

Country Coordination Report - Specifications:

CCR Purpose:

The Country Coordination Report (CCR) will provide an annual update on the impact and status of UN development coordination at the country level.

CCR Audience:

As this report is primarily concerned with country coordination of development assistance, the audience of this report will be the United Nations Development Group (UNDG), Regional UNDG Teams, UN Country Teams and the Development Operations Coordination Office. These reports will also serve as an important source of information for donors, the GA membership and the SG's Executive Office (EOSG), Department for Economic and Social Affairs (DESA) and all UN Organizations. The data will be a key resource for UNCTs as a source of information regarding case studies and best practices from the region or globally.

CCR Report Objectives:

The new coordination report has been restructured based upon current information requirements and relevant audiences. As the audience is complex and the demands are many, there is a very lengthy and diverse list of information that the report is tasked to provide. To enable the report to reflect this information in as comprehensive yet coherent manner as possible, this information needs to be organized according to the nature of the information requested. This update CCR report will therefore attempt to:

- Provide evidence of the impact of coordination on the achievement of development results at the country level including case studies.
- Provide an overview of the progress made in each area of coordination in terms of implementing UNDG guidance, the benefits arising therefrom, good practices and key challenges that remain with relevant recommendations.
- Provide an overview of the way forward including work planning for the coming year.
- Provide an overall institutional profile of the UN at the country level including coordination capacity and cost at the country level.

CCR Report Process:

The Country Coordination Reporting system is crucial to the UN Country Teams' annual reporting. The system is announced and opened to the countries in December and the teams are given approximately six weeks to complete their input of the information. Once their reports are complete and the reporting cycle has been end, UNCT access to update/edit their information is "closed" so that HQ reporting can proceed. The data itself remains accessible and is able to be used for ad hoc reporting and other purposes.

CCR Report Structure:

Introductory Letter:

The annual 'Introductory Letter' is sent by the Resident Coordinator to the EOSG as the first part of the CCR. This narrative, which serves as an executive summary, highlights the main elements of all the proceeding sections of the CCR.

Chapter 1 – UNDAF Progress:

The content of this section depends upon the completion of the annual review of the UNDAFs that UN Country Teams undertake to report to their national governments every year. The report can be uploaded as-is as an attachment.

Case Studies: This section will allow countries to submit key required information regarding examples where the UN System worked jointly to achieve a development impact. These examples must demonstrate clearly the value added of coordination in the achievement of the development result. The value added could be in the form of qualitatively better development results, efficiencies or enhanced effectiveness of UN development assistance at the country level. Based on the information provided in this chapter, some of these submissions might be elaborated into official case studies that provide evidence of the contribution of coordination to development impact.

Chapter 2. Coordination Progress:

This section captures the progress made based on last years' submitted workplans. The workplans, and hence the progress reports, are organized by workstream¹ and will include additional sections that cover the coordination of normative areas of coordination at the country level. Each year at the beginning of the reporting cycle the information that was included in Chapter 3 (Coordination Planning) of the previous year will be moved to Chapter 2 – Coordination Progress of the current year so that reporting can be provided against the previous years' plan.

Workstreams	Normative Areas
W1. Common Country Programming W2. Common Services & Harmonized Business Practices W3. Common Premises W4. Joint Communication W5. Joint Funding W6. Joint Leadership & Management	N1. Transition N2. Delivering As one N3. Aid Effectiveness N4. Human Rights N5. Gender

For each of these 11 areas, outputs are reported and within each output, specific activities. The same types of information are collected for each workstream/area, see the following charts for detail.

Good practices: This section will include the ability to highlight activities and/or outputs that represent and more effective and/or efficient example of UN coordination. These Good Practices can relate to any of the workstreams or the normative areas which lead to greater coherence, effectiveness, efficiency, or relevance of the UN at the country level. Based on the information provided in this chapter, some of these submissions may be elaborated into official Good Practice Documents that provide examples that will be available for other UNCTs to pursue or adopt when undertaking similar activities.

¹ For a more detailed explanation of 'workstreams', please refer to the Workstream tab in the UNDG Toolkit overview page [here](#).

Chapter 3. Coordination Workplan:

This chapter, similar to Chapter 2, provides a detailed overview of the plan for the next year and will serve as the basis for next year's progress reporting. The workplans are organized by the same workstreams and normative areas as Chapter two.

Chapter 4. Coordination Profile: In this section the UN Country Teams will provide all the essential information regarding the status of coordination at the country level including institutional capacities, mandates, resources and other key indicators relating to the nature of coordination and the UN's development presence at the country level.

Chapter 5: Annexes. Given that there are additional reporting requirements from the RC and UNCT from time to time, the CCR system will allow for additional chapters/sections/annexes to be created on a need basis, i.e. one-time activities such as inputs for the next QCPR.

This will simply be a blank section, with the ability to add instruction text, and the ability to upload document(s).

Detailed sections and fields are specified in the Input Forms/Fields table below.

