

# **Accelerated Support Window Operational Procedures Note No. 4**

Adopted by the Steering Committee on January 2022

## Accelerated Support Window – Operational Procedures

### Table of Contents

<b>1. Introduction .....</b>	<b>2</b>
<b>2. Accelerated Support Window Background and Overview .....</b>	<b>3</b>
<b>3. Accelerated Support Window Eligibility and Funding Prioritization Criteria .....</b>	<b>3</b>
<b>4. Accelerated Support Window Roles and Responsibilities.....</b>	<b>5</b>
<b>5. Action Development and Approval Stages.....</b>	<b>6</b>
<b>6. Action Implementation and Reporting .....</b>	<b>7</b>
<b>7. Action Timeline and Roles and Responsibilities.....</b>	<b>7</b>
<b>8. Risk Management .....</b>	<b>9</b>
<b>9. Action Completion and Closure .....</b>	<b>9</b>
<b>Annex 1 – Template for CREWS Action Presentation Note .....</b>	<b>11</b>
<b>Annex 2 – Template for CREWS Action Interim Report.....</b>	<b>13</b>
<b>Annex 3 – Template for CREWS Action Final Report .....</b>	<b>14</b>

### 1. Introduction

1. The CREWS Steering Committee, at its 12<sup>th</sup> meeting, approved the *CREWS Operational Plan 2021-2025 – Delivering At Scale*, including the Accelerated Support Window<sup>1</sup>, and requested that the Secretariat develop streamlined and simplified operational procedures and reporting templates, and a funding allocation decision process, for the Accelerated Support Window.
2. The Accelerated Support Window Operational Procedures were approved by the Steering Committee on following an inter-sessional meeting on 30 November 2021 and a no objection approval on 21 January 2022.
3. These Operational Procedures are consistent with the CREWS Governance Document and the Operational Procedures for Programming and Project Development and Monitoring and Evaluation that apply for CREWS projects.<sup>2</sup>
4. They need to be seen in conjunction with other existing Operational Procedures such as Gender-Sensitive Programming, as well as those under development, (e.g., People-Centered Early Warning).
5. These Operational Procedures ensure that the Accelerated Support Window is aligned with the UNFCCC Santiago Network<sup>3</sup> and, as appropriate, other mechanisms that provide knowledge and advisory services to LDCs and SIDS.

<sup>1</sup> The Accelerated Support Window was originally called the Strategic Support Window.

<sup>2</sup> This is presented as a stand-alone document for the purpose of the development and consultation process but is expected to be incorporated within the *CREWS Operational Procedures Notes No1 for Programming and Project Development and CREWS Operational Procedures Notes No 2 on Monitoring and Evaluation* once finalized.

<sup>3</sup> Per Decision 2 taken at the 14<sup>th</sup> Steering Committee Meeting, “the Steering Committee expressed its interest in the CREWS Initiative joining the Santiago Network established as part of the UNFCCC Warsaw International Mechanism and invites the Secretariat to contact the UNFCCC Secretariat in this regard.” The vision of the Santiago Network is to catalyze the technical assistance of relevant organizations, bodies, networks and experts, for the implementation of relevant approaches for averting, minimize and addressing L&D at the local, national and regional level, in developing countries that are particularly vulnerable to the adverse effects of climate change (Decision 2/CMA.2, para 43).

6. The Accelerated Support Window contributes to operationalizing the WMO Country Support Initiative (CSI) as adopted by WMO in 2020<sup>4</sup> and allows strategic and timely mobilization of resources to leverage larger investment operations by the World Bank by influencing the upstream strategic dialogues with LDCs and SIDS and providing targeted technical support.

