

# Annual report

 International Federation  
of Red Cross and Red Crescent Societies

## Financial Tools and Training

Appeal No. MAA00039

14 April 2010

This report covers the period 1 July to 31 December 2009.



A debriefing session on CODA-XL in the Kuala Lumpur workshop on 1 October 2009. IFRC

### In brief

**Programme purpose:** The purpose of this programme is to support the field finance team, both at the zone finance unit level and in country offices, by providing them with additional tools and a tailored, targeted training package. This in turn will enable the field finance team to better support National Society programmes and the New Operating Model, as well as facilitate timely reporting back to donors.

**Programme(s) summary:** Original programme consisted of two components

- Tools and processes: Implementation of financial tools in field locations.
- Finance training and development: Establish a financial training syllabus for project managers and finance staff.

**Financial situation:** The total 2009 budget is CHF 65,695 (USD 63,291 or EUR 44,159) of which CHF 97,781 (over 100 per cent) covered during the reporting period (including opening balance). Overall expenditure during the reporting period was CHF 54,751 (83 per cent) of the budget.

Due to the lack of interest from the donors, the overall appeal for the programme was cancelled, and only those activities covered by the British Red Cross were being implemented in 2009. These activities focused on the roll out of the International Federation of Red Cross and Red Crescent Societies (IFRC's) web-based accounting system, CODA-XL, in core locations in East, West and Central and Southern Africa, Asia Pacific, the Americas, Middle East and North Africa (MENA) and Europe.

[Click here to go directly to the attached financial report.](#)

**No. of people we have reached:** Information not available yet

**Our partners:** No partners were involved for this Federation-funded programme.

## Context

- Due to lack of funding, the programme scope has been significantly reduced limiting it to the implementation of CODA-XL in core locations. The British Red Cross pledge received in August 2009 allowed the finance department to start the project. Original planning was fully reviewed in order to work within a smaller budget. Instead of running a specialized training in all locations facilitated by a hired consultant, the department decided to go for a more strategic option, and include a one-day CODA-XL training in annual regional finance workshops prepared for, and conducted by, Federation staff.
- Despite the reduced scope of the programme, the finance team still expects significant improvements in terms of efficiency, particularly when processing large volumes of transactions. For example, CODA-XL allows working advance reports (records the money provided to National Societies from the secretariat) from National Societies to be recorded in pre-defined spreadsheets which are then directly uploaded into the Federation CODA system. This increases the accuracy of the financial transactions recorded by reducing the incidence of manual input errors.

## Progress towards outcomes

The programme scope has been revised and the current plan is to deploy the application in seven core locations, and to organize smaller trainings, incorporating them into already planned finance and information technology (IT) staff meetings.

**Outcome(s):** CODA-XL is fully implemented and in everyday use in five zone offices and 20 countries around the world.

### Achievements

- January to August 2009: Piloted deployments of CODA-XL in three locations with two templates using older version of the software. Tests have demonstrated that the application is working, and that it has generated great interest in the field, especially with its capacity to significantly improve efficiency when handling large volume transactions.
- August 2009: Pilot installation of the latest version of CODA-XL v4.001 in Russia.
- September 2009: Release of full installation pack which includes all components: software, step-by-step installation manual and a set of templates. All available on the FedNet for download.
- September 2009: Training of Asia Pacific zone finance unit analysts and IT focal points, and fine tuning the training programme.
- October 2009: First regional training in the Asia Pacific region covering 35 participants from more than 20 locations.
- November 2009: Specialized training of a support person for the Asia Pacific region in Geneva.
- November 2009: Second regional training - Europe finance team and IT support - covering 14 participants from 10 locations.

The benefits of CODA-XL will become more visible following the closure of the 2009 accounts:

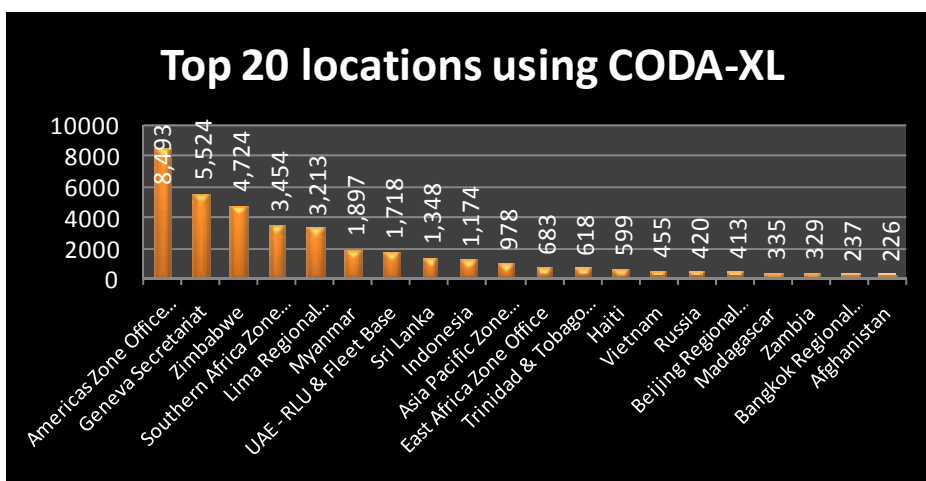
CODA-XL is now contributing to various processes in the secretariat by simplifying and speeding up transaction entries, and reducing the incidence of errors. Main processes that benefit from CODA-XL, include:

- Processing of working advances from National Societies and delegates.
- Processing of income and expenditure reallocations.
- Year end closing.
- Processing of supplier invoices.
- Processing of logistics charges.
- Processing of field location payroll transactions.

