



## UN Development Programme East Timor

Award ID: 00027126  
 Award Title: Management Plan  
 Start Year: 2006  
 End Year: 2012  
 Implementing Partner  
 (Executing Agency): UNDP

Budget (US\$) as of Last Revision on 25-July-2012		
Donor	Fund	Amount
UNDP	02300 RR Prog Sppt Country Offices	728,938.20
UNDP	02550 Development Effectiveness-BSB	578,237.55
UNDP	02999 RR - Lead Programme	95,438.99
UNDP	11300 OR Services Fees	1,836,920.19
UNDP	80195 RES UN MANDATED SECURITY M	4,600.00
<b>Total Budget ( 2012 and Beyond )</b>		<b>3,244,134.93</b>
<b>Total Expenditure ( 2011 and Prior )</b>		<b>14,465,531.11</b>
<b>Award Total</b>		<b>17,709,666.04</b>
<b>Unprogrammed/Unfunded</b>		<b>0.00</b>

Responsible Party  
 (Implementing Agent): UNDP  
 Revision Type: General Revision 23

### Brief Description:

The purpose of budget revision is to record new funds allocated in amount of \$95,438.99.  
 Fund 02999 (LEAD) to cover Mazon costs for first year

Reviewed by: *[Signature]* 25/07/2012  
 Agreed by: *[Signature]* 25/07/2012  
 Agreed by: *[Signature]*  
 Agreed by: *[Signature]* 27/07/2012

26/07/2012



**Annual Work Plan**

East Timor

Award Id: 00027126  
 Award Title: Management Plan  
 Year: 2012

Report Date: 7/25/2012

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00027570	Organizational Effectiveness	General Operating Expense			UNDP	80195	UNDP	73400 Rental & Maint of Other Equip	4,600.00	
			Learning Activities			UNDP	11300	UNDP	75700 Training, Workshops and Confer	59,788.48
		Operational Support			UNDP	02300	UNDP	75700 Training, Workshops and Confer	38,538.69	
					UNDP	02550	UNDP	61300 Salary & Post Adj Cst-IP Staff	492,191.57	
					UNDP	11300	UNDP	72500 Supplies	121,596.44	
					UNDP	02300	UNDP	72100 Contractual Services-Companie	2,873.54	
					UNDP	11300	UNDP	72400 Communic & Audio Visual Equip	126,758.72	
					UNDP	11300	UNDP	72100 Contractual Services-Companie	34,273.54	
					UNDP	11300	UNDP	74500 Miscellaneous Expenses	6,594.21	
					UNDP	02300	UNDP	72400 Communic & Audio Visual Equip	10,384.74	
					UNDP	02300	UNDP	74700 Transport, Shipping and handle	2,165.68	
					UNDP	02300	UNDP	72500 Supplies	87,010.52	
					UNDP	11300	UNDP	73100 Rental & Maintenance-Premises	53,858.39	
					UNDP	02300	UNDP	74500 Miscellaneous Expenses	4,354.96	
					UNDP	11300	UNDP	74700 Transport, Shipping and handle	32,894.32	
					UNDP	11300	UNDP	71600 Travel	46,952.82	
					UNDP	02300	UNDP	71600 Travel	31,441.84	
					UNDP	02550	UNDP	61100 Salary Costs - NP Staff	34,288.84	
					UNDP	02300	UNDP	73100 Rental & Maintenance-Premises	58,658.24	
					UNDP	02550	UNDP	61200 Salaries Costs - GS Staff	51,757.14	
	Staffing		UNDP	11300	UNDP	61200 Salaries Costs - GS Staff	445,911.96			
			UNDP	02300	UNDP	61100 Salary Costs - NP Staff	68,577.68			
			UNDP	02999	UNDP	61300 Salary & Post Adj Cst-IP Staff	95,438.99			
			UNDP	02300	UNDP	61300 Salary & Post Adj Cst-IP Staff	300,410.34			
			UNDP	11300	UNDP	61100 Salary Costs - NP Staff	341,209.74			
			UNDP	02300	UNDP	61200 Salaries Costs - GS Staff	124,543.97			
			UNDP	11300	UNDP	61300 Salary & Post Adj Cst-IP Staff	457,081.57			
<b>TOTAL</b>										
00061808		Communication and Advocacy	Communications			UNDP	11300	UNDP	72500 Supplies	1,000.00
						UNDP	11300	UNDP	71600 Travel	2,000.00



