitions between Chairs, greater ability for our smallest island nation members to serve as Chair and allowing each new Chair to focus on the most substantive issues at hand.

### **Note on the Ongoing COVID-19 Pandemic and Impact on this Programme**

In detailing the activities below, the Chair has endeavoured to account for the uncertainty inherent in planning during COVID-19. In particular, we have allocated funds for both events (primarily in-person) and travel for both 2021 and 2022, without knowing whether or when these events will occur. We expect that the money allocated to Activities 2 (Coordination) and 4 (Travel) will be spent over the course of the project but are less certain that they will be spent in years to which they have been allocated.

### **Outline of this Project**

This project will consist of activities in the following areas:

- *Activity 1: Technical Assistance* – support to the Chair to employ negotiators and technical advisors;
- *Activity 2: AOSIS Coordination* – support to the Chair to enable coordination between AOSIS members in preparation for negotiations;
- *Activity 3: PSIDS Support* – support to the Chair of the Pacific SIDS, through the AOSIS Chair, to support their ocean related activities; and
- *Activity 4: Travel* – Support to the Chair to enable participation of AOSIS representatives (outside the AOSIS Chair team) in international negotiations.

### **Activity 1: Technical Assistance**

This component will provide the Chair and membership of AOSIS with essential technical and negotiation support on climate change, sustainable development, and oceans issues. Under this component, the Permanent Mission of Antigua & Barbuda to the UN, as AOSIS Chair will employ the following staff members for the duration of the grant:

- 1) Lead Negotiator for Sustainable Development
- 2) Lead Negotiator for Oceans
- 3) Climate Negotiation and Implementation Advisor(s)
- 4) Legal Advisor (part-time)
- 5) Program Administrator

For each of these positions, the project covers salaries, health benefits, administrative overheads, and travel, as outlined in Attachment 3. The travel expenses for the lead negotiators and advisors

to participate in various negotiation meetings and to the AOSIS Chair to participate in meetings as the need arises.

### 1) Lead Negotiator for Sustainable Development

The Lead Negotiator for Sustainable Development will coordinate the work of AOSIS on all sustainable development and macroeconomic issues at UN HQ and also, where necessary, at international negotiations and external meetings. The Lead Negotiator is assisted by a Deputy Lead Negotiator, Macroeconomic Advisor and Legal Advisor (all funded through external sources).

The Lead Negotiator will:

- Be the primary negotiator for all sustainable development and
- Coordinate AOSIS group positions on the General Assembly process, including
- Convene and conduct internal AOSIS coordination meetings on SD.
- Coordinate AOSIS members on AOSIS statements, strategy, and positions; drafting statements, briefing documents, submissions, and position papers and undertake general research on SD-related matters.

The work of the Lead Negotiator will focus on the following areas:

- *Financial support to recover from disasters* - supporting the development of a targeted voluntary disaster fund, in accordance with Res 74/217 para 10 (UNDESA). The financial instrument would assist SIDS in managing disaster risk and building back better after disasters; to be presented to the SG for inclusion in the seventy-sixth session.
- Building on the AOSIS Statement on Debt<sup>1</sup> responding to the pandemic, the SIDS Compact utilizes the ‘special case’ of SIDS and calls for debt relief and increased resilience financing to guide SIDS economies through this crisis period. UNDP is leading the development of the “compact”.
- *Moving away from GDP*. The highly contested Multi-dimensional vulnerability index, at the core of broadening access to finance for SIDS, was established in the 2020 second committee resolution on the S.A.M.O.A Pathway. UNDP, led by the RCOs, has begun developing a potential vulnerability index to be in draft by April 2021. The Chair has communicated with relevant UN entities to consolidate ongoing efforts across the UN. AOSIS will continue to advocate for adoption of this index as a replacement for GDP.
- The Chair is working on two initiatives to advance sustainable development and macroeconomics:
  - The Principles for Development Effectiveness for SIDS aims to identify 8-10 core headline principles that will steer thinking and shape understanding on effective engagement between donors and SIDS to increase the impact of aid. The output will be a practical guide for those engaged operationally in aid practice, sharing lessons learned and building on existing knowledge of aid effectiveness. The voluntary guidance, which will enable improved impact through planning, allocations, implementation, and monitoring, will be agreed by Ministers and International Organization Leaders in late 2021/early 2022.

