

AGENCY(/EN/CERF/A

CERF

CERF

COUNTRY

> Agency(/en/cerf/agency) > The Interim Update(/en/cerf/content/Agency-InterimUpdate) > Fill in the Interim Update (Country Focal Point)

Fill in the Interim Update (Country Focal Point)

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After completion of project-level *Interim Update* inputs, Agencies will submit their inputs to the Country Focal Point for review.

- **Review the Agency Inputs** (#CFPReviewAgency).
- **Draft the Overview**(#CFPDraftOverview).
- **The Document Tab**(#Interim Update Document Tab).
- **The Tracking Tab**(#Interim Update Tracking Tab).
- **Submit the Overview**(#CFPSubmitIUOverview).

Review Agency Inputs


In the Country Focal Point home page, under the “*Project Interim Update Task List*” a task will be listed for each Agency input submitted, as “*Review Interim Update inputs.*”

Project Interim Update Task List My Tasks Refresh

Show 5 entries

Task Name	Country	Code	Project Details	Status	Date Assigned
Review Interim Update inputs <small>TSK-MOZ-0023-267798</small>	Mozambique	CERF-MOZ-24-RR-ITU-32078	Simulation Project for Interim... <small>Organization: ITU Budget: US\$ 535,000</small>	Under Review (Country)	03 Sep 2024 01:42 AM

Showing 1 to 1 of 1 entries

The Country Focal Point can click the blue redirect icon () next to the task name by the desired project to open and review Agency inputs.

A popup should appear asking for the Country Focal Point take assignment of the reviewing task.

By clicking **[Yes]** the Country Focal Point will take assignment of the task, allowing them to take action on the report.

The Country Focal Point can enter feedback in the comment field at the bottom of the Agency’s *Interim Update* project inputs page, below the Documents section, to help guide the Agency on what might need to be submitted in a redraft.

After entering your comment please click **[Save Comment]**.




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4. Documents

[+ Add Document](#) [Download All](#)

[Save](#) [Save & Exit](#) [Cancel](#)

Comments for Project Interim Update

B *I* U   


Simulation text for training and reference purposes

Character Count 51 / 10000

[Save Comment](#)

[By Date](#) [By Status](#) [View all comments](#)

By David Philip (Country Focal Point) on 02 Sep 2024 11:34 PM (Under Review (Country))

 Simulation text for training and reference purposes (PID1) [✎](#) [✖](#)

After reviewing the inputs and providing feedback the Country Focal Point will open the task options for the Agency *Interim Update* input requiring redraft.

To do this click the orange redirect icon () in the *Project Interim Update Task List* beside the report in question.

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Allocation Interim Update Task List My Tasks ▼ Refresh

Show 5 ▼ entries

Task Name ↕	Country ↕	Code ↕
🔗 Draft Overall Findings 🔗 TSK-MOZ-0013-267723	Mozambique	CERF-MOZ-24-RR-1477
🔗 Draft Overall Findings 🔗 TSK-SDN-0003-267624	Sudan	CERF-SDN-24-RR-1399
🔗 Draft Overall Findings 🔗 TSK-AGO-0008-267595	Angola	CERF-AGO-24-RR-1421

Showing 1 to 3 of 3 entries

Project Interim Update Task List My Tasks ▼ Refresh

Show 5 ▼ entries

Task Name ↕	Country ↕	Code ↕
🔗 Review Interim Update inputs 🔗 SK-MOZ-0023-267793	Mozambique	CERF-MOZ-24-RR-ITU-32078

