

Cluster coordinators, partners and FTS

This short handout provides information to Cluster Coordinators and partners on FTS and how they can work with FTS to ensure financial data accuracy in relation to their operation in country.

What is FTS?

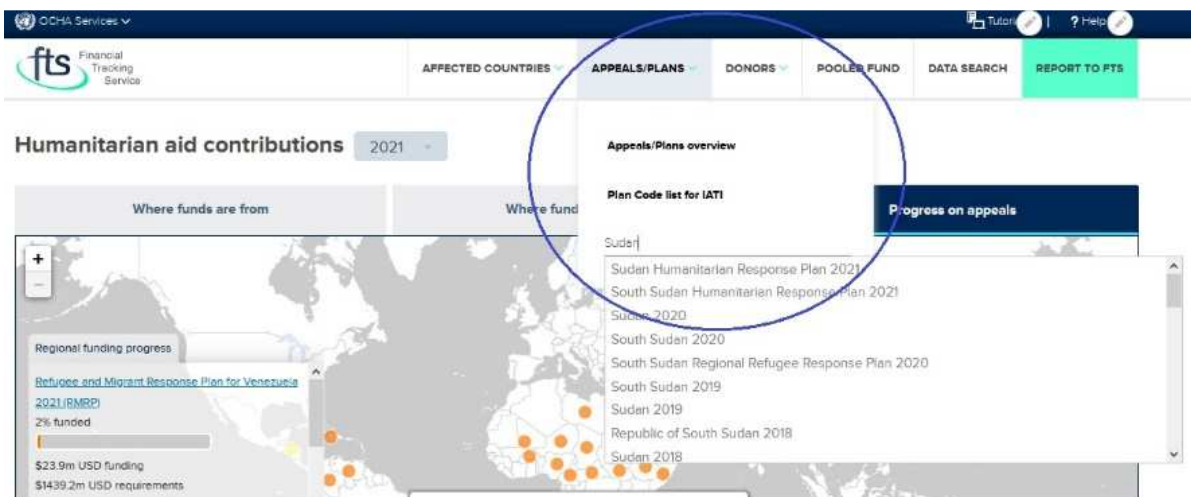
- It is global on-line database of humanitarian funding. It covers all countries for which humanitarian funding is reported and monitors funding progress on inter-agency coordinated plans/appeals.
- It is a unique service that OCHA provides to the humanitarian community by verifying, curating and aggregating data from multiple reports, voluntarily provided by donors and recipient organizations. All data is manually reviewed by a small team of data experts to avoid double counting and accurate posting before on-line publication. FTS figures can change several times per day depending on the volume of reporting and length of curation processes.

What can Cluster Coordinators do to improve FTS data accuracy?

- **Stimulate reporting!** If you are aware of funding gaps, contact your cluster’s partner to request for a funding report to be sent to FTS, through their HQ reporting focal point (most UN Agency) or directly from field for decentralised partners (NGOs, FAO, IOM, UNDP and FCDO (ex-DFID)).
- **Verify data and share data analysis with partners!** Through the **steps** below, clusters can obtain detailed information on what has been reported, by whom and when; several types of data analysis can be performed to make awareness around the importance of good quality data to be reported to FTS. Encourage the partners to complement existing data reported by the donors, submitting their own funding contributions reports to FTS!

Visit FTS website at <https://fts.unocha.org/>

Step 1. Overview of the funding level: On homepage, click on Menu and type the name of your HRP under appeals dropdown list



After selecting the Country HRP, you will land on the Summary Tab page where you can see the overall % coverage of the plan, clusters level funding towards requirements; total amount of funding described as “not specified”, largest donors and so forth.

Sudan Humanitarian Response Plan 2021

Appeal Summary

Appeal Data

Response plan/appeal snapshot for 2021

US\$1.94bn total requirements of plan



US\$229.8m total funding to Sudan (2021)

Step 2. Verify existing data: in your HRP page, move to Data Tab (right next to Summary Tab) and select “View by Individual Flows”, use the right menu filters “by destination Cluster”

Sudan Humanitarian Response Plan 2021

Select Year 2021 ▾

Appeal Summary

Appeal Data



Totals

View by Individual flows ▾

You have filtered on a destination object (Field cluster). Please note that filters do not change a boundary, but reduces the result set accordingly. This means that flow funding values in the result set cannot always be simply added together to get the total funding, as other factors need to be taken into account, such as shared flows and internal flows.