## 2. Accelerated Support Window Background and Overview

7. The consultations leading to the adoption by the Steering Committee of the *CREWS Operational Plan 2021-2025 – Delivering At Scale*, reaffirmed the CREWS objective, value proposition and business model. CREWS remains focused on multi-year country and regional projects programmed around the four elements of early warning systems.
8. With a view to increase the effectiveness of its country operations and to adapt to the demand of Partner Countries and development partners, the Operational Plan 2021-2025 introduced an additional operational modality to further accelerate the availability of life saving-early warning systems in LDCs and SIDS.
9. The Accelerated Support Window supports the implementation of Actions in ODA-eligible LDCs and SIDS (Partner Countries) by Implementing Partners that are short-term, targeted (i.e., Continued Assistance, Analyses and Assessment, and Advisory Services), and small-scale (US\$50,000-250,000) that aim to strengthen elements of early warning systems and the associated enabling conditions required for their sustainability and effectiveness.
10. The Accelerated Support Window aims to initiate support via one of the Implementing Partners within four to six weeks of receiving a request (i.e., Action Presentation Note), enabling CREWS to be responsive to the time sensitive needs of its Partner Countries.
11. The Accelerated Support Window:
  - a. Contributes to the achievement of the overarching CREWS objective to substantially reduce disaster mortality by 2030 by significantly increasing access to early warnings and risk information in LDCs and SIDS; and
  - b. Supports realization of the CREWS Outputs, especially at the national level.

## 3. Accelerated Support Window Eligibility and Funding Prioritization Criteria

12. The Accelerated Support Window receives requests (i.e., Action Presentation Notes) for country and regional Actions from Partner Countries and Implementing Partners on a rolling basis (i.e., at any time).
13. Until 30 June 2022, the Secretariat will compile the Action Presentation Notes received for collective review by the Steering Committee.
14. After 30 June 2022, the Accelerated Support Window will aim to initiate support via one of the Implementing Partners within four to six weeks of receiving a request, enabling CREWS to be responsive to the time sensitive needs of its Partner Countries.
15. The allocation of Accelerated Support Window funding is guided by Eligibility and Funding Prioritization Criteria. The Eligibility and Funding Prioritization Criteria can be revised at any time by the Steering Committee.
16. Eligibility and Funding Prioritization Criteria:

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<sup>4</sup> WMO 18<sup>th</sup> Congress, resolution 74.

- a. ODA-eligible LDCs and SIDS.<sup>5,6</sup>
- b. Actions must contribute to CREWS' overarching objective to substantially reduce disaster mortality by 2030 by significantly increasing access to early warnings and risk information in LDCs and SIDS.
- c. Actions must align with and support, as relevant, the overarching CREWS programming principles – people-centered early warnings, gender-responsiveness, promotes coherence, multiplier/leverage, private sector engagement – as articulated in the CREWS Operational Procedures Note No. 1, CREWS Operational Plan 2021-2025, and the CREWS Operational Procedures Note No. 3 on Gender-Sensitive Programming.
- d. Actions must be 12 months or less in duration unless Action provides support to and needs to align with a longer duration project.
- e. Actions are expected to include a budget in the range of US\$50,000-125,000, with a maximum budget of US\$250,000, including the Implementing Partner fees.
- f. Actions must fall under one or several of the three categories, namely (i) Analyses and Assessments to inform an EWS project, (ii) Advisory services for EWS projects, or (iii) Continued assistance following the closure of a CREWS project. See Table 1 for an illustrative, non-exhaustive list of potential actions.

**Table 1. Accelerated Support Window Illustrative Actions**

<b>Continued Assistance</b>	<ul style="list-style-type: none"> <li>• Targeted expert support and capacity building following the end of a CREWS project in order to enhance its sustainability.</li> </ul>
<b>Analyses and Assess.</b>	<ul style="list-style-type: none"> <li>• Assessment of institutional arrangements and technical capacities of beneficiary agencies (e.g., DRM, NMHSs) and recommendations for improvement.</li> <li>• Analysis to inform the development of larger scale early warning system investments, including CREWS projects (i.e., for CREWS pipeline countries).</li> <li>• Design and implementation support for large scale and/or strategic investments directed to EWS improvement.</li> <li>• Compatibility assessments of actions for more synergies between CREWS-backed EWS and ESW projects from other institution (e.g., supported by NGOs or development agencies).</li> </ul>
<b>Advisory Services</b>	<ul style="list-style-type: none"> <li>• Design and support for large scale and/or strategic investments directed to EWS improvement, including: (i) Short-term assistance on selected or specific elements of early warning system, and (ii) Recommendations for technical specifications.</li> <li>• Translating global products into nationally-relevant products.</li> <li>• Support for the development of disaster risk financing products (e.g., technical input to the design of parametric insurance products).</li> </ul>

- g. The Action must align with and be supportive the Partner Country's broader early warning system efforts and commitments (e.g., as articulated in their Nationally Determine Contribution (NDC), National Adaptation Plan (NAP), efforts to implement the Sendai Framework, etc.)
- h. Partner Countries, via a relevant government institution, or Implementing Partners can submit the

<sup>5</sup> This includes LDCs and SIDS included on the current DAC List of ODA Recipients. For 2021: <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf>

<sup>6</sup> For regional Actions, all countries must be ODA-eligible.

