Reporting

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  - Access Narrative Reporting
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  - How to approve Narrative Reporting
  - Final Narrative Reporting
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  - Activation of Financial Reporting by Implementing Partner
  - Updating of Financial Report by Implementing Partner
  - Approve Financial Reporting
- **Reporting for UNDP managed funds**

CBPFs require reporting so as to ensure that activities carried out are on track to reach proposed project objectives. To the extent possible, UN agencies and NGOs are treated equally in relation to their reporting requirements. Reports for all implementing partners are submitted through the GMS according to the templated provided within the system. Narrative reports will follow the Common 8+3 template, as provided within the system.

Narrative and financial reporting requirements for NGOs are determined according to the [Operational Modalities](https://gms.unocha.org).

UN agencies will submit an interim financial statement to reflect expenditure incurred for project activities up to 31 December of each year by the 31 January of the following year. Interim financial statements will be submitted every calendar year until the submission of the final financial statement. Upon completion of the project a final financial statement covering the period between inception and completion of the project will be due no later than 30 June of the following year.

UN agencies will submit a final narrative report within two months of completion of the project. If the duration of the project is between 7-12 months, UN agencies will also submit a progress narrative report to reflect achievements at midpoint of the project implementation.
To activate Narrative Reporting, go to the Project Overview tab, locate the desired project, **within the project, and click on the Timelines tab** Once on the Timelines page, **click on the 'Add Narrative Report' button**.

![Project Details](image)

**Operation Control Matrix**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disbursement Tranches**

<table>
<thead>
<tr>
<th>Tranche #</th>
<th>Tranche %</th>
<th>Tranche Amount</th>
<th>Actual Disbursed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3,980,992.00</td>
<td></td>
</tr>
</tbody>
</table>

**Narrative Report Timelines**

(Please save data after making any changes.)
Once you have clicked on the 'Add Narrative Report' button, the Narrative Report Timeline should be opened to input Report Type, Due date, Active Date and indicate whether the report is Mandatory.

The **Report Type** drop down menu, you can choose between Progress and Final. After indicating the Report Type, input the Due Date and Active Date.

The **Due Date** textbox is the deadline you are giving the Implementing Partner to submit this report.

The **Active Date** is the date you would like this report to be activated within GMS. This will be the date that the Implementing Partner can start working on the report.

The **Is Mandatory** checkbox: Ensure this checkbox is checked which indicates that the submission of this report is mandatory.

After all the above information is entered, please remember click on **Save & Stay OR Save & Exit** button.

**Access Narrative Reporting**

**HFU:**

On the HFU's Home Page, **click on the 'Report Overview' tab**

Then **locate desired project(s)** by inputting the project code number or selecting from the filtering option(s) available.
Once on the Report Overview tab, use the scroll bar to view the various Narrative and Financial Report tied to a particular project(s).

By clicking on the Date hyperlink of a report, will allow the user to open up the section of the project proposal where the report can be found.

**Implementing Partner:**

For an implementing Partner, all their reports (both narrative and financial) are **located to the right of their Home Page, under the heading 'Active Instances'.**

Here they are able to find:

- The type of report,
- The current action if any is needed by then,
- The project code,
- The project title,
- The report name,
- The due date
The current status the report is in

How to fill Narrative Reporting

Implementing Partner:
Once HFU has activated a Narrative Report, a Edit icon will appear next to the project in the Active Instances section of the Implementing Partner's Home Page, specifying whether it is a Progress Narrative Report or Final Narrative Report that has been activated. Click on the Edit icon of the Narrative Report
Fill out the Narrative Report. Before submitting the Narrative report, click on the embedded link given in the Feedback section at the bottom of the report form (click on [here]), the user will be redirected towards a secured google form displaying the Feedback for the Pilot Form.

Upon completion, click on the 'Submit Progress Report' button.
Leave a comment in the ‘Are you sure to ‘Submit Progress Report?’ pop-window and press Save. Then click Yes if you would like to submit your Narrative Report to HFU.
Next, you will see that the **Progress Report is under review** by HFU.
How to approve Narrative Reporting

Once a Implementing Partner has finished draft their Narrative Report and press Submit upon completion. HFU should receive an email notification that the Narrative Report is ready for review. To access the Narrative Report, please follow the Access Narrative Reporting section.

HFU:

Once you receive notification that a Implementing Partner has submitted their Narrative Report, go to the Report Overview tab of your Home Page, locate the project by typing in the project code or by selecting the project through the filtering options made available.

