



# How can a partner request an extension to a UNHCR Project Workplan?

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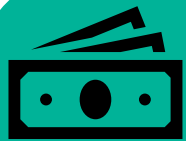
# UNHCR Implementation and Liquidation Periods



## Project Workplan



Implementation period until latest: 31 December (current year)



Liquidation period of 30 days begins after the end date of implementation



Implementation and liquidation period must be clearly and correctly reflected in the partners Project Workplan.

# Project Workplan extensions are considered by UNHCR for **EXCEPTIONAL** circumstances **ONLY**:

Unforeseen natural hazard events (e.g., hurricane, volcanic eruption).

Security issues impacting project implementation.

Delays due to unforeseen events beyond UNHCR's control, requiring project completion within a specific period due to donor commitments.

Other justifiable unforeseen situations beyond the control of the partner and UNHCR – a detailed explanation must be provided.

# Project Workplan Extension

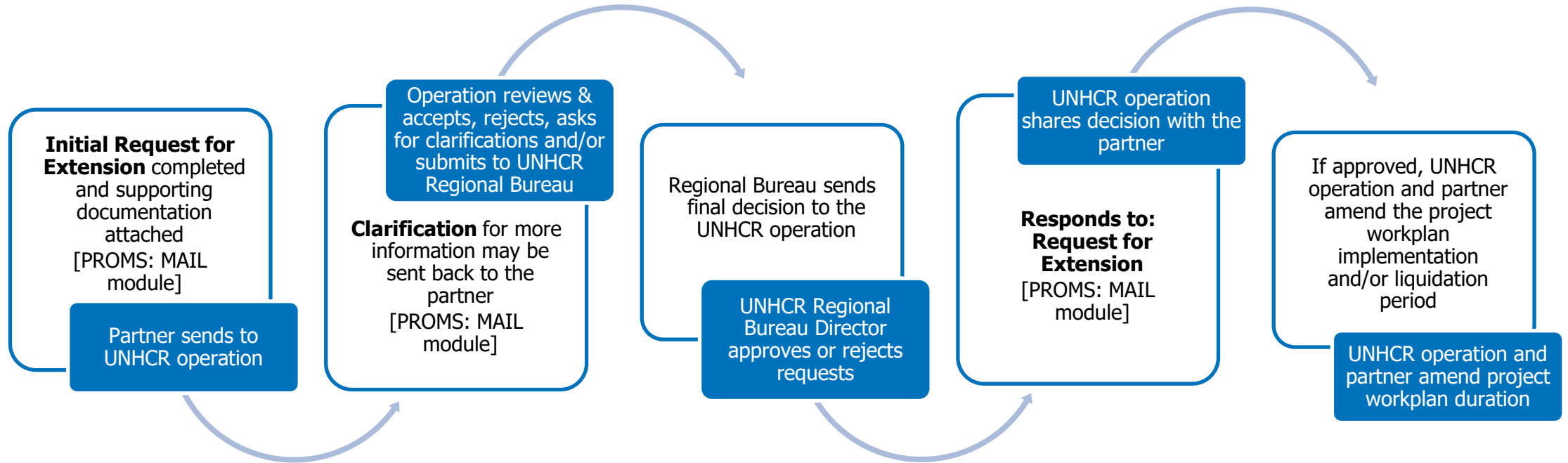
**Due to UNHCR's financial rules and the nature of our earmarked income, a UNHCR extension can not be considered:**

- **A carry over**
- **A no-cost extension**
- **Budget-neutral extension**
- **Time-only extension**



# Process Flow

## Request for Exceptional Project Workplan Extension



Initial request to be received by UNHCR operation before the **30 November**. All approved extensions must be reflected within the project workplans and signed by **31 December**.

