Template for Process Action Plan (PAP) for Programmes above 39 mill. DKK

| Action/product | Deadlines | Responsible/involvedPerson and unit | Comment/status |
| --- | --- | --- | --- |
| The programme budget is inserted into the proposal for the Finance Act – hearing will be sent out by UPF (normally in February/March) | Min. 20 months prior to the minister’s approval of the programme | Responsible: Person/unitInvolved: Person/unit |  |
| Process Action Plan. Addressing planning of design, formulation, appraisal and approval. | Min. 20 months prior to the minister’s approval of the programme |  | Consult PAP with Partner and with KFU |
| Analysis started  | Min. 20 months prior to the minister’s approval of the programme |  |  |
| Draft Concept note and annexes | Min. 17 months prior to the minister’s approval of the programme |  |  |
| Forward Concept note and annexes to TAS Public consultation of Concept note.  | 17 days in advance of meeting in Danida Programme Committee |  |  |
| Meeting in Danida Programme Committee. List of received responses from the consultation and summary conclusions from Danida Programme Committee. | Min. 16 months prior to the minister’s approval of the programme |  |  |
| Initiate development of Programme Document and Development engagement Documents | Min. 16 months prior to the minister’s approval of the programme |  |  |
| Draft Programme Document and Development Engagement Document | 10 months prior to the minister’s approval of the programme |  |  |
|  for appraisal forwarded to KFU including:All draft documentation for programme forwarded to TASDraft Program Document incl. Development engagement Documents and associated partner documentation | Min 10 months prior to the minister’s approval of the programme |  |  |
| Appraisal Report including summary of conclusions and recommendations  | Min. 5 months prior to the minister’s approval of the programme |  |  |
| Final Programme Document, annexes and Development engagement Documents forwarded to TAS | Min. 13 working days before meeting in Council for Development Policy |  |  |
| Presentation to the Council for Development Policy | Min. 2 months prior to the Minister’s approval of the programme |  |  |
| The minister approves the programme | After Council for Development Policy meeting |  |  |
| Document for Finance Committee (Aktstykke)If direct legal basis for the commitment is not in place at Finance Act: Presentation to the Parliamentary Finance Committee  | After Minister’s approval |  |  |
| Signing of Government-to-government agreement(s) and/or other legally binding agreements (commitments) with partner(s) | After Minister’s approval |  |  |
| Register commitment in MFA’s financial systems within budgeted quarter. | After agreement(s) are signed |  |  |