Validation of Timelines

- **What is the Timelines tab of a project?**
  - Timelines' Workflow
  - What is the link between the Timelines and the Operational Modalities?

- **When and how to fill in the Timelines?** (Mandatory for and prior to the Generation of a Grant Agreement)
  - How to create an instance?
  - How to set up the disbursement tranches?

- **Adding a waiver in the Timelines** - *Fund Manager business role only*
  - GMS focus: the project has not been linked to any Operational Modality line

- **Authorizing the Timelines** - *Fund Manager/Programme Officer business roles only*

- **Managing the Timelines' instances after validation**
  - Activating an instance – all HFU staff
  - Editing an inactive instance’s type and dates – all HFU staff
  - Deactivating an instance – all HFU staff
  - Deleting an instance
    - Deleting a non-OM Compliant instance – all HFU staff
    - Deleting an OM Compliant instance – Fund Manager
  - Changing the OM Compliant status of an instance – FM/Programme Officer Business Roles

- **Managing the Timelines’ waivers after validation** *Fund Manager / Programme Officer Business Roles only*
  - Editing a waiver - FM/Programme Officer Business Roles
  - Deleting a waiver - Fund Manager
  - Re-authorizing the Timelines – FM/Programme Officer Business Roles

- **GMS Focus on Business Roles and restricted access: Who can do what in the Timelines’ tab?**

- **Project Revision: when and how to update the Timelines?**
  - When should the HFU update the Timelines during the revision process?
  - How to update the Timelines during a project revision?
  - The Timelines' tab of the Revision module
    - Reporting and monitoring changes
      - *GMS Focus: How to waive an instance required by the new applicable Operational Modalities?*
      - *GMS Focus: What if the revised budget or duration exceeds the Operational Modalities' thresholds?*
    - Disbursement tranches automatic changes
The Timelines' impact on OCHA Assurance

What is the Timelines' tab of a project?

The Timelines tab of a project determines the different assurance mechanisms and requirements that will be applied to the project during its implementation phase. Timelines are set and validated at Budget Clearance stage and are reflected in Annex B of the Grant Agreement.

The Timelines tab includes:
- **Reporting instances:**
  - Interim Financial Report
  - Final Financial Report
  - Progress Narrative Report
  - Final Narrative Report

- **Monitoring instances:**
  - Financial Spot Check (FSC)
  - Field Visit
  - Remote Call
  - Web-based survey
  - Third Party
  - Peer Monitoring
  - Ad hoc visit

The above instances must be created and activated by the HFU for each project through the Timelines Tab of the Project, according to the Partner’s risk level and the project’s characteristics as set by the CBPF’s Operational Modalities.

**TIMELINES’ WORKFLOW**
THE TIMELINES AND THE OPERATIONAL MODALITIES (OM)
The Timelines configuration is based on the Operational Modalities validated by the Advisory Board and inputted in the GMS. To access the Operational Modalities in the GMS, please go to System Setup -> Configuration Setup -> Operation Modality Configuration.
The below screenshot illustrates the Operational Modalities module. Click on [view] of one of the Template lines to access the detailed modalities.

The detailed operational modalities list the reporting and monitoring requirements according to the projects’ characteristics.
When the HFU opens the Timelines tab of the project’s, the first section, entitled ‘Operation Modality Details’ captures the assurance requirements that will be applied to the project, as entered and saved in the Operational Modality module on GMS. It also indicates the Operational Modality line linked to the project under the green box: Linked OM ID. The first part of the code represents the OM Template Code, and the second part of the code represents the operational modality line inside the template.

