# Annex 2: Model Process Action Plan for Programme Formulation

The table below should be read as an illustrative example of how a process action plan may look. It may serve as a template to be amended as needed for the individual process. For smaller PSF projects and reserve fund projects, the lead unit should consult the PSF Secretariat regarding possible abbreviated processes in order to speed up identification, formulation and approval. See AMG for

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Event/action | Deliverable | Involved parties | Approx.timing |
| Step 1 | Consultation with Secretariat |  | * Programme facilitator
* PSF Secretariat
 | Start minus X months |
| Step 2 | Initiation of background context analysis (including conflict analysis, political economy analysis/stakeholder analysis) | ToR/contractingReport | * Programme facilitator to commission inputs (often outsourced)
* Consultant/researcher
 | Month 1 |
| Step 3 | Formation of Task Force |  | Programme facilitator | Month 1 |
| Step 4 | * Identification Note development, review context, identifies options, modalities, lessons, risks etc
* Presentation to PSSG
 | Identification Note | * Programme facilitator
* Project officers
* PSF Secretariat
* Task Force
* Consultant\*

Approval by PSSG | Month 3 |
| Step 5 | * Draft programme document & project documents prepared
* Incl. Formulation mission & consultation with potential partners
 | Draft programme & project documents | * Programme facilitator (oversight function)
* Project officers
* Task Force
* PSF Secretariat
* FRU
* Consultant\*
 | Month 5 |
| Step 6 | Presentation of draft to Programme Committee |  | * Programme facilitator
* MFA Programme Committee with inclusion of MOD/MOJ and others as relevant
 | Month 6 |
| Step 7 | Appraisal | Appraisal report | * Programme facilitator/project officer
* ELK Appraisal team
* FRU
 | Month 7 |
| Step 8 | Finalisation of programme and project documents | Final documents  | * Programme facilitator (oversight function)
* Project officers
* Consultant\*
 | Month 9 |
| Step 9 | Presentation to External Reference Group  | Approval to proceed | * Programme facilitator
 | Month 10 |
| Step 10 | Consultation and approval in PSSG | Recommendation for approval | * Programme facilitator
* Secretariat
 | Month 10 |
| Step 11 | Ministerial approval | Approval  | Programme facilitator | Month 11 |
| Step 12 | Preparation and Signing of agreements with partners | Draft and final agreements | Programme facilitator | Month 12 |