**Annual Work Plan**

East Timor

Award Id: 00027126  
 Award Title: Management Plan  
 Year: 2012  
 Report Date: 7/25/2012

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		Communications			UNDP	11300	UNDP	72400	Communic & Audio Visual Equip	3,000.00
					UNDP	11300	UNDP	74200	Audio Visual&Print Prod Costs	8,000.00
					UNDP	11300	UNDP	71500	UN Volunteers	65,000.00
					UNDP	11300	UNDP	81100	Salary Costs - NP Staff	31,000.00
<b>TOTAL</b>										<b>110,000.00</b>
<b>GRAND TOTAL</b>										<b>3,244,134.93</b>



UN Development Programme  
 Report ID: UNCM021A  
 Business Unit: UNDP1  
 Fiscal Year: 2013  
 Department: B0402 East Timor

Page 1 of 18  
 Run Time: 25-07-2012 02:07:21

Department Level Budget

Fund	Account	Original Budget Amt US\$	Prev Approv Budget US\$	Increase/Decrease US\$	Current Appr Budget US\$
<b>02300 RR Prog Sppt Country Offices</b>					
	60000 Regular Staff Costs	229,993.69	229,993.69	264,080.31	494,064.00
	70000 Operating Expenses	54,434.90	54,434.90	58,618.07	113,052.97
	<b>Total for Fund Code:</b>	<b>284,418.59</b>	<b>284,418.59</b>	<b>322,698.38</b>	<b>607,116.97</b>
<b>02550 Development Effectiveness-BSE</b>					
	60000 Regular Staff Costs	37,243.18	601,745.00	18,534.75	620,279.75
	70000 Operating Expenses	8,815.10	138,787.03	2,250.00	141,037.03
	<b>Total for Fund Code:</b>	<b>46,058.28</b>	<b>740,532.03</b>	<b>20,784.75</b>	<b>761,316.78</b>
<b>02980 RR - UNDP contrib to DSRSG</b>					
	60000 Regular Staff Costs	45,295.09	45,295.09	135,885.28	181,180.37
	<b>Total for Fund Code:</b>	<b>45,295.09</b>	<b>45,295.09</b>	<b>135,885.28</b>	<b>181,180.37</b>
<b>02999 RR - Lead Programme</b>					
	60000 Regular Staff Costs	95,438.99	95,438.99	0.00	95,438.99
	<b>Total for Fund Code:</b>	<b>95,438.99</b>	<b>95,438.99</b>	<b>0.00</b>	<b>95,438.99</b>
<b>04000 TRAC (Lines 1.1.1 and 1.1.2)</b>					
	All Accounts	1,728,884.00	1,728,884.00	-228,884.00	1,500,000.00
	<b>Total for Fund Code:</b>	<b>1,728,884.00</b>	<b>1,728,884.00</b>	<b>-228,884.00</b>	<b>1,500,000.00</b>

**Jose Leong**

---

**From:** Ermira Basha  
**Sent:** Tuesday, July 24, 2012 8:50 AM  
**To:** Jose Leong  
**Subject:** FW: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Jose,

Please establish the budget in ATLAS and then inform Malmee and others accordingly.

Thank you,

Ermira

---

**From:** Malmee Weerasiri  
**Sent:** Monday, July 23, 2012 11:52 PM  
**To:** Jose Leong; Ermira Basha; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Jose,

Position 00027912 appears on PVR error report due to non-availability of a project budget. Please advise the CO to establish the project budget ASAP.

Thanks,

Malmee

---

**From:** Malmee Weerasiri  
**Sent:** Friday, July 20, 2012 12:33 PM  
**To:** Jose Leong; Ermira Basha; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Reina & all,

Position 00027912 have been updated with Timor-Leste CO COA provided below, position Dept is changed to 40201 effective 01/07/12. Only the first year of the 2-year contract will be funded from LEAD funds. \$ 95,438.99 being 6 months allocation for 2012 (for the period from 01/07/12 – 31/12/12) of a P3 in Dili, Timor-Leste is made to Dept B0402 / Account 60000 / Fund 02999 through budget journal 0004473454. Allocations for 6 months in 2013 will be made towards end of 2012.

