DATE

**MEMORANDUM**

To: Mario Boccucci
Head, UN-REDD Programme Secretariat

From: NAME

UN Resident Coordinator

COUNTRY

Subject: Request of approval 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 is requesting the approval by the UN-REDD Programme’s Policy Board of a XXX months no-cost extension for the Programme to DATE.

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 MANAGEMENT COSTS

Annex 1 contains the action plan for ensuring completion of activities on time.

1. **Monitoring and Reporting**

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