

## Annex 1 - 2019 UNRC Budget Management Guidance Note

Activity	Purpose	Type of Expense	Fund Code	Donor Code	Project	Dept & OU	Impl Agy	Activity	KK Control
Activity 1	Resident Coordinator	Payroll	13805	13268	CO RC project	CO	001981	Activity 1	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <p>These funds can only be spent for the cost of the RC positions.</p> <p>Savings cannot be redeployed for other purposes</p>							
Activity 2	1. RC Executive Associate 2. RC Driver	Payroll	13806	13268	CO RC project	CO	001981	Activity 2	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <p>These funds can only be spent for the cost of these two positions.</p> <p>Savings cannot be redeployed for other purposes.</p>							
Activity 3	Professional Positions	Payroll	13807	13268	CO RC project	CO	001981	Activity 3	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <p>1. These funds must be spent <u>in line with the approved RCO transition plan</u>; to extend existing staff and other personnel, including consultants, and hiring for new RCO positions. Overspending not allowed, as changes/exceptions to be requested from UNDOCO that will instruct UNDP to adjust budget accordingly.</p> <p>2. Separation costs should be budgeted under this fund and are subject to cost recovered at 8% of actuals</p>							
Activity 4	Travel of Staff	Travel	13810	13268	CO RC project	CO	001981	Activity 4	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <p>1. All travel and DSA must be recorded against the appropriate GL accounts</p>							

## Annex 1 - 2019 UNRC Budget Management Guidance Note

Activity	Purpose	Type of Expense	Fund Code	Donor Code	Project	Dept & OU	Impl Agy	Activity	KK Control
Activity 5	GOE for UNDP Turnkey Solutions (including Recruitment Campaign)	GOE	13815	13268	CO RC project	CO	001981	Activity 5	ASL - Account-Fund-Dept
		GOE - Recruitment Campaign	13816	13268	CO RC project	CO	001981	Activity 5	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <ol style="list-style-type: none"> <li>UNDP manages these resources to provide turnkey solutions in line with the SLA, adjusting budget as required, for the actual costs incurred. Costs of services provided through SLA (and not charged to this fund)</li> <li>UNDP's cost recovery on actual costs for supporting the "Recruitment Campaign" Activity (fund 13816) is to be recovered using the UPL/LPL</li> </ol>							
Activity 6	Complex Country Allocation (\$300K for 28 Countries)	Payroll & GOE	13820	13268	CO RC project	CO	001981	Activity 6	ASL - Account-Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <ol style="list-style-type: none"> <li>These funds can be used to extend existing staff (national/international) and other personnel, including consultants.</li> <li>Funds must be spent <u>in line with the approved RCO transition plan</u>; to extend existing staff and other personnel, including consultants.</li> <li>Overspending on this fund is not allowed.</li> <li>Where recruitment of an international professional position against these funds is done through the Secretariat, the position will be administered by the Secretariat through UMOJA and budget under this activity will be adjusted down by the proforma cost of the position for the relevant number of months, including assignment costs.</li> <li>UNDOCO will instruct UNDP about the need for such budget revisions</li> </ol> <p>5. <b>Countries:</b> Afghanistan, Burundi, Cameroon, CAR, Chad, Cote d' Ivore, DPRK, DRC, Guinea Bissau, Haiti, Honduras, Iraq Jordan, Lebanon, Liberia, Libya, Mali, Myanmar, Niger, Nigeria, Pakistan, Palestine, Somalia, South Sudan, Sudan Syria Venezuela and Yemen</p>							
Activity 7	Coordination Fund	GOE	13825	13268	CO RC project	CO	001981	Activity 7	ASL - Fund-Dept
		<p><b><u>Budget Management Rules:</u></b></p> <ol style="list-style-type: none"> <li>This fund is to be used by the RC for Coordination activities. Funds cannot be spent on staff positions, otherwise fully at the discretion of the RC, reallocating travel budget for coordination activities and vice versa.</li> <li>All expenses must be recorded against the appropriate GL accounts</li> <li>UNDP's costs for supporting the "Coordination Fund" Activity (fund 13825) is to be recovered by UPL/LPL</li> </ol>							

## Annex 1 - 2019 UNRC Budget Management Guidance Note

Activity	Purpose	Type of Expense	Fund Code	Donor Code	Project	Dept & OU	Impl Agy	Activity	KK Control
----------	---------	-----------------	-----------	------------	---------	-----------	----------	----------	------------

### Summary of COA by Activity

OU	Dept ID	Donor	Impl Agent	PCBU	Project	Fund	Activity
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13805	Activity1
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13806	Activity2
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13807	Activity3
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13810	Activity4
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13812	Activity4
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13815	Activity5
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13816	Activity5
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13820	Activity6
CO OU	CO Dept ID	13268	001981	CO PCBU	New Project ID	13825	Activity7

### Notes

1. Project Management for the RC project should follow the current standard process in UNDP.
2. CO should set up the respective project budgets for Staff and GOE following the outlined structure mentioned above. Position COA should be communicated to GSSU.
3. Correct account codes must be used, consistent with budget categories per activity and nature of transaction.