



Checklist for FMC, TAP and Board Packs

For FMC/TAP/Board meeting number#

Item	Check ✓
Approved agenda attached?	
Copy of minutes of previous meeting cleared by DOO or CEO included?	
Are PDF copies of <u>all</u> proposals to be reviewed enclosed & each with all supporting documents? (GO) . ¹	
Are PDF copies of all business plans to be reviewed enclosed & each with all supporting documents? (BDO) . ²	
Has each proposal or business plan enclosed complied with all conditions by FMC or TAP? (GO & BDO) .	
Are all necessary reports included? (GO & BDO) .	
Have the presentations been cleared by DOO or CEO as appropriate?	

Prepared By:

1. GO _____ Date _____

2. BDO _____ Date _____

Reviewed By:

3. M&E Officer _____ Date _____

¹ Must include Technical Review Form (Annexure IX) and ESS and Gender Report (Annexure X)

² Must include Appraisal Report (Annexure XXIII), Risk Rating Matrix (Annexure XXIV) and ESS and Gender Report (Annexure X).

ANNEXURE XI

Cleared By (only in exceptional cases):

4. DOO _____

Date _____