If the Operation Modality Details do not show any Linked OM Id to the Timelines, it means that either the duration or the budget of the project are out of range with respect to the CBPF operational modalities. To learn more about this case, please refer to this section of the article.
Users can also hover over the information icon of this green box to know the title of the Operational Modality template.
The OM ID and the template’s name provided enables the users to check the modality line in the Operation Modality module of GMS (in our case example, the project is linked to OM ID 914 of the Template TUR004 or ‘Operation Modality – Turkey – 2019’).
The required instances (disbursement tranches, reporting and monitoring) specified in the OM are captured under the ‘Operation Modality Details’ section of the Timelines’ tab.
When and How to fill in the Timelines of a project? (Mandatory for and prior to the Generation of a Grant Agreement) Top

To set up and validate the Timelines of a project, the project’s budget must have been approved.

Once the project reaches the “Budget Cleared” step of the project’s workflow, go to the project’s page, and click on the [Timelines] Tab.
**Timelines task list**

You can also directly access the Project’s Timelines tab through the Timelines’ Task list available on your Home Page.
CREATING AN INSTANCE

**User Role:** All HFU staff

HFU officers are required to either create or waive the instances based on the OM indicated in the Operation Modality Details section.

To create an instance, go to the relevant instance section, and click on [Add].
Fill in all the fields and click on [save].

**Field Description:**

- **Report/Monitoring Type:** please select the report type you wish to create.
- **Due Date:** Please enter the due date for the report/monitoring instance.
- **Active Date:** Please enter the date at which the system will send an alert to the Partner/HFU to complete and submit the report/monitoring instance
- **Is Mandatory:** Tick this box if the instance is mandatory

Upon saving the instance, if the instance is ticked ‘Is mandatory’, the system will label it ‘OM Compliant’. When the OM Compliant instance is created, the error icon 🗣 on the right-hand side of the instance in the Operation Modality Details section disappears.
SETTING UP THE DISBURSEMENT TRANCHES

User Role: all HFU staff.

In the Timelines' tab of the project, the HFU also has to set up the disbursement tranches, as indicated by the Operational Modality applicable to the project.

You can find a reminder of the percentages of disbursement tranches under the “Operation Modality Details”, in the top section of the Timelines’ tab.

To add a tranche, click on [Add tranche], in the Disbursement tranches section of the Timelines’ tab. After adding all tranches, click on [Save Disbursement Tranches].
SUBMITTING THE TIMELINES TO THE FUND MANAGER FOR AUTHORIZATION AND INSERTION OF WAIVERS

When all required instances and disbursement tranches are created in the Timelines tab, HFU officers can send the Timelines to ‘Under Authorization’ by the Fund Manager by clicking on [Send to Under Authorization].

Important note: If an OM Compliant instance is not necessary or not applicable for any reason, and will not be required from the Partner, it will need a waiver on the GMS. Only the Fund Manager business role can add waivers in the Timelines tab. If a waiver is required, insert a comment in the page for the FM and click on [Send to Under Authorization].
Adding a waiver in the Timelines  Top
User Role: Fund Manager only

In the case where an instance is not required or cannot be conducted due to contextual factors (e.g. an area is difficult to access and the monitoring visit is unsafe), it is possible to cancel it by adding a waiver.

*Please note*, the Fund Manager is accountable for all waivers saved in the system. Therefore, only the Fund Manager has the system rights to add waivers in the Timelines. To learn more about system rights, please refer to this section of this article.

To provide a reason for not creating an instance (i.e. a waiver), click on [Add] of the red box labelled ‘Provide reason for Non-Compliance’ of the relevant section.
The below pop-up window will appear. Fill in all the fields and click on [Save].
**Field Description:**

- **Reason for Cancellation:** Please select one reason for cancellation from the drop-down list.
- **Comments for Cancellation:** Please insert your comments and explanation regarding the cancellation of the instance.
- **Upload Supporting documents** *(optional):* Users can upload justification documents if needed.

*Please note,* the figure in black inside the yellow square represents the number of waivers saved in this section.
GMS Focus: the project has not been linked to any Operational Modality line
If a project is approved with a budget or a duration that exceeds the threshold as defined by the OM, the system will not link the project to any modality line. Fund Managers are requested to provide a waiver, giving the reason why the project’s budget or duration excess has been approved.

