Template for Process Action Plan (PAP) for Projects and Programmes above DKK 39 million

| Action/product | Deadlines | Responsible/involved units | Comment/status |
| --- | --- | --- | --- |
| The project/programme budget is inserted into the proposal for the Finance Act | Ensure that the project budget is inserted into the proposal for the Finance Act – hearing will be sent out by APD  (normally in February/March) | Responsible unit |  |
| **Identification** | | | |
| Process Action Plan for project/programme development up to the registering of commitments | Min. 14 months prior to the Minister’s approval | Responsible unit in consultation with potential partners and Task Force, if established | PAP to be updated at regular intervals |
| Establishing a Task Force, if relevant |  | Responsible unit |  |
| Recruitment process for consultants initiated, if applicable |  | Responsible unit | EU-tender takes about 6-8 months |
| Preparatory analyses followed by scoping exercise and final project/programme selection |  | Responsible unit in consultation with Task Force, if established | Analyses encompassing problem analysis, donor mapping, input from relevant partner strategies and lessons learnt |
| Drafting of Identification Note | Min. 11 months prior to the Minister’s approval | Responsible unit in consultation potential partner(s) and with Task Force, if established | Early dialogue with partner can save time eventually and increase probability of ownership. |
| **Formulation, quality assurance and approval** | | | |
| Initiate development of Project/programme Document based on the Identification Note | Min. 10 months prior to the Minister’s approval | Responsible unit in dialogue with potential partner(s). Consultant contracted as needed | An external consultant can be of major support in the formulation of the project/programme document. |
| Formulation | Min. 9 months prior to the Minister’s approval | Responsible unit in dialogue with partner. Support from consultant, as needed. | Application of the fundamental considerations proportionally to the complexity of the project/programme. |
| Request for appraisal forwarded to ELQ | Min. 7 months prior to the Minister’s approval |  | Draft TOR for appraisal, revised draft PAP and  Draft Program Document and associated partner documentation |
| Tendering for and contracting of appraisal consultants, including mobilisation period |  |  | One month mobilisation period |
| Forward early draft of project/programme document to ELQ for  public consultation | 17 days in advance of the meeting in the Programme Committee | Responsible unit and ELQ | An early draft should provide sufficient outline of the intended project/programme without having all details fully fleshed out. |
| Meeting in Danida Programme Committee | Min. 6 months prior to the Minister’s approval | ELQ and responsible unit | List of received responses from the consultation |
| Finalisation of the project/programme document | Min. 5 months prior to the Minister’s approval | Responsible unit | Summary conclusions from the Programme Committee taken into account |
| Quality assurance: Appraisal | Min. 4 months prior to the Minister’s approval | Development specialist from ELK or the responsible unit | An independent view must be safeguarded during appraisal |
| Draft Appraisal Report, including summary of conclusions and recommendations |  | Development specialist from ELK or the responsible unit |  |
| Final appraisal report integrating comments from responsible unit and partner | Min. 2 months prior to the Minister’s approval | Development specialist from ELK or the responsible unit |  |
| Final Project Document, annexes and appropriation cover note forwarded to ELQ | Min. 13 working days before meeting in Council for Development Policy | Responsible unit |  |
| Presentation to the Council for Development Policy | Min. 1 month prior to the Minister’s approval of the project | Responsible unit |  |
| The minister approves the project |  | ELQ submits the proposed project/programme together with the minutes of meeting | After Council for Development Policy meeting |
| Document for Finance Committee (Aktstykke) and presentation to the Parliamentary Finance Committee, if applicable | After the Minister’s approval |  | Only if direct legal basis for the commitment is not in place at Finance Act |
| **Initial actions following the Minister’s approval** | | | |
| ELQ facilitates that grant proposals are published on Danida Transparency after the Minister’s approval |  | ELQ |  |
| Signing of Government-to-government agreement(s) and/or other legally binding agreements (commitments) with partner(s) | After the Minister’s approval | Responsible unit |  |
| Register commitment(s) in MFA’s financial systems within the planned quarter | After agreement(s) are signed | Responsible unit |  |