UNI Strategic Campaigns, Organising, Research, Education (UNI SCORE)
Rules and guidelines for Project Work

Each Solidarity Support Organisation (SSO) has specific rules for narrative and financial reports and timelines. Lack of compliance with these rules and timelines can jeopardize the resources for our project activities. The resources that come from projects must be used in accordance with the specific rules established in terms of content, financial standards and delivery timelines.

UNI Global Union is responsible for implementing approved projects in accordance with the SSOs' policies and rules and cooperation agreements and in line with UNI's strategic Breaking Through objectives.

UNI SCOREs Rules and guidelines for Project Work are intended to assist project partners in all regions to implement approved projects to achieve the best possible results.

> **A set of rules and guidelines for financial and narrative reporting came into effect on 1 February 2010 and have been updated in May 2016. These rules were drawn up in consultation with Michel Gobet (Treasurer), Geraldine Limborg (Finance Officer), Delphine Burkhard (External Auditor), the General and Deputy General Secretaries and the Regional Secretaries.**

1. UNI Road Map for Sustainability

UNI Road Map for Sustainability adopted by the 28th Meeting of the UNI Management Committee in May 2016 includes work on the UN's 16th millennium goal on Sustainable Development of peaceful and inclusive societies, the provision of access to justice for all, and building effective, accountable institutions at all levels. See more on:
http://www.un.org/sustainabledevelopment/peace-justice/

In compliance with the 16th goal and SSO's anti-corruption policies and rules, SCORE's Rules and Guidelines and financial forms contribute to goal no. 16 when reporting back on development funds. These rules are supported by special designed financial management training given by SCORE for new project partners. On-line e-learning tools on anti-corruption are recommended such as:
UNDP: http://anti-corruption.org/index.php/en/e-learning
UNODC: http://www.unodc.org/unodc/en/corruption/index.html?ref=menuside
Swedish Ministry for Foreign Affairs (MFA): http://www.business-anti-corruption.com/

2.   Narrative reporting

The SSOs and the unions that support project work expect concrete, qualitative and quantitative results based on base line data that can be shown to union members. The required reports have to give a real picture of what is happening during implementation of the project and stories of change for workers are highly appreciated.

A project report cannot be limited to the sum of meetings or activities. The report must show the way in which the expected results and indicators established for the project document are achieved through the project activities.

It is important to bear in mind that:

Narrative reports have to be adjusted with the formats and requirements established by the SSO and/or SCORE.

The reports should cover the objectives, expected results and indicators that were formulated in the project application document.

Deadlines established by the SSO and/or SCORE must be met.

SCORE may require additional information and details to improve the narrative reports and to make them clearer and more comprehensive.

3. Budgets

Any modification to approved project budgets shall be made only after consultation with the UNI regional project coordinator and SCORE. Any such amendments are effective only after written confirmation from the project coordinator and/or SCORE.

To avoid any under- or over-spending, the approved budgets (shall be reviewed by SCORE at the beginning of the year and at the mid-term reporting.

Over-spending is not allowed and UNI will not cover over-spending arising during implementation of a project but it will be considered as own contribution.

Careful budgeting will also avoid under-spending which allow us to fully use earmarked funds.

Activity budgets (Form A1) shall be sent to the UNI regional project coordinator and SCORE for approval and only then can funds be transferred to the field.

4. Transfer of funds

Requests for transfer of funds for project implementation shall be related to budget item numbers according to the work plan and be requested well in advance by the field project coordinator and countersigned by the General Secretary using Form H.

Upon receipt of funds, the transfer shall be acknowledged by the receiving organisation and a scanned copy of the bank credit note/statement for the transfer be sent to SCORE.

> **It is only on submission of financial reports, using the Account Sheet (E), backed-up with original invoices/receipts and satisfying narrative reporting to SCORE that further funds can be transferred.**

5. Balance of funds

> **If a project year closes with a positive balance in the project account, this balance shall be returned to UNI SCORE immediately after request of last mentioned, who will refund it to the SSO.**
>
> **If a project closes with a negative balance in the project account i.e. over-spending it will be considered as own contribution.**

6. Financial and narrative reporting

These rules and guidelines, taken from UNI Educator's Handbook (English, French and Spanish), including the attached forms, shall be used when reporting on project activities.

1 A **complete financial and narrative activity report** for an activity carried out during the project year must be sent to SCORE within 25 days after the end of each activity. The same goes for other budget items, such as organising and campaigns, salary costs and rent, for which a **monthly financial report** must be sent to SCORE within 25 days at the end of the month.

2 **Financial activity reports** must be presented according to the Accounts Sheet (E) provided with the project and activity numbers clearly specified and must make use of the forms (E1, E2, E3 and E4) and the receipt form for cash payments (E5) and the signed list of participants (C). The Accounts Sheet shall be duly completed and dated and signed by the project coordinator.

3 **Invoices/receipts** submitted for project expenses must be originals and not photocopies and has to be sent by carrier services. The cost of the latter should be supported by the project or be covered as own contribution. When invoices/receipts are issued in any language other than English, French and Spanish they should be translated into one of them.

4 Where legislation requests that original invoices/receipts shall be kept at the national level, quality copies of the same shall be submitted for project accounts, as long as their validity with the original invoice/receipt is attested by the designated local authority.

5 The project coordinator is responsible to ensure that **activity reports are complete and properly documented** (accounts sheet supported by invoices/receipts, list of participants, programme and activity report) and that the correct exchanges rates are used. The

exchange rate for converting local expenses into the project currency should be supported by a bank document.

6   **Procurement of goods and services** shall be carried out in accordance with good procurement practice and a transparent and fair competition be promoted.

    a) **Research,** shall be accounted for by presenting the Terms of Reference (TOR), the signed contract with the researcher, the original invoice and receipt for payment of fees as well as an electronic copy of the research report.

    b) **Compensation fees** including any social costs, paid for project work during a specific period of time shall be formulated in a signed contract together with the work description. These forms should be sent to SCORE at the beginning of each project year.

    c) For any **equipment and material** purchased with SSO support, UNI will keep a written list of all the objects. After the termination of the project the SSO and UNI shall agree on handing over the objects.

7   **Coordination costs,** such as telephone/internet/postal charges, updating of hard and software programs, paper, files and other office materials shall be presented in detail on an internal voucher, with supporting original invoices, signed by the General Secretary.

8   **Own contribution** towards the costs of the implementation of a project should be budgeted for and accounted for to SCORE as this is a requirement by several SSO's.

7.   Communications

Local project activities shall be carried out according to the agreed work plan within the **planned timeframe**. It should be noted that some SSOs specify that no activities should be carried out in December. Several SSOs only accept deferred activity implementation upon timely requests by SCORE and only in exceptional cases.

If the schedule for financial and narrative reporting cannot be met, the project coordinator shall immediately notify SCORE, to set a new date when the report(s) will be submitted. In case this is not done, without a new notification, SCORE will send weekly reminders to the General Secretary.

In case of a third reminder, copies of the latter will be sent to the Head of SCORE and the UNI Deputy General Secretary, to take appropriate action in order to avoid critical situations in the running of projects.

8.   Filing

The project partner is committed to archive all physically and digitally project related documents for a period of 10 years.