Once the project has been located, click on the 'activation date – due date' hyperlink of the report to open up the report.
Once you have opened the Narrative Report, **HFU will have two options, 1. Approved OR 2. Submit for Re-draft.**
The first option, 'Approved' is the button to press if HFU is satisfied with Narrative Report and wishes to approve the Narrative Report as is.

The second option, 'Submit for Re-draft' is the button to press if HFU wishes to send the Narrative Report to the Implementing Partner for revision. Please note, comments can be left.
If HFU would like to Approve the Narrative Report as is, **click on the 'Approved button and leave comments (if need be and press save) and click on 'Yes' if you are sure you want to approve.***
Then you should see that the Narrative Report has been approved.
Final Narrative Reporting

1. **Activation of report**: The GMS is configured to activate automatically all reports included in the Timelines tab on the Active date.

2. **Review of the report**: Upon submission of the report, HFU carries out the review of the report as outlined in annex 7, leaving comments in GMS.

3. **Approval of the report**: Once all comments (if any) have been addressed by the partner, HFU will approve the report. HFU does not need to sign the report and upload signed version in GMS – it is sufficient for HFU to click the button in GMS.
Financial Reporting

Financial Reporting and Types of Financial Reporting

Financial Reports are of two types

- **Line level**
  - Interim Financial report
  - Final Financial report
  - Extraordinary report

- **Category level**
  - Category Interim Financial report
  - Category Final Financial report

The Interim and Final financial reports are line level reports where each budget line is updated in detail whereas Category Interim & Category Final financial reports are category level reports where the reporting is done on the categories as defined in the budget.

The Extraordinary report is a Line level report that doesn't allow disbursements and can be approved by HFU also without the involvement of FCS Finance. This report should be used by HFUs when they need additional reporting from the partners.

Category level reports are mostly applicable for UN based projects.

The submission of Financial reports to OCHA via GMS is the responsibility of the Agency or Implementing Partner (IP).

The Agency or IP shall provide financial reports in line with the reporting requirements stipulated in the grant agreement or otherwise agreed in the accountability framework of the fund. In addition, any constraints (e.g. financial, logistical, security) that will lead to significant changes to the project must be communicated to the HC and/or OCHA immediately.

**Difference between Line level and Category based reporting**

In Category level Reporting, the reporting is done based on each budget category while an line level Reporting is based on a detailed break-up of each category present in the budget.
## Supplies, Commodities, Materials

Please summarize direct and indirect costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Budget Lines (specify unit type if applicable)</th>
<th>D / S</th>
<th>Original Budget</th>
<th>Expenditure report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Unit Cost</td>
</tr>
<tr>
<td>2.1</td>
<td>Community hygiene promotion campaign</td>
<td>D</td>
<td>23</td>
<td>170.56</td>
</tr>
<tr>
<td>2.2</td>
<td>Distribution of ceramic water filters</td>
<td>D</td>
<td>1540</td>
<td>20.26</td>
</tr>
<tr>
<td>2.3</td>
<td>Hygiene kit distribution</td>
<td>D</td>
<td>2530</td>
<td>21.96</td>
</tr>
<tr>
<td>2.4</td>
<td>Refresher training for HF staff</td>
<td>D</td>
<td>9</td>
<td>97.62</td>
</tr>
<tr>
<td>2.5</td>
<td>Hygiene kit for health facilities</td>
<td>D</td>
<td>9</td>
<td>270.71</td>
</tr>
<tr>
<td>2.6</td>
<td>Transportation costs for inputs</td>
<td>D</td>
<td>1</td>
<td>7722</td>
</tr>
</tbody>
</table>

### Workflow for an Interim Financial Report

Every budget category is explained in detail at this level.

This represents the cost of the community hygiene promotion campaigns, as per the attached BOQ (23 communities).

This represents the cost of the ceramic water filters, as per the attached BOQ. Note that due to rounding on the upload form, there is a minor discrepancy in price between the figure here and that in the attached budget.

This represents the cost of the hygiene kits, as per the attached BOQ. Note that due to rounding on the upload form, there is again a minor discrepancy in price between the figure here and that in the attached budget.

This represents the cost of the refresher training for health facility staff, as per the attached BOQ.

This represents the cost of the hygiene kit for health facilities, as per the attached BOQ.

