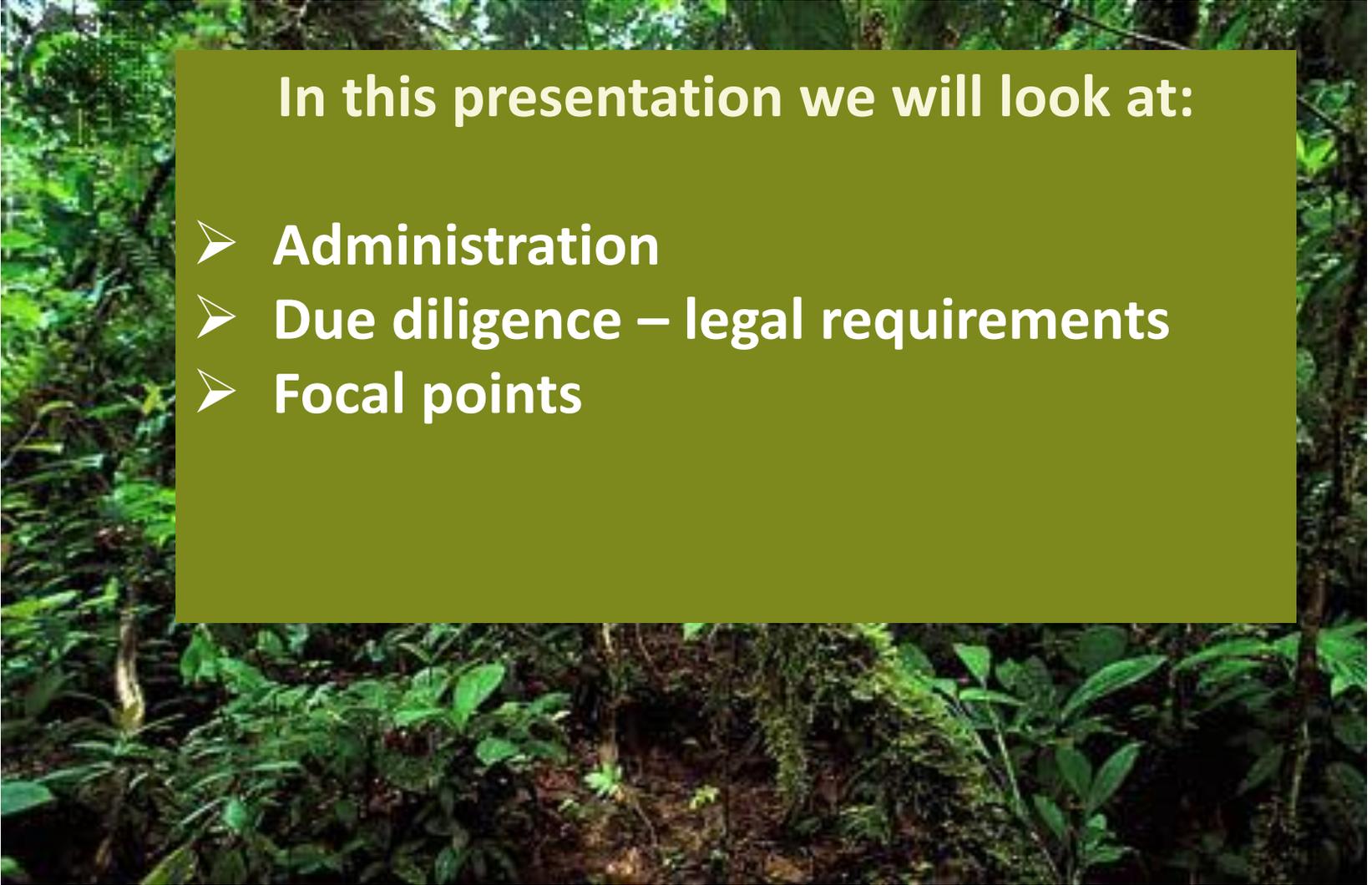# Launching implementation of projects in Asia

CITES Tree Species Programme Regional Meeting for Asia
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Yogyakarta, Indonesia

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Photo: Conserve Energy Future

In this presentation we will look at:

➢ **Administration**
➢ **Due diligence – legal requirements**
➢ **Focal points**

Photo: Conserve Energy Future

Administration

The 21 steps to process transfers (UMOJA grants) of funds involve numerous colleagues in three duty stations (Geneva, Nairobi and New York). An overview of the procedure include:

1- Sending a pledge letter
2- Finance Assistant send invoice
3- FMO creats a grant in UMOJA
4- Donor pays contribution
5- Reception of funds
6- Record of cash
7- FMO liaises with UNON to link grants if necessary
8- Budget assistant checks cash availability
9- Budget assistant – creates unreleased budget codes
10- FMO certifies
11- Budget assistant – creates released budget docs.
12- FMO certifies

13- Upon FMO advice, B. assistant updates status
14- FMO creates grant with programme officer (PO)
15- FMO creates grant purchase order
16- Accounts P. Assistant sends project payment request
17- FMO reviews reports with the PO, F. assistant prepares reports – Projects Payment Unit approves
18- Procurement Assistant and FMO approve
19- UNON Projects Accounts creates docs.
20- UNON Projects approves.
21- UNON Treasure disburses

Due diligence: legal and technical matters

LEGAL ISSUES

1. Does the legal status reflect a not-for-profit status?
(Check governing documents/statutes)

2. Has the entity been duly registered?
(legal status as a separate entity is required to sign SSFAs/PCAs and assume the responsibilities and liabilities therein)

3. Are its audited financial statements publicly available, showing sound financial management?
(Check Internet or ask implementing agency)

4. Does the entity have a separate bank account (and in which currency)?
(This is required to be able to receive funding from UN)

TECHNICAL ISSUES

5. Does the entity have the technical capacities to carry out the intervention?
(is there available information that reflects that the entity has the staff, resources and experience to undertake the activity?)

6. Does the entity have relevant proven experience in implementing similar activities (e.g., at a similar level of technical complexity; access to relevant information sources/networks)?

7. Has the entity previously managed efforts at a similar scale of funding?

8. Does the mandate (substantive and geographical) of the entity cover the purpose of the proposed activity?

9. Is there a track record of collaboration with the national CITES SA and/or CITES MA in the countries in which the activity is being undertaken?

Focal points

1- Project lead or MA
2- MA or project lead

Or one one of the two colleagues mentioned here above.

The 1st focal point will need to be always available to respond to questions on the implementation of the project and administration of its funds. When the 1st focal point is not available the 2nd focal point will need to respond.

Q & A

Photo: J.L. Betti

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https://cites.org/eng/prog/flora/trees/trees_project