Mr Luis Armando Soto
Executive Secretariat
Colombian National Commission for UNESCO
Bogotá, Colombia

4 November 2022

Sector for Priority Africa and External Relations
Participation Programme and Emergency Assistance Unit

Ref: PAX/DRX/PPU//22/120

Dear Sir,

With reference to the recent request from the Colombian National Commission for UNESCO to change your country's financial profile (vendor) to be used to receive the funds from the UNESCO Participation Programme, I wish to bring to your kind attention the financial rules of the Organization which stipulate the following:

(i) The payment of the Participation Programme projects can only be made by bank transfer to the bank account of the National Commission for UNESCO, which is responsible for the implementation of the projects and for the submission of financial and evaluation reports.
(ii) In case the National Commission does not have its own bank account, UNESCO funds could be transferred to the account the ministry responsible for relations with UNESCO.
(iii) Payment to a third party is not authorized.
(iv) Exceptionally, the funds could be transferred via field office upon UNESCO's approval. In this case, the approved projects will be implemented by the field office concerned. This office will also be responsible for the submission of the financial and evaluation reports.

The above information was included in circular letter that the UNESCO Director-General addressed to National Commissions in December 2021 (attached herewith for ease of reference).

In this light, we encourage you to use the method specified in paragraph(i) or the method specified in paragraph (ii), which often takes more time to process.

In the event these options are no longer feasible and the payment through the APC-Colombia is the only available solution for your National Commission, please be advised the Bureau of Finance Management of UNESCO will require the following documents in order to consider your request to modify the vendor:

1. An official letter from the Colombian National Commission indicating that it does not have its own bank account and that the funds allocated by UNESCO under the Participation Programme must be sent to the account of the APC-Colombia, specifying the bank account details to be used. This letter should be addressed to **Mr Firmin Edouard Matoko, Assistant Director-General for Priority Africa and External Relations of UNESCO**.

2. An official letter from the Ministerio de Hacienda y Crédito Publico requesting the National Commission to change the current bank account and the reasons for this change.
3. An official letter from the APC-Colombia indicating its agreement to receive the Participation Programme funds allocated to the National Commission, also specifying the bank account details to be used for this purpose.
4. A copy of the statutes of the APC-Colombia or 'Decreto de creación'.

Kindly note that in conformity with its financial rules and regulations mentioned above, UNESCO is not in a position to sign any agreement with the APC-Colombia.

I thank you for your kind attention and remain at your disposal.

Yours sincerely,



Manh-Ha Tran (Mr)
Chief a.i.