



FAO TECHNICAL COOPERATION PROGRAMME

(TCP)



STEP-BY-STEP INSTRUCTIONS

CHAPTER NO.5 - "TCP FACILITY"

Technical Cooperation Department
March 2011

The TCP step-by-step instructions are a tool to be used by staff of the FAO Representations, Subregional and Regional Offices directly involved in the TCP project cycle management through the use of the Field Programme Monitoring and Information System (FPMIS). The TCP step-by-step instructions are available on the TCP Website www.fao.org/tc/tcp/index_en.asp and can be downloaded in full or by chapter.

No. 5: CREATE AND APPROVE A TCP FACILITY PROJECT IN FPMIS, INCLUDING ADDITION OF NEW COMPONENTS AND REVISION OF EXISTING COMPONENTS

MARCH 2011

A TCP Facility project is an umbrella project under which several small components can be approved to address requests from the Government for short term and targeted expertise (see the TCP Manual Chapter 9). In FPMIS, the overall TCP Facility project is considered as a Parent project while the components are treated as the Babies of this Parent. The present instructions provide guidance on how to approve TCP Facility Parents and, particularly, Babies.

This action begins when the TCP Coordinator has received the first request for a TCP Facility component, has analysed it for its adherence to the TCP criteria, has consulted with the technical units concerned, has obtained their clearance and has prepared the component description and a draft budget.

1. Log in to FPMIS with a personal account (the name of a real person). Do not use a generic account.



I. Creating the TCP Facility parent and set to Final Consultation

2. If this is the first TCP Facility component for a new biennium, the Parent project has to be opened. The method to open a TCP Facility Parent is the same as for a normal TCP project. **Create a TCP Facility Idea in FPMIS following the step-by-step instructions No. 1. However, less information is required for the TCP Facility parent than for a normal projects so when creating the Idea, please**

REMEMBER THAT:

- Both the project title and objectives of the Parent should always say “TCP Facility” (even for a project for a French- or Spanish-speaking country). The details will be inserted for each component under the Baby information.

Project: Operationally Active (on 21 Jan 2010)		Admin
FPMIS Status History		
Babies		
Title	TCP Facility	
Objectives	TCP Facility	
Release to public	<input checked="" type="checkbox"/>	
Symbol	TCP/SUD/3301 (10/I/SUD/218)	Oracle Activity OTCP10SD10005

- The Oprt Org, BH org, LTU and LTO Unit of the Parent should be the same (example: for the TCP Facility in Susan, it should read FRSUD in all four fields).

- Insert the proposed EOD and NTE (for a TCPF Parent, the NTE should always be the last day of the biennium). Leave the approval date blank.

- The TCP Facility Parent **must** have **two** Qualifiers: Support to Development **and** TCP Facilities. **THIS IS ESSENTIAL, OTHERWISE THE TCP FACILITY BABIES WILL HAVE THE WRONG BUDGET TEMPLATE.**
- The SO/OR for the Parent should always be inserted as X2 (note that each Baby will have its own SO/OR).
- Enter the names of the Budget Holder, the Pipeline Task Manager and the Funding Liaison Officer (=TCP Officer): go to the blue line called “Responsibilities”, click on “Admin”, from the drop-down menu on select the responsibility, insert the name. No other names are required. Return to the core page by clicking on the blue arrow in the circle in the top right-hand corner.

No information related to the Baby should be reported under Parent and do not upload the request for a Baby under the Parent.

When the information has been inserted, the TCP Coordinator must send an e-mail to the Funding Liaison Officer at the Regional Office asking that the status of the Parent project be changed from Idea to Final Consultation.

When the e-mail is received, the Funding Liaison Officer ensures that financial resources are available, checks the information in FPMIS. The Officer sets the project to Active pipeline and immediately to Final Consultation, inserts the PSC and AOS rates and informs the TCP Coordinator of the project symbol (example TCP/PER/3301). The TCP Facility Parent is now in final consultation.

II. CREATE A BABY AND APPROVE THE PARENT AND THE BABY

II.A CREATE A BABY

IMPORTANT: Make **sure** that **all** the above information is inserted before creating the baby. Otherwise the information inserted on the baby will not be saved and you will have to start all over again!

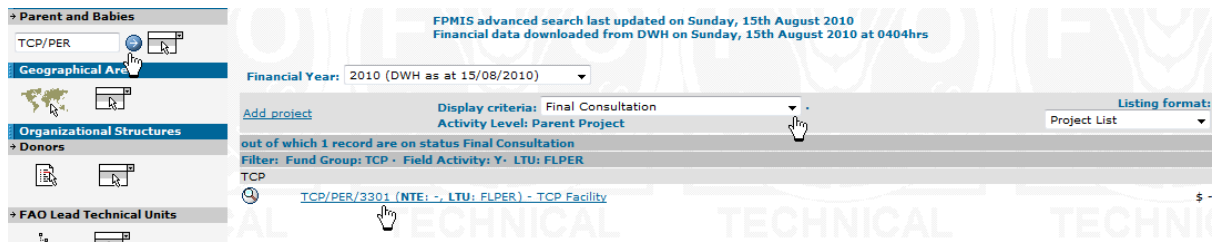
3. Once the TCP Facility Parent has been set to Final Consultation by the RO, it is time to create the first Baby. Note: the Parent will become operational only when the first Baby budget has been submitted.

Open the TCP Facility Parent:

- In the search field in the top left hand corner of the FPMIS home page, type the symbol of the Parent project



- Alternatively, type TCP/country or region code and from the menu, select the TCP Facility project (example: type “TCP/PER”, change the display criteria to “Final Consultation”, from the list select TCP/PER/3301).



4. At the top of the core page of the TCP Facility Parent project, click on “Project Actions”, then click on “Add Baby”.



5. Fill in the information fields as per the instructions in a) to d) below. **Note that the fields marked with * are mandatory.** If these fields are not filled, it will not be possible to create the baby project.

a) Baby Data

- Title of the component (suggestion: cut-and-paste it from the component description sheet).
- Objectives of the component (cut-and-paste it from the component description sheet).
If required, assign an Oracle code from the drop-down menu. Note: This action should be carried out **only** if a specific Oracle code has been created by CSF **prior** to the creation of the Baby project in FPMIS. This is not mandatory and, in most cases, is not advisable.

link to: [BABY CORE](#) | [Budget](#)

Parent Data

Parent Symbol: TCP/PHI/3301 (10/V/PHI/218 - OTCP10PH10060)	Parent Entity Number: 610829
Main PWB:	Funding: TCP(Org: TCSD; Biennium: 2010 - 2011)

Documentation

Baby Data

FPMIS Status History

Main Data

Title: * Policy Support for Establishing Social Protection in Fighting Poverty and Hunger	
Objectives: * Assist the National Anti-Poverty Commission (NAPC) prepare a feasibility plan and implementation strategy for a rights-based social protection as a major instrument to accelerate poverty and hunger reduction.	
Assign Oracle Activity Code: -- No Oracle Activity to select --	Project Symbol: TCP/PHI/3301 BABY01

Organizational Units:

- The Lead Technical Unit: This is always a headquarters unit. Type at least 3 characters of the organizational code of the LTU (example FIRA or AGA or TCSP), click “Search”. Note that if there are several choices, these can be selected from the drop-down menu that can be accessed by clicking on the black down-pointing arrow. If the wrong choice is made, click “Reset” and start again. Note: as acronyms change frequently and if the right acronym is not available from the menu, select the old acronym that best corresponds to the LTU.
- The Lead Technical Office: This is the Unit which hosts the Lead Technical Unit Officer. It can be either the same as the LTU, or a decentralized office. Type at least 3 characters of the organizational code (example: FOMA or SLM or RAFT) and click “Search” and select the right unit. If the LTO is the same as the LTU, insert the same acronym in both fields.

