

IPA MC, TAIB Committee and SMSC Timetable

1. Monitoring plan for decentralised IPA TAIB programme for the year 2014

N°	ACTION	RESPONSIBLE	REFERENCE	TIMING/ DEADLINE
1.	Agreement on SMSC Schedule			
1.1	Set the dates of SMC and SMSC meetings in year 2013.	SMC	IPA TAIB SMC meeting minutes.	SMC meeting – December 2013.
2.	Preparation of Monitoring Reports			
2.1	Letter to SPOs requesting the submission of MRs. NB1: The letter should: <ul style="list-style-type: none"> stipulate the agreed monitoring “cut-off date”; contain the deadline for submission of MRs; attach the agreed list of projects/contracts to be covered. NB2: Copies to NAO, EC, CFCA	MRDEUF	Attach: Most recent version of MR Template and Manual of Monitoring Procedures	1 of March 2013
2.2	Provide the financial data on project(s) to the PIUs.	CFCA	Financial data sections of the MR Template.	No later than a week from agreed monitoring cut-off date
2.3	Submit the first draft MR, including technical and financial information.	PIU/or other responsible section within the OS	MR Template	No later than 15 March 2014
2.4	Perform quality check in line with relevant templates and accepted standards of presentation and request relevant MR authors to make improvements to the draft	Sector managers M&E Department, MRDEUF/DSP	<ul style="list-style-type: none"> MR Template MR Quality Control Checklist 	March 2014
2.5	Submit the final MR to the NIPAC	SPO	In accordance with the Beneficiary's internal procedures.	No later than 21 March 2013
2.6	Perform quality check. <ul style="list-style-type: none"> If found <u>in order</u>: advise the relevant SPO that the revised draft MR is accepted as the final version of the MR. If found <u>wanting</u>: consult with the relevant SPO/PIU, to reach agreement on the final version of the MR. NB: Should it not be possible to reach agreement on the final version of the MR, the NIPAC shall report this within relevant Sectoral Monitoring Report	Sector managers M&E Department, MRDEUF/DSP	<ul style="list-style-type: none"> MR Template MR Quality Control Checklist 	Upon submission of final MR
3.	Preparation and Follow-up of I round of SMSC meetings			
3.1	Prepare:	Heads of	• SMR	Start: mid

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	the Sectoral Monitoring Report (SMR) for each sector; and	Departments MRDEUF	<ul style="list-style-type: none"> MRs produced by SPOs in the relevant sector. 	March 2014
3.2	Prepare official invitation for the SMSC meetings	Sector managers M&E Department, MRDEUF/DSP	Attach: <ul style="list-style-type: none"> draft agenda for the meetings; SMSC and Project Cluster list 	Mid March 2014
3.3	First 2014 round of Sectoral Monitoring Sub-Committee Meetings	NIPAC ¹ , respectively, SMSC-members		7 – 11 April 2014
3.4	Distribute draft SMSC meeting minutes to the NAO, the CFCA and CTT, requesting their agreement/comments in writing.	MRDEUF/DSP		Two weeks after the SMSC meetings
3.5	Provide the NIPAC with agreement or comments on the SMSC meeting, in writing.	NAO, EC, other SMSC members		Within one week from delivery of first draft.
3.6	Distribute the final version of the SMSC meeting minutes.	MRDEUF/DSP	Attach: <ul style="list-style-type: none"> Follow-up Table. 	Four weeks after the SMSC meetings
3.8	Review follow-up actions stipulated by the SMSC meeting.	NIPAC, NAO & SPO(s)		First review: beginning of June 2014 Second review: beginning September 2014
4	Preparation of Monitoring Reports			
4.1	Letter to SPOs requesting the submission of MRs. NB1: The letter should: <ul style="list-style-type: none"> stipulate the agreed monitoring “cut-off date”; contain the deadline for submission of MRs; attach the agreed list of projects/contracts to be covered. NB2: Copies to NAO, EC, CFCA	MRDEUF/DSP	Attach: Most recent version of MR Template and Manual of Monitoring Procedures ²	6 of September 2014
4.2	Provide the financial data on project(s) to the PIUs. NB: Data to describe the situation at the “cut-off date”.	CFCA	Financial data sections of the MR Template.	No later than a week from agreed monitoring cut-off date
4.3	Submit the first draft MR, including technical and financial information.	PIU/or other responsible section within	MR Template	No later than 20 September

¹ Or his/her representative.

