



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة  
联合国环境规划署



**Our Reference: LoE/UNFCCC/MNF/2011/gm**

**Date: 06 April 2011**

Dear Colleagues

## **Endorsement for UNEP Umbrella Programme to Support the Preparation of National Communications under the UNFCCC**

We refer to the GEF Chief Executive Officer's letter to you dated April 01, 2011, outlining the modalities for assistance to GEF-eligible Parties on meeting their reporting obligations to the United Nations Framework Convention on Climate Change (UNFCCC).

In the letter under reference, mention was made of UNEP's special National Communications Umbrella Programme currently under development. The Programme has been specifically designed to provide financial and project management support to LDCs and SIDS to prepare their third (or second) national communications. An "umbrella programme" is a modality by which all country projects are grouped under one programme. This allows UNEP to provide a more coherent and coordinated support to countries, and captures cost and administrative efficiencies through prompt disbursement of funds, etc, *see attachment 1*. However, each country project will be handled separately and funds will be disbursed directly to the country's executing agency. There will be no regional or global technical support component under this Umbrella Programme. If additional support from a regional or global component is required, then countries should communicate this to UNEP so that a separate regional/global project can be prepared and submitted for GEF Council approval.

We are by this mail seeking your endorsement to participate in a National Communications Umbrella project. In the Annex to this letter, please find additional information as well as a template for the endorsement letter, including the draft PIF for the Umbrella Programme, *see attachment 2*, which is currently under review by the GEF Secretariat. We would therefore be grateful if you could kindly complete and sign the attached letter of endorsement (LoE), *see attachment 3*, and send it to us by **20 April 2011**.

Yours Sincerely,

Maryam Niamir-Fuller

UNEP/GEF Executive Coordinator and Director



CELEBRATING TWENTY YEARS  
GLOBAL ENVIRONMENT FACILITY  
INVESTING IN OUR PLANET

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### **Attachment 1: Detailed description of the Umbrella Programme and its rationale**

The programme's strategy calls for a decentralized process for approving GEF grant financing of the climate change enabling activities based on the GEF Operational Procedures and standard templates for the project document which will assist LDCs and SIDs to expeditiously prepare their project proposals. The Umbrella Programme is sufficiently flexible to allow for and encourage countries to prepare project proposals which not only meet their UNFCCC reporting obligations, but also facilitate national efforts aimed at achieving national development objectives and priorities. The templates include documentation for stakeholder consultations and stocktaking and outline for the preparation of the national communications project proposals.

Additionally pursuant to guidance provided by CoP of the UNFCCC requesting the GEF and its Agencies to streamline their project cycle and expedite the process of project approval and fund disbursement, UNEP has developed a single-stage project approval process which enables countries upon signing a 12-page Project Cooperation Agreement to promptly receive US\$ 20,000 for undertaking a stakeholder consultation/stocktaking exercise and project document preparation. Upon submission of the project document to UNEP, countries then receive annual cash advances totalling up to US\$ 480,000 for the preparation and submission of their national communications to the CoP of the UNFCCC. This new Umbrella Programme with its streamlined and enhanced expedited approach to project approval and fund disbursement greatly reduces the length of the project cycle and facilitates prompt access to GEF resources.

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**Attachment 2: Draft PIF for the Umbrella Programme**



# PROJECT IDENTIFICATION FORM (PIF)<sup>1</sup>

PROJECT TYPE: Full-sized Project  
 TYPE OF TRUST FUND: GEF Trust Fund

## PART I: PROJECT IDENTIFICATION

Project Title:	National Communication to the UNFCCC		
Country(ies):	Global:60 developing countries including SIDs and LDCs	GEF Project ID: <sup>2</sup>	
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	00707
Other Executing Partner(s):	National Governments and UNEP	Submission Date:	31 March 2011
GEF Focal Area (s):	Climate Change	Project Duration (Months)	48
Name of parent program (if applicable): > For SFM/REDD+ <input type="checkbox"/>		Agency Fee (\$):	3,090,000

### A. FOCAL AREA STRATEGY FRAMEWORK<sup>3</sup>:

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Indicative Grant Amount (\$)	Indicative Co-financing (\$)
CCM-6 (select)	(1) Adequate resources allocated to support enabling activities under the Convention  (2) Human and institutional capacity of recipient countries strengthened	- Countries receiving GEF support for the preparation of their national communications to the UNFCCC  - National communications completed and submitted to the UNFCCC which meet convention requirements and national development needs	GEFTF	30000000	5040000
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)	Others		(select)		
Sub-Total				30000000	5040000
Project Management Cost <sup>4</sup>			GEFTF	900000	450000
<b>Total Project Cost</b>				<b>30900000</b>	<b>5490000</b>

### B. PROJECT FRAMEWORK

- <sup>1</sup> It is very important to consult the PIF preparation guidelines when completing this template.
- <sup>2</sup> Project ID number will be assigned by GEFSEC.
- <sup>3</sup> Refer to the reference attached on the [Focal Area Results Framework](#) when filling up the table in item A.
- <sup>4</sup> GEF will finance management cost that is solely linked to GEF financing of the project.

### **Attachment 3: Template for Letter of Endorsement**

[Government Letter Head]

[Date of Endorsement Letter]

To: Maryam Niamir-Fuller  
Director, GEF Coordination Office,  
United Nations Environment Programme  
P. O. Box 30552-00100  
Nairobi, Kenya  
Email: [maryam.niamir-fuller@unep.org](mailto:maryam.niamir-fuller@unep.org)

**Subject: Endorsement for UNEP Umbrella Programme to Support the Preparation of National Communications under the UNFCCC**

In my capacity as GEF Operational Focal Point for [Name of Country], I confirm that the above Programme is (a) in accordance with my government's national priorities and our commitment as a Party to the United Nations Framework Convention on Climate Change (UNFCCC) and (b) was discussed with relevant stakeholders including the UNFCCC focal point.

Accordingly, I am pleased to endorse the objectives and strategies of the above Programme and express our commitment to participate in this Program.

Sincerely,

[Name of Operational Focal Point]  
[Position/Title in Government]

Copy to: UNFCCC Focal Point