Country Coordination Reporting System Specifications:

Input Forms/Fields:

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion?	Validation ?
0.1	All	Name of UNCT (Country)	Chosen from drop-down list first time, computed field pre-populated in other chapters after initial save	Single choice drop down list of 130+ countries	Yes	Yes
0.2	All	CCR Section (like a breadcrumb so reporter know which section they're in)	Computed field based on form	Introduction Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5 - Annex	Yes	Yes
0.3	All	Completed by	Input field - email address	Text	Yes	valid email format
0.4	All	Status	Single select - Radio button	Not begun In process Completed	Yes, all must be "completed"	Yes
0.5	Multiple chapters and areas	Member Agency Participation	Multi-choice Select, Check all that apply	List of 35 Members	Sometimes	No
Introduction						
0.10	Introductory Letter	Introductory Letter	Rich-text, generally 2-3 pages in letter or A4 page	Text	Required	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
Chapter 1						
1.1	Chapter 1 – UNDAF	UNDAF	Upload attachment	Field to Attach file(s)	Yes	Not Blank
1.2	Chapter 1 – UNDAF	Annual Progress Report	If annual progress report has already been made on last year's UNDAF, attach file.	Field to Attach file(s)	No	None
1.3	Chapter 1 – UNDAF	Case Study Nomination – Is there a possible development case study to share?	Single Select - Radio Button	Yes No	No	No
	Chapter 1 – UNDAF	Case study detail - If 1.3 is Yes, the following fields are required:				
1.3a	Chapter 1 – UNDAF	Title of Activity	Single Line Text	Text	No	None
1.3b	Chapter 1 – UNDAF	Relevant Sector	Multi-choice box	Education Gender Health HIV/AIDS OMT UNCG		
1.3c	Chapter 1 – UNDAF	Budget	Currency	\$ US dollars in thousands ('000)	No	None
1.3d	Chapter 1 – UNDAF	Results Achieved – Narrative	Multi-line text	Text	No	None
1.3e	Chapter 1 – UNDAF	Results Achieved – Category	Multiple Select Checklist	Policy Project	No	None
1.3f	Chapter 1 – UNDAF	Agency	Multiple Select Checklist	List of 35 Agencies (same as 0.5)	No	None
1.3g	Chapter 1 – UNDAF	Value Add of Coordination – Narrative	Multi-line text	Text	No	None
1.3h	Chapter 1 – UNDAF	Value Add of Coordination – Category	Multiple Select Checklist with “other” option and	Efficient Effective Relevance	No	None

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
			text box for explanation	Enhanced Advocacy		
1.3i	Chapter 1 – UNDAF	Case Study Document	Upload completed Case Study if already drafted	Upload attachment(s)	No	None
1.3j	Chapter 1 – UNDAF	Nomination Status	Visible and editable only to DOCO management team	Accepted Pending Not Accepted New (default value on initial submission)	No	No
Chapter 2						
2.1	Chapter 2 – Coordination Progress (see attached wireframe for chapter 2) - Outputs	Expected Outputs	Computed text field based on previous year's work plan outputs	Multi-line text boxes 0-10 per workstream	Yes	Not blank
2.2	Chapter 2 – Coordination Progress- Outputs	Actual Outputs at year End	Multi-line text field, one per expected output	Text	Yes	Not blank
2.3	Chapter 2 – Coordination Progress- Outputs	Performance Indicators	Text field, one per output	Text	Yes	Not blank
2.4	Chapter 2 – Coordination Progress- Outputs	Budget	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.5	Chapter 2 – Coordination Progress- Outputs	Funds Required-SRC	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.6	Chapter 2 – Coordination Progress- Outputs	Funds Spent –SRC	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.7	Chapter 2 – Coordination Progress- Outputs	Funds Required –UNCCF	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.8	Chapter 2 – Coordination Progress- Outputs	Funds Spent-UNCCF	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.9	Chapter 2 – Coordination Progress- Outputs	Funds Required – Other	Currency , one per output	\$ US dollars in thousands ('000)	Yes	Valid currency

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
2.10	Chapter 2 – Coordination Progress- Outputs	Funds Spent – Other	Currency, one per output	\$ US dollars in thousands ('000)	Yes	Valid currency
2.12	Chapter 2 – Coordination Progress	Additional Support Needed from HQ or Regional Director's Team	Multi-line text field, one per output	Text	No	no
2.13	Chapter 2 – Coordination Progress- Outputs- Outputs	Additional Support Received	Multi-line text field, one per output	Text	No	no
2.14	Chapter 2 – Coordination Progress- Outputs	Target Date	Date field, one per output	Intl format day-month-year	Yes	Intl format
2.15	Chapter 2 – Coordination Progress- Outputs	Benchmark Date	Date field, one per output	Intl format day-month-year	Yes	Intl format
2.16	Chapter 2 – Coordination Progress - Outputs	Role of Partners	Multi-line text field, one per output	Text	Yes	no
2.17	Chapter 2 – Coordination Progress- Outputs	Means of Verification	Multi-line text field, one per output	Text	yes	no
2.18	Chapter 2 – Coordination Progress- Outputs	Assessment of Progress	Multi-line text field, one per output	Text	yes	no
2.19	Chapter 2 – Coordination Progress- Outputs	Assumptions/Risks	Multi-line text field, one per output	Text	yes	no
2.10	Chapter 2 – Coordination Progress - Outputs	Assessments of Assumptions/Risks	Multi-line text field, one per output	Text	yes	no
2.20	Chapter 2 – Coordination Progress - Activities	Inputs	Multi-line text field, one per output	Text	yes	no
2.21	Chapter 2 – Coordination Progress - Activities	Activity	Multiple per Output 0-10	Text	Yes	none
2.22	Chapter 2 – Coordination Progress - Activities	Lead	One per Activity – text	Text	Yes	none
2.23	Chapter 2 – Coordination Progress- Activities	Role of Partners	One per Activity – text	Text	Yes	none
2.24	Chapter 2 – Coordination Progress- Activities	Time Frame	One per activity Date field	Intl format day-month-year	Yes	Intl format
2.25	Chapter 2 – Coordination Progress- Activities	Target	Date field, one per activity	Intl format day-month-year	Yes	Intl format

