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| Template 10b - [DD/MM/YYYY] |
| Terms of Reference for the Programme Management Group |

**1. Mandate and Scope**

The Programme Management Group (PMG) is a forum for joint decisions and management of the Strategic Sector Cooperation (SSC) framework programme (FP) between the MFA (MYNSEK) and the [Danish public authority]. The PMG forms part of the SSC governance structure together with the Strategic Management Group (SMG) and the Project Steering Committees (PSC). Each individual SSC project has a PSC, which is responsible for joint decision making, strategic dialogue, approving project-specific documents.

The mandate of the PMG is to assess and discuss the overall progress, results, learnings and challenges of the FP and underlying SSC projects.

**2. Composition**

The MFA is represented by the [responsible desk officer] in MYNSEK and the [Danish public authority] is represented by [project managers]. One to two representatives from the Danish embassies in countries with a project under the FP can participate in the PMG meetings on a rotational basis.

**3. Specific tasks**

* Review annual FP progress reports and financial expenditure reports. The reports are approved by the SMG;
* Discuss and approve annual activity plan for FP activities, (MEAL and communications) including budget, and activities related to Danida Fellowship Center;
* Discuss relevant sector themes and issues, implementation modalities and experiences of relevance to the programme and its projects;
* Review draft project documents for new projects and new phases and submit for SMG approval;
* Discuss new or updated context analyses for new projects or phases;
* Discuss changes at the FP and project levels, ensuring that all stakeholders are informed and comply with all requirements;
* Approve the annual workplan and budget for each SSC project in the FP;
* Approve changes in outcomes and outputs for SSC projects in the FP;
* Endorse costed extensions of projects for SMG approval;
* Approve reallocation between projects in the FP (up to 15% of the project’s budget, with a maximum of 1.5 million DKK);
* Endorse proposed allocation of unallocated FP funds for SMG approval;
* Endorse final reports and accounts when projects are completed or closed for SMG approval;
* Other topics relevant to the operation of the FP.

**4. working procedures**

The [Danish public authority] chairs the PMG. Decisions are consensus based.

The PMG meets biannually:

* In March/April to review the annual progress report and the annual financial expenditure report at FP level, incl. deviations and challenges encountered during the implementation of the individual SSC-projects in the FP, and other specific tasks as necessary;
* In November/December to discuss the following year’s FP and budget planning, including the capacity and contributions of all stakeholders involved, and other specific tasks as necessary.

The chair is responsible for organising and facilitating the two annual meetings, and for arranging for any follow-up with the PMG and SMG. Extraordinary meetings can be arranged if necessary. The chair is also responsible for taking minutes. Minutes are circulated to all members within a week of the meeting for comments, and are completed within two weeks after the meeting.

All preparatory materials and documents, reports and agenda, are prepared by the chair and shared with the PMG members no later than two weeks before the meeting is held. The chair will announce the meetings with at least one month’s notice.

Meetings are held physically, but can be hosted virtually if necessary.