Organizational Units

LTU: * TCSP - Policy Assistance S	Reset	LTO: RAPO - Forestry Group	Reset
Operating: * FAPHI - FAO Representative	Reset	Budget Holder: * FAPHI - FAO Representative	Reset

- The Operating Unit and Budget Holder Unit are set by default to the same Operating and Budget Holder Units as for the Parent project and should not be changed.
- Date Official Request: Click on the calendar icon and select the date that corresponds to the date that is printed on the request letter or message received from the recipient ministry, institution or organization.
- Received by FAO: Click on the calendar icon and select the date that corresponds to the date that the request was received by FAO. This field is not obligatory.

Dates

Date Official Request: * 16-Oct-2009	Funding Eligibility Appraisal:
Received by FAO:	Sent to LTU:
Parent:	

- Funding eligibility appraisal (not mandatory and in most cases not required). A TCP Facility component requiring more than USD 100 000 must be submitted for peer review accompanied by a completed TCP Appraisal Sheet (TAS). In this case, insert the date that the Peer Review endorsed the project by clicking on the calendar icon. Remember in this case to upload the endorsed TAS to the Baby (see point 8 below)
- Sent to LTU: Leave blank.

b) Donors and recipients

- Donors: Default setting is “FAO” and should not be changed.
- Recipients: Default setting is the same recipient as the Parent project and should not be changed.

c) Classifications:

- Qualifiers:
 - The qualifiers for the Parent project are indicated. Most TCP Facility components correspond to the qualifier “Support to development” which can be ticked (not obligatory), while the qualifier “TCP Facilities” **is obligatory** and is defaulted when the Baby is created.
 - One or several Baby specific qualifiers can be selected, but it is not mandatory. Type a key word, click “Search” and select from the drop down menu (from the selection “Other classifications” only), then click “Add”. The baby specific qualifier is **mandatory** if the TCP Facility component relates to an emergency activity. In that case, type “Emergencies” into the field, click “Search”, highlight “Emergencies” from the list and click “Add”.



d) Responsibilities:

- Name of the Budget Holder, of the Pipeline Task Manager and of the Funding Liaison Officer are defaulted from the Parent project. Any changes should be inserted at the Parent level, not at the Baby level, as these Officers should be the same for the Parent and the Baby.
- Name of the LTU Officer: This is the Lead Technical Officer who will be technically supporting this specific Baby project. Type the last name of the Officer, click “Search”, select the person from the dropdown menu and **click “OK”**. Note that the LTU Officer can be either from the LTU (i.e. at headquarters) or from a decentralized office (LTO). If the latter, make sure that the field “LTO” is completed as per a) above.

- Other Officers: If other officers are involved in the TCP Facility component, their roles and names can be added. Select a role from the drop down menu, type the last name of the Officer, click “Search”, select the person from the drop-down menu, then **click “OK”**. Repeat the operation as many times as required.

6. Create the Baby

Save the Baby by clicking on “Create Baby”. If any mandatory fields have not been completed, they will be highlighted in red and must be filled in before clicking again on “Create Baby”.

Role	Staff	At Assignment (from FPMIS Staff)
* Pipeline Task Manager	Cuevas Garcia, Roberto (FLPER) <input type="button" value="Ok"/> <input type="button" value="Reset"/>	Org: FLPER - FAO Representation in P Job: Fao Representative E-mail: Roberto.CuevasGarcia@fao.org <input type="button" value="Reset"/>
* Budget Holder	Cuevas Garcia, Roberto (FLPER) <input type="button" value="Ok"/> <input type="button" value="Reset"/>	Org: FLPER - FAO Representation in P Job: Fao Representative E-mail: Roberto.CuevasGarcia@fao.org <input type="button" value="Reset"/>
* LTU Officer	Bessy, Catherine (AGNDD) <input type="button" value="Ok"/> <input type="button" value="Reset"/>	Org: AGNDD - Office of Director Job: Food Safety And Quality Office E-mail: Catherine.Bessy@fao.org <input type="button" value="Reset"/>
* Funding Liaison Officer	Mengarelli, Mario (RLCTD) <input type="button" value="Ok"/> <input type="button" value="Reset"/>	Org: TCOTD - Office of Chief Job: Project Analyst E-mail: Federica.Damiani@fao.org <input type="button" value="Reset"/>
Alternate LTU Officer	Clarke, Renata (AGNDD) <input type="button" value="Ok"/> <input type="button" value="Reset"/>	Org: AGNDD - Office of Director Job: Senior Officer E-mail: Renata.Clarke@fao.org <input type="button" value="Reset"/>

-- Select Role --

* - Mandatory fields

7. Set the Strategic Objective and the Organizational result under Strategic Framework. If in doubt as to which SO/OR the TCP Facility component contributes to, the LTU or LTO should confirm.

- Go to the blue line called “Strategic Framework”, click on the words or on the + to the right.
- Select the appropriate Strategic Objective from the drop-down menu and **click “Add”**.
- Then select the appropriate Organizational Result from the drop-down menu and **click “Add”**.

In almost all cases, a TCP Facility component will only contribute to **one** Organizational Result.

Strategic Framework ? Donors ?

Strategic Objective(s) -- Select Strategic Objective --

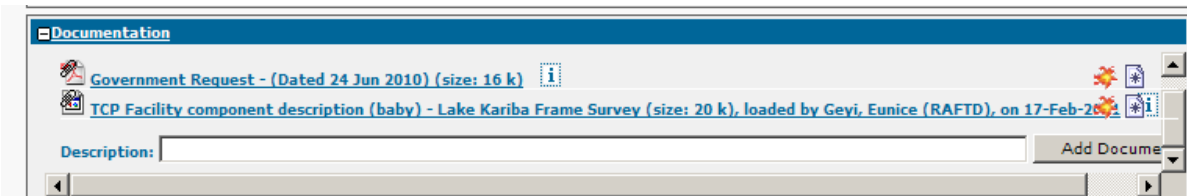
Strategic Objective: H. Improved food security and better nutrition
Organization Result(s) -- Select Organization Result --

H3. Strengthened capacity of Member countries and other stakeholders to address specific nutrition concerns in food and agriculture

8. Upload documentation

Upload the official request and the component description form as follow:

- Go to the blue line called “Documentation”, click on the words or on +, click on “Add document” and wait for new page to open.
- From “Insert new document” select “Government request”, click “New”, click “Browse”, select the request document from the computer’s hard drive.
- In the field “Description”, type the date of the request as printed on the request as follow “(dated <day> <month with 3 letters in English > <year >). Example: (dated 24 Jan 2010).
- In the field “Date sequence” and using the calendar icon, insert the current date.
- Leave other fields as per the defaults proposed.
- Repeat the above to add the component description document, choosing from “Insert new document” the document description “TCP Facility component description (baby)” and inserting into the “Description” the title of the component, example: Food safety legislation.