This represents the costs associated with transporting inputs (ceramic water filters and hygiene kits).
Workflow for a Final Financial Report
Workflow for an Extraordinary Financial Report
Extraordinary

Extraordinary Financial Report
(FEF active)

EFR under HPL review
EFR under Finance review

EFR under Compliance check

EFR reviewed & Closed

Year-end Financial Reporting
Top
Activation of Financial Reporting by HFU

**GMS - AGENT/PARTNER FINANCIAL REPORTING ACTIVATION**

**Now Rules:**
- OCHA will require AGENT/PARTNERS to submit their FINAL FINANCIAL REPORT 60 DAYS after their project ends.
- Any projects that have expenditure in 20XX, MUST SUBMIT a YEAR END FINANCIAL REPORT, whether it be an Interim Report (for projects ongoing pass 31 DECEMBER 20XX) or Final Financial Report (if project ends).
- For year end interim report – AGENT/PARTNER must report project expenditure from last date of reported expenditure to 31 DECEMBER 20XX.
- Projects whose start date is between 1 November and 31 December will not have to provide the interim financial report by the following 31 January.
- Two or more financial reports cannot be active at the same time. Manual workaround of HFU disabling one report for the other to be processed, should be considered on a case by case basis.
- 60-day rule between 1 Nov - 31 Dec for projects with existing mandatory financial reports due during this timeframe. Adjustment should be made for financial reporting of expenditure to include up to 31 Dec. / Disbursements from Dec. 1 until 30 Nov — the deadline remains to report expenditure up to 30 Nov.

**Technical Notes:**
- “Progress” Reports are to be rebilled as “Interim” Reports.
- All Fixed Dates on Interim Financial Reports AND allow AGENT/PARTNER to “ACTIVATE” Interim Reports.
- If AGENT/PARTNER finishes project before FIXED ACTIVATION DATE of Final Financial Report, they are to contact HFU to request that the Final Financial Report be activated.
- Beyond the mandatory financial reports illustrated in the above diagram, AGENT/PARTNER can activate Interim Financial Reports to initiate disbursements once allocation percentages are complete.
Financial Reports can be activated by the Implementing Partner and HFU. Based upon the tranches set forth in the Grant Agreement, an Implementing Partner may activate their financial report once they have reached each tranche threshold (work load percentage).

To activate any type of Financial Reporting for a project, access the project overview tab and locate the required project. On the project screen, click on the Timelines tab present on the top right corner of the page.

Click on the **Add Financial Report** button under the section titled **Financial Report Timelines**, a new row will be displayed in the table to add the report details.

Brief descriptions of the columns present on the Financial Report Timelines table are:

- **Report type** (drop down box): Select the type of report which is required.
- **Report Name**: Displays the name of the report. The report name will be created only when the report has been activated by HFU or IP or by GMS system.
- **Due Date** (Date box): Define the deadline date on which the Implementing Partner has to submit the report.
- **Active Date** (Date box): Define the active date on which the GMS system will activate the report in GMS. The Implementing Partner can start working on the report from this date onwards till the due date defined in the system. By default the system will display the activation date 15 days prior to the Due date for interim and 45 days prior to the Due date for final report.

**Note**: All these dates are configurable for each pooled fund.

- **Is Mandatory** (Checkbox): Select the checkbox if submission of the report is mandatory by the IP. This checkbox must be checked by HFU in order for the system to activate the report automatically.
- **Trigger Alert** (Checkbox): Select the checkbox if an alert message has to be sent. Click on the Alerts Icon to view the alert message and its recipients.
- **Status**: Displays the current status of the report.
- **Update Detail**: Displays the creator and updater user details.
- **Action Column**: Click on the **Delete** icon to delete the report request if not yet activated in the system.

After providing the required information, Click on the **Save Financial Report Timelines** button.
### Financial Report Timelines

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Report Name</th>
<th>Due Date</th>
<th>Active Date</th>
<th>Is Mandatory</th>
<th>Trigger Alert</th>
<th>Status</th>
<th>Update Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim</td>
<td></td>
<td>06/06/2017</td>
<td>21/04/2017</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
<td>06/01/2017</td>
<td>22/11/2017</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Category Interim</td>
<td></td>
<td>31/12/2017</td>
<td>15/12/2017</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Please save data after making any changes.

![Add Financial Report](https://gms.unocha.org)

Activation of the report can be done by clicking on the Activate button for the selected report or it will be automatically triggered as per timeline defined provided that the **Is Mandatory** checkbox is checked.

Activation of Financial Reporting by Implementing Partner [Top](https://gms.unocha.org)

For an Implementing Partner, all their reports (both narrative and financial) are located on the upper right of their Home Page, under the heading 'Active Instances'.
Brief descriptions of the columns present in the Reporting section are:

- **Action**: Click on the View icon to view the report.
- **CHF Code**: Displays the project code.
- **Project Title**: Displays the title of the project.
- **Report Name**: Displays the name of the report name.
- **Due Date**: Displays the deadline date on which the Implementing Partner has to submit the report.
- **Status**: Displays the current status of the report.