Please note that the s/m should be placed on a regular post (not on the LEAD post) during the second year of the contract which is agreed to be funded by XB/11300. LEAD post should be released to LEAD pool. Reina, please confirm.

Thanks,

Malmee

**From:** Jose Leong  
**Sent:** Thursday, July 19, 2012 8:56 PM  
**To:** Ermira Basha; Malmee Weerasiri; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Malmee,

Please find below update COA for Maze as requested. Please note that first year charges to Fund 02999 (LEAD) and second year charges to fund 11300 (CO XB).

Year	Position COA							
	Fund	OU	IA	Donor	Exp. Dept.	PCBU	Project	Activity
1	02999	TLS	001981	00012	40201	TLS10	00027570	Activity 1
2	11300	TLS	001981	00012	40201	TLS10	00027570	Activity 1

Best Regards,



**Jose Barros Leong**  
Finance Analyst/Head of Finance  
UNDP Timor Leste  
UN House, Caicoli Street, Dili, Timor-Leste  
Mobile: +670.7231281  
Landline: +670.3312481, Ext: 2010;  
via Brindisi: +390.831233555 x 2010, via NY: +1.2129630099 x 2010  
Fax: +670.3313534,  
E-mail: [jose.leong.tp@undp.org](mailto:jose.leong.tp@undp.org), Skype: zeleong,  
Website: [www.tl.undp.org](http://www.tl.undp.org)

*Empowered lives.  
Resilient nations.*

**From:** Ermira Basha  
**Sent:** Friday, July 20, 2012 7:09 AM  
**To:** Malmee Weerasiri; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland; Jose Leong  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Malmee,

Kindly note that Exp. Dept is taken by us as Expected Departure, hence indication for two years. I think that I have clarified in my message below what is Expenditure Department (40201). However, I will hand it over to our Head of Finance to verify and come back to you with right information.

Just to clarify with you on the issue of post duration in order to make sure that we have both the same understanding. The post duration is for two years only, one year covered by LEAD and one year covered by UNDP. Hope this is clear and is not understood differently.

Dear Jose,

Over to you to double check and re-confirm to Malmee the Expenditure Dept and PCBU.

Thank you and best regards,

Ermira

**From:** Malmee Weerasiri  
**Sent:** Thursday, July 19, 2012 10:58 PM  
**To:** Ermira Basha; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland; Jose Leong  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira,

The current COA of the post belongs to previous deployment of the post with BDP. I will update it with Timor-Leste COA effective 10/07/12.

You have given '2 year' as Expenditure Dept & 'UNDP1' as PCBU, which I think is not right. Please provide those two chart fields again.

Also, please note that LEAD funding was approved only for the first year.

Thanks,

Malmee

---

**From:** Ermira Basha  
**Sent:** Wednesday, July 18, 2012 11:38 PM  
**To:** Malmee Weerasiri; Reina Goddard; Annette Lauridsen  
**Cc:** Cecilia McCausland; Jose Leong  
**Subject:** FW: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear ladies,

I checked today the CO staffing Table data and found that the Mazen's position is established under the following COA:

Fund: 02999  
OU: H21  
IA: 001981  
PCBU: UNDP1  
Project ID: 00042278  
Dep ID: 08101

However, if you still the missing data at our end please find them incorporated in red color on the table below. In case the CO Dep ID is needed, please put it under 40201.

Hope you have now all full information to move ahead,

Best regards,

Ermira

---

**From:** Malmee Weerasiri  
**Sent:** Thursday, July 19, 2012 3:45 AM  
**To:** Ermira Basha; Cecilia McCausland; Annette Lauridsen  
**Cc:** Reina Goddard  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira, Cecilia & Annette,

Let me explain ...

- 1- Mazen GHARZEDDINE (Index 769025) have been deployed to Timor-Leste from 10 July 2012. First year of his contract will be covered by LEAD and therefore, Reina Goddard from LEAD unit has allocated the LEAD Post 00027912 to place him in Timor-Leste.
2. Given that, I have to update the post data in Atlas & allocate resources.
  - a) *post dept* is Timore-Leste so that the CO can administer the post
  - b) *post COA* is of the CO – hereby, fund will remain 02999 (LEAD), donor 00012 & IA 001981 but rest of the chartfields need to be as per the CO project budget where cost of the LEAD is budgeted for
  - c) *post duration and entry date* – to be able to calculate & allocate the proforma cost for the year

Hence, Reina has requested the info on below table (yellow areas) as part of her communications with the CO. Please submit the remaining chartfields, I will do the needful on post & resources side.

