

**LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME LAO PDR AND
DEPARTMENT OF STATISTICS, MINISTRY OF PLANNING AND INVESTMENT,
ON THE IMPLEMENTATION OF THE INITIATION PLAN FOR THE PROGRAMME OF
SUPPORT TO THE NATIONAL STATISTICAL SYSTEM IN THE LAO PDR (2010)
WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Lao PDR and officials of Department of Statistic, Ministry of Planning and Investment ((hereinafter referred to as "DOS/MPI")) with respect to the realization of activities by DOS/MPI in the implementation of Initiation Plan for the Programme of Support to the National Statistical System in Lao PDR [00075094], as specified in Attachment 1: Initiation Plan Document, to which UNDP has been selected as the implementing partner.
2. In accordance with the Initiation Plan Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by DOS/MPI towards the initiation plan, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between DOS/MPI and UNDP on all aspects of the Activities.
3. DOS/MPI shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial Regulations and Rules.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of DOS/MPI shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of DOS/MPI or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by DOS/MPI and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with DOS/MPI shall work under the supervision of the designated official of DOS/MPI. These subcontractors shall remain accountable to DOS/MPI for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to DOS/MPI according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments, in accordance with UNDP Financial Regulations and Rules.
7. DOS/MPI shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. DOS/MPI shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when DOS/MPI is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide DOS/MPI with any funds or to make any reimbursement for expenses incurred by DOS/MPI in excess of the total budget as set forth in Attachment 3.
8. DOS/MPI shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Resident Representative within 10 days following those dates. The format will follow the standard UN Funding Authorization and Certificate of Expenditure (FACE) form [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by DOS/MPI in the financial

report for the Initiation Plan for the Programme of Support to the National Statistical System in Lao PDR [00075094].

9. DOS/MPI shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. DOS/MPI shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by DOS/MPI and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and DOS/MPI.

12. Any changes to the Initiation Plan Document which would affect the work being performed by DOS/MPI in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Initiation Plan Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the DOS/MPI and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the initiation plan, or the completion of activities of DOS/MPI according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by DOS/MPI unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Sonam Yangchen Rana, UNDP Resident Representative, UNDP Lao PDR.

18. DOS/MPI shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

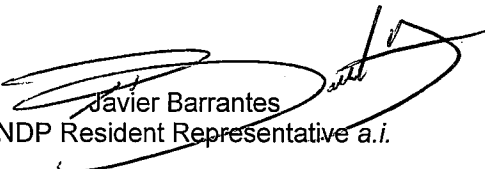
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and DOS/MPI arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your Department of Statistics, Ministry of Planning and Investment participation in the implementation of the Initiation Plan.

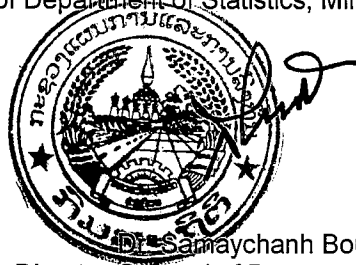
Yours sincerely,

Signed on behalf of UNDP


Javier Barrantes
UNDP Resident Representative a.i.

Date: 16 MAY 2010

Signed on behalf of Department of Statistics, Ministry of Planning and Investment



Dr. Samaychanh Boupna
Director General of Department of Statistic
Ministry of Planning and Investment

Date: 17 MAY 2010

Attachment 1

PROJECT DOCUMENT



Country: Lao People's Democratic Republic

Initiation Plan

Project Title: Programme of Support to the National Statistical System in the Lao PDR

- CPAP Outcome 2:** Enhanced ownership and capacity for pro-poor planning, implementation and harmonized aid coordination, and disaster management
- CPAP Output 2.3:** Increased capacity in disaggregated data collection and analysis, research, dissemination and utilization of data for improved (or evidence-based) advocacy, policy and strategy development, planning and monitoring for population, poverty reduction, labour market policy formulation and sustainable development
- Initiation Plan Start Date:** 1 May 2010
- Initiation Plan End Date:** 31 December 2010
- Implementing Partner:** UNDP Lao PDR
- Responsible Partner:** Department of Statistics (DoS)
Ministry of Planning and Investment

Brief Description

Under specific provisions in the 6th National Socio Economic Development Plan and the National Growth and Poverty Eradication Strategy, the Department of Statistics (DoS) of the Ministry of Planning and Investment (MPI) is tasked to coordinate, compile and disseminate statistical information to help monitor and assess the socio-economic progress of the nation. In this regard the DoS is constantly called upon to work on a variety of surveys and other statistics-related activities that present competing demands on its already over-stretched capacities. Accordingly the DoS has prepared a statistical master plan (NSDS) with assistance and inputs from SIDA, ADB and PARIS21/OECD.