To activate report manually by the Implementing partner, Click on the Activate Financial Report icon to activate reports if any have been triggered by the GMS system. If already triggered by the system, the Implementing Partner would be able to view the report under the Active Instances – Reporting section.
Updating of Financial Report by Implementing Partner

To open the Reporting screen, Click on the View icon of the required project present in the Action column of the Reporting section under the Active Instances.

1st Tab Financial Report:
### Fields Description:

- **Report End Date** (Date box): Enter the end date till which the entered expenditure information is applicable.
- Update the lines with the requisite actual incurred expenditure information.

Under Comments for Financial Report

- **Leave Comment** (Text box): Enter any additional comments applicable for the Financial Report.

Please remember to click on **Save & Stay** OR **Save & Exit** button to save the inputted information.

The category level reports are different only on the first tab where the UN agency reports the category-wise expenditure.
### Financial Report Details

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Approved</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>111,500.00</td>
<td>111,500.00</td>
</tr>
</tbody>
</table>

| Interest Income | 0 |
| Miscellaneous Income | 0 |

**Total:** 111,500.00

### Category-wise Budget Details

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved budget</th>
<th>Cumulative expenditure since project start date (US$)</th>
<th>Expenditure report</th>
<th>Remaining Balance (US$)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff and Other Personnel Costs</td>
<td>99,900.00</td>
<td>0</td>
<td></td>
<td>99,900.00</td>
<td>0.0 %</td>
</tr>
<tr>
<td>2. Supplies, Commodities, Materials</td>
<td>1,004,090.00</td>
<td>0</td>
<td></td>
<td>1,004,090.00</td>
<td>0.0 %</td>
</tr>
<tr>
<td>3. Equipment</td>
<td>1,346.00</td>
<td>0</td>
<td></td>
<td>1,346.00</td>
<td>0.0 %</td>
</tr>
<tr>
<td>4. Contractual Services</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>0.00</td>
<td>0.0 %</td>
</tr>
<tr>
<td>5. Travel</td>
<td>39,768.75</td>
<td>0</td>
<td></td>
<td>39,768.75</td>
<td>0.0 %</td>
</tr>
<tr>
<td>6. Transfers and Grants to Counterparts</td>
<td>45,000.00</td>
<td>0</td>
<td></td>
<td>45,000.00</td>
<td>0.0 %</td>
</tr>
<tr>
<td>7. General Operating and Other Direct Costs</td>
<td>45,972.00</td>
<td>0</td>
<td></td>
<td>45,972.00</td>
<td>0.0 %</td>
</tr>
</tbody>
</table>
Fields Description:

- **Report End Date** (Date box): Enter the end date till which the entered expenditure information is applicable for.

Under the Financial Report Details

- **Interest Income** (Text field): Enter any interest amount earned.
- **Miscellaneous Income** (Text field): Enter any other miscellaneous income earned.

Under the Category wise Budget Details

- Enter the values as per budget category mentioned in the screen.
- For individual budget category, click on the Comments icon to enter comments for individual budget category.

Under Comments for Financial Report

- Leave Comment (Text box): Enter any additional comments applicable for the Financial Report.

Click on the **Save & Stay** button or **Save & Exit Project** button to update the details.
2nd Tab Signed Financial Report:

Under the Steps to upload signed reports:

1. **Include Disbursement Request**
   - **Download Unsigned Financial Report + Disbursement Request**

2. **This is to certify that the above statement of income and expenditure is correct and that expenditures correspond to the approved project and project budget for which funds have been received.**

3. **Upload Signed Financial Report**
   - **Choose File** or **No file chosen**
   - **Upload**
1. Click on the **Download Unsigned Financial Report** to download the report in excel format.

   **Note:** If a disbursement is required, Select the **Include Disbursement Request** checkbox. The Implementing Partner needs to select the Bank Details and the tranche details.

   For Extraordinary Financial Report, the disbursement request will not be displayed.

2. Select the checkbox to certify that the financial report corresponds to the approved project and project budget.

3. After printing the financial report attest it with the required signatory, date and stamp and upload the signed financial Report in pdf format.

   After updating the information, click on the **Submit Interim Financial Report for review** button to send it to the HFU for review.

3rd Tab Report Tracking:

   The Agency/Implementing partner can track the progress of the report through this tab.

