



SOMALIA

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**Office For The Coordination Of Humanitarian Affairs (OCHA)**


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## MEMORANDUM

15 November 2007

To Eric Laroche  
UN Humanitarian Coordinator  
Somalia

From Philippe Lazzarini  
Head of Office  
OCHA Somalia

**Subject:** Request to endorse an amendment to the HRF guidelines

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At the biannual HRF Advisory Board meeting of 15 November 2007, the Board approved two amendments to the guidelines. The amendments add clauses to the following effect under appropriate Articles of the guidelines:

1. *"Under exceptional circumstances and the agreement of the Advisory Board, the Humanitarian Coordinator can approve a budget of more than USD 250,000 but not exceeding USD 500,000 per project."*
2. *"Under exceptional circumstances and the agreement of the Advisory Board, the Humanitarian Coordinator can approve more than three (3) projects for a given implementing agency, provided that the implementing agency has met its narrative and financial reporting obligations for its completed projects."*

The proposed amendments are intended to allow rapid response for sudden onset of humanitarian emergency of a significant scale by implementing agencies with excellent track record and response capacity. The proposed amendments have been cleared by OCHA Geneva.

We would be therefore grateful for your endorsement of the decision by the HRF Advisory Board for the amendments, effective immediately upon your endorsement.

Endorsed: .....

Date: ..... 16/11/07 .....

Eric Laroche  
UN Humanitarian Coordinator  
Somalia