

SNA PORTFOLIO UPDATE

Background note, MG Meeting 10 December 2014

(Update dated 22 January 2015, taking into consideration MG comments)

This discussion paper outlines objectives, concept, design and functionality of the proposed on-line SNA Portfolio Update Tool. Feedback and guidance from the MG is requested in view of the compilation of the first SNA Portfolio Update starting from the 1st quarter of 2015.

Objective of the SNA portfolio update

Overall objective

To support periodic monitoring and management of the SNA delivery against the Work Plan and the SNA Monitoring Framework 2013-2015 in order to ensure that the SNA as a programme is meeting its strategic objective with an optimal use of resources - *Managing effectively for results*.

Specific objectives

- To facilitate joint management of the SNA, providing background information for quarterly management meetings
- To facilitate improved transparency and accountability
- To provide for internal monitoring of financial¹ and performance² delivery of the SNA as a whole as well as of each participating UN agency and the Secretariat
- To assist joint decision-making based on a management platform:
 - for stock-taking of progress and identify bottle necks against expected results with the references being the SNA Work Plan & Budget 2015 and SNA Monitoring Framework 2013-2015;
 - to discuss and take decisions to adjust the Work Plan, improve the business process, take corrective measures and to make necessary adjustments to resources, both human and/or financial; and
 - for risks assessment against risks outlined in the Monitoring Framework 2013-2015 and assess evolving risks by time
 - to review that the original SNA Programme strategy is still responsive to the stakeholders' needs and the external operating environment.
- At end 2015, to have undertaken all planned activities and met expected outputs and outcomes of the SNA 2013-2015.

Users

The regular updates will be used internally by the Management Group, the Global Programme Coordination Group (GPCG) and the Secretariat. The information will be provided by each individual agency and collected by the Secretariat at the end of each quarter. (See timeline below). At the MG meetings/GPCG calls, the members will use the consolidated information as the basis for their portfolio review. Selected data will also feed SNA information into the UN-REDD Website and Workspace. Country data such as targeted support information will be incorporated to the RADAR.

Information feeders: Agencies and the Secretariat.

Information users: MG, GPCG, CCWG and the Secretariat.

¹ Financial delivery - an estimated per cent of expenditure up to date of budgeted amount

² Performance delivery refers to the narrative update against the expected and planned activity, output or outcome. Accompanying the narrative, a rating of estimated performance delivery in per cent (0-100%) is suggested: 100% or more - Meeting or exceeding target within reporting period; >80% <100% Near target with some concerns; >65% <80% Problematic; <65% Serious concerns. Comments can be provided as needed.

Contents provided

The updates should be able to provide information on SNA work plan and on individual approved targeted support in order to serve the objectives outlined above.

Attached to this document is an Excel document with three spreadsheets suggested as basis for the on-line tool for data collection to be launched in early 2015³.

Please note that the work plan activities approved by the Policy Board are indicative. For this reason there is a request for the agencies to provide information on the activities that are established in their internal work plan. In case they coincide with the indicative activities approved by the Policy Board, it should be confirmed in the spreadsheet.

The information on targeted support should be based on work plans agreed for each targeted support so that the inter-agency group can follow up on progress.

Methodology

Frequency and timeline for data inputs and consolidation (to be adjusted according to the MG schedule)

Quarterly updates, 2015	Deadline for inputs from agencies & Secr	Snapshot and consolidated information sent to MG	Date of MG meeting
Q1, Jan- March	8 April	13 April	15 April
Q2, April-June	8 July	13 July	15 July
Q3, July – Sept	7 Oct	12 Oct	14 Oct
Q4, Oct - Dec	6 Jan 2016	11 Jan 2016	13 Jan 2016

Collection of data

An on-line tool will be developed for agencies and Secretariat to provide the source data as seen in the 2nd spreadsheet. The work plans for 2015 at activity level and the approved targeted support will be the basis for the input data. The Secretariat will populate all information to its furthest knowledge with agencies completing the information owned by them. The roles and responsibilities of input data are seen below.

Description	Responsibility
Progress against SNA Results Framework	
<i>Financial delivery</i> - estimated % of expenditure of budgeted amount for each SNA output (Reasons for low delivery, challenges and corrective actions can be given)	Agencies (Secretariat fill part of outcome 7 and all outcome 8)
<i>Performance</i> - estimated % of performance against SNA targets at activity level (as well as for TS). Here a general % is given for reporting period. (100% = expected results fully completed in line with work plan and time plan. I.e. meeting or exceeding the planned target within reporting period. The intervention is efficient meaning that resources/inputs are used on time and at planned costs and produces the results as expected and on time. (The indicators at output level that are outlined in SNA Mon Framework can be helpful) 100% (or more) Meeting or exceeding target within reporting period >80% <100% Near target with some concerns >65% <80% Problematic <65% Serious concerns (Reasons for low delivery, challenges and corrective actions can be given)	Agencies (Sec for part of outcome 7 and all outcome 8)
Achievements/key milestones against planned activity	Agencies (Sec for part of outcome 7 and all outcome 8)

³ Subject to agencies' preference, the data can be collected for the first quarterly update through a spreadsheet to ensure that the consolidated update meets the requirement before the online tool is developed for Q2-Q4.

Targeted support	
Financial delivery - estimated % of expenditure of approved amount per country (or per TS request when needed)	Agencies
Performance - estimated % of performance against TS expected results (rating method as above)	Agencies
Narrative of achievements/key milestones against expected results	Agencies (Secr will extract all expected results as of approved TS)

Outputs from MG meetings

In addition to the MG minutes, a **SNA Management Log** will be produced after each meeting, listing management agreement, action items, agreed changes etc.