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
2.26	Chapter 2 – Coordination Progress- Activities	Means of Verification	One per Activity – text	Text	Yes	none
2.27	Chapter 2 – Coordination Progress- Activities	Inputs	One per Activity – text	Text	Yes	none
2.28	Chapter 2 – Coordination Progress- Activities	Budget	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.29	Chapter 2 – Coordination Progress- Activities	Funds Required - SRC	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.30	Chapter 2 – Coordination Progress - Activities	Funds Spent - SRC	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.31	Chapter 2 – Coordination Progress - Activities	Funds Required - UNCCF	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.32	Chapter 2 – Coordination Progress - Activities	Funds Spent - UNCCF	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.33	Chapter 2 – Coordination Progress - Activities	Funds Required - Other	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.35	Chapter 2 – Coordination Progress - Activities	Funds Spent - Other	Currency, one per activity	\$ US dollars in thousands ('000)	Yes	Valid currency
2.50	Chapter 2 – Coordination Progress	Submit as Good Practice	Single Select - Radio Button, one per output	Yes No	No	No
	Chapter 2 – Coordination Progress	Good practice detail - IF 3-15 is YES, the following fields are required:				
2.50a	Chapter 2 – Coordination Progress	Title of Activity	Multi-line text	Text	No, but yes if good practice	No
2.50b	Chapter 2 – Coordination Progress	Impact Achieved	Multi-line text	Text	No, but yes if good practice	No
2.50c	Chapter 2 – Coordination Progress	Agency Participation	Multiple select - check all that apply	Check all that apply list of 35 (same as 0.5)	No, but yes if good practice	No

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
2.50d	Chapter 2 – Coordination Progress	Upload/attach	Upload complete best practice if already drafted	Upload document	No	None
2.50e	Chapter 2 – Coordination Progress	Nomination Status	Visible and editable only to DOCCO management team	Accepted Pending Not Accepted New (default value upon initial submission)	No	No
Chapter 3						
3.1	Chapter 3 – Coordination Workplan (see attached table)	Expected Outputs	Essay field, one per workstream and normative area	Text	Yes	Not blank
3.2	Chapter 3 – Coordination Workplan	Performance Indicators	Essay field, one per workstream and normative area	Text	Yes	Not blank
3.3	Chapter 3 – Coordination Workplan	Funds Required –SRC	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
3.4	Chapter 3 – Coordination Workplan	Funds Required – UNCCF	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
3.5	Chapter 3 – Coordination Workplan	Funds Required – UNCCF	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
3.6	Chapter 3 – Coordination Workplan	Funds Required – UN entities	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
3.7	Chapter 3 – Coordination Workplan	Additional Support Needed from HQ or Regional Director's Team	Multi-line text field	Text	Yes	no
3.8	Chapter 3 – Coordination Workplan	Target Date	Date field	Intl format day-month-year	Yes	Intl format day-month-year