Showing 1 to 1 of 1 entries

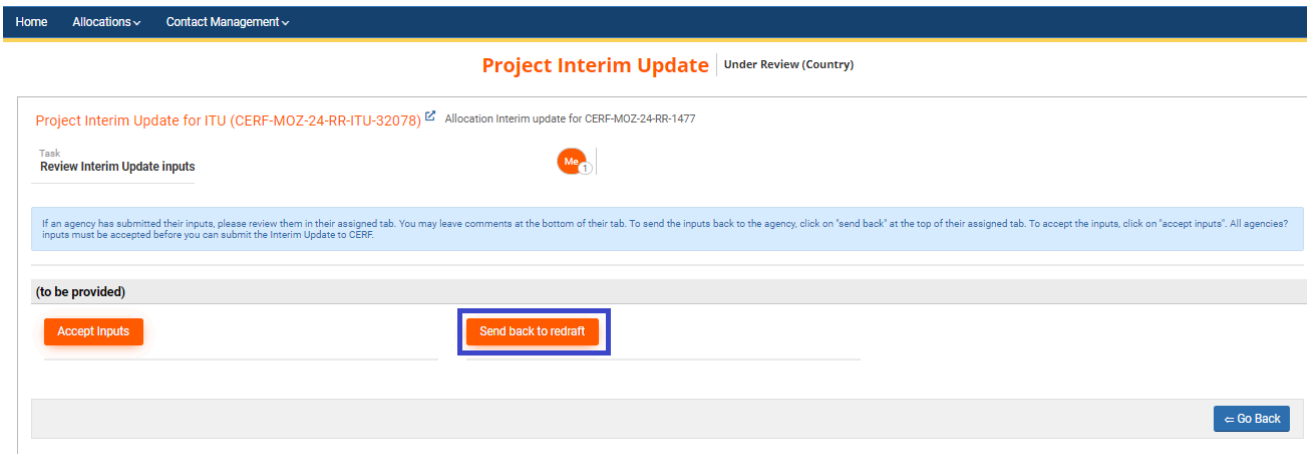
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In the page, there are options to accept the Agency input, or to request a redraft.

- By clicking on **[Approve inputs]**, the Country Focal Point accepts the Agency inputs, and no further Agency action is required.
- By clicking on **[Send back to redraft]** the Country Focal Point sends the report back to the Agency for a redraft.

The system will generate an email to inform the Agency that the report has been sent back for their redraft.

The Country Focal Point may click **[Save & Finish]** in the next screen to finalize the action.



The screenshot shows the 'Project Interim Update' interface. At the top, there is a navigation bar with 'Home', 'Allocations', and 'Contact Management'. The main heading is 'Project Interim Update Under Review (Country)'. Below this, the task is identified as 'Project Interim Update for ITU (CERF-MOZ-24-RR-ITU-32078)' and 'Allocation Interim update for CERF-MOZ-24-RR-1477'. The task name 'Review Interim Update inputs' is displayed with a 'Me' icon. A blue instruction box states: 'If an agency has submitted their inputs, please review them in their assigned tab. You may leave comments at the bottom of their tab. To send the inputs back to the agency, click on "send back" at the top of their assigned tab. To accept the inputs, click on "accept inputs". All agencies? Inputs must be accepted before you can submit the Interim Update to CERF.' Below this, a grey bar indicates '(to be provided)'. Two orange buttons are visible: 'Accept Inputs' and 'Send back to redraft', with the latter highlighted by a blue border. A 'Go Back' button is located at the bottom right.

After Agency has redrafted and resubmitted their *Interim Update* inputs, the task of reviewing the *Interim Update* will again appear in the Country Focal Point's *Project Interim Update Task List* for a new round of review.

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The Country Focal Point may accept inputs or send for Agency redraft as deemed necessary.

Draft the Overview

The Country Focal Point will be able to begin drafting the 'Overview' page of the *Interim Update* upon activation of the *Interim Update*, and throughout the Agency inputs, review and endorsement process. Country Focal Points may integrate information from all project-level submissions.