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<sup>1</sup> AOSIS Statement on Debt: <https://www.aosis.org/statement/sustainable-dev-pm-barrowaosis-statement-on-debt/>

- SIDS Access to Finance: Solutions for Resilient COVID Recovery will enable SIDS better access to finance through three avenues: (a) measures of development (b) debt and (c) tailored systems. Co-led by the U.K., Fiji, Belize and the AOSIS Chair, the first roundtable was held in October 2020 and defined the three focus areas; the second roundtable will take place in early September to agree on parameters of the three focus areas.
- As Co-Chair of the SIDS partnership, the Chair will drive results-based partnerships for the group, including at the soon-to-be-announced SIDS Global Business Network Meeting. The Chair will host the annual SIDS National Focal Point meeting in Antigua & Barbuda later this year and will use the opportunity engage with capital-based experts on a range of issues faced on-the-ground. Finally, a series of side events will be convened by AOSIS throughout 2021 to facilitate voices from across SIDS on key topics.

## 2) Lead Negotiator for Oceans

The Lead Negotiator for Oceans will coordinate the work of AOSIS on all oceans issues at UN HQ and at international negotiations and external meetings. The Lead Negotiator is assisted by two half-time Oceans Advisors (funded externally) and Legal Advisor (partially funded through this project).

The Lead Negotiator will:

- Lead negotiations for AOSIS on all Oceans related issues
- Coordinate AOSIS group positions on the General Assembly Oceans process, BBNJ, Sea Level Rise, Ocean Pollution and the UN Oceans Conference
- Convene and conduct internal AOSIS coordination meetings on Oceans.
- Coordinate AOSIS members on AOSIS statements, strategy and positions; drafting statements, briefing documents, submissions and position papers and undertake general research on Oceans-related matters.

The work of the Lead Negotiator will focus on the following areas:

- *Biodiversity beyond National Jurisdiction (BBNJ) negotiations*, focusing on the capacity of SIDS to equitably benefit from the opportunities in BBNJ. In addition, the Chair the previous Chair's partnership with Norway to extend research opportunities on ocean science.
- The upcoming *UN Ocean Conference* is an opportunity to promote the 'blue economy' concept as a means to address and holistically manage our respective marine areas and resources. AOSIS has provided substantial comments on the draft declaration and will continue to engage with all stakeholders.
- *Marine plastic pollution* is an increasing important international issue. The AOSIS Chair will work with partners to conduct capacity building workshops and discussions on a group position in advance of UN Environment Assembly 5.2. In addition, the Antigua &



Barbuda will continue to co-chair the Group of Friends Combatting Marine Plastic Pollution and consider action at UNGA76.

- The *International Law Commission (ILC)* is considering the implications of sea level rise on international law, specifically on law of the sea. The AOSIS comments on the ILC issues paper at UNGA75 provide a strong basis for moving forward. The AOSIS Chair will engage the membership on the law of the sea via capacity building workshops, internal discussions to coordinate positions, and engaging in the Study Group's work at UNGA76.
- The AOSIS Chair will continue to engage fully as a group on the *Oceans Omnibus and Sustainable Fisheries resolutions*. The Chair's team is seeking volunteers to assist in negotiating these important resolutions as we continue to monitor and provide input.

### 3) Climate Negotiation and Implementation Advisor(s)

The Climate Advisors (2, both partially funded externally) will assist the Lead Negotiator on Climate Change (funded externally) in AOSIS's engagement on climate change at the UNFCCC, at UN HQ and at international meetings.

The Advisor(s) will:

- Under the supervision of the Lead Negotiator on Climate, coordinate the thematic negotiation groups of AOSIS;
- Oversee the drafting of AOSIS statements, briefing documents, submissions, presentations, and position papers;
- Provide real-time policy advice, particularly on process of the negotiations, technical and issues, and formulation of group positions;
- Analyse relevant documents; and
- Liaise with other negotiating groups and stakeholders.

