

# Operational Procedures

## Grant Entity Data

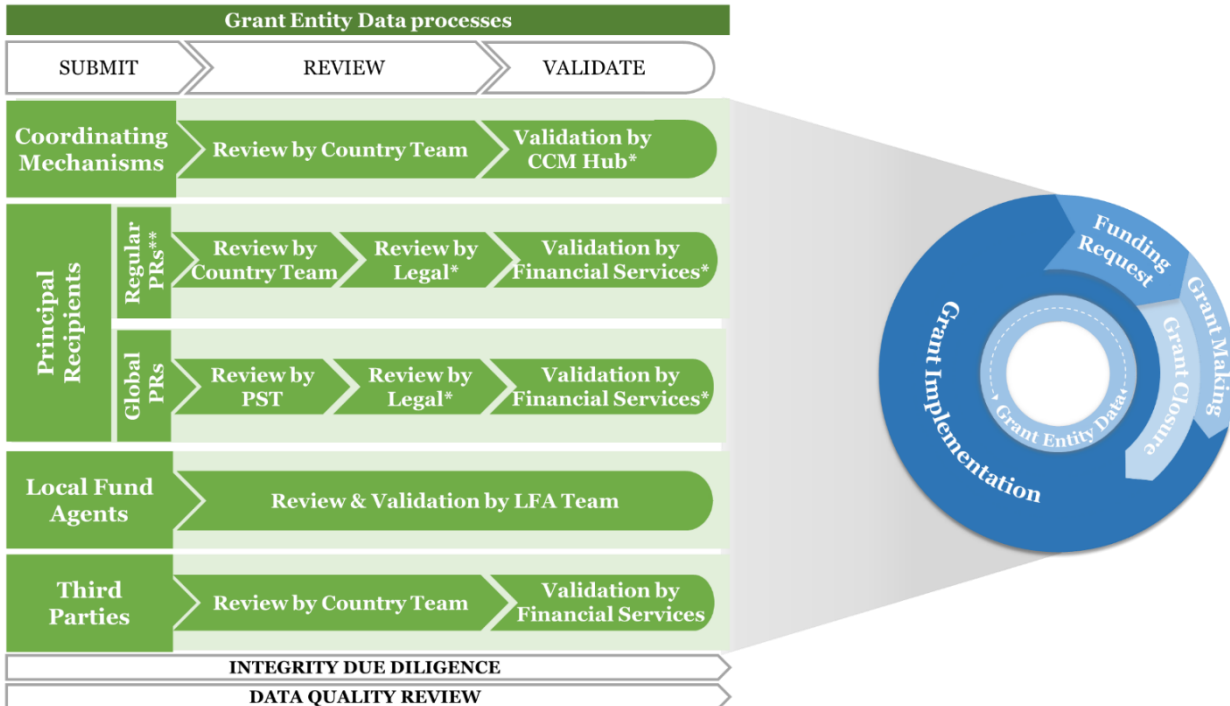
**Approved on:** 11 November 2020, last updated 16 March 2023  
**Approved by:** Executive Grant Management Committee  
**Process Owner:** Finance  
**Associated OPN:** OPN on Grant Entity Data

### Key Operational Policies:

- OPN on Grant Entity Data
- GED Process Maps and High-level RACI

### Purpose

1. This document provides procedural guidance on Grant Entity Data (GED) submission, review, validation, and data quality review.
2. The key steps in managing the GED process are captured in the following diagram.



**Legend**

\* Review and/or validation might not be required depending on the type of change request. Refer to the GED Operational Procedures for further details.

- PST: Portfolio Services Team
- Country Team: FPA or PO
- LFA Team: LFA Coordination Team

\*\* And Lead Implementers, if applicable.

3. Depending on the applicable GED type, Country Teams and other relevant stakeholders can refer to the relevant section of this Operational Procedures below:
  - Section A: Principal Recipient<sup>1</sup> (PR) Information
  - Section B: Coordinating Mechanism (CM) Information
  - Section C: Local Fund Agent (LFA) Information
  - Section D: Third Party Information
  - Section E: Management of Exceptions
  - Section F: Monitoring and Reporting
4. Sections A-D describes the data quality review and validation that are undertaken by the Secretariat on GED. The review process focuses on ensuring data quality, specifically:
  - i. completeness of GED and supporting documents;
  - ii. accuracy of information against submitted supporting documents; and
  - iii. compliance with the GED requirements defined in the GED OPN.
5. **Integrity Due Diligence.** In parallel with the review and validation, the Global Fund Ethics Office screens all Grant Entities against relevant (a) international terrorism and (b) sanctions lists. The due diligence review is focused on screening of organization, banking information and contacts data against these lists. The [Essential Due Diligence Procedure](#) provides an overview of the process. Essential Due Diligence screening will be undertaken daily. If a change request is required to be completed with urgency (i.e., end-to-end completion within 24 hours), the Global Fund Ethics Office must be informed by the Country Team as early as possible to conduct a manual screening, before the change request process is completed.

