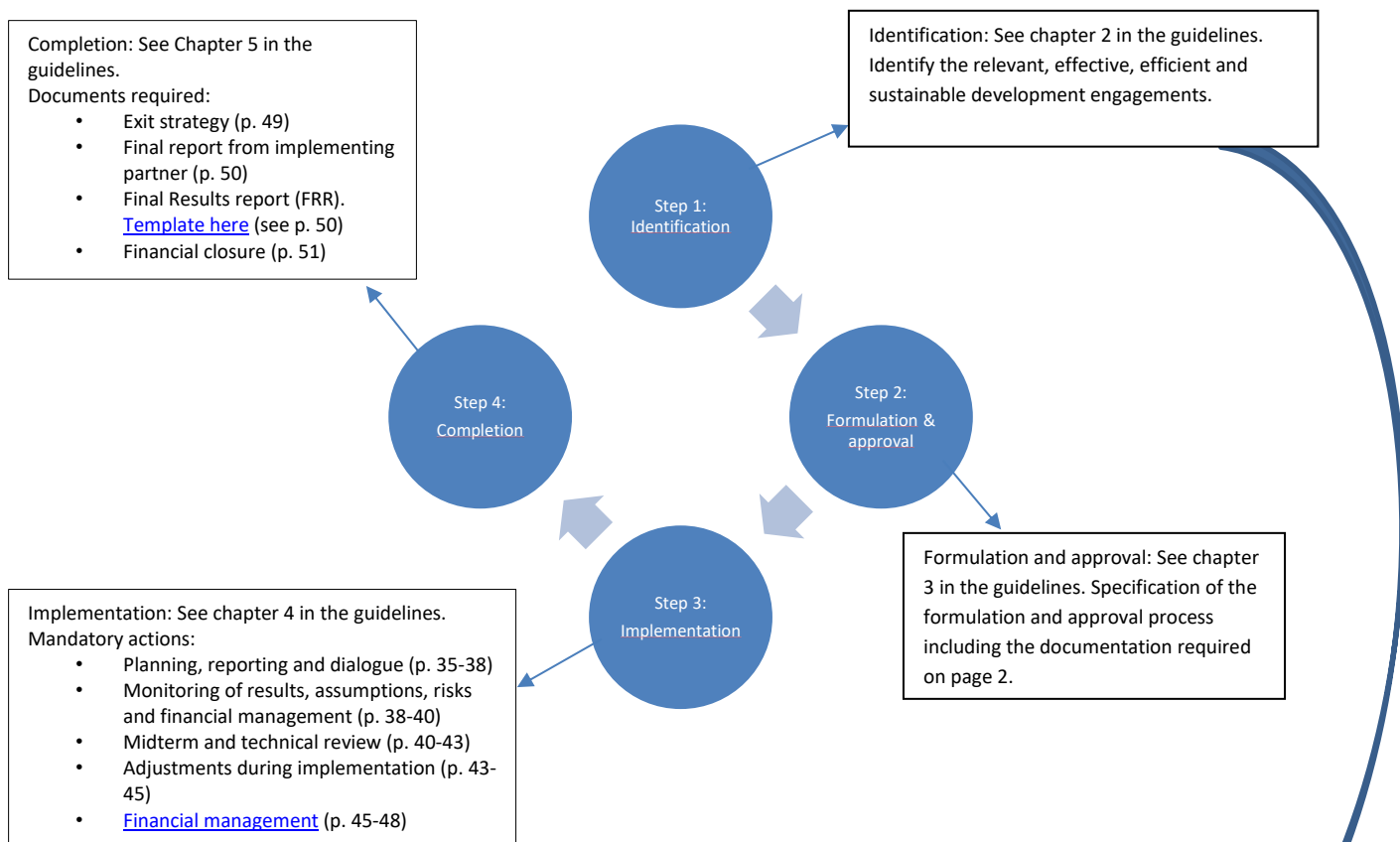


Quick guide for programmes and projects above DKK 39 million

The grants for programmes above DKK 39 million must be submitted to the Programme Committee for strategic advice. There are two types of programmes above DKK 39 million, regional/country programmes and regular programmes. Regional and Country Programmes can have up to 15 engagements/partners, whereas regular programmes can have up to 8 engagements/partners. The concept note to be submitted to the Programme Committee must not exceed 15 pages when it concerns a regional or Country programme, whereas it must not exceed 8 pages when it concerns a regular programme above DKK 39 million. The final programme document must not exceed 35 pages for regional/country programmes and 15 pages for regular programmes. All Programmes must reflect the overall Danish strategy for development cooperation.

The overview of the programme cycle and the approval process below make direct references to the guidelines (page references), annexes and/or tools and templates, where thorough information can be found on the given subject. The references can also be found on the main site in the right side column [here](#).

Overview of the programme cycle:



Specification of the identification in step 1:



<p>Output:</p> <p>Concept note based on:</p> <ul style="list-style-type: none"> Context analysis (annex 1) Partner(s) (annex 2) Results framework (annex 3) Preliminary budget (annex 4) Risk Management (annex 5) PAP single-partner or programme (annex 8) 	<p>Required documents:</p> <p>Concept note with standard annexes</p> <p>Output: Minutes from the Programme Committee's meeting</p>
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Specification of the approval process in step 2:



Output:	Required documents:	Actions:	Required documents:	Required documents:	*only in cases with no direct legal basis in the Finance Act
<p>Final Programme/project document</p> <p>Including standard annexes:</p> <ol style="list-style-type: none"> 1. Context analysis 2. Partner(s) 3. Results framework 4. Budget 5. Risk Management 6. List of supplementary materials 7. Plan for communication of results 8. PAP (single-partner or programme) <p>DEDs (multiple partners)</p> <p>Partner agreement</p>	<p>Final programme/project document with annexes and other relevant documentation</p> <p>Output: Appraisal report and signed table of appraisal recommendations and follow-up actions</p>	<p>Incorporate recommendations and follow up actions from TQS</p> <p>Output: Final programme/project document with annexes and DED(s)</p> <p>Table with appraisal recommendations</p> <p>Partner agreement</p> <p>Approval by relevant under-secretary</p>	<p>Appropriation Cover Note for single-partner projects or programmes</p> <p>Final programme/project document incl. standard annexes</p> <p>Signed Quality Assurance Checklist (Annex 9)</p> <p>Output: Minutes from UPR meeting</p>	<p>Appropriation Cover Note</p> <p>Minutes from UPR meeting</p> <p>Output: Minister's approval</p>	<p>Output: Approval by the Finance Committee</p>