Let's take a look at the "MAIL module" template  
Type: **Initial Request for Extension**

# Mail module

The screenshot displays the Oracle Aconex web application interface. At the top, the navigation bar includes the Oracle Aconex logo, the current project 'Jordan UVT APR 2024', a search bar for 'Cross Project Search', and the user profile 'MS Hadir Tester' with the role 'Global Humanitarian Solutions'. The main navigation menu contains icons for Tasks, Models, Documents, Mail, Field, Workflows, Directory, Insights, and Setup. The 'Mail' menu is expanded, showing a list of options: Search, All, Inbox, Sent, Drafts, Create New, Clarification, General Correspondence, Initial Request for Extension, Payment, Or, Blank Mail (circled in red), Actions, Register Incoming Mail, and Mail Approvals. A 'Standard Searches' sub-menu is also visible, listing: My mail received today, My mail sent today, My Outstanding & Overdue mail, Org mail not Closed Out, Org mail received in last 30 days, Org Outstanding & Overdue mail, and RFIs received report. The background shows a 'My Tasks' sidebar with a search bar and a list of projects including 'Jordan UVT APR 2024'. The main content area displays a list of mail items, with one item from 'United Nations Hi...' dated '10/11/24'. On the right, there is a 'Project Details' sidebar for 'Jordan UVT APR 2024' and a 'Shortcuts' section with icons for New Mail, Mail Inbox, Sent Mail, Draft Mail, Document Register, and Add/Update Documents.

# Mail module

New Mail

Attach ▾

Options

Preview

Save To Draft

Send

Type \*

### Mail Types

General Correspondence

Initial Request for Extension

Material Approval Request

Payment

### Transmittal Types

Transmittal

To

Cc

Response  
Required

Subject \*

Directory

Directory

Message

Select auto text ▾

Select signature ▾

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# Mail module – request for extension are to be shared with UNHCR operation before the 30 November each year

Type\* Initial Request for Extension

Find and enter your UNHCR Programme focal point in your directory.

To

Directory

Find and enter your UNHCR Project Control focal point.

Cc

Directory

Response Required\* Respond by 06/12/2024

Set a reasonable deadline for UNHCR to respond.

Subject\*

« < Nov 2024 > »						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Today						

Insert subject as "Request for Extension"

## Details

Partner Agreement / Contract\* 95119Y23P131061

Insert your Project Workplan contract ID, your project workplan currency and current Financial Plan/budget

Contract Currency\* USD

Project Budget\* 100000

# Mail module – request for extension are to be shared with UNHCR operation before the 30 November each year

Balance Remaining Unreported \*

Instalment Required in Extension Period \*

Extension of Liquidation Period \*

Liquidation Period (Date)

-- Select --

Yes

No

Enter your instalment or prepayment balance that remains unreported to-date.

Please enter in the same currency as the Project Budget.

In exceptional situations, where you are requesting extension of implementation, you may receive your final instalment during the extended implementation period.

If known, please enter this amount. Otherwise enter '0' and leave a message for UNHCR at the end to consider the correct amount to enter.

Are you requesting an extension of liquidation?

If 'yes' - enter the end date by when you are requesting to complete implementation by.

If 'no', leave the calendar below blank.

# Mail module – request for extension are to be shared with UNHCR operation before the 30 November each year

Extension of Implementation Period \*

Implementation Period (Date)

-- Select --  
Yes  
No

Estimated Implementation Amount \*

Justification Category \*

Reasons/Justification for Extension \*

-- Select --  
Natural Disaster  
Security Issues  
Earmarked Funds  
Other

Message

Are you requesting an extension of implementation?  
If 'yes' - enter the end date by when you are requesting to complete implementation by.  
If 'no', leave the calendar below blank.

Enter the estimated amount which you propose to spend/implement against activities undertaken during the extended implementation period.  
In case you are only requesting an extension for liquidation, you can enter '0' here.  
Please enter in the same currency as the Project Budget.

Select the corresponding category from the drop-down menu.

**Mail module – request for extension are to be shared with UNHCR operation before the 30 November each year**

Reasons/Justification for Extension\*

4000

In case you selected 'Other' as the Justification Category, please enter the reasons here.

Message

Select auto text Select signature

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Enter your usual email content here for the UNHCR operation and submit the email.

**Thank you!**