

'Towards INMS' Procedures

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Items to cover

- ▶ Activity reporting
- ▶ Addition of partners
- ▶ Finance reporting
- ▶ Co-finance reporting

Activity reporting

- ▶ Activity reporting is required quarterly by UNEP and annually by GEF
- ▶ Wiki system now in operation for the delivery of quarterly reports
- ▶ May ask for more in depth information in advance of July (Project Implementation Review)
- ▶ Partners working on Activities need to be aware that this process is ongoing and you may be requested for information

Addition of partners

- ▶ We can include new partners to the project, subject to their provision of a letter of co-financing commitment
- ▶ A template for such a letter can be requested from inms@ceh.ac.uk and will be posted on the website in due course
- ▶ Any queries, please just ask or contact inms@ceh.ac.uk