

## User Guide for Pre-Registration of Pledges

### I. Background:

At the July 10<sup>th</sup> International Ebola Recovery Conference, Member States and other Organizations will have a chance to make earmarked or un-earmarked pledges of support to the national recovery plans of the Governments of Guinea, Liberia and Sierra Leone and the regional plan of the Mano River Union.

Member States, International Financial Institutions, and other international and regional organizations are invited to submit their pledges in electronically to [Marcela.romero@undp.org](mailto:Marcela.romero@undp.org)

### Pledge Form:

The Governments of the three affected countries have requested that Member States and Organizations provide as much information as possible in the Pledge Form. With respect to pledges of financial support, particular attention should be paid to:

- Distinguishing between reprogrammed funds and new funds that are pledged.
- Describing priorities using the sectors if funding is earmarked.
- Describing the funding mechanism you plan to use.

### II. Definitions:

For clarity, Pledge, Financial and In-kind mean the following:

- Pledge: An intent to contribute to the Ebola Recovery.
- Financial: cash contributions of grants, loans or debt relief.
- In-kind: Non-cash assistance in goods or services (e.g. food, tents, secondment of staff).

### III. Period for submission of pre-registration of pledges on-line:

Member States and Organizations are requested to pre-register their contribution in order to allow the Conference Team to consolidate the data prior to the Conference.

If a Member State or Organization wishes to make a pledge using the paper based form, a UNDP staff member will collect it on the day of the Conference.

### IV. Process:

- a) Submission

All required fields marked with (\*) sign must be completed to be able to successfully submit the form.

Pledges that are announced at the Conference will be recorded by the Conference team and displayed on a screen in conference room, as well as made publicly available on the Ebola Response website. In case of any discrepancies between the pre-registered pledge and the announced pledge please immediately inform the Conference Team.

Since the pledge statements will be limited to 3 minutes during the Conference, longer pledge statements may be sent to [marcela.romero@undp.org](mailto:marcela.romero@undp.org) in order for them to be posted on the Ebola Response website.

b) Post Conference

After the Conference, the Conference Team will follow up with the contact person indicated in the pledge form for the respective Member State or Organization to validate and complete the information regarding the pledge, if needed.

**V. No public access to pledges data prior to the 10<sup>th</sup> of July:**

**All pledges that are pre-registered online will be treated confidentially until they are announced at the Conference.** Only members of the Conference Team will have access to the data. Member States and Organizations will also be able to verify their own data they have entered, or modify or update the data before 6 UTC 8<sup>th</sup> of July.

**VI. Queries/problems:**

Should you have any questions or encounter any technical problems, please send an email to [yvonne.helle@undp.org](mailto:yvonne.helle@undp.org). You will be contacted promptly to address your query.