To do so, click on [Add] of the red box labelled ‘Provide reason for project Non-Compliance’, at the top of the ‘Operation Modality Details’ section.

Only the Fund Manager business role will be able to see this icon on the system.
Fill in all the fields and click on [Save].
Field Description:

- **Reason for Cancellation**: Please select one reason for cancellation from the drop-down list.
- **Comments for cancellation**: Please insert your comments and explanation regarding the cancellation of the instance.
- **Upload Supporting documents (optional)**: Users can upload justification documents if needed.

The saved waiver is indicated by the yellow square at the right-hand side of the section’s title. Once it is saved, the system automatically picks up the most relevant modality line of the Operation Modality Template linked to the project.
Once the Modality line has been linked, the requirements are indicated and HFU officers can create or waive the instances following the method described above.

Authorizing the Timelines

**User Role:** FM and Programme Officer business role only

Only the Fund Manager and the Programme Officer Business Roles can authorize the Timelines.

If necessary, the Fund Manager and Programme Officer also have the possibility to send the Timelines back to re-draft by clicking on [Back to Timelines Active].
When the Fund Manager/Programme Officer business Role is ready to authorize the Timelines, they can go to the top of the page. The 'Operation Modality Details' authorization section should be green, and without any error icon. The Fund Manager or Programme Business Role can then confirm and authorize the Timelines.
To authorize the Timelines, the Fund Manager/Programme Officer must tick the box [I confirm and authorize the Operation Modality generated below] and click on [Save].

OR, alternatively, you can click on [Authorize Timelines]. The result will be the same; e.g. the Timelines will be validated in the system.
ACTIVATING AN INSTANCE

User role: All HFU staff

The Timelines’ reporting and monitoring instances are automatically activated by the system at the date saved in the ‘Active date’ field. You can also click on [Activate] to activate the instance. This action will override the active date previously saved, and the instance will be active immediately.

Once the report is activated, click on [Save].
EDITING AN INACTIVE INSTANCE’S TYPE AND DATES

User role: All HFU staff

*Please note,* it is not possible to edit the type or active date of an active instance. To do so, the HFU should first deactivate the instance, and only then edit the instance’s type or active date.

You can edit the type, the active and due dates of INACTIVE instances, even if they are labelled OM Compliant.

In the case of an inactive OM Compliant instance, the HFU will only be able to change the type within the same category.

For example, user will be able to change the report type of a “Final Financial Report” to “Category Final Financial Report”. However, user will not be able to change report type from “Final Financial Report” to “Interim Financial Report” as it would cause conflict in the OM.

After editing the instance, do not forget to click on [Save (instance) Timelines].

DEACTIVATING AN INSTANCE

User role: all HFU staff

HFU staff can deactivate an active instance, even labelled OM Compliant, by clicking on the icon. **By clicking on this icon, all data linked to this active instance will be deleted from the GMS.** Please press this button with utmost care as all data saved in this instance will be erased.
Don’t forget to click on the [Save] button of the amended section to save your changes.

*Please note,* you cannot deactivate an instance that has been approved.

**DELETING AN INSTANCE**

*Deleting a non-OM Compliant instance*

**User role:** all HFU staff

To delete a non-OM Compliant instance, even if it is active, click on the red cross at the right-hand side of the instance’s line.

*Please note* that it is not possible to delete an Approved instance. This action does not require a re-validation of the Timelines.

Do not forget to click on [Save] after deleting the instance.

*Deleting an OM Compliant instance*

**User Role:** Fund Manager only

The Fund Manager has the possibility to delete an OM Compliant instance, even if active, provided he/she inserts a waiver justifying this action. To do so click on the red cross at the right-hand side of the instance’s line, then add the corresponding waiver and click on [Save].

In this case, the Timelines will need to be re-authorized. Please refer to this section of the article.

*Please note* that it is not possible to delete an Approved instance.
Field Description:

- **Reason for Cancellation**: Please select one reason for cancellation from the drop-down list.
- **Comments for cancellation**: Please insert your comments and explanation regarding the cancellation of the instance.
- **Upload Supporting documents** *(optional)*: Users can upload justification documents if needed.