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Interim Update | Draft (Country)

Print  

Task
Draft Overall Findings Continue → Release Task

Me 

Save Save & Exit Cancel

Overview UNICEF-1 UNICEF-2 IOM ITU Document Tracking

CERF Rapid Response: Nepal Sep 2024 (Landslide Response)			
Country / Region Nepal	Allocation Code CERF-NPL-24-RR-1481	Emergency Type Climate / natural disaster - Storm	Projects & Sectors 4 Projects & 4 Sectors
Submitter Name	Country Focal Points Names	CERF Programme Officer Name	Total Amount approved by CERF \$3,745,000.00
Date of Earliest Project Start 18 Sep 2024	Date of Last Project End 03 Jul 2025	Interim Update Submitted to CERF HQ on / by	
Interim Update Submission Due Date 08 Oct 2024			



Last Updated By: @un.org () on 18 Sep 2024

CERF recipient agencies are expected to keep the Resident and Humanitarian Coordinator (RC/HC) and cluster or sector leads informed about progress in implementing CERF grants. This form should be used to facilitate an Interim update from recipient agencies on the implementation of CERF grants. An interim update is a light in-country process, with the objectives of facilitating information sharing and coordination, and identifying necessary corrective actions. Agencies that received CERF funding, together with cluster or sector leads, should provide the required information, which is usually compiled by the OCHA or RC's office. The update helps inform discussions on the implementation progress of CERF allocations in fora such as the Inter-Cluster Coordination Group (ICCG) or Humanitarian/UN Country Team (HCT/UNCT). The interim update, and in particular any implementation challenges and necessary corrective actions, should be discussed in the HCT/UNCT before finalization and submission to the CERF secretariat. The CERF Country Focal Point should review the report data submitted by each Agency in the relevant tab, ensure that a clear overview has been written, and submit this Interim Update to the CERF Secretariat for review and approval by clicking on [submit to CERF Secretariat]. [Need Help?](#)

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

1. Interim Update Overview

1.1 Summary of Implementation Status *
Provide a very short summary, in bullet form, with the main highlights of the status of implementation of the CERF grant based on information provided by agencies and/or sectors in the tables below. In particular highlight issues that may require RC/HC and HCT/UNCT action or attention.

B I U   

Character Count 0 / 1500

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1.2. Actions and Follow-up *

Capture here any actions decided by the RC/HC, HCT/UNCT or ICCG following review and discussions of the information on CERF project implementation status.

Character Count 0 / 1500

2. Projects included in Interim Update

This table lists all projects included in the Interim Update. Click on the redirecting icon to access the Agency Interim Update Inputs tab to review its information Need Help?

Project Code	Organization	Sector/Clusters	Implementation Period	Budget	Implementation Status	Estimated Expenditure
CERF-NPL-24-RR-CEF-32095	UNICEF	Water Sanitation and Hygiene (100%)	18 Sep 2024 - 03 Jul 2025 (9 Months, 16 Days)	\$1,070,000.00	Corrective measures required <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 20%; background-color: #ff7f0e;"></div></div>	20-40% <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 40%; background-color: #1f77b4;"></div></div>
CERF-NPL-24-RR-CEF-32096	UNICEF	Nutrition (100%)	18 Sep 2024 - 17 Mar 2025 (6 Months)	\$1,070,000.00	Completed <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 100%; background-color: #2ca02c;"></div></div>	80-100% <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 80%; background-color: #1f77b4;"></div></div>
CERF-NPL-24-RR-IOM-32094	IOM	Shelter and Non-Food Items (100%)	18 Sep 2024 - 17 May 2025 (8 Months)	\$1,070,000.00	Mostly on track <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 70%; background-color: #2ca02c;"></div></div>	40-60% <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 50%; background-color: #1f77b4;"></div></div>
CERF-NPL-24-RR-ITU-32093	ITU	Common Services - Emergency Telecommunications (100%)	18 Sep 2024 - 17 Mar 2025 (6 months)	\$535,000.00	Fully on track <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 100%; background-color: #2ca02c;"></div></div>	60-80% <div style="display: flex; width: 100px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"><div style="width: 70%; background-color: #1f77b4;"></div></div>

Save
Save & Exit
Cancel

Comments for Interim Allocation Overview

Character Count 0 / 10000

Save Comment

Overview

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The **'Overview'** header displays the following information about the allocation:

- The Country of allocation
- The Allocation Code for reference and communication purposes.
Clicking on the redirect icon ([🔗](#)) next to the Allocation Code opens a new browser tab to the *'Allocation Prioritization'* page.
- Emergency Type.
- The number of projects and sectors.
- Submitter name
- Country Focal Points names
- The CERF Programme Officer name.
- Total Amount Approved by CERF
- Date of the Earliest Project Start
- Date of the Last Project End
- *Interim Update* Submission Due Date
- the date of submission to CERF HQ,
- the name of the submitting Country Focal Point

Section 1: *Interim Update Overview*

-1.1 Summary of Implementation Status *: This is a mandatory field where Country Office enters a summary of all the Agencies' project-level *Interim Updates*.

Here they might highlight issues that may require action or attention from Country Office, or the Humanitarian or UN Country Team.


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-1.2 Actions to Follow-up *: In this mandatory field, Country Focal Point lists any required actions determined by the Country Focal Point, UN in country, and the cluster coordinators.

Section 2: Projects Included in *Interim Update*

The section features a table, listing all projects in the *Interim Update*.

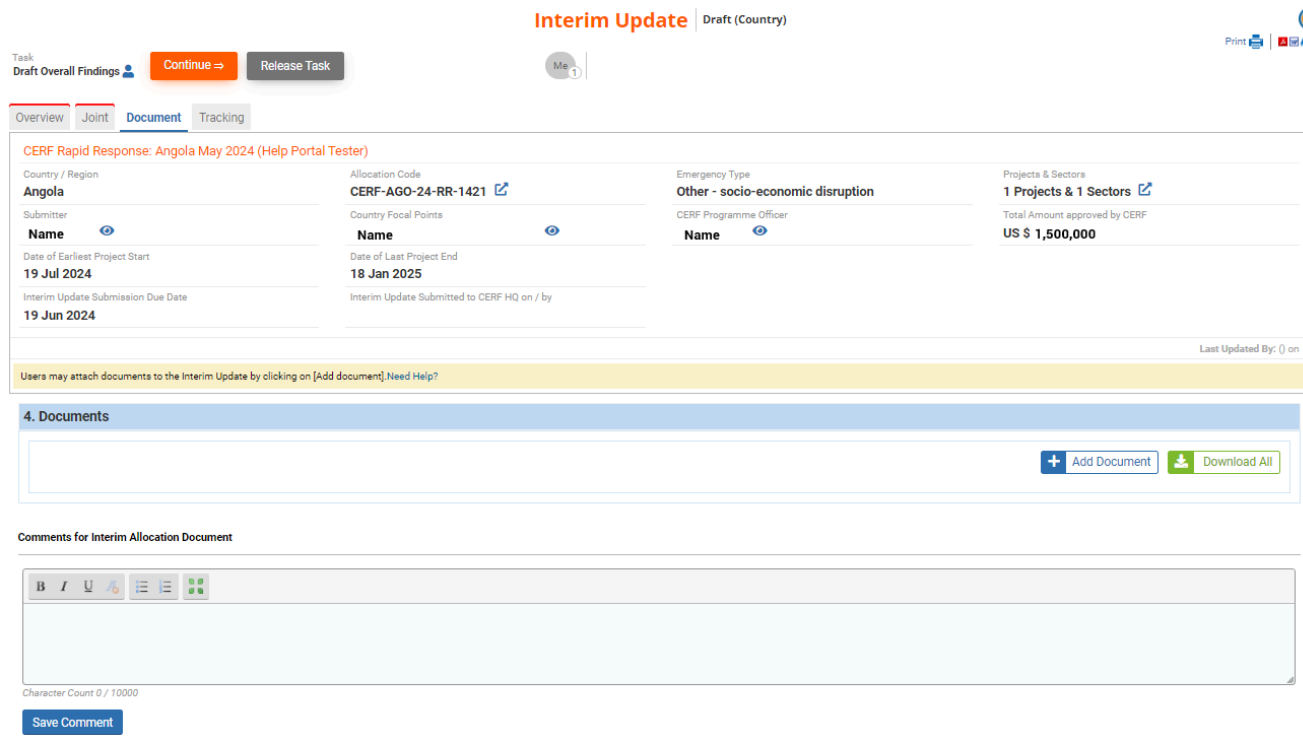
Fields:

