

Software tip: Aconex – Negotiation of Results Plan

Implementors are assigned to outputs in COMPASS via the partnership scope. For each partnership, the indicators associated with the outputs that the partner has been assigned to are transferred via integration from COMPASS to Aconex in a results plan template which is automatically registered in the Aconex Document Register.

In the Document Register, the results plan template will have a document status of “not started”, a revision number of zero (“0”) and a version number of one (“1”).

Please do not modify this metadata.

Step 1: UNHCR Programme sends the results plan template to the partner, as follows:

- i. Select the results plan template from the Document Register (by checking the box in the left column) and transmit it on a workflow by using the “Negotiation of Indicators” workflow template.
- i. In the workflow wizard, edit the workflow name to include the partnership agreement contract number, assign participants to the workflow steps and enter the step deadlines.
- ii. Click “Submit” to initiate the workflow.

Step 2: The partner submits the proposed results plan, as follows:

- i. Receive the workflow transmittal, open the “Partner Output” workflow step and download the results plan template.
- ii. Enter the indicator targets and propose additional indicators to the excel’s separate “Additional indicators” sheet (if applicable).
- iii. Upload the proposed results plan into the workflow step as the replacement file and complete the workflow step by selecting the appropriate review outcome.

NB: It does not matter which review outcome the partner selects, the workflow will proceed to the second and final step.

Step 3: UNHCR Programme opens the “UNHCR Output” workflow step, downloads the partner-proposed results plan and reviews the content.

a) In case an “additional indicator” is proposed by a partner, and the operation wishes to incorporate it within their COMPASS results chain, UNHCR Programme selects “Cancelled” for the review outcome of the workflow step, ending the workflow. COMPASS is unlocked once both the results plan and financial plan both have a document status of “Cancelled”, allowing UNHCR to enter the extra indicator in COMPASS and resubmit the partnership scope. The results plan comes through to Aconex via integration again with a status of “Not started” (return to **step 1**).

OR:

b) UNHCR Programme enters the UNHCR proposed numerators and denominators in the results plan and within the excel's separate "Additional indicators" sheet (if applicable).

NB: If a revision of the proposed target values and/or additional indicators with the partner is required and can be achieved within the "UNHCR Output" workflow step's deadline, UNHCR Programme transmits the modified results plan on a "Partner Sub Workflow", as follows:

- i. Within the sub workflow, the partner selects either "Proceed", if in agreement with UNHCR's changes/requests, or "Revise & resubmit" if the partner does not agree with the proposal from UNHCR Programme.
- ii. If the partner selects "Revise & resubmit", UNHCR can initiate another new "Partner Sub Workflow" until there is mutual agreement on the results plan.
- iii. Once agreement is met with the partner, the sub workflow(s) end and the final version of the file is automatically sent to the parent "UNHCR Output" workflow step that still needs to be completed [proceed to **step 4b**].

If it is foreseen that the revisions will not be completed within the deadline for the parent "UNHCR Output" workflow step, a new "Negotiation of Indicators" workflow needs to be initiated with the same results plan after UNHCR Programme selects the review outcome of "Action Required" for the "UNHCR Output" workflow step.

Step 4: UNHCR Programme consults the Results Manager and completes the results plan, as follows:

- i. Check that, once agreement on the targets and additional indicators sheet (if applicable) is met, the "Agreed" columns for the indicator targets are automatically populated with the partner's and UNHCR's identical values.
- ii. Upload the final agreed results plan into the "UNHCR Output" workflow step as the replacement file.
- iii. Select the review outcome of "Agreed".

The workflow ends, the results plan is approved and has the document status of "Agreed" in Aconex. Once the financial plan also has the document status of "Agreed", both plans should commence integration.

Note: If, for some reason, the results plan template in the Document Register does not correspond with the data that was sent from COMPASS in the partnership scope, a workflow should not be initiated, and the document status should be changed to "Cancelled". The financial plan document status should also be changed to "Cancelled" in order to reopen COMPASS and redo the partnership scope.