Action Presentation Note.

- i. Submissions by Implementing Partners must include a Partner Country Endorsement Letter or similar<sup>7</sup> from relevant government entity or entities (e.g., National Meteorological and Hydrological Services (NMHS), National Disaster Response Agency, etc.).
- i. Implementing Partners will implement the Action, drawing on external expertise as required (e.g., National Met Services) and will closely collaborate with the Partner Country in implementation.
- j. Prioritization will be given to actions that:
  - i. Support a previous CREWS Partner Country (i.e., Continued Assistance).
  - ii. Support a CREWS Pipeline Country (i.e., Analyses and Assessments, Advisory Services).
  - iii. Support a country with an emerging strategic/investment opportunity that can be influenced by CREWS (i.e., Analyses and Assessments, Advisory Services).
  - iv. Target people-centered and gender-responsive approaches (e.g., informing or strengthening Early Action Plans and other efforts to facilitate early action).

#### 4. Accelerated Support Window Roles and Responsibilities

17. The roles and responsibilities of, respectively, the Steering Committee, the Implementing Partners, the Secretariat and the Trustee, regarding programming and project development are found in the CREWS Governance Document initially adopted by the Steering Committee on 12 September 2016 and later revised.
18. Aligned with the CREWS Governance Document, the following summarizes the roles and responsibilities related to the Accelerated Support Window:

a. **Steering Committee**

- Approves Accelerated Support Window Eligibility and Funding Prioritization Criteria;
- Reviews and approves Accelerated Support Window Action Presentation Notes; and
- Reviews Accelerated Support Window Action Interim and Final Reports, and recommends corrective actions as necessary.

b. **Implementing Partners**

- Develops and submits Action Presentation Notes to the Secretariat in consultation with and at the request of relevant Partner Country institutions, securing Partner Country support via an Endorsement Letter or similar;
- Receives from the Secretariat, confirms interest to support and finalizes Action Presentation Notes submitted directly by Partner Countries;
- Implements Action within timeframe outlined in the Action Presentation Note, coordinating closely with the Partner Country;
- Submits Interim and Final Reports to the Secretariat, as relevant, making sure to always secure Partner Country input; and
- Submits Financial Reports to the Trustee.

c. **Secretariat**

- Receives Action Presentation Notes from Partner Countries and Implementing Partners and, in the case of the former, reviews and puts the Partner Countries in touch with the most relevant Implementing Partner;
- Reviews Action Presentation Notes to ensure eligibility criteria are met, communicating with

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<sup>7</sup> This can include existing Letters or Frameworks in place between the Implementing Partner and Partner Country or Countries in the event that the scope of engagement includes the specific early warning system Action being requested. For Regional Action requests, the Endorsement Letter or similar existing Letter or Framework can originate from relevant regional institutions.

- Implementing Partners if further information is required;
- Shares eligible Action Presentation Notes with Steering Committee via email;
- Once Steering Committee approves Accelerated Support Window Actions, communicates with the Implementing Partners, Partner Countries and the Trustee;
- Keeps the Trustee informed to enable the Trustee to carry out its responsibilities; and
- Receives and consolidates all Interim and Final Reports from the Implementing Partners and share with the Steering Committee

**d. Trustee**

- Issues Letter of Commitment to the Implementing Partners;
  - Makes cash transfer to the Implementing Partners; and
  - Receives Financial Reports from the Implementing Partners and informs the Steering Committee through its quarterly reports on the financial status of the CREWS Trust Fund.
19. Partner Countries can submit Action Presentation Notes directly to the Secretariat, or can work with one of the Implementing Partners to develop the Action Presentation Note. In the case of working with the Implementing Partner, the Partner Country must include an Endorsement Letter or similar to formalize their interest. If the Action Presentation Note is approved, the Implementing Partner will coordinate closely with the Partner Country/Countries to enable successful Action delivery. At the conclusion of the Action, the Partner Country/Countries will input to the Final Report, especially on how the supported Action contributed to the country's broader early warning system efforts and commitments (e.g., as articulated in their Nationally Determine Contribution (NDC), National Adaptation Plan (NAP), efforts to implement the Sendai Framework, etc.)