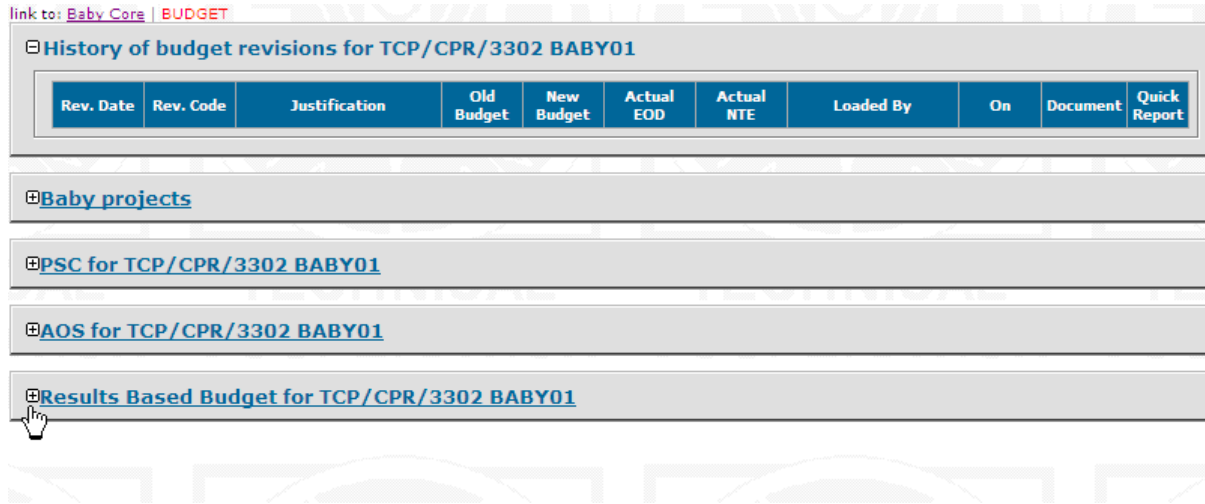
The above can be repeated if other documents are considered useful, such as the TORs of consultants. In addition, if the component was submitted for peer review, the endorsed TAS should be uploaded, choosing “TCP Appraisal Sheet (TAS)” from the drop down menu.

II.B CREATE A BUDGET FOR THE BABY

9. Go to the “link to” menu on the top of the page, click on “Budget” next to “Baby Core”. Wait for the page to open.



10. Go to the line called “Results based budget for e.g. TCP/CPR/3302 BABY01”, click on + or on the words, the box “TCP Facility Template” will open.



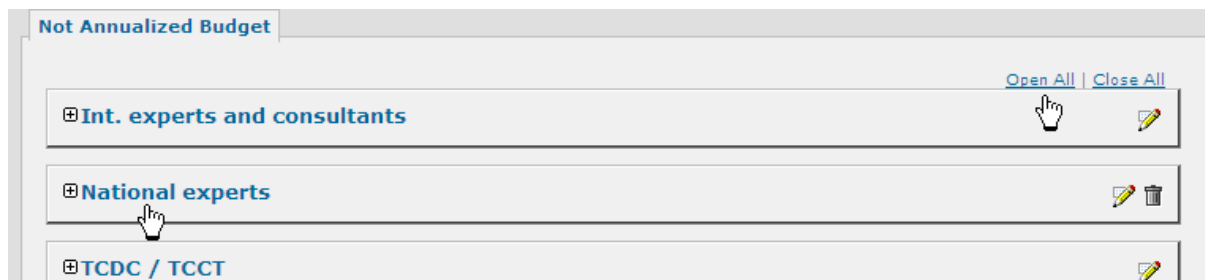
Click on “Create”.



If the TCP Facility Template has already been created, the budget will open when clicking on “Results Based Budget”.

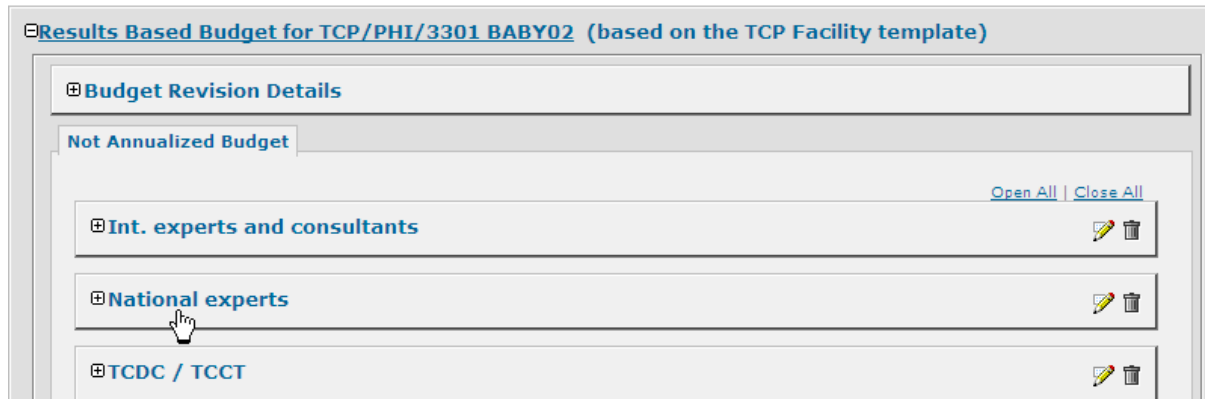
(The information below is also contained in the step-by-step instructions No. 3. which specifically deals with budgets.)

Individual sections are opened by clicking on them individually or by clicking on “Open All”.

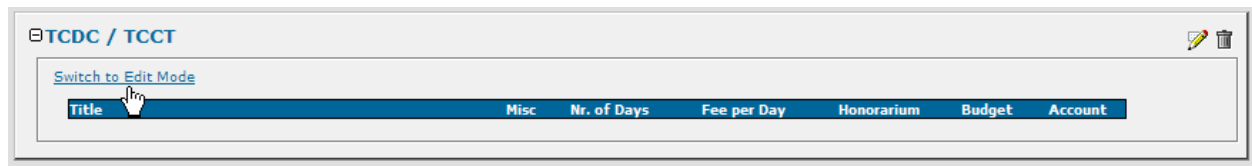


All sections behave in the same manner, as described below. Specific information on how to fill particular sections can be found under points 11 and 12.

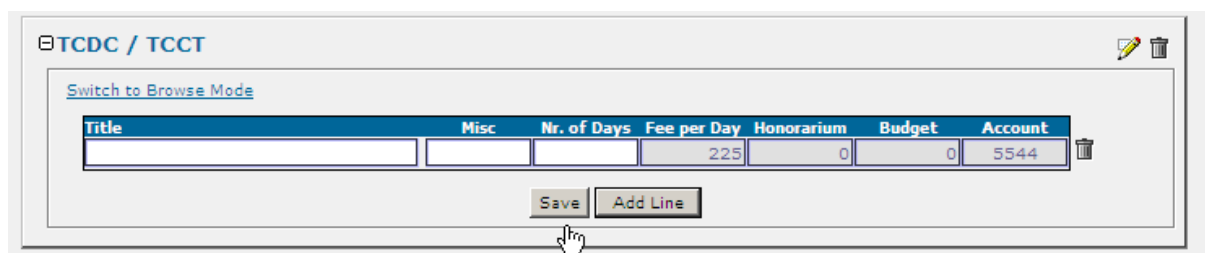
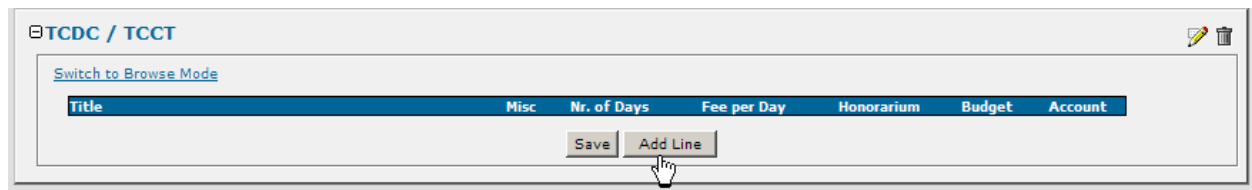
- Each section opens by clicking on the name of the section.



