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|  | **PROJECT APPRAISAL PROCESS** |  |
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|  | **Key stage and individual steps** | **Actor** | **Form/Template** |
| **1** | **Project identification stage** |  |  |
| 1.1 | Develop project idea in consultation with agencies involved, and discuss with NAB Secretariat | Implementing / executing entity  NAB Secretariat |  |
| 1.2 | Completion and submission of 1st page of Project Profile Form to NAB Secretariat [nab@meteo.gov.vu](mailto:nab@meteo.gov.vu) | Implementing / executing entity | 1st page Project Profile Form |
| 1.3 | Completeness of project profile form checked | NAB Secretariat | Completeness Check List |
| 1.3.1 | - Returns to implementing/executing entity if incomplete | NAB Secretariat |  |
| 1.3.2 | - Letter of in-principle support | NAB Secretariat | Letter of In-Principle Support |
| 1.4 | Project is submitted to NAB Project Screening Committee and project number given | NAB Secretariat NAB Project Screening Committee | 1st page Project Profile Form |
| 1.5 | Project is tabled at NAB meeting | NAB Secretariat NAB | 1st page Project Profile Form |
| 1.6 | Project is listed on NAB Portal | NAB Secretariat | 1st page Project Profile Form |
| **2** | **Project concept stage** |  |  |
| 2.1 | Identification of implementing entity if not already done | Executing entity |  |
| 2.2 | Completion and submission of project concept note to NAB Secretariat [nab@meteo.gov.vu](mailto:nab@meteo.gov.vu) | Implementing / executing entity | Project Concept Note  2nd page Project Profile Form onwards |
| 2.3 | Completeness of project concept note checked | NAB Secretariat | Completeness Check List |
| 2.3.1 | - Returns to implementing/executing entity if incomplete | NAB Secretariat |  |
| 2.3.2 | - If complete, submitted to Project Screening Committee | NAB Secretariat / Project Screening Committee |  |
| 2.4 | NAB Project Screening Committee reviews project concept note | Project Screening Committee | Project Profile Form  Project Concept Note  Project Screening Form |
| 2.5 | NAB Secretariat provides the recommendations from the Project Screening Committee to the NAB | NAB Secretariat / NAB | Project Profile Form  Project Concept Note |
| 2.6 | NAB reviews project documents | NAB | Project Profile Form  Project Concept Note |
| 2.6.1 | - NAB does not approve project concept note | NAB /  NAB Secretariat | Non-Approval Letter |
| 2.6.2 | - NAB approves project concept note (with or without conditions) | NAB / NAB Secretariat | Letter of In-Principle Support |
| 2.7 | Project status updated and letter displayed on NAB Portal | NAB Secretariat | Letter of In-Principle Support / Non-Approval Letter |
| **3** | **Project funding proposal stage** |  |  |
| 3.1 | Identification of implementing entity if not already done | Executing entity |  |
| 3.2 | Completion and submission of project funding proposal to NAB Secretariat [nab@meteo.gov.vu](mailto:nab@meteo.gov.vu) | Implementing / executing entity | Project Profile Form  Project Funding Proposal |
| 3.3 | Completeness of project funding proposal checked | NAB Secretariat | Completeness Check List |
| 3.3.1 | - Returns to implementing/executing entity if incomplete | NAB Secretariat |  |
| 3.3.2 | - If complete, submitted to Project Screening Committee | NAB Secretariat / Project Screening Committee |  |
| 3.4 | NAB Project Screening Committee reviews project funding proposal | Project Screening Committee | Project Funding Proposal  Project Screening Form |
| 3.5 | NAB Secretariat provides the recommendations from the Project Screening Committee to the NAB | NAB Secretariat / NAB | Project funding proposal |
| 3.6 | NAB reviews project documents | NAB | Project Funding Proposal |
| 3.6.1 | - NAB does not approve project funding proposal | NAB / NAB Secretariat | Non-Approval Letter |
| 3.6.2 | - NAB endorses project funding proposal (with or without conditions) | NAB /  NAB Secretariat | Endorsement Letter |
| 3.7 | For GCF projects, the NAB instructs the NDA to provide a No Objection Letter | NAB /  NDA | No Objection Letter |
| 3.8 | Project status updated and Endorsement Letter (and No Objection Letter if applicable) listed on NAB Portal | NAB Secretariat | Endorsement Letter / No Objection Letter |
| 3.9 | Total donor and Government funding amounts recorded | DSPPAC / MFEM |  |

**History of the document**

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| **Version** | **Date** | **Nature of revision** |
| 1.0 | NAB Meeting 9 February 2018 | Initial endorsement |