CHANGING THE OM COMPLIANT STATUS OF AN INSTANCE

*User Role: Fund Manager/Programme Officer business roles only*

A feature has been introduced on GMS to allow the Fund Manager or Programme Officer business to delete an incorrect instance without necessarily inserting a waiver. To do so, the Fund Manager or Programme Officer have the possibility to change the OM Compliant status of reports/monitoring instances by ticking and unticking the OM Compliance green check.

*Please note*, it is not possible to tick/untick the green checkboxes of approved instances. Only instances that have not yet been approved can be marked/unmarked OM Compliant. After ticking/unticking the box, click on the [Save] button of the amended section.
Once an instance is no longer OM Compliant, it is possible to delete it without adding a waiver.

Please be aware that if you untick an OM Compliant instance and save the section without adding a new instance, the system will pick up the fact that the Timelines are missing an OM Compliant instance.

Hence, the Timelines will be unauthorized and an error icon will appear in the Operational Modality top section.
In order to fill the OM requirements, you will have to either create a new instance, that would be replacing the unmarked one, OR mark another similar instance as OM Compliant in replacement. Once the Timelines match the Operational modality requirements, the system will automatically re-authorize the Timelines.

Managing the Timelines’ waivers after validation
EDITING A WAIVER

**User role:** Fund Manager/Programme Officer Business roles only

It is possible for the Fund Manager and the Programme Officer business roles to edit the inserted waivers.

To edit a waiver, click on the yellow square near the section’s title. In the pop-up window, click on the edit icon. Edit the information, then click on [Save].
DELETING A WAIVER

**User role:** Fund Manager Business role only

To delete a waiver, the Fund Manager must click on the yellow square near the section’s title. In the pop-up window click on the red cross. Then, insert the reason why they wish to delete this waiver, and click on [Confirm].
The system will keep a trace of all deleted waivers. To access the deleted waivers’ history log, click on this gray icon next to the section’s title.

Please be aware that deleting a waiver and saving the section will unauthorize the Timelines and an error icon will appear next to the missing instance type which waiver you just deleted. In this case, you will be requested to either create the missing instance, or add a new waiver, before re-authorizing the Timelines.

**RE-AUTHORIZING THE TIMELINES**

*User role: Fund Manager/Programme Officer business roles only*

After editing the Timelines, you might need to re-authorize them.
This happens when you delete/remove an OM Compliant instance or a linked waiver. In this case, the system will have automatically shifted the Timelines from 'Authorized' status to 'Under Re-Authorization'.

First, set the Timelines right by creating the missing OM required instances or providing waivers. Then, when the Operation Modality top section is green, and there are no error icons, check whether the Timelines have been re-authorized automatically by the system.

If not, you can tick the ‘I confirm and authorize the Operational Modality generated below’ box, click on [Save], OR click on [Authorize Timelines].

GMS Focus: WHO can do WHAT in the Timelines’ tab?

For accountability reasons, only specific HFU users have full editing rights on this tab.

While any HFU user can create/activate an instance or edit the due dates in the Timelines tab, all actions related to waivers and authorizing the Timelines are restricted to specific GMS Business Roles: Fund Manager and the GMS Programme Officer.

All HFU staff can, at any time in the Timelines tab:

- Add a new instance;
- Activate an instance;
- Edit the due date of an instance;
The Fund Manager is accountable for all waivers and Timelines saved in the system. Therefore, the Fund Manager can, at any time in the Timelines tab, in addition to the basic HFU system rights:

- Deactivate an instance;
- Edit the active date of an instance;
- Edit the instance type of an instance.

Add waivers for missing OM-compliant instances;
Delete an OM compliant instance by providing a waiver;
Add waivers to the top section if the linked OM line has not been identified by the GMS (in case the duration and/or budget of the project exceeds the maximum set by the operational modalities),
Edit or delete a waiver;
Mark/Unmark the OM Compliant checkbox of report/monitoring instances;
Authorize the Timelines.