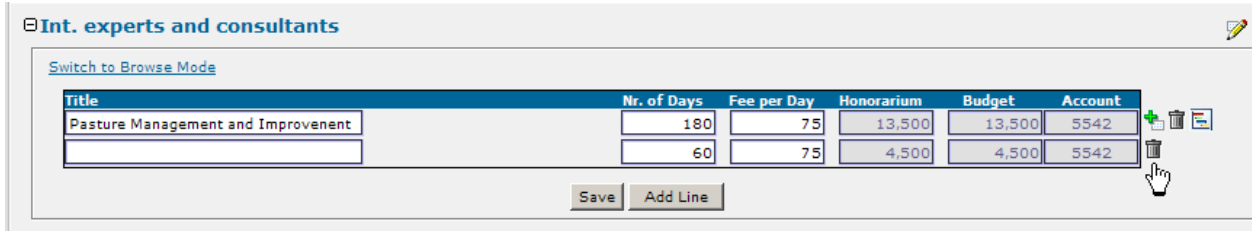
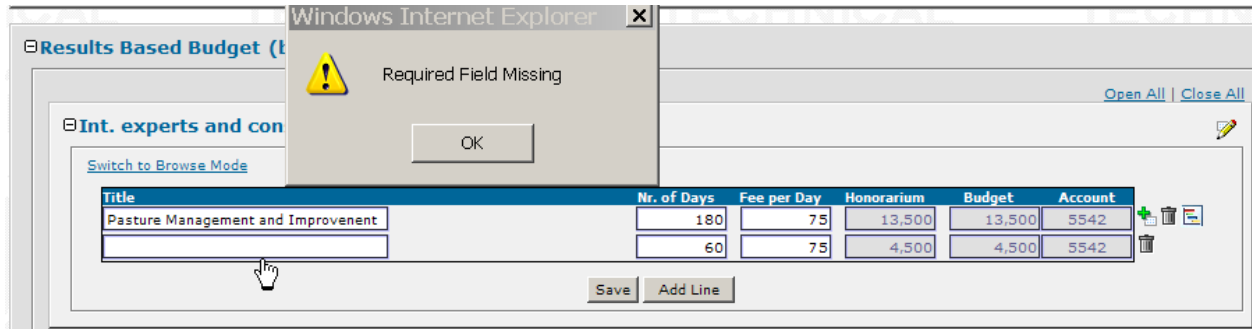
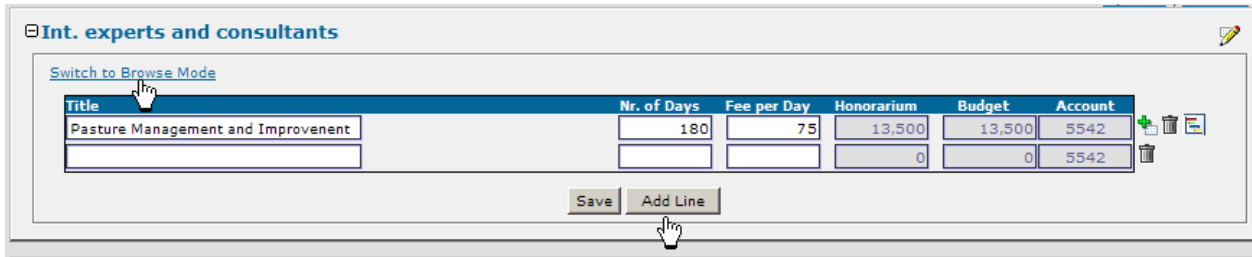
- The section is in Browse mode and all the fields are grey. To enter information in a section, click on “Switch to Edit mode”,



then click on “Add a line”. Fields that can be filled appear in white. When the section has been filled, click “Save”.



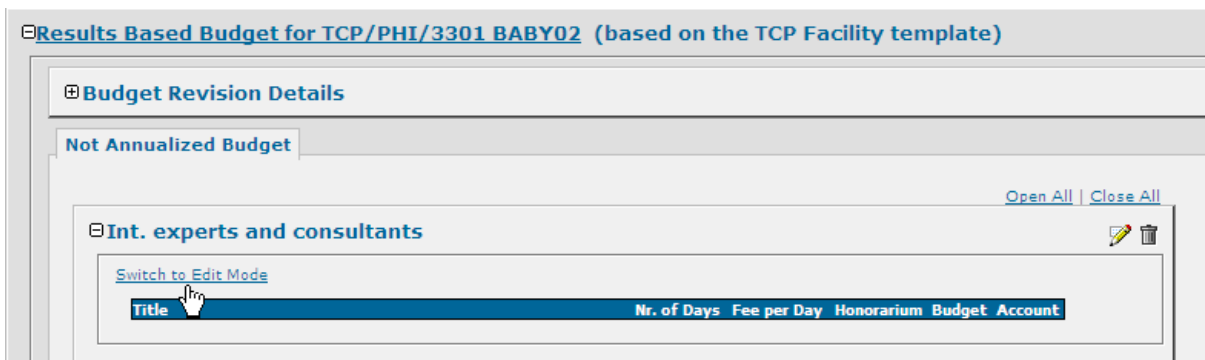
- Clicking “Save” returns the section to browse mode. To enter more info in this section, click “Switch to Edit mode” again.
- It is recommended to click “Save” regularly, even if it means that you have to then click on “Switch to Edit mode” again to return to the section you were working on, especially if power cuts or loss of internet connections are frequent.
- If a line has been added, but no description has been entered, the field will light up in red and give a message when you click on “Save”. Should this happen, either insert a description in the field or delete the line by clicking on the garbage bin icon to the right of the line.



Note: the garbage bin can be a little slow to react, wait for the line to disappear, then click “Save”.



11. All sections related to consultants should be filled as follows (detailed description of each section can be found as of point 12 below):

- Click on “Switch to edit mode”.








- Click on “Add line” as many times as the number of consultants required by the project (example: if 3 national consultants are foreseen, click 3 times on “Add line” in the section for national consultants). More lines can be added or lines can be deleted over time during the preparation of the budget, so do not worry about not having all the information available at the start of budget preparation.



- In each line, enter the description of the consultant (example: veterinarian, agronomist, GIS expert) and insert the number of days and the daily rate (unless preset). **Do not use monthly rates.** Click “Save”.

☐ National experts  







[Switch to Browse Mode](#)

Title	Nr. of Days	Fee per Day	Honorarium	Budget	Account	
Veterinarian	135	100	13,500	13,500	5543	
Agronomist	60	80	4,800	4,800	5543	
GIS expert	30	80	2,400	2,400	5543	

- Once the honorarium for consultants has been inserted, the costs of travel can be added. To insert the travel costs for each of the consultants in the section, click again on “Switch to Edit mode”. To the right of each consultant (outside the box), a green  has appeared. Click on it. A travel line appears in which a description of a mission can be entered (example: “Mission 1”, or “Mission to Kenya”, or “Participation in inception workshop”, be as detailed as you wish). Insert the estimated travel costs of the air/rail etc tickets, the number of days of the mission and daily DSA rate. Click on the green  again to add more travel lines to enter “Mission 2”, or “Mission to Ethiopia”, etc. Then move on to enter the missions for the next consultant. Click “Save”.