- **Project Code:** Lists the project code and features a redirect icon () on either side of the project code. Clicking on these will redirect the user to the Agency input tab, and the Project Proposal draft respectively.
- **Organization:** Displays the name of the implementing Agency
- **Clusters/Sectors:** Displays the sector(s) of a project. If multi-cluster, it also displays the percentage of the project toward each cluster.
- **Implementation Period:** Displays the start through end-date, with the project length in parentheses.
- **Budget:** Displays the project budget in USD
- **Implementation Status:** Displays a horizontal progress bar of 5 boxes representing the scale of project completion. This information is drawn directly from a response submitted by the Agencies on their respective *Interim Update* input pages. The colour will vary between green, orange, and red depending on the response.
- **Estimated Expenditure:** This column displays a progress bar with five squares, representing the percentage of expenditure with the numeric percentage value shown over the progress bar.

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The Interim Update Document Tab

Uploading documents on this tab is a feature only available Country Focal Points.

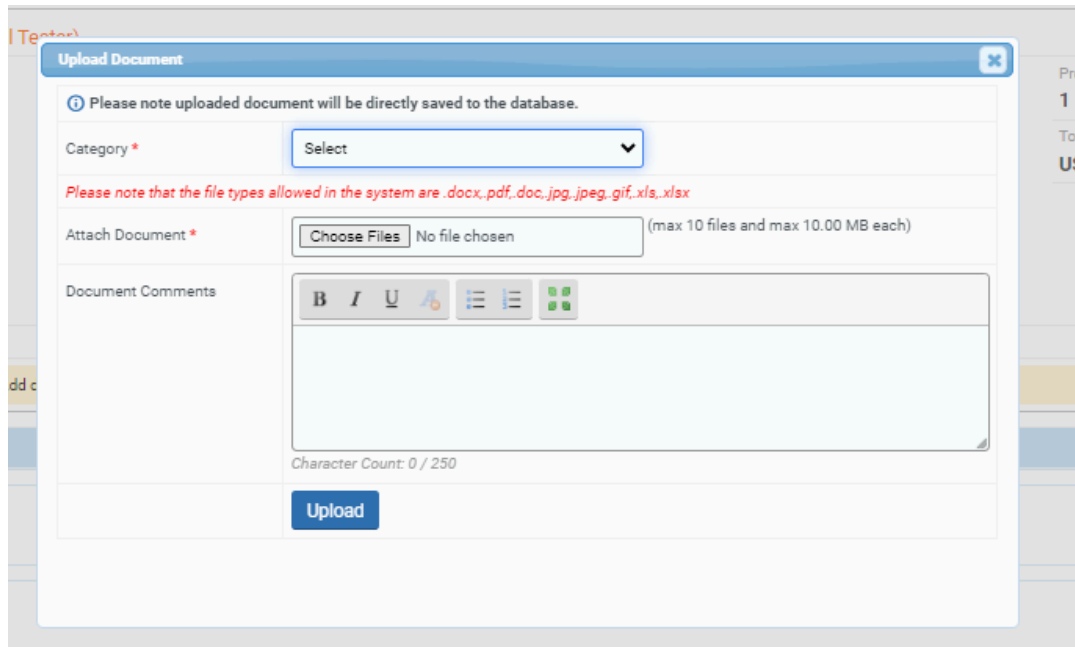


The screenshot shows the 'Interim Update' document management interface. At the top, there's a task bar with 'Draft Overall Findings' and buttons for 'Continue' and 'Release Task'. The main header indicates 'Interim Update | Draft (Country)'. Below this are navigation tabs for 'Overview', 'Joint', 'Document', and 'Tracking'. The 'Document' tab is active, displaying a summary for 'CERF Rapid Response: Angola May 2024'. The summary includes fields for Country/Region (Angola), Allocation Code (CERF-AGO-24-RR-1421), Emergency Type (Other - socio-economic disruption), and Projects & Sectors (1 Projects & 1 Sectors). It also lists the Submitter Name, Date of Earliest Project Start (19 Jul 2024), Date of Last Project End (18 Jan 2025), and Interim Update Submission Due Date (19 Jun 2024). A yellow banner below the summary states: 'Users may attach documents to the Interim Update by clicking on [Add document]. Need Help?'. The '4. Documents' section is currently empty, with '+ Add Document' and 'Download All' buttons. Below this is a 'Comments for Interim Allocation Document' section with a rich text editor and a 'Save Comment' button.