## 5. Action Development and Approval Stages

20. Accelerated Support Window Action Development and Approval spans three stages: (1) Submission of Action Presentation Note; (2) Eligibility Screening; and (3) Selection Process. For Action Presentation Notes received after 30 June 2022, a decision will be taken by the Steering Committee within four to six weeks.

**21. Stage One: Submission of Action Presentation Note**

- a. On a rolling basis:
  - i. Partner Countries can develop and submit Action Presentation Notes to the Secretariat.
  - ii. Implementing Partners can develop and submit Action Presentation Notes to the Secretariat in consultation with and at the request of relevant Partner Country institutions. An Endorsement Letter or similar<sup>8</sup> from the Partner Country must be attached to the Action Presentation Note.

**22. Stage Two: Eligibility Screening and Action Presentation Note Finalization**

- a. Partner Country Submission
  - i. The Secretariat screens the Action Presentation Notes to ensure that the Eligibility and Funding Prioritization Criteria are met and identifies most relevant Implementing Partner based on the nature of the request. Timeline: 1 week.
  - ii. The Implementing Partner, if it chooses to support the Action Presentation Note, reviews, refines, and finalizes the Action Presentation Note in consultation with the Partner Country. Timeline: 2-3 weeks.
- b. Implementing Partner Submission

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<sup>8</sup> This can include existing Letters or Frameworks in place between the Implementing Partner and Partner Country in the event that the scope of engagement includes the specific early warning system Action being requested. For Regional Action requests, the Endorsement Letter or similar existing Letter or Framework can originate from relevant regional institutions.

- i. The Secretariat screens the Action Presentation Notes to ensure that the Eligibility and Funding Prioritization Criteria are met. As necessary, the Secretariat will submit clarifying questions to the Implementing Partner. Timeline: 1 week.
- ii. Implementing Partners will amend Action Presentation Note based on feedback from Secretariat, if necessary. Timeline: 1 week.

**23. Stage Three: Selection and Approval Process**

- a. The Secretariat will share eligible Action Presentation Notes with the Steering Committee.
  - b. The Steering Committee will review the Action Presentation Notes and provide feedback or approval on a virtual, no objection basis. Timeline: 2 weeks, or longer should the Steering Committee ask for additional information.
    - i. At the request of the Steering Committee, the Secretariat will secure additional information from the Implementing Partner.
  - c. The Secretariat will inform the Partner Country and Implementing Partner of the Steering Committee decision, and the Trustee of approved Action Presentation Notes.
24. A standard template will be used for the Action Presentation Note. The Template can be revised at any time by the Steering Committee. The Action Presentation Note Template is included as Annex 1 of this document.

