

From: [Alexandra Solovieva](#)
To: [Maryna Ilyushonak](#)
Cc: [Andrei Abramiuk](#)
Subject: RE: Project operational closure
Date: Tuesday, 15 November, 2022 09:52:28
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Done

From: Maryna Ilyushonak <maryna.ilyushonak@undp.org>
Sent: Tuesday, November 15, 2022 9:48 AM
To: Alexandra Solovieva <alexandra.solovieva@undp.org>
Cc: Andrei Abramiuk <andrei.abramiuk@undp.org>
Subject: Project operational closure

Dear Alexandra,

As per ICF during DRR's absence, may I ask you to kindly approve the operational closure of the project "COVID-19_Rehabilitation Serv", Project ID 00137126/ Output ID 00127740, to proceed to the financial closure.

The direct [Atlas](#) link can't be generated, so the below steps navigate for this operation.

Favorites Main Menu Grants Project Management UNDP Project Closure Workbench

Project Closure Manager Page

Business Unit 2

Project

Output

Project Type

Department

Region

Start Date

3 Search by Added Date

Output Landscape as of (Current System Date)	
Status Description	No. of Outputs
Operationally Closed	8
Deactivated Project	1
Financially Closed	204
On Going	30
Cancelled	1

Output Workbench as of (Current System Date)	
Status Description	No. of Outputs
Ongoing Outputs that are expired based on output and date	1
Operationally closed outputs for more than 12 months	1

	Business Unit	Region	Department	Output ID	Output Description	Output Status	Effective Date	Start Date	
1	BLR10	RBEC	B0540	5 00127740	COVID-19_Rehabilitation Serv	On Going	01/07/2021	01/07/2021	3

eChecklist Instructions:

In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

Operational Completion:

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.

<https://ocpp.undp.org/SitePages/POPPSubject.aspx?SBJID=245&Menu=BusinessUnit>

Operational Closure Checklist				
No.	Task	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links: Final Project Review Report (POPP) and lessons learned as per the following guidelines .
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none">• Achievements of last year targets;• Overall project performance and sustainability of results;• Achievement on capacity development;• Outstanding activities;• All Open POs have been fully received;• Lessons learned;• Use of remaining budget, if any;• Effective date of project closure;• Transitioning of responsibilities to national counterparts;• Hand-over of assets.
3	Commission project evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
4	Initiate project Audit (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery difficulties found during the year, etc.). For more information on project audit, please refer to Office of Audit and Investigations website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

Management Comments (if any):

Author	Date/Time Stamp
<div style="border: 1px solid gray; height: 40px;"></div>	

Save Approve 6

[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

Thank you,

Kind regards,
Marina

From: Nina Andersen <nina.andersen@undp.org>

Sent: Friday, November 4, 2022 10:16 PM

To: Andrei Abramiuk <andrei.abramiuk@undp.org>

Cc: Maria Eugenia Herrera Lara <maria.herrera@undp.org>; Armen Martirosyan <armen.martirosyan@undp.org>; Maryna Ilyushonak <maryna.ilyushonak@undp.org>

Subject: RE: Belarus programme closure and return of funds

Dear Andrei,

Thank you for following up on this issue. Please note that the project closure should be completed as soon as possible as the COVID-19 Fund itself is in the process of closing down. Please follow up as per the instructions in my email below to Armen and the attached MPTFO Factsheet on programme closure to initiate the refund.

Please do hesitate to reach out should you have any further questions.

All the best,

Nina

From: Andrei Abramiuk <andrei.abramiuk@undp.org>

Sent: Friday, November 4, 2022 11:42 AM

To: Nina Andersen <nina.andersen@undp.org>

Cc: Maria Eugenia Herrera Lara <maria.herrera@undp.org>; Armen Martirosyan <armen.martirosyan@undp.org>; Maryna Ilyushonak <maryna.ilyushonak@undp.org>

Subject: RE: Belarus programme closure and return of funds

Dear Nina

Apologies for a long silence and in the absence of Armen, herewith we apply for the closure of the project ID 00127638 'Ensuring

accessibility of rehabilitation services for people with disabilities in response to COVID-19 challenges' (the Project) and return of funds in the amount of USD 100,000.00 (one hundred thousand 00 cents US dollars) received on June 28, 2021. The implementation period of the project has been set for July 1, 2021 – March 31, 2022, within the UN COVID-19 Response and Recovery Multi-Partner Trust Fund (UN COVID-19 MPTF).

As you may recall the project was designed to support the inception stage of a full-scale joint programme of UN agencies - Belarus COVID-19 Action Programme (BeCAP). With reference to the peculiarities of national legislations related to the project registration procedures in Belarus it was a mandatory step to register the funds as the international technical assistance with the Ministry of Economy and receive approval from the Government. With consideration that the full-scale joint programme of UN agencies has been registered in expedited way the necessity of the bridging the inception phase through the projects has been eliminated.

Herein we would like to initiate return of unutilized funds to MPTF.

With kind regards,

AA

Andrei Abramiuk
Programme Analyst
United Nations Development Programme in Belarus