Workshop Objective: give an update on the status of the Framework, and discuss issues and challenges.

Key Changes:
1. New Policy on Data Protection for Persons of Concern
2. New Audit Policy (issued 2 days ago)
3. Budget flexibility now for output
4. Instalment timeline

Partner Portal. Information on the partner portal is available at epartner@unhcr.org. What is relevant to note: 1) all policies are uploaded on the portal 2) Deadline to register: 5 months. By September, everybody should be on board. After that, you will not be able to sign an agreement.

On Prequalification for Procurement (PQP)
- Only 60 Partners have applied so far. 90% of them have been approved for PQP. The 10% that weren’t, received feedback and can go back to the portal and fill in missing documents, etc.
- UNHCR has 3 months to respond to a request for prequalification
- Grace period: you need to apply within this year. It is not, for the time being, a precondition to signing an agreement.
- The prequalification is valid for 5 years, and it is mandatory.

Selection and Retention Guidance Note
- 95% of offices have established a Committee for selection that specifies the selection of criteria and reviews concept notes submitted by prospective partner. The issue now is to see how well this is working.
- From 2015 this is mandatory, and done through the Partner Portal.
- The UNHCR office must inform when the call of expression closes, and when a decision will be made. You will be able to monitor this on the Portal.
- Selection is done on competitive bidding based on the principle of the Best-Fit Partner
- Details of why you were not selected will not be given. Prospective partners can ask for further information, however UNHCR reserves the right to respond that they cannot give you the reason. Partners do have the possibility follow up with UNHCR HQ.
- Time frame of the selection process: 4 year cycle (desk review after 1 year/ committee review after 2 years/ full exercise after 4 years). If situation and performance remains the same the 4-year cycle proceeds; but if there is a shrinking or expansion of the operation, change in the strategy, resource difference, performance difference, then the UNHCR field office has the option to go up for a review, and ask for the full exercise again, even after a year.
- Optimal time for approaching UNHCR for selection should be July/ August.

Managing Project Partnership Agreements
- UNHCR has pushed for multi-year funding, but in vain.
- In the first 3 months, 80% of agreements are signed.
Advice to NGOs: start discussing your agreement in advance. Ideally start in July. Timely signing of agreement is a joint responsibility.

Budget: budget flexibility is now allowed at output level. The text in the standard PPA will be revised as follows:

<table>
<thead>
<tr>
<th>EXISTING</th>
<th>NEW</th>
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<td>6.11 The Partner may make discretionary budget line transfers of up to 15 per cent of the authorized level indicated below, provided there is no change to Partner Personnel costs and the overall Project Budget (Annex B). The Partner shall maintain documentation for such transfers. Any other budgetary transfer requires advance written authorization by UNHCR. Authorized budget line transfer level:</td>
<td>6.11 The Partner may make discretionary budget line transfers of reasonable amounts at the Account levels within an Output, provided the change at the Output level does not exceed 20%, the delivery of the expected results at the Output level remains the same as earlier agreed, there is no change in Partner Personnel costs and the overall Project Budget (Annex B). The justification for such transfers must be included in documentation maintained by the Partner and should be made available for UNHCR verification and audits. Any other budgetary transfer requires an advance written authorisation by UNHCR (Amendment of the PPA).</td>
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<td>□Objective  □Output  □Account</td>
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Project Headquarter Support Costs for International NGOs: As of January 2015, should be calculated as 7% (before it was up to 7%)

Partner Personnel Costs: UNHCR is not ready to open the discussion until it has conducted a desk exercise to follow-up on the Implementing Framework Network Organisations Istanbul meeting of 20-21 May 2015. Fatima did however highlight two findings: i) UNHCR acknowledges that funding is inadequate for several NGOs ii) but at the same time, there is an unfair distribution of funds, both between national and international NGOs, and within operations. Good negotiators get more: hence the need for great harmonisation to establish a fair amount. The Istanbul meeting led to an agreement on the principles of consistency, transparency, and equity. There is a great interest from NGOs in continuing the discussion on this. ICVA’s next Forced displacement Working Group will be the opportunity to identify a common strategy.

Reporting: there are now 3 essential dates. The rest is flexible, to be decided together with the field.

Instalment plan in force since 1 January. See PPA Annex C. The first instalment can cover up to 6 months + an additional month, to avoid gaps in between instalments. When requesting the second instalment, partners should include the Partner Requested Amount. Please make sure to use the new form to request instalments. DIFAM will circulate a guidance note on the Instalment timeline to be reviewed by partners.

Project termination: now NGOs can terminate at any time as long as no negative impact on refugees.
Joint monitoring, review and feedback is now mandatory. The guidance note on Joint Monitoring is to be issued in the next months.

UNHCR and Data protection for Persons of Concern (presentation by Alexander Beck, UNHCR) available at http://www.refworld.org/docid/55643c1d4.html
  o The new Policy on the Protection of Personal Data of Persons of Concerns to UNHCR replaces an internal policy from 2001. As a High Commissioner’s Policy, it is mandatory for all UNHCR personnel, and entered into force on 27 May 2015.
  o Relevant aspects discussed:
    o Partnership Agreements (5.3) should: contain undertaking of the partner to comply with the Policy, and address the legitimate basis and the specific purpose(s) for data processing.
  Operational guidance to implement the policy will be produced in the next two years (UNHCR internal document).
    o SOPs are to be developed at country level.
    o The policy creates a position for a data protection officer at Headquarter level overseeing implementation of the policy. But this position is currently empty.
    o On termination, all personal data collected in the performance of the partnership would be returned to UNHCR. But there is room for exceptions (5.5). – Note that this is odd because for 7 years, NGO must keep data for auditing purposes.
    o The principle that UNHCR will have access to data cannot be disputed, But in practice, this has to be worked out at field level, taking the context into account.
    o Several concerns were raised by NGOs with regard to the implementation of the policy. A solution to address some of these will be found in the SOPs developed at country level.

Roll-out: Details on the rollout are available in the document “Enhancing the Framework for Implementing with Partners. Strategy for Roll-out and Strengthening Capacity” (for UNHCR and Partners)
  o A group (Resource persons) has been trained as facilitators.
  o 5 or 6 workshops are planned, one in each region at least. All regional bureaus to come up with date and process. West Africa (Dakar) will be the first.
  o Training material package is being prepared, and will be available on the Partner Portal.
  o mart Guide (small cards) will also be uploaded on the Portal as well to make e-learning possible.

ICVA welcomed the roll-out and tools developed, underlining the importance of knowledge sharing and information, and suggested the use of the Partnership Section mailing list as a good way to disseminate and receive official documents.