Business Process for Clearing CBPF (Country-Based Pool Funds)

OCHA Operational Manual (OM)

1. Send revised OM to CRU
2. Review and Propose Modification and Resubmit to OCHA HQ
3. OCHA for Review and discussion with CRU
4. Review OCHA’s Modification
5. Cleared
7. Verify and review revised OM (vs. previous comments)
8. Cleared
9. Send OM to CO
10. Signature/signing off

OCHA Field Presence
- Customize Global OM to meet local context
- Submit to UNDP

CO (MAU) Managing Agent Unit
- Initial Review of OM (Compliance with POPP)
- Receive request to review Operational Manual
- Send to legal

CBPF Focal Point in BMS
- Receive request to review Operational Manual
- Internal verification
- YES
- Cleared
- NO
- Receive cleared OM

CRU
- Receive request to review Operational Manual
- Send OM to CO
- 1. Send revised OM to CRU
- 2. Review and Propose Modification and Resubmit to OCHA HQ
- 3. OCHA for Review and discussion with CRU
- 4. Review OCHA’s Modification
- 5. Cleared
- 6. Receive revised Operational Manual
- 7. Verify and review revised OM (vs. previous comments)
- 8. Cleared
- 9. Send OM to CO
- 10. Signature/signing off

OCHA HQ

Legal Office HQ
- Verify and review OM (POPP/UNDP Compliance)
- Cleared
- Parked

CO Country Director
- Signature/signing off