IMDIS and the proposed strategic framework for the biennium 2012-2013
Procedures for preparation and submission of the strategic framework by departments and offices

21 October 2010

Contents

To enter Imdis: **http://imdis.un.org**

http://imdis.un.org

Overview

Programme aspects of the proposed programme budget will be entered directly into the Integrated Monitoring & Documentation Information System (IMDIS). This guide addresses entering the strategic framework into IMDIS for the 2012-2013 biennium. The present guide should be read in conjunction with the document issued by PPBD entitled *Proposed Strategic Framework for the Biennium 2012-2013 – Instructions*.

As detailed in the budget instructions for 2012-2013, a programmatic logical framework consisting of objectives, expected accomplishments, indicators of achievement (with baselines and targets), and external factors must be developed and entered into the online system for each subprogramme.

PPBD will extract the data from IMDIS and incorporate this in the programme budget fascicles (along with any other narrative information provided in electronic files). No other channel or process will be used for submitting these programmatic aspects of the budget submissions to PPBD.

http://imdis.un.org

Getting access to IMDIS

Formal responsibility for submitting information through IMDIS rests with those programme managers who are the recipients of the budget instructions. However, access to enter and update information can also be granted to subprogramme directors and other staff in accordance with departmental policies and procedures. There is no limit to the number of accounts that can be created. Accounts can be configured with update privileges for those who will be preparing submissions, or with read-only access for those who need to review submissions without making changes directly.

Requests for IMDIS accounts need to be made by someone in a position of authority. Normally this would be the budget or programme monitoring focal point in a department or office, but it could also be a director or chief of branch on behalf of his/her staff. An informal electronic mail message to the IMDIS helpdesk at esa@un.org is sufficient. Processing time in most cases is two business days.

When requesting an account, focal points and heads of unit should specify:
- ❖ The index number, the name and the Internet email address of the individual for whom an account is being created;
- ❖ The individual's scope of authority where programme planning is concerned (e.g., ECLAC, CICP, UNON, etc.);
- ❖ Whether or not the account should have update privileges or be configured with read-only access.

Users with update privileges are able to update all records within their own scope of authority. All users are able to view the proposed work programmes of all other departments and offices to share examples of good practices, facilitate coordination at the earliest stages of programme design, and encourage collaboration as appropriate.

Further details on information sharing can be found later in this document under 'Reviewing programme content'.

IMDIS can be found at web address http://imdis.un.org/. To login to the system, a user ID and password are required. Enter your user ID and password, then click on [Ok] as shown in **figure 1**.
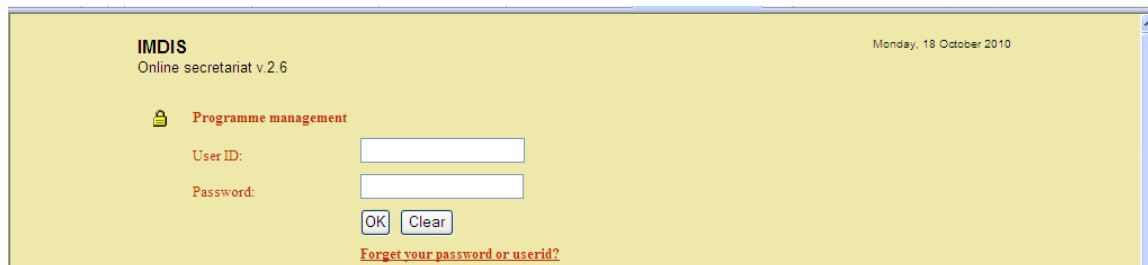

Figure 1: Imdis login screen at http://imdis.un.org

Once you have logged on, you will reach the home page, which requires you to select the desired biennium and the type of view. **See figure 2**.

Figure 2: Select 2010-2011 and view by programme element

The biennia correspond to the periods of the biennial programme budgets. For preparing or updating the Programme contents of a subprogramme, select the 2012-2013 biennium, view by programme element and click [Go].

You will drill down through a number of screens that require you to select the part, section, component and subprogramme of the budget that you want to focus on as shown in the following example.

- ❖ Select: VII Public Information
- ❖ then select: 27 Public Information
- ❖ then select: B Programme of work
- ❖ then select: 1Strategic Communications Services

If you wish to save this as your default login page to avoid having to drill through multiple screens at the start of each session, click on [Bookmark] in the navigation area at the top of any page. The next time you login, you will automatically be taken to the selected screen. The bookmark can be changed to any page at any time.

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Specifying the logical framework

The IMDIS programme planning module is based on the concept of a logical framework in which separate elements or levels can be distinguished, each of which exist in a causal relationship to the other (objectives, expected accomplishments, as well as indicators of achievement and external factors).