☐ TCDC / TCCT  

[Switch to Browse Mode](#)

Title	Misc	Nr. of Days	Fee per Day	Honorarium	Budget	Account	
Weed management expert	200	20	225	4,700	4,700	5544	
Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account	
Mission to Kenya	2,000	10	281	2,810	4,810	5686	
Mission to Ethiopia	2,580	5	576	3,390	5,390	5686	
Forestry management expert	100	10	225	2,350	2,350	5544	
Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account	
				0	0	5686	

12. Detailed instruction on filling the sections:

i) International consultant – type title (field of expertise) of the consultant, number of days and honorarium per day. Repeat for all the consultants by clicking “Add line”, click “Save”, then insert information on the missions as explained in point 7. Click “Save”.

ii) National consultants –Type title (field of expertise), number of days and honorarium per day. Note: honorarium for the national consultants should be entered at a daily rate, avoiding using decimals (ex. 117, not 116.66). Repeat for all the consultants by clicking “Add line”, click “Save”, then insert information on the missions as explained in point 7. If details of DSA rates are not relevant for national consultants, put in a travel lump sum in the field “Travel (est.)”. Click “Save”.

National experts

[Switch to Browse Mode](#)

Title	Nr. of Days	Fee per Day	Honorarium	Budget	Account
Pasture Management and Improvement	180	75	13,500	13,500	5543

Save Add Line

National experts

[Switch to Browse Mode](#)

Title	Nr. of Days	Fee per Day	Honorarium	Budget	Account	
Pasture Management and Improvement	180	75	13,500	13,500	5543	
Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account
Mission 1	800			0	0	5685

Save Add Line

iii) TCDC/TCCT consultants – the daily fee for TCDC consultant is set at USD 225 and cannot be changed. The fee of USD 10/day to the releasing institution must be entered manually under “Misc” (i.e. number of days x 10). Repeat for all consultant by clicking “Add line”, then click “Save”, click “Switch to edit mode” to enter the travel costs for each consultant as per point 7. Click “Save”.

TCDC / TCCT

[Switch to Browse Mode](#)

Title	Misc	Nr. of Days	Fee per Day	Honorarium	Budget	Account
Peach and apple production	600	60	225	14,100	14,100	5544
Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account
Four missions	6,000	60	197	11,820	17,820	5686

Save Add Line

iv) Retired expert – Remember: only former FAO and UN staff are considered retirees. All other consultants over 62 are considered international. The field for the daily rate for retired expert is set at USD 120, but this field can be modified to accommodate the rate USD 160/day for retirees who were D1 or above prior to retirement. The rate of retired General Service staff is USD 90/day. Note: No other rate than these can be applied to retirees. Repeat for all retiree consultants by clicking “Add line”, then click “Save”, and enter the travel costs for each consultant as per point 7. Click “Save”.



Retirees

[Switch to Edit Mode](#) [Switch to Browse Mode](#)

Title	Nr. of Days	Fee per Day	Honorarium	Budget	Account
		120	0	0	5545

Save Add Line

v) Contracts – budget for contracts may be entered either in one line as lump sum or (preferred) by individual LoA creating one line for each LoA by clicking “Add line”. Click “Save”.

Contracts  

[Switch to Browse Mode](#)

Title	Amount	Budget	Account
LOA with University of Cape Town	20,000	20,000	5650
LOA with Action contre la Faim	10,000	10,000	5650


vi) Regional Workshops (regional or subregional TCPF only. Remember, no study tours on a TCP Facility) – Describe the regional workshop (Example: “Regional workshop, Tashkent”). Any **fee** to be paid to institutions receiving visitors on regional workshop must be entered as a lump sum and will be posted to the Training budget. Click “Save”, click on “Switch to Edit mode”, then enter the travel costs for the each of the regional workshop as per point 7. Click “Save”.

Regional Workshops

Title	Amount	Budget	Account
3 subregionales y 1 regional	7,500	7,500	5920

Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account
Participaci00 personas en talleres	19,000			0	19,000	5694

vii) Training – Click “Add line” for each of the in-country training/workshops foreseen and enter the description and the costs. Click “Save”.

Training 

[Switch to Edit Mode](#)

Title	Amount	Budget	Account
Formation des techniciens de la cellule	3,200	3,200	5920
Formation echantillonnage	1,600	1,600	5920
Formation en enquete	1,600	1,600	5920
Voyage des techniciens de la cellule cer	29,800	29,800	5920

viii) TSS Specific – The daily TSS rate is preset and cannot be modified by the user. Click “Add line” for each technical unit (at HQ or decentralized) who will provide specific support to the project, usually missions. In the description field, type the acronym of the unit (not the name or specialization of an individual), and the number of days (including any days for desk work that is not included in the TSS Standard). Click “Save”, then enter the travel costs as explained in point 7 above and click “Save”.

TSS Specific

[Switch to Edit Mode](#)

Title	Nr. Of Days	Fee per Day	Honorarium	Budget	Account
FIRF	30	543	16,290	16,290	6120

Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account
3 missions	6,000	30	250	7,500	13,500	5692

Mission	Travel (Est.)	Nr. of Days	DSA per Day	DSA	Budget	Account
4 missions	8,000	28	250	7,000	15,000	5692

ix) General Operating Expenses – the budget for GOE is set at 5 percent of the total budget minus PSC. This is the normal ceiling for GOE on a TCP project. However, you may insert a different amount (higher or lower) in the field “GOE by User”. Click “Save”. Note that for TCP Facilities, the GOE does not automatically adjust to create round budget figures.

GOE

[Switch to Edit Mode](#)

Title	GOE by User	GOE (5%)	Budget	Account
GOE	1,230	1,230.4	1,230	6300

x) Project Support Costs – the budget is automatically calculated at 7 percent of the total budget.

Project Support Cost

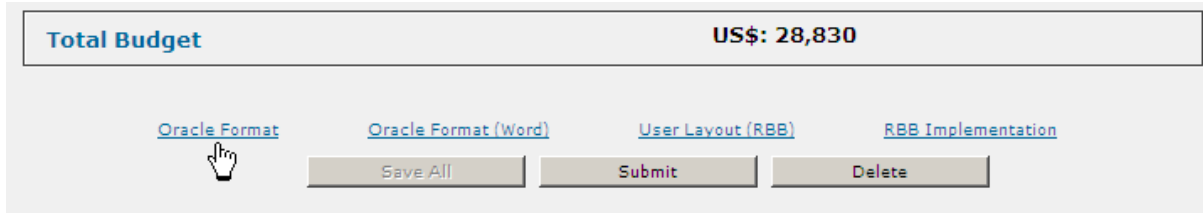
Title	Total Budget	Account
PSC at 7%	1,809	6130

13. If some of the fields have not been saved, the button “Save all” at the end of the page will be highlighted. Click on it.

Total Budget **US\$: 28,830**

[Oracle Format](#)
 [Oracle Format \(Word\)](#)
 [User Layout \(RBB\)](#)
 [RBB Implementation](#)

14. Finally, an option is available to either view or print the budget details in Oracle or user format. Click on “Oracle Format”, “Oracle Format (Word)” or “User Layout (Results Based Budget)” at the bottom of the page to view the report in desired format.



15. The budget can be modified and saved as many times as desired, but if the button “Delete” is clicked, the entire budget is deleted and you must start again.

Note: The button “Submit” is only visible to those that have the authority or delegated authority to approve a project and submit a budget.

II.C SUBMIT THE PARENT AND THE BABY FOR THE ALLOCATION OF RESOURCES

16. **Only the TCP Coordinator should submit a budget.** However, the TCP Coordinator may delegate the responsibility to another person in his/her office by requesting that the necessary administration rights to FPMIS be provided to this person. It is stressed that the responsibility and accountability for the quality and respect for TCP rules of the project and for the budget remains with the TCP Coordinator. It is encouraged to limit the number of people in the office with the delegated authority to submit budgets.

