



# REPORTING REQUIREMENTS- CCPAWA

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# MOUs and contract documents with consultants



1. Provide all **MOUs and Contract Documents** with partners at global level- to UNEP GEF before they are signed by partners, and duly indicating **Budget lines** they are to use.
2. UNEP WCMC to repeat this procedure with the regional partner (s).
3. Regional partner (IUCN PAPACO) to repeat this procedure with national partners



# Financial Reports

## Quarterly financial reports:

- End of March, June, September and December
- Use the provided template
- Make sure funds are used according to the official budget
- **Recommend** that financial reports from partners use the same template that WCMC will use to report to UNEP GEF





# Technical reports



- Half yearly reports- End of June and end of December using provided templates
- Project implementation Report (PIR) for GEF secretariat- **June – July** every year using special template
- **NOTE** : From 2012 PIR reports to replace the end of June technical report –







# Reports from Consultants



- Following official contract signed documents – consultants to submit their reports as per the times stated in the contracts
- UNEP GEF to receive all reports from consultants at international level through UNEP WCMC
- UNEP WCMC to receive all reports at regional and national levels through IUCN PAPACO





# Workshop and Mission reports



- UNEP WCMC to send all workshop reports (from all workshops) to UNEP GEF **one month** after they are completed
- Reports from all PSC and TAG meetings **2 weeks** after the meeting is completed
- All mission reports that use project funds to be submitted.





# Co-financing Reports



Cofinancing reports required once a year through PIRs.

So keep a record of funds from partners-





# Closing Reports



- Terminal Technical Report- special template
- Closing financial report-
- Audit- waived because WCMC is part of UN system
- Inventory of equipment- computers etc