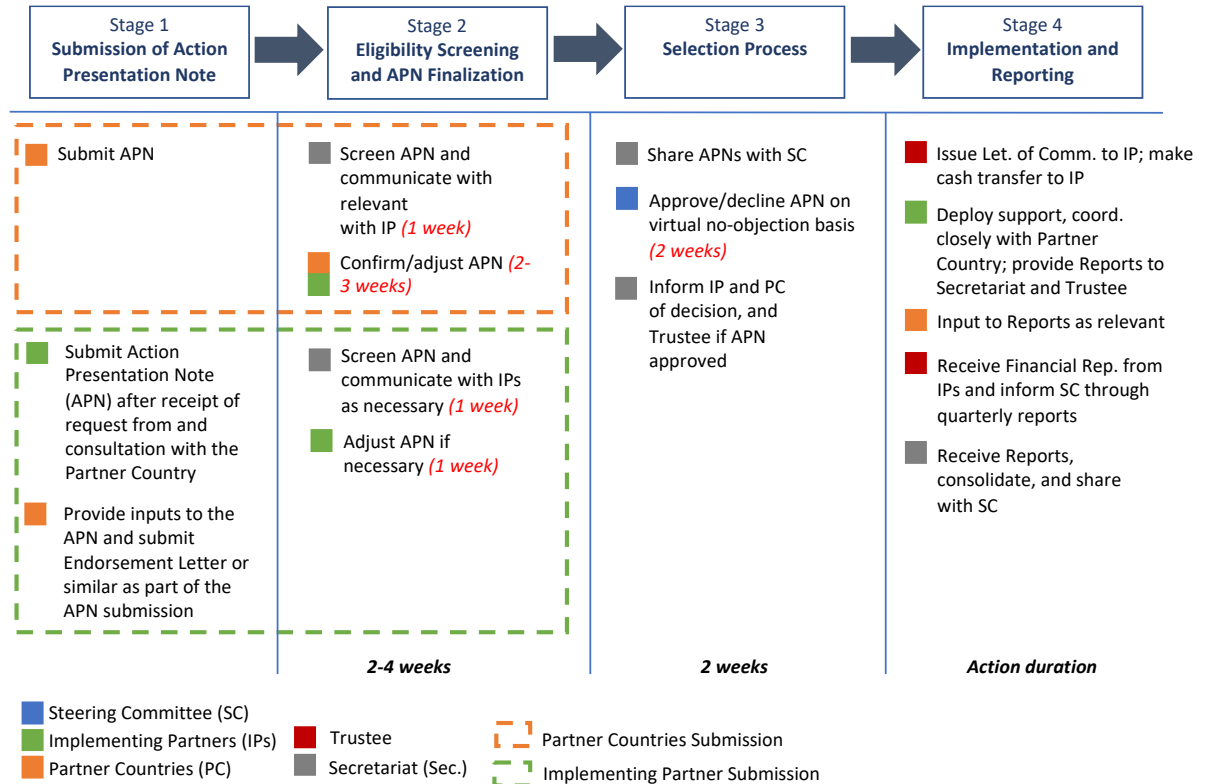
## 6. Action Implementation and Reporting

- 25. The official start date of the Action is the date of Steering Committee approval. Actual start date may vary depending on the date of receipt of funds by the Implementing Partner. This information is to be recorded by the Implementing Partners in their Reports. The end date will be specified in the Action Presentation Note.
- 26. The Implementing Partner has to complete Annex D of the Financial Procedures Agreement and submit it together with the Cash Transfer Request to the Trustee for funds release to be processed. The Implementing Partner must clearly state that the request relates to the Accelerated Support Window.
- 27. CREWS Actions are implemented and administered in accordance with the guidelines of the Implementing Partners. Implementing Partners will apply their own approval procedures, procurement and financial management procedures.
- 28. **Action Progress and Final Report:** Actions with a duration less than six months will not be required to submit an interim Progress Report but a Final Report would be required. For actions greater than six months, Implementing Partners will be required to submit an interim Progress Report and Final Report to the Secretariat. The Secretariat will include these reports in the Portfolio Status Summary Reports.
- 29. **Action Financial Report:** Financial reports should be provided in accordance with the templates attached as Annexes to the Financial Procedures Agreement signed between the Trustee and the Implementing Partner.
- 30. Standard templates will be used for the Action Interim Report and the Action Final Report. The Templates can be revised at any time by the Steering Committee. The Templates are included as Annex 2 and 3 of this document.