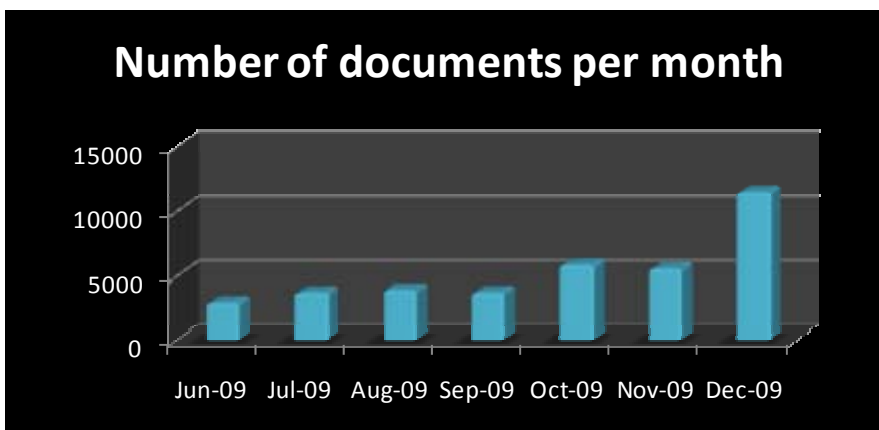
Additional processes in development, including:

- Processing of contributions received.
- Processing of travel-related expenditure and invoices.

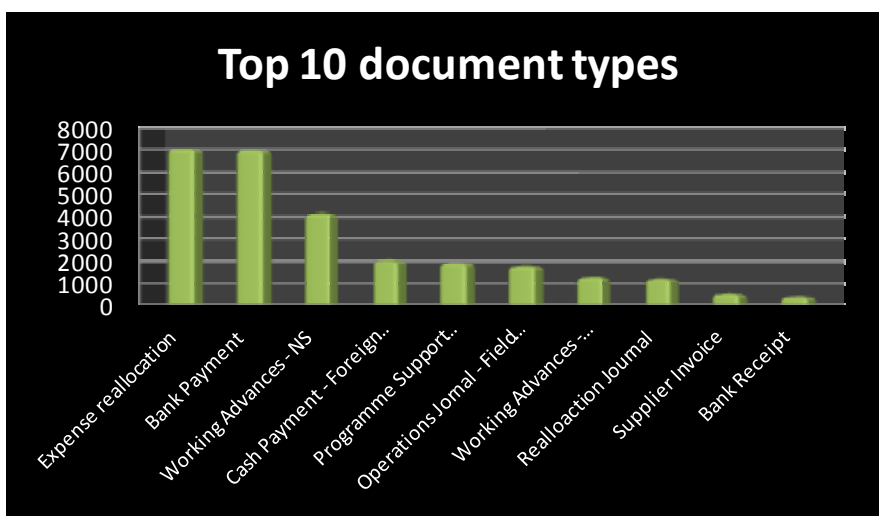
The total number of offices using CODA XL – 60 of which 20 use it regularly (significantly beyond initial expectations):



The following table indicates growth in use, based on the top 20 countries using CODA-XL with at least 100 transactions entered from June to December 2009:



The following table summarizes the main types of transactions that are processed using CODA-XL:



### Constraints or Challenges

- Lack of funding has resulted in a reduced scope.
- The revised plan will allow for the implementation of financial tools in field locations with reduced costs, but it is totally reliant on the internal resources of the finance systems and processes team.

### Looking ahead

- Despite the delay in implementation, the finance department still expects to deliver the reduced programme scope. Further analysis will need to take place to see how to roll out CODA-XL in the Africa and MENA regions.
- CODA-XL has proven to be a vital tool for processing transactions in emergency operations with limited connectivity.

How we work	
<p>The IFRC's activities are aligned with its Global Agenda, which sets out four broad goals to meet the IFRC's mission to "improve the lives of vulnerable people by mobilizing the power of humanity".</p>	<p><b>Global Agenda Goals:</b></p> <ul style="list-style-type: none"> <li>• Reduce the numbers of deaths, injuries and impact from disasters.</li> <li>• Reduce the number of deaths, illnesses and impact from diseases and public health emergencies.</li> <li>• Increase local community, civil society and Red Cross Red Crescent capacity to address the most urgent situations of vulnerability.</li> <li>• Reduce intolerance, discrimination and social exclusion and promote respect for diversity and human dignity.</li> </ul>
Contact information	
<p>For further information specifically related to this report, please contact:</p> <ul style="list-style-type: none"> <li>• <b>Andrew Rizk, Head of Finance department, Geneva; email: <a href="mailto:andrew.rizk@ifrc.org">andrew.rizk@ifrc.org</a>; phone +41 22 730 4649; and fax +41 22 730 4963.</b></li> </ul>	