   ![Interim report under review]

4th Tab Documents:

   The Agency/Implementing partner can upload documents pertaining to the report through this tab.
Click on the Add Document button to upload documents into the GMS.

Approve Financial Reporting Top

Once an Implementing Partner has submitted the financial report for review, the HFU would receive an email notification and the task would be displayed on the Task Overview section of the HFU home page.

[Interim report under review]
### Report Details

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Interim Financial report 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period</td>
<td></td>
</tr>
<tr>
<td>Project Start Date</td>
<td>01/08/2016</td>
</tr>
<tr>
<td>Report End Date</td>
<td>08/02/2017</td>
</tr>
</tbody>
</table>

### Financial Report Details

<table>
<thead>
<tr>
<th></th>
<th>Approved</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement</td>
<td>111,500.00</td>
<td>112,500.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>111,500.00</td>
<td>112,500.00</td>
</tr>
</tbody>
</table>

### Categorywise Budget Details

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Budget</th>
<th>Cumulative Expenditure since project start date (US$)</th>
<th>Expenditure report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff and Other Personnel Costs</td>
<td>99,000.00</td>
<td>99000</td>
<td>0.00</td>
</tr>
<tr>
<td>2. Supplies, Commodities, Materials</td>
<td>1,804,070.00</td>
<td>1004090</td>
<td>0.00</td>
</tr>
<tr>
<td>3. Equipment</td>
<td>1,245.00</td>
<td>1245</td>
<td>0.00</td>
</tr>
<tr>
<td>4. Contracted Services</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>5. Travel</td>
<td>99,769.75</td>
<td>99769.75</td>
<td>0.00</td>
</tr>
<tr>
<td>6. Transfers and Grants to Counterparts</td>
<td>65,000.00</td>
<td>65000</td>
<td>0.00</td>
</tr>
<tr>
<td>7. General Operating and Other Direct Costs</td>
<td>48,072.00</td>
<td>48072</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,956,075.75</td>
<td>2956075.75</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### PSC Cost

<table>
<thead>
<tr>
<th></th>
<th>Original</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC Rate</td>
<td>7 (60 %)</td>
<td>7 (60 %)</td>
</tr>
<tr>
<td>PSC Amount</td>
<td>242,925.30</td>
<td>143,925.30</td>
</tr>
<tr>
<td>Grand Total Fund Project Cost</td>
<td>2,200,001.05</td>
<td>2,200,001.05</td>
</tr>
</tbody>
</table>

### Comments for Financial Report

Mandatory fields are marked with an asterisk (*). Always save your information before changing tabs.
Under the **Signed Financial Report** tab – If an Agency/Implementing Partner has submitted a financial report for HFU and FCS Finance to review, it will be displayed under the ‘Latest Signed Financial Reports’ section. Click on the document icon to review the report.

The following options (buttons) are available to the HFU:

- **Send to IP for re-draft**: On clicking this button, the HFU can send back the report to the Implementing Partner for redrafting.
- **Approved on behalf of/as Fund Manager for FCS review and disbursement**: If the report entails a disbursement request, HFU will click on this button. The report will then be sent to FCS Finance for their review/clearance and for processing the disbursement.
- **Approved on behalf of/as Fund Manager for FCS review**: If the report does not entail a disbursement request, HFU will click on this button. The report will then be sent to FCS Finance for their review and approval. FCS Finance reviews the report, and either approves it or sends it back with comments to HFU, which will then be sent back to the implementing partner so that FCS Finance comments are addressed. Once implementing partner re-submits the report to HFU, HFU will re-approve and send the report again to FCS Finance for approval.

As FCS Finance, upon reviewing a financial report, two options are available. FCS Finance can click on a button to:

- Send back to HFU for informing the Implementing Partner that a re-draft is needed on the Financial Report (‘Send back for re-draft’)

There are separate paths for a Financial Report “for disbursement” and “without disbursement”. In both cases, FCS Finance will do the final clearance (“certified by FCS”).

**Note**: IPs have to submit an Year end interim report which is due by 31st Jan each year and is usually without any disbursement. This is generally when the other workflow path (Approved/certified without disbursement is followed). If, however, such a report’s timeline clashes with a regular interim report for disbursement, the one with the disbursement is considered to be the year-end report.

Following approval of the final financial report by FCS Finance, FCS Finance will initiate the closure of the project. This means the following:

- For NGO projects, after the audit is completed, FCS Finance will either trigger the refund of unspent/ineligible balance from the partner (if any), Disbursement of any additional funds, or the closure of the project.
- For UN projects, FCS Finance will either close the project, or request HFU to initiate the refund of unspent balance (if any).

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