

## TO ALL ORGANISATIONS PARTICIPATING IN THE 2011 FLOODS RESPONSE PLAN REVISION

The Online Projects System (OPS) is a web-based database that allows UN agencies and NGOs participating in consolidated or flash appeals to directly upload their projects and funding requests and update them during the course of the appeal year.

The database has been designed with the aim of facilitating information-sharing and the appeal review process for humanitarian actors. The database is the central repository for appeal projects. It is managed by the CAP Section in OCHA Geneva and it is linked to the Financial Tracking Service (FTS) database and website that tracks funding requests and funding status of projects in inter-agency appeals.

UN agencies and NGOs that would like to submit projects to an appeal can access the database via a simple account creation, upload their project(s) for sector/cluster review, and edit them during the course of the year if required. The database will allow users to print the appeal projects and project compendia on demand.

In line with Flash Appeal policy, during the HQ review of the initial Response Plan the OCHA CAP Section uploaded all projects onto the OPS in preparation for opening the OPS during the revision to the country team.

Please find below some guidance on the main steps to take to use this database:

- Registration
- Accessing projects
- Adding new projects
- Revising existing projects
- Reviewing and approving projects

### REGISTER on OPS on-line

- 1.) To register and upload projects revision on the OPS database, please visit the website: <http://ops.unocha.org>
- 2.) If you are already registered on the OPS, you can log in with your previous password/details.
- 3.) If you have never registered before, please click on '**New User**' and follow the instructions.
- 4.) To complete the registration please consult the guidelines attached below, or available from the OPS homepage.



OPS online manual  
August 2011.pdf

### IMPORTANT:

- UN and NGOs should register with the role of **UN/NGO FIELD PROGRAMME OFFICER**
- Cluster leads should register with the role of **FIELD SECTOR/CLUSTER LEAD**
- **Edit functions in the database depend on roles therefore it is very important that the registration is done correctly.**

**REMEMBER: REGISTRATION IS NOT AUTOMATIC. PLEASE WAIT FOR THE ADMINISTRATOR'S MESSAGE GIVING YOU THE ACCESS LINK AND ACTIVATE IT ONCE YOU RECEIVE IT.**

## How to UPLOAD A NEW PROJECT in OPS or REVISE AN EXISTING PROJECT

1) When you are in the OPS database, select the 2011 appeal list

AppealYear:2011    Switch to year: [2012] [2011] [2010] [2009]

CURRENT APPEALS			Total Appeals : 24
	Appeal Year	Appeal Title	Appeal Type
[View]	2011	Pakistan Rapid Response Plan Floods 2011 (September - March 2012)	Flash Appeals

2) Select the appeal from the list.

3) You can look at all projects in this appeal by sector and by organisation on the 'Project Summary Tables' tab. You can also look at the list of projects on the 'All Projects' tab.

[My Organisation Projects](#)   [All Projects](#)   [Project Summary Tables](#)   [Create New Project](#)

4) Prepare your project revision or new project either directly online, or using the project template.



OPS project  
template.doc

5) Click on 'Create New Project'. Fill in the form online (using, if appropriate, the information inserted into the template) and 'Save' it.

### Enhanced Geographical Fields

Please pay particular attention to the use of this function, as it allows you to add Province, District and Tehsil location information. Please note the following basic instructions:

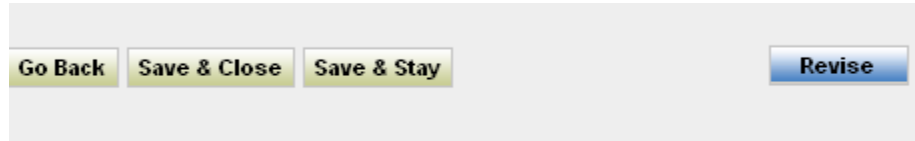
- if a project is being implemented in all Districts across a Province, only select Province (do not select Province, then all Districts of that Province)
- if a project is being implemented in one or more Districts of a Province
  1. select Province
  2. then select the Districts (you may select multiple Districts)
- if a project is being implemented in one or more Tehsils in one or more Districts
  1. select Province
  2. then select District
  3. then select the Tehsils
  4. then select the next District, and repeat step 3 until all Districts/Tehsils have been included

6) Cluster leads will then review projects, assign priorities and click on the 'Approve' button if the project is satisfactory.

If the project requires further work, or does not meet the cluster's requirements, or does not meet the objectives of the revised Response Plan, cluster leads should click on 'Reject'. The appealing organization should be informed of the rejection, and be given an opportunity to resubmit changes if appropriate.

## HOW TO REVISE A PROJECT IN OPS

Organizations that have submitted projects will see a '**Revise**' button appearing at the top of each project form in OPS.



Click on '**Revise**' to initiate the revision of a project. The system creates a copy (a form with the light blue background) of the original project, where the appealing organization can insert changes (budget or text).

The **Original Budget Summary** (first box) will be blocked for editing. Budget changes should be inserted in the **Revised Budget Summary** (the second budget box).

