

UNICEF ePD Step by step guide

Purpose: Adjusting the PD (Programme Document) in Signature Status

Who: PRC Secretary

When: The PD is in signature stage and adjustments need to be made to the duration of the PD

Why: When the start date has passed due to delayed signature by UNICEF and/or Partner authorized officers. The PD duration, activity timing and partner reporting requirements may need to be adjusted to reflect the accuracy of implementation.

Knowledge: Considerations to be made by the PRC secretary before a PD is edited in signature status:

- Additional rights are available to the “**PRC secretary**” to **edit the PD** to change the start date, end date, and activities’ timeframe. No other staff will be granted such rights, this is to avoid any risk incurred by having multiple people making edits on the PD.
- A simple modification of the PD dates can be made if the initial PD planned start date is within 14 days of the initial planned start date.
- The start date of the PD must coincide with the later of the partner or UNICEF’s signature, or beyond the date of this signature.
- UNICEF focal person is responsible to consult with the partner for any changes on the PD and decision will be informed to PRC secretary to make changes in the system.
- Any actions to be taken on the PD dates by the PRC secretary require prior email approval from the Budget owner via email. In addition, to the email communication with the partner informing them about the changes in dates.
- The changes could affect only the start date, or in another cases, the start date and the end date simultaneously.
- If only the start date is changed, a simple edit on the system is needed from the PRC secretary side. Accompanied by a manual modification on the paper document.
- If, however, the start and end dates are changed, a “lift - and -shift” of the entire PD is made. Accompanied by a manual modification on the paper document.
- Any modification that goes beyond the 14 days will require a regular amendment.

Adjusting the PD timing

Step 1: To adjust the timing of a PD, navigate to the timing tab, in the programme document dates section, click the **edit** icon.

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The screenshot shows the 'eTools' interface for a partner intervention. The 'TIMING' tab is selected, displaying various dates and timelines. The 'Programme Document Dates' section is highlighted with a red box, showing 'Start Date' as 26 Jul 2022 and 'End Date' as 31 Jan 2023. The 'Activity Timeframes' section shows quarterly timelines for 2022 and 2023.

Step 2: Change the start and end dates as required and click save

The screenshot shows the 'eTools' interface for a partner intervention. The 'TIMING' tab is selected, displaying various dates and timelines. The 'Programme Document Dates' section is highlighted with a red box, showing 'Start Date' as 1 Oct 2022 and 'End Date' as 30 Jun 2023. The 'Activity Timeframes' section shows quarterly timelines for 2022 and 2023. A 'SAVE' button is highlighted with a red box.

Adjusting activities timelines

When the PD timelines are amended, then the activity timelines need to be adjusted.

Step 3: Navigate to the workplan tab and hover over the activity you want to change. Click the three dots to the right of the activity.

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Step 4: Click the edit icon

Step 5: Click the quarter in which the activity will be implemented if changes made affect the implementation quarters, then click save.

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Adjust reporting dates

Adjust the reporting dates to match the adjusted start date of the PD

Step 6: To adjust the quarterly reporting dates, navigate to the timing tab, in the Partner Reporting Requirements section. Hover over the existing dates and click edit to change the start date to match the start date of the PD.