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<sup>1</sup> And Lead Implementer (LI), if applicable. 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 to lead grant implementation. This assignment does not change or waive the accountability and responsibilities of the PR for implementation of the grant under the terms of the relevant Grant Agreement. LI role must be clarified when referred to in the Grant Agreement such as in the grant budgets Summary Budget if an LI has been selected for expenditure tracking purposes. Please consult with the Country Team Legal Counsel for appropriate wording to be included as an attachment to the Summary Budget.

# 1) Principal Recipient Information

1. PR Organization Information		
Outputs	Timeline	Review and Approval
<p>Create New Organization Information<sup>2</sup></p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>Organization Information Form<sup>3</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>As soon as new PR has been agreed, PR must submit the essential GED details and a GED record is created in the Global Fund systems</p>	<p>Submitted by:</p> <p>PR submits Organization Information Form and required supporting documents to the Country Team through email</p> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li>Fund Portfolio Analyst/Assistant (FPA) or Program Officer (PO) reviews data quality and enters GED in GOS Grant Creation module</li> <li>Prior to creation, FPA or PO may request LFA review, if needed</li> <li>Legal Counsel reviews PR's official name and capacity to enter into legal relationships (e.g., Grant Agreements) based on Organization Information Form</li> </ul> <p>Validated by:</p> <p>Financial Services Team performs duplicate check, reviews data quality and validates based on above.</p>
<p>Update Organization Information<sup>4</sup></p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>Organization Information Form<sup>5</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Immediately when changes have been identified</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li><i>Regular PR:</i> Contact with GED Access Rights enters updates and supporting documents via Partner Portal (GED module)</li> <li><i>Global PR:</i> Headquarters (HQ) or Country Office (CO) Contact with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul>

<sup>2</sup> Also applicable to Lead Implementers (if relevant). The process for Regular PRs is followed.

<sup>3</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

<sup>4</sup> Also applicable to Lead Implementers (if relevant). The process for Regular PRs is followed.

<sup>5</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

Outputs	Timeline	Review and Approval
		<p><u>Changes in Organization Name</u></p> <p>Reviewed by:</p> <p><i>Regular PR:</i></p> <ul style="list-style-type: none"> <li>- FPA or PO reviews data quality</li> <li>- Legal Counsel reviews official name of PR based on updated Organization Information Form</li> </ul> <p><i>Global PR:</i></p> <ul style="list-style-type: none"> <li>- PST Specialist or Associate Specialist reviews data quality</li> <li>- Legal Counsel reviews based on updated Organization Information Form. Legal Counsel may also request the LFA verification<sup>6</sup> of the PR organization information.</li> </ul> <p>Validated by:</p> <p>Financial Services Team reviews data quality and validates based on the above</p> <hr/> <p><u>Other Changes to PR Organization Information:</u></p> <p>Reviewed and Validated by:</p> <p><i>Regular PR:</i></p> <ul style="list-style-type: none"> <li>- FPA or PO reviews data quality and validates based on the above</li> </ul> <p><i>Global PR:</i></p> <ul style="list-style-type: none"> <li>- PST Specialist or Associate Specialist reviews data quality and validates<sup>7</sup> based on the above</li> </ul>

<sup>6</sup> If LFA verification is requested following Legal Counsel review, the Legal Counsel notifies the FPM or PO (as applicable) to arrange for the LFA verification. Once received, the Legal Counsel attaches evidence of the LFA verification in GOS.

<sup>7</sup> Where a Global PR is a PR for a multi country grant not under PST oversight, the PST review will be based on the relevant FPA/PO or FPM recommendation. PST will coordinate with relevant FPMs or FPAs/POs accordingly. This applies to all cases where PST review and/or validation is required.