Displaying 1 - 5 of 5



Active filters

Cluster:
Food Security and Livelihoods [X]

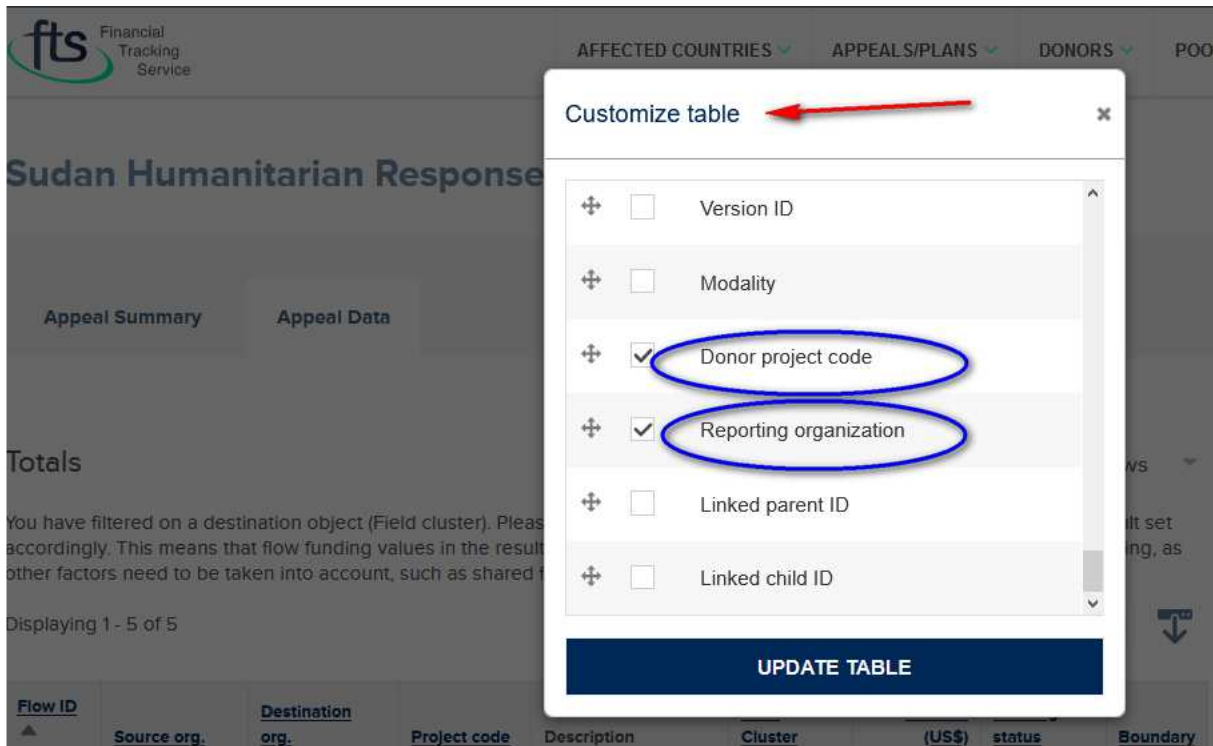
Reset all filters

Filter by boundary

Incoming (5)

Flow ID	Source org.	Destination org.	Project code	Description	Field Cluster	Amount (US\$)	Funding status	Boundary
#227045	United States of America	World Food Programme	HSDN21-FSC-172847-1	RMPP, Food Assistance, Logistics	Food Security	\$96,199,033	Commitment	Incoming

Click on customized icon on the top right of the table and add the following value: - Reference Code, Reporting Organization. Download *the excel file* and share it with your Clusters' partners, crosscheck together if anything is missing or erroneous, make sure that if a funding contribution is reported by the donor only, the concerned recipient organization complement the information submitting a full report to FTS.



Please note: if an NGO wants to report to FTS funding contributions already existing in FTS, make sure the Reference Code of the donors and/or the ID FTS flow is mentioned of the concerned flows are mentioned. Please use the *FTS Standard template*; UN Agencies shall report from HQ and they shall contact their HQ for updating FTS data.

Step 3. Clarify funding under multiple field clusters: if under the step 2, you notice that funding contributions are attributed to more than 1 cluster in the FTS dataset, then request the recipient organization to directly report to FTS the US \$ portion for each cluster, referring always to the ID FTS flow number and/or Donor Ref Code.

Please note that: FTS team cannot triangulate date, retrieving the concerned funding contributions already reported by donors, if the “donor reference code” or the “FTS Id number” is not provided in the recipient organization’s report.

Step 4. Specify the funding under “not specified cluster”: in your HRP page, select Data Tab, View by individual flows, use the filter “by destination cluster” in the right menu and choose “None”. In the table generated, click on custom icon and add the values “reporting organization” and “reference code”, update the table and download the data set that has been generated.

Based on the “Description” of each flow, as well as based on the “recipient partner”, highlight the flows reported only by donor and share the information with the relevant partners asking to report to FTS the full details of the concerned contributions: - Cluster, Cluster portions if more than one cluster is concerned, usage year. Always refer to the existing FTS id flow number.

