

# Session VIII: The Programme Cycle

Raul Ramirez Garcia,  
Section Head,  
Division for Latin America,  
Department of Technical Cooperation



**IAEA**

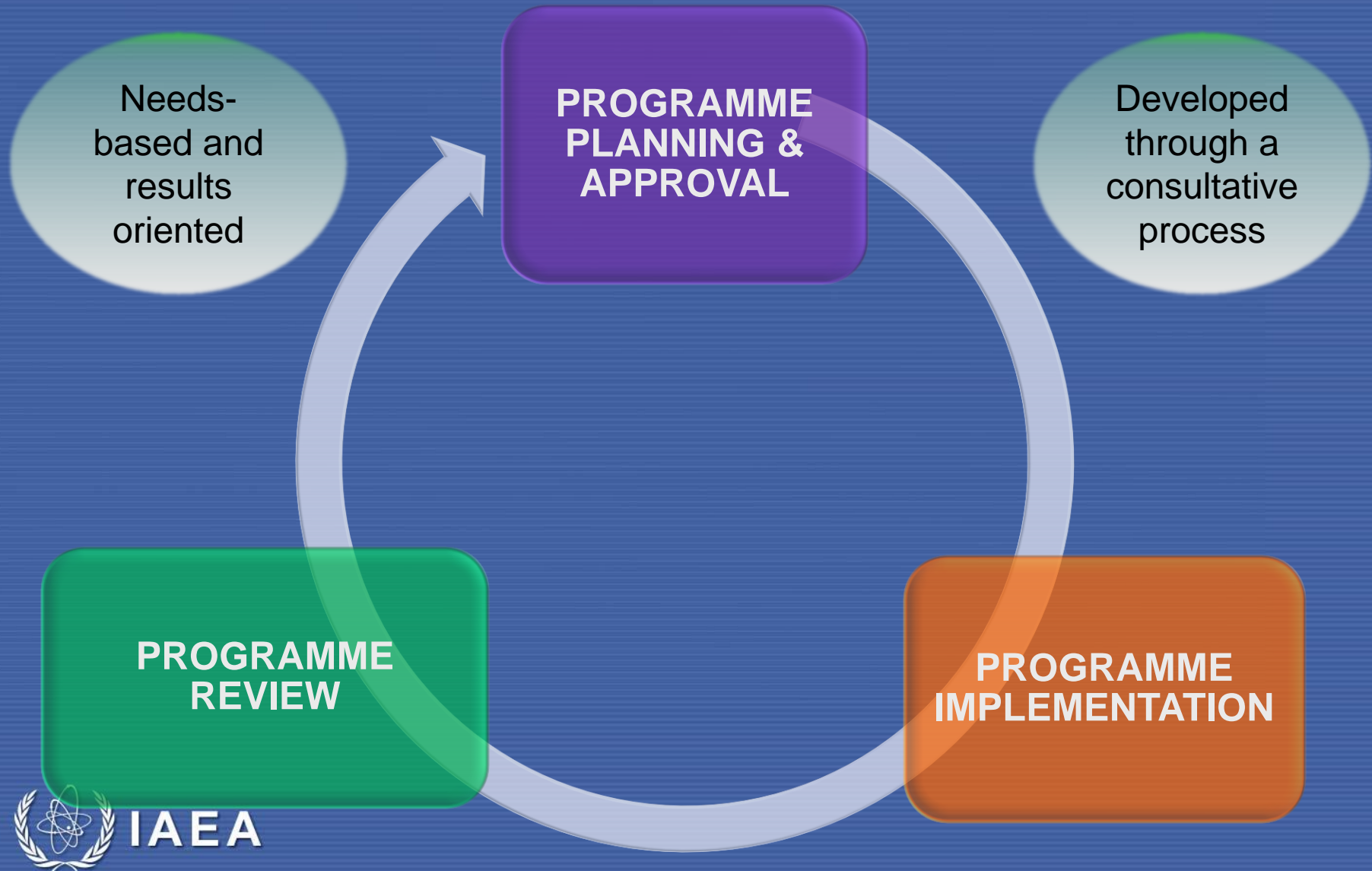
International Atomic Energy Agency

