

Terms and Conditions of the Funding Line for IP and CSO Representatives to the UN-REDD Programme Policy Board

Overview:

The UN-REDD Programme will make available a total of \$20,000 per year per each of the three regions (i.e., (1) Africa; (2) Asia-Pacific; (3) Latin America and the Caribbean) for activities to support regional Southern IP and CSO representatives to fully and effectively represent their constituencies on the UN-REDD Policy Board. These funds will be available to serving Southern IP and CSO representatives (identified through a process of self-selection) to utilize for the duration of their term: for the current set of IP and CSO representatives the terms begins at Policy Board 9 (October 2012) until Policy Board 12 (ca. March 2014).

Objective of funding line:

In order to support the IP and CSO representatives to the UN-REDD Programme Policy Board to fulfil their duties, funds will be made available to ensure that the constituencies that they represent are:

- Informed on the UN-REDD Programme and the role of the IP and CSO representatives;
- Informed on relevant discussions and outcomes of the Policy Board; and
- Provided with an opportunity to voice their priorities, needs, and concerns related to matters discussed at the Policy Board so that these may inform Policy Board processes and decisions.

Eligible activities for funding:

Activities that are eligible for funding under the budget line should directly contribute to supporting two-way communication between the IP and CSO representatives on the Policy Board and the constituents that they represent in their respective regions. Such activities may include:

- Awareness-raising and capacity building workshops and consultations with IP and CSO constituents (nationally, regionally, and globally, and in conjunction with other events);
- The development and dissemination of awareness-raising materials in appropriate languages;
- Organizing or participating in meetings with IP, CSO and government decision-makers to discuss the concerns of IP and CSO constituents;
- Organizing or joining UN-REDD and other partner missions; and
- IP and CSO representatives' attendance to key meetings on REDD+ to represent constituents' views and concerns.

Funds are therefore eligible for the following types of activities:

- Travel costs (e.g., airfares, per diem, accommodation);
- Organizing meeting costs, as appropriate;
- Development and printing of communications material (e.g., pamphlets, booklets, radio programmes, short films); and
- Translation of communication material into appropriate languages.

Items not eligible for funding:

It is mutually understood that the position of IP and CSO representative to the Policy Board is a voluntary position and does not come with any monetary benefits to the organisations implicated to ensure impartiality and independence. For this reason, funding is not eligible for:

- Personnel or staff time;
- Office supplies not directly related to specific activities; and
- Hardware/equipment (e.g., computers, printers etc.)

Approval of funding:

The IP and CSO Policy Board members should submit separate proposals for each region, outlining proposed activities, including draft agendas, and presenting a detailed budget. It is encouraged that both the IP and CSO representatives jointly develop coordinated proposals, and take advantage of partnerships and associated events and opportunities, as appropriate. However, separate proposals will be considered as well.

Proposals should be presented to the UN-REDD Programme Stakeholder Engagement focal points in New York and regionally for approval. Proposals will also be shared with all IP and CSO representatives.

Reporting:

A narrative report should be submitted to the UN-REDD Programme and made available to all IP and CSO representatives. Presentations on activities carried out under this funding line should also be made during the pre-Policy Board IP and CSO meetings and other venues, as relevant.

Terms for quick and efficient fund disbursement:

There are two main ways to cover costs for activities the IP and CSO representatives undertake that have been approved for funding by the UN-REDD Programme:

- I. If plans and arrangements can be completed at least two weeks prior to travel or beginning of the activity, the UNDP/UN-REDD Programme can purchase tickets and transfer the daily subsistence allowance (DSA) prior to travel.
- II. If arrangements are completed less than two weeks prior to travel or beginning of the activity, the representative can arrange for the purchase of tickets/other items themselves and cover their expenses, which will then be reimbursed by the UNDP/UN-REDD Programme on receipt of all necessary documentation.

