# GRANT ENTITY DATA

# Template Letter: Confirmation letter Designating Contacts with Global Fund Partner Portal Access

**Template dated: [April 2021]**

**Instructions:**

This letter is used for the ***designation of new or updates to existing*** authorized persons with Global Fund Partner Portal Access Rights.

The Coordinating Mechanism (CM), the Principal Recipient (PR) and Lead Implementer (LI), if applicable[[1]](#footnote-2), or Local Fund Agent (LFA), (each an “Entity”), completes this letter (using the official Entity letterhead) ensuring that section 1 is duly filled and signed by a duly authorized person. The signed letter is submitted with the change request in the Global Fund Partner Portal as mandatory supporting document.

In preparing this letter, please take note of the following **important considerations**:

A contact may have portal access rights for multiple organizations only in the following cases:

A contact is the administrative focal point for a PR and also for the Coordinating Mechanism

An LFA contact working for multiple LFA organizations

For updates, the Country Team must be consulted in cases where the Entity does not wish to revoke any of the appointments made under previous letters (e.g. if the Entity only wishes to replace one person under this letter). In such cases, bespoke text acceptable to the Global Fund must be included in this letter.

The [Operational Policy Note on Grant Entity Data (GED)](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf) defines specific rules and requirements for the Grant Entity Data submitted through this template. Before completing the template, please ensure that you have read these requirements carefully and that the Grant Entity Data submitted are compliant with these requirements.

Additional specific instructions are provided in the footnotes in the template letter. Please read them carefully.

# [Sample Template: Confirmation letter for Designating Contacts for Global Fund Partner Portal Access]

[Date]

To: The Global Fund to Fight AIDS, Tuberculosis and Malaria

Attn: [Fund Portfolio Manager]

Global Health Campus

Chemin du Pommier 40

1218 Grand-Saconnex, Geneva, Switzerland

Re: [**Country] - [Entity official name] (the “Entity”) Designation of Contacts with Global Fund Partner Portal Access**

Dear [Fund Portfolio Manager]

1. I, acting as an authorized representative of the Entity, hereby confirm that:
2. without prejudice to any appointment, role, responsibilities, rights or powers under any:
   1. applicable letter for (a) appointing signatories for legally-binding documents and/or (b) appointing signatories for requests for disbursement; and/or (c) appointing the Primary Organization Representative for Notices;
   2. Organization Information Form; and/or
   3. applicable Principal Recipient confirmation letter for appointing the Secondary Organization Representative for Notices,

each person specified in section 1 below is jointly and severally duly authorized to represent and act on behalf of the Entity with respect to the Global Fund Partner Portal on behalf of the Entity (including without limitation to submit documents, access, use and send and receive messages).

1. I hereby:
2. revoke[[2]](#footnote-3), as from the date hereof, all previous confirmation letters regarding the subject matter of this letter;
3. confirm that this letter supersedes any other written agreement or communication between the parties to this letter regarding its subject matter;
4. acknowledge and agree that the Global Fund may at any time require; (a) further evidence of due authorization of my or any other persons’ authority to represent or act on behalf of the Entity; (b) proof of identification for myself or any other person to authenticate the subject matter of this letter; and (c) further evidence supporting any matter referred to in, or in connection with this letter;
5. confirm that I have read, understand and undertake to comply with the [Terms of Use of the Global Fund Partner Portal](https://www.theglobalfund.org/media/10888/fundingmodel_partner-portal_tou_en.pdf), (as maybe amended from time-to-time) (the “Terms of Use”);
6. confirm that I have read, understand and undertake to comply with the [Operational Policy Note and the Operational Procedures on Grant Entity Data](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf), on the Global Fund website (as maybe amended from time-to-time) (the “GED OPN”);
7. confirm that I have read, understand, and undertake to comply with, the [Global Fund Privacy Statements](https://www.theglobalfund.org/en/legal/privacy-statement/), including the supplemental statement for Global Fund Grant Funding and Management Activities, on the Global Fund website (as maybe amended from time-to-time) (the “Privacy Statements”); and
8. confirm that as applicable to me, I have read understand, and undertake, to comply with, the Global Fund [Code of Conduct for Recipients of Global Fund Resources](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf) on the Global Fund website. (as may be amended from time-to-time) (the “Code of Conduct”).

Yours sincerely

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**Name and Signature*:*** *[to be signed by an authorized representative of the Entity organization who is accountable and duly authorized to provide the submitted information in this letter. Evidence of the authority of the signatory of this letter shall be provided to the Global Fund upon request]*  
**Title:**

**Section 1.**  **Authorized Contact with Global Fund Partner Portal (GED module) Access**

1.1 Primary Authorized Contact with Partner Portal Access Rights

[Dr/Mr/Mrs/Ms, First name, Last name]  
[Official Job Title]

[Email address]

***By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with the following Global Fund documents as applicable to me; (i)*** [***the Terms of Use***](https://www.theglobalfund.org/media/10888/fundingmodel_partner-portal_tou_en.pdf)***; (ii)*** [***the Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (iii) the*** [***Code of Conduct***](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)***; and (iv) the***  [***Privacy Statement***](https://www.theglobalfund.org/en/legal/privacy-statement/)***s.***

Signature of Authorized Person:

Date: ……………………..

1.2 Alternate Authorized Contact with Partner Portal Access Rights

[Dr/Mr/Mrs/Ms, First name, Last name]  
[Official Job Title]

[Email address]

***By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with the following documents as applicable to me; (i)*** [***the Terms of Use***](https://www.theglobalfund.org/media/10888/fundingmodel_partner-portal_tou_en.pdf)***; (ii)*** [***the Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (iii) the*** [***Code of Conduct***](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)***; and (iv) the***  [***Privacy Statement***](https://www.theglobalfund.org/en/legal/privacy-statement/)***s.***

Signature of Authorized Person:

Date: ……………………..

1. LI arrangements are only applicable where a Government implementer (such as the Ministry of Health) is not mandated to sign Grant Agreements per national laws or other reasons. In such cases, the mandated Government entity (such as the Ministry of Finance or Ministry of Foreign Affairs) signs the Grant Agreement as PR with the Government implementer (such as the Ministry of Health) acting as LI. [↑](#footnote-ref-2)
2. *Please consult with the Country Team if you do not wish to revoke any of the appointments made under previous confirmation letters relating to the subject matter of this letter. In such cases, bespoke text acceptable to the Global Fund must be included in this letter.* [↑](#footnote-ref-3)