Session 4: Finalize Project Working Arrangements

Overview Year 1 workplan, budget, quarterly forecast
Reporting schedule

• Legal agreements to be finalized March 2019

• Project partner reporting will take place on a quarterly basis, for both progress and expenditures reports during project implementation (Q1 2019- Q4 2022)

• The Executing Agency requests a meeting in July and January throughout the implementation of the project to check-in on progress (teleconference)

Schedule Reports:
• Timings and deadlines for reporting

<table>
<thead>
<tr>
<th>Report</th>
<th>Reporting Period</th>
<th>Date(s) of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Reports</td>
<td>Expenditure report</td>
<td>Quarterly 10th April, June, October 2019-2022</td>
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<tr>
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<td>Progress report</td>
<td>Quarterly 10th April, June, October 2019-2022</td>
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<tr>
<td>Terminal Reports</td>
<td>Final expenditure and activities report</td>
<td>End of project Within 30 days of end of project</td>
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Expectations of Session 4:

Outputs:

• **Per component:**
  • 10 minutes presentation of finalized 2019 Outline of Component Work Plan, including Key Milestones, upcoming Events and Next Steps
  • Review and approval of component year 1 workplan and year 1 budget by quarter

• **Per executing partner:**
  • Project annexes per project partner are finalized
  • Individual reporting templates drafted by each executing partner. This will be a detailed planning of quarterly activities and quarterly forecasted expenditures by each executing partner