

## Guideline procedure for budget changes in the UEM-programme

**The yearly budgets** are an agreement between the PSC and the individual partner. This agreement should in general stand throughout the budget year. But it can be changed, if

- there are good reasons to do so
- the proposed changes are parallel to changes in the partners own business plan,
- the proposed changes are in accordance with the guidelines of the programme document

Then the PSC may decide to approve a suggested change of budget.

As a UEM-partner needing or wishing to make such new agreement, you must formally write the PSC. You should write

- A letter (1 p.)
- A table with the originally agreed budget, the change and the proposed new budget.

**The letter** should be formally addressed to:

The Programme Steering Committee - Urban Environment Management Programme,  
Att: The Chair, Ms. Joanne Yawitch  
Department of Environment and Tourism  
Private Bag X447  
Pretoria 0001

Use two emails: [ble@deat.gov.za](mailto:ble@deat.gov.za) and [Ranjinip@deat.gov.za](mailto:Ranjinip@deat.gov.za)

The signature of the letter should be that of your member of the PSC or some person superior to her/him.

Content of the letter (guideline):

1. Formally ask for approval of the changes displayed in the table.
2. Confirm that parallel changes in your BP are approved/ will be approved by your institution.
3. Explain the reasons why the changes should be made.
4. Explain how the proposed changes are in line with the UEM-Programme's development objective, immediate objective and other guidelines. (See programme document)
5. Document or ensure to the PSC that the plans proposed will work, including that the activities will be done and money will be spent (wisely) before xxx a specific date - preferably in the budget year, otherwise next year.

**The table** should

- Show the originally approved budget (PSC 24 April or 28 Jun 2006) including *all line items and the total*
- Show the proposed new budget
- Show the proposed changes.

**You are always welcome to contact me** – incl. for discussion of what changes may be pertinent or how to draft the letter or the table. You may also consult drafts before submission.

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