## 2. PR Banking Information

Outputs	Timeline	Review and Approval
<p>Create/Update/Deactivate PR Banking Information</p> <p>See <i>OPN Annex 3 (create/update)</i> and <i>Annex 5 (deactivate)</i> on required supporting documents</p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Bank Information Form <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a>   <a href="#">RU</a></li> </ul>	<p>Creation: at least 30 days before actual GAC date</p> <p>Update/Deactivation: immediately when there is a change in PR banking details</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights submits GED and supporting document via Partner Portal (GED module)</li> <li>- <i>Global PR</i>: Headquarters or Country Office (CO) Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li>- Finance Specialist or PST Specialist/ Associate Specialist (Focused portfolios and Global PRs) reviews data quality, as well as the authenticity of the request</li> <li>- LFA verifies new or updates to bank information</li> <li>- Financial Services Team reviews data quality</li> </ul> <p>Validated by:</p> <ul style="list-style-type: none"> <li>- <i>Creation</i>: Finance Specialist or PST Specialist / Associate Specialist (Focused portfolios and Global PRs) validates based on the above and select banking details in GOS.</li> <li>- <i>Update and deactivation</i>: Financial Services Team validates based on the above.</li> </ul>

## 3. PR Contacts with Signatory Rights

Outputs	Timeline	Review and Approval
<p>Create or Update PR Contacts with Signatory Rights</p> <p>See <i>OPN Annex 3</i> on required supporting documents</p>	<p>Create/update at least 30 days before actual GAC date</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights enters information, including supporting documents via</li> </ul>

<p>Template:</p> <ul style="list-style-type: none"> <li>PR Signatory Authority Letter (two versions)<sup>8</sup>  <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Immediately update if there are changes during grant implementation</p>	<p>the Partner Portal (GED module)</p> <ul style="list-style-type: none"> <li><i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li><i>Regular PR</i>: FPA or PO reviews data quality</li> <li><i>Global PR</i>: PST Specialist / Associate Specialist reviews<sup>9</sup> data quality</li> <li>Legal Counsel reviews signatory authorization in accordance with PR Signatory Authority Letter. Legal Counsel may also request the LFA verification<sup>10</sup> of PR signatory information.</li> </ul> <p>Validated by:</p> <p>Financial Services Team performs duplicate check, reviews data quality and validates based on the above.</p>
<p>Deactivate Contact or Reduce Contact Rights</p> <p>See <i>OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>Immediately when there is a PR decision to change the signatory contact</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li><i>Regular PR</i>: Contact with GED Access Rights submits request to deactivate old record or update contact rights (before submission of new contact) including supporting documents via Partner Portal (GED module)</li> <li><i>Global PR</i>: Headquarters or Country Office Contact with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO</li> </ul>

<sup>8</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

<sup>9</sup> Where a Global PR is a PR for a multi-country grant not under PST oversight, the PST review will be based on the relevant FPA/PO or FPM recommendation. PST will coordinate with relevant FPMs or FPAs/POs accordingly. This applies to all cases where PST review and/or validation is required.

<sup>10</sup> If LFA verification is requested following Legal Counsel review, the Legal Counsel notifies the FPM or PO (as applicable) to arrange for the LFA verification. Once received, the Legal Counsel attaches evidence of the LFA verification in GOS.

		<p>GED.</p> <p>Reviewed and Validated by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: FPA or PO reviews and validates request</li> <li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews and validates request</li> </ul>
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#### 4. PR Contacts with Notice Rights

Outputs	Timeline	Review and Approval
<p>Create or Update Contacts with Notice Rights<sup>11</sup></p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- PR Signatory Authority Letter<sup>12</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date</p> <p>Immediately update if there are changes during grant implementation</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights enters GED including supporting documents via Partner Portal (GED module)</li> <li>- <i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: FPA or PO reviews data quality</li> <li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews data quality</li> </ul> <p>Validated by:</p> <p>Financial Services Team performs duplicate check, reviews data quality and validates based on the above</p>
<p>Deactivate PR Contact or Reduce Contact Rights<sup>13</sup></p>	<p>Immediately when there is a PR decision to change the contact for notices</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights submits request to</li> </ul>

<sup>11</sup> Also applicable to Lead Implementers. The process for Regular PRs is followed.

<sup>12</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

<sup>13</sup> Also applicable to Lead Implementers. The process for Regular PRs is followed.