After selecting a subprogramme, click on the icon marked "update logical framework". The next page will display any objectives formulated so far. To add a new objective, click on the [Insert] button. The next page will display a form for entering the text of the objective. Help on formulating objectives can be found by clicking on the "help" icon; in particular, users should refer to the guidance provided in the budget instructions for preparing the strategic framework. Links to related topics will also appear in the pop-up help window. **See figure 3**.
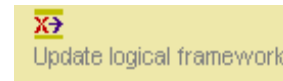
Follow the instructions in the help window; enter the text of the objective, and hit [Save]. After submitting your text, you will return to the previous page listing all objectives formulated so far. You will now have the option to formulate expected accomplishments for each objective entered. You will also have the option to delete objectives, change the order in which they appear, insert a new objective or update an existing one.

Figure 3: Inserting a subprogramme objective

Note: By deleting an objective, you will also delete all of the expected accomplishments and indicators of achievements related to that objective.

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On the page listing the objective(s), click on the icon marked "accomplishments" on the right. To add a new accomplishment, click on [Insert]. The next page will display a blank form for entering the text of an expected accomplishment. Help on formulating expected accomplishments can be found by clicking on the "help" icon. Links to related topics will also appear in the popup help window. You must first enter an objective before you are able to formulate an expected accomplishment. **See figure 4**.

Follow the instructions in the help window; enter the text of the expected accomplishment, and hit [Save]. After submitting your text, you will return to the previous page listing all expected accomplishments formulated for the selected objective. You will now have the option to formulate one or more indicators of achievement for each accomplishment. You will also have the option to delete accomplishments, change the order in which they appear, insert a new accomplishment or update an existing one.

Figure 4: Entering an expected accomplishment

**Note: By deleting an accomplishment, you will also delete all of the indicators of achievements related to
that accomplishment.**

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For each expected accomplishment entered, at least one indicator of achievement must be specified. From the page listing expected accomplishments for the selected objective, click on the icon marked "indicators" on the right. To add an indicator of achievement for the selected accomplishment, click on [Insert]. A blank form for entering for the indicator will appear. Help on formulating indicators can be found by clicking on the "help" icon. Links to related topics will also appear in the pop-up help window. You must first enter an expected accomplishment before you are able to enter an indicator. **See figure 5**.

In addition to the title of the indicator, you will be prompted to enter performance measurement data, consisting of a baseline actual prior value for 2008-2009, a baseline estimated value for 2010-2011, and an estimated target value for 2012-2013. When done, hit the [Save] button. A page will appear confirming the values you have just entered. At this point you have the option of revising those values, or beginning to define the methodology for measuring the new indicator **(See figure 6)**.

Beginning with the 2010-2011 biennium, you will be able to enter more than one performance measurement for a given indicator of achievement. You will be allowed to enter two performance measurements when you first enter measurement information. After you have saved the information, click on the Update icon to revise the values you just entered or to add additional performance measurements.

While not strictly required for the purposes of the 2012-2013 budget submission, a number of methodology fields are available for input as a tool to assist users in ensuring the measurability of each indicator of achievement. In formulating indicators, departments and offices are strongly encouraged to use this template as early in the programme cycle as possible as a means to substantiating and documenting the formulas for indicators of achievement.

Figure 5: Entering an indicator of achievement

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Figure 6: Defining the methodology for obtaining performance measures

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Sample input for methodology fields
(for illustrative purposes only)

Programme - Protection and assistance to refugees
Subprogramme - International protection
Expected accomplishment - Increased number of accessions to relevant convention and protocols
Title of indicator - The number of additional accessions to the relevant legal instruments
Variables - List of conventions and protocols; new accessions
Data source - Informal & official records
Collection method - Content analysis
Periodicity - Annual
Comments on data verification and analysis - Should establish the baseline number of accessions and observe the trend over time; the maximum number of possible accessions should be recorded
Uses of data - High Commissioner; Executive Committee
Presentation of data - IMDIS and or/separate internal database
Impact of external factors - Willingness/commitment of Member States to accede to internationally accepted standards of protection for refugees

