Donor Missions Guideline

DPCG July Meeting

14 July 2011

OUTLINE

▶ Purpose

▶ Definition

▶ Mission Policy

▶ Mission Request Procedures

▶ Criteria/Conditions for possible rejection of mission request

Purpose

▶ Aiming to clarify a procedure, in which how mission requests are communicated and approved

▶ Define the definitions of missions

▶ Builds on the Mission Policy (articulated in the Aid Policy Manual of Procedure) to operationalise the policy

▶ Set specific conditions for rejecting mission requests

Managing missions better, reducing transaction costs for enabling GoR to attend to its core business and priorities

Definitions of Missions

▸ Donors missions to the field (meeting all the following criteria)

  ▸ Undertaken by, or on behalf of, a donor, including programme developers, appraisers, evaluators, sector assessment teams commissioned by a donor

  ▸ Involved international travel typically, but not exclusively from donor HQs

  ▸ Missions made a request to meet with GoR officials including local government

  ▸ Disaster assessment teams

▸ Also include:

  ▸ In-country meetings concerning development cooperation framework, project/programme development, appraisal, evaluation and sector assessment

Definitions of Missions

▸ Exclude:

  ▸ Missions undertaken by donors to attend events (workshop, conferences, etc) that do not involve request to meet with GoR officials

  ▸ Undertaken by parliamentary or other political delegations

  ▸ Special event missions undertaken as part of a defined programme, e.g. electoral observers

  ▸ External consultants that are executing work as part of scheduled programme implementation plans

▸ For in-country meeting, exclude the following:

  ▸ Technical meeting with sector Ministries as part of scheduled programme/project implementation plans

  ▸ Meetings concerning monitoring of programme/project implementation through Steering Committee meetings as defined in project/programme agreement

  ▸ Follow-up meetings concerning request for project management and administration, such as disbursements, financial reporting, audit, etc.

Mission Policy

▶ Principles of managing missions

▶ Donors missions to be planned to coincide with the meeting of the respective SWG whenever possible.

▶ Donors to request missions from a single centralised point in Government. Request to be made using an online calendar, which will only allow proposed dates that are at least2 weeks in advance.

▶ GoR will assess the suitability of the proposed timing and may suggest alternative dates accordingly

▶ It will be at the GoR discretion to approve proposed GoR officials with whom the missions would meet, or to substitute higher or lower level officials, or to advise re-scheduling of a certain date to accommodate the proposed official availability.

▶ Missions calendar to be used to provide a historical record of missions

▶ Sharing a signed missions' Aid memorie is mandantory. EFU to receive copies of all signed missions' Aid Memoire.

Silent Period

▸ The period of April and May is a silent period.

▸ During this period, requests donors not to schedule any donor missions.

▸ If missions are invited by GoR for specific purposes and/or pre-agreed regular missions (i.e. IMF mission, missions related to Joint Budget Support Review, such missions would be granted as exception cases.

Mission Request Procedures

▸ A mission calendar will be creased in the website.

▸ DPs submit missions requests through the mission calendar, indicating a proposed date, nature, proposed level of meetings, etc. Information on joint missions to be provided if relevant.

▸ EFU plays a guardian role of the mission requests.

▸ PS/ST provides the approval on the missions.

▸ EFU will notify the approval of mission requests to relevant DPs through the mission calendar. An automatic reply will be generated from the mission calendar on the status of approval.

▸ Mission requests to be processed within 7 days

Conditions for possible rejections

▶ In appropriate timing of proposed missions

▶ Missions not requested at least 2 weeks before the proposed mission dates, unless the objectives of the missions are considered critical and priority for GoR

▶ Duplication of content and objectives of proposed missions.

Thank you