TECHNICAL COOPERATION PROGRAMME CYCLE MANAGEMENT FRAMEWORK
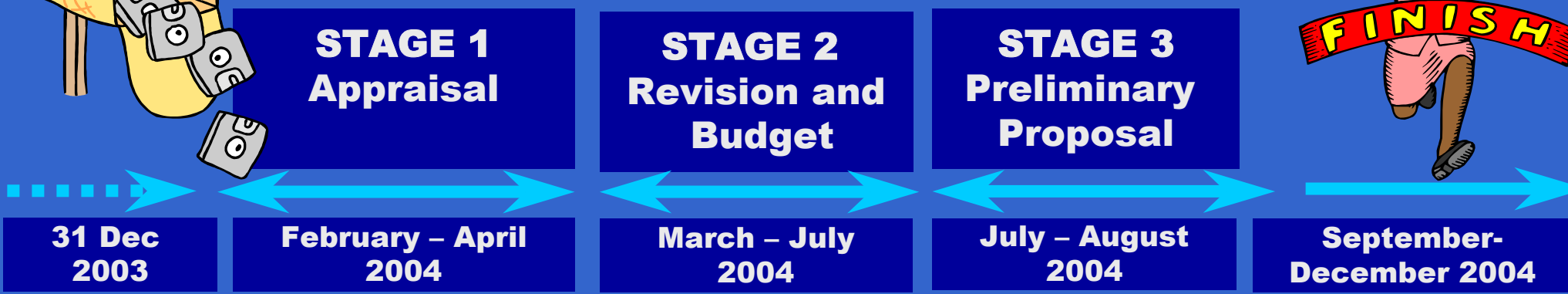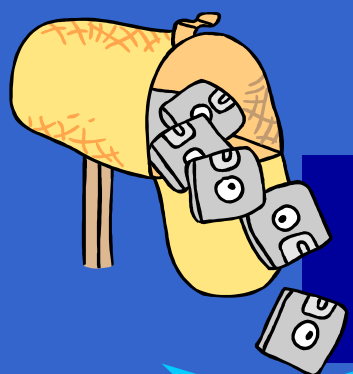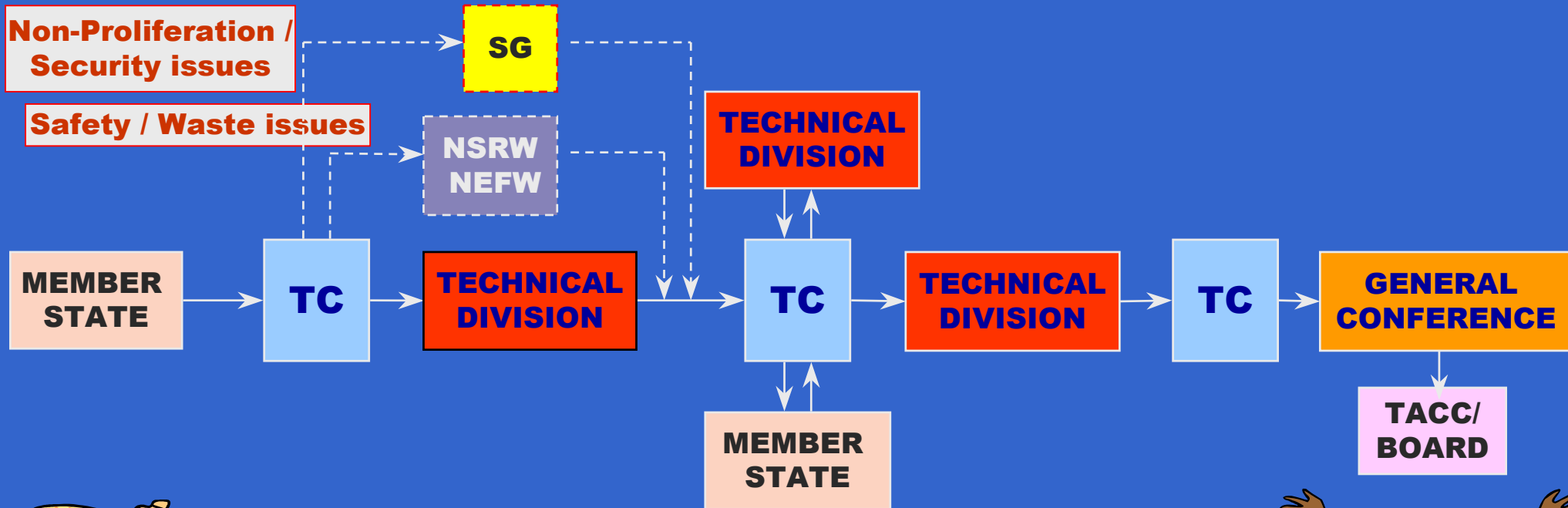
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International Atomic Energy Agency