<p>See OPN Annex 5 on required supporting documents (if applicable)</p>		<p>deactivate old record or update contact rights (before submission of new contact) via Partner Portal (GED module)</p> <ul style="list-style-type: none"> <li>- <i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed and Validated by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: FPA or PO reviews and validates the request</li> <li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews and validates the request</li> </ul>
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<b>5. PR Contacts Partner Portal Access Rights (GED Module)</b>		
<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
<p>Create /Update PR Contacts with Partner Portal Access Rights<sup>14</sup></p> <p>See OPN Annex 3 on required supporting documents</p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Global Fund Portal Access Rights template<sup>15</sup>  <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date</p> <p>Immediately update if there are changes during grant implementation</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights enters GED including supporting documents via Partner Portal (GED module)</li> <li>- <i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed and Validated by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: FPA or PO reviews data quality and validates</li> <li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews data quality and validates</li> </ul>

<sup>14</sup> Ibid.

<sup>15</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.



<p>Deactivate PR Contact or Reduce Contact rights<sup>16</sup></p> <p>See <i>OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>Immediately when there is a PR decision to change the contact with Partner Portal access</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights submits request to deactivate old record or update contact rights (before submission of new contact) including supporting documents through Partner Portal (GED module)</li> <li>- <i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed and Approved by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: FPA or PO reviews and validates the request</li> <li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews and validates the request</li> </ul>
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<b>6. PR Contacts with Grant Deliverables Access Rights (Editor / Submitter)</b>		
<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
<p>Create / Update PR Contacts with Grant Deliverables Access Rights (Editor / Submitter) <sup>17</sup></p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- <a href="#">Authorization Letter Template for Submitters</a><sup>18</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date.</p> <p>Immediately update if there are changes during grant implementation.</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- <i>Regular PR</i>: Contact with GED Access Rights enters GED, including supporting documents via Partner Portal (GED module).</li> <li>- <i>Global PR</i>: Headquarters or Country Office Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.</li> </ul> <p>Reviewed and validated by:</p>

<sup>16</sup> Also applicable to Lead Implementers. The process for Regular PRs is followed.

<sup>17</sup> Ibid.

<sup>18</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

		<ul style="list-style-type: none"><li>- <i>Regular PR</i>: FPA or PO reviews data quality and validates</li><li>- <i>Global PR</i>: PST Specialist / Associate Specialist reviews data quality and validates</li></ul>
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## 2) Coordinating Mechanism

1. CM Organization Information		
Outputs	Timeline	Review and Approval
<p>Create CM Organization Information</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Organization Information Form<sup>19</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>During Funding Request Stage</p>	<p>Submitted by:</p> <ul style="list-style-type: none"> <li>- CM submits Organization Form and supporting documents to Access to Funding via email.</li> <li>- Access to Funding submits all information received to the Country Team through email.</li> </ul> <p>Reviewed by:</p> <p>FPA or PO reviews data and enters data in GOS GED Module based on documents from CM and Access to Funding</p> <p>Validated by:</p> <p>CCM Hub reviews data quality and validates the request</p>
<p>Update CM Organization Information</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Organization Information Form<sup>20</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Immediately when changes have been defined</p> <p>Updates during grant making and grant implementation</p>	<p>Submitted by:</p> <p>CM Contact with Access Rights (CM Administrative focal point) enters updates in Partner Portal (GED module) including supporting documents</p> <p>Reviewed by:</p> <p>FPA or PO reviews data quality</p> <p>Validated by:</p> <p>CCM Hub reviews data quality and validates based on the above</p>

<sup>19</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

<sup>20</sup> Ibid.

## 2. CM Contact with Signatory Rights

Outputs	Timeline	Review and Approval
<p>Create or Update CM Contact with Signatory Rights</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Templates:</p> <ul style="list-style-type: none"> <li>• <a href="#">Signatory Authority Template for CCM that is a legal entity</a></li> <li>• <a href="#">Signatory Authority Template for CCM that is not a legal entity</a></li> <li>• <a href="#">Signatory Authority Template for CCM that is not a legal entity (UNDP as CCM Funding Recipient)</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date</p> <p>Updates during grant implementation</p>	<p>Submitted by:</p> <p>CM Contact with Access Rights (CM Administrative focal point) enters GED and supporting documents via Partner Portal (GED module)</p> <p>Reviewed by:</p> <p>FPA or PO reviews data quality</p> <p>Validated by:</p> <p>FPA or PO validates updates to existing signatories without critical fields<sup>21</sup> being edited</p> <p>CCM Hub reviews data quality and validates creation of new signatories or updates to existing signatories with critical fields being edited</p>
<p>Deactivate Contact or Reduce Contact Rights</p> <p><i>See OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>When CM Chair, Vice-Chair or Civil Society representative changes</p>	<p>Submitted by:</p> <p>CM Contact with Access Rights (CM Administrative focal point) submits request to deactivate old record or update contact rights (before submission of new contact) via Partner Portal (GED module)</p> <p>Reviewed and validated by:</p> <p>FPA or PO reviews and validates deactivation of contacts except for Admin Focal Points</p> <p>CCM Hub reviews and validates deactivation of Admin Focal Point contacts</p>