Please note that: UN (apart from FAO and IOM) reports from HQ and FTS works with focal point at HQ level; in this case, either the Agency in Country shall inform its HQ, or OCHA Coordination can inform FTS to highlight any additional information shared by the Agency at Country level. FTS can update existing data in collaboration with country offices and HQ.

Sudan Humanitarian Response Plan 2021

Select Year 2021 ▾

Appeal Summary

Appeal Data



Totals

View by Individual flows ▾

You have filtered on a destination object (Field cluster). Please note that filters do not change a boundary, but reduces the result set accordingly. This means that flow funding values in the result set cannot always be simply added together to get the total funding, as other factors need to be taken into account, such as shared flows and internal flows.

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Flow ID	Source org.	Destination org.	Project code	Description	Field Cluster	Amount (US\$)	Funding status	Boundary
#226879	Japan, Government of	World Food Programme		Emergency Grant Aid in response to the influx of refugees from Ethiopia into Sudan		\$800,000	Commitment	Incoming
#226880	Japan, Government of	United Nations High Commissioner for Refugees		Emergency Grant Aid in response to the influx of refugees from Ethiopia into Sudan		\$2,500,000	Commitment	Incoming

Active filters

Cluster:
None [X]

Reset all filters

Filter by boundary

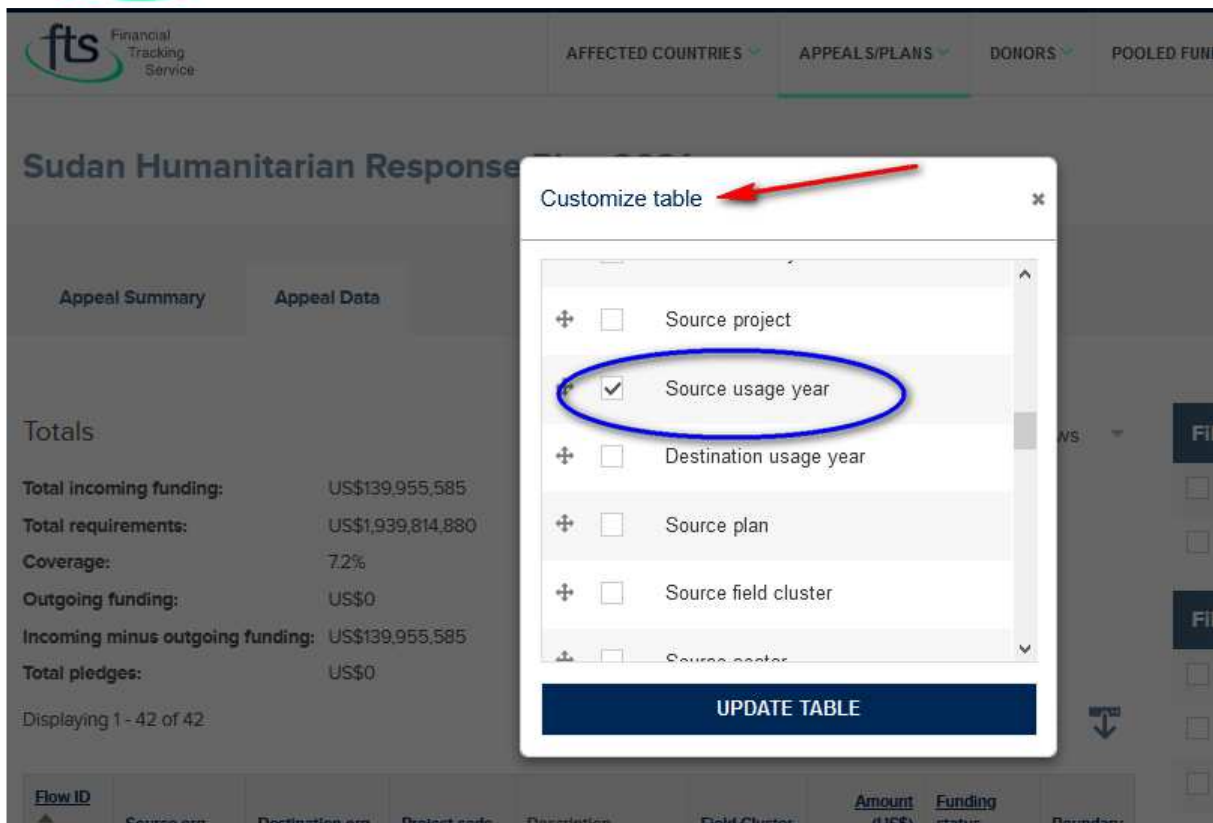
Incoming (8)

Filter by field cluster

None (8)

Education (2)

Step 5. Report accurate usage of “money” made available in previous years: In your HRP page of the previous year, select the Data Tab and “View by Individual flows”, filter by “destination cluster” choosing the concerned cluster. Click on the custom icon on the top right of the generated table and add the fields/ values of interest. Screen the funding contributions in the database. If you are aware of any funding received late in the previous year that shall be moved in the current year destination, share the table with the partners/recipient organizations and request to send a report to FTS. When doing so, the recipient organization shall refer to the FTS id flow to be updated and shall clearly indicate the US \$ annual portion of the total grant.