TC Programme Cycle Management

I. PROGRAMME PLANNING:

Formulating Strategies

1. Planning/Project Identification
2. Requests/Design & Formulation/
3. Prioritization
4. Strategic Resourcing/Budgeting

II. PROGRAMME IMPLEMENTATION:

Monitoring, Assessing & Reporting Performance

1. Operational execution
2. Monitor progress
3. Assess performance
4. Make adjustments
5. Report performance

III. PROGRAMME EVALUATION:

Appraising Results

1. Plan evaluation
2. Conduct evaluation
3. Report results
4. Follow-up adjustments and implementation of recommendations

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Non-Proliferation / Security issues

Safety / Waste issues

SG

NSRW NEFW

MEMBER STATE → TC → TECHNICAL DIVISION → TC → TECHNICAL DIVISION → TC → GENERAL CONFERENCE

TECHNICAL DIVISION

MEMBER STATE

TACC/ BOARD

STAGE 1 Appraisal	STAGE 2 Revision and Budget	STAGE 3 Preliminary Proposal

31 Dec 2003	February – April 2004	March – July 2004	July – August 2004	September-December 2004

PROGRAMMING FOR 2005-2006 CYCLE

Key Considerations for Change

- Greater focus on need assessment and problem analysis through field work early in the cycle

- Teamwork and participation of all stakeholders from the outset

- Greater transparency and consistent application of good practices to all projects

- Updated, streamlined and simplified processes and procedures

- Simplified and user-friendly web-based IT platform

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Programme Cycle Management Framework

1. Concept submission based on upstream work and CPF
2. Concept pre-qualification with field missions if needed
3. Draft programme discussed with MS
4. Project/programme formulation and appraisal
5. Secretariat authorization
6. TACC/Board approval

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Details of the Framework

1. **Concept submission by MS**
- Based on upstream work and CPF
- MS prioritises concepts
- Can be submitted any time through NLOs
- Concept is managed on shared IT platform
- Concepts received after end of June to be considered for next cycle
- Not more than 5-7 concepts per cycle

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Details of the Framework

2. **Concept pre-qualification**

- **TC pre-screens concept against CPF and TC requirements**

- **TC establishes project team CO/TO/CP**

- **Reviews concept to indicate need for field mission**

- **Regulatory assessment – SG, RP, WM**

- **TC-SH pre-approves concepts and informs MS**

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Details of the Framework

3. **Draft programme**

- MS prioritises pre-qualified concepts
- Project team considers funding options for concept
- Project team classifies concept according to subject, budget and complexity
- Regional DIR clears the country/regional portfolio

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Details of the Framework

4. **Project formulation and appraisal**

- Project team formulates projects in web-based workspace and through missions

- IT system provides access to standard / typical project descriptions with performance indicators

- Missions used to formulate complex projects

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Details of the Framework

4. **Project formulation and appraisal** (continued)

- **Project team finalises project elements such as Logical Framework Matrix, work plan and budget using IT tools on collaborative platform**

- **Project team agrees projects for submission, using TC standards in appraisal**

- **Project team refines projects**

- **CO presents country programmes to regional DIR**

- **Regional DIR approves draft programme in consultation with technical departments**

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Details of the Framework

5. **Secretariat authorization**

- TC Programme Management Committee (*DDG-TC + DIRs*) agrees on programmes and budgets for each region