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<sup>21</sup> First name, Last name, Role, Recipient Status.

### 3. CM Contact with Partner Portal Access Right (GED Module)

Outputs	Timeline	Review and Approval
<p>Create or Update CM Contacts with Partner Portal Access Rights</p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Global Fund Portal Access Rights template<sup>22</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date</p> <p>Immediately update if there are changes during grant implementation</p>	<p>Submitted by:</p> <p>CM Contact with Access Rights (CM Administrative focal point) enters GED and supporting documents via Partner Portal (GED module)</p> <p>Reviewed by:</p> <p>FPA or PO reviews data quality</p> <p>Validated by:</p> <p>CCM Hub reviews data quality and validates based on the above</p>
<p>Deactivate Contact or Reduce Contact rights</p> <p>See <i>OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>Immediately when there is a CM decision to change the contact with Partner Portal access</p>	<p>Submitted by:</p> <p>CM Contact with Access Rights (CM Administrative focal point) submits request to deactivate old record or update contact rights (before submission of new contact) via Partner Portal (GED module)</p> <p>Reviewed and validated by:</p> <ul style="list-style-type: none"> <li>- All Contacts (Except Admin Focal Point): FPA or PO reviews and validates the request</li> <li>- Admin Focal Point Contacts: CCM Hub reviews and validates the request</li> </ul>

## 3) Local Fund Agent

### 1. LFA Organization Information

Outputs	Timeline	Review and Approval
<p>Create new LFA Organization Information</p>	<p>Immediately when the appointment letter for a</p>	<p>Submitted by:</p>

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<p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Organization Information Form<sup>23</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>new LFA organization has been signed by all parties.</p>	<p>LFA submits Organization Information Form and supporting documents to LFA Coordination Team through email</p> <p>Reviewed by:</p> <p>Assigned LFA Coordination Team member reviews data quality and creates record in GOS GED module</p> <p>Validated by:</p> <p>Assigned LFA Coordination Team member reviews data quality and validates based on the above</p>
<p>Update LFA Organization Information</p> <p>See <i>OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Organization Information Form<sup>24</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Immediately when changes have been defined</p>	<p>Submitted by:</p> <p>LFA Contact with Access Rights enters updates in Partner Portal (GED module) including supporting documents</p> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li>- Assigned LFA Coordination Team member reviews data quality</li> <li>- If update is accompanied by changes to LFA bank account information, reviewer informs Financial Services Team to make the bank account changes</li> </ul> <p>Validated by:</p> <p>Assigned LFA Coordination Team member reviews data quality and validates based on the above</p>

<sup>23</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

<sup>24</sup> Ibid.

## 2. LFA Contact with Signatory Rights

Outputs	Timeline	Review and Approval
<p>Create or Update LFA Contact with Signatory Rights</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Template: - <a href="#">Local Fund Agent Signatory Template</a></p>	<p>Create/update at least 30 days before actual GAC date</p> <p>Updates during grant implementation</p>	<p>Submitted by: LFA Contact with Access Rights enters information in Partner Portal (GED module) including supporting documents.</p> <p>Reviewed by: Assigned LFA Coordination Team member reviews data quality.</p> <p>Validated by: Assigned LFA Coordination Team member validates based on the above.</p>
<p>Deactivate Contact or Reduce Contact rights</p> <p><i>See OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>When there is a decision by LFA to change signatory contacts</p>	<p>Submitted by: LFA Contact with Access Rights requests to deactivate old record or update rights (before submission of new contact) via Partner Portal (GED module) .</p> <p>Reviewed and validated by: Assigned LFA Coordination Team member reviews and validates the request</p>

