



# STRATEGIC APPROACH TO INTERNATIONAL CHEMICALS MANAGEMENT



## 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

Report		Reporting Period	Date(s) of submission
Interim Reports	Expenditure report	Quarterly	10 <sup>th</sup> April, June, October 2019-2022
	Progress report	Quarterly	10 <sup>th</sup> April, June, October 2019-2022
Terminal Reports	Final expenditure and activities report	End of project	Within 30 days of end of project

## 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