LEAD Funding information							
Position #	00027912			Duty Station/Location	Dili, Timor Leste		
Entry date	1 July 2012			Duration	1 year		
Position COA							
Fund	OU	IA	Donor	Exp. Dept.	PCBU	Project	Activity
02999	TLS	001981	00012	2 year	UNDP1	00027570	Activity 1

I believe the COA provided by Ermira which contains XB funds 11300 is for the second year of the contract, in which case the s/m should not be place on a LEAD post but a regular post (Reina, correct me if I am wrong).

Hope above clarifies the information requirement at this end.

Thanks,

Malmee

Malmee Weerasiri | Resource Management Associate | Office of Planning & Budgeting, BoM, UNDP | Room 1755, DC1, One UN Plaza, NY 10017, USA  
Tel : + 1 212 906 5395 | Mob : + 1 347 320 8795 | Skype : malmee.weerasiri

**From:** Ermira Basha  
**Sent:** Wednesday, July 18, 2012 9:27 AM  
**To:** Cecilia McCausland; Annette Lauridsen  
**Cc:** Malmee Weerasiri; Reina Goddard  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Cecilia,

I am totally confused now. We are all keep on exchanging emails but not getting there.

In the email attached I asked Malmee to let me know what information is still missing that UNDP Timor-Leste should provide. In turn, Malmee explains that is not her but Reina in LEAD did (copy of the message attached). Now you ask me again to provide the information required by Malmee.

Could you please clarify who is waiting for what information? The CO has already provided times ago the COA where the 50% of the s/m's cost will be charged. However, if something is missing, please clarify accordingly.

Thank you and best regards,

Ermira



**Ermira Basha**

Operation Manager  
UNDP Timor Leste  
UN House, Caicoli Street, Dili, Timor-Leste  
Mobile: +670.7231210  
Landline: +670.3312481, Ext: 2090;  
via Brindisi: +390.831233555 x2090, via NY: +1.2129630099 x2090  
Fax: +670.3313534,  
E-mail: [ermira.basha@undp.org](mailto:ermira.basha@undp.org)  
Website: [www.tl.undp.org](http://www.tl.undp.org)

**From:** Cecilia McCausland  
**Sent:** Wednesday, July 18, 2012 9:09 PM  
**To:** Annette Lauridsen; Ermira Basha  
**Cc:** Malmee Weerasiri; Reina Goddard  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira,

Please provide the information required by Malmee to establish and move this post.

Regards,



Cecilia McCausland  
HR Associate  
BAS-RBAP, OHR/BOM  
Tel: (212) 906-5939  
Fax (212) 906-5898  
[cecilia.mccausland@undp.org](mailto:cecilia.mccausland@undp.org)



**From:** Annette Lauridsen  
**Sent:** Wednesday, July 18, 2012 2:49 AM  
**To:** Ermira Basha  
**Cc:** Malmee Weerasiri; Reina Goddard; Cecilia McCausland  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira,

I presume I will get the COA from Malmee, once the information requested by Reina in her enclosed email has been received.

Kind regards,  
Annette

**From:** Ermira Basha  
**Sent:** 17 July, 2012 12:27 AM  
**To:** Annette Lauridsen  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Annette,

Thank for the clarification.

Do you have now available full LEAD COA or you are still waiting for confirmation. If the latter, who is going to provide it to you?

With warm regards,

Ermira

---

**From:** Annette Lauridsen  
**Sent:** Monday, July 16, 2012 10:03 PM  
**To:** Ermira Basha  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira,

I think it was Reina who requested it. I am attaching a copy.

Kind regards,  
Annette

---

**From:** Ermira Basha  
**Sent:** 14 July, 2012 2:27 AM  
**To:** Annette Lauridsen  
**Cc:** Luciano Freitas; Reina Goddard; Malmee Weerasiri  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Annette,

Many thanks for the alert. I am not sure whether I am copied in the email Malmee has sent to the CO. I will double check in case I have overlooked it. Otherwise, please Malmee can you resend the request to me?