- Due Account applied

- TCP Committee (*interdepartmental representation*) approves TCP

- Regional Divisions prepare documentation for Board approval

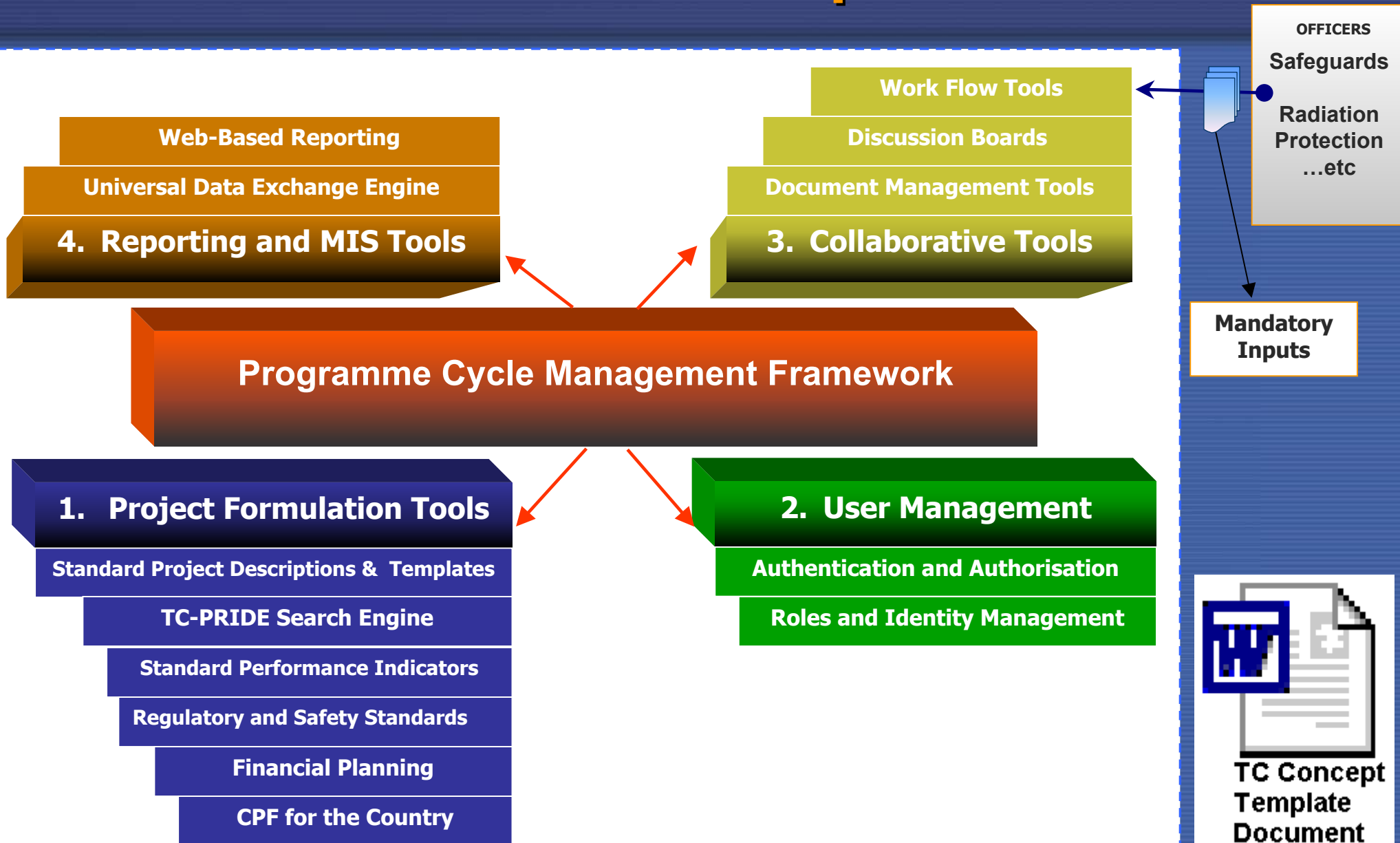- Project documents generated from databases

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Details of the Framework

6. **TACC/Board approval**

- **TCP presented to TACC/Board for approval of funding before GC**

- **Approved programme presented to MS during GC**

- **Project documents signed during GC**

- **Concept lists for next year's programme discussed with MS during GC**

- **NPC invoices submitted following GC**

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Virtual Workspace

- **Web-based collaborative platform**
- **Portal to IT system for all participants with access to documents, discussion forums and databases**
- **Participants include National Liaison Officers (NLO). They can further provide access grants to other counterparts.**
- **Supports the evolution of project concepts to completely formulated TC projects**

