

COIN FUNCTIONALITIES

(last updated on 16 March 2018)

Legend

FAO = All FAO personnel - RO = Regional Offices
LO = Liaison Offices – SRO = Sub-Regional Offices
FAOR = FAO Representations

Full read-only is automatically granted to OSD, CSAP, LEG, OED, ODG, OIG and CSD staff.
Requests from other FAO users are evaluated on a case-by-case basis.

MENU: COUNTRIES AND OFFICES

Menu Item	Source	Module Description		Data Owner	Data Input	Update frequency	Related Reporting/Information Tools	Available to
Budget Management	GRMS FPMIS COIN PIRES	Preparation of FAORs Periodic Budgetary Report (RP funds only)		OSD RO	FAOR RO	quarterly	– Financial statements and transaction listings for RP – Automatic display of AOS income target and credits	OSD, SAP, LEG, OED, ODG, OIG, CSD
		Financial monitoring of AOS-funded posts		RO	RO	ad hoc		
		Submission of security budgetary requests		DDOS	FAOR DDOS	ad hoc	Financial statements and transaction listings for security funds	
Facilities Management	COIN	Physical and financial data on premises hosting FAO Staff		OSD	FAOR RO	yearly	Map of FAO buildings in the world	FAO
		Calculation of greenhouse gas emissions		CSAI		yearly		
		Reporting on MOSS compliance status		DDOS		ad hoc	MOSS compliance report	
Office Management	COIN	– Head of office name and absences		OSD	OSD FAOR RO/SRO LO	ad hoc	Office contacts displayed on the office page Heads of Office directory	FAO
		– Office address and telephone numbers						
		– Working hours		CIO	OSD	ad hoc	includes historical data	
		– Official holidays			FAOR RO	ad hoc	IT Support report	
– IT support: IT support providers								
Documents & Reports	COIN	Repository of FAORs office and country related reports		OSD	FAOR RO	ad hoc	Documents & Reports report	FAO
Assets	GRMS COIN	Local inventory	tracking of FAOR non-expendable equipment	OSD	FAOR RO	ad hoc		OSD, CSAP, LEG, OED, ODG, OIG, CSD
		Vehicles logs	monitoring of FAORs vehicles fleets (use, costs and petrol coupons)					
		Vehicle replacement	submission of yearly vehicles replacement requests to Regional Offices			yearly		
		IT Equipment Replacement	management and monitoring of yearly IT equipment replacement plan		FAOR CIO	yearly	IT equipment replacement report	
Local Contracts	COIN GRMS	Monitoring of local services contracts with possibility to select related purchase orders raised in GRMS		OSD CIO	FAOR	ad hoc	Local services contracts report	SSC, OSD, CSAP, LEG OED, ODG, OIG, CSD

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Banks	COIN GRMS	Panel of Signatories: management and monitoring of FAORs banks signatories. Displays list of bank accounts from GRMS.		OSD	FAOR	ad hoc		CSF, SSC, OSD, CSAP, LEG, OED, ODG, OIG, CSD
Staff	GRMS COIN	AOS posts	monitoring of AOS-funded posts for the preparation of Periodic Budgetary Reports	OSD	RO	ad hoc		DDOS, SSC, OSD, CSAP, LEG, OED, ODG, OIG, CSD
		ODG Bulletin	Insertion of the ODG Bulletin displayed on the office page		OSD	Ad hoc		
		Staff Presence	physical location of FAO staff based on buildings inserted in the Facilities Management Module and official and private staff contacts		FAOR	monthly	Office contacts: staff office contacts displayed on the office page	
		FAO Staff distribution	number of FAO staff by country and type of contract		n/a	n/a		
Government & Contribution	COIN	Host Country Agreement	Repository of HCAs	OSD	OSD	ad hoc		CSF, OSD, CSAP, LEG, OED, ODG, OIG, CSD
		Yearly in-kind contributions	Government in-kind contributions to FAORs		FAOR	yearly		
Security RSM = Residential Security Measures MOSS = Minimum Operating Security Standards	GRMS COIN	RSM Measures	List of RSM requirements as per UNDSS guidelines.	DDOS	DDOS	DDOS	RSM Measures Report Linked to the Security Budget module for the processing of RSM reimbursements.	FAO
		RSM Compliance Monitoring	Monitoring of RSM compliance					OSD, CSAP, LEG, OED, ODG, OIG, CSD
		Security Standards Documents	Uploading of UNDSS Interoffice Memorandum				Available on the Country Page and in the Security Budget module for monitoring purposes	FAO
		MOSS Standard Requirements	List of MOSS requirements as per UNDSS guidelines.				MOSS Compliance Report: compliance with MOSS requirements confirmed by the FAOR (Facilities Management module). Linked to	OSD, CSAP, LEG, OED,

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						the Security Budget module for the processing of MOSS requests.	ODG, OIG, CSD

MENU: BRIEFS ONLINE

Item	Source	Description	Data Owner	Data input	Update frequency	Available to
BOL Requests BOL (Responsible Units view) BOL (TD Responsible Units view) BOL (Contributing Unit view) Briefs on Demand	COIN	Preparation and submission of Country Briefs	OSD	RO, SRO, LO, FAOR, HQ	ad hoc	FAO (restricted fields to ODG and OSD)