Upon the request of the Government, the UNDP is building on this strategic planning initiative by developing a new programme to assist the DoS with the implementation of its Master Plan and with coordination of development partner assistance. This initiation plan aims to support the Government of the Lao PDR to implement critical activities for the NSDS while a more comprehensive project is being developed.

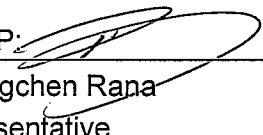
Programme Period: 2007-2011

CPAP Programme Component: Enhanced ownership and capacity for pro-poor planning, implementation and harmonized aid coordination and disaster management

Atlas Award ID: n/a

PAC Meeting Date: 29 April 2010

Total resources required	\$ 150,000
Total allocated resources:	\$ 150,000
• Regular TRAC	\$ 150,000
Unfunded budget:	\$0
In-kind Contributions:	
Govt. of Lao PDR	Office space, Staff time

Agreed by UNDP: 
 Ms. Sonam Yangchen Rana
 Resident Representative



Date: 12/05/10

I. PURPOSE OF THE INITIATION PLAN

The purpose of an Initiation Plan (IP) is to articulate activities to be completed and budget required prior to the full implementation of the project, i.e. during the Initiating a Project.

The overall 5 year programme of support will aim to strengthen the National Statistical System (NSS) to perform its functions efficiently and effectively, and support the NSS in its quest to provide relevant, timely and reliable statistical data. The information provided by such data is a requirement for evidence-based policy making, and is therefore a vital contribution to government policy formulation. Relevant, timely, and reliable data will assist policy makers in establishing successful strategies for poverty reduction and agricultural and rural development and to monitor achievement of NSEDP, MDGs and graduation from LDC status. Conversely, an inability of the NSS to provide appropriate data will leave substantial uncertainty regarding policy adequacy and goal attainment. They are therefore important components of an overall strategy towards increased economic growth, and the information provided by the NSS will help reinforce the linkages between growth and social development. The crucial role played by statistical data for policies of balanced growth also underlines its importance for a stable socio-economic and socio-political development.

The programme will be guided by the statistical Master Plan or the National Statistical Development Strategy (NSDS) prepared by the DoS with considerable inputs from SIDA-Statistics Sweden, the Asian Development Bank (ADB), and the Organization for Economic Co-operation and Development/ Partnership in Statistics in the 21st Century (OECD/PARIS21). Statistical capacity-building will be pursued using a system-wide approach. Strategic interventions will be applied to the different components of the Project: institutional and organizational, human resources, statistical infrastructure, data development and management, and provincial and district statistics. The interventions will generate data with substantially improved quality, at more disaggregated levels, which will allow increased use of the LaoInfo system and support the GPAR program. Eventually statistical outputs will feed into results, or outcomes, with increased user satisfaction that respond to the requirements of the NSEDP and the adherence of the NSS to the Fundamental Principles of Official Statistics promulgated by the United Nations Statistical Commission.

However, while the full programme document is being prepared, there are a number of key activities in support of the Department of Statistics and the NSS that require immediate support for implementation. This IP addresses this gap.

The IP includes the following activities (see AWP for details):

- a. Sensitisation workshops for National Assembly Members in preparation for the approval of the new Statistics Law
- b. Meetings to decide on common indicators and metadata definition standardization between NSEDP M&E and integrate into LaoInfo common database
- c. Statistics day will be celebrated to increase visibility and understanding of Statistics among various stakeholders (incl. specific session on statistics and gender)
- d. A communications officer will be recruited to help DoS develop and implement a communications, outreach and dissemination plan for the National Statistical Development Strategy

- e. Support Department of Statistics participation at regional and international statistical cooperation meetings
- f. Establish of a coordination mechanism for donor support to Department of Statistics
- g. Develop a resource mobilisation plan for the programme in support the National Statistical System in Lao PDR
- h. Finalize the necessary documentation and approval process to implement a comprehensive programme to support the National Statistical System in Lao PDR

