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ExRef: Document Series/Year/Number

Record Item Title CSTF Request for funds for PM extension - UNDP

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Primary Contact Owner Location Home Location Current Location	Common Service Task Force WGARM Working Group Archiv Common Service Task Force	es & Records Manageme			
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Notes Andrew Toh memo to UNDP da Project Manager through 2005	ted 10 October 2003 requesting fu	inds for the extension of the DAP			
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HEADQUARTERS + SIEGE NEW YORK, NY 19017 TEL.: 1 (212) 963.1234 + FAX; 1 (212) 963.4879

10 October 2003

REFERENCE:

Jan Dear Mr. Mattsson,

As agreed and further to our Common Services Task Force Meeting of 8 September 2003, please find attached budget for the Digital Archives Programme Project Manager that will cover the period November 2003 - December 2005.

In this connection, I would request UNOPS to disburse their share of \$45,500, which covers the extended period of the Project Manager until 31 December 2005 under the current Common Services Formula (40% UN Secretariat, 15% each of the four other Participating Organizations).

Please note that this budget does not cover the DAP Phase II Implementation. As briefly noted in the meeting, the Implementation funding formula and subsequent commitments will be subject to Phase I [Strategic Plan] outcomes and agreements by Task Force members which will be reviewed in the later part of 2004.

In order to expedite tracking, please copy my office when transfer of funds has been initiated. The banking instructions are as follows:

Account Title: Account Number: Bank: ABA number: Reference: Bank Charges: United Nations General Fund 485001985 JP Morgan Chase, NY 021000021 (name of contributor), Common Services HQA Do not charge the beneficiary

Bert,

Yours sincerely,

Andrew Toh Assistant Secretary-General Office of Central Support Services

Mr. Jan Mattsson Assistant Administrator and Director Buearu of Management UNDP New York

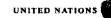
Common Services Special Account WGARM-DAP Project Manager Budget November 2003 – December 2005*

Budget Activity	<u>Time period</u>	<u>Cost</u>	UN Secretariat Contribution **(40%)	4 Other UNPOs*** Contribution (15% each)
Project Manager (P-3) Digital Archives	November – December 2003	23,333	9,333	3,500
Project Manager (P-3) Digital Archives	January 2004 – December 2004	140,000	56,000	21,000
Project Manager (P-3) Digital Archives	January 2005 – December 2005	140,000	56,000	21,000
Total		\$303,333	\$121,333	\$45,500

* Discussed at Common Services Task Force meeting of 8 September 2003

** Cost sharing in accordance with established arrangement (40% for UN Secretariat and 60% for 4 other UNPOs)

**** 4 other United Nations Participating Organizations – UNDP, UNFPA, UNICEF, UNOPS



NATIONS UNIES

bcc: Ms. J. W. McDonald Mr. V. Krishnan Mr. A. Keefe Ms. B. Sisk