

APPENDIX 5.1 **for the ECW Operational Manual**

PROCESS FOR UPDATING THE ECW OPERATIONAL MANUAL AND ITS APPENDICES

Updated October 2020

This appendix outlines the process for ensuring that the main text of the Operational Manual and its appendices remain accurate and up-to-date.

1. AMENDMENTS TO MAIN TEXT AND APPENDICES

Changes to the Operational Manual requires clearance by ExCom and HLSG approval. Revisions of appendices should not require update of the Operational Manual.

Appendices may be updated periodically as agreed between ExCom and the ECW Director.

2. TRIGGERS AND TIMING OF UPDATES

Major updates and revisions to the Operational Manual and/or its appendices may be triggered by the needs and demands of ECW's strategic planning cycle. Such major updates will be synchronised with the publication of each new strategic plan.

Revisions of appendices of the Operational Manual are integrated in ECWs annual workplan.

Suggestions for update of appendices and development of new appendices can be made by ExCom in writing to the ECW Secretariat *Accountability, Finance and Governance Team*.¹

3. RESPONSIBILITY

The Accountability, Finance and Governance Team will ensure adherence to the Operational Manual in ECW operations and has day-to-day responsibility for ensuring compliance with the Operational Manual and its appendices.

The Accountability, Finance and Governance Team will facilitate - with the Director and relevant Chiefs of the Secretariat - external consultations with the Reference Groups, the External Review Panel and ExCom to address emerging changes or required amendments in the Operational Manual and its appendices to ECW's policies and procedures.

4. PHYSICAL PROCESSES OF UPDATING

The Accountability, Finance and Governance Team will have full access to the master files of the Operational Manual and all appendices. He/she will edit copies of the master files, using Track Changes to show proposed amendments, which will be shared for approval as detailed in section 5, below.

The master file includes the Operational Manual and appendices as separate files and a list of appendices with status and team or workstream within ECW leading the process.

¹ All formal should be sent to info@un-ecw.org. For brief questions that are not formal requests, please reach out to the Chief (Operations and Finance), Michael Corlin (mcorlin@unicef.org).

5. APPROVAL PROCESSES

The diagrams below show the flows of documents for approvals:

Routine procedural amendments

Accountability, Finance and Governance Team → **Director**

Changes to specific strategies or policies

Accountability, Finance and Governance Team → **Director** → **ExCom**

Major changes to strategies or policies

Accountability, Finance and Governance Team → **Director** → **ExCom** → **HLSG**

The principle is that the approving entity will also approve changes.

6. HOW AND WHEN CHANGES TO POLICY, GUIDANCE AND TEMPLATES TAKE EFFECT

Once approved at the necessary level (ECW Director, ExCom or HLSG), the amendments will be saved into the texts of the Operational Manual and relevant appendices. Affected partners and stakeholders will be notified with provisions for phasing out the use of previous guidance and templates and/or introducing new requirements as appropriate (see section 7, below).

7. NOTIFICATION AND PUBLICITY

Once amendments have been approved at the necessary level, the Accountability, Finance and Governance Team will notify the following partners and stakeholders by email, referring them to the new, amended texts on the ECW website (see section 8, below).

- The Director and Secretariat staff
- Donors, grantees and their implementing partners
- ExCom members
- HLSG members (in the case of major policy-related amendments)

8. PUBLICATION ON WEBSITE

As necessary, the Accountability, Finance and Governance Team will arrange for the posting on the ECW website of the new version of the Operational Manual and of each appendix amended since the last monthly update.

9. PUBLICATION ON PAPER

At the end of each strategic planning cycle, in conjunction with the publication of each new ECW Strategic Plan, the ECW Secretariat will print small numbers of paper copies of the Operational Manual and of each appendix, with very limited distribution, according to need.