17. When the budget for the baby is ready for submission, review the dates for the Parent project: from the core page of the Parent, go to the blue line “Project: Final Consultation”, click on “Admin”, then using the calendar icon, change the proposed EOD if required (the NTE always the last day of the biennium) and the approval date, usually today’s date. When the approval date is entered, the actual EOD and NTE dates are defaulted from the proposed EOD and NTE fields. Note: The actual EOD date should be on or after the approval date.



Click “Save data” and click “Exit”.

18. Open the Results based budget template of the Baby as per points 9 and 10, go to the bottom of the page, click “Submit” to forward the project and its budget to the Regional Office for the allocation of resources.

Total Budget	US\$: 28,830
Oracle Format Oracle Format (Word) User Layout (RBB) RBB Implementation	
<input type="button" value="Save All"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/>	

When clicking “Submit”, FPMIS runs a check that all information required for declaring the project operational has been entered. A warning will appear in red on any missing information. Enter the missing information and submit again. An example is provided below:

Submit Original Budget and Approve Project, This action will affect also parent project

[TCP/CPR/3302 BABY01 \(Capacity Development of Chinese Agriculture Training Centers for Enhanced South-South Cooperation\)](#)

[TCP/CPR/3302 \(TCP Facility\)](#)

Remarks

Pls Endorse

3989 characters available

Approval Date

* 06-SEP-2010

Parent not approved, please proceed with approval before select other babies.
Data can not be saved, please correct highlighted fields and save again.

- Please enter the approval date
- Please provide some remarks

The “Parent EOD” and “Parent NTE” are defaulted for the baby project. However, the “Baby EOD” and “Baby NTE” can be entered manually using the calendar icon on the baby core page if so wished, as illustrated below. The EOD of the Baby cannot be before the EOD of the Parent and the NTE of the Baby cannot be after the NTE of the Parent.

Dates	
Date Official Request: *	11-Oct-2010
Received by FAO:	18-Oct-2010
Parent:	
Approval:	25-Feb-2010
Funding Eligibility Appraisal:	18-Oct-2010
Sent to LTU:	18-Oct-2010
Baby:	
Actual EOD - NTE:	01-Mar-2010 - 31-Dec-2011
Actual EOD - NTE:	<input type="text"/> - <input type="text"/>

19. Click “Submit”. Both Parent and the first Baby are submitted to the Regional Office for endorsement through an automatic e-mail. Note: it is possible to enter create several babies in the pipeline before submitting the Parent and a Baby for endorsement. However, you can only submit **one** Baby with the first submission. For subsequent babies, see chapter III below.

20. Once the budget has been submitted to the Regional Office, it is locked and no changes can be introduced.

II.D ACTION BY THE REGIONAL OFFICE

21. When a budget is submitted by a TCP Coordinator, a message is generated by FPMIS to the TCP Officer in the Regional Office.

22. The Officer logs in to FPMIS and checks that all required information is available.

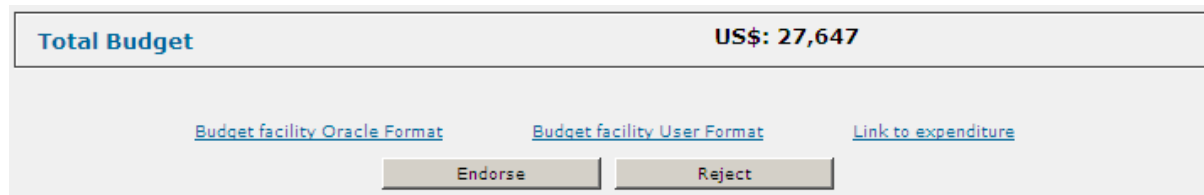
23. The Officer then clicks on “My FPMIS”, clicks on “Workflows Intrays”, goes to the line “TCP-Request for Budget Clearance”, goes the line “TCP – <name of RO> Pending budget clearances”, identifies the project submitted, clicks on “Action”. From the Results Based Budget, the Officer opens the budget template.

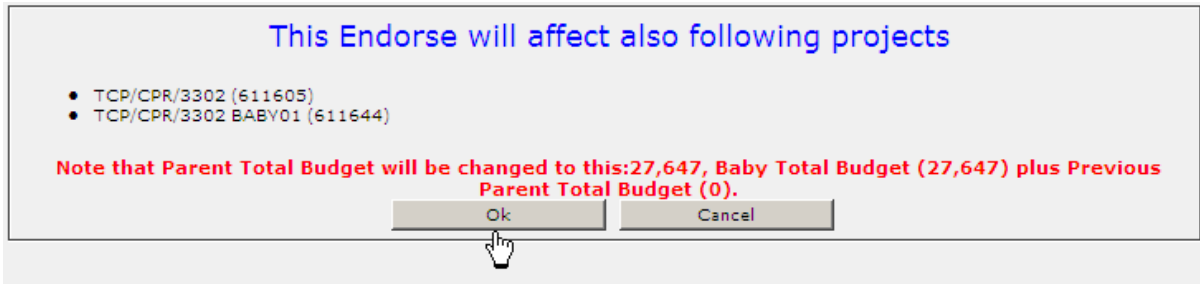


24. The Officer reviews the budget. Note: the TCP Officer cannot modify the budget. If the Officer detects any major problems with the budget, he/she will reject it and an explanation is sent to the originator. The budget is unlocked for changes to be introduced and resubmitted.

25. If no problems are identified, the TCP Officer prepares the memo designating the budget holder. The memo is signed by the ADG/RR and is sent by email to the budget holder and others concerned. It is important that the “Designation Memo” be uploaded into FPMIS before endorsing the budget.

26. The Officer clicks on “Endorse” and then “OK”. When the budget for the baby is endorsed, both Parent and Baby are automatically set to status “Operationally active” and a message is generated by FPMIS to CSFC requesting an Oracle code for the project and the uploading of the budget to DataWareHouse. Once the Oracle code has been assigned, an automatic message is transmitted to the budget holder.

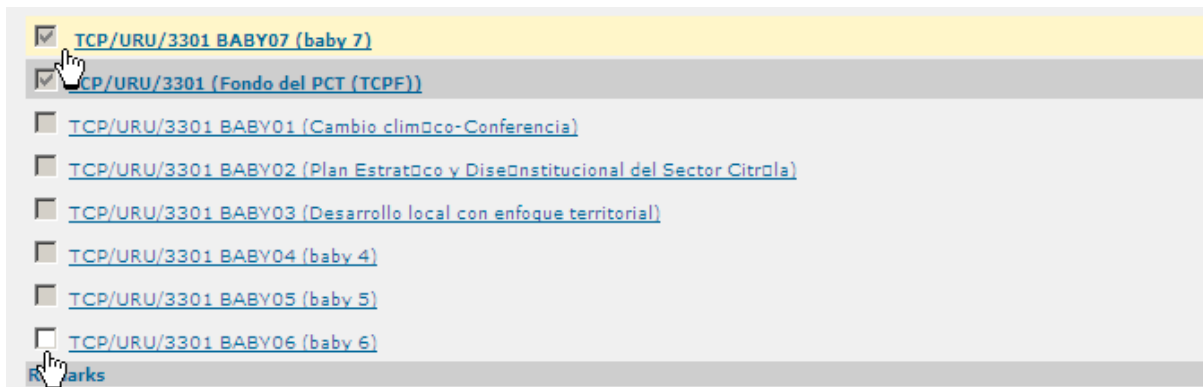




III. ADDING BABIES TO THE PARENT

27. Once the Parent and the first Baby are operational, all other babies are added following the same process as described from point 3 to 26 above, except that point 17 is not required when the Parent project is already operational.