The HFU Programme Officer Business Role can, at any time in the Timelines tab, in addition to the HFU basic system rights:

- Edit a waiver;
- Mark/Unmark the OM Compliant checkbox of report/monitoring instances;
- Authorize the Timelines.

Only the Fund Manager and Programme Officer business roles can authorize/re-authorize the Timelines on GMS.

Project Revision: How and When to update the Timelines?
WHEN SHOULD THE HFU UPDATE THE TIMELINES IN THE REVISION PROCESS?

A Project Revision might trigger the need to create additional instances in the project’s Timelines in the two following cases:

1. A No Cost Extension including a change of Operational Modalities; OR
2. A Budget extension including a change of Operational Modalities.

A Timelines’ update is required if the duration or budget extension changes the applicable operational modalities linked to the project. The changes will imply either additional reporting/monitoring instances, a change in the disbursement tranches, or both. In the case of a NCE, the due dates of the final reports should always be updated in the Timelines tab of the project prior to the GAA generation.

These are the only cases when a Timelines’ update will be necessary. If the project revision does not include one or both of the above scenarios, you can proceed with the revision without updating the Timelines.

If you are faced with one or both of these cases, you should update the project’s Timelines before generating the Grant Agreement Amendment, when the revision workflow reaches: ‘Grant Agreement Amendment Preparation’.

The revision module is designed to help you with the project Timelines’ update. If the project revision includes a change of modalities as described above, you will see in the Revision module (not the revision request) a new tab: Timelines.

*Please note, this Timelines’ tab of the revision module will only appear when the revision reaches the stage ‘GA Amendment Preparation’ and ONLY if the Revision includes a Budget and/or a Duration extension.
HOW TO UPDATE THE TIMELINES DURING A PROJECT REVISION?

The Timelines’ tab of the Revision module

The ‘Timelines’ tab of the revision module displays all the required assurances updates that are necessary, notably the reporting/monitoring instances and/or the disbursement tranches (when necessary). You can notice that the system displays both the current Timelines’ set up (in yellow), as well as the required changes after the revision (in green).
*Please note* that at this stage, the Revision is still ongoing, and the project’s data has not yet been overwritten. Therefore, if the revision triggered a change of applicable operational modalities, it will **not** be displayed in the Timelines’ tab of the project. The Operational Modalities requirements and the new OM ID line will be automatically updated in the Timelines’ tab of the project **when the project is overwritten with the revision**.

**Please note** that it is not mandatory for the HFU to make the timelines OM compliant as per the revision OM requirement. We will **not** restrict user from generating grant agreement amendment or overwrite revision in case the revision OM requirement is not satisfied.

**Reporting and monitoring changes.**
If the project revision triggered a change of the operational modality line and the need for additional reporting/monitoring instances, the system will show the required changes in the ‘Revised Operation Modality’ section of the Revision’s Timelines’ tab.
The additional required instances are displayed in the ‘Remarks’ column of the ‘Timelines’ tab of the Revision module.

To comply with the new operational modalities that will be applicable to the revised version of the project, The HFU is required to create the new instances in the ‘Timelines’ tab of the project.
*Please note,* if there are no remarks, and the ‘Remarks’ column is blank, it means that the budget/duration extension did not trigger a change in the modalities, and that there are no additional instances to create (see screenshot below). You can continue with the Revision process without updating the Timelines.

**IMPORTANT:** Before generating the GAA, do not forget to change the due dates of the final reports if the revision includes a NCE.

If there are remarks, click on [Open Timelines] to access the Project’s Timelines’ tab and to create the additional instances.
In the ‘Timelines’ tab of the project, create the necessary instances as per the instructions. To learn how to create an instance, please refer to this section of the article. Do not forget to click on [Save the timelines] in the section to save your changes.