II. EXPECTED OUTPUT OF THE INITIATION PLAN ACTIVITIES

- 1) A clear statistics mandate is established
- 2) Increased understanding of National Statistical Development Strategy through dissemination and information sharing events
- 3) Strengthen technical and managerial capacities for Statistics through regional and international statistical cooperation meetings
- 4) Donor Coordination mechanism established and resources mobilised to support implementation of the National Statistical Development Strategy
- 5) Project Document developed and approved

III. MANAGEMENT ARRANGEMENTS

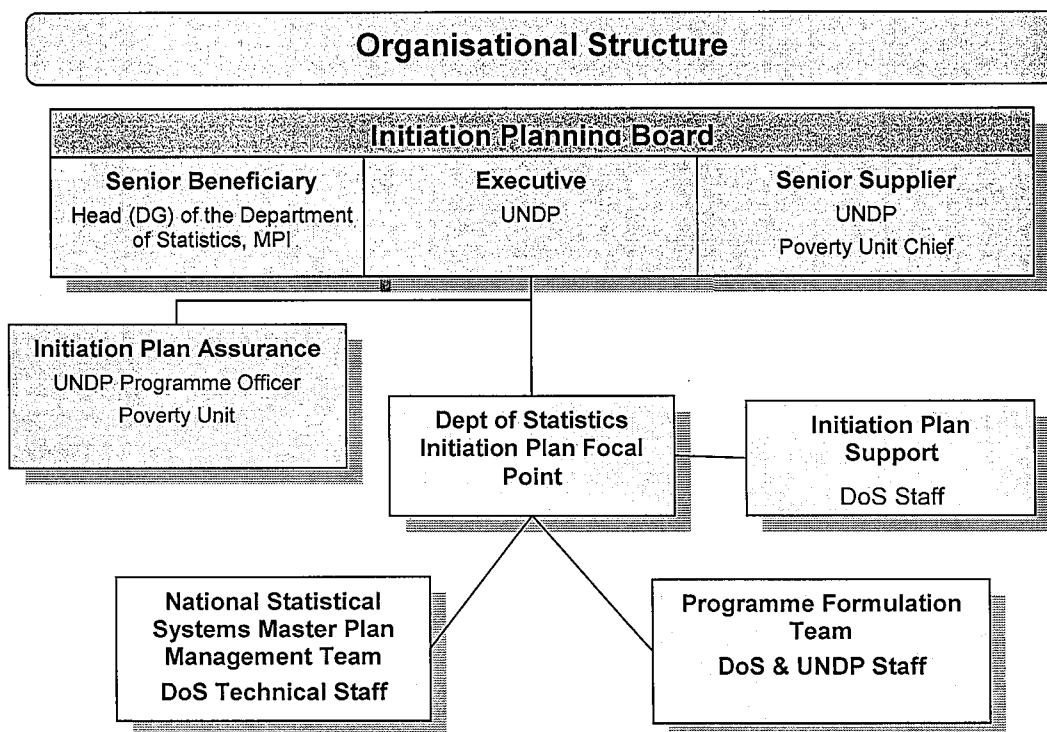
The **Initiation Planning Board** will oversee all aspects of the IP implementation.

The **Executive** is ultimately responsible for the IP implementation, supported by the Supplier.

The **Supplier** represents the interests of the stakeholders, which provide funding and/or technical expertise to the project.

The **Beneficiaries** represent the interest of the stakeholders who will ultimately benefit from the produces and services delivered by the plan

The **Assurance** is responsible in supporting the Board in monitoring of the delivery of the plan activities



IV. MONITORING

In accordance with the programming policies and procedures outlined in programming policies and procedures outlined in the UNDP Programme and Operations Policies and Procedures, the project will be monitored through the following:

- On a monthly basis, progress against the annual work plan shall be recorded towards the completion of key activities;
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the implementation of the initiation plan;
- Based on the above information recorded in Atlas, progress reports shall be submitted by the Initiation Focal Point to the Initiation Plan Programme Board through Initiation Plan Assurance, using the standard report format available in the Executive Snapshot; and
- 3 months after the completion of the Initiation a Project Phase, a completion report and tentative expenditure statement detailing the implementation cost of the initial plan will be made available to all stakeholders.