Once the Parent and the first Baby are operational, it is possible for subsequent submissions to submit several babies at the same time by ticking the white boxes that appear. In the example below, baby 7 is being submitted, but the submission can include also baby 6 if the box is ticked. If not, baby 6 will remain in pipeline.




IV. REVISION OF A TCP FACILITY PROJECT DURATION AND BUDGET

During the course of the implementation of a TCPF project, the TCP Coordinator may conclude that a revision to approved component(s) is required to successfully achieve the objectives. The revision can relate to the duration of a component or to the budget or both.

IV.A EXTENSION

In the event of unavoidable delays during component implementation, the BH may request the RO to extend the overall duration (NTE) of the component in order to complete activities foreseen (within the rules of the TCP).

The action must be initiated by the TCP Coordinator (FAO Representative, Subregional Coordinator, or Regional Representative) or a member of his/her staff. The request for revision must be submitted through FPMIS by the Budget Holder or the designated officer, to the Regional Office for endorsement.

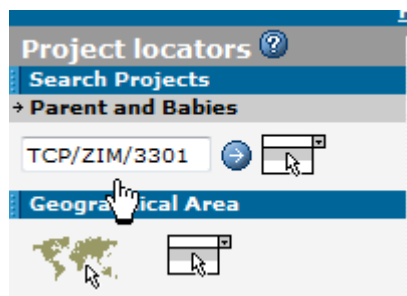
Follow the hand () to see where to click or enter information.

28. Log in to FPMIS with a personal account (the name of a real person). Do not use a generic account.





Open the core page of the project:

- i) Type the project symbol (TCP/country code/3xxx) in the search field in the upper left-hand corner and click on the white arrow in the blue circle.

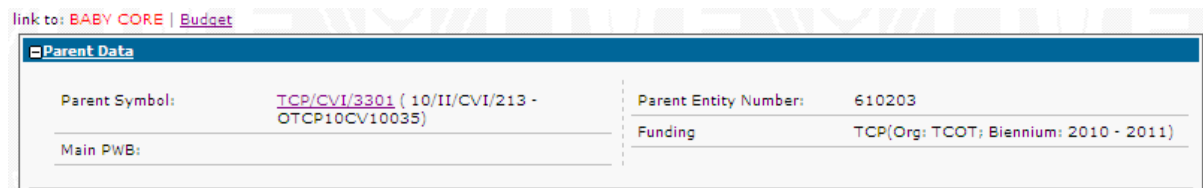


29. A “Project List” showing Parent and all Babies will open.

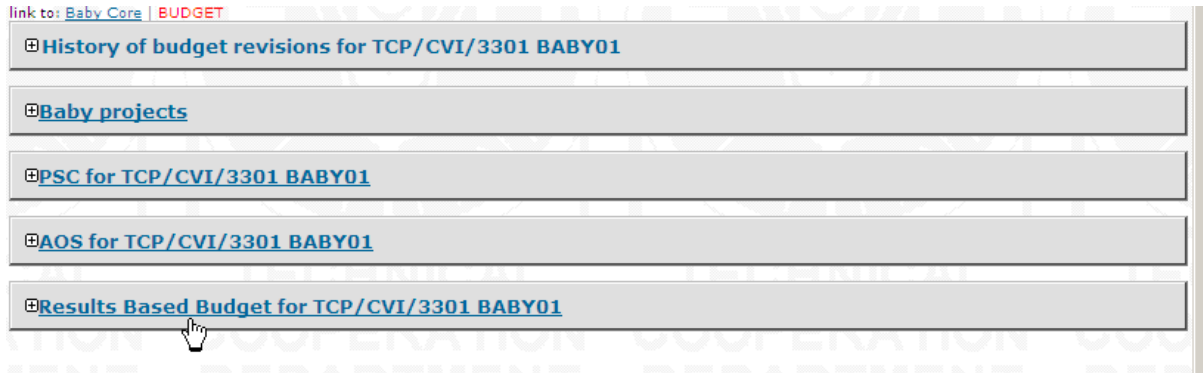
TCP		
	TCP/CVI/3301 (NTE: 2011-12, LTU: FRCVI) - TCP Facility	\$ 50,107
	TCP/CVI/3301 BABY01 (NTE: 2011-12, LTU: FIRA) - Identification d'actions pertinentes pour le développement de l'aquaculture au Cap-Vert	\$ 29,923
	TCP/CVI/3301 BABY02 (NTE: 2011-12, LTU: FOMC) - Élaboration d'un projet sur l'Appui à la foresterie urbaine et péri-urbaine au Cap Vert.	\$ 20,184

30. Select the Baby project to be extended.

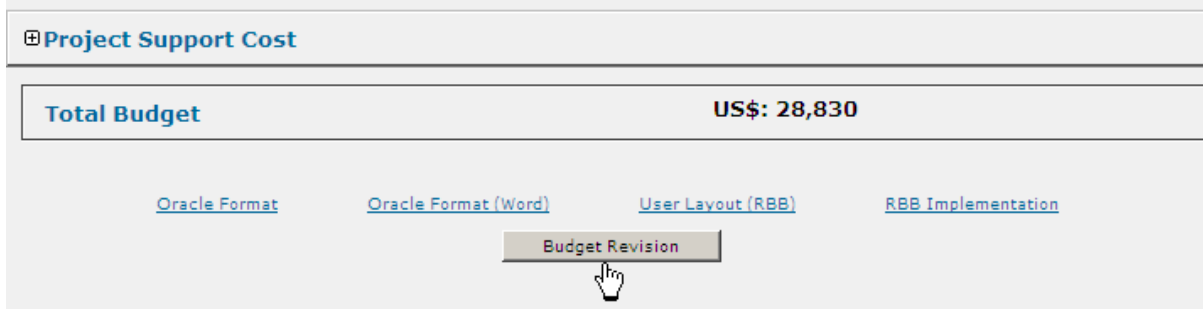
31. Go to the “link to” menu on the top of the page, click on “Budget”. Wait for the page to open.



32. Go to the line called “Results Based Budget”, click on + or on the words, the budget page will open.



33. Go to the bottom of the page and click on “Budget Revision”. A message asking you to confirm the action to undertake a budget revision will appear. Click on “OK” to proceed.



34. Scroll up the page and Go to the line called “Budget Revision Details”, click on + or on the words, the revision detail page will open.



(For points 35 to 41, see picture after point 41)

35. Insert “Revision Date” which is usually today’s date, using the calendar icon.

36. “EOD” and “NTE” have normally been defaulted from the Parent project. Insert the revised NTE date for the baby, using the calendar icon. Make sure that the duration of the project does not exceed the limits of the TCP of 24 months. Note: If the new NTE of the Baby is after the NTE of the Parent, FPMIS will automatically change the NTE of Parent as soon as the revision is endorsed.

37. Select the “Revision code” from the drop down-menu, in sequential number e.g. Revision 1 or 2 etc. (note that this numbering applies only to the specific Baby).

38. Select a “Justification” from the drop down-menu e.g. Extension.

39. Under “Remarks”, provide detailed justification for the request. Note that if the extension leads to a duration beyond 24 months, then a very solid justification is required. Note that the Regional Office may refuse such an extension, so all efforts should be made to implement the project within the originally planned timeframe.