## 3. LFA Contact with Notice Rights

Outputs	Timeline	Review and Approval
<p>Create or Update LFA Contact with Notice Rights</p> <p><i>See OPN Annex 3 on required supporting documents</i></p>	<p>Create/update at least 30 days before actual GAC date</p> <p>Updates during grant implementation</p>	<p>Submitted by: LFA Contact with Access Rights enters information in Partner Portal (GED module) including supporting documents</p> <p>Reviewed by: Assigned LFA Coordination Team member reviews data quality</p> <p>Validated by: Assigned LFA Coordination Team member validates based on the above</p>

<p>Deactivate Contact or Reduce Contact rights</p> <p><i>See OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>When there is a decision by LFA to change signatory contacts</p>	<p>Submitted by:</p> <p>LFA Contact with Access Rights requests to deactivate old record or update rights (before submission of new contact) via Partner Portal (GED module) including supporting documents</p> <p>Reviewed and validated by:</p> <p>Assigned LFA Coordination Team member reviews and validates the request</p>
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#### **4. LFA Contact with Partner Portal Access Rights (GED Module)**

<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
<p>Create/Update LFA Contacts with Partner Portal Access Rights</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li>- Global Fund Portal Access Rights template<sup>25</sup> <a href="#">EN</a>   <a href="#">ES</a>   <a href="#">FR</a></li> </ul>	<p>Create/update at least 30 days before actual GAC date</p> <p>Immediately update if there are changes during grant implementation</p>	<p>Submitted by:</p> <p>LFA Contact with Access Rights enters changes via Partner Portal (GED module) including supporting documents</p> <p>Reviewed by:</p> <p>Assigned LFA Coordination Team member reviews data quality</p> <p>Validated by:</p> <p>Assigned LFA Coordination Team member validates based on the above</p>
<p>Deactivate LFA Contact or Reduce contact rights</p> <p><i>See OPN Annex 5 on required supporting documents (if applicable)</i></p>	<p>Immediately when there is a LFA decision to change the contact with Partner Portal access</p>	<p>Submitted by:</p> <p>LFA Contact with Access Rights requests to deactivate old record or update rights (before submission of new contacts) via Partner Portal (GED module)</p> <p>Reviewed and validated by:</p> <p>Assigned LFA Coordination Team member reviews and validates the request</p>

<sup>25</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.



<b>5. LFA Contacts with Grant Deliverables Access Rights (Editor / Submitter)</b>		
<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
<p>Create / update LFA Contacts with Grant Deliverables Access Rights (Editor / Submitter)</p> <p><i>See OPN Annex 3 on required supporting documents</i></p> <p>Template:</p> <ul style="list-style-type: none"> <li><a href="#">Authorization Letter Template for Submitters<sup>26</sup> EN   ES   FR</a></li> </ul>	<p>Create / update on ongoing basis as needed</p> <p>Immediately update if there are changes during grant implementation</p>	<p>Submitted by:</p> <p>LFA Contact with Access Rights enters changes via Partner Portal (GED module), including supporting documents</p> <p>Reviewed by:</p> <p>Assigned LFA Coordination Team member reviews data quality</p> <p>Validated by:</p> <p>Assigned LFA Coordination Team member validates based on the above</p>

## 4) Third Party Information

<b>1. Third Party Organization Information</b>		
<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
<p>Create New Third Party Organization Information</p> <p><i>See OPN Annex 3 on required supporting documents</i></p>	<p>As soon as contractual obligation has been identified for disbursement to be made on behalf of the PR</p>	<p>Submitted by:</p> <p>Third Party submits required information to the Country Team via email</p> <p>Reviewed By:</p> <p>Country Team reviews data quality and creates ServiceNow ticket including required documents provided by Third Party</p> <p>Validated by:</p> <p>Financial Services Team reviews data quality, performs duplicate check and</p>

<sup>26</sup> Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

		creates GED in Fusion based on the above
<p>Update Third Party Organization Information</p> <p><i>See OPN Annex 3 on required supporting documents</i></p>	<p>Immediately when changes have been identified</p>	<p>Submitted by:</p> <p>Third Party submits required information to the Country Team via email</p> <p>Reviewed by:</p> <p>Country Team reviews data quality and creates ServiceNow ticket including supporting documents provided by Third Party</p> <p>Validated by:</p> <p>Financial Services Team reviews data quality, performs duplicate check and updates GED in Fusion based on the above</p>