All disbursements must correspond with activities and budget items in the proposal approved by the UNDP/UN-REDD Programme and must correspond to supporting invoices, receipts and other required documentation (see below for details). It is not possible for the UNDP/UN-REDD Programme to advance all funds before implementation, however assistance can be provided to purchase items in advance and there are steps that can be taken to ensure reimbursements are made in a timely manner. All requests regarding expenditure on behalf of IP and CSO representatives and/or reimbursements should be sent to nina.kantcheva@undp.org and gayathri.srisikanthan@undpaffiliates.org, copying dina.hajj@undp.org.

The IP and CSO representatives are requested to carefully follow the procedures outlined below to ensure that payments are received without delay.

1. *Purchase of items in advance by UNDP/UN-REDD Programme*

Flight tickets and DSA:

Notice of intent to travel and all information and supporting documents must be provided at least 2 weeks in advance in order for the UNDP/UN-REDD Programme to purchase flight tickets* on behalf of the IP and CSO representatives and provide DSA in advance of travel. Required information and supporting documents include:

- Purpose of the mission and a draft agenda of planned workshops/meetings
- Sample itinerary to allow DSA calculation showing preferred flights, any reservations if these have been made, and the cost of the most direct, least expensive economy/coach class ticket
- Completed UN vendor form (see Annex 1) with the bank details of the person/organization/company that payments for flights and DSA should be made to

*Note that for bus, car or train travel it is recommended that the IP and CSO representatives cover these costs independently since they are most economical if purchased locally. The UNDP/UN-REDD Programme will reimburse them afterwards (see below on guidance for reimbursement).

Payment for other items:

The UNDP/UN-REDD Programme can pay for other items (e.g., printing, translation costs) in advance, directly to the supplier. Again, the UNDP/UN-REDD Programme should be informed and provided with all the relevant information and supporting documents at least 2 weeks before payment is due. The following information and supporting documents will be required in order to make a direct payment:

- A brief explanation of how these costs relate directly to budgeted items in the approved proposal
- Supporting files (e.g., electronic files of documents/brochures for printing or translation requests)
- Invoices for all items
- Completed UN vendor forms with the details of the suppliers so that payment can be made directly into their account

2. *Reimbursement for costs advanced by the IP and CSO representatives*

If the IP and CSO representatives are unable to make a request and provide the required documentation listed above at least 2 weeks in advance they will have to cover their costs independently. The UNDP/UN-REDD Programme will reimburse representatives within 1 week of receiving all of the following documentation:

Travel and DSA:

- A duly completed “Voucher for reimbursement of expenses” (F10 Claim – see Annex 2). The F10 claim should include on the second page the full itinerary of travel undertaken to allow proper DSA calculation

- Receipts and invoices for travel costs for the most direct, least expensive economy/coach class ticket (flight, bus, train, hire car if justified etc.) and all boarding passes for flights
- A completed UN vendor form with the bank details of the person/organization/company payment should be made to
- A report of activities conducted

Other items:

- A brief explanation of how these costs relate directly to budgeted items in the approved proposal
- Supporting files where possible (e.g., electronic files of documents/brochures for printing or translation requests)
- All associated receipts and invoices
- A completed UN vendor form with the bank details of the person/organization/company payment should be made to
- A report of activities conducted

3. *Other important documentation needs and information*

Whether travel expenses are paid in advance or reimbursed by the UN-REDD Programme after completion of travel, the following documents must be provided:

- A duly completed F10 Claim must be submitted after travel along with boarding passes and any other supporting documents (e.g., receipts, copies of visas) for claims outside of the basic DSA. This is the case for all travel claims, whether purchased in advance or reimbursed by the UNDP/UN-REDD Programme. The F10 claim should include on the second page the full itinerary of travel undertaken to allow proper DSA calculation
- All flight boarding passes
- Any other supporting receipts and documents for claims being made (e.g., receipts, photocopy of visa)
- A report of activities conducted – this will be shared with the wider group

Please note that DSA provided by the UN covers all accommodation, meals and incidental internal travel, including travel to and from travel terminals/airports. If extra accommodation and travel needs are required, these should be clearly stated in the itinerary, approved beforehand, and supporting receipts/documents must be presented in order for payment to be processed.