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
Chapter 4						
4.1	Chapter 4 – Coordination Profile Section 1: Country Profile	Name of UN Country Team (0.1 above)	Single Choice Drop down menu - Chosen from drop-down list first time, computed field after initial save	Single choice drop down list	Yes	Yes
4.2	Chapter 4 – Coordination Profile Section 1: Country Profile	Income Status of Countries represented	Single Choice Drop Down menu	LDC, LIC, MIC, UMIC, NCC, etc.	Yes	Yes
4.3	Chapter 4 – Coordination Profile Section 1: Country Profile	RC Functions	Multi-choice select: Check all that apply	HC, DO, DSRSG, ERSG, RCai, etc.	Yes	Yes
4.4	Chapter 4 – Coordination Profile Section 1: Country Profile	RC Support	Attach organogram of RC office including dates of contract and funding source for each position.	Field to attach file	No	None
4.5	Chapter 4 – Coordination Profile Section 1: Country Profile	UNCT Members	Multi-choice check box same as 0.5 . Check all that apply, plus other, please specify	Multi-choice check box . Check all that apply, plus other, please specify		Not blank
4.6	Chapter 4 – Coordination Profile Section 1: Country Profile	UNCT Member detail – for all options selected in 4.5, reporter gets a table asking for more detail	Table containing a column for: Agency – calculated from 4.5 responses Name – text box Designation – text box NRA added Y/N – radio button		Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
4.7	Chapter 4 – Coordination Profile Section 1: Country Profile	Non-UN UNCT Members	Multi-choice Check Box: Check all that apply	AfDB AsDB World Bank	Yes	Not blank
4.8	Chapter 4 – Coordination Profile Section 1: Country Profile	Is there a DPKO mission?	Radio Button – single choice	Yes No	Yes	Not blank
4.9	Chapter 4 – Coordination Profile Section 1: Country Profile	If 4.8 is yes, DPKO mission	Multi-Choice Check Box – check all that apply	UNAMA UNDOF UNMOGIP	Yes	Not blank
4.10	Chapter 4 – Coordination Profile Section 1: Country Profile	Interagency Groups (Thematic & Management)	Multi-Choice Check Box – check all that apply	Education Gender Health HIV/AIDS OMT UNCG	Yes	Not blank
4.15	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	RC Staffing - total	Number	Number	Yes	Not blank
		The following are dependent upon the number of staff, a response is needed for each staffer				
4.15a	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Type of Staff	Single Choice Radio Button	International National	Yes	Not Blank
4.15b	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Contract Modality	Drop Down Menu – select 1	100 series 200 series 300 series SSA JPO	Yes	Not Blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
				UNV Other modality (secondment, loans, fellowship, etc.)		
4.15c	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Level	Drop Down Menu – select 1, other please specify	D1 P5 P4 P3 P2 Other	Yes	Not Blank
4.15d	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Title	Drop Down Menu – select 1, other please specify	Head of RC Office Advisor to the RC Strategic Planner Coordination Specialist Coordination Officer Coordination Analyst Communications Specialist M&E Officer Administrative Assistant Other – please specific	Yes	Not Blank
4.15.e	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Source of Financing	Drop Down Menu – select 1, other please specify	SRC/UNCCF Transition Funds UNDP Agency cost-sharing Delivering as One Extra-budgetary funds Donor funding Combination of Source Other – please specify	Yes	Not blank
	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Amount	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
	Chapter 4 – Coordination Profile Section 2:	Main Areas of Responsibility	Multi-line text	Text	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Coordination Capacity					
	Chapter 4 – Coordination Profile Section 2: Coordination Capacity	Period in the job	Number	Years or portion of year	Yes	Valid number
4.30	Chapter 4 –Workstream 1: CCP Profile	Was a CCA conducted for the present UNDAF?	Single Choice Radio Button	Yes No Other please specify	Yes	Not blank
4.31	Chapter 4 –Workstream 1: CCP Profile	Is there a National Development Plan?	Single Choice Radio Button	Yes No Other please specify	Yes	Not blank
4.32	Chapter 4 –Workstream 1: CCP Profile	Are there specific national sectoral plans?	Single Choice Radio Button	Yes No	Yes	Not Blank
4.32a	Chapter 4 –Workstream 1: CCP Profile	If yes, then Relevant Sectors (same as 1.3b)	Multiple Select Checklist – check all that apply	Environment Gender Health	No	None
4.34	Chapter 4 –Workstream 1: CCP Profile	Are the national plans MDG based?	Multiple Select Checklist – check all that apply	Extreme Poverty/Hunger Universal Education Gender Equality Reduce Child Mortality Improve Maternal Health Combat Disease Environmental Sustainability Partnership for development	Yes	Not blank
4.35	Chapter 4 –Workstream 1: CCP Profile	Did the UN support the development of the national plan?	Single Choice Radio Button	Yes No	Yes	Not blank
4.35a	Chapter 4 –Workstream 1: CCP Profile	If 4.35 is yes, please provide details of type of support, relevant sectors	Multi-line text box	Text	No	Not blank
4.37	Chapter 4 –Workstream 1: CCP Profile	Are you using the MDG Acceleration Framework (MAF)?	Single Choice Radio Button	Yes No	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
4.37a	Chapter 4 –Workstream 1: CCP Profile	If 4.37 is yes, then Dates	Date	Intl format day-month-year	Yes	Not blank
4.37b	Chapter 4 –Workstream 1: CCP Profile	If 4.37 is yes, then upload attachment	Upload attachment	Upload attachment	No	None
4.40	Chapter 4 –Workstream 1: CCP Profile	Is there an UNDAF?	Single Choice Radio Button	Yes No	Yes	Not blank
4.40a	Chapter 4 –Workstream 1: CCP Profile	If 4.40 is yes then date of Signature	Date	Intl format day-month-year	Yes	Intl format
4.40b	Chapter 4 –Workstream 1: CCP Profile	If 4.40 is yes, then Time Frame	Single line text field	Text	Yes	Not blank
4.40c	Chapter 4 –Workstream 1: CCP Profile	If 4.40 is yes, then \$	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
4.44	Chapter 4 –Workstream 1: CCP Profile	Is there a Transition Plan?	Single Choice Radio Button	Yes – Integrated Strategic Framework Yes – Other please specify No	Yes	Not blank
4.45	Chapter 4 –Workstream 1: CCP Profile	Is the UNDAF aligned to the national planning tool?	Single Choice Radio Button	Yes No	Yes	Not blank
4.45a	Chapter 4 –Workstream 1: CCP Profile	If 4.45 is yes, specify the tool	Single Choice Drop Down Menu	TBD	Yes	Not blank
4.45b	Chapter 4 –Workstream 1: CCP Profile	If 4.45 is yes, time frame of tool	Text box	Text	Yes	Not blank
4.48	Chapter 4 –Workstream 1: CCP Profile	Is the UNDAF aligned to national priorities?	Single Choice Radio Button	Yes No	Yes	Not blank
