

This note provides a brief overview of the reporting requirements for agencies receiving funds from the Central Emergency Response Fund (CERF) and Resident Coordinators/Humanitarian Coordinators (RC/HCs) in countries supported by CERF funds.

Field Monitoring: The interim update

What: The interim update is the main tool used by the RC/HC to monitor the status of implementation of projects under a CERF allocation. The update highlights challenges that may affect implementation, corrective actions (to be) taken and expectations of meeting the planned targets. The objective of the interim update is to give the RC/HC and the HCT assurance that CERF-funded activities are implemented as intended and to enable corrective actions to be taken if necessary.

Who: In-country monitoring is lead and overseen by the RC/HC supported by the OCHA or RC office¹. The recipient agencies in country are responsible for completing the interim update template in a timely fashion and submitting it to the RC/HC. Once consolidated, the RC/HC shall add additional relevant information (i.e. summary of implementation status and potential actions and follow-up) and share the interim update with the CERF secretariat.

When: Halfway through the implementation period - i.e. three months after start date for rapid response allocations and four and half months for underfunded emergencies - agencies must submit to the RC/HC their inputs to the interim update for each CERF grant. Once consolidated, the RC/HC shall share the interim update with the CERF secretariat. A tailored template will be shared soon after the allocation approval by the Emergency Relief Coordinator (ERC) and the disbursement of CERF funds to all projects. Closer to the due date of the interim update, the CERF secretariat will send a reminder to the RC/HC's office.

Further Guidance: See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact cerf@un.org

Field Narrative Reporting

What: The RC/HC narrative reports are the RC/HCs' and the Humanitarian or UN Country Teams official reporting tool on the use of CERF funds. The reports highlight whether set targets have been met and explain how funds have been prioritized and utilized to meet life-saving humanitarian needs. They also form the framework for agencies to report programmatically to the RC/HC, and by extension to the ERC/CERF, on results achieved with CERF funds. RC/HC narrative reports are posted on CERF's website.

Who: The in-country reporting process should be managed by a focal point designated by RC/HC, usually from the OCHA or RC office². The recipient agencies in country are responsible for providing accurate and timely input to the RC/HC's designated focal point, in line with the guidelines and deadlines set out by the RC/HC, and the RC/HC's designated focal point is responsible for consolidating the report. In addition, it is the responsibility of the RC/HC to ensure in-country reporting processes that allow adherence to the reporting requirements.

When: The reports are due within three months after expiration³ of a CERF allocation. Eight to twelve weeks prior to expiration of a CERF allocation, the CERF secretariat will send a reminder to the RC/HC indicating the end date of each

¹ In countries without OCHA presence, the RC Office will, under normal circumstances, support the RC/HC in the oversight of CERF processes at country level.

² In countries without OCHA presence, the RC/HC will, under normal circumstances, designate a focal point from the RC Office. Under exceptional circumstances a specific lead agency may be asked by the RC/HC to support the reporting process.

³ An extension may be granted if clearly justified by the RC/HC.

project in the allocation. Four weeks prior to expiration, the CERF secretariat will send to the RC/HC the RC/HC reporting package that will contain a tailored template, reporting guidelines and other supporting documents.

Further Guidance: See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact cerf@un.org

Headquarter Narrative Reporting: The annual HQ report

What: The annual narrative HQ reports are the agencies' reporting tool for informing the ERC about the overall strategic impact of CERF funding upon each organization's global emergency programmes. They describe how CERF programme results fulfil the mandate of the fund to facilitate the timely implementation of time critical, life-saving activities in new emergencies or strengthen humanitarian response in underfunded emergencies. The reports feed into the annual Secretary-General Report on CERF that is shared with the General Assembly, the CERF Annual Report and the CERF Results Report.

Who: The annual narrative HQ reports are prepared by the headquarters of each recipient agency.

When: The reports are due during the first quarter of every year. CERF will send out template and information on exact deadline during the month of January each year.

Further Guidance: See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact cerf@un.org

Headquarter Financial Reporting

All financial reports are to be submitted in standard templates provided by the CERF secretariat. The templates are also available on the CERF website.

Who: The financial reports are normally prepared by the headquarters of the implementing agencies, except for UNDP whose reports are prepared by field offices.

Interim Financial Reporting as at 31 December

What: An interim certified financial report for each grant with status as at 31 December of each year. This reporting facilitates financial closure and return of unused funds of grants and supports the year-end reporting in the UN financial statements in accordance with the UN financial regulations and rules.

When: Due on 15 February

Final Financial Reporting as at 31 December

What: A final certified financial report for each grant with status as at 31 December of each year. This reporting allows recording the charges omitted in the interim report and ensures reflecting accurate progress financially.

Note: If there is no change to the interim financial report, the implementing agency should inform CERF secretariat as such and to take interim report as final.

When: Due on 30 June

Interim Financial Reporting for Rapid Response Grants as at 30 June

What: An early interim certified financial report with status as at 30 June for each Rapid Response grant expiring during the first half of the year. This reporting facilitates early financial closure and return of unused funds of Rapid Response grant.

When: Due on 15 August.

Further Guidance: See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact cerf@un.org