Please note: sometimes a grant is used by the organization across several years, even if the grant is not a multiyear. Organizations shall clearly indicate if the funding is part of multiyear grant based on the original intention of the donor.

Please note: FTS data are good as the reports received, if NGOs miss to report correctly, this can sometimes be the origin of misleading data; if partners do not report, FTS can be based on donors' report only

Only the recipient organizations can tell the story of how the money have been used!

Please note: FTS verification of data and data curacy is a complex process and updating data is not an automatic work; in some case large global reports can take until 1 month for the full process.

[background: FTS data entry staff normally process data, creating funding flows which have a “source usage year” and a “destination usage year”; this does *not* imply a carryover amount, but it simply indicates “when” the recipient will use the funding. FTS can record “carryover” funding when the recipient organizations report so, indicating a lumpsum amount which has not been used in the previous years, but for which is not possible to identify the various sources and related amounts]

Step 6. Check the funding in/out HRP: move from the HRP page to your county page, clicking on the Summary Tab of the HRP page (for example Sudan HRP 2021), choosing the link to your country page (Sudan) in the right menu under “Related Country”.

Appeal Summary | Appeal Data

Response plan/appeal snapshot for 2021

US\$1.94bn total requirements of plan

\$140.0m funded through this plan (7.2%) | \$1.80bn unmet requirements (92.8%)

US\$229.8m total funding to Sudan (2021)

\$140.0m funded through this plan (60.9%) | \$89.8m outside this plan (39.1%)

Trends in response plan/appeal requirements

Related countries

- Sudan

In the Country Page, select the concerned year (top right of the page in the drop-down list), move to Data Tab, use the right menu to filter by “Filter by plan” select “Funding not towards a plan”. Click on the customize icon on the top right of the generated table and add the values “Reporting organization”, ‘reference code”, “Flow type”. Screen the list of contributions and check if there is any which shall be attributed towards the HRP/appeal. In this case, please inform OCHA coordination and/or the relevant recipient organization.

Please note that funding flows with “flow Type parked” are normally with no US \$ amount and described as “(shared on boundary)” instead: as such this type of funding flow is a “parent” flow of others (named “child flows”) which shares the amount across the child flows. For example, a multiyear contribution will have the total amount under the “parked” flow and the annual portions’ amounts under the “child flows”. No need to revise the “parked” flows.

What shall recipient organizations do to improve FTS data accuracy?

- Identify a FTS focal point who can be in contact with the FTS team in Geneva for regular reporting and for support. Use the [FTS standard template available](#) on the link “Report to FTS” home page.

Please, avoid using the on-line form (KOBO) which is processed on monthly basis!

- If you have doubt around the use of the standard template report, do not hesitate to ask your cluster coordinator, OCHA in Country, or directly to the FTS team at fts@un.org
- You do not need to report Country Based Pooled Fund grants, because these grants are reported by GMS; however, if you have been granted a NCE, please inform FTS.
- In the standard template, ensure you pay attention to the “pass-through” funds: if you received a contribution sub granted by a UN Agency or by another NGO, please ensure to report the name of the

source organization, the original donor of the grant to your source organization and the donor reference code of the grant, if possible.

- In the standard template, ensure you pay attention to the “multiyear”: if a contribution is multiyear because this was the original intention of the donor, please indicate so; if you want to simply report how your organization uses the money across several years, please indicate the annual portion amount.
- Support your cluster coordinators in the data verification of funding already existing in FTS and ensure full details are provided.
- Remember: **all humanitarian funding contributions can be reported to FTS**: if you received funding for your humanitarian activities in the country of operation, not linked to the HRP purposes, please report so, indicating “outside HRP”.

Where to find addition information?

Detailed information on how to report, how reporting works, what type of information FTS covers, frequently asked questions and other material is available on line at <https://fts.unocha.org/>

How to contact FTS?

FTS has a general mailbox that is monitored by the FTS team daily. You can contact us through our individual emails but we kindly ask you to always put the FTS general email in copy and share any relevant information through the FTS mailbox: fts@un.org