

Agenda

Training on Funds Flow Mechanism for National Programmes

7-8 Dec/ 13-14 Dec/15-16 Dec- 2011

Naypyitaw

General Objective

UNOPS conducted an orientation session and training on Funds Flows Mechanism to National Programmes on 8-9 April, 2011. GFATM approved SOPs of the FPPM within the UNOPS Financial Policies and Procedures Manual in May, 2011. UNOPS Funds Flow Unit (FFU) launched Direct Disbursement and Reimbursement schemes to National Programmes activities in June, 2011 by applying the approved SOPs.

During the first 4 months of implementation, the PR encountered several difficulties and bottlenecks of the operations that necessitated a revision. A thorough review took place in Aug-Sept and a new adjusted scheme was designed to address these challenges. Consequently refresher training is necessary to capture the changes made in the FFM scheme to allow its smooth operation providing the Programme support as best as possible.

Thus, training on the Funds Flow Mechanism will be conducted during a two day workshop to each three National Programmes separately as per the below agenda.

Specific Objectives

1. To share and discuss practical matters based on Q4 workplan especially for December.
2. To introduce the adjusted FFM scheme and conduct a Training of Trainers on FFM as per revised SOPs
3. To promote smooth implementation of Direct Disbursement activities by FFA
4. To promote smooth implementation of the modified Reimbursement scheme by FFA
5. To assist and enable the National Programme Managers and authorized in Reimbursement activities.

Training on Funds Flow Mechanism for National Programmes

7-8 December(NMCP)/ 13-14 December(NTP)/ 15-16 December(NAP)

Registration of the participants

DAY-1

Opening

8.30 am-10:00am

8.30 am -10.00 am

Presentation of Agenda and Objectives of the Meeting
Communications Officer/UNOPS

Welcome address and Opening remarks
Director General/ Deputy Director General
Programme Managers
National Programmes

Overview to participants of the modified Funds Flow Mechanisms approved by GFATM
Programme Coordinator/ UNOPS

10:00 am-11:00 am

Presentation and review of challenges encountered in implementation in Programmatic area /work plans/ performance based funding

Public Health Officer /UNOPS
Merged quarterly work plan database
M&E officer (Database Management)/UNOPS
Questions and answers

11:00 am-11:15 am

Coffee Break

11:15 am-1:15 pm

- Challenges and issues faced in the verification of reimbursement claims
- Sharing of OIG feedbacks
- Salient features of revised FFM
- Structure of the revised GFATM FFM
- Revised Funds Flow scheme

Financial Management Officer & Finance Officer/ UNOPS

1:15-2:00 pm

Lunch Break

2:00 pm -3:30 pm

SOPs for Disbursements at State/Regional Level

Financial Management Officer& finance Officer/UNOPS
Group Discussions

3:30 pm - 4:15 pm

Group work

Direct Disbursements

WHO/FFU/10 DoH participants

4: 15 pm -4:30 pm

Coffee Break

4:30 pm – 5:20 pm	Group work presentation and discussion Representative from each group (National Programme staff)
5:20 pm – 5:30 pm	Wrapping up/identification of volunteer for day 2 for Recap Day 1 discussions National Programme/ Financial Management Officer/UNOPS
DAY-2	
8:30 am – 8:45 am	Recap of the Day 1 discussions National Programme
8:45 am- 10:15 am	SOPs for Reimbursement claims <\$ 2,500 SOPs for Reimbursement claims \$ >=2,500 Financial Management officer & Finance Officer/UNOPS
10:15 am -10:30 am	Coffee Break
10:30 am- 11:30 am	Group Work Reimbursements WHO/FFU/10 DoH participants
11: 30 am-12 :20 am	Group work presentation Group Representative (National Programme)
12:20 pm – 1:00 pm	SOPs Procurement Public health Programme Officer/UNOPS
1:00 pm -2:00 pm	Lunch Break
2:00 pm -2:50 pm	Group Work Procurement SOPs WHO/FFU/10 DoH Participants
2:50 pm -3:40 pm	Group work presentations Group representative (National Programme)
3:40 pm – 4:15 pm	Petty Cash Financial Management Officer & Finance Officer/UNOPS
4: 15 pm -4:30 pm	Coffee Break
4: 30 pm -5: 00 pm	Decision tree for payment modalities Public Health Programme Officer & Finance Officer/UNOPS
5: 00 pm – 5: 15 pm	Training Evaluation Participants
5: 15 pm -5:30 pm	Closing Remark Deputy Director General / National Programmes