# Session objective

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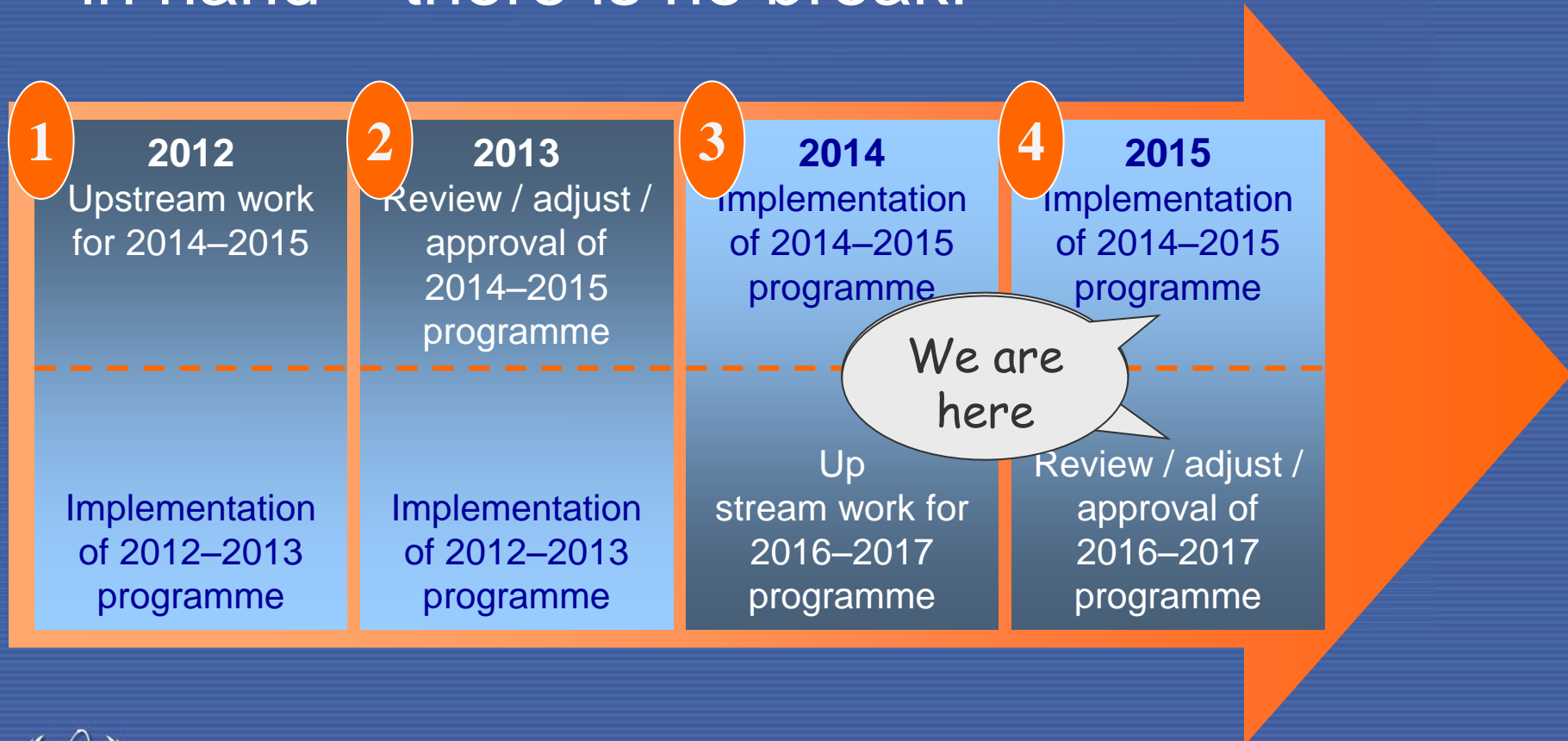
- To provide an understanding of the technical cooperation programme cycle and preparations for the next programming cycle 2016–2017

# The 2 year TC Programme Cycle