At this stage, the created instances are not labeled OM Compliant. They will be labeled OM Compliant when the project is overwritten with the revision and the new OM requirements are linked.

(In our example, 2 additional Progress Narrative reports are required as per the revised OM. Hence, we created these two additional reports in the Timelines’ tab of the project.)

After saving the created instances, you can go back to the ‘Timelines’ tab of the revision. If you refresh the page, you will see that the notifications of missing instances are gone.
(In our example, we created the 2 Progress reports in the Project Timelines’ tab as required, hence the notification is gone. We still need to create the additional Monitoring instance, by following the same process.)

*Please note,* it is not necessary to re-authorize the Project Timelines during or after a Revision, as, if the HFU followed the aforementioned process, the Timelines will remain authorized.

You can see below two screenshots of the project’s timelines’ tab, corresponding to before/after the Revision Overwrite.

**BEFORE REVISION OVERWRITE**
The above screenshot shows The Timelines’ tab of the project with the additional required instances created by the HFU, **before** the project is overwritten with the revision. Notice how the instances are not marked as OM compliant yet.

**AFTER THE REVISION OVERWRITE**
The newly added instances now show as OM compliant, the linked OM ID has been updated and the Timelines automatically remain authorized.

**GMS Focus: How to waive an instance required by the new applicable Operational Modality?**

If you do not wish to create an additional instance as requested by the OM that will apply to the revised version of the project, but wish to waive it instead,

1. Do not create the required instance in the Timelines’ tab of the project,
2. Proceed with the generation of the GAA and signature process,
3. And overwrite the project with the revision.

When the project is overwritten, go to the Timelines’ tab of the project. You will see that the Timelines status became un-authorized, because of the discrepancy caused by the missing OM Compliant instance. There will also be an error icon in the ‘Operation Modality’ section, indicating that the
instance you purposefully did not create during the GAA preparation stage of the revision is missing.

The Fund Manager can then go to the instance’s section, add a waiver and re-authorize the Timelines. Please refer to this section of the article to learn how to add a waiver, and this section to learn how to re-authorize the Timelines.

GMS Focus : What if the revised budget or duration exceeds the Operational Modalities’ thresholds?

There are cases where the revised budget or duration exceeds all thresholds set by the Operational Modalities. In these cases, the system will automatically suggest the most relevant operational modality line closest to the project’s newly revised characteristics. This new suggested OM Id line will be reflected in the Timelines tab of the revision.

In order to justify why the revised project duration or budget is now out of range, the Fund Manager will have to provide a waiver in the Timelines tab of the revision. To do so, click on the [link here] link in the Remarks column, add the waiver, and click on [save]. Once the waiver has been provided, the system will automatically validate the suggested new OM Id line.
When the project is overwritten, the waiver will then appear in the updated ‘Timelines’ tab of the project.

Authorized

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Timelines

Cover Page  
Logical Framework  
Work Plan  
Affected Persons  
Other Info  
Budget  
Cash Tracking  
Locations  
Documents  
Project Tracking  
Project Admin  

Requesting Organisation  
Allocation Type  
Project Title  
Fund Project code  
Actual Date [Start - End]  
30/12/2020 - 10/09/2021

Operation Modality Details

Project Duration  
30/12/2020 - 15/09/2021  
Project Budget  
$252,500.00  
Partner Project Risk  
High (33.62)
When all additional instances have been created in the Timelines tab of the project, you can generate the Grant Agreement Amendment and continue the Revision process. The OM compliance of the project will automatically be updated as described at the end of the Revision process, upon clicking on [Overwrite].

**Disbursement tranches automatic change**

If the project revision includes a budget extension, there will be a need to adjust the disbursement tranches. The system will automatically calculate the new disbursement tranches’ amounts based on the revised budget.

