**Draft Note on UN Internal Annual Common Budgetary Framework**

***An annual Common Budgetary Framework*** is an annualized version of the medium-term CBF (which has already been developed for the next 5-year OSP cycle and included in the OSP document), with more details. It is a picture of annual financial resources required, available and projected to be available and mobilized for delivery of outputs (and activities, when applicable), including operations and communications. *[see UNDG Guide to the Common Budgetary Framework]*

As the UN contribution is increasingly focusing on policy and TA in the country context of Viet Nam as a middle-income country, it is important to include staffing costs which is in line with the UNDG guidance for CBF to capture more holistically UN’s financial investment.

**Principles:**

* Comprehensive
* Meaningful & usable: capturing budgets that will be used in analysis to show UN strategic financial investment
* Consistent: Internal (capture similar data across agencies and time) and external (present across agencies, outcomes, outputs, time, and between announced plans and reporting)
* Transparent
* More financial synergies – best value for money
* Accountable
* Balanced between capturing the full picture without overburdening the planning and budgeting
* Feasible: with minimal effort, all agencies able to report staffing costs as dictated by the guidance note

**What to include and how:**

* The annual CBF captures financial figures broken down by agency and outcome. The disaggregation of budget down to the outcome level:
  + Is based on the agencies’ consensus that this level of disaggregation is sufficient for the RGs’ internal operation, coordination, and possible resource mobilization (although the UNDG guidance’s template present the output disaggregation).
  + Makes it easier and more feasible for the UN agencies in collecting financial data (compared to the output disaggregation)
  + Still reflects the UN financial contribution as a whole at the OSP/outcome level. The UN substantive contribution at the RG and Output level is reflected in the JWPs’ expected results and actions.

* The CBF will include all staff budgets including budgets for core/fixed term staff, regardless of sources of funding (e.g., core /XB funding), type of contracts, and level (i.e. from most senior including Rep/Dir to most junior, and including JPO, UNV etc); and the staff costs will be allocated to relevant RG and Outcomes. The UN Agencies will define the best way to allocate their staff costs to relevant RG and Outcomes at the same time make sure there would be no duplication and/or missing information.
* The operational budget (other than staff budget which is already captured in the above) will be included as the UN’s contribution/investment to the OSP. It consists of costs such as for GOUNH common services, agency-specific common services, OMT activities (e.g. UN day), security, etc. All operational budget will be collected by the UN agencies and broken down by outcome and result group. In other words, the operational budget is included into outcomes and results groups’ budget.
* Budget for actions of 5 Thematic Groups and other working groups (such as DfD working groups) which are undertaken by UN agencies need to be allocated to relevant outcomes and Results Groups.
* RC operational costs will be captured in an additional line in the consolidated annual CBF for the whole OSP.

**Method of data collection:**

* Financial data for the consolidated annual CBF is collected at both annual planning and reporting periods from (i) individual UN agencies (using the below template) and (ii) RCO (through RC/UNCT annual WP and report, and for coordination/communication budget).
* UN agencies will submit their financial data (following the below template) to RCO
* RCO will consolidate the above collected data and formulate a consolidated Annual CBF for the whole UN for the OSP planning and reporting purposes.
* From the above consolidated data, RCO will create RG CBFs and share them back to relevant RGs for their internal incorporation and resource mobilization efforts.

**What to be reported to the Government, non-UN stakeholders:**

* Financial information for sharing with the GoV and non-UN stakeholders will be presented in the DaO annual report as well as in the OSP annual review and include figures for the OSP outcome and focus area level only, not at the agency level.
* Financial information at the agency and RG levels which is provided by the UN agencies will be used internally.

The below table is an adjusted version of Template 2 A of the “UNCT Guidance Note on RG planning, monitoring and reporting” version 4 April 2017, based on the UNDG’s and DOCO’s relevant guidance, and tailored to UN Viet Nam context with the above note.

**2017 - 2018 COMMON BUDGETARY FRAMEWORK**

**AWP duration:** *from Jan 2017 to December 2018*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UN AGENCIES** | **RESULTS GROUPS** | **OUTCOMES[[1]](#footnote-1)** | **2017 ESTIMATED BUDGET (USD)** | | | | **2018 ESTIMATED BUDGET (USD)** | | | |
| **Total** | **Regular** | **Other Secured** | **To be mobilized** | **Total** | **Regular** | **Other Secured** | **To be mobilized** |
| FAO | RG1 | Outcome 1.1 |  |  |  |  |  |  |  |  |
| Outcome 1.2 |  |  |  |  |  |  |  |  |
| Outcome 1.3 |  |  |  |  |  |  |  |  |
| RG2 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| RG3 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| Outcome 2.2 |  |  |  |  |  |  |  |  |
| ….. | ….. |  |  |  |  |  |  |  |  |
| ILO | RG1 | Outcome 1.1 |  |  |  |  |  |  |  |  |
| Outcome 1.2 |  |  |  |  |  |  |  |  |
| Outcome 1.3 |  |  |  |  |  |  |  |  |
| RG2 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| RG3 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| Outcome 2.2 |  |  |  |  |  |  |  |  |
| ….. | ….. |  |  |  |  |  |  |  |  |
| UNDP | RG1 | Outcome 1.1 |  |  |  |  |  |  |  |  |
| Outcome 1.2 |  |  |  |  |  |  |  |  |
| Outcome 1.3 |  |  |  |  |  |  |  |  |
| RG2 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| RG3 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| Outcome 2.2 |  |  |  |  |  |  |  |  |
| ….. | ….. |  |  |  |  |  |  |  |  |
| UNFPA | RG1 | Outcome 1.1 |  |  |  |  |  |  |  |  |
| Outcome 1.2 |  |  |  |  |  |  |  |  |
| Outcome 1.3 |  |  |  |  |  |  |  |  |
| RG2 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| RG3 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| Outcome 2.2 |  |  |  |  |  |  |  |  |
| ….. | ….. |  |  |  |  |  |  |  |  |
| ……… | RG1 | Outcome 1.1 |  |  |  |  |  |  |  |  |
| Outcome 1.2 |  |  |  |  |  |  |  |  |
| Outcome 1.3 |  |  |  |  |  |  |  |  |
| RG2 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| RG3 | Outcome 2.1 |  |  |  |  |  |  |  |  |
| Outcome 2.2 |  |  |  |  |  |  |  |  |
| ….. | ….. |  |  |  |  |  |  |  |  |
| RCO |  |  |  |  |  |  |  |  |  |  |

1. All costs including staff and operational costs are included in Outcome budget [↑](#footnote-ref-1)