

In some circumstances, to meet specific reporting requirements, UNICEF may request partners to submit Special Reports. These reports may be requested for various reasons, including

- donor requirements, capturing specific human-interest stories, submission of specific studies or research, or any other unique circumstances. For Special Reports, there is no reporting on the progress of indicators, only the submission of narrative reports and relevant attachments.
- As UNICEF aims to reduce the reporting burden on partners, Special Reports will only be requested in exceptional circumstances.

To promote timely reporting, Partners will receive e-mail notifications when the report is due, and a weekly reminder e-mail notification for each week the report is overdue.

To submit a Special Report: Sign In to the Partner Reporting Portal

Navigate to the Progress Reports page to view, search and access Reports

Alternatively, in the Programme Documents page, you can click on the Reports link or the programme you would like to access. Click on the reports tab to view the list of reports and their status

Click on the Special Report you would like to access

In the reporting page you will see a message from the UNICEF focal point that describes the type of information to be entered or uploaded for the Special Report

In the narrative section, you will be able to enter a brief description of the information required for the Special Report

Partners can also upload any additional information into the attachments section

To submit the Special Report, click on the Submit icon.

- If you are a registered Authorized Officer for the organization, the report will be submitted automatically to UNICEF
- However, if you are a not an authorized officer, a dialogue box will open requesting that you select your organization's authorized officer
- o Select an Authorized Officer from the drop down list and click submit.

Once submitted, the Authorized Officer will receive an e-mail notification that you have submitted a report to UNICEF on their behalf. The UNICEF focal point will also receive an e-mail informing them that your organization has submitted the report.