

## Processing Schedule for MAP Operations

| Steps/Actions  | Normal Elapsed Time   | Dates |
|--|---|-------|
| 1. Identification Mission  | send SMOs two weeks before departure                                  |       |
| 2. Select Quality Reviewers  | before #3   |       |
| 3. Draft PCD   | before #4   |       |
| 4. Issue Concept Package <b>and copy ACTafrica</b>   | as agreed by CD   |       |
| 5. Concept Review Meeting (CD or ROC)  | 8 days after #4 *   |       |
| 6. Minutes of Concept Review Meeting   | 3 days after #5 *   |       |
| 7. Send PID and Environmental Data Sheet to PIC  | 5 days after #6 *   |       |
| 8. Preappraisal Mission  | send SMOs two weeks before departure                                  |       |
| 9. Draft PAD   | upon return from mission  |       |
| 10. Draft Legal Document (by Lawyer)   | 7 days after #9 *   |       |
| 11. Issue Decision Package <b>and copy ACTafrica</b>   | 8 days before #12 *   |       |
| 12. Decision Meeting   | at least 10 days before #16 *   |       |
| 13. Minutes of Decision Meeting  | 3 days after #12 *  |       |
| 14. Send updated PID to PIC, if necessary  | 3 days after #12 *  |       |
| 15. Authorization to Negotiate in the field (by LEGAF)   | 3 days after #12 *  |       |
| 16. Appraisal Mission  | 10 days after #12   |       |
| 17. Appraisal Aide-Memoire   | upon completion of #16  |       |
| 18. ACTafrica to review PAD  |   |       |
| 19. Draft Letter of Sector Policy (by Borrower)  | before #20  |       |
| 20. Authorization to Negotiate at Hqtrs (by LEGAF)   | before #20  |       |
| 21. Notice of Invitation to Negotiate to SECGE   | before #21  |       |
| 22. Negotiations (field/headquarters)  | 3-5 days duration   |       |
| 23. Minutes of Negotiations  | upon completion of #20 *  |       |
| 24. Status of Negotiations   | 20 days before #30 *  |       |
| 25. Statutory Committee Report (by Lawyer)   | signed by RVP/LEG 14 days before #27 * and others 5 days before #30 * |       |
| 26. <b>Board Package to AFRVP through CD for approval</b>  | 20 days before #30 (22 days with CAS) *                               |       |
| 27. Board Documents to SECBO/Printshop   | 18 days before #30 (20 days with CAS) *                               |       |
| 28. Distribution to the Board  | 13 days before #30 (15 days with CAS) *                               |       |
| 28a. SECBO prepared brief memorandum and circulates printed PAD to EDS   |   |       |
| 28.b EDS have 10 working days to review the PAD  |   |       |
| 29. SECBO sends notification of approval of PAD  | at least 10 days after PAD distribution to EDS*                       |       |
| 30. If there are comments from EDs, TTL through CD sends a memo to AFRVP noting comments, and if applicable course of action recommended. (cc ActAfrica) |   |       |
| <b>Or -- If 3EDs request Board Presentation then Project is submitted for Board Approval</b>   |   |       |
| 29. EM on Board Attendance and Speech, if applicable   | 4 days before #30 *   |       |
| 30. Speech, Questions from EDs, AFR Pre-Board Meeting  | 1 day before #30 *  |       |
| 31. Board Presentation   | as scheduled  |       |

days = working days

\* mandatory number of days

Processing time from date when package is delivered to Secretaries Dept.

add 1 day for Secretaries clearance, 2 days for printing and dist. (w/overtime), plus 10 days for ED review starting from day after Board distribution date.