Training on Lebanon Aid Tracking
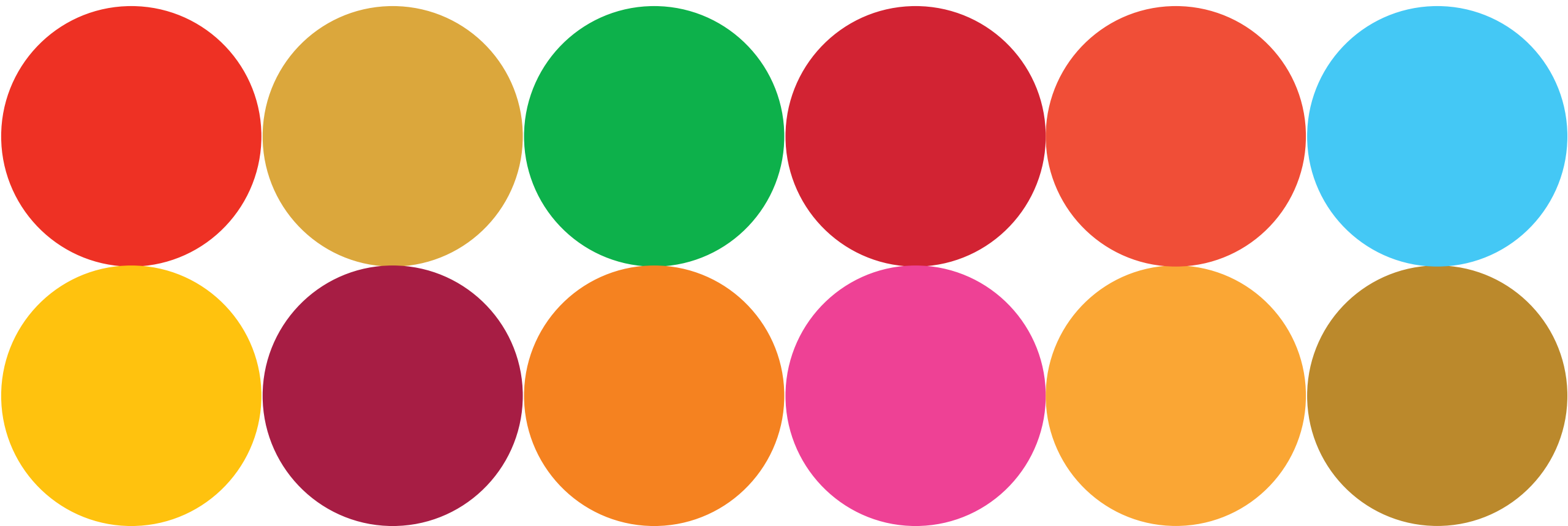
20 November 2024

Outline

1. Introduction

2. Key definitions

3. Recent changes in system

4. Scenarios

5. Q&A

1. Introduction

Introduction

- Flash Appeal (FA) launched on 1 October 2024

- Revised Lebanon Aid Tracking system and launched first request following FA launch on 8 November 2024

- To report every two weeks, report to be published

- **For UN only:** CF section paused, pending PMT decision

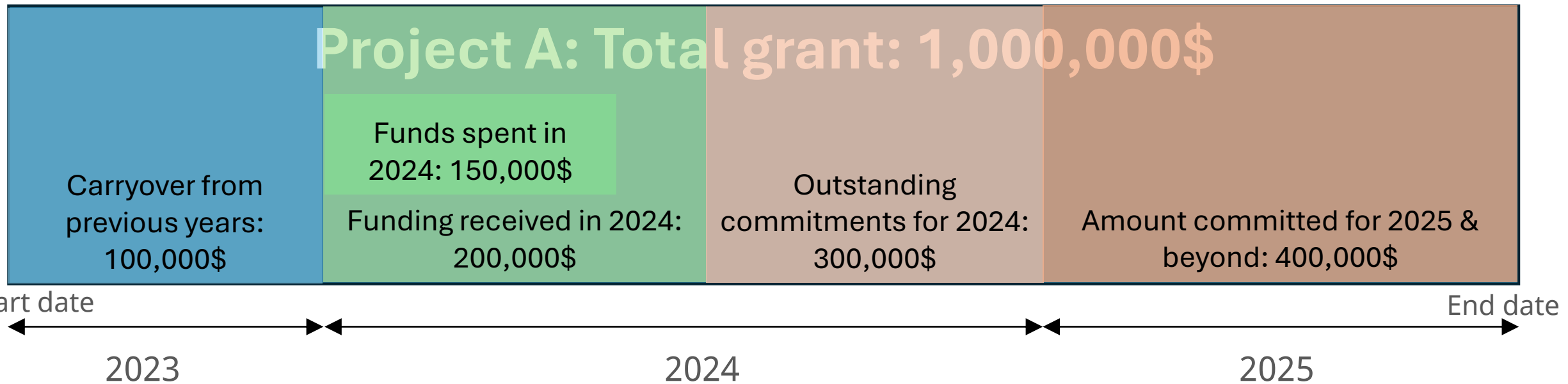- Donors and sector leads to review data submitted