4.48a	Chapter 4 –Workstream 1: CCP Profile	If 4.48 is yes, then specify which sector (same as 1.3b)	Multi-choice box, check all that apply	Education Gender Health HIV/AIDS OMT UNCG	Yes	Not blank
4.50	Chapter 4 –Workstream 1: CCP Profile	Is the UNDAF aligned to the MDGs?	Single Choice Radio Button	Yes No	Yes	Not blank
4.50a	Chapter 4 –Workstream 1:	If yes, please specify (same as	Multi-choice box,		Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	CCP Profile	4.34)	check all that apply			
4.52	Chapter 4 –Workstream 1: CCP Profile	Is the UNDAF aligned to the IADGS	Single Choice Radio Button	Yes No	Yes	Not blank
4.52a	Chapter 4 –Workstream 1: CCP Profile	If yes, please specify	Multi-choice box, check all that apply	TBD	Yes	Not blank
4.54	Chapter 4 –Workstream 1: CCP Profile	Are 5 Programming Principles reflected in the UNDAF?	Single Choice Radio Button	Yes No	Yes	Not blank
4.54a	Chapter 4 –Workstream 1: CCP Profile	If 4.54 is no, please specific which are missing and why	Multi-line text field	Text	Yes	Not blank
4.56	Chapter 4 –Workstream 1: CCP Profile	Participation in Government led SWAp?	Single Choice Radio Button	Yes No	Yes	Not blank
4.56a	Chapter 4 –Workstream 1: CCP Profile	If yes, please specify which sectors (same as 1.3b)	Multi-choice box	Education Gender Health HIV/AIDS OMT UNCG	Yes	Not blank
4.58	Chapter 4 –Workstream 1: CCP Profile	Is there an UNDAF Action Plan?	Single Choice Radio Button	Yes No	Yes	Not blank
4.58a	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.60	Chapter 4 –Workstream 1: CCP Profile	Do you have Joint programmes?	Single Choice Radio Button	Yes No	Yes	Not blank
4.60a	Chapter 4 –Workstream 1: CCP Profile	If yes, please specify and for each provide sector, total \$, participating UN Agencies			Yes	Not blank
4.60b	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.63	Chapter 4 –Workstream 1: CCP Profile	Do you have a Standard Operational Format (SOF) for UNDAF Reporting	Single Choice Radio Button	Yes No	Yes	Not blank
4.64	Chapter 4 –Workstream 1: CCP Profile	Have you used SOF for reporting?	Single Choice Radio Button	Yes No	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
4.64a	Chapter 4 –Workstream 1: CCP Profile	If yes, dates?	Single line text	Text	Yes	Not blank
4.64a	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.67	Chapter 4 –Workstream 1: CCP Profile	Have you conducted UNDAF MTR (Optional)?	Single Choice Radio Button	Yes No	Yes	Not blank
4.67a	Chapter 4 –Workstream 1: CCP Profile	If yes, dates?	Date field	Intl format day-month-year	Yes	Not blank
4.67b	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.70	Chapter 4 –Workstream 1: CCP Profile	Have you conducted UNDAF Annual Reviews?	Single Choice Radio Button	Yes No	Yes	Not blank
4.70a	Chapter 4 –Workstream 1: CCP Profile	If yes, dates?	Date field	Intl format day-month-year	Yes	Not blank
4.70a	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.73	Chapter 4 –Workstream 1: CCP Profile	Have you conducted UNDAF Evaluations?	Single Choice Radio Button	Yes No	Yes	Not blank
4.73a	Chapter 4 –Workstream 1: CCP Profile	If yes, dates?	Date field	Intl format day-month-year	Yes	Not blank
4.73b	Chapter 4 –Workstream 1: CCP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.76	Chapter 4 –Workstream 2: CS & HBP Profile	Has a Common Services training been conducted at the country level?	Single Choice Radio Button	Yes No	Yes	Not blank
4.76a	Chapter 4 –Workstream 2: CS & HBP Profile	If yes, dates?	Date field	Intl format day-month-year	Yes	Not blank
4.78	Chapter 4 –Workstream 2: CS & HBP Profile	Have you implemented new common services in the last year?	Single Choice Radio Button	Yes No	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
4.78a	Chapter 4 –Workstream 2: CS & HBP Profile	If yes, which ones?	Multi-choice box, check all that apply	TBD	Yes	Not blank
4.80	Chapter 4 –Workstream 2: CS & HBP Profile	Does the OMT have a common services/business operations plan in place?	Single Choice Radio Button	Yes No	Yes	Not blank
4.80a	Chapter 4 –Workstream 2: CS & HBP Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.82	Chapter 4 –Workstream 2: CS & HBP Profile	Does your common services/business operations planning coincide with program planning?	Single Choice Radio Button	Yes No	Yes	Not blank
4.83	Chapter 4 –Workstream 2: CS & HBP Profile	Are any of the OMT members trained as a Common Services/UN Business Operations resource person?	Single Choice Radio Button	Yes No	Yes	Not blank
4.83a	Chapter 4 –Workstream 2: CS & HBP Profile	If yes, how many?	Number	Number	Yes	Valid number
4.85	Chapter 4 –Workstream 2: CS & HBP Profile	What is the status of HACT implementation? Which step are you on?	Single Choice drop down menu	TBD	Yes	
4.86	Chapter 4 –Workstream 3: Common Premises Profile	Are the UN agencies at the country level co-located in a single premise?	Single Choice Radio Button	Yes No	Yes	Not blank
4.86a	Chapter 4 –Workstream 3: Common Premises Profile	If not, then how many are co-located?	Number	Number	Yes	Not blank
4.86b	Chapter 4 –Workstream 3: Common Premises Profile	If not, then which ones are co-located?	Multi-choice box, check all that apply	Agency list, same as 0.5	Yes	Not blank
4.89	Chapter 4 –Workstream 4: Joint Communication	Does your UNCT have a joint communications strategy?	Single Choice Radio Button	Yes No	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Profile					
4.89a	Chapter 4 –Workstream 4: Joint Communication Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.91	Chapter 4 –Workstream 5: Joint Funding Profile	Does a common budgetary framework exist providing an overview of core, non-core resources and the funding gap for the whole programming cycle?	Single Choice Radio Button	Yes No	Yes	Not blank
4.91a	Chapter 4 –Workstream 5: Joint Funding Profile	If yes, is it updated on an annual basis to ensure the most realistic budget information for planning purposes?	Single Choice Radio Button	Yes No	Yes	Not blank
4.91b	Chapter 4 –Workstream 5: Joint Funding Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.94	Chapter 4 –Workstream 5: Joint Funding Profile	Was an UNDAF financing strategy considered to inform country team decision-making with regard to the establishment of particular joint funding mechanisms?	Single Choice Radio Button	Yes No	Yes	Not blank
4.95	Chapter 4 –Workstream 5: Joint Funding Profile	Were joint funding mechanisms, including pass-through included?	Single Choice Radio Button	Yes No	Yes	Not blank
4.95a	Chapter 4 –Workstream 5: Joint Funding Profile	If yes, number in each category below:			Yes	Not blank
4.95b	Chapter 4 –Workstream 5: Joint Funding Profile	MDTFs	Number	Number		Valid number
4.95c	Chapter 4 –Workstream 5: Joint Funding Profile	One Funds	Number	Number		Valid number
4.95d	Chapter 4 –Workstream 5: Joint Programmes	Joint Programmes	Number	Number		Valid

