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Date 10/15/2003
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UN/CS/RAI/USAA/DB01/2003-00309

ull Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00309**

ExRef: Document Series/Year/Number

Record Item Title

CSTF request for funds for extension of PM - UNFPA

Date Created / on Item
10/15/2003

Date Registered
10/15/2003

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Primary Contact
Owner Location
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Common Service Task Force
WGARM Working Group Archives & Records Manageme
Common Service Task Force

Fd1: Type: IN, OUT, INTERNAL?
ss Ref or Language Orig or Dist?
Fd3: DocTypeFormat-Weblink

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UN-CS-RAF-USAA-DB01-2002-0002
Common Service Task Force - WGARM

N1: Numb of Pages
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Full GCG Code Plan Number
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Da2:Date Received

Date 3

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Record Type A02b Item UN/CS/RAI/ Common Service eg ARM

lectronic Details

No Document

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Alt Bar code = RAMP-TRIM Record Num

UN/CS/RAI/USAA/DB01/2003-00309

Notes

Andrew Toh memo to UNFPA dated 10 October 2003 requesting funds for the extension of the DAP
Project Manager through 2005

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Number of images
without cover

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REFERENCE:

10 October 2003

Imelda,
Dear Ms. Henkin,

As agreed and further to our Common Services Task Force Meeting of 8 September 2003, please find attached budget for the Digital Archives Programme Project Manager that will cover the period November 2003 - December 2005.

In this connection, I would request UNOPS to disburse their share of \$45,500, which covers the extended period of the Project Manager until 31 December 2005 under the current Common Services Formula (40% UN Secretariat, 15% each of the four other Participating Organizations).


Please note that this budget does not cover the DAP Phase II Implementation. As briefly noted in the meeting, the Implementation funding formula and subsequent commitments will be subject to Phase I [Strategic Plan] outcomes and agreements by Task Force members which will be reviewed in the later part of 2004.

In order to expedite tracking, please copy my office when transfer of funds has been initiated. The banking instructions are as follows:

Account Title:	United Nations General Fund
Account Number:	485001985
Bank:	JP Morgan Chase, NY
ABA number:	021000021
Reference:	(name of contributor), Common Services HQA
Bank Charges:	<i>Do not charge the beneficiary</i>

Yours sincerely,

Bern,


Andrew Toh
Assistant Secretary-General
Office of Central Support Services

Ms. Imelda Henkin
Deputy Executive Director (Management)
UNFPA
New York

**Common Services Special Account
WGARM-DAP Project Manager Budget
November 2003 – December 2005***

<u>Budget Activity</u>	<u>Time period</u>	<u>Cost</u>	<u>UN Secretariat Contribution</u> <u>** (40%)</u>	<u>4 Other UNPOs*** Contribution</u> <u>(15% each)</u>
Project Manager (P-3) Digital Archives	November – December 2003	23,333	9,333	3,500
Project Manager (P-3) Digital Archives	January 2004 – December 2004	140,000	56,000	21,000
Project Manager (P-3) Digital Archives	January 2005 – December 2005	140,000	56,000	21,000
Total		\$303,333	\$121,333	\$45,500

* Discussed at Common Services Task Force meeting of 8 September 2003

** Cost sharing in accordance with established arrangement (40% for UN Secretariat and 60% for 4 other UNPOs)

*** 4 other United Nations Participating Organizations – UNDP, UNFPA, UNICEF, UNOPS

bcc: Ms. J. W. McDonald
Mr. V. Krishnan
Mr. A. Keefe
Ms. B. Sisk