The work of the Climate Advisors will focus on:

- *Paris Agreement Work Programme* – the Chair will continue to push for the completion the PAWP, including finalizing both the carbon markets mechanism (Article 6 of the Paris Agreement) with robust accounting and the enhanced transparency framework. Antigua and Barbuda's AOSIS Chairmanship seeks to use this foundation as a springboard to lead the international climate change regime into **full implementation mode**.
- *Ambition consistent with 1.5°C* – the Chair will continue to advocate for greater ambition from all actors both in UNFCCC fora and at external meetings.
- *Coping with climate extremes* – the Chair will increase focus on key outcomes in adaptation include defining the global goal on adaptation, more national adaptation planning Readiness Support from the GCF for SIDS, and regional strategic approaches for baseline adaptation data collection for SIDS. In addition, operationalizing loss and damage is a must for SIDS given our particular vulnerability and the closer we get to overshooting 1.5°C.
- *Getting there with climate finance* – the Chair will engage in negotiations on a new collective quantified goal for climate finance to be completed prior to 2025; and focus on

improving access to climate finance, especially non-debt instruments, is a priority for our group.

#### **4) Legal Advisor (part-time)**

The Legal Advisor will assist the AOSIS Chair with the financial management of AOSIS, including supervising the work of the Programme Administrator. In addition, the Legal Advisor will support the Lead Negotiator for Oceans on oceans-related legal issues.

For the activities covered by this Project, the Legal Advisor will:

- Liaise with external funding agencies/donors;
- Assist in the preparation of the AOSIS overall budget and for various grants;
- Assist in the preparation and implementation of the AOSIS fundraising strategy;
- Draft briefing documents, legal opinions, resolutions, submissions, and treaty text;
- Provide real-time legal advice, particularly on process of the negotiations, technical and issues, and formulation of group positions;
- Analyse relevant documents; and
- Liaise with other negotiating groups and stakeholders.

On oceans-issues, the Legal Advisor will support the Lead Negotiator on marine plastic pollution and then potential international agreement and the work of the International Law Commission on sea level rise, as outlined above.

#### **5) Programme Administrator**

The Programme Administrator, under the supervision of the Permanent Representative of Antigua and the Legal Advisor, will have primary administrative responsibility for ensuring that expenditure by the AOSIS Chair is in conformity with budgeted parameters and that required reporting requirements to contributors and agencies are met in a proper and timely manner.

The Programme Administrator will:

- Assist in the preparation of the AOSIS overall budget and for various grants;
- Develop a project management structure for both program and financial monitoring and reporting with a focus on identifying risks to AOSIS plans and deliverables and have alternate plans to mitigate those identified risks;
- Manage AOSIS bank accounts including managing all ingoing and outgoing expenses;
- Ensure that expenditures on behalf of the AOSIS Chair for staff, meeting, workshops and travel for AOSIS negotiations are disbursed in a timely manner following AOSIS approval processes;
- Record expenditures in QuickBooks in designated project accounts in the case of earmarked contributions and to summarize by budget line for monitoring as well as inclusion in external funder reports;
- Provide monthly, quarterly and annual financial reports to the designated reviewer(s) in a timely manner;

- Prepare reports that comply with all external financial reporting obligations and coordinate with AOSIS staff for inputs to these reports;
- Provide continuous management of support of budget and forecasting activities;
- Prepare payments for invoices and staff expenses, by verifying documentation, setting up vendors and following AOSIS financial approval processes; and
- Prepare for financial audits and coordinate the audit process.

## **Activity 2: AOSIS Strategy and Coordination Activities**

This component aims to help overcome financial and technical barriers faced by SIDS in developing and coordinating group positions in major international fora. This component will support AOSIS strategy and coordination meetings on climate change, sustainable development and oceans issues. As a result of the pandemic, many international processes were postponed from 2020 to 2021 and 2022. In addition, considering the pause in these negotiation meetings, there has been the regular turnover amongst AOSIS negotiators on all these issues. There is an increased need in 2021 and 2023 for AOSIS coordination and capacity building efforts.

Given that AOSIS experts on climate change are typically based in their respective capitals, it is important to create opportunities for the AOSIS Chair to enable the Group to identify key strategic priorities and plan responses to dynamic international negotiation processes underway. This is particularly important we operationalize the implementation of the Paris Agreement, and ratchet up our efforts to mobilize an urgent increase of mitigation ambition in line with the IPCC Special Report on 1.5 C.

In the climate change context this component would include additional AOSIS preparatory days in advance of COP 25 and other UNFCCC meetings for which support for the participation of AOSIS thematic coordinators will be required. In the sustainable development and Ocean context this component would include meetings of AOSIS experts in advance of various negotiating processes.