To add documents the Country Focal Point may click the **[+ add document]** button to the right side of the section

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to open the below popup.



The screenshot shows a modal window titled "Upload Document" with a close button in the top right corner. Inside the window, there is an information icon and a note: "Please note uploaded document will be directly saved to the database." Below this is a "Category *" dropdown menu with "Select" as the current selection. A red warning message states: "Please note that the file types allowed in the system are .docx,.pdf,.doc,.jpg,.jpeg,.gif,.xls,.xlsx". The "Attach Document *" section features a "Choose Files" button, the text "No file chosen", and a limit of "(max 10 files and max 10.00 MB each)". The "Document Comments" section includes a rich text editor with icons for bold, italic, underline, link, list, and table, and a "Character Count: 0 / 250" indicator. At the bottom of the form is a blue "Upload" button.

Select the category of document from the options and choose your file for upload.

The Country Focal Point may leave a comment if desired.

Click the **[Upload]** button to upload.

Both Country Focal Points and Agency users can download all documents.

To download, click the **[Download All]** button, to download all.

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The Interim Update Tracking Tab

The tracking tab displays the workflow that the *Interim Update* went through.

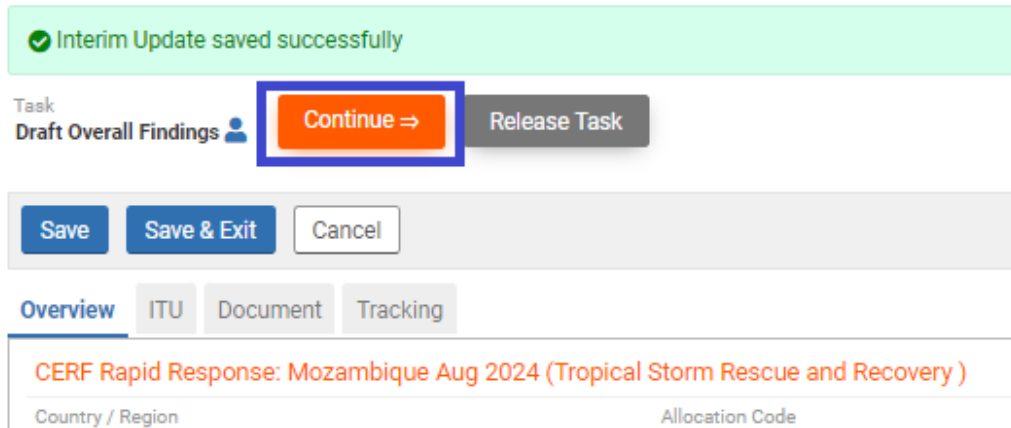
It also provides information on which stage the Interim Update is currently in, the task that was performed, the user role who performed the action and the time and date in which the report moved to another status.

Submit the Interim Update to CERF HQ

When all required information is entered, the Country Focal Point saves the page by clicking on the **[Save]** button at the top or bottom of the page.

Upon saving, the red line over the 'Overview' tab, will no longer appear, and a message will notify that the *Interim Update* was successfully saved.

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To submit the *Interim Update* to CERF Secretariat, click the **[Continue=>]** button at the top of the screen.