Introduction

- Upcoming reporting deadlines for Lebanon Aid Tracking:

  - 19 - 25 November 2024

  - 10 - 16 December 2024

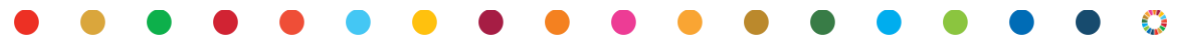 - 2 - 10 January 2025

2. Key Definitions

Key definitions

Project A: Total grant: 1,000,000$

| Carryover from previous years: 100,000$ | Funds spent in 2024: 150,000$ / Funding received in 2024: 200,000$ | Outstanding commitments for 2024: 300,000$ | Amount committed for 2025 & beyond: 400,000$ |

Start date → End date

2023 | 2024 | 2025

- Received in 2024: funds received (IN BANK) from donor in 2024 following a signed commitment or a contract.

- Outstanding commitments for 2024: funds committed by a donor in a signed agreement for implementation, expected to be received in 2024 at a later date but not yet received in bank

- Amount committed for 2025 and beyond: funds committed by a donor in a signed agreement for implementation in 2024 and beyond, expected to be received in 2025 or later and not yet received in bank

- Carry over from previous years: under the same grant, funds received before the reporting year that was carried over. This includes funding for multi-year projects and unspent funds. An example is funding received late in 2023 for projects that started in 2023 and will continue during 2024.

- Funds spent so far in 2024: funds released from the bank by the reporting partner for the purchase of goods or services or subcontracting including payment of staff salaries or other operational costs related to the implementation of activities.

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3. Recent changes in the system

Recent changes in system

- Addition of Flash Appeal section under LRP
  - Amount in USD reprogrammed for Flash Appeal by type of funding (received in 2024, commitment 2024, commitment 2025, carry over from 2023)
  - Flash Appeal sector breakdown (%)
- Consent to share data with FTS

4. Scenarios

Question 1

Multi-year project

The project started in 2023 under the LRP, and will end in 2025.

- There is funding left from last year, amounting to $100K.
- This year the donor granted the project a total of $500K:
  - They already transferred $150K to the organization, and they will provide the rest later in 2024.

How to report this in aid tracking?

Report carryover as $100K and received as $500K.

Report carryover as $100K, received as $150K, and commitment for 2024 as $350K.

Question 1
Multi-year project

The project started in 2023 under the LRP, and will end in 2025.

- There is funding left from last year, amounting to $100K.
- This year the donor granted the project a total of $500K:
    - They already transferred $150K to the organization, and they will provide the rest later in 2024.

How to report this in aid tracking?

Report carryover as $100K and received as $500K.

Report carryover as $100K, received as $150K, and commitment for 2024 as $350K.

Question 2

Reprogrammed Flash Appeal projects

The project started in mid 2024 and will end in 2025. Given the conflict in Lebanon, the project was fully reprogrammed on 10 October for the Flash Appeal.

When creating the project, there is no need to mark Yes in "LRP" as it's not an LRP project.

Is this correct?

Yes

No

Question 2

Reprogrammed Flash Appeal projects

The project started in mid 2024 and will end in 2025. Given the conflict in Lebanon, the project was fully reprogrammed on 10 October for the Flash Appeal.

When creating the project, there is no need to mark Yes in "LRP" as it's not an LRP project.

Is this correct?

Yes

No ✓

For any Flash Appeal project, "LRP" should always be "Yes"

Question 3

New projects

Your organization has new funding based on agreement signed on 5 November 2024 for the emergency response given the conflict in Lebanon.

Since this project responds to Flash Appeal priorities, when adding a record for this project, you mark it as follows:
- LRP (including FA): Yes
- LRP percentage (including FA): 100%
- Flash appeal: New FA project
- FA sector breakdown %: provide respective FA sector breakdown (adding up to 100%)

Is this correct?

Yes

No

Question 3

New projects

Your organization has new funding based on agreement signed on 5 November 2024 for the emergency response given the conflict in Lebanon.

Since this project responds to Flash Appeal priorities, when adding a record for this project, you mark it as follows:
- LRP (including FA): Yes
- LRP percentage (including FA): 100%
- Flash appeal: New FA project
- FA sector breakdown %: provide respective FA sector breakdown (adding up to 100%)

Is this correct?

Yes ✓

No

All new FA projects should have LRP as "Yes", and LRP percentage 100%

Question 4
Different currency

I have a Flash Appeal project with total budget 1M Euros, which recently received 200k funding in Euros.

