

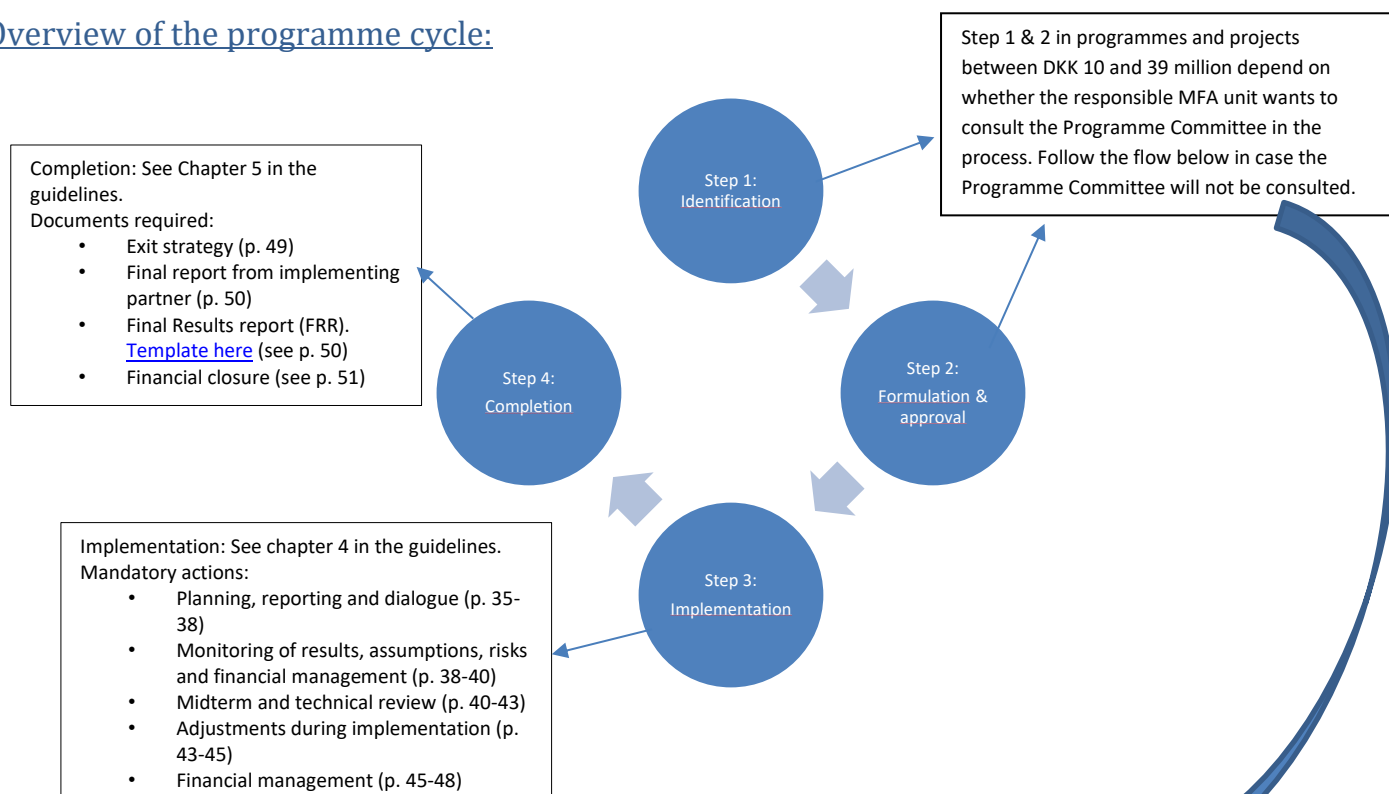
Quick guide for programmes and projects of DKK 10-39 million

The grant for programmes between 10 and 39 million should be quality assured by the relevant under-secretary before final approval by the Minister. Programmes and projects which require early quality assurance due to novelty of approach, high risk or new type of engagement can be submitted to the Programme Committee for strategic advice prior to finalisation. When submitting programmes to the Programme Committee, it is required to develop a concept note. In case the responsible unit wishes to consult the Programme Committee with a concept note, this should take place immediately before the external appraisal.

Programmes of DKK 10-39 million must reflect the overall Danish strategy for development cooperation and can have up a maximum of three engagements/partners.

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 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 approval process in step 1+2:

Identification & Formulation	External Appraisal	Finalisation	Relevant Undersecretary	Minister's approval
<p>Required documents</p> <p>Draft programme or single-partner project document, incl. standard annexes, among others:</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) Suppl. material (Annex 6) Communication plan (Annex 7) <p>DEDs (multiple partners)</p> <p>Draft Partner agreement (see p. 22)</p> <p>Process Action Plan (Annex 8)</p>	<p>Required documents</p> <p>Final Appraisal report</p> <p>Terms of Reference</p> <p>Output: Recommendations and follow up actions, which must be used for finalisation</p>	<p>Required documents</p> <p>Appropriation for Cover Note (single partner or programmes)</p> <p>Programme/project document</p> <p>Partner agreement (see p. 22)</p> <p>Quality Assurance Checklist (Annex 9)</p> <p>Output: Final programme/project document and cover note to be presented to the relevant Undersecretary</p>	<p>Required documents</p> <p>Appropriation for Cover Note</p> <p>Final programme/project document incl. standard annexes</p> <p>Signed Quality Assurance Checklist (Annex 9)</p> <p>Output: Approval by relevant under secretary</p>	<p>Required documents</p> <p>Cover note</p> <p>Output: Minister's approval</p>