## 7. Action Timeline and Roles and Responsibilities

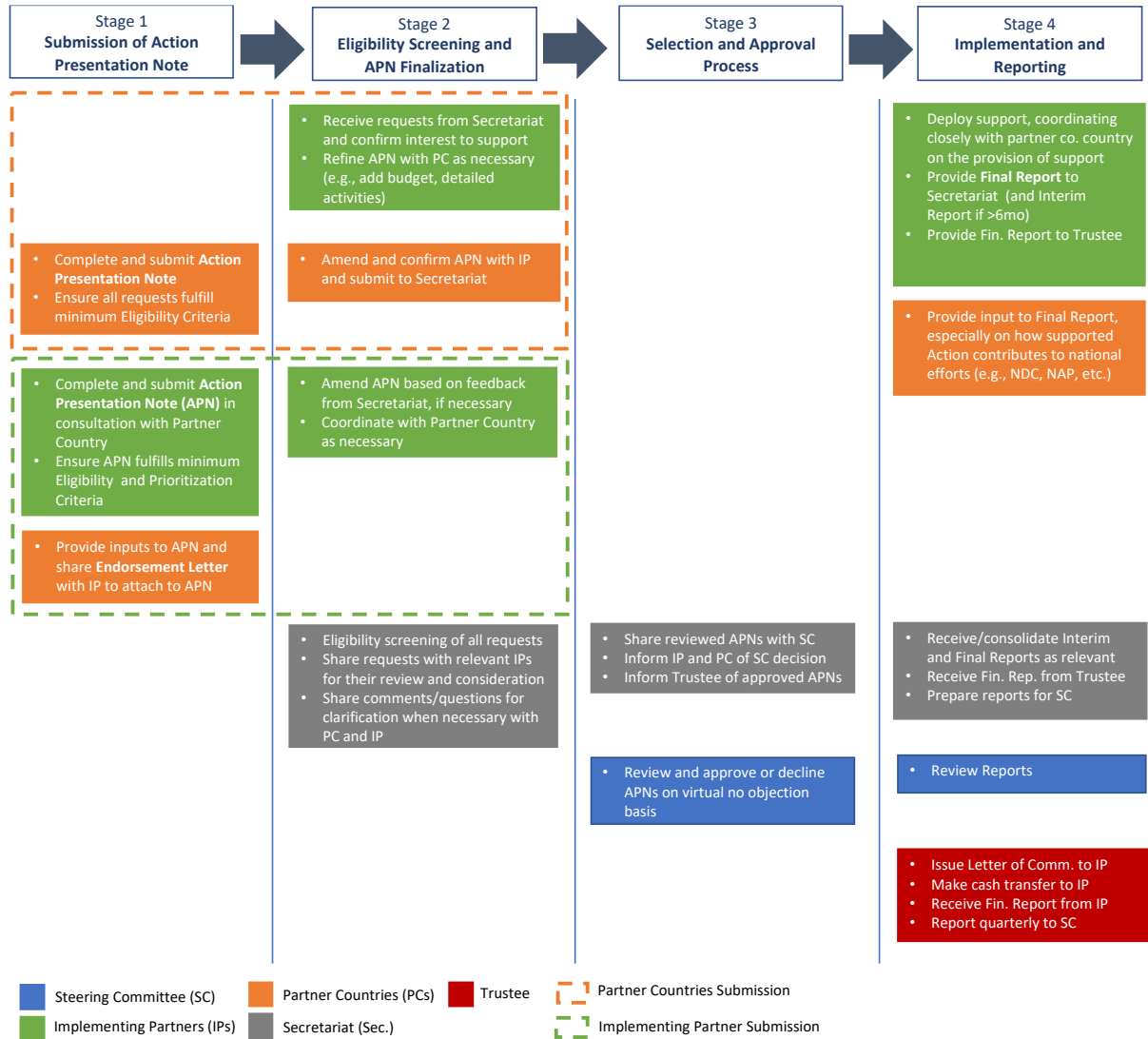
- 31. The details for each stage, as well as the timeline and roles and responsibilities, are summarized in Figures 1 and 2 below.

**Figure 1. Accelerated Support Window Action Timeline**





**Figure 2. Accelerated Support Window Action Roles and Responsibilities**



## 8. Risk Management

32. CREWS will support Actions in ODA-eligible LDCs and SIDS, including in fragile states. Risks may exist or arise due to global conditions (e.g., Covid-19), country-specific issues, or to the Action itself (e.g., consultant movement restrictions).
33. Overall risk management of CREWS Actions adhere to the risk management system, policy and procedures of the Implementing Partners. See the Updated CREWS Risk Management Approach document approved at the 6<sup>th</sup> Meeting of the Steering Committee.

## 9. Action Completion and Closure

34. Implementing Partners need to ensure that at the Action end date, all activities are completed and no more additional obligations are to be incurred. Extensions will only be considered under exceptional circumstances.
35. A Final Report will be submitted to the Secretariat not later than three months after the completion of all activities. A template for the Final Report is prepared and provided by the Secretariat and to be used by the Implementing Partners. The Final Report will be completed with inputs from the partner country and certified

by an authorized representative from the Implementing Partner.

36. Financial reporting to the Trustee should be provided in accordance with the templates attached as Annexes to the Financial Procedures Agreement signed between the Trustee and the Implementing Partner.
37. Following completion of activities, unused funds are to be reported by the Implementing Partners to the Trustee via Annex F of the Financial Procedures Agreement (semi-annual report on unused funds for projects and administrative fees), clearly stating that the funds to be returned are under the Accelerated Support Window. Once the report for unused funds is submitted to and received by the Trustee, an invoice to the Implementing Partner will be issued by the Trustee including instructions and bank account details for the return of the unused funds.
38. The Implementing Partners are highly encouraged to consult with the Secretariat on any performance/operational reporting requirements.