In addition, to attempt to establish a baseline knowledge for all AOSIS negotiators in advance of negotiations, AOSIS plans to enhance our current website to build in functionality as a searchable document repository of AOSIS positions, statements, submissions and documents from our 30-year history and increase its accessibility (both physical and for slow-internet users. In addition, the Knowledge Hub will provide greater opportunity for engagement on substantive topics with developed country partners and civil society.

Finally, in 2021, AOSIS Chair will engage with external experts to examine the science and technology capacity building needs of SIDS in relation to the ocean science.

### **Activity 3: PSIDS Oceans Related activities**

This component aims to build capacity for PSIDS in Oceans related matters, including ocean diplomacy, participation in the upcoming Oceans 2020 Conference; improvement of evidence-based indicators for PSIDS on Climate Oceans policy through data collection, research, programme management and other Oceans related activities. These activities will be undertaken prior to the 2022 Oceans Conference and lead into the UN Decade of Oceans Science for Sustainable Development that was launched in 2021.

### **Activity 4: Travel**

This component will be used to support participation by AOSIS representatives, including AOSIS Permanent Representatives to the UN and other appropriate AOSIS high-level representatives, on an as-needed basis, in the several important external and informal meetings with the aim to explore options and obtain the necessary support for raising ambition on issues related to sustainable development, oceans and climate change negotiations.

**Attachment 2**

DESCRIPTION OF ACTIVITIES

Project number: 00084866

Project title: AOSIS UNFCCC Support Programme

Results to be achieved by Antigua & Barbuda in its capacity as Chair of the Alliance of Small Island States (AOSIS)

Objective

The objective of the programme of work under this Project is to continue the work of developing and enhancing the institutional capacity of the member States of the Alliance of Small Island States (AOSIS) and its members to continue to engage effectively in the major climate change, sustainable development and oceans process within the UN System. The Chair will focus on the following issues: (1) Climate change, focus on increased mitigation ambition, adaptation action and finance, (2) Sustainable development and macroeconomic issues, focusing on continued implementation of the SAMOA Pathway and synergies with the 2030 Sustainable Development Agenda, and (3) Oceans, including engaging on BBNJ, the Oceans Conference, sea level rise and ocean plastic pollution.

Work to be performed by Antigua & Barbuda in its capacity as Chair of the Alliance of Small Island States (AOSIS)

Antigua & Barbuda, as Chair of AOSIS, will provide essential technical and negotiation support on climate change, oceans, and sustainable development. The Permanent Mission of Antigua & Barbuda to the UN will employ a Lead Negotiator for Sustainable Development, Lead Negotiator for Oceans, Climate Negotiation and Implementation Advisor(s), Legal Advisor (part-time), and Program Administrator. It will, as well, continue to support participation by AOSIS representatives on an as needed basis, including Permanent Representatives to the UN and other appropriate high-level representatives, in external and informal meetings with the aim to explore options and build support for increased ambition in both sustainable development and climate change negotiations.

DRAFT PROPOSED BUDGET  
Salaries/Strategy and Coordination/PSIDS Workshop/Travel 2021

Project number: 00084866

Project title: AOSIS UNFCCC Support Programme

Description of Inputs:

Description	Amount (USD) in 2021	Amount (USD) in 2022
Activity #1 – Technical Support	\$421,000	\$520,000
Activity #2 – Strategy & Co-ordination	\$160,000	\$300,000
Activity #3 – Support for PSIDS	\$150,000	\$50,000
Activity #4 – Travel	\$100,000	\$160,000
<b>Total</b>	<b>\$831,000</b>	<b>\$1,030,000</b>

Date of Transfers:

Q2	14 May 2021	\$233,800
Q3	1 July 2021	\$266,600
Q4	1 October 2021	\$330,600

**Activity 1:**

Provide strategic advice, monitoring and reporting on relevant processes and negotiations for the Group, and drafting statements and position papers.

**Activity 2:**

Conduct coordination meetings/Workshops, fund participation in such meetings/Workshops

**Activity 3:**

Provide support to Pacific SIDS countries to develop capacity in Oceans related matters.

