

Annex 5

Summary of documents to be submitted to the Ministry for Foreign Affairs

Document	Content	Schedule	Annexes
Basic information notice	<ul style="list-style-type: none"> • Standard format • CSO's basic information • To be sent electronically via the E-service of the Ministry (requires a Katso authentication) 	By the end of August of the last year of the previous financial period	<ul style="list-style-type: none"> • Action plan for the current year • Budget for the current year • The most recent annual report and financial statement • Association register document • Rules
Application for government support	<ul style="list-style-type: none"> • Standard format • CSO's basic information • To be sent electronically via the E-service of the Ministry (requires a Katso authentication) 	By the end of August of the last year of the previous financial period	<p>Development cooperation programme</p> <p>Programme plan</p>
Development cooperation programme	<ul style="list-style-type: none"> • Strategy • Long-term goals and actions in development cooperation • Programme-level planning, implementation, monitoring and evaluation methods • Administrative and monitoring organisations 		
Programme plan	<ul style="list-style-type: none"> • Itemised objectives, planned outcomes and goals of the development cooperation programme and sub-programmes during the funding period • Actions taken to attain the objectives • Addressing the cross-cutting themes and environmental sustainability • A strategy to ensure the sustainability of the results • Addressing Accra Agenda for Action and poverty reduction strategies of a partner country (PRSP) • Risk analysis and risk management plan • Monitoring plan with indicators to assess the outcomes and effectiveness and a plan to 		Brief project descriptions

	<p>assess the impacts</p> <ul style="list-style-type: none"> Actors' respective responsibilities in the implementation and monitoring phases Information plan and a possible development communication plan and development education plan together with their objectives Timetable Human resources plan and grounds of pay Budget 		
Annual plan	<ul style="list-style-type: none"> Revisions and updates of programme plan Activities scheduled to be implemented in the course of the coming year Timetable Budget including an estimate of possible unspent share to be carried over to the next year 	By the end of October of the previous year	CSO's action plan and budget
CSO's commitment	<ul style="list-style-type: none"> Standard format (refers to all documents submitted during the application process) 		Only the appendices to the application documents that have been amended.
Request for disbursement	<ul style="list-style-type: none"> Standard format 	<ul style="list-style-type: none"> Based on dates of costs The last request by the end of October 	
Annual report	<ul style="list-style-type: none"> Short description of the programme and its components Estimated implementation Actions Information about the programme and possible wider development communication and development education Results Addressing the cross-cutting goals Assessment of the sustainability or the results Impact assessment Possible problems and delays Challenges and lessons learned Administrative, monitoring and evaluation mechanisms and their development Post-evaluation conclusions 	By the end of August of the year following the year of reporting	<ul style="list-style-type: none"> Financial statement Auditor's report Programme Audit and summary report Evaluation reports List of employees hired under the development cooperation scheme and the grounds and amount of their pay

	<p>and recommendations for action</p> <ul style="list-style-type: none"> • Financial report, budget comparisons 		
Final report of the financial period	<ul style="list-style-type: none"> • The same matters that are recorded in the annual report • A summary of the achievements reached during the financial period (the positive and negative impacts, sustainability of results, and wider applicability as well as to the encountered problems) 	By the end of August of the year following the financing period	<ul style="list-style-type: none"> • As in the annual report List of fixed assets