

DE-109-09
October 15, 2009

Project administrators and executors
Programme for South-South Cooperation
Benin, Bhutan and Costa Rica

Dear project executors and administrators,

We would like to kindly share with you some relevant information following the sixth session of the PSC Management Board meeting that was held at the end of last month in Benin:

1. A new version of the guidelines for elaborating technical and financial reports has been approved by the Management Board members. The **new version (October 2009)** that pretends to be more user-friendly will be made available immediately by the respective National Mechanism (CePED, SDS or Fundecooperación) to all leading organizations and shall be applied as of now. It may be found also at www.south-southcooperation.org.
2. All projects will have to be finished by **July 31st 2010**, including final technical and financial reports. Without exception, all remaining funds will have to be reimbursed to the NM. Also, given the time constraint, all project managers are requested to review work plan and budget plan accordingly and send it to their respective National Mechanism (NM).
3. The **last disbursement** made to the organizations will be based on **real expenses incurred** and not expected expenses; meaning that when the preliminary report is submitted (3 months before the end of the project), the following expenses will have to be supported by the organizations. Those project expenses will be refunded once the final technical and financial reports are submitted and approved.
4. As a corrective measure following the Mid-term Evaluation, it was agreed that from now on, the **budget component from Bhutan and Benin** of all projects will be disbursed to the NMs (SDS or CePED) that will immediately disburse the funds to the organizations. All proofs of transfers will have to be shared between the concerned parties (Secretariat, NMs, lead and partner organizations).
5. All **pilot projects** that did not go into a II phase will be requested to deduct 5 to 10% of their budget to produce **documentation** (flyers, videos, information for the webpage) on the results of the project. The hiring process of the communication consultant will be undertaken by SDS and CePED.

Also, we would like to remind you that it is very important (contractual agreement) to use the **PSC logo and to mention** "Project executed under the Programme for South-South Cooperation financed by the Kingdom of the Netherlands" on **all documents** (flyers, videos, websites...) diffused for the project and for any place or building where the project is executed.

Wishing you good continuation in the implementation of the projects and if you need any clarification during the project execution, the National Mechanisms will be happy to help you out.

Warm greetings,



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Fundecooperación para el Desarrollo Sostenible