

Reporting

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Types of report ?

What

Narrative report

Financial report

When

quarterly
semi-annual
annual



... in Programme Document



WHAT

WHEN

Quarterly report – not required

Semi-annual narrative and financial report

1 month after the end of report period

Annual narrative and financial report

4 months after the end report period

..in Inception Report



No	What	When	By Whom	To Whom
1	Financial report	By 2 weeks after the end of a quarter	UN Agency	UN-REDD Secretariat, copy to PMU
2	Narrative report	By the end of the quarter	PMU	UN Agency for review
3	Narrative report	By 2 weeks after the end of a quarter	UN Agency (comment)	PMU
4	Final, consolidated narrative report	3 weeks after the end of a quarter	PMU	UN-REDD Secretariat, with copies to each participating UN Agency
5	Report on financial expenditures	By the end of a quarter	PMU ?	UN-REDD Secretariat, with copies to each participating UN Agency



... currently required



WHAT	WHEN
Progress report (1 consolidated report) (semi-annual, annual)	2 weeks after the end of report period
Financial report (report from each UN) (quarterly)	1 week after the end of report period



Report Flow

Progress report

- PMU draft report → 3 UN agencies → Secretariat

Financial report

- PMU report its expenditures → each agency → UN secretariat

Who is the Lead UN agency ?

- UNCO or UNDP, no where it say

Whose responsibilities ?

- PMU /Programme manager, STA...
- UNDP/UNEP/FAO focal points





Lessons Learnt (1)

- Agree principle: timeline, role and responsibility
- Start draft report earlier to meet the deadline
- Lead/coordinating agency



Lessons Learnt (2)

- Reports about the key results, based on indicators with supporting facts, rather than about the activities have been carried out.
- Coordination is essential to incorporate comments/inputs from various stakeholders.
- Checking the financial report with supporting documents to avoid miscalculation (different assumption in expenditure).



Lesson Learnt (3)

- Have single focal point of UN agencies: good idea (role of focal point ?)
- Mobilize input from PMU members/UN focal points
- Set up quarterly report mechanism to consultant
- Keep donor at CO level informed (though not required at JPD)



Lesson Learnt (4)

- Omission of Q2+Q4 report - overlapping with semi and annual
- Quarterly meeting between PMU and UN for information sharing /coordination



We have queries?

- **Format** (financial: contribution; progress: commitment): common guidance ?
- **How** the report to be used ?
- Operational Guideline at global level

**Thank you for
listening!**