**Presentation to the Programme Committee**

The purpose of presentation to the Programme Committee is to heighten the professional quality of development cooperation through strategic guidance and advice based on learning and international best practices. New engagements should be presented at an early stage to allow for **strategic deliberations in the Programme Committee**. The documentation should reflect this approach. An early version of the programme/project document is used for presentation to the Programme Committee.

The early version of the programme/project document should contain the following main points and should ideally be between **5 to 10 pages long**. It should be drafted in such a manner that it facilitates the continued drafting process of the programme/project document; i.e. it is a work-in-progress product, not a product in itself.

**Content:**

**Rationale and justification, including lessons learned from previous support**

**Strategic objective**

**Theory of change and key assumptions**

**Short summary of project/programme content, incl. major outcomes (results)**

**Choice of implementing partner and aid modalities**

**Poverty orientation and target group considerations; LNOB; HRBA; climate change and environmental considerations (targeting or mainstreaming)**

**Overall considerations pertaining to the organisational set-up**

**Major risks and risk response**

**Annex: Process Action Plan**

As a service to the Programme Committee, the following standard cover note is added as a front page to provide an overview of the most important information.

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| --- | --- | --- | --- | --- | --- |
| [**Presentation to the Programme Committee (PC)**](https://applications/apps/committee_agendaitems/Lists/Registration%20of%20agenda%20items/PC.aspx)*[insert date]* | | | | | |
| **Title:** | | | | | |
| **F2:** | | | **Country/Region/Global:** *[indicate geographical coverage of engagement]* | | |
| **Responsible office:** | | | **Responsible officer:** | | |
| **SDG:** *[one for projects and max. five for programmes]* | | | **Implementation Period:** | | |
| **Total Budget: DKK [ ] million** | | |  | | |
| **Expected disbursements in million DKK distributed over the duration of the project/programme period (adapt as relevant):** | | | | | |
| **Year 202X** | **Year 202Y** | **Year 202Z** | | **Year 202V** | **Year 202W** |
|  |  |  | |  |  |
| **Expected timing of the commitment:** | | | | | |
| Year 202X *[insert year]* | | | QY *[insert quarter: Q1, Q2, Q3 or Q4]* | | |
| **Critical points in tentative Process Action Plan[[1]](#footnote-1):** *(insert tentative dates)* | | | | | |
| **Finalisation of project/programme document following PC meeting:** | | | | | |
| **Appraisal:** | | | | | |
| **Follow up to appraisal recommendations:** | | | | | |
| **Presentation to the Council for Development Policy (UPR):** | | | | | |
| **Finalisation:** | | | | | |
| **Approval by the Minister:** | | | | | |
| **Parliamentary Finance Committee, if applicable:** | | | | | |
| **Key results\*:** *[Examples of key results – outcome - planned to be achieved at the end of programme]* | | | | | |
| **Justification for support\*:** *[Why is this support necessary and relevant, how does it relate to Danish and partner country priorities, if applicable]* | | | | | |
| **Major risks and challenges and possible mitigating measures\*:** *[What are the main risks and challenges for this programme to achieve intended results and objectives; are mitigation measures possible to manage risks]* | | | | | |
| **2 - 3 Strategic questions to the PC** *[prepared jointly by the responsible officer and the ELK task manager]:*  **Q1:**  **Q2:**  **Q3:** | | | | | |

Note: The three points marked with an asterics \* should be presented in the form of bullet points (not more than 3 bullets under each point) and can subsequently be applied directly in the Appropriation Cover Note.

1. Please consult the AMG for relevant deadlines:

   <https://amg.um.dk/en/tools/guidelines-for-approval-of-grants-and-strategies-and-policies/> [↑](#footnote-ref-1)