



*Empowered lives.  
Resilient nations.*

To: Rastislav Vrbensky  
Manager, UNDP Regional Hub Istanbul

Date: 9 September 2016

**Subject Compact Letter with UNDP Innovation Facility: 'Embedding Innovation in UNDP Business Processes'.**

Dear Rasto,

I am pleased to inform you that funds in the amount of US\$ 38,950 are made available from UNDP's Innovation Facility to the UNDP Istanbul Regional Hub for Europe and the CIS. The funds are allocated to support the initiative 'Embedding Innovation in UNDP Business Processes,' as specified in your proposal to the Innovation Facility.

This letter contains the terms of the award and detailed operational guidance on the fund management. It also serves as a joint statement of intent for deliverables. I would be very grateful if you or your designated official could kindly sign and return a copy to us for our record. Please also note that your designated regional focal point from the global innovation team for this initiative is Milica Begovic.

Upon receipt of the countersigned letter, your office is authorized to access the resources up to the Authorized Spending Limit of US\$ 38,950 using your department code (574), under the UNDP BPPS' Project "UNDP Innovation Facility" (Project ID 81451, Output ID 00090714 under UNDP1 Business Unit). The full COA is detailed below. Please be reminded that activities must be completed and funds fully expended by 31 December 2016. The 'Fund Management' section of this letter contains additional important details on the administration of the funds.

Once again, congratulations on the innovative work being done by your team in Istanbul and for your keen commitment to innovation as a means of advancing development outcomes. On behalf of BPPS and the Development Impact Group, we look forward to this collaboration.

With best wishes,

A handwritten signature in black ink, appearing to read 'Bernardo Cocco'.

Bernardo Cocco

Global Advisor

Knowledge Management and Innovation  
Development Impact Group – BPPS



Empowered lives.  
Resilient nations.

Please countersign to acknowledge your concurrence with the principles and conditions outlined in this award letter:

Name: Rastislav Vrbensky  
Manager, UNDP Regional Hub Istanbul

A handwritten signature in blue ink, appearing to read 'R. Vrbensky', is written over a horizontal line.

(signature)

Date: 21/9/2016

**AGREED PRINCIPLES FOR RECIPIENTS OF INNOVATION FACILITY FUNDS**

It is our expectation that the following principles will be observed during the implementation phase:

- As for all innovation initiatives, “working out loud” is an important part of the learning process. To this end we encourage you to give visibility to the initiative and to publish one blog post on the Innovation for Development community to share progress update and insights and proactively ask for feedback. We also encourage you to publish blog posts on the corporate blog “Our Perspective”. If you would like advice on preparing posts for this blog, please contact your Regional Portfolio Team. Here is a good blog example from UNDP Nepal which outlines issue + intervention + value add + call to action, all in very relatable language.
- Please also share any photos, videos, press releases and events related to your project with the Innovation for Development community and on Social Media, using the [#inno4dev](#) hashtag in all related communication and outreach.
- Bring your project updates to the attention of the following Twitter accounts: [@UNDP\\_innovation](#), [Denmark UN](#), [@denmarkdotdk](#), UNDP regional accounts ([@UNDPAfrica](#), [@UNDPArabStates](#), [@UNDPArabic](#), [@UNDPasiapac](#), [@UNDPEurasia](#), [@UNDPLAC](#)).
- Please make sure to give the fullest profile and credit to the UNDP Innovation Facility and to the Government of Denmark as funding donor of the Facility.
- Please collect relevant data and information from the inception and have this ready to share as such information will be crucial to submit as part of the UNDP ROAR, report to current donors of the Innovation Facility as well as mobilize resources for future innovation work.



Empowered lives.  
Resilient nations.

**OPERATIONAL GUIDANCE FOR RECIPIENTS OF INNOVATION FACILITY FUNDS**

Congratulations on the receipt of this award from the Innovation Facility. This section of the award letter contains important operational guidance on fund management. Milica Begovic, of the Regional Portfolio Management team, will be working accordingly with your team during the implementation of the initiative.

Chart of Accounts (COA):

The Authorized Spending Limit is **\$26,528**:

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	574	UNDP1	00090714	1	001981	00095	2016

The Authorized Spending Limit is **\$12,422** for the contract of the Scaling up Consultant:

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	574	UNDP1	00090714	11	001981	00095	2016

**Fund management**

Please note that the conditions for receiving the funds are:

- Rapid delivery is of paramount importance. The receiving office is expected to begin expending funds within ten weeks of receipt of the COA specified below. Inactivity of the funds may trigger their return to the Innovation Facility for reallocation. Please regularly update the Portfolio Management Team on delivery forecasts.
- All payments must be made within the 2016 accounting period and any unspent money be returned. No unliquidated obligation may remain open (all POs with open balances must be closed).
- Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs. GMS – where applicable - will be deducted by Headquarters and thus your office should not charge GMS.
- Funds may not be used for staff salaries.
- All procurement, contracting, and financial transactions must adhere to UNDP’s procurement policy and financial rules and regulations. Your office must retain all relevant procurement documentation, in line with UNDP procurement guidelines, rules, and regulations. Such documentation may be audited in the future.





