



5 May 2005

Dear Mr. Mandeville,

Subject: Enabling Activities for the preparation of Uruguay's Third National Communication to the UNFCCC (PIMS #3543)


The above-mentioned enabling activity project has received the appropriate clearance in accordance with the GEF established procedures. I am pleased to delegate to you the authority to sign the above-mentioned project document on behalf of UNDP and commence the implementation of the project when signed by the government of Uruguay.

Upon receipt of this Delegation of Authority, the Annual Workplan (AWP) should be generated through Atlas, attached to this approved Project Document, and sent to the Regional Coordination Unit (RCU) for Latin America and the Caribbean in Mexico City for final clearance, prior to obtaining signature of the executing agency. Once the project document is signed, the Country Office should inform Ms. Teresa Bosques of the Regional Coordination Unit in Mexico City, and Mr. Ove Bjerregaard, Chief Programme Operations Support and Information Unit (POSI), at Headquarters in order to allow issuance of Atlas ASL by HQ.

Please ensure that a fully signed electronically scanned copy of the cover page of the project document, as well as any budget revisions including mandatory revisions, are forwarded by e-mail to Ms Teresa Bosques and Mr. Ove Bjerregaard. Kindly note that all substantive budget revisions need to be submitted to the GEF Regional Coordinator for a 5-day review period and can be processed on a non objection basis at the end of the review period. Also note that, unlike UNDP project budgets, funds approved for GEF projects are capped and no additional amount will be approved by the GEF council. We are not, therefore, in a position to accept any over-expenditure of this project.

As an implementing agency of the GEF, UNDP earns a fee from the GEF for each project. The fee is aimed at reimbursing the costs incurred by UNDP, both in Headquarters, and in the Country Office, in support to project development and supervision and monitoring of project implementation. The total fee that your office will receive over the lifetime of the project will be US\$18,000. Note that in the case of preparatory assistance under the *GEF Project Development Facility (PDF)* window, the fee is earned only upon approval of the main project. The activities for which UNDP is responsible during project implementation are listed on Attachment 1 of this letter. The UNDP/GEF Regional Coordinator will shortly be in contact with you to develop a detailed plan of action covering the first year of project implementation, to ensure that responsibility for these activities is shared between the Country Office and UNDP/GEF.

Yours sincerely,


Yanina Glemerac
Deputy Executive Coordinator
and Officer in Charge

Mr. Pablo Mandeville
Resident Representative
UNDP-Uruguay

c.c. Oliver Page, Regional Coordinator CDAC, UNDP-GEF/LAC
c.c. Maribel Rodriguez, Environmental Focal Point, RBLAC, New York



Attachment 1

PROJECT IMPLEMENTATION ACTIVITIES

Unless otherwise stated, all implementation activities should comply with the UNDP Programming Manual and the UNDP/GEF Procedures

	Activity
Phase 1: Development	<ul style="list-style-type: none"> ▪ Review, appraise & provide guidance on concept eligibility
	<ul style="list-style-type: none"> ▪ Defend concept eligibility
	<ul style="list-style-type: none"> ▪ Project formulation support
	Co-financing negotiations support
	<ul style="list-style-type: none"> ▪ Project Brief preparation support
	<ul style="list-style-type: none"> ▪ Defend eligibility of Project Brief
	<ul style="list-style-type: none"> ▪ Attend steering committee meetings
	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Commence negotiations with HQs on Project Support Services (tasks and reimbursement)
Phase 2 : Preparation	<ul style="list-style-type: none"> ▪ Project document formulation support
	<ul style="list-style-type: none"> ▪ Project document appraisal
	<ul style="list-style-type: none"> ▪ Project formulation support
	<ul style="list-style-type: none"> ▪ GEF approval (inc. responding to Council comments)
	<ul style="list-style-type: none"> ▪ UNDP approval
	<ul style="list-style-type: none"> ▪ Government approval (inc. negotiating revisions and obtaining signatures to Project document)
	<ul style="list-style-type: none"> ▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement)
Phase 3 : Implementation	<ul style="list-style-type: none"> ◆ Management Oversight
	<ul style="list-style-type: none"> ▪ Project launching
	<ul style="list-style-type: none"> ▪ Steering committee meetings
	Monitoring the implementation of the workplan and timetable
	<ul style="list-style-type: none"> ▪ Field Visits : Ensuring visits to the project at its site at least once a year; preparing and circulating reports no later than two weeks after the end of the visit. (Support fee payable on issuance of the report)
	<ul style="list-style-type: none"> ▪ Trouble shooting
	<ul style="list-style-type: none"> ▪ Project document revision
	<ul style="list-style-type: none"> ▪ Reviewing, editing, responding to reports
	<ul style="list-style-type: none"> ▪ Technical backstopping
	<ul style="list-style-type: none"> ▪ Policy negotiations



	<ul style="list-style-type: none"> ▪ Operational completion activities : Determining when the project is operationally complete and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability
	<ul style="list-style-type: none"> ▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports)
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) no later than 30th April.
	<ul style="list-style-type: none"> ▪ Budget Revisions
	<ul style="list-style-type: none"> □ 1st. revision within two months of the signing of the project document to reflect the actual starting date and to enable the preparation of a realistic plan for the provision of inputs for the first full year.
	<ul style="list-style-type: none"> □ Annual revision approved by 10 June of each year to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year.
	<ul style="list-style-type: none"> ▪ Financial completion activities : Ensuring projects are financially completed not more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Phase IV : Evaluation	<ul style="list-style-type: none"> ▪ APRs : Ensuring its preparation & completion by the due date, two weeks before the TPR
	<ul style="list-style-type: none"> ▪ TPRs (Organizing the meeting, participating and ensuring that decisions are taken on important issues)
	<ul style="list-style-type: none"> ▪ PIRs (Ensuring its preparation & completion by the due date)
	<ul style="list-style-type: none"> ▪ Arranging independent evaluations (hiring personnel, mission planning)