## Annex 1 – Template for CREWS Action Presentation Note

<b>Action Title</b>	<i>[Name of the Action]</i>
<b>Country(ies)</b>	<i>[Country or countries, in the case of a regional Action]</i>
<b>Partner Country Entity / Entities</b>	<i>[Ministry/Agency/Entity within Partner Country/ies; main point(s) of contact and contact details]</i>
<b>Implementing Partner (if submission by Implementing Partner)</b>	<i>[Implementing partner, including main point(s) of contact and contact details]</i>
<b>Implementing Partner Requested (if submission by Partner Country)</b>	<p>Select at least 1:</p> <p><input type="checkbox"/> World Bank/GFDRR</p> <p><input type="checkbox"/> WMO</p> <p><input type="checkbox"/> UNDRR</p> <p><input type="checkbox"/> No preference</p> <p><i>[Please note that the requested Implementing Partner is not guaranteed; the Secretariat will review the nature of the Action and determine the most appropriate Implementing Partner, and the Implementing Partner will also need to confirm interest and availability to proceed with the Action Presentation Note in partnership with the Partner Country]</i></p>
<b>Action Type</b>	<p>Select at least 1:</p> <p><input type="checkbox"/> Continued Assistance</p> <p><input type="checkbox"/> Analyses and Assessments</p> <p><input type="checkbox"/> Advisory Services</p>
<b>Early Warning System Element(s) Supported</b>	<p>Select at least 1:</p> <p><input type="checkbox"/> Monitoring, detection, analysis and forecasting of hydro-meteorological hazards providing lead-times for action</p> <p><input type="checkbox"/> Dissemination of timely and authoritative warnings</p> <p><input type="checkbox"/> Preparedness and response plans triggered by warnings and weather and climate predictions</p> <p><input type="checkbox"/> Disaster risk knowledge based on the systematic collection of data and disaster risk assessment</p> <p><i>[Optional: provide additional information as relevant]</i></p>
<b>Contributions to CREWS Programming Principles and Results Framework</b>	<p><b>CREWS Programming Principles addressed:</b></p> <p>Select all relevant:</p> <p><input type="checkbox"/> People-centered</p> <p><input type="checkbox"/> Gender-responsive</p> <p><input type="checkbox"/> Promotes Coherence</p> <p><input type="checkbox"/> Leverage</p> <p><b>CREWS Results Framework Outputs to which the Action is expected to contribute to:</b></p> <p>Select at least one:</p> <p><input type="checkbox"/> NMHSs' service delivery improved, including the development of long-term service delivery strategies and development plans</p> <p><input type="checkbox"/> Risk information to guide early warning systems and climate and weather services developed and accessible</p> <p><input type="checkbox"/> Info. and comm. tech., including common alerting protocols, strengthened</p> <p><input type="checkbox"/> Preparedness and response plans with operational procedures that outlines early warning dissemination processes strengthened and accessible</p> <p><input type="checkbox"/> Knowledge products and awareness programmes on early warnings developed</p> <p><input type="checkbox"/> Gender-responsive training, capacity building programmes provided</p>

	<p><b>CREWS Programme Indicators to which the Action is expected to contribute to:</b></p> <p>Select at least one:</p> <p><input type="checkbox"/> Loss of life</p> <p><input type="checkbox"/> Forecasting and warning capacity</p> <p><input type="checkbox"/> Access to early warning</p> <p><input type="checkbox"/> Use of risk information</p> <p><input type="checkbox"/> Capacity to disseminate warnings</p> <p><input type="checkbox"/> Capacity to prepare for and respond to warnings</p> <p><i>[Optional: provide additional information as relevant]</i></p>
<b>Specific Action and Objectives</b>	<i>[Max. 250 words describing the requested Action and the Objectives]</i>
<b>Need and Rationale</b>	<i>[Max. 250 words articulating why the Action is needed and how it contributes to the country's early warning system efforts; if Cont. Ass., how it builds on CREWS Project]</i>
<b>Alignment</b>	<i>[Max. 250 words articulating the alignment between the requested Action and existing/ongoing projects, programs, plans and commitments (e.g., EWS projects supported by bilateral or multilateral funds, NAP, NDC, efforts within the Santiago Network)]</i>
<b>Timeframe</b>	<i>[Projected duration, in months; must be less than 12 months or include justification for longer duration (e.g., if linked to another project that extends beyond 12 months)]</i>
<b>Action Cost (To be completed by Implementing Partner)</b>	<i>[Action amount requested in USD, including Implementing Partner fees]</i>
<b>Attachments</b>	<p><i>[Country Endorsement Letter or similar<sup>9</sup> if submission by Implementing Partner]</i></p> <p><i>[Detailed Activity List to be provided by Implementing Partner]</i></p> <p><i>[Detailed Budget to be provided by Implementing Partner]</i></p>

