Template for Process Action Plan (PAP) for Projects and Programmes between DKK 10 and 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. 9 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. 7 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. 6 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 proper | Min. 5 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. |
| Tendering for and contracting of appraisal consultants, including one month mobilisation period | Min. 4 months prior to the Minister’s approval |  | Draft TOR for appraisal, revised draft PAP and Draft Program Document and associated partner documentation |
| Meeting in Danida Programme Committee, if so requested by responsible unit; otherwise this step is skipped | Min. 4 months prior to the Minister’s approval | ELQ and responsible unit | No public consultation |
| Finalisation of the project/programme document | Min. 3 months prior to the Minister’s approval | Responsible unit | Summary conclusions from the Programme Committee taken into account, if applicable |
| Quality assurance: External Appraisal | Min. 2 months prior to the Minister’s approval | Responsible unit | An independent view must be safeguarded during appraisal |
| Final external appraisal report integrating comments from the responsible unit and partner(s) | Min. 1 months prior to the Minister’s approval | Responsible unit |  |
| Quality Assurance Checklist (Annex 9): documentation of the appraisal process |  | Responsible unit | Signed by the responsible desk officer and the Head of unit and attached to the project/programme documents |
| Checklist for approval by the Under-secretary for development policy:QA of required documentation |  | Responsible unit | The filled-in checklist to be attached to the project/programme document, appropriation cover note and Annex 9 |
| All documentation are sent in F2 for the Under-secretary’s endorsement via the Head of unit and ELQ (Modtagelse i Bevillingssekretariatet)  |  | Responsible unit | Required documentation: Appropriation cover note Final Project Document, including annexes Quality Assurance Checklist (Annex 9)Checklist for approval by the Under-secretary for development policy |
| ELQ presents the grant for final approval by the Minister  |  | ELQ |  |
| The minister approves the project |  | ELQ submits the proposed project/programme together with the minutes of meeting |  |
| **Initial actions following the Minister’s approval** |
| ELQ facilitates that grant proposals are published on Danida Transparency after the Minister’s approval | After Minister’s approval | ELQ |  |
| Signing of Government-to-government agreement(s) and/or other legally binding agreements (commitments) with partner(s) | After Minister’s approval | Responsible Unit |  |
| Register commitment(s) in MFA’s financial systems within the planned quarter | After agreement(s) are signed | Responsible unit |  |