

ANNEX D

Overview of Programme Coordinator/Desk Officer key responsibilities

Task	Responsible
Prepare draft Programme/Project proposal for the steering committee	Programme Coordinator/Desk Officer
Determine what activities are ODA eligible	Programme Coordinator/Desk Officer in consultation with the secretariat and the Quality Assurance Departments where relevant (mandatory for §06)
Programme/Project approval	Steering Committee/Ministers/Parliament
Sign formal agreement with implementing partner	Head of Department
DAC-funds only: Register Programme/Project data in PDB and FMI (including submitting budgets)	Programme Coordinator/Desk Officer
Report on commitments and planned disbursement schedule to the Programme Coordinator and Secretariat	Desk Officer
Ensure that the implementing partner makes a disbursement request	Desk Officer
Disburse installment of funds	Desk Officer
Report to Programme Coordinator and Secretariat on expected and actual disbursements of funds based on dialogue with the implementing partner	Desk Officer
Report to secretariat on overall Programme/Project progress	Programme Coordinator/Desk Officer
Contribute to annual reports to Ministers, Parliament and others (upon request from the secretariat)	Programme Coordinator/Desk Officer
Programme/Project completion report consisting of financial report (audited) and substantive report (results and lessons learned).	Programme Coordinator/Desk Officer

ANNEX D

Creating documentation for Programme and Projects

After a Programme/Project has been approved by the Steering Group or ministers and is ready to be initiated by the “Programme Coordinator/Desk Officer” (of the responsible department within MFA, Embassy or MoD agency responsible for the project) the correct documentation must be created. Note: **all case forming material must be filed in the respective archive systems.**

A programme/project involving DAC-funds (§06.32.08.80.):

1	File no.	Each Programme, project as well as each Peace and Stabilisation Engagement under the Programmes must be assigned a unique file number (j.nr.). This number is provided by SSP upon request of the Programme Coordinator/Desk Officer. The number will always look like this: 46.H.1-6-0-X-YY., where “X” denotes the geographical area of the project and “YY” denotes the particular Engagement.
2	PDB	Any Programme, project as well as each Peace and Stabilisation Engagement must be created in PDB. This is the responsibility of the Programme Coordinator/Desk Officer respectively.
3	Economy	The Desk Officer must decide commitment and disbursement rates and inform SSP and KVA of this.
4	FMI	The Desk Officer must create a budget in FMI. From the list of responsible units in FMI <u>choose SSP</u> and ‘create budgets’. Then choose the right frame and activity. Please select your <u>own unit</u> as the “responsible unit”. Ask the FMI/PDB team to link the project in PDB with the budget in FMI (via servicedesk@um.dk). The newly created project will then appear in FMI under the portfolio of your own unit. From FMI it is now possible to <u>create job, register commitment, create creditor and make disbursement.</u>
6	Adjustments	With each call for frame adjustment the Desk Officer must inform SSP and KVA about the commitment and disbursement rates, whether or not changes have been made since the last adjustment.

A programme/project consisting of *only* MFA non-DAC-funds (§06.11.15.40.) or §12.21.01.50:

1	File no.	Each Programme, project as well as each Peace and Stabilisation Engagement under the Programmes must be assigned a unique file number (j.nr.). This number is provided by SSP upon request of the Programme Coordinator or Desk Officers. The number will always look like this: 46.H.1-6-0-X-YY., where “X” denotes the geographical area of the project and “YY” denotes the particular project.
2	Economy	The Desk Officer must decide disbursement rates on quarterly basis.
3	FMI	<u>For §06.11 only:</u> The Desk Officer must create a budget in FMI. From the list of responsible units in FMI <u>choose SSP</u> and ‘create budgets’. Then choose the right frame and activity. Please select your <u>own unit</u> as the “responsible unit”. Ask the FMI/PDB team to link the project in PDB with the budget in FMI (via servicedesk@um.dk). The newly created project will then appear in FMI under the portfolio of your own unit. From FMI it is now possible to <u>create job, register commitment, create creditor and make disbursement.</u>
5	Adjustments	With each call for frame adjustment the Desk Officer must inform SSP/ KVA (06.11) and MoD International Department (§12) about the disbursement rates on a quarterly basis, and any changes made since the last adjustment.