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External factors are recorded at the level of subprogrammes. To enter or revise external factors, return to the main 'objectives' page, and click on the [Review external factors] button. You will be prompted to enter external factors. Help on formulating external factors can be found by clicking on the "help" icon. Links to related topics will also appear in the pop-up help window. **See figure 8**.
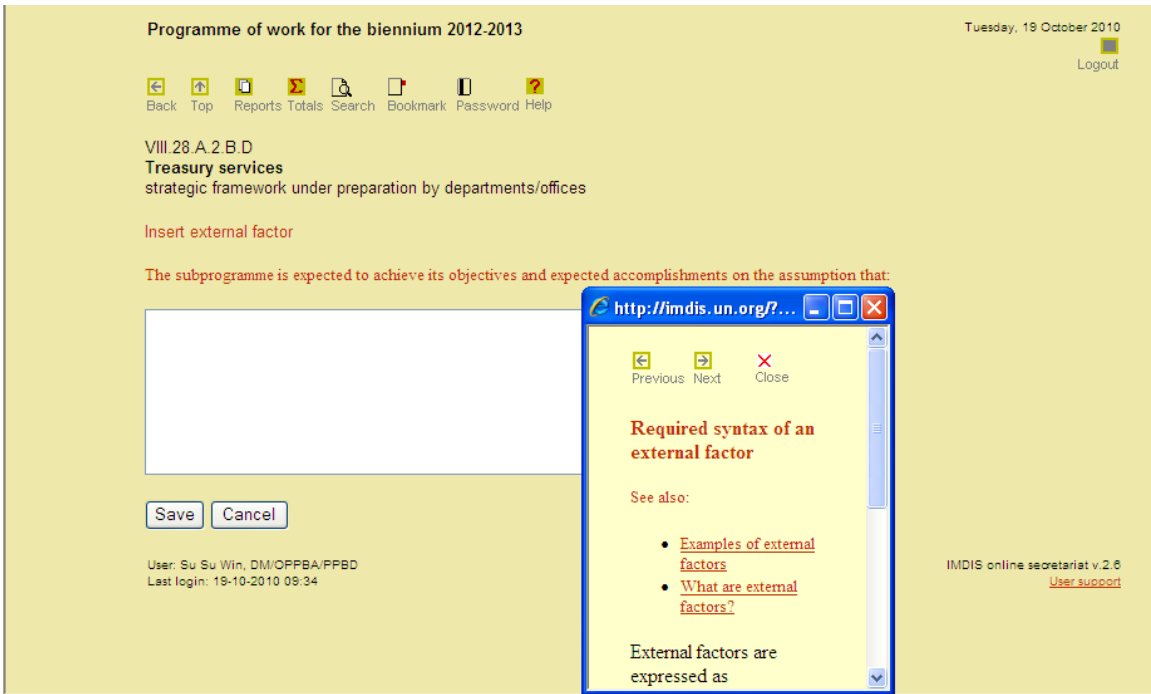

Figure 8: Inserting an external factor

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Reviewing programme content

There are two ways in IMDIS that strategic frameworks can be compared and contrasted with other subprogrammes, not just in the same department or office but throughout the secretariat. They are:

- ❖ selecting and viewing programme proposals of other departments and offices
- ❖ generating reports

At any time while formulating the elements of a logical framework, you can return to the page that lists all the objectives formulated so far by hitting the [Back] button as often as necessary. The elements of the logical framework can be displayed and hidden by using the "expand" and "contract" icons respectively. **See figure 10**.
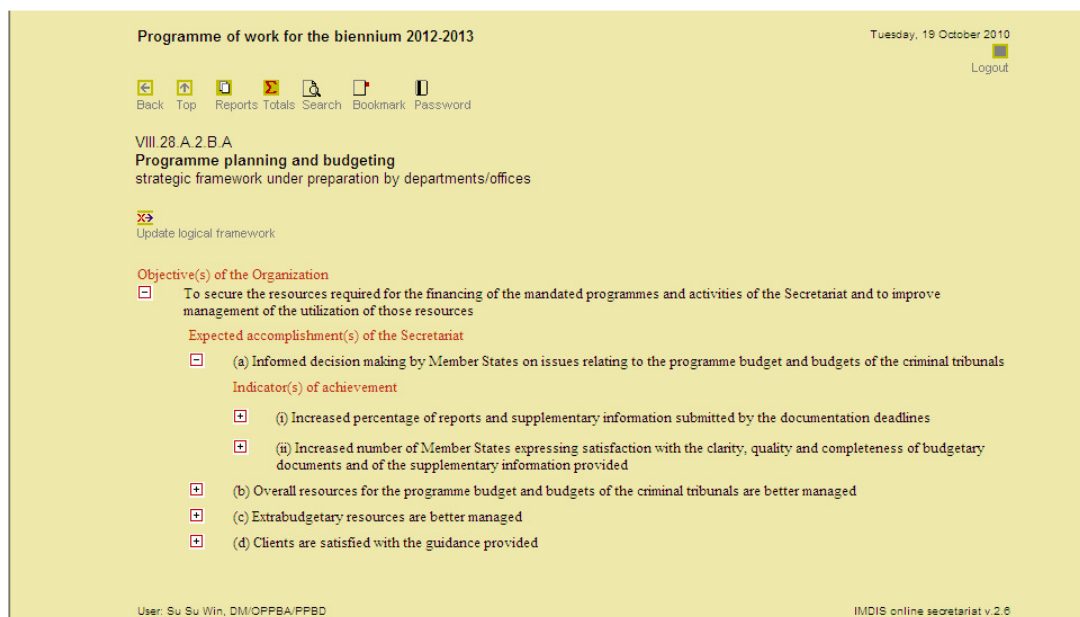

Figure 10: Reviewing programme content

All registered users can view the logical framework of all programmes in this fashion by first navigating to the programme element that is of interest, then using the expand and contract buttons.