**Activity 4:**

Fund participation in international meetings relating to: UNFCCC, Sustainable Development and Oceans related activities

**Attachment 3****SCHEDULE OF ACTIVITIES, FACILITIES AND PAYMENTS**

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	Timeframe				Planned Budget Budget Description	Schedule of Payments by UNDP				
		Q1	Q2	Q3	Q4		Amount (USD)	Q1	Q2	Q3	Q4
Activity 1: Technical Assistance to the AOSIS Chair	Provide strategic advice, monitoring and reporting on relevant processes and negotiations for the Group, and drafting statements and position papers. Provide any other related support and services, if appropriate, to the AOSIS Chair, such as including and organizing meetings, drafting communications, and the planning and execution of other relevant events.	X	X	X	X	71800 Contractual Svcs- Indiv Imp Ptnr;					
						Lead Negotiator for Sustainable Development	<b>\$63,000</b>		\$21,000	\$21,000	\$21,000
						Lead Negotiator for Oceans	<b>\$54,000</b>		\$18,000	\$18,000	\$18,000
						Climate Negotiation and Implementation Advisor(s)	<b>\$108,000</b>		\$36,000	\$36,000	\$36,000
						Legal Advisor	<b>\$82,500</b>		\$27,500	\$27,500	\$27,500
						Program Administrator	<b>\$59,100</b>		\$19,700	\$19,700	\$19,700
						73300 Rental & Maint of Info Tech Eq	<b>\$7,200</b>		\$7,200		

						74500 Miscellaneous Expenses	<b>\$7,200</b>		\$2,400	\$2,400	\$2,400
						71600 Travel	<b>\$40,000</b>		\$2,000	\$2,000	\$36,000
Activity 2: AOSIS Strategy and Coordination Activities	Conduct coordination meetings/Workshops, fund participation in such meetings/Workshops		X	X	X	75700 Training, workshops and Conferences	<b>\$130,000</b>		\$30,000	\$70,000	\$30,000
						72100 Online Knowledge Hub/Document Repository	<b>\$30,000</b>		\$30,000		
Activity 3: PSIDS Oceans Related activities	Support to PSIDS for oceans-related activities		X	X	X	71300 -Local Consultants - Oceans Advisor(s)	<b>\$120,000</b>		\$40,000	\$40,000	\$40,000
						75700 - Oceans Workshop	<b>\$30,000</b>				\$30,000
Activity 4: Travel	Fund participation in international meetings relating to UNFCCC, Sustainable Development and Oceans related activities			X	X	75700 Training, workshops and Conferences	<b>\$100,000</b>			\$30,000	\$70,000
<b>Total</b>							<b>\$831,000</b>	\$0	\$233,800	\$266,600	\$330,600



## Attachment 4 FUNDING AUTHORIZATION AND CERTIFICATION OF EXPENDITURE (FACE FORM)

<b>Funding Authorization and Certificate of Expenditures</b>		UN Agency: <u>XXXXXXXXXX</u>	Date: <u>DD/MM/YYYY</u>
Country:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<b>Type of Request:</b>
Programme Code & Title:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Direct Cash Transfer (DCT)
Project Code & Title:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Reimbursement
Responsible Officer(s):	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Direct Payment
Implementing Partner:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		

		REPORTING				REQUESTS / AUTHORIZATIONS		
		Authorised Amount <small>MM-MM YYYY</small> A	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount <small>MM-MM YYYY</small> E	Authorised Amount F	Outstanding Authorised Amount G = D + F
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP							
<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)</u>								
<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)</u>								
<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)</u>								
<b>Total</b>		0	0	0	0	0	0	

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**NOTES:** \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

FOR ALL AGENCIES	FOR UNICEF USE ONLY	FOR UNFPA USE ONLY
Approved by: _____	<b>Account Charges</b>	<b>Liquidation Information</b>
Name: _____	Cash Transfer Reference: <u>CRQ ref. no., Voucher ref. no.</u>	DCT Reference: <u>CRQ ref. no., Liquidation ref. no.</u>
Title: _____	GL codes:	DCT Amount
Date: _____	Training 0	Less: 0
	Travel 0	Liquidation Amount 0
	Meetings & Conferences 0	Other Cash Transfers 0
	<b>Total 0</b>	<b>Balance 0</b>
		<b>Total 0</b>
		<b>New Funding Release</b>
		Activity 1 0
		Activity 2 0