<table>
<thead>
<tr>
<th>Revised Operation Modality</th>
<th>Open Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Duration</td>
<td>03/01/2021 - 17/11/2021 (10 Months, 15 Days)</td>
</tr>
<tr>
<td>Project Budget</td>
<td>$ 360,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modalities</th>
<th>Required for Project</th>
<th>Current Timelines Setup</th>
<th>Required for Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>OM Id</td>
<td>NGA001/479</td>
<td>NGA001/483</td>
<td>No mean pro Cir</td>
</tr>
<tr>
<td># of Disbursement (in % of Total)</td>
<td>60.00 - 40.00</td>
<td>60.00 - 40.00</td>
<td>40.00 - 30.00 - 30.00</td>
</tr>
<tr>
<td># of Progressive Narrative Report</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td># of Monitoring required</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td># of Spot Check required</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Needs Financial Report for Disbursement</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Needs Year-End Report</td>
<td>N/A (under development)</td>
<td>N/A (under development)</td>
<td></td>
</tr>
</tbody>
</table>

The system will automatically calculate the new disbursement tranches’ amounts based on the revised budget.

**Disbursement Tranches**

<table>
<thead>
<tr>
<th>Tranche #</th>
<th>Tranche %</th>
<th>Adjusted Tranche %</th>
<th>Tranche Amount</th>
<th>Actual Disbursed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tranche 1</td>
<td>60.00</td>
<td>34.2857142857</td>
<td>123,600.00</td>
<td></td>
</tr>
<tr>
<td>Tranche 2</td>
<td>40.00</td>
<td>22.8571428571</td>
<td>82,400.00</td>
<td></td>
</tr>
<tr>
<td>Tranche 3</td>
<td>100.00</td>
<td>42.8571428571</td>
<td>154,500.00</td>
<td></td>
</tr>
<tr>
<td>Total Project Budget</td>
<td></td>
<td></td>
<td>360,500.00</td>
<td></td>
</tr>
</tbody>
</table>

There is no action required from your side, as the system will automatically update the disbursement tranches of the project in the project’s Timelines’ tab when the revision is overwritten.

**The Timelines’ impact on OCHA Assurance**

[Top]
OCHA Assurance Dashboard on GMS is closely linked to the projects’ Timelines, as its data comes directly from the Timelines tab of the project proposals.

The OCHA Assurance Dashboard reminds the users of all the projects’ required instances. It indicates whether these instances have been conducted or not, on time or late, waived or validated.

*Please note, only the Monitoring and FSC sections of the Dashboard indicate the waived instances, which will appear under ‘Monitoring visits not required’ and ‘Spot checks visits not required’.
### OCHA Assurance Actions for CBPF Grants

<table>
<thead>
<tr>
<th>Process</th>
<th>OrgType</th>
<th>Details</th>
<th>Number Of Projects</th>
<th>Value Of Projects</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Red Cross / Crescent</td>
<td>Report due</td>
<td>22</td>
<td>$13.08M</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Red Cross / Crescent</td>
<td>Report submitted</td>
<td>22</td>
<td>$15.66M</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Red Cross / Crescent</td>
<td>Reports approved</td>
<td>22</td>
<td>$15.66M</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Red Cross / Crescent</td>
<td>Report overdue</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Monitoring</td>
<td>NGO</td>
<td>Total monitoring visits required in line with operational modalities</td>
<td>237</td>
<td>$112.41M</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Monitoring visits not required</td>
<td>1</td>
<td>$0.57M</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Monitoring visits conducted on time</td>
<td>175</td>
<td>$64.13M</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Monitoring visits conducted late</td>
<td>131</td>
<td>$51.01M</td>
<td>55</td>
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<td></td>
<td>NGO</td>
<td>Monitoring visits NOT conducted</td>
<td>42</td>
<td>$26.83M</td>
<td>21</td>
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<tr>
<td></td>
<td>UN</td>
<td>Total monitoring visits required in line with operational modalities</td>
<td>22</td>
<td>$42.16M</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>UN</td>
<td>Monitoring visits not required</td>
<td>12</td>
<td>$27.84M</td>
<td>55</td>
</tr>
</tbody>
</table>

*First column represents the "total # monitoring visits" instead of "# of projects"