Template for Process Action Plan (PAP) for projects up to DKK 10 mill.

| Time line | Programme | Documentation |
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| Min. 1 month prior to the head of unit’s approval of the project  | The project budget is inserted into the proposal for the Finance Act – hearing will be sent out by UGS (normally in February/March) |  |
|  | Process Action Plan developed | Process Action Plan for project development up to signing of commitments. |
|  | Analysis started (as applicable) |  |
|  | Preparation of Development engagement Document (DED). Either 1) DED particularly designed for projects below 10 mill. DKK., which includes standard text on financial management, monitoring and evaluation, anti-corruption etc.Or 2) Standard DED + Agreement with implementing partner  |  |
|  | **Internal appraisal**Use checklist for appraisal for projects up to DKK 10 million  | Development engagement Document (below 10 mill. DKK version)Checklist is signed by the appraising desk officer and management of the MFA unit and attached to the grant documents (DED). |
|  | **Presentation and approval of the head of unit**  | Appropriation note filled in + DED  |
| Signing of legally binding agreement (commitment) with partner.  |  Either 1) DED particularly designed for projects below 10 mill. DKK., which includes standard text on financial management, monitoring and evaluation, anti-corruption etc.Or 2) Standard DED + Agreement with implementing partner  |
| Book commitment in MFA’s financial systems within budgeted quarter. |  |