ANNEX 1: INITIAL RISK LOG

Project Title: Initiation Plan of Support to the National Statistical System, Lao PDR Project	Award ID:
	Date: 05 May 2010

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt response	Owner	Submitted, updated by	Last Update	Status
1	Other donor agencies support projects other than those prioritized in the Master Plan	05 May 2010	Strategic	It will limit the scope and success of the results on harmonizing aid practice	Collaborate closely within the Steering Committee to identify prioritized areas and coordinate activities				
2	Recruitment of Communication specialist delayed	05 May 2010	Operational	It may hinder delivery of planned output(s) and activity result(s)	Prepare all necessary documentation (e.g. TOR, ad, etc) in advance; Tap rosters; Plan interviews ahead to secure interviewers Prepare a human resource back-up plan (e.g. UNVs)				
3	Approved Statistics Law does not give DoS sufficient authority to coordinate NSS efficiently and effectively	05 May 2010	Strategic	May limit effectiveness of project	Undertake advocacy vis-à-vis relevant actors				

ANNUAL WORK PLAN Year: May 2010- December 2010

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME 2010				RESPONSIBLE PARTY	PLANNED BUDGET							
		Q1	Q2	Q3	Q4		Funding Source	Account code	Itemize code	Budget Description	Amount USD			
And baseline, associated indicators and annual targets	List activity results and associated actions													
Output 1: A clear statistics mandate is established	3.1: Series consultation seminars to present and share draft of law before proceed to Gov't approved (reproduction of draft of law)		✓					72505	Supply	UNDP			200.00	
Indicator: Availability of draft new Statistics Law;			✓					74210	Copy	UNDP			400.00	
Targets: Final draft of Statistics Law is prepared and presented to National Assembly members for approval			✓					74220	Translation	UNDP			1,000.00	
	Total:		✓					71610	ticket	UNDP			1,600.00	
	3.2. Consultation workshops with National Assembly;		✓					71620	DSA	UNDP			3,900.00	
			✓					71635	travel	UNDP			8,200.00	
	3.2.a. Northern part in Luang Prabang		✓					72505	Supply	UNDP			5,000.00	
			✓					73107	Meeting room	UNDP			200.00	
			✓					73410	Car renting	UNDP			4,230.00	
			✓					74210	copy	UNDP			800.00	
			✓					74525	Misc.	UNDP			500.00	
	Total:		✓							UNDP			200.00	
			✓					71610	ticket	UNDP			23,030.00	
			✓					71620	DSA	UNDP			5,000.00	
			✓					71635	travel	UNDP			5,670.00	
			✓					72505	Supply	UNDP			3,750.00	
	3.2.b. Southern part in Champasak		✓					73107	Meeting room	UNDP			200.00	
			✓					73410	Car renting	UNDP			2,950.00	
			✓					74210	copy	UNDP			1,200.00	
			✓					74525	Misc.	UNDP			500.00	
	Total:		✓							UNDP			200.00	
													19,470.00	

Output 2 : Increased understanding of National Statistical Development Strategy (NSDS) through dissemination and information sharing events		Total Output 1										44,100.00
<p>Indicator: Availability of communications, outreach and dissemination plan for National Statistical Development Strategy (NSDS) (2010-2015) that includes gender considerations; Availability of NSDS in Lao and English; distribution list of NSDS; report specifying the LaoInfo and NSEDP indicator metadata definitions.</p> <p>Target: A clear communications, outreach and dissemination plan for the National Statistical Development Strategy (NSDS) is established and implemented which includes gender considerations; NSDS is available in Lao and English and disseminated to key stakeholders; common indicators between NSEDP M&E and LaoInfo are decided on.</p> <p>Base line: No communication plan for National Statistical Development Strategy (NSDS) available; NSDS finalized and in process of being approved; no common indicators identified between LaoInfo and NSEDP, a list of M&E indicators for NSEDP have been identified however, further discussion is required to finalize the list of NSEDP ME indicators.</p>	2.1. User Producer Meeting (Annual Statistics Forum to discuss on AWP 2010-2011 for National Statistics System, National Statistical Development Strategy (NSDS), Statistics Law and other (subject matter))	✓				UNDP	71600	71610	Air ticket	2,000.00		
	✓				UNDP	71600	71620	DSA	10,000.00			
	✓				UNDP	71600	71635	Travel (petrol)	6,000.00			
	✓				UNDP	72500	72505	Supply	300.00			
	✓				UNDP	73100	73107	Meeting room	5,500.00			
	✓				UNDP	73400	73410	Car. renting	1,200.00			
	✓				UNDP	74200	74210	Copy	1,000.00			
	✓				UNDP	74200	74220	Translation	500.00			
	✓				UNDP	74500	74525	Misc.	300.00			
	Total:									26,800.00		
	2.2. Translation National Statistical Development Strategy (NSDS) 2010-2020 from Lao to English	✓				UNDP	74200	74210	Copy	500.00		
	✓				UNDP	74200	74220	Translation	4,750.00			
	✓				UNDP	72500	72505	Supply	200.00			
	Total:									5,450.00		
	2.3. Publication of National Statistical Development Strategy (NSDS) 2010-2020 for line ministries, provinces and other stakeholder	✓				UNDP	74200	74210	Printing NSDS	4,800.00		
✓				UNDP	72500	72505	Supply	200.00				
✓				UNDP	74500	74525	Misc.	300.00				
Total:									5,300.00			
2.4. Prepare and carry out the programme of activities for the celebration of Lao Statistics Day.	✓				UNDP		71610	Air ticket	3,000.00			
✓				UNDP		71620	DSA	5,800.00				
✓				UNDP		71635	Travel (petrol)	6,000.00				
✓				UNDP		72505	Supply	200.00				
✓				UNDP		73107	Meeting room	3,400.00				
✓				UNDP		73410	Car. renting	500.00				

