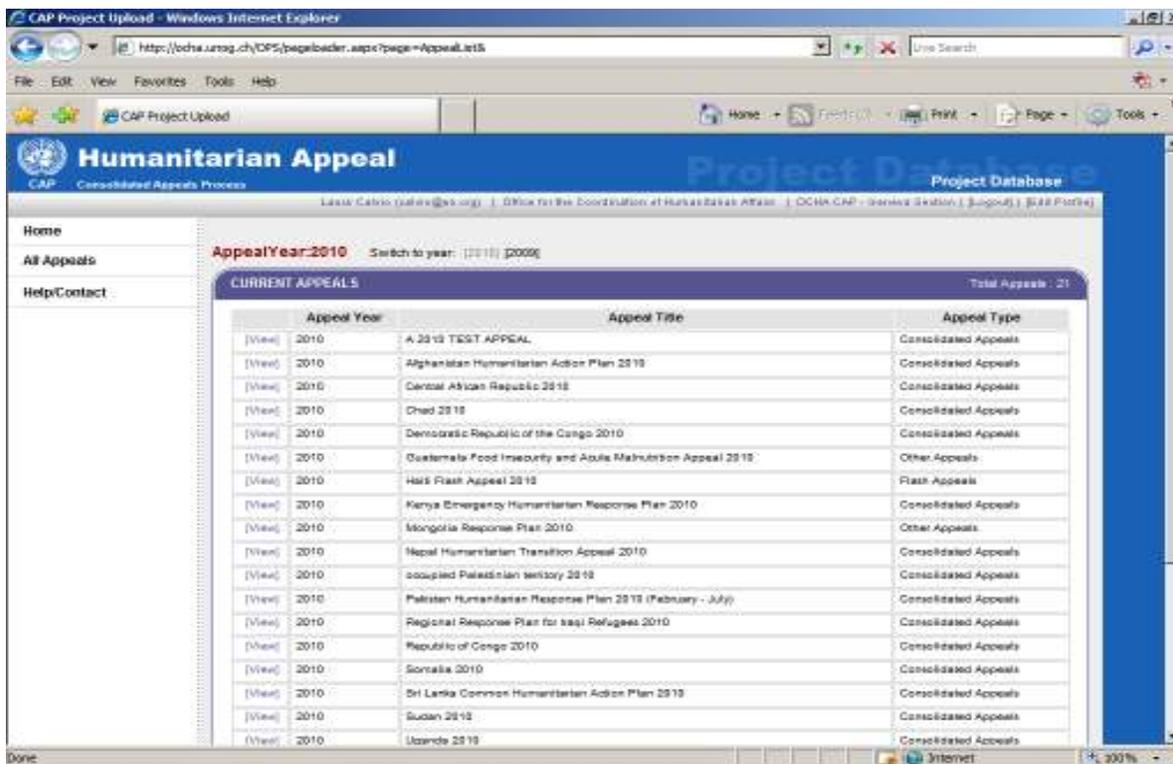


ONLINE PROJECTS SYSTEM for Consolidated and Flash Appeals

MANUAL

OCHA – August 2010

<http://ops.unocha.org>



SUMMARY:

- Organizations upload their draft projects for inclusion in the CAP by creating an account, logging in, and then filling in the project information on the web form.
- Users may view each other's projects, but may edit only their own organization's.
- Projects are peer-reviewed in the cluster/sector. After peer review, the cluster/sector lead clicks a button in the system to signal that the projects are approved by the cluster/sector.
- Agency headquarters review their projects online, and edit them as needed. Projects are considered approved by agency HQs once the deadline has passed.
- The system will generate PDF/WORD versions of projects (singly, or selected groups of projects, or all projects in an appeal) for download and printing by any user.
- Organizations can and should update their projects online at any time during the year.

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 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](#) 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. Before uploading projects, organizations that are not familiar with the Consolidated/flash appeal process should be in contact with the OCHA office or with the cluster coordinators at the field level.

The database replaced the printed version of the appeal projects volume and allows users to print the appeal projects and project compendia on demand.

To access the OPS go to: <http://ops.unocha.org>

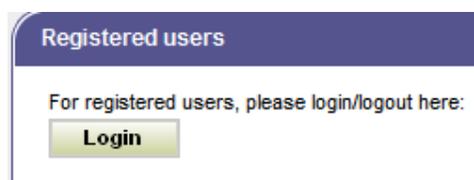
HOW TO ACCESS OPS

First time in OPS?	Already registered in OPS?
<ol style="list-style-type: none"> 1) In order to upload, edit or manage a project you must complete the registration process on the site. Click on New User to start the process. 2) Create your account (indicate your e-mail, set your password). <i>If you work for OCHA and you already have a single sign-on account, login using your webmail information.</i> 3) Complete your USER PROFILE online (contact details, select your "role", select your organization) 4) Submit the access request to the OPS administrator 5) Within 24h the administrator will send an access link to your e-mail 6) Click on the access link to activate it 	<ol style="list-style-type: none"> 1) Login as registered user 2) Enter your e-mail and password If you have forgotten your password, you can re-set it by clicking on the "Forgot password?" link. 3) If you need to correct your profile, click on "Edit Profile" at the top right corner of the screen, correct it and submit a new request. The OPS administrator will send you by mail a new access link to be activated.

