



**Executive Board of the
United Nations Development
Programme and of the
United Nations Population Fund**

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Key Recommendations and Management Response

Evaluation recommendation 1.				
Management response:				
Key action(s)	Time frame	Responsible unit(s)	Tracking*	
			Comments	Status
1.1				
1.2				
1.3				

Evaluation recommendation 2.				
Management response:				
Key action(s)	Time frame	Responsible unit(s)	Tracking	
			Comments	Status
2.1				
2.2				
2.3				

Evaluation recommendation 3.				
Management response:				
Key action(s)	Time frame	Responsible unit(s)	Tracking	
			Comments	Status
3.1				
3.2				
3.3				

* Status of implementation is tracked electronically in the Evaluation Resource Centre database (ERC).

INSTRUCTIONS ON HOW TO USE THE TEMPLATES:**Clearance routing**

All parties involved in preparing and clearing the management response before final review by the Administrator or Associate Administrator are requested to enter their name(s), position and units. All management responses should be reviewed by the Division for UN Affairs/PB before completion.

Prepared by:	Include person preparing matrix
Contributors:	Include the names and units that contributed actions to the response. At minimum, this should include all ‘responsible units’
Cleared by:	Enter senior most-person in CO, unit or bureau who cleared the draft response on behalf of management
Reviewed by:	Enter name of person in Division for UN Affairs/PB who reviewed the response in light of Executive Board priorities
Input into and update in ERC:	Specify person in unit or bureau responsible for entering approved responses into Evaluation Resource Centre (ERC) database and periodically updating the information.

Template for UNDP Management Response to Independent Evaluations

The template is the format required for the submission to the Executive Board of management responses to independent strategic and corporate programme evaluations. The matrix should also be used for management responses to ADRs.

Please DO NOT CHANGE any formatting such as font type, font size and margins. Please do, of course, extend the matrix and adjust the numbering to match the number of recommendations and responses.

The entire cover sheet will be removed by the Executive Board Secretariat before formal distribution. The Executive Board Secretariat will also remove the two columns on ‘Tracking’, which are for internal use only.

Management responses to evaluations should be clear and comprehensive, and consist of the following elements:

- *Key conclusions and recommendations: Are conclusions and recommendations relevant and acceptable? (The Management Response should address all recommendations)*
- *Key actions: What are the concrete proposed actions? Who are the key partners in carrying out the actions?*

- Implementation of actions: *Who are the responsible units? What is the timeframe for implementation?*