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Joint Funding Profile					number
4.95e	Chapter 4 –Workstream 5: Joint Funding Profile	Pooled	Number	Number		Valid number
4.95f	Chapter 4 –Workstream 5: Joint Funding Profile	Parallel	Number	Number		Valid number
4.102	Chapter 4 –Workstream 5: Joint Funding Profile	In the case of MDTFs/One Funds, were allocation criteria agreed upon and consistently applied by a joint UN-Government Steering Committee?	Single Choice Radio Button	Yes No	Yes	Not blank
4.103	Chapter 4 –Workstream 5: Joint Funding Profile	Did the UNCT agree on a joint resource mobilization strategy?	Single Choice Radio Button	Yes No	Yes	Not blank
4.103a	Chapter 4 –Workstream 5: Joint Funding Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.105	Chapter 4 –Workstream 5: Joint Funding Profile	Was the UNCT exposed to a briefing/training on joint funding mechanisms?	Single Choice Radio Button	Yes No	Yes	Not blank
4.105a	Chapter 4 –Workstream 5: Joint Funding Profile	If no, would you require one?	Single Choice Radio Button	Yes No	Yes	Not blank
4.107	Chapter 4 –Workstream 6: Joint Leadership & Management Profile	Does the UNCT have a Code of Conduct?	Single Choice Radio Button	Yes No	Yes	Not blank
4.108	Chapter 4 –Normative Area 1: Transition Profile	Is there an Integrated Strategic Framework?	Single Choice Radio Button	Yes No	Yes	Not blank
4.108a	Chapter 4 –Normative Area 1: Transition Profile	If yes, date of signature	Date field	Intl format day-month-year	Yes	Not blank
4.108b	Chapter 4 –Normative Area 1: Transition Profile	If yes, time frame	Text field	Text	Yes	Not blank
4.111	Chapter 4 –Normative Area 1: Transition Profile	Has the formulation & coordination of a Transition	Single Choice Radio Button	Yes No	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
		Strategy/Plan included joint planning with a UN peace operation? (Peacekeeping or Special Political Missions)?				
4.112	Chapter 4 –Normative Area 1: Transition Profile	Has a conflict analysis been undertaken related to the current programming cycle?	Single Choice Radio Button	Yes No	Yes	Not blank
4.113	Chapter 4 –Normative Area 1: Transition Profile	Has there been a transition of humanitarian to recovery coordination?	Single Choice Radio Button	Yes No	Yes	Not blank
4.113a	Chapter 4 –Normative Area 1: Transition Profile	If yes, what were the key elements of the transition planning process?	Multi-choice box – Check all that apply, if other, please specify	TBD	Yes	Not blank
4.114	Chapter 4 –Normative Area 1: Transition Profile	Was any Joint Programme with a UN mission developed?	Single Choice Radio Button	Yes No	Yes	Not blank
4.114a	Chapter 4 –Normative Area 1: Transition Profile	If yes, upload attachment	Upload attachment	Upload attachment	No	None
4.115	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	Is there a High level Steering Committee with the Government in the Lead?	Single Choice Radio Button	Yes No	Yes	Not blank
4.115a	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	If yes, please specify which departments	Text	text	Yes	Not blank
4.116	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	Does the HLSC include the Donors?	Single Choice Radio Button	Yes No	Yes	Not blank
4.116a	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	If yes, name the donors	Text	Text	Yes	Not blank
4.117	Chapter 4 –Normative Area	Are there functional TWGs with	Single Choice Radio	Yes	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	2: DaO Profile (One Programme)	Government Participation?	Button	No		
4.117a	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	If yes, which ones?	Multi-choice box – check all that apply, if other, please specific		Yes	Not blank
4.118	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	Is there a common programming document other than the UNDAF?	Single Choice Radio Button	Yes No	Yes	Not blank
4.118a	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	If yes, which ones?	Multi-choice box – check all that apply, if other, please specific		Yes	Not blank
4.118b	Chapter 4 –Normative Area 2: DaO Profile (One Programme)	If yes, size of common programming document?	Currency	\$ US dollars in thousands ('000)	Yes	Valid currency
4.120	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	Are there agreed UNCT ToRs?	Single Choice Radio Button	Yes No	Yes	Not blank
4.120a	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	If yes, upload document	Upload attachment	Upload attachment	No	None
4.121	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	UNCT code of Conduct (CoC) Approved?	Same as 4.107	Same as 4.107	Yes	Not blank
4.121a	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	If yes, upload document	Upload attachment	Upload attachment	No	None
4.122	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	Agreed Mutual Accountability Framework?	Single Choice Radio Button	Yes No	Yes	Not blank
4.122a	Chapter 4 –Normative Area 2: DaO Profile (One Leader)	If yes, upload document	Upload attachment	Upload attachment	No	None