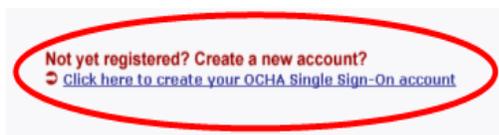
1) **Register New User:** click on New User



Registered users: Click on Login



2) Create a new account



If you already have an OCHA Single Sign-On account, login using your WEBMAIL login information. If you have forgotten your password, click on the “forgot password” link to re-set it.

Login to CAP Project Upload

Please enter your registered email address and password:

Email:

Password: [Forgot password!](#)

3) Complete your USER PROFILE

Complete the user profile with your contact information (name and e-mail will be pre-filled with your account information). Indicate your PHONE with international code/prefix/number, select your ORGANIZATION by using the search link, carefully read and select the appropriate ROLE that you will have in the appeal process, select the COUNTRY where you are based and click on SUBMIT.

First Name Laura

Last Name Calvio

Email calvio@un.org

Organisation * Office for the Coordination of Humanitarian Affairs
[Click here to search for your organisation](#)

Phone Number *

Role * Please select one from the list below

You can't find your organization?
a red message will appear with a link to “inform us”. Fill in the online request form. We will upload your organization in the OPS list and in the Financial Tracking Service. Once the organization has been registered in the database (which may take up to one working day) you will receive a message indicating that you can now proceed with the online registration on OPS.

Select One	Role Name	Role Description
<input checked="" type="radio"/>	UN/NGO Field Programme Officer	If you belong to an appealing organisation (UN Agency/NGO) in the field that wishes to submit or revise a project, select “Field Programme Officer”.
<input type="radio"/>	Field Cluster/ Sector Lead	If you are a Sector/Cluster lead in the field please select “Field Cluster/Sector Lead”.
<input type="radio"/>	UN Resident Coordinator / Humanitarian Coordinator	
<input type="radio"/>	HQs UN agencies/ NGOs	If you are based at the UN Agency/NGOs headquarters and has a review function in the appeal process, please select “HQs UN agencies/NGOs”.
<input type="radio"/>	OCHA field staff	
<input type="radio"/>	OCHA Desk Officer at HQ	
<input type="radio"/>	OCHA CAP - Geneva Section	

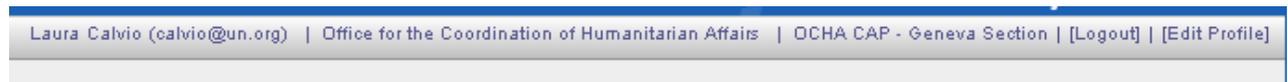
Country *

4) Submit the request. Once the profile is completed and submitted, the OPS Administrator will evaluate the request and process it.

5) Check your e-mail. A notification e-mail will be sent to the user, granting access and edit rights to the database. This may take up to a working day, so please create your account ASAP.

6) Activate the link received by e-mail. The registration is not completed if the link is not activated.

Your name, e-mail, role and organization will appear at the top of the database page after the registration and verification processes are completed. To change your profile, click on Edit Profile.



ROLES AND EDITING RIGHTS

FIELD UN Agency/NGO Programme Officer

- As FIELD UN Agency/NGO Programme Officer your edit rights are restricted to your organization's projects. 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/Sector Lead

- As FIELD Cluster/Sector Lead 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 following peer review by clicking "**approve**" on each project approved by the cluster/sector.

If you do not click "approve", it remains in DRAFT status and will not be included in the appeal!

The Field Cluster/Sector Lead will also be able to edit or reject a project - before and after cluster approval - in particular following discussions with the HC. (The editing access is for convenience: you are not expected to edit others' projects without their permission, but after changes are agreed with the proposing organization, it may sometimes be convenient for them to ask you to do it for them.)

A rejected project can be restored by a Cluster/Sector Lead to DRAFT status by clicking **RESTORE**.

REJECT button after the Appeal publication : Please note that if a **Project under revision is rejected**, the original project will remain in the Appeal. Rejecting a blue copy does not cancel the project from the appeal, but it is only rejecting the revision of that project. To cancel/withdraw a project after the appeal launch please refer to the guidelines provided at pag.7

Please always remember to click on "Approve by Cluster" for a project to be included in the appeal!

