## 

**Inception Project Document**

**Strategic Sector Cooperation in**

**[x-sector]**

**between**

**Denmark and [Partner Country]**

**(max 3 pages ex frontpage)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | |  | MFA File number |
| **Partner Country** | |  | |
| **Project duration (years/months)[[1]](#footnote-1)** | |  | |
| **Total budget (DKK)** | |  | |
| **Thematic focus** | |  | |
| **(Potential) Partner Authority, including contact person (s)** | |  | |
| **Responsible Danish Public Authority, including contact person (s)** | |  | |
| **The Danish Embassy:**  **Head of Representation:**  **Sector Counsellor:** | |  | |
| **Outputs and activities**  *The main output of the Inception Project Phase is the formulation of a full SSC project – based on relevant activities during the inception phase clarifying and gathering the required information and knowledge using an approach of mutual understanding and close dialog with the Partner Authority. Another output will be a background/sector document.* | | | |
| **Output 1**  **Early action/activities** | **Activities *[examples]***   * *Training workshops* * *Studies* * *Study tours / missions e.g. fact finding, design, formulation* * *Provision of early input to e.g. revision of legal framework, …* | | |
| **Output 2**  **Background document** | **Activities**   * *Finalisation of the Background Document (Guidelines Annex 1)* | | |
| **Output 3**  **Full SSC project proposal** | **Activities:**   * *Final identification of Partner Authority and assessment of its mandate, power and challenges in order to address the development problem* * *Reaching agreements with The Partner Authority* * *Joint formulation of the future cooperation on the SSC, this includes reaching agreement on the purpose, approach, division of labour, responsibilities, time line and expected results of the cooperation etc.* * *Finalisation of the following documents using SSC templates:* * *Full Project Document* * *Results Framework and Work Plan* * *Activities and Budget* * *ToR for the Project Steering Committee* | | |
| **Budget** | [insert total budget from budget tools in TEMPLATE 5]. | | |
| **Management and Organization** | * *How will the inception phase / project be managed and by whom?* | | |

Authorised Signature:

Name:

Date:

Name of Danish Public Authority:

1. Project start will be the date of Danish MFA approval [↑](#footnote-ref-1)