**Proposed Calendar for SRA-2 Coordination (30th July 2020)**

| **#** | **Activities/Events** | **Focal Points** | **Timeframe** | **Remarks** |
| --- | --- | --- | --- | --- |
| **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| 1 | Outcome level technical coordination meetings (implementation of UNDAF, engagement as per the Programme criticality, joint delivery of results, addressing challenges and bottlenecks, policy coherence, etc..) | Outcome TFP | X |   | X |   |   | To be organized (minimum) on a quarterly basis but the Outcomes open to meet more frequently as necessary. E-mail on proposed standard agenda for the meetings for Aug will be shared by the Secretariat. Outcome TFP to provide the meeting schedules to the Secretariat so that SRA-2 secretariat may also plan to participate in these meetings.  |
| 2 | Bi-monthly reporting on COVID Response  | Outcome TFP/Secretariat | 10-14 |   | 12-16 |   |  14-18 | Reporting process to be completed by Outcome TFPs within the said timeframe. Secretariat to complete consolidation and finalization by 20th of the reporting month. |
| 4 | UNINFO reporting by SRAs and UNAs continues | Outcome TFP/Agency FP | X | X | X | X | X | Outcome level one-on-one meetings on UNINFO reporting have been completed by the Secretariat (30 July).Action points have been agreed (to be acted on on-going basis). Offline version will be used by Outcomes for updates and Secretariat for quality assurance before final updates in the UNINFO system. |
| 5 | Agencies continue with Common Country Assessment (CCA) | CCA FP | X | X | X | X |   | Led by RCO and to be completed with engagement of a consultant by end Dec. 2020 |
| 6 | SRA Coordination meetings  | Chair/Secretariat |   | **3** |   | **5** |   | Quarterly SRA2 coordination meetings to happen in the following month of the outcome level meetings. Meetings to be convened on 1st Thursday of the meeting month before the UNCT. |
| 7 | Annual Review and Planning for 2020-21 with partners (see guidelines SRA review meetings, review meetings with stakeholders etc.) | Outcome TFP/Secretariat |   |   |   | 1-15 |   | Each Outcome to conduct Review/Planning meeting with technical counterparts. Secretariat will work with Outcome groups on meeting schedules and Agenda. After the meeting, Outcome TFP will submit minutes of the meeting to the SRA-2 Secretariat. |
| 9 | Outcome Annual Planning, Reporting and Performance review finalized - UNINFO /narrative and financial results reporting. | Outcome TFP/Secretariat |   |   |   | 16-30 | 1-15  | UNINFO Reporting/Planning to be initiated following the Review and Planning Meetings. |