Visual Guide to UNDP Programming Cycle

UNDP

DESIGN

IMPLEMENT

TRANSITION

Appraise and Approve

Annual Planning

Monitor

Develop UNDAF / CPD or RPD

FORMULATE PROGRAMME

DELIVER THROUGH SELECTED INSTRUMENTS

Evaluation and Learning

Quality and **Social & Environmental Standards**

INTEGRATE LEARNING

Programme Transition

Report
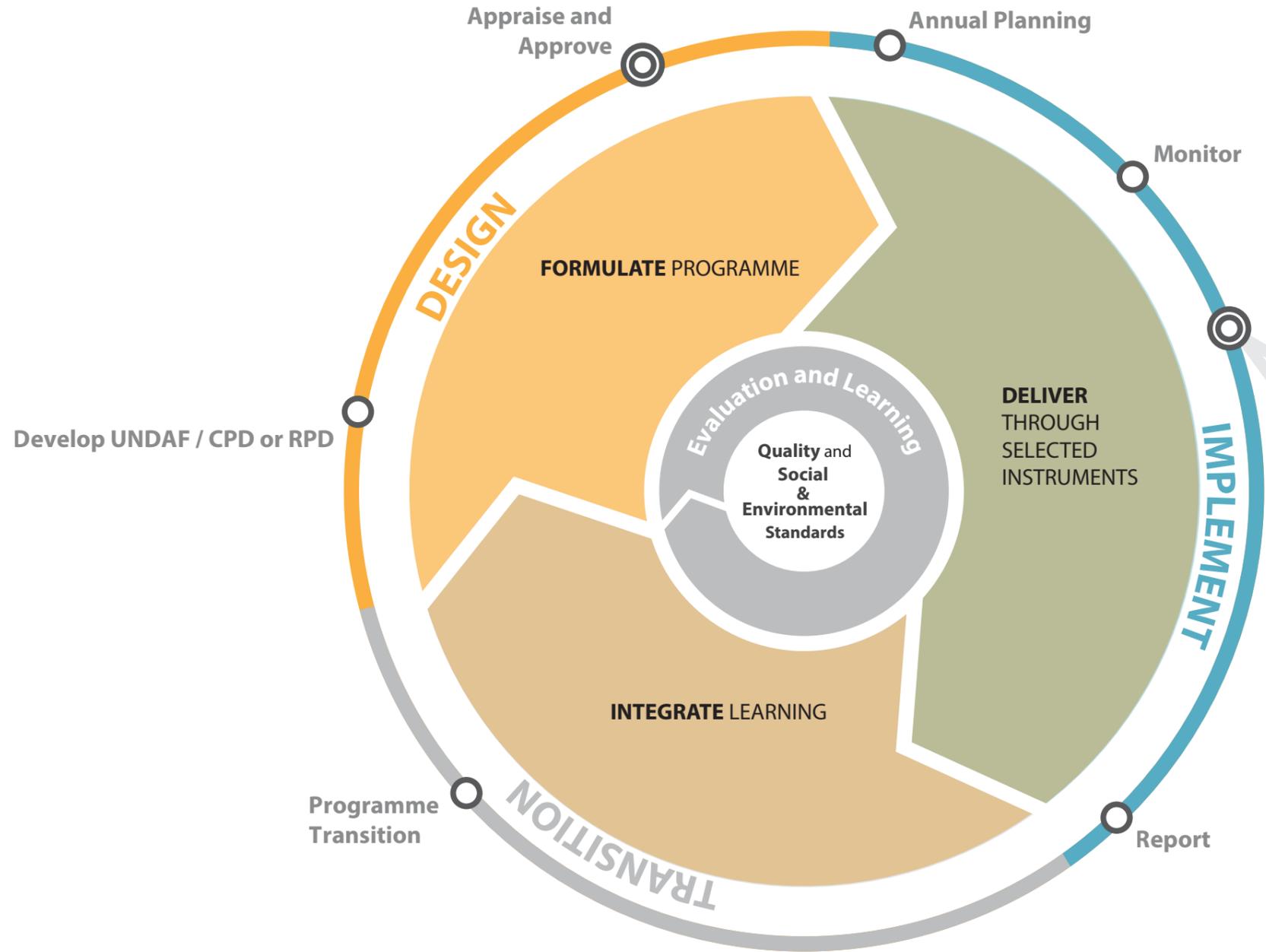
Oversight (Programme Board)

See next page for detailed view

**Visual Guide
Programming Cycle**
Procedures, People and
Guidance at a Glance

UNDP

IMPLEMENT

Oversight
(Programme Board)

Programme Board review

Programme Board minutes

If change is needed

Decison by EB

The Regional Bureau presents the note to the Associate Administrator through the BPPS Effectiveness Group for review and clearance for submission to the Executive Board for approval.

submit **To BPPS through RBx for clearance**

Programme Manager / RR

Programme Suspension Note

The Regional Bureau, in collaboration with the Country Office, prepares a note that the Administrator submits to the Executive Board giving reasons for requesting suspension of the programme and proposes management arrangements for continued assistance to the country. The note should also explain the implications for harmonized programme periods, and the related consultations that have taken place within the United Nations country team. In the note, the Administrator may seek authority from the Executive Board to approve assistance on a project-by-project basis until the situation permits a return to normal operations.

Manage change

Programme suspension

Programme extension

Programme revision

Programme Manager / RR

Decison by EB

submit **To BPPS through RBx for clearance**

Submit required documentation to BPPS' Effectiveness Group (through the Regional Bureau, for country programmes).

submit **Amendments to Bureau Director**

Programme Manager / RR

review **Proposed changes**

*Bx Director
IPAC Secretariat*

The Bureau Director, in consultation with the Executive Board Secretariat and the BPPS Effectiveness Group reviews the quality of proposed changes and advises on suitable action.

Required supporting documentation:
• Signed clearance form with reason for extension
• Letter from the government requesting/agreeing with the extension of the Cooperation Framework or equivalent
• Signed agreement from UNCT confirming harmonized approach to the extension
RMT cleared by OFM/BMS covering complete programme period

review **By Executive Board** (if necessary)

*Bx Director
BPPS/Effectiveness
EB Secretariat*

CPD Extension Form

approve **Proposed changes**

Programme Manager / RR

Programme revisions that do not require Executive Board approval are approved following incorporation of feedback from the Bx and BPPS Effectiveness Group and endorsement by the Programme Board.

Programme revisions requiring Executive Board approval are submitted to the EB Secretariat by the relevant Bureau through BPPS Effectiveness Group.

Required supporting documentation:
• Signed clearance form with reason for extension or substantive change
• Copy of minutes of Programme Board, agreeing to the changes
• Revised programme documentation, with changes tracked

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IMPLEMENT

Oversight
(Programme Board)

**Programme
Board review**

**Programme
Board minutes**

*If change
is needed*

Manage change

Programme suspension

Programme extension

Programme revision

*Programme
Manager / RR*

Decison by EB

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for clearance**

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*Programme
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Decison by EB

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