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A number of reports are available in IMDIS that can help programme managers assess programme content. The reports facility is accessed through the "reports" icon in the navigation area at the top of each page. Reports that may be of particular interest are the "Catalogue of indicators", along with the "programme fascicle" (**See figure 12**).

Figure 12: Programme planning reports menu in Imdis v.2.6

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Submitting the strategic framework to PPBD

When the departmental submission is ready for review by PPBD, heads of department or their designated staff should click on the "action pending" icon, which can be found to the left of the subprogramme and/or programme title in the programme element view.

In the pop-up window that appears, click on [Ok] to confirm or [Cancel] to return to the previous screen and continue working.
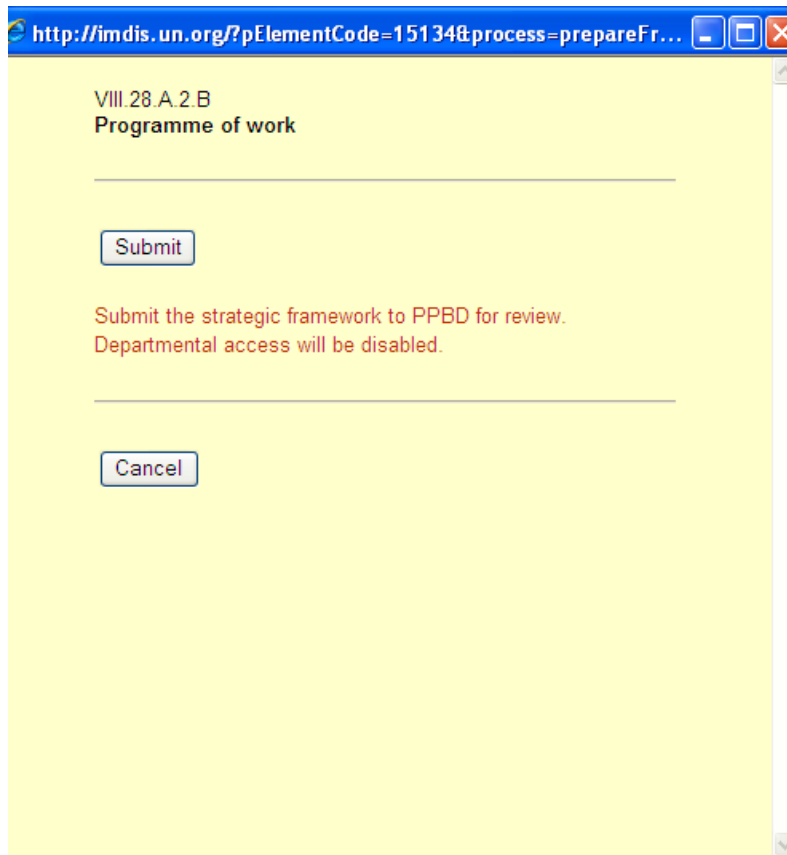
Inquiries and assistance

Programme planning

A help function within IMDIS provides guidance on the logical framework and its components (objectives, expected accomplishments, indicators of achievement, etc).

For further substantive questions on preparing work programmes, please contact your PPBD programme budget officer.

Programme Planning and Budget Division, DM/OPPBA
Internet: http://ppbd.un.org/
E-mail: submissions@un.org
Fax: +1 212/963 3839

Monitoring

For substantive questions on programme monitoring during the biennium, including matters relating to reporting on output implementation, please contact the Policy and Oversight Coordination Service in Office of Under-Secretary-General for Management.

Contact Persons:

Mr. Mario Baez (baezm@un.org)   Chief, Policy and Oversight Coordination Service
Ms. Amita Sharma (sharma63@un.org)   Programme Management Officer
Ms. Elizabeth Tullett-Court (tullett-court@un.org)   Senior Programme Management Assistant

Request IMDIS accounts

Click the User support link on the bottom of the IMDIS home page (http://imdis.un.org) to send email with the following information for the requester.
1. Index number and Internet email address;
2. Which subprogramme to have access to;
3. Which access level, update or read only.

Technical support
For technical assistance, please contact the IMDIS helpdesk:

Communications and Information Management Services, DESA/OUSG
E-mail: Click the User support link on the bottom of the IMDIS home page (http://imdis.un.org) to send email.
Telephone: + 1 212/963 3385

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