<sup>9</sup> This can include existing Letters or Frameworks in place between the Implementing Partner and Partner Country or Countries in the event that the scope of engagement includes the specific early warning system Action being requested. For Regional Action requests, the Endorsement Letter or similar existing Letter or Framework can originate from relevant regional institutions.

## Annex 2 – Template for CREWS Action Interim Report

1. Action Title		2. Action Reference	
3. Implementing Partner		4. Other Partners (i.e., Sub-contracted)	
5. Action Duration / Deadline			
6. Reporting Focal Point(s)			
7. Action Type	<i>[Pulled from Action Presentation Note]</i>		
8. Specific Action	<i>[Pulled from Action Presentation Note]</i>		
9. Progress Summary	<i>[Action progress so far; what has been achieved, challenges encountered and how these are being addressed]</i>		
10. Action Performance	<i>Interpretation of Coding</i>		
	<span style="color: green;">●</span>	<i>Good progress; on track in most or all aspects of delivery.</i>	
	<span style="color: orange;">●</span>	<i>Moderate progress or on track in some aspects of delivery.</i>	
	<span style="color: red;">●</span>	<i>Less than moderate or poor progress. Not on track in critical areas of its delivery. Requires remedial attention.</i>	
	<b>Rate of Expenditure</b>		<b>Rate of Action Delivery</b>
<b>Coding</b>			
<b>Narrative</b>			
11. Other Information (Optional)			

*If Action is greater than 12 months, provide annual Certification:*

This is to certify that the resources allocated are used for their intended purpose. All parties are in compliance with the financial rules, regulations and procedures of the Implementing Partners.

Impl. Partner Representative:	
Position Title/Name of Organization:	
Date and Signature:	

### Annex 3 – Template for CREWS Action Final Report

1. Action Title		2. Action Reference	
3. Implementing Partner		4. Other Partners (i.e., Sub-contracted)	
5. SC Approved Action Duration / End Date		6. Actual Action Duration / End Date	
7. SC Approved Action Budget (in USD; incl. IP fees)		8. Actual Action Expenditure (in USD; incl. IP fees)	
9. Reporting Focal Point(s)			
10. Action Type	<i>[Pulled from Action Presentation Note]</i>		
11. Early Warning System Element(s) Supported	<i>[Pulled from Action Presentation Note]</i>		
12. SC Approved Action	<i>[Pulled from Action Presentation Note]</i>		
13. Summary of Actual Action	<i>[Narrative of what was achieved]</i>		
14. Contributions to CREWS Programming Principles and Results Framework	<i>[Briefly explain the contributions to relevant CREWS programming principles and outputs and indicators, referring to those selected in the Action Presentation Note]</i>		
15. Contributions to Partner Country Plans and Commitments	<i>[Briefly explain the contributions to relevant existing/ongoing projects, programs, plans and commitments (e.g., EWS projects supported by bilateral or multilateral funds, NAP, NDC), referring to those selected in the Action Presentation Note]</i>		
16. Lessons Learned	<i>[Briefly note important lessons learned from the action, including the factors that hindered or enabled successful action implementation]</i>		
17. Visibility Products and Supporting Documents	<i>[Insert links to press releases, videos or communication items and/or social media links, and list and attach to the report any documents providing details on action activities such as review reports, reports of training sessions, technical assessment reports, etc.]</i>		

This is to certify that the report is accurate.

Impl. Partner Representative:	
Position Title/Name of Organization:	
Date and Signature:	

This is to certify that the resources allocated are used for their intended purpose. All parties are in compliance with the financial rules, regulations and procedures of the Implementing Partners.

Impl. Partner Representative:	
Position Title/Name of Organization:	
Date and Signature:	