



AFRICAN UNION
INTERAFRICAN BUREAU FOR ANIMAL RESOURCES

**SUPPORT PROGRAMME TO INTEGRATED NATIONAL ACTION PLANS
FOR AVIAN AND HUMAN INFLUENZA
(SPINAP-AHI)**

**Important Technical and Financial Guidelines
to Beneficiary Countries
for the Preparation of Funding Requests**

1. All requests must come under a covering letter confirming the willingness of the Ministry of Livestock (Agriculture) to cooperate with the AU-IBAR within the context of the SPINAP-AHI to improve the country's capacity to control and prevent Avian and Human Influenza (AHI). The letter should be addressed to the Director of AU-IBAR and signed by the respective Minister.
2. A copy of the country's Integrated National Action Plan (INAP), duly updated with all activities for prevention and control of avian and human influenza in the country, and the corresponding estimated budget, showing the financing gap that can not be filled by national or existing bilateral/or multilateral donors funds should be attached
3. All the information requested for under the various titles and sub-titles in the fund request must be provided as accurately as possible as per the respective guidelines given in italic
4. The maximum period for implementation of the activities identified for financing under this proposal is 18 months.
5. For as long as no pandemic has been declared by the WHO, the programme funds are expected to support interventions in the animal health sector, except for some activities that cover both animal and human health like awareness and communication, as well as those activities in human health that are best carried out in tandem with animal health ones.
6. Funding under this programme will not cover the purchase of motor vehicles and compensation activities, as well as construction and refurbishment
7. Requests are to be presented by the implementing body (National Project Coordinator), which should be clearly identified in the covering letter, and endorsed by the mandated AHI-National Task Force.
8. Countries should build their proposals based on a budget of EURO 18.1 million to be disbursed over the 47 African ACP countries. The exact country fund allocations will be communicated as soon as the Programme Steering Committee (PSC) approves the suggested fund allocation method at its inaugural meeting scheduled for Friday 21st September 2007 in Addis Ababa, Ethiopia.
9. The deadline for receiving requests from countries is 15th November 2007.
10. The country request will be assessed at different levels as follows:
 - By the Regional Programme Coordinator and technical staff at the Regional Animal Health Centre in the respective region.
 - By the Programme Coordination Unit in consultation with the Animal Health Unit of IBAR and, if necessary, the WHO expert for the human health component.
 - PCU will prepare all-inclusive dossiers for submission to the PSC for endorsement and subsequently MOU and contracts for the selected beneficiaries will be signed between the beneficiary and the Director of AU-IBAR.



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11. Countries should send their requests in hard and electronic¹ copies under a covering letter (refer to point # 1 above).
12. Countries should show explicit willingness to have external audits conducted and to accept the results of the audits thereof (affirm this in the covering letter).
13. AU-IBAR is responsible for the overall implementation of SPINAP under the guidance of the PSC that oversees the implementation, endorses fund requests and defines programme strategies and policies
14. Implementing countries will be expected to adhere to the financial guidelines as provided in the accompanying '*Manual of Procedures for Implementing Beneficiaries SPINAP AHI*'.
15. Two interest earning accounts (local currency and a USD) should be opened in the name of SPINAP – AHI.
16. No expenditure will be incurred until the MOU has been signed between the beneficiary country and AU-IBAR.
17. An Imprest based Accounting System between AU-IBAR and the beneficiaries (countries) will be implemented where beneficiaries will be required to fully account for any prior advances before further disbursements are made.
18. The books of accounts and the financial statements will be prepared using US Dollar.
19. The cash basis shall be used to account for receipt/revenue. In this way the balances reflected in the reports will always represent the balance in the bank and cash accounts. It is to be noted that AU-IBAR will only replenish accounts against documentation for expenditures incurred but not against obligations or commitments.
20. Cheques should be signed by at least two signatories for any one payment of which one should be the National Project Coordinator. The National AHI Task Force or other designated/authorized supervisory body will approve other signatory (ies) to the bank account.
21. Translations denominated in foreign exchange will be recorded at the actual exchange rate used or the respective official rates. The United Nations monthly exchange rate shall be used to convert local currency expenditure into the currency of the Project. The UN monthly exchange rates can be found on the following web site, www.un.org/depts/treasury.
22. Financial reports will be prepared in accordance with the structure of the agreed format and forwarded to AU-IBAR on a quarterly basis.

¹ Electronic copies should be sent to SPINAP.AHI@au-ibar.org