An email template is generated, which can be edited by the Country Focal Point.

The *Interim Update* is sent as a complete packet to CERF HQ, with projects graded by the system.

Submit the *Interim Update* to the CERF Secretariat for review and approval, by clicking **[Submit to CERF Secretariat]**.

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Home Allocations v Contact Management v ?

Allocation Interim Update | Draft (Country)

CERF Rapid Response: Mozambique Aug 2024 (Tropical Storm Rescue and Recovery) [↗](#) (CERF-MOZ-24-RR-1477)

Task
Draft Overall Findings

(to be provided)

[Submit to CERF review](#)

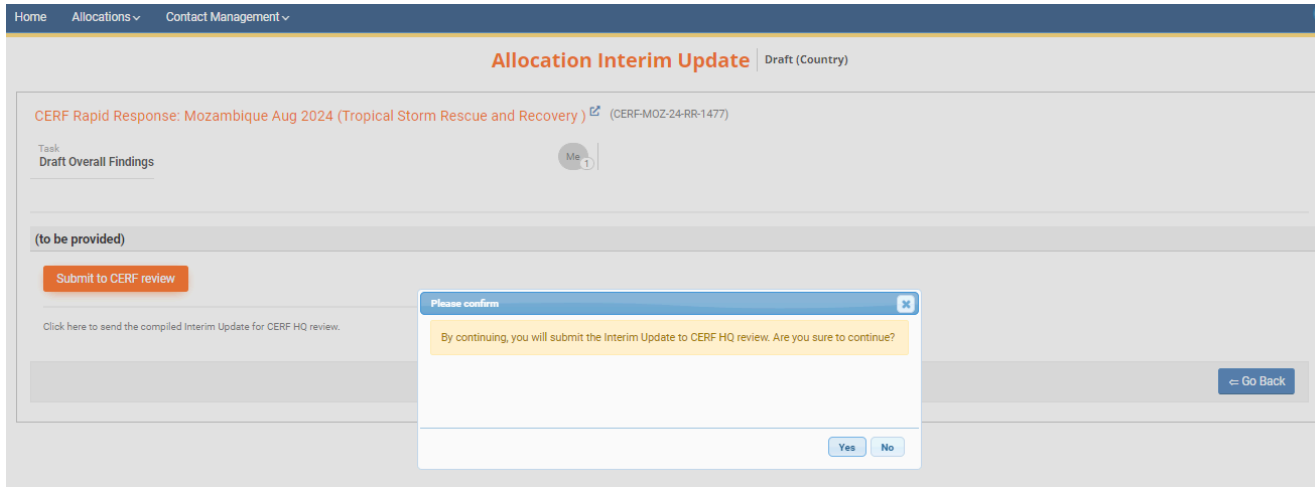
[Click here to send the compiled Interim Update for CERF HQ review.](#)

[← Go Back](#)

A popup will ask to confirm that the *Interim Update* will be sent to CERF HQ. Click **[Yes]** to continue.
On the next page click **[Save & Finish]** to close.

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A notification will appear indicating that the status has successfully changed.



The screenshot shows the 'Allocation Interim Update' page in the OCHA GMS. The page title is 'Allocation Interim Update | Draft (Country)'. The main content area displays 'CERF Rapid Response: Mozambique Aug 2024 (Tropical Storm Rescue and Recovery) (CERF-MOZ-24-RR-1477)'. Below this, the task is identified as 'Draft Overall Findings' with a 'Me 1' indicator. A section labeled '(to be provided)' contains a 'Submit to CERF review' button. Below the button, there is a link: 'Click here to send the compiled Interim Update for CERF HQ review.' A confirmation dialog box is open in the foreground, titled 'Please confirm', with the message: 'By continuing, you will submit the Interim Update to CERF HQ review. Are you sure to continue?'. The dialog box has 'Yes' and 'No' buttons at the bottom. In the background, a 'Go Back' button is visible on the right side of the page.