40. Upload “Revision Document” (not obligatory):

- Go to the blue line called “Documentation”, click on “Admin”, click on “Add document”, and wait for new page to open.
- From “Insert new document” select “Budget Revision”, click “New”, click “Browse”, and select the document from the computer’s hard drive.
- In the field “Description”, type the date of the document as follow “(dated <day> <month with 3 letters > <year >). Example: (dated 24 Jan 2010). NOTE: the name of the month should be in English with only 3 letters.”
- In the field “Date sequence” and using the calendar icon, insert the current date.
- Leave other fields as per the defaults proposed.
- Click on “Upload”.
- Click on “Close the window”.

41. Click on “Save Data”.

42. Go to the bottom of the page and Click on “Submit” to forward the revision for Extension to the Regional Office for endorsement.

43. The “Delete” option is also available to cancel/delete the request for revision.

IV.B BUDGET REVISION

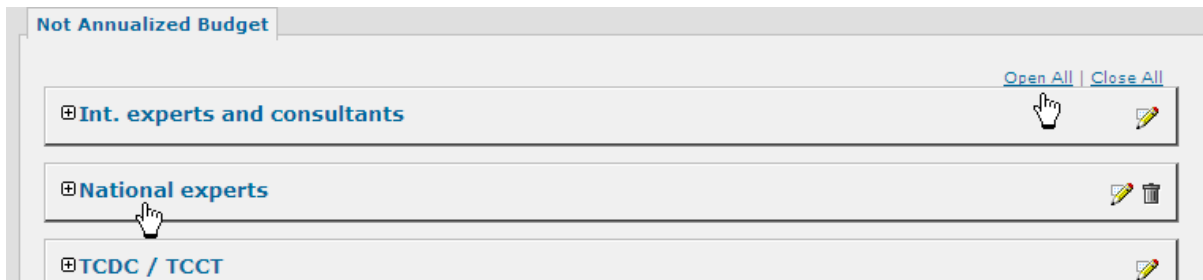
A reallocation between budget lines within the same component does not require a budget revision as the allocated budget is fungible, except for the Project Support Costs (budget line 6130). However, if the reallocation is significant, a revision may be useful to facilitate monitoring of expenditure against the real budget.

To increase or decrease in total budget of a component, i.e. if more or less financial resources than those allocated are required, a request for budget revision **must** be submitted to the Regional Office for endorsement.

44. Access the budget as per points 28 to 30 and open the budget as per points 31 and click on “Budget Revision”.

45. Click on “Budget Revision Details” and insert the revision details following instructions as per points 33-41. The Justification (point 38) is inserted as applicable e.g. Allocation, Reallocation, Reduction in allocation, etc. If no changes are required on the NTE, then leave it as it is.

46. Individual sections of the budget are opened by clicking on them individually or by clicking on “Open All”.

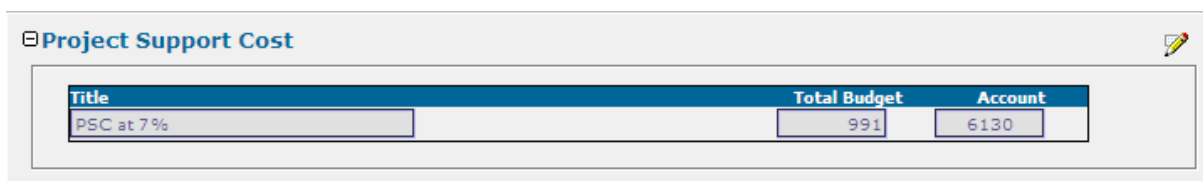


47. To insert new budget lines or modify existing lines, the method showed under II.B should be followed.

48. You can completely cancel an approved input. However, do not delete the line by clicking on the garbage bin icon to the right of the line. Instead, set all the budgetary information (Misc, No. of days, Fee per Day etc.) to zero. However, the Title (description) of the line must be left as originally approved. NOTE: Setting the number of days of a consultant, TSS etc., to zero at the honorarium line does not automatically delete the travel line(s). These lines should also be set to zero if the travel is no longer required.

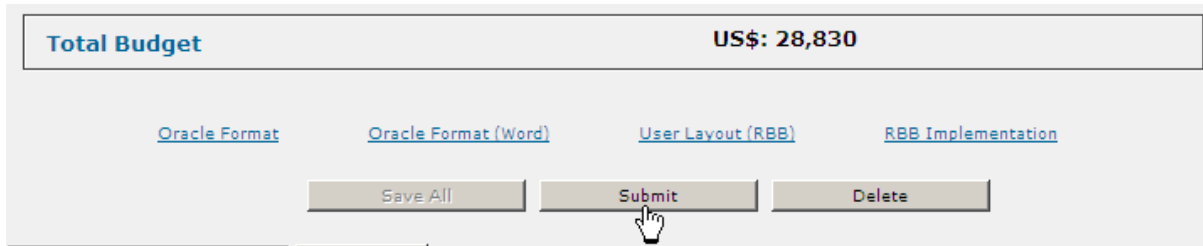
49. Click “Save” to save changes.

Note: Project Support Costs budget is automatically calculated at 7 percent of the total budget.



50. The budget can be modified and saved as many times as desired during the revision process. However, until the “Submit” button is clicked, the budget remains “Work in progress”, it is not sent to the Regional Office and the Parent budget in Oracle is unchanged. If the button “Delete” is clicked, the budget revision is deleted.

51. Once the budget revision is final and ready for endorsement by the Regional Office, go to the bottom of the page, click “Submit” to forward the Budget Revision to the Regional Office for allocation, reallocation or reduction of resources.

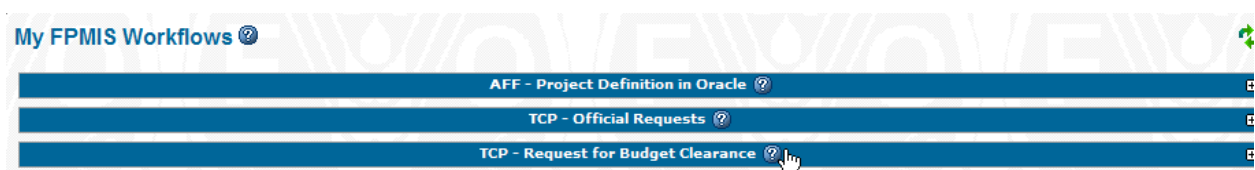


52. Once the budget revision has been submitted to the Regional Office, it is locked and no changes can be introduced until it has been either endorsed or rejected.

IV.C ACTION BY THE REGIONAL OFFICE

53. When a budget revision is submitted by a TCP Coordinator, a message is generated by FPMIS to the concerned officer in the Regional Office (both to the regional TCP Monitoring Inbox and to the Officer’s personal e-mail account).

54. The Officer logs in to FPMIS, clicks on “My FPMIS”, clicks on “Workflows Intrays”, goes to the line “TCP-Request for Budget Clearance”, goes to the line “TCP – <name of RO> Pending budget clearances”, identifies the project revision submitted, clicks on “Action”. From the Results Based Budget, the Officer opens the template to view the proposed changes.



55. The Officer reviews the request for budget revision. Note: the Officer cannot modify the budget. If the Officer detects any major problems with the budget revision, he/she will reject it and an explanation is sent to the originator. The budget revision is unlocked for changes to be introduced and the budget revision resubmitted.

56. When the budget revision is endorsed, a message is generated by FPMIS to CSFC to insert requested budget changes into Oracle DWH.

V. CLOSURE OF A TCP FACILITY BABY

57. When a component is completed, the Budget Holder or the Regional Office can set it to “Activities completed” by clicking on the relevant button on the Baby core page. Babies are not operationally or financially closed individually, this closure occurs only at the Parent level and is automatically reflected on the Babies.