**Requested budget, per appealing agency:**

**United Nations Population Fund**

<b>*Original Budget Summary</b>		US\$ ( like 500000 or -500000 without commas )
Total Project Cost	<input type="text"/>	200000
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
Original sub total	<input type="text"/>	200000

<b>Revised Budget Summary</b>		US\$ ( like 500000 or -500000 without commas )
Total Project Cost	<input type="text"/>	200000
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
Revised sub total	<input type="text"/>	200000

**Funds Requested**

<b>Total Original Funds</b>	200,000 US\$	<a href="#">i</a>
<b>Total Revised Funds</b>	200,000 US\$	<a href="#">i</a>

**FTS Contributions** : [\[View contributions recorded on Financial Tracking Service - FTS\]](#)

- **NOTE:** you may check whether your project has received any funding reported to the Financial Tracking Service by clicking the link [\[View contributions recorded on Financial Tracking Service\]](#) as outlined above.

This follows the same principle applied on FTS tables: any modification to an original project or the inclusion of a new project after the appeal launch is considered as a "revision" of the original appeal. The requirements for those projects (new projects added after the appeal launch or revised projects after the appeal launch) are considered "revised/current requirements" and should be indicated in the Revised Budget Summary.)

Remember to '**Save**' the project after inserting changes, and then close the project. The project will then move into 'Draft' phase, and will remain in that phase until reviewed by the cluster lead.

A project under revision will have to go through the same approval steps as those for an original project. The revised (blue) copy of the project will have to be:

- Reviewed and accepted by the cluster lead;
- Then reviewed and accepted by the UN Humanitarian Coordinator;
- Then reviewed and approved by the appealing organization's HQ. (HQ agency approval is normally required for UN Agencies).

Only when the approval review steps are completed on OPS, the OCHA CAP section will accept the revised copy of the project, replacing the original project on OPS and the public FTS site. The project code will then become a hyperlink, allowing a reader to link directly to the project proposal on OPS.

Officially approved projects will have an orange background and will have the status of **Published by CAP**.

The CAP section will inform by e-mail the CAP Sub-Working Group indicating a specific deadline for reviewing all projects under revision.

## DETAILED INSTRUCTIONS ON HOW TO WITHDRAW A PROJECT IN OPS

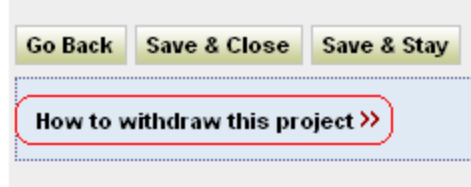
**Projects may not be deleted from an appeal.** This would alter an appeal's original requirements, and would as well wipe out any funding a project might have received.

If an organisation needs to cancel/withdraw an existing project from the appeal for whatever reason (obsolete, fully funded, no capacity, etc), it has the following two options:

a) If the project has not received any funding as recorded on FTS the appealing Organisation should set the revised requirements of the project to \$0 and add (WITHDRAWN) to the project's title. Remember that it is easy to check funding either by consulting the FTS, or by using the link embedded in each OPS project sheet.

b) If the project has received funding, revised requirements should match the current funding recorded in FTS, and (WITHDRAWN) should be added to the project's title.

These instructions are available at the top of each revised project sheet in OPS.



Appealing organisations may check their project's funding in one of two ways

1. On FTS at <http://fts.unocha.org>
  - a. Select your appeal
  - b. Find your project on table "E. List of Appeal Projects (grouped by sector), with funding status of each"
  - c. Check the reported funding; or
2. Directly in each project sheet on OPS by clicking on the link below each project's financial summary (as per **NOTE** above).

<b>Funds Requested</b>	<b>: Total Original Funds</b>	<b>500,000 US\$</b>	
	<b>Total Revised Funds</b>	<b>500,000 US\$</b>	
<b>FTS Contributions</b>	<b>: [View contributions recorded on Financial Tracking Service - FTS]</b>		

## ADDING NEW FIELDS ON OPS

The following standard fields on OPS can be changed or added to accommodate new circumstances in the field.

### Fields which can be changed

- List of clusters

**Classification:**

**Cluster/Sector\*** : COORDINATION AND SUPPORT SERVICES

**Project location (Province, Regions etc.)** : Select a Cluster/Sector

**Objective\*** : AGRICULTURE

**Beneficiaries\*** : COORDINATION AND SUPPORT SERVICES

EARLY RECOVERY

EDUCATION

FOOD

HEALTH

MULTI-SECTOR ASSISTANCE TO REFUGEES

NUTRITION

PROTECTION

SHELTER AND NFIs

WATER AND SANITATION AND HYGIENE

**Note:** this is an example, not specific to your appeal

### Field which can be added or changed

- List of locations

**Classification:**

**Cluster/Sector\*** : COORDINATION AND SUPPORT SERVICES

**Project location (Province, Regions etc.)** : NOT SPECIFIED

There are two types of location data on an OPS project sheet:

1. Main locations, which are on the main project page. These locations, which must be filled in, have been set to:

- Balochistan
- Sindh
- Sindh and Balochistan

2. Enhanced Geographical Fields (see instructions on page 2).

- List of priorities

**Priority**

**Priority** : NOT SPECIFIED

Prioritisation, or categorisation, is not required for initial flash appeals, but is compulsory for flash appeal revisions. Once the HCT has decided upon the system to be used, CAP Section will add them to the drop down menu, and appealing agencies may include them in new and revised projects.

**Remember that these settings can only be changed or added following receipt of a request from the country team to do so.**