

THE OLOF PALME INTERNATIONAL CENTER INSTRUCTION FOR UTILISATION AND REPORTING OF NO ADMIN FUNDS UNDER CSO AGREEMENT

By engaging in No Admin projects, the Swedish Member Organisation (MO) contributes to local project implementation by transfer of knowledge and networks. The MO participates in project planning and report their costs and goal achievement to the Palme Center (OPC). In turn, the local organisation (PO) and OPC has the reporting responsibilities vis-à-vis the Swedish Agency for Development Cooperation (Sida).

All project funds originated from Swedish taxpayers' money and should therefore be spent responsibly and accounted for. This instruction guides MOs to use and report their funds in a responsible and transparent manner.

Note that No Admin projects are not completely exempted from administration. In order to achieve project objectives, MOs report their project costs in accordance with their planned and approved budget and activity plan. MOs that engage in No Admin projects are however, relieved from responsibilities relating to Sida's reporting processes.

Project stages

1. MO submits the "Budget Application for No Admin CSO", which serves as a basis for the Appendix 1 "Agreement No Admin Project CSO" upon Programme Manager's approval.
2. Note that the "Budget Application for No Admin CSO" must contain all MO's contact details, including invoice address for the payment of MO's own contribution, and extract from the minutes that confirm authorised signatories.
3. With the assistance of OPC Programme Manager, MO completes Appendix 2 "No Admin Activity Plan". Note that this document is the basis for annual reporting.
4. When above forms are correctly filled out and approved, OPC sends the agreement to MO for signing.
5. OPC sends annual invoices to collect MO's own contribution, which is to be paid by within 30 days. Note that the own contribution must be fundraised by MOs and cannot be reimbursed in case of deviations in project implementation. Instead, MO's own contribution is transferred to the Swedish Labour Movement Solidarity fund.

6. Original receipts shall be enclosed to the annual invoice and a completed “CSO Expenditure Specification No Admin” (available on www.palmecenter.se). Receipts need to indicate the purchased goods or services. MO bears the responsibility of specifying costs in SEK using the correct exchange rate and with reference to budget lines in their approved budget.

Invoice and completed reporting for the current year have to be submitted to OPC no later than November 30th in order to be processed and reimbursed in time. After this date, project costs will not be compensated. Any project activities planned to be conducted after November 30th must be approved in writing by the responsible Programme Manager, including a new deadline for reporting and invoicing.

7. The” Activity progress report No Admin CSO”, which is submitted together with the financial report and invoice, must relate to activities agreed upon in Appendix 2 “No Admin Activity Plan”.
8. Funds shall not cover project management, daily allowances, or loss of income. **Only actual costs reflected in original receipts are reimbursed.**
9. Travel needs to be carefully planned in consideration of environment and climate, and carbon offsetting is mandatory for all travel costs. In order to ensure that emissions are offset, coordinate with the responsible OPC Programme Manager before booking through OPC’s designated travel agency.
10. In case of remaining No Admin funds at the end of the project year, and the MO wishes to transfer any remaining/unspent balance to an upcoming project, this has to be approved in writing by OPC. Note that costs are allocated per year and that transfer of balance shall be made only after the Programme Manager have received and approved MO’s motivation and assessed the need for aggregation of funds.