OCHA Field Officer

- As OCHA Field Officer you will have the same rights as a Cluster/Sector Lead and UN RC/HC.

UN Resident Coordinator/Humanitarian Coordinator

- As UN Resident Coordinator/Humanitarian Coordinator you will be able to edit all projects in your appeal and reject them if necessary. You do not have a specific button to approve projects.

A rejected project can always be restored by the RC/HC to **DRAFT status** by clicking **RESTORE**.

A DRAFT status project will still need to be APPROVED by a Cluster Lead to be accepted in the Appeal!

ALL FIELD USERS: PLEASE NOTE!

When your appeal's Final Field Draft is sent to the CAP Section in Geneva for HQ review and CAP section finalization, **field users will no longer be able to change projects** in OPS until after the Appeal publication.

The uploading of projects (in draft status) will still be possible but the approval and reject functions will be frozen until the APPEAL is open again for changes after its publication.

UN agency/NGO HQ Reviewer

- As a UN agency/NGO HQ reviewer, you will be able to edit projects for your organization only. You can upload a project as a draft for your field office and you can edit it while in Draft status or in HQ review status.
- 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.

UPLOADING A NEW PROJECT and REVIEWING EXISTING PROJECTCS

Select your Appeal from the list of appeals (make sure you are on the correct appeal year). Click on **View** to access a table with all the projects. To familiarize with the database you can open the TEST APPEAL. This is a dummy appeal, where you can test the functions of the database and upload a test project.

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

CURRENT APPEALS			Total Appeals : 24
	Appeal Year	Appeal Title	Appeal Type
[View]	2010	A 2010 TEST APPEAL	Consolidated Appeals
[View]	2010	Afghanistan Humanitarian Action Plan 2010	Consolidated Appeals
[View]	2010	Central African Republic 2010	Consolidated Appeals

To create a new project or to find an existing project *in the Appeal Projects List*:

The screenshot shows the 'APPEAL PROJECTS' interface. Callout boxes provide the following information:

- Click here to view only your organisation's projects**: Points to the 'My Organisation Projects' tab.
- Click here to view all projects for this appeal**: Points to the 'All Projects' tab.
- Click here to create and upload a new project and paste in the complete project**: Points to the 'Create New Project' button.
- Original project in WHITE: the project has not changed since the Appeal Launch.**: Points to a white row in the table.
- Project under revision in BLUE: the project is currently under revision**: Points to a blue row in the table.
- Revised project in ORANGE: the project has been officially revised after the Appeal Launch**: Points to an orange row in the table.
- To find a specific project, you can filter the projects table by project code, organization, title, sector, amount, status.**: Points to the search bar.
- Click [Edit] to access the complete project form.**: Points to the 'Edit' link in the first column of the table.

	Project Code	Appealing Organization	Project Title	Sector	Total Original Request (US\$)	Total Current Request (US\$)	Total Request Under Revision (US\$)	Original Project Status	Under Revision Project Status
[Edit]	SOM-SS/CSS/223-14R	WFP	Rehabilitation of road and ports in Somalia	LOGISTICS	18878835	10878830	18914188	Published by CAP	Draft
[Edit]	SOM-SS/CSS/223-15R	WFP	Humanitarian Air Service in support of relief operations in Somalia	LOGISTICS	12109501	12100901	18255525	Published by CAP	Draft
[Edit]	SOM-SS/FQ33171R	WFP	Emergency Feeding Operation	FOOD AID	382823282	482832840	0	Published by CAP	
[Edit]	SOM-SS/HQ22212R	WFP	Emergency Nutrition Response in Somalia	NUTRITION	34141148	38388360	0	Published by CAP	
[Edit]	SOM-09/SNY3/24-462	WFP	Awaiting allocation to specific project/sector	SECTOR NOT YET SPECIFIED	0	0	0	Published by CAP	

The Appeal Projects List also displays:

- a) **Total Original Request** of a project at the date of the appeal launch.
- b) **Total Current Request**: displays what is the project currently appealing for. If the project budget has been revised after the appeal launch, the amount will differ from the Total Original Request.
- c) **Total Request Under Revision**: displays any proposed budget revision to be approved by the Sector/Cluster Lead, the UN Humanitarian/Resident Coordinator, and reviewed by the appealing organization HQ, if required.
- d) **Original Project Status**: indicates the various phases of a project in the appeal process.
- e) **Under Revision Project Status**: indicates the various phases of a proposed project revision in the process.

FILLING OUT A PROJECT FORM

Please note that fields with a red star are mandatory. The project will not be saved if all mandatory fields are not completed. Once you have completed the project form, **don't forget to SAVE the project!**

Appealing agency:

+ Add Appealing Agency

i Information icons: if you need clarifications while filling out the form, please consult the blue information icons.