## 2. Third Party Banking Information

Outputs	Timeline	Review and Approval
<p>Create / update / deactivate Third Party Banking Information</p> <p><i>See OPN Annex 3 (create/update) and Annex 5 (deactivate) on required supporting documents</i></p>	<p>Create at the time of creation of the Third Party</p> <p>Update / deactivate immediately when there is a change in Third Party bank account</p>	<p>Submitted by:</p> <p>Third Party submits required information to the Country Team via email</p> <p>Reviewed by:</p> <ul style="list-style-type: none"> <li>- Country Team reviews data quality, and creates ServiceNow ticket including required documents provided by Third Party</li> <li>- Country Team sends EcoSign MFA Letter to Third Party to ensure authenticity of the request. Third Party completes and sends back Eco-Sign MFA Letter to Country Team/Financial Services Team.</li> </ul> <p>Validated by:</p> <ul style="list-style-type: none"> <li>- Financial Services Team Banking (FST-Banking) reviews data quality, performs duplicate check,</li> </ul>

		software check such as IBAN validation (if applicable), SWIFT or ABA verification - Financial Services Team creates/updates/deactivates in Fusion based on above - Offline Approval by Financial Services Manager (for updates only)
<b>3. Third Party Relationship with PR</b>		
<b>Outputs</b>	<b>Timeline</b>	<b>Review and Approval</b>
Link existing Third Party with PR	Linking to be requested once contractual obligation has been identified for disbursement to be made on behalf of the PR	Submitted by: Third Party Submit required information to the Country Team via email  Reviewed by: Country Team reviews data quality and creates ServiceNow ticket including required documents provided by Third Party  Validated by: - Financial Services Team Banking (FST-Banking) reviews data quality - Financial Services Team creates in Fusion based on above

## 5) Monitoring and Reporting

1. The operational monitoring and reporting of specific GED processes data points aims at:
  - Ensuring that data about the Global Fund’s Grant Entities’ organizations, banking and contact details are complete and relevant for delivery of key grant life cycle documents, as well as for communication purposes;
  - Addressing the results of data quality reviews;
  - Anticipating the business needs and avoid delays in the execution of core grant life cycle processes; and
  - Monitoring exceptions for senior management follow up and decision making.
  
2. The operational monitoring and reporting activities is led by Finance, in coordination with sub-process owners (CCM Hub, LFA Coordination Team, and Operational Efficiency Team)

3. The following data points will be monitored:

- Process completion status and timing for each review step in the different GED processes
- Exception reporting (for example, number and details of change requests raised internally, outside of the allowed cases set out in the OPN)
- Number and details of signatory and/or notice contacts, by organization type
- Number and details of contacts, by organization type
- Completion of GED for critical grant life cycle milestones (e.g., grant-making)

## Acronyms

- **FPM:** Fund Portfolio Manager (including Senior FPM, Disease and State Fund Managers<sup>27</sup>)
- **PO:** Program Officer for High Impact & Core Portfolios (including Senior PO)
- **FPA:** Fund Portfolio Assistant for High Impact & Core portfolios (including Senior FPA) or Fund Portfolio Analyst for Focused portfolios
- **PHME Specialist:** Public Health and Monitoring & Evaluation Specialist
- **HPM Specialist:** Health Product Management Specialist
- **PST Specialist:** Specialist in the Portfolio Services Team of Program Finance for Focused portfolios
- **LFA:** Local Fund Agent
- **TRP:** Technical Review Panel
- **GAC:** Grant Approval Committee
- **RM:** Regional Manager
- **DH:** Department Head for relevant High Impact Department
- **CT:** Country Team (comprises: FPM, PO, FPA, Finance/PST Specialist, PHME Specialist, HPM Specialists, Legal Counsel)
- **PR:** Principal Recipient
- **CCM:** Country Coordinating Mechanism
- **TAP:** Technical Advice and Partnerships Department
- **GFM:** Grant Finance Manager
- **MECA:** Monitoring Evaluation & Country Analysis Team
- **AFD:** Annual Funding Decision
- **ADMf:** Annual Decision-Making Form
- **IRM:** Integrated Risk Management (module in GOS)
- **IP:** Implementation Period
- **SR:** Sub-recipient

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<sup>27</sup> Disease Fund Manager and State Fund Manager review as the FPM, but they do not have approval authorities. The overall accountability for a portfolio remains with the FPM.