Validation of Timelines

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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 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.
How to validate the Timelines of a project? (Mandatory for and prior to the Generation of a Grant Agreement) 

<table>
<thead>
<tr>
<th>Operation Modalities</th>
<th>Partner Type</th>
<th>Risk Level</th>
<th>Duration</th>
<th>Budget</th>
<th>Disbursements (%)</th>
<th>Financial Reporting</th>
<th>Narrative Reporting</th>
<th>Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non UN</td>
<td>High</td>
<td>0 - 7</td>
<td>0.00 - 250000.00</td>
<td>2 (60.00%-40.00%)</td>
<td>Interim: Yes</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Non UN</td>
<td>High</td>
<td>0 - 7</td>
<td>250000.00 - 500000.00</td>
<td>2 (50.00%-50.00%)</td>
<td>Interim: Yes</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Non UN</td>
<td>High</td>
<td>7 - 12</td>
<td>0.00 - 250000.00</td>
<td>3 (40.00%-40.00%-20.00%)</td>
<td>Interim: Yes</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Non UN</td>
<td>High</td>
<td>7 - 12</td>
<td>250000.00 - 800000.00</td>
<td>3 (40.00%-30.00%-20.00%)</td>
<td>Interim: Yes</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Non UN</td>
<td>Low</td>
<td>0 - 7</td>
<td>0.00 - 250000.00</td>
<td>1 (100.00%)</td>
<td>Interim: No</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Non UN</td>
<td>Low</td>
<td>0 - 7</td>
<td>250000.00 - 1000000.00</td>
<td>2 (80.00%-30.00%)</td>
<td>Interim: Yes</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
ACCESSING THE TIMELINES

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.

THE TIMELINES AND THE OPERATIONAL MODALITIES (OM)

As mentioned earlier, the Timelines of a project are directly drawn from the Fund’s Operational Modalities validated by the Advisory Board.

When the HFU opens the Timelines tab of the project’s page, the first section, entitled ‘Operation Modality Details’ captures the modality requirements applicable to the project. 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.
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 (reporting and monitoring) specified in the OM are captured under the ‘Operation Modality Details’ section of the Timelines tab.
**Please note**, we are currently updating this tab. As of today, only the Progress Narrative report and the monitoring instances are linked this way.

CREATING AN INSTANCE

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’.
*Please note*, once the instance has been created, users can no longer edit the report type. Only the due date, active date, ‘is mandatory’ and ‘trigger alert’ fields are editable once the instance is saved.

To delete an instance that is labelled OM Compliant, only a user with Fund Manager role will be able to click on the red cross and provide a waiver. Users cannot cancel an instance OM Compliant without justifying the cancellation.
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.

**WAIVING AN INSTANCE**

In the case where an instance is not required or cannot be conducted due to contextual facts (e.g., an area is very 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 to instances.

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].
- **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.

Users can access the waivers details as saved by clicking on the yellow square on the side of the section’s title.

*Please note, the figure in black inside the yellow square represents the number of waivers saved in this section.

**SETTING UP THE DISBURSEMENT TRANCHES**

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].
AUTHORIZING THE TIMELINES

When the instance is created or waived, the error icon on the right-hand side of the instance in the Operation Modality Details section disappears. When all required instances are either created or waived and the disbursement tranches are set, the Operation Modality Details authorization section turns green and the Fund Manager can confirm and authorize the Timelines. To authorize the Timelines, tick the box [I confirm and authorize the Operation Modality generated below] and click on [Save].
*Please note,* the Fund Manager is accountable for all waivers and Timelines saved in the system. Therefore, only the Fund Manager has the system rights to authorize the projects’ Timelines.

Special cases [Top]

**BUDGET/DURATION OUT OF RANGE**

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.
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.

**PROJECT REVISION**

When the project undergoes a revision, the Timelines can be impacted, more specifically if it includes a No Cost Extension (NCE).

In order to generate the Grant Agreement Amendment, the timelines must be verified, and edited if necessary. When the revision is under ‘Grant Agreement Amendment Preparation’, go to the Timelines tab of the project.
The first thing to do is to check whether the revised duration in the NCE changes the assurances required as per the operational modalities. Refer to the OM Template to see under which modality line the project falls within its new duration.

<table>
<thead>
<tr>
<th>Requesting Organisation</th>
<th>Allocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNF (Nonviolent Peaceforce) (Iraq)</td>
<td>2019 2nd Reserve Allocation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Title</th>
<th>TUR/19/3336/R2/CC/CR/IRGO/14963</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actual Date [Start - End]</th>
<th>24/03/2020 - 23/12/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Date [Start - End]</td>
<td>24/03/2020 - 23/12/2021</td>
</tr>
<tr>
<td>Planned Project Duration</td>
<td>21 Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary cluster</th>
<th>Sub cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination and Support Services</td>
<td>None</td>
</tr>
</tbody>
</table>

[GA Amendment preparation]
If you notice that the project now falls under a different modality line and that additional assurances are required, create them in the timelines tab of the project by clicking on [add].
*Please note*, these additional instances will not be labelled OM Compliant at this stage. They will automatically be labelled OM Compliant when the project is overwritten with the revision. Similarly, the modality line linked to the project will be updated in the Timelines tab only when the project is overwritten with the revision.

When all instances have been created, HFU officers can generate the Grant Agreement Amendment and send it for signature.

At the end stage of the revision, when HFU officers click on [Overwrite], the Timelines are automatically updated to the most relevant Operational Modality line under which the revised project falls. It might have changed or stayed the same.
In all cases, check the new data in the Timelines tab of the project, and if relevant, verify that the new OM ID corresponds and that additional instances have been labelled OM Compliant. After verification, the Fund Manager can re-authorize the Timelines by ticking the box ‘I confirm and authorize the Operational Modality generated below’ and clicking on [Save].

*Please note,* in the case of a No Cost Extension, if the revised duration goes above the duration threshold defined by the Operational Modalities, the Fund Manager is requested to add a waiver at the top section before being able to re-authorize the timelines.
The Timelines’ impact on OCHA Assurance

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’.

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