Agency	Agency Abbrev.
Office for the Coordination of Humanitarian Affairs	OCHA [Remove]

Requested budget, per appealing agency:

Office for the Coordination of Humanitarian Affairs

Red stars are mandatory field!

***Original Budget Summary**

US\$ (like 500000 or -500000 without commas)

PROJECT SUMMARY TABLES

The Project Summary Tables provide an overview of the appeal requirements by sector and by organization. They also keep track of the status of your projects revisions.

Project Summary Tables

My Organisation Projects
All Projects
Project Summary Tables
Create New Project

Total Projects:	No. of projects (incl. pending)	Total Original US \$	Total Approved Request US \$	Running Total Request (incl.pending approval)US \$
	120	549,680,117	718,630,252	718,630,252

- a) The **Total Original** is the amount appealed at the appeal launch (usually around November),. It corresponds to the 1st column of the FTS tables (original requirements).
- b) The **Total Approved Request** is the amount that the appeal is requesting to date - it corresponds to the 2nd column on FTS tables (revised requirements)
- c) The **Running Total Request** is what your appeal would be requesting if everything that is under revision is approved and accepted.

Summary overview

- **Include projects with types:**
 - All Projects (incl. pending approval)
 - UnderRevision
- **Include projects with status:**
 - Draft
 - Approved by Cluster/Sector
 - HQ Review Phase
 - OCHA HQ Phase
 - CAP Final Review Phase
 - Publish by CAP
 - Rejected by Cluster/Sector

You can filter the tables by selecting either ALL Projects in this appeal, or Project Under revision only. You can also choose to view only projects in a specific project status.

Remember to click **Refresh summary overview** once you have selected your filtering criteria, in order to refresh the tables.

Refresh summary overview

Project Status	# of projects (incl. pending)	Total Original US\$	Total Approved Request US\$	Running Total Request (incl.pending approval)US\$
Approved by Cluster/Sector	3	0	0	800,057
CAP Final Review Phase	1	0	0	0

Summary tables

- per Projects Status
- per Cluster/Sector
- per Organisation
- per Project location
- per priority

Detailed project list:

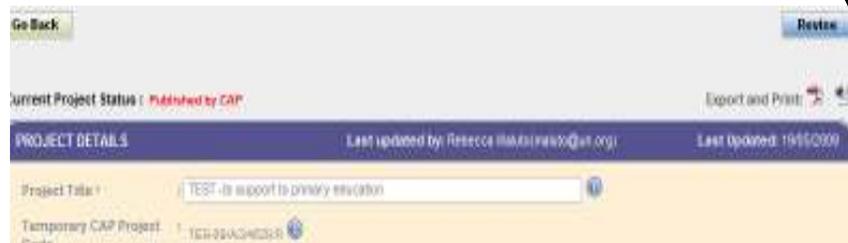
- per Projects Status
- per Cluster/Sector
- per Organisation
- per Project location
- per priority

Full printout of all projects

Grouped By cluster/sector

REVISING A PROJECT AFTER THE APPEAL LAUNCH

After the CAP Launch, organizations that have submitted projects will see a **REVISION button** appearing at the top of each project form in OPS.



Click on the **REVISE button**, 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 **Project Budget Summary** (first box) will be blocked for editing. Insert budget changes in the **Revised Budget Summary** (the second budget box).

This follows the same principle applied on the [Financial Tracking Service 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.

The project under revision (blue copy) will be saved as a **Draft**.

A project under revision will have to go through the same approval steps of an original project. The **revised blue copy of the project will have to be approved by the Sector/Cluster Lead**, the UN Humanitarian/Resident Coordinator, and reviewed by the appealing organization HQ, if required.

Only when these approval review steps are completed the OCHA CAP section will accept the revised copy of the project, replacing the original project.

Officially approved projects will become orange and will be under "Published by CAP" status.

During the approval process of a revised copy, the public version of the project on FTS will remain the one originally approved in the appeal; a revision copy will not be considered an official project until after the final review by the CAP section.

WITHDRAWING A PROJECT AFTER THE APPEAL LAUNCH

If an organization wants to cancel/withdraw an existing project from the appeal, please see the options below:

a) If the project has not received any funding as recorded on the Financial Tracking Service (FTS): the appealing organization should set the revised requirements of the project to 0 then add in the project title "withdrawn" and add a sentence in the budget breakdown: The project has been withdrawn.

b) If the project has received some funding: revised requirements should match the current funding recorded in FTS.

You can check your project funding on OPS, by clicking on the link provided after the budget box.

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

HELP!

For assistance and reporting problems on the database please
[contact: cap@un.org](mailto:cap@un.org)

HELP-LINE during the Appeal and Mid-Year Review period

Working Hours: Mon-Fri 10-18 GMT +1 time

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