

<p><u>has to visit the Executive Snapshot/Programme & Project Management > Overview of Awards > Select Award ID > Click on "View the Progress Report for this Award."</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quality Log/Progress report is updated in ATLAS <input type="checkbox"/> Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point <input type="checkbox"/> Issues logs/monitoring logs updated <input type="checkbox"/> Lessons learned are reflected appropriately (offline in the programme files) <p>If ATLAS updates are not available, the project visit will help to identify why the updates are not made in timely manner by the Project manager and team</p>				
<p>4. FINANCIAL AND ADMINISTRATIVE MANAGEMENT</p>				
<p>E-filing System is established and maintained in compliance with UNDP procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> MINIMUM DOCUMENTS must be available electronically: <ul style="list-style-type: none"> o Copy of the signed Prodoc with TORs for all project staff o AWP, copies of signed CDRs for each year and other financial documents (if donor cost-shared) o Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings o Donors reports, Technical Reports (depending on the donor requirements, e.g. GEF, TTF, EC, bilateral, etc.) or specific type of the reports, like Feasibility Study or Policy Analysis, etc.) o Copies of project staff attendance and leave monitoring records (properly completed and signed). Monthly attendance reports of each project staff member have to be cleared by direct supervisor and submitted to the UNDP HR Unit at the beginning of each month¹. o Copies of transfer documents (if applicable) <input type="checkbox"/> Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made. <input type="checkbox"/> Private telephone/international calls are duly registered and recovered by relevant project staff; <input type="checkbox"/> Cost-recovery monitoring system is in place (ISS). <input type="checkbox"/> Supporting docs on travel matters and back to office reports <input type="checkbox"/> Updated NEPL are maintained up-to-date 				

¹ Extract from the PM Toolkit (revised 2010), page 20

(some assets are checked against NEPL for quality monitoring)				
5. LEARNING AND TRAINING				
<input type="checkbox"/> All project staff have passed the Basic security and advanced security in the field training courses <input type="checkbox"/> Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff <input type="checkbox"/> If there is a need for additional training and which area?				
6. NEXT STEPS / FOLLOW-UP ACTIONS		RESPONSIBLE PERSON		
Conduct consultation hours with Zapovedniki project on possibility to conduct practical training on use of provided biodiversity monitoring equipment.		TM		