*Empowered lives.  
Resilient nations.*

*Guidance on requisition and purchase order management:*

Innovation Facility funds are budgeted under a Global Project in ATLAS with your allocations being budgeted under your department (574). We kindly request that only one requisition be created to reflect the total amount allocated to your office. The requisition shall be quantity based, with multiple lines covering all possible item descriptions, reflecting different types of planned activities (i.e. audio-visual productions, interpretation, local consultants etc. - as per the approved proposal). Within each line, there should be multiple quantities so that the lines can be sourced to multiple POs. Please note that if only one quantity is selected per line, it can only be sourced to one PO. Therefore, we suggest to allocate more than one quantity per line.

As the Innovation Facility is a project centrally managed by BPPS in NY, your office may not create requisition approvers on the country level. Requisitions must be sent to the following colleagues for approval:

- Benjamin Kumpf ([benjamin.kumpf@undp.org](mailto:benjamin.kumpf@undp.org))
- Malika Bhandarkar ([malika.bhandarkar@undp.org](mailto:malika.bhandarkar@undp.org))

Purchase Orders (POs) and Vouchers must be approved by Country Office staff with approval rights delegated by the Head of the Office, based on the approved allocation and in line with the Internal Control Framework of your office, and UNDP's programme and operations policies and procedures.

If you have questions regarding the above operational arrangement please contact [benjamin.kumpf@undp.org](mailto:benjamin.kumpf@undp.org) with a copy to [malika.bhandarkar@undp.org](mailto:malika.bhandarkar@undp.org).

Begin forwarded message:

**From:** "Bernardo Cocco" <[bernardo.cocco@undp.org](mailto:bernardo.cocco@undp.org)>  
**To:** "Rastislav Vrbensky" <[rastislav.vrbensky@undp.org](mailto:rastislav.vrbensky@undp.org)>, "Elena Panova" <[elena.panova@undp.org](mailto:elena.panova@undp.org)>  
**Cc:** "Olivier Adam" <[olivier.adam@undp.org](mailto:olivier.adam@undp.org)>, "Milica Begovic" <[milica.begovic@undp.org](mailto:milica.begovic@undp.org)>, "Benjamin Kumpf" <[benjamin.kumpf@undp.org](mailto:benjamin.kumpf@undp.org)>, "Asli Hekimoglu" <[asli.hekimoglu@undp.org](mailto:asli.hekimoglu@undp.org)>, "Malika Bhandarkar" <[malika.bhandarkar@undp.org](mailto:malika.bhandarkar@undp.org)>, "Simona Marinescu" <[simona.marinescu@undp.org](mailto:simona.marinescu@undp.org)>  
**Subject:** UNDP Innovation Facility - Compact Letter for Embedding Innovation in UNDP Business Processes

Dear Rasto and Elena,

We are very much looking forward to the Istanbul Innovation Days in October! In this regard, I am pleased to attach the standard award letter from the Innovation Facility allocating funds to the Istanbul Regional Hub to implement the "Embedding Innovation in UNDP Business Processes" initiative. I'd be grateful if you could send us a signed copy of the letter for our records.

We will be working with Millie to support implementation of the initiative and fund management. The funds will be available through the attached COA (BPPS Project ID 81451, Output ID 00090714, UNDP1 Business Unit). The Authorized Spending for the initiative is a total of US\$ 38,950 using your department code (574). Please note that funds will need to be fully expensed by 31 December 2016, in line with the "rapid prototyping" nature of the innovation initiatives funded by the Innovation Facility.

On a related note, I am also pleased to share with you the \*draft\* section on Innovation of the upcoming 2016 ROAR. While this is not a mandatory section in the ROAR, we are keen to share this preview and will remain grateful for input from your office when the time comes to submit the ROAR early in 2017. The ROAR has been a valuable tool for us to get a pulse on the state of innovation in the organization. Thank you in advance for your continued support on this.

Once again, we look forward to this collaboration.

Kind regards,  
Bernardo

**Bernardo Cocco**  
Global Policy Advisor  
Knowledge Management and Innovation  
Development Impact Group  
Bureau for Policy and Programme Support  
United Nations Development Programme  
New York, NY 10017  
E-mail: [bernardo.cocco@undp.org](mailto:bernardo.cocco@undp.org)  
Tel : +1 212 906 6547  
Website: [www.undp.org/innovation](http://www.undp.org/innovation)  
Join the #Inno4dev community [here](#)