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Leader)					
4.123	Chapter 4 –Normative Area 2: DaO Profile (One Budget)	Agreed Conflict Resolution Mechanism (Budget)	Single Choice Radio Button	Yes No	Yes	Not blank
4.123a	Chapter 4 –Normative Area 2: DaO Profile Profile (One Budget)	If yes, upload document	Upload attachment	Upload attachment	No	None
4.124	Chapter 4 –Normative Area 2: DaO Profile Profile (One Budget)	One Fund administered by One AA?	Single Choice Radio Button	Yes No	Yes	Not blank
4.125	Chapter 4 –Normative Area 2: DaO Profile Profile (One Budget)	Budgetary Framework Operational?	Single Choice Radio Button	Yes No	Yes	Not blank
4.126	Chapter 4 –Normative Area 2: DaO Profile Profile (One Budget)	Agreed Resource Allocation/Prioritization Criteria?	Single Choice Radio Button	Yes No	Yes	Not blank
4.127	Chapter 4 –Normative Area 2: DaO Profile (One Office)	Joint Resource Mobilization initiated?	Single Choice Radio Button	Yes No	Yes	Not blank
4.128	Chapter 4 –Normative Area 2: DaO Profile (One Voice)	What is the nature of the Common UN Premises?	Single choice drop down menu	TBD	Yes	Not blank
4.129	Chapter 4 –Normative Area 2: DaO Profile (One Voice)	Internal UN communication strategy implemented?	Single Choice Radio Button	Yes No	Yes	Not blank
4.129a	Chapter 4 –Normative Area 2: DaO Profile (One Voice)	If yes, upload document	Upload attachment	Upload attachment	No	None
4.130	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Does the UN provide support on South-South Cooperation?	Single Choice Radio Button	Yes No	Yes	Not blank
4.130a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, Does the UN provide support on South-South Cooperation?	Multiple choice check all that apply, other please specify	TBD	Yes	Not blank
4.131	Chapter 4 – Normative Area 3: Aid Effectiveness	Does the UN pursue a coordinated approach to	Chapter 4 – Normative Area 3:	Does the UN provide support on South-South Cooperation?	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Profile	developing national capacity?	Aid Effectiveness Profile			
4.131a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, please specify	Multiple choice check all that apply, other please specify	TBD	Yes	Not blank
4.132	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Does the UN participate in sector-wide approaches (SWAps)?	Single Choice Radio Button	Yes No	Yes	Not blank
4.132a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, which sectors?	Multiple choice check all that apply	Same as 1.3b	Yes	Not blank
4.133	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Does the UN provide direct budget support?	Single Choice Radio Button	Yes No	Yes	Not blank
4.133a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, which sectors?	Multiple choice check all that apply	Same as 1.3b	Yes	Not blank
4.133b	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, what are associated costs per sector?	Currency	\$ US dollars in thousands ('000)	No	Valid currency
4.134	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Does the UN chair/co-chair aid effectiveness and coordination fora?	Single Choice Radio Button	Yes No	Yes	Not blank
4.134a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, which fora?	Multiple choice check all that apply, other please specify	TBD	Yes	Not blank
4.135	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Has the UNCT defined complementary roles with Bretton Woods Institutions?	Single Choice Radio Button	Yes No	Yes	Not blank
4.135a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Explain	Narrative	Text	Yes	Not blank
4.136	Chapter 4 – Normative	Does the UNCT provide	Single Choice Radio	Yes	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Area 3: Aid Effectiveness Profile	capacity development for use of aid modalities & Aid Management?	Button	No		
4.136a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Explain	Narrative	Text	Yes	Not blank
4.137	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Is there an aid management information system (AIMS) in place?	Single Choice Radio Button	Yes No	Yes	Not blank
4.137a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	If yes, please specify	Multiple choice check all that apply, other please specify	TBD	Yes	Not blank
4.138	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Does the UNCT monitor its performance on aid effectiveness independently of the Paris Declaration Monitoring Surveys?	Single Choice Radio Button	Yes No	Yes	Not blank
4.138a	Chapter 4 – Normative Area 3: Aid Effectiveness Profile	Explain	Narrative	Text	Yes	Not blank
4.139	Chapter 4 – Normative Area 4: Human Rights Profile	Is there a UNCT Human Rights Advisor?	Single Choice Radio Button	Yes No	Yes	Not blank
4.140	Chapter 4 – Normative Area 4: Human Rights Profile	Has training on HRBA been conducted as part of the UNDAF rollout process?	Single Choice Radio Button	Yes No	Yes	Not blank
4.141	Chapter 4 – Normative Area 4: Human Rights Profile	Has the UNCT received support on human rights mainstreaming?	Single Choice Radio Button	Yes No	Yes	Not blank
4.141a	Chapter 4 – Normative Area 4: Human Rights	If yes, please specify	Multiple choice check all that apply, other	TBD	Yes	Not blank