Thanks again and best regards,

Ermira

---

**From:** Annette Lauridsen  
**Sent:** Friday, July 13, 2012 7:18 PM  
**To:** Ermira Basha  
**Cc:** Luciano Freitas; Reina Goddard; Malmee Weerasiri  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Hi Ermira,

Thank you. I will do that if he gets impatient.

Malmee in OPB told me that they were waiting for some information from the Country Office?

Thanks,  
Annette

---

**From:** Ermira Basha  
**Sent:** 12 July, 2012 11:50 PM  
**To:** Annette Lauridsen; Luciano Freitas; Reina Goddard  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Annette,

I agree with you and Reina's feedback is appreciated.

In case it takes time, you may initially authorize our XB COA to charge the amount to be reversed later on.

Hope this helps,

Best regards,

Ermira

---

**From:** Annette Lauridsen  
**Sent:** Thursday, July 12, 2012 10:17 PM  
**To:** Ermira Basha; Luciano Freitas; Reina Goddard  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ermira,

I am at a loss now – the COA provided by Reina did not look complete to me?

Kind regards,  
Annette

---

**From:** Ermira Basha  
**Sent:** 12 July, 2012 2:32 PM  
**To:** Annette Lauridsen; Luciano Freitas  
**Cc:** Noura Hamladji; Mazen Gharzeddine; Mikiko Tanaka  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Annette,

The agreement with BAS-OHR is that Mazen's cost for the first year will be covered by LEAD.

Grateful if you use the COA as indicated in Reina's email.

Best regards,

Ermira

---

**From:** Annette Lauridsen  
**Sent:** Thursday, July 12, 2012 4:43 PM  
**To:** Luciano Freitas; Ermira Basha  
**Cc:** Noura Hamladji; Mazen Gharzeddine; Mikiko Tanaka  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Luciano/Ermira,

Thank you for below confirmation.

I will prepare the payment authorization for the assignment grant lump sum and DSA. Can I use the COA you provided earlier or does it have to be revised, cfr Reina's email on Monday?

Thanks and kind regards,  
Annette

**From:** Luciano Freitas  
**Sent:** 11 July, 2012 3:54 AM  
**To:** Annette Lauridsen  
**Cc:** Noura Hamladji; Ermira Basha; Mazen Gharzeddine; Mikiko Tanaka  
**Subject:** RE: Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Annette,

I hope you are enjoying your leave and welcome back to the office.

I would like to inform you that Mazem has arrived in Dili safely on the 10<sup>th</sup> July and today he report to HR unit. He was depart on 8 July .

Regards,



---

Luciano Freitas  
HR Analyst  
UNDP Timor-Leste  
Cell: +670.7305923 || Fax: +670.3313534 || Ext: 169-2043  
via Brindisi: +390.831233555 x2043 || via NY: +1.2129630099 x2043  
Email: [luciano.freitas@undp.org](mailto:luciano.freitas@undp.org) || Skype: luciano.freitas2931 || Web : [www.tl.undp.org](http://www.tl.undp.org)

*Empowered lives.  
Resilient nations.*

---

**From:** Annette Lauridsen  
**Sent:** Friday, June 29, 2012 11:20 PM  
**To:** Mikiko Tanaka  
**Cc:** Noura Hamladji; Ermira Basha; Luciano Freitas; Mazen Gharzeddine  
**Subject:** Authorization for payments to Mazen GHARZEDDINE, index 769025

Dear Ms. Tanaka,

Please find enclosed an authorization for payment of travel lump sum, relocation grant and excess baggage to Mazen Gharzeddine upon reassignment to Dili, East Timor eff. 10 July 2012.

The Relocation Grant Staff Member Attestation form and vendor form are attached for your records.

Please find a note on monetized travel for your ease of reference here:  
<http://sas.undp.org/documents/MonetizedTravel.docx>

Please inform us if any further information is required.

Thanks and kind regards,

Annette



**Annette Lauridsen**  
HR Associate  
Benefits and Entitlements, Staff Administrative Services  
Office of Human Resources, Bureau of Management  
United Nations Development Programme  
Midtermolen 3, P.O. Box 2530  
DK-2100 Copenhagen, Denmark  
Email: [annette.lauridsen@undp.org](mailto:annette.lauridsen@undp.org)  
Phone: +45 3546 7265  
Skype: annette.lauridsen.undp

*Empowered lives.  
Resilient nations.*

[www.undp.org](http://www.undp.org) Follow us:   

*Please consider the environment before printing this email.*