ONLINE PROJECTS SYSTEM (OPS)

What is OPS?

The On-line 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.

How to access OPS?

UN agencies and NGOs participating in Consolidated or Flash Appeals can request OPS access by creating an account on-line at http://ops.unocha.org/ and filling the User Profile required information. Within 24h from submitting the on-line request the database administrator will send back by e-mail the OPS access link to be activated.

What is required to create an account on-line and a User Profile?

Create a new account with your e-mail and password and complete the User Profile by indicating the COUNTRY where you are based, provide CONTACT details, select the appropriate ROLE and your ORGANISATION from the lists.

Role Name (see page 2 for further guidance)	Role Description
UN/NGO Field Programme Officer	If you belong to an appealing organisation (UN Agency/NGO) in the field that wishes to submit a project, select "Field Programme Officer".
Field Cluster/ Sector Lead	If you are a Sector/Cluster lead in the field please select "Field Cluster/Sector Lead".
HQs UN agencies/ NGOs	If you are based at a UN Agency/NGO headquarters and have a review function in the appeal process, please select "HQs UN agencies/NGOs".

OCHA roles are reserved for OCHA staff.

What can you do in OPS?

Once the link has been activated, you can upload a new project(s) or revise an existing project(s). To familiarize yourself with the system and its functions before uploading real projects, you can select the **TEST APPEAL** at the top of each appeal list. Feel free to use it to upload a project as a test.

Edit rights and OPS Roles

UN/NGOs Field Programme Officers may view each other's projects, but may only edit their own organization's projects. Projects are peer-reviewed in the cluster/sector. The **Cluster/Sector Lead** clicks a button in the system to signal that the project(s) is approved. **The HC** reviews projects on-line. **Agencies HQs** review their projects on-line, and edit them as needed (see page 2 for detailed overview of edit rights).

How to upload a new project on OPS?

To upload a project for an appeal, select your appeal from the appeal list (under the appropriate appeal year), click on "create a new project", fill in the online project form with the required information and save it. Your field Cluster/Sector Lead will review and approve or reject your project.

How to revise an existing project in OPS?

If you wish to modify an existing appeal project, click on the REVISE button at the top of the project online form, make any necessary adjustments and save it.

Let us help you

For further guidance on registration, uploading new projects, revisions and cancelling/withdrawing projects please download the OPS manual on-line (in the HELP section). For assistance, contact the OPS HELP-LINE: Mr. Luciano Natale, Tel. +41 22 917 1761, cap@un.org

HOW TO SELECT YOUR ROLE IN OPS

UN or NGO Field Programme Officer	You belong to an appealing organization (from United Nations or NGOs) based in the field and you want to upload a project in OPS. *What you can do* You can view all projects but you can ONLY upload or edit projects for your organization. A project created by a Field Programme Officer will remain in DRAFT status until the Cluster/Sector Lead signals that it is reviewed and approved by the Cluster/Sector.
Field Cluster Lead	You belong to an appealing organization (from United Nations or NGOs) based in the field, you have the function of **Cluster Lead Coordinator.** *What you can do* You have edit rights on your organization's projects as well as on other organizations' projects. You convene the peer review process of your cluster/sector's proposed projects, and you will certify project approval by clicking "approve" on each project approved by the cluster/sector. You can also Reject/Restore projects.
HQs UN agencies or HQ NGOs	You are based at a UN Agency/NGO headquarters and have a review function in the appeal process. *What you can do* You can view all projects but you can upload projects for your organization only. You can edit projects when they are in **Draft** status or when they are in **HQ Review** status. You can Reject/Restore Projects. If you upload a new project in Draft status during the HQ review phase, you will need to alert OCHA HQ Desk Officer and the CAP section by e-mail in order for the project to be approved by the Cluster Lead and by the HC
United Nations Resident/Humanitarian Coordinator	You will be able to edit all projects in the appeal and reject them if necessary. You do not have a specific button to approve projects.
OCHA Field Staff	You are the database administrator at field level. *What you can do* You can view and edit all projects, upload projects on behalf of other organizations and approve/reject/restore projects on behalf of the Cluster Lead.
OCHA Desk Officer at HQ	*What you can do* You have a review function after the agencies HQs Review Phase with edit rights on all projects.
OCHA CAP Section Geneva	Database administrators with edit rights on all projects and delete function.