DATE

**MEMORANDUM**

To: Yemi Katerere   
Head, UN-REDD Programme Secretariat

From: NAME

UN Resident Coordinator

COUNTRY

Subject: Notification of No-Cost extension

COUNTRY’s UN-REDD National Programme

1. **Approval status**

Through this memo I would like to inform you that based on the following reasons:

* A
* B
* C

The Project’s Executive Board/National Steering Committee (or equivalent entity) for COUNTRY’s UN-REDD National Programme has granted XXX months no-cost extension for the Programme to DATE.

Please note the Programme will continue under the quality assurance process of each participating UN organization.

1. **Other Recommendations**

To ensure compliance with the new completion date, the Project’s Executive Board/National Steering Committee (or equivalent entity) recommended attention is given to the following:

* RECOMMENDATIONS TO ENSURE COMPLETION OF THE PROGRAMME IN THE REQUESTED TIME, INCLUDING MEASURES TO COVER PROJECT MANAMENT COSTS

1. **Monitoring and Reporting**

As per the Programme’s monitoring and evaluation framework, annual work-plans and biannual reports would continue to be prepared and submitted to the UN-REDD Programme Secretariat and the final evaluation will be conducted prior to the closure of the Programme.