

Purpose: To workflow programme document between UNICEF and Partner, adding and resolving comment.

Who: Partner and UNICEF Programme Document Focal Points

When: After the ePD has been initiated by UNICEF focal point and sent to partner.

Why: To jointly develop the Programme document with online feedback.

Only the focal points included in the metadata tab can edit and send the ePD to UNICEF or the Partner. Only one party, UNICEF or the Partner, can edit the ePD at a time. Check where the PD is currently work flowed to know who can edit it.

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Step 1: Once the partner has completed all the relevant entries, click "**send to UNICEF**" icon This action workflows the PD to the UNICEF focal points for further action.



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Step 2: In the pop screen, click yes to send the PD to UNICEF

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The workflow status of the document will move from Sent to Partner to Sent to UNICEF.



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Ŵ	Knowledge Base	772750708) Adeodata Kekitiinwa (akekitiinwa@baylor-uganda.org, 256-77462686)				
	Discussion	Partner Focal Points				

Knowledge: The document cannot be edited by the partner when it is sent to UNICEF. If edits need to be made, request the UNICEF focal point to send back the document to the partner.

Add comments, review, reply and resolve comments in the PD.

Step 3: Click the Comment mode icon to open the PD in comment mode.

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÷.	Knowledge Base	772750708) Adeodata Kekitiinwa (akekitiinwa⊗baylor-uganda.org, 256-77462686)				

Step 4: All relevant PD sections will be highlighted in green. Navigate to the relevant section to add a comment. Click the section to add a comment

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Step 5: Add a comment to the section and click post.

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Step 6: The comments mode highlights all the sections in green or red. The red highlights show that comments have been added to the section and include a number to show the number of comments made. To reply to /resolve the comment, navigate to section, and click the red highlighted text to view the comment.



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Step 7: In the popup window, add a response in the section "enter message here" and click post.

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Step 8:To delete a comment, go to the comment and click delete. Note that only the creator of the comment can delete it.

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Step 9:To resolve a comment, go to the comment and click resolve. The comment status will change to resolved

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Knowledge: Note that the PD cannot be edited in comment mode. To edit the PD, toggle off the comment mode to make the necessary changes.

Step 10: When the programme document is completed, click **"Accept as final"** to confirm that you are satisfied with all entered information including the PD duration, planned budget, results

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and other requirements. This action locks the PD for any further changes and sends it to UNICEF to accept as final for internal review.

Check and adjust the PD start and end dates, activities timeframe, reporting duration and Programmatic visit timing before **accepting as final**. Refer to the guide on adjusting the PD (Programme Document) duration, adding the partner reporting and programmatic visit requirements.

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The status will change from Sent to Partner to Partner Accepted

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Step 11: For UNICEF, click "**accept as final**" to confirm that you are satisfied with all entered information, planned budget, results and other requirements.



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UNICEF can also accept the PD on behalf of the partner in specific scenarios as clarified in the FAQs (Frequently Asked Questions).

Step 12: Click Accept on behalf of partner

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Step 13: In the pop-up screen click Accept on behalf of partner



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Step 14: When both UNICEF and the partner have accepted the PD as final, the status changes to **Partner and UNICEF accepted**. The ePD can no longer be edited by the partner and UNICEF.

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		UNICEF Pocal Points UNICEF Budget Owner CP Structures Helen Kibukamusoke (hkibukamusoke@unicef.org) Helen Kibukamusoke (hkibukamusoke@unicef.org) UGANDA COUNTRY PROGRAMME (2021 - 2025) Robert Avram (ravram@unicef.org, +12128246045)	
		✓ Financial	
еТоо	ls Community Channels	Cash Transfer Modelhy(es)	
Ē	Implementation Intelligence	☑ Direct Payment ☑ Reimbursement ☑ Direct Cash Transfer	
*	Knowledge Base		_

Step 15: If changes must still be made, the PD can be unlocked using the **UNLOCK** icon. Request the UNICEF focal point to unlock the PD. Unlock removes all approvals by UNICEF and partner and enables editing. Click the **unlock** icon.



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*	Partners	BAYLOR COLLEGE OF MEDICINE CHILDRENS F D Comment Mode Partner & UNICEF Accepted (UNLOCK	SEND FOR REVIEW V			
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¢	Settings	Budget Currency Budget HQ Rate % Prijm Effectiveness Total UNICEF Contrib Total UNICEF Cash Total UNICEF Supply Total Cash Amt UGX 7% (53,458,000.00) 50.53% 1,012,025,600.00 816,858,000.00 195,167,600.00 1,023,858,000.00	Total Amt (Cash + Supply) UGX 1,219,025,600.00			
		Total Partner Supply Total Partner Contribution 0.00 207,000,000.00 16.98% (207,000,000.00)				
		✓ Results Structure (5) Combined view ▲ Activities Editor Ⅲ	Total: UGX 354,400,000.00			
eToo	ls Community Channels	Country Programme Output Country Programme Output RAM Indicators 1 - OUTPUT 1.1 MATERNAL NEONATAL HEALTH-[4380/A0/06/211/001] • Health facilities providing life long ART for pregnant and b	Total Cash Budget UGX 49,000,000.00			
	Implementation Intelligence	Number of children and women receiving essential healthcare, UGX 49,000,000.00 Number of health care providers trained on EmONC with UNICEF				
Ŵ	Knowledge Base	1 PD Output(s)				

Step 16: In the pop-up window, click **unlock** to confirm the action.

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		Yertner Details
		Partie Separation * BartoR college of Medicine Childrens Foundation Uganda UgarPeace2116[Signed]
		Parame Vaude Kunteer 25002 (1444 - Hannita Sengendo (hsengendo gibar/or-uganda.org, +256-772750708)
		You are about to remove all approvals of this document, by uniced or partner, in order to enable editing. Are you sure you want to continue?
		Hanifah Nasmala Sengendo (haengendogbaylor-uganda org. +256-772750708) Hellen Kloukamusole (helenkibs@gmail.com) CANCEL UNLOOK
		✓ UNICEF Details

When the programme document is completed, both the partner and UNICEF accept it as final to confirm that they are satisfied with all entered information, planned budget, results and other requirements.

The ePD is now ready for UNICEF internal review. Refer to the guides on "How to undertake internal review"