	✓	✓	✓	✓	UNDP	74210	Copy	2,000.00
2.5. Recruit communication specialist to prepare dissemination and advocacy plans and organize workshops	✓	✓	✓	✓	UNDP	74220	Translation	500.00
Total:					UNDP	74525	Misc.	200.00
					UNDP	71505	Salary	24,000.00
Total:					UNDP	72505	Supply	200.00
					UNDP	74525	Misc.	200.00
Total:					UNDP			24,400.00
2.6 Support LaoInfo to be monitoring tool for MDG, NSEDP and HDI					UNDP			3,500.00
Total:					UNDP			3,500.00
Total Output 2:						71600		87,050.00
3.1: Participation in meeting UN Statistical Commission Session in New York (1 person)	✓				UNDP		ticket, dsa, terminal	8,000.00
Total:								8,000.00
2.2: Participation in Regional and ASEAN meeting			✓		UNDP	71605	ticket	1,000.00
3.2.a. ASEAN Statistical Heads of Missions (ASHOM) meeting in Vietnam for 4 pax			✓		UNDP	71615	DSA	3,100.00
Total:			✓		UNDP	71635	Travel	200.00
			✓		UNDP	74525	Misc.	100.00
Total:								4,400.00
3.2.b. Statistical Commission Meeting (UN ESCAP in Bangkok) 3 pax			✓		UNDP	71605	ticket	1,000.00
Total:			✓		UNDP	71615	DSA	2,700.00
Total:			✓		UNDP	71635	Travel	

Output 3: Strengthen technical and managerial capacities for Statistics through regional and international statistical cooperation meetings

Indicators: Workshop reports indicating how the Lao participants have benefitted from the workshop; list of nominations to attend meetings should reflect equal opportunities for men and women.

Targets: DoS staff maintains statistical networks through participation in international and regional meetings; Equal opportunity for men and women to attend the meetings.

Baseline: Regular attendance of DoS staff at international and regional meetings

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00075094

Project title: Initiation Plan for the Programme of Support to the National Statistical System in Lao PDR

Results to be achieved by Department of Statistic, Ministry of Planning and Investment

Department of Statistic, Ministry of Planning and Investment will carry out series of consultation workshops at central and provincial level to ensure a clear statistics mandate is established. Furthermore, the department will organize a number of dissemination and information sharing events to increase public understanding of the National Statistical Development Strategy (NSDS)

Work to be performed by Department of Statistics, Ministry of Planning and Investment

To achieve the above mentioned results Department of Statistics, Ministry of Planning and Investment will carry out following activities:

1. Series of consultation seminars at central level to present and share draft of law before proceed to Gov't approval
2. Consultation workshops with National Assembly members in the Northern and Southern provinces
3. Conduct a User-Producer Meeting (Annual Statistics Forum to discuss on AWP 2010-2011 for National Statistics System, National Statistical Development Strategy (NSDS), Statistics Law and other (subject matter relevant for the FY 2010-2011 workplan of the NSDS))
4. Translation National Statistical Development Strategy (NSDS) 2010-2020 from Lao to English
5. Publication of National Statistical Development Strategy (NSDS) 2010-2020 for line ministries, provinces and other stakeholders
6. Prepare and carry out the programme of activities for the celebration of Lao Statistics Day.