² Most recent MR template as well as other relevant templates are available within the Manual of Monitoring Procedures issued by CODEF

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		the OS		2014
4.4	Perform quality check in line with relevant templates and accepted standards of presentation and request relevant MR authors to make improvements to the draft	Sector managers MRDEUF/DSP	<ul style="list-style-type: none"> MR Template MR Quality Control Checklist 	September 2014
4.5	Submit the final MR to the NIPAC	SPO	In accordance with the Beneficiary's internal procedures.	No later than 27 September 2014
4.6	<p>Perform quality check.</p> <ul style="list-style-type: none"> If found <u>in order</u>: advise the relevant SPO and the PAO that the revised draft MR is accepted as the final version of the MR. If found <u>wanting</u>: consult with the relevant SPO/PIU, to reach agreement on the final version of the MR. <p>NB: Should it not be possible to reach agreement on the final version of the MR, the NIPAC shall report this within the relevant Sectoral Monitoring Report.</p>	Sector managers MRDEUF/DSP	<ul style="list-style-type: none"> MR Template MR Quality Control Checklist 	Upon submission of final MR
5	Preparation and Follow-up of II round of SMSC meetings			
5.1	Prepare official invitation for the SMSC meetings	M&E Department, MRDEUF/DSP	Attach: <ul style="list-style-type: none"> draft agenda for the meetings; SMSC and Project Cluster list 	11 of October 2014
5.2	Forward SMRs and other documentation to SMSC members.	M&E Department MRDEUF/DSP	Attach: <ul style="list-style-type: none"> the draft agenda for the meeting (again); the final version of the MRs for the sector concerned; the SMRs; any other documentation deemed relevant by the NIPAC. 	13 of October 2014 the final MRs will be submitted to the SMSC members electronically at the beginning of October 2014
5.4	Second 2014 round of Sectoral Monitoring Sub-Committee Meetings	NIPAC ³ , respectively, SMSC-members		21 – 25 October 2014
5.5	Distribute the draft SMSC meeting minutes to the TO (Transition Office) and CFCA, requesting their agreement/comments in writing.	MRDEUF		Two weeks after the SMSC meetings
5.6	Provide the NIPAC with agreement or comments on the SMSC meeting, in writing.	PAO, EC, other SMSC members		Within one week from delivery of first draft.
5.7	Distribute the final version of the SMSC	MRDEUF	Attach:	Four weeks

³ Or his/her representative.

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	meeting minutes.		• Follow-up Table.	after the SMSC meetings
5.8	Review follow-up actions stipulated by the SMSC meeting.	NIPAC, PAO, NAO & SPO(s)		1 of December 2014
5.9	Store the MRs, SMSC meeting minutes and related documentation in the dedicated filing system at the NIPAC services.	M&E Department, MRDEUF	In accordance with the NIPAC services archiving instructions.	On a continuous basis.
N°	ACTION	RESPONSIBLE	TIMING/ DEADLINE	STATUS

N°	ACTION	RESPONSIBLE	REFERENCE	TIMING/ DEADLINE
1.	Preparation for the first IPA TAIB Sectoral Monitoring Committee and IPA Monitoring Committee			
1.1	Preparation of Component I Implementation Report, IPA TAIB Annual Implementation Report and IPA Annual Implementation Report	NIPAC		Start: March/April 2014
1.2	Submission of all necessary documents needed for drafting of Component I Implementation Report, IPA TAIB Annual Implementation Report and IPA Annual Implementation Report	NAO/PAO/Audit Authority		March/April 2014
1.3	Delivery of the requested documentation for IPA TAIB MC to the members of IPA TAIB	NIPAC		At least 3 weeks prior IPA TAIB SMC meeting date
1.4	The first IPA TAIB MC meeting	NIPAC		End of May 2014
1.5	Distribution of the draft minutes from IPA TAIB SMC meeting	NIPAC (M & E Department)		No later than 2 weeks after the IPA TAIB SMC meeting date
1.6	Distribution of the final minutes from IPA TAIB SMC meeting	NIPAC (M & E Department)		No later than 4 weeks after the IPA TAIB SMC meeting date
1.7	Review follow-up actions stipulated by the IPA TAIB meeting.	NIPAC, NAO; CFCA & SPO(s)		Beginning of July 2014

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1.8.	Submission of the final IPA Annual Implementation Report to the EC			IPA TAIB AIR: Until 20 June 2014 IPA AIR: Until 31 August 2014
2. Preparation for the second IPA TAIB Sectoral Monitoring Committee				
2.1	Submission of IPA I Implementation Report	NAO/PAO/Audit Authority		No later than 18 November 2014
3.2	Delivery of the requested documentation for IPA TAIB MC to the members of IPA TAIB	NIPAC		At least 2 weeks prior IPA TAIB SMC meeting date
3.3	The second IPA TAIB MC meeting	NIPAC		mid-December 2014
3.4	Distribution of the draft minutes from IPA TAIB SMC meeting	NIPAC (M & E Department)		No later than 2 weeks after the IPA TAIB SMC meeting date
3.5	Distribution of the final minutes from IPA TAIB SMC meeting	NIPAC (M & E Department)		No later than 4 weeks after the IPA TAIB SMC meeting date
3.6	Review follow-up actions stipulated by the IPA TAIB meeting.	NIPAC, NAO; CFCA & SPO(s)		Mid-February 2015