Item #	Report Section	Input Field	Field Type	Initial Values (DOKO team to input final list)	Required for CCR completion ?	Validation ?
	Profile		please specify			
4.145	Chapter 4 – Normative Area 4: Gender Profile	Percentage of One Fund resources allocated to gender equality (determined through the application of a gender marker)	Number	Percentage, 1 decimal	Yes	Valid number
4.146	Chapter 4 – Normative Area 4: Gender Profile	Number of Joint Programmes on Gender Equality	Number	Number	Yes	Valid number
4.147	Chapter 4 – Normative Area 4: Gender Profile	Have the performance indicators for Gender Equality (Scorecard) been applied?	Single Choice Radio Button	Yes No	Yes	Not blank
4.148	Chapter 4 – Normative Area 4: Gender Profile	Is there capacity building for UN staff on gender mainstreaming?	Single Choice Radio Button	Yes No	Yes	Not blank
Chapter 6						
5.1	Chapter 5 – Annex	Upload document(s)	Upload document(s)	Upload document(s)	No	None

Chapter 3: Coordination Workplan: Possible Input Format:

For each workstream and normative area, the reporting country team will add Outputs (in some cases up to 10 Outputs, in some cases none). Upon adding an Output the reporter will be asked to input detail for that Output as well as to add Activities (0-10) to each Output.

Workstream/Normative Area

W1. Common Country Programming

+ Add Output (0 to 10 per workstream or normative area)

Output 1:

Output Description:

Lead:

Role of Partners:

Time Frame:

Indicator:

Target:

Benchmark:

Means of Verification:

Assessment of Progress:

Assumptions/Risks:

Assessment of Assumptions/Risks:

Inputs:

Budget:

Funds Required		
SRC	UNCCF	Other

+ Add Activity (0 to 10 per outcome):

Activity 1:

Activity:

Lead:

Role of Partners:

Time Frame:

Target:

Means of Verification

Inputs

Budget:

Funds Required		
SRC	UNCCF	Other

W2. Common Services & Harmonized Business Practices

+ Add Output (0 to 10 per workstream or normative area)

+ Add Activity (0 to 10 per outcome):

W3. Common Premises

+ Add Output (0 to 10 per workstream or normative area)

+ Add Activity (0 to 10 per outcome):

W4 – N5

+ Add Output (0 to 10 per workstream or normative area)

+ Add Activity (0 to 10 per outcome):

Country Coordination Reporting System Specifications:

Pre-defined Reports/Outputs

1. Ability to create mailing lists from contacts
2. View/Dashboard for the DOCO management team to see all those items nominated as 1) Good Practices – Development, and 2) Case Studies, whereby they are able to review the nominations and update the status.
3. Dashboard for DOCO to see reporting status of all countries by chapter
4. Dashboard for country teams to see all reporting sections and their status
5. One-page profile, with graphics to summarize key country and regional indicators
6. Report on RC activities and progress, to support Performance Appraisal