MENU: INFORMATION

Item	Source	Description	Data Owner	Data Input	Update frequency	Available to
Geographical Coverage	COIN	List of Decentralized Offices by Region List of countries for operational purposes list of countries invited to Regional Conferences	OSD		runtime	FAO
OSD Publications	Intranet	Link to OSD Website	n/a		n/a	
Manuals	COIN	<ul style="list-style-type: none"> FAO Handbook COIN online help Manual for the Management of Country Offices FAOR Booklet Manual for Regional Conferences 	OSD		ad hoc	
Links	Intranet	<ul style="list-style-type: none"> Country Programming Framework (CPF) 	n/a		n/a	

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MENU: INFORMATION

Item	Source	Description	Data Owner	Data Input	Update frequency	Available to
	Internet	<ul style="list-style-type: none"> Health Service Protocol Unit Website UNDSS (Security) 				
Utilities	COIN CSA	<ul style="list-style-type: none"> DO Mailing Labels IT Wan Status Pouch Schedule 	OSD CSA		runtime	

MENU: FINDING PEOPLE AND OFFICES

Item	Source	Description	Data Owner	Data Input	Update frequency	Available to
DO e-mail (directory)	COIN	List of Decentralized Offices e-mail addresses	OSD	Office Management module	runtime	FAO
FAO Buildings in the world	COIN	Map of Decentralized Offices based on the data provided by Field Offices in the Facilities Management module			n/a	
FAO Employee Directory	Intranet	link to MyFAO	n/a			
Heads of Office	COIN	<ul style="list-style-type: none"> Contact information for Decentralized Offices Heads of Office Decentralized Offices Heads of Office absence list 	OSD	Office Management module	runtime	
Deputy & Assistant FAORS (directory)	COIN	List of Deputies FAOR and Assistants FAOR by Region				
IT Support Report	COIN	Contact information for Decentralized Offices Office Technology Coordinators (OTC)				CIO
Visitors/FAORs Briefing Schedule	COIN	Management and monitoring of briefing schedules of field visitors to HQ		OSD	ad hoc	FAO

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MENU: GLOBAL FUNCTIONS							
Item	Source	Description		Data Owner	Data Input	Update frequency	Available to
Health Alerts	COIN	List of current disease outbreaks. COIN automatically alerts travellers by email providing links and documents for adequate and timely health preventive measures.		CSDM	CSDM	ad hoc	FAO
CMS	n/a	link to access the CMS for the preparation of Country Offices Websites		-	-	-	FAOR
OSD Candidate Tracking System	COIN	List of available candidates		OSD	OSD	ad hoc	OSD, CSAP, LEG, OED, ODG, OIG, CSD
Documents & Reports Report		List of country documents and office reports uploaded by Decentralized Offices			FAOR	ad hoc	FAO
Operational Responsibilities		List of focal points/responsible officers on specific matters displayed on the office page			OSD	ad hoc	FAO
Office Monitoring Alerts		Monitoring of data quality and required administrative actions			n/a	runtime	FAOR, RO, CIO, OSD, CSAP, LEG, OED, ODG, OIG, CSD
Facilities Management Report	Monitoring of premises hosting FAO staff in the field. Report based on the Facilities Management module data		FAOR RO			CSAI, CSF, CIO, DDOS, OSD, CSAP, LEG, OED, ODG, OIG, CSD	
Vehicles Replacement Exercise	COIN GRMS	Report for the monitoring of the yearly vehicle replacement exercise			FAOR RO	runtime	RO, OSD, CSAP, LEG, OED, ODG, OIG, CSD
Audit Reports		Monitoring of Recommendations to Audit Reports on Decentralized Offices			OSD	OSD	ad hoc
Budget – FAOR	GRMS COIN	• Regional Budget Management	management and monitoring of the RP budgetary situation of the Regional Pool and Decentralized Offices. Preparation of journal vouchers.	OSD	FAOR RO	runtime	RO, OSD, OSP, OSD, CSAP, LEG, OED, ODG, OIG, CSD
		• Global Financial Situation	report based on Regional Budget Management data		n/a		
		• Utilities Expenses Report	monitoring of utilities expenditures by office		n/a		
		• FAOR Estimated Staff Costs	evaluation of yearly estimated staff cost		n/a		
Budget – Field Security	GRMS COIN	• Security Budget Management • Security Distribution Journal	preparation of journal vouchers for submission to OSP based on requests inserted in the Budget Management module under the Security tab		DDOS		DDOS, OSD, OSD, CSAP, LEG, OED, ODG, OIG, CSD

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MENU: **WORKFLOW**

Item	Source	Description	Data Owner	Data input	Update frequency	Available to*
Workflow pending items	COIN	<u>Working tools</u>	OSD	FAOR RO HQ	runtime	n/a
Workflow administration		<ul style="list-style-type: none"> Processing of workflow requests Re-routing of workflow requests <i>Modules involved:</i> Budget Management, Disposal Requests				

Not on Top Menu

Item	Source	Description	Data Owner	Data input	Update frequency	End Users
<u>Office page</u>						
IT Information	COIN	Information on offices networks, connection providers and video conference devices.	OSD	FAOR	yearly	CIO, OSD, CSAP, LEG, OED, ODG, OIG, CSD
<u>Country page</u>						
DSA Rate & Travel Agents	COIN	<ul style="list-style-type: none"> Applicable DSA rates for the main cities of a specific country List of travel agents to which the selected Field Office refers to organize official travels 	GRMS OSD	n/a FAOR	overnight yearly	FAO
Country visitors	GRMS	List of FAO staff travelling to a specific country based on approved travel authorizations. COIN automatically informs Field Offices by email of the forthcoming visits.	n/a		overnight	
Ministerial List	Protocol database	list of Ministers of a specific country	CPA		runtime	