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Virtual Workspace

OFFICERS
Safeguards

Radiation Protection …etc

Mandatory Inputs

Work Flow Tools

Discussion Boards

Document Management Tools

3. Collaborative Tools

Web-Based Reporting

Universal Data Exchange Engine

4. Reporting and MIS Tools

Programme Cycle Management Framework

1. Project Formulation Tools

Standard Project Descriptions & Templates

TC-PRIDE Search Engine

Standard Performance Indicators

Regulatory and Safety Standards

Financial Planning

CPF for the Country

2. User Management

Authentication and Authorisation

Roles and Identity Management

TC Concept Template Document

Screen Shots of the TC-PCMF System

Interface for the NLO

TC-Programme Cycle Management Framework

IAEA.org
International Atomic Energy Agency

Friday, March 11, 2005

▸Home My Concepts My Formulation Knowledge Map

Logout

Welcome: National Liason Officer.

Concept Download/Upload

Concept Document Download

For those countries who do not want to complete their Technical Cooperation concept submissions on-line a word template document version has been created.

The word document template is compatible with Microsoft Word 2000 and above.

To download the word template please right click the following link and choose "Save Target As..." to save the template to you computer: **Download Template**

Once the template has been completed, please login to the system and upload the completed document.

Concept Document Upload To Upload Click the following Link - **Upload New Concept**

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Virtual Workspace - NLO

TC-Programme Cycle Management Framework

Home ▸ My Concepts My Formulation Knowledge Map

Logout

Wednesday, April 06, 2005

Welcome: National Liason Officer.

Concept Team

Roles	Names
CP	Mr. Jones
NLO	Mr Vatnitsky, Stanislav (NAHU)
CO	Ms Busa, Anna (TCPB)

Concepts - National Liaison Officer

Document(Offline Mode)

Title Installation and Operation of a Research and Service Reactor

Description Installation and Operation of a Research and Service Reactor, This will provide a framework for the Service Reactors to follow safe procedures.

Keywords Albania,Installation,Research,Reactor

Title	Date Uploaded	Uploaded By
Installation and Operation of a Research and Service Reactor	2005 Jan 19	NLO

ADD VERSION | HISTORY| ACCEPT |REJECT

Discussions

Test this discussion forum....., from Host Account, posted 12/16/2004 4:36 PM

Documents Module, from Host Account, posted 12/17/2004 11:12 AM

This is a test thread, from Host Account, posted 12/17/2004 1:57 PM

Documents

Title	Owner	Last Updated	Size (KB)	
Albania Concept Document (Version 1)	John Stewart	3/11/2005	67.07	Download
Albania Concept Document (Version 0)	Counter Part	1/18/2005	40.45	Download
Another Test Concept	National Liason Officer	1/19/2005	67.58	Download

Tools

Country Profiles

Regional Resource Unit

TC PRIME

TC PRIDE Search

Reporting Tools

List of Concepts

Misc

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Benefits of the Framework

- Shortened cycle from GC to GC
- High level MS authorities involved in discussion at GC
- Concept selection based on upstream work and CPF
- Assurance to MS of quality programme
- Time and cost savings for all stakeholders
- Proposed cycle timeframe allows implementation to start in January and allows for timely NPC payment
- Latest IT technology used
- On site problem analysis and project appraisal, and collaborative approach through IT ensures very transparency

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Expected Outcomes

- **Strengthened ownership by Member States**
- **CPF will be a strategic planning tool for the Member States and the Agency and a prerequisite for TC**
- **Projects will be funded from multiple sources in addition to TCF**
- **A balanced national and regional programme with maximum use of national or regional resources**
- **High degree of Board confidence in the selected projects and allocated budgets**

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Next Steps …

- Internal consolidation of PCMF and process timeline
- Formal communication with stakeholders
- Concept template available on TC website in April 2005
- Submission of concepts by July 2005
- Concept pre-qualification from July to August
- Concept list discussion during General Conference September 2005
- Maximum flexibility will be exercised

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