

# OLOF PALMES INTERNATIONELLA CENTER'S INSTRUCTION OF USE AND REPORTING ON NoAdmin FUNDS CSO

By engaging in NoAdmin 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 Olof Palmes Internationella Center ("Palme Center"). In turn, the local Partner Organisation ("PO") and the Palme Center bear reporting responsibilities vis-à-vis the Swedish Agency for Development Cooperation (Sida).

All project funds originate from Swedish taxpayers' money and must therefore be spent responsibly and transparently. This instruction guides the MOs to the use of and reporting on their funds in a responsible and transparent manner.

Note that NoAdmin projects are not completely exempted from administration. In order to achieve the project objectives, the MOs must report their project costs in accordance with their planned and approved Budget (Appendix 1) and Activity plan (Appendix 2). At the end of the November each year, the MO must submit an invoice to the Palme Center for their costs during the year (Appendices 3 a – b). MOs that engage in NoAdmin projects are however relieved from responsibilities relating to Sida's reporting processes.

## PROJECT STAGES

1. The MO submits the filled in *Budget Template NoAdmin* (Appendix 1) which will be an appendix to the Agreement between the Palme Center and the MO.

Note that the *Budget Template NoAdmin* must contain all MO's contact details, including the invoicing address for the payment of the MO's own contribution, and extract from the minutes that confirms authorised signatories.

2. The MO fills in the *Template NoAdmin Activity Plan* (Appendix 2) and submits to the Palme Center for approval. Note that this document is the basis for annual reporting.
3. When the above forms are correctly filled out and approved, the Palme Center prepares and sends an Agreement to the MO for signing.
4. The Palme Center sends annual invoices to the MOs for their Own Contribution, which is to be paid by the MO within 30 days. Note that the Own Contribution must be fundraised by the MOs and is not reimbursed in case of deviations in project implementation. In such instances, the MOs' Own Contribution is transferred to the Swedish Labour Movement Solidarity fund.

5. The MO submits an annual invoice according to the *Invoicing instructions NoAdmin* (Appendix 3) and the *Invoice Specification* (Appendix 3 b) by November 30 each year. Original receipts, boarding passes, ticket stubs etc. must be enclosed to the annual invoice. Receipts need to indicate the purchased good or service. If costs have been had in other currencies than SEK, the MO bears the responsibility of specifying costs in SEK using the correct exchange rate and with reference to budget lines in their approved budget (Appendix 3).

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

6. The *Annual Narrative Report NoAdmin* (Appendix 4) must be submitted together with the financial reporting and invoice. The report must relate to activities agreed upon in Appendix 2.
7. Funds cannot cover Project management, Daily allowances, or Loss of income. Only actual costs reflected in original receipts are reimbursed.
8. Travel needs to be carefully planned in consideration of the environment and the climate, and carbon offsetting is mandatory for all travel costs. In order to ensure that emissions are offset, coordinate with the responsible Palme Center Programme Manager before booking through the Palme Center's travel agency, Tranås Resebyrå.
9. In case approved NoAdmin funds are not spent by the end of the project year, and MOs wish to transfer any balances to the upcoming project year this has to be approved in writing by the Palme Center. Note that costs are allocated per year and that transfers of balances only are made after Programme Managers have received and approved the MO's motivation and assessed the need for the aggregation of funds.