How do I report the funding figures in USD?

Use yahoo.com exchange rate on the date of donor agreement for both total budget and funding received.

Use UN exchange rate on date of reporting on aid tracking only for funding received & leave total budget as it was reported originally (based on UN exchange rate on initial reporting date)

Use UN exchange rate on date of reporting on aid tracking for both total budget and funding received.

Question 4

Different currency

I have a Flash Appeal project with total budget 1M Euros, which recently received 200k funding in Euros.

How do I report the funding figures in USD?

Use yahoo.com exchange rate on the date of donor agreement for both total budget and funding received.

Use UN exchange rate on date of reporting on aid tracking only for funding received & leave total budget as it was reported originally (based on UN exchange rate on initial reporting date) ✓

Use UN exchange rate on date of reporting on aid tracking for both total budget and funding received.

Question 5

Reprogrammed Flash Appeal projects

The project started in 2024 and will end in 2025, and received $200k funding. Given the conflict in Lebanon, $150K of the project was reprogrammed on 25 October for the Flash Appeal.

When creating the project, I mark:
- LRP (including FA): Yes
- LRP percentage (including FA): 75%
- Flash appeal: This project has been reprogrammed (fully or partially) to meet Flash Appeal needs
- LRP sector breakdown %: provide respective LRP sector breakdown (adding up to 100%)
- Flash Appeal response: Amount reprogrammed out of funding received: 75%
- Flash Appeal sector breakdown %: provide respective FA sector breakdown (adding up to 100%)

Is this correct?

Yes

No

Question 5

Reprogrammed Flash Appeal projects

The project started in 2024 and will end in 2025, and received $200k funding. Given the conflict in Lebanon, $150K of the project was reprogrammed on 25 October for the Flash Appeal.

When creating the project, I mark:
- LRP (including FA): Yes
- LRP percentage (including FA): 75%
- Flash appeal: This project has been reprogrammed (fully or partially) to meet Flash Appeal needs
- LRP sector breakdown %: provide respective LRP sector breakdown (adding up to 100%)
- Flash Appeal response: Amount reprogrammed out of funding received: 75%
- Flash Appeal sector breakdown %: provide respective FA sector breakdown (adding up to 100%)

Is this correct?

Yes

No ✓

LRP percentage should be 100%

Amount reprogrammed should be $150k (value in USD, not a %)

Question 6

Regional projects

Your organization has new funding which is part of a regional programme with a total budget of 5M USD, out of which 2M USD is assigned for Lebanon.

When creating the project, you add the total budget as 5M and 2M as committed.

Is this correct?

Yes

No

Question 6

Regional projects

Your organization has new funding which is part of a regional programme with a total budget of 5M USD, out of which 2M USD is assigned for Lebanon.

When creating the project, you add the total budget as 5M and 2M as committed.

Is this correct?

Yes

No ✓

You only add the financial information concerning Lebanon, so the total budget should be 2M USD.

5. Q&A

Q&A raised during trainings (1)

- Why am I sometimes getting validation error in the system?
  - There are strict validation rules in the system (e.g. Total Budget must equal carry over + received + commitments) that if not followed will show validation error. Also do not add any decimal points to funding figures

- UN operational exchange rate changes over time and will cause a validation error with total budget at the end of the project, what do we do?
  - We suggest you update the USD figures at the end of the project to ensure they align

- If funding was received by our HQ and they applied the X% overhead and then transferred to the country office, should we include the overhead in the Lebanon figures?
  - It depends on what was agreed with the donor, if the donor agreement includes the X% overhead then this should be included even if it doesn't reach the country office.

- Should we report private donations to our organization? Are they considered a donor?
  - Yes, report these figures. Private donations are considered a donor, you can add the funding figures in the system with the donor as "Private donors"

Q&A raised during trainings (2)

- Our organization received funding by several donors. How do we report this in the system?
  - You should report each donor separately - unless it's a pooled fund (e.g. Lebanon Humanitarian Fund, LHF). If it's a pooled fund, select the pooled fund as the donor

- I'm not sure if the funding received/repurposed falls under the Flash Appeal so I'm not sure how to reflect it in the system. What should I do?
  - We suggest you reach out to the sector coordinators for further clarification. You can find the contact information of the coordinators here: https://ialebanon.unhcr.org/#ContactLists

- Will the LRP percentage always be 100%?
  - For NGOs, yes, they should be unless there is some exception where the support is neither under LRP and Flash Appeal. For the UN, it depends, where some of their support could be development oriented (e.g. support to security institutions) and would thus fall under the Cooperation Framework.

Other questions?

Other questions

- Check the guidance note! It is attached in the latest communication on the Lebanon Aid Tracking update request and is regularly updated.

- Contact information for any other questions and full explanations of key concepts can be found there.