Description of inputs:

Please see itemized budget in Attachment 3

	✓					74210	copy			500.00	✓				1,200.00					
	✓					74525	Misc.			200.00	✓									
	✓									19,470.00	✓									
Total:										44,100.00										
Total Output 1																				
<p>Output 2 : Increased understanding of National Statistical Development Strategy (NSDS) through dissemination and information sharing events</p> <p><u>Indicator:</u> Availability of communications, outreach and dissemination plan for National Statistical Development Strategy (NSDS) (2010-2015) that includes gender considerations; Availability of NSDS in Lao and English; distribution list of NSDS; report specifying the LaoInfo and NSEDP indicator metadata definitions.</p> <p><u>Target:</u> A clear communications, outreach and dissemination plan for the National Statistical Development Strategy (NSDS) is established and implemented which includes gender considerations; NSDS is available in Lao and English and disseminated to key stakeholders; common indicators between NSEDP M&E and LaoInfo are decided on.</p>							✓												✓	
	<p>2.1. User Producer Meeting (Annual Statistics Forum to discuss on AWP 2010-2011 for National Statistics System, National Statistical Development Strategy (NSDS), Statistics Law and other (subject matter))</p>																			
				✓			71610	Air ticket			2,000.00									✓
				✓			71620	DSA			10,000.00									✓
				✓			71635	Travel (petrol)			6,000.00									✓
				✓			72505	Supply			300.00									✓
				✓			73107	Meeting room			5,500.00									✓
				✓			73410	Car renting			1,200.00									✓
				✓			74210	Copy			1,000.00									✓
				✓			74220	Translation			500.00									✓
Total:																				
										26,800.00									✓	
			✓						✓											✓
			✓			74210	Copy			500.00									✓	
			✓																	✓
			✓			74220	Translation			4,750.00									✓	
			✓			72505	Supply			200.00									✓	
Total:																				
			✓							5,450.00									✓	
			✓			74210	Printing NSDS			4,800.00									✓	
			✓			72505	Supply			200.00									✓	
			✓			74525	Misc.			300.00									✓	
Total:																				
										5,300.00										✓
									✓											✓
						71610	Air ticket			3,000.00									✓	
Total:																				
2.4. Prepare and carry out the programme of activities for the celebration of Lao																				

Attachment 4

UN Funding Authorization and Certificate of Expenditure (FACE) form

Funding Authorization and Certificate of Expenditures (FACE)				UN Agency:		Date:										
Country:						<input type="checkbox"/> Direct Cash Transfer (DCT)										
Programme Code & Title:						<input type="checkbox"/> Reimbursement										
Project Code & Title:						<input type="checkbox"/> Direct Payment										
Responsible Officer(s):																
Implementing Institution:																
Currency:																
REPORTING						REQUESTS / AUTHORIZATIONS										
Activity Description from AWP with Duration	Coding for UNDP			Authorized Amount <small>31 Feb - 31 Mar 2010</small>	Actual Project Expenditure <small>31 Feb - 31 Mar 2010</small>	Expenditures accepted by Agency	Balance <small>D = A - C</small>	New Request Period & Amount <small>1 Apr - 30 Jun 2010</small>	Authorized Amount <small>F</small>	Outstanding Authorized Amount <small>G = D - F</small>						
	Account code	Fund	Donor								A	B	C	E	F	G
Grand Total:				0	-	-	-	0	0	-						
CERTIFICATION																
The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:																
<input checked="" type="checkbox"/> The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.																
<input type="checkbox"/> The actual expenditures for the period stated herein has been disbursed in accordance with the AWP/CPAP and previously approved itemized cost estimates. The detailed accounting documents for these																
Date Submitted: _____			Name: _____				Title: _____									
NOTES: Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.																
FOR AGENCY USE ONLY:																
FOR ALL AGENCIES			FOR UNICEF USE ONLY				FOR UNFFA USE ONLY									
Approved by:			Account: Charges		Liquidation Information		New Funding Release									
			CAG Ref: <u>CRO.ref. Voucher.ref.</u>		CAG Ref: <u>CRO.ref. JV.ref.</u>		Activity 1 0									
			CRO CAG GL:		DCT Amount 0		Activity 2 0									
			Travel (762010) 0		Less:											
Name: _____			Mtg. & Conf. (762030) 0		Liquidation											
			Sal. & Sup. Costs (761030) 0		Amount 0											
Title: _____			Const. - Proj. Prem. (761040) 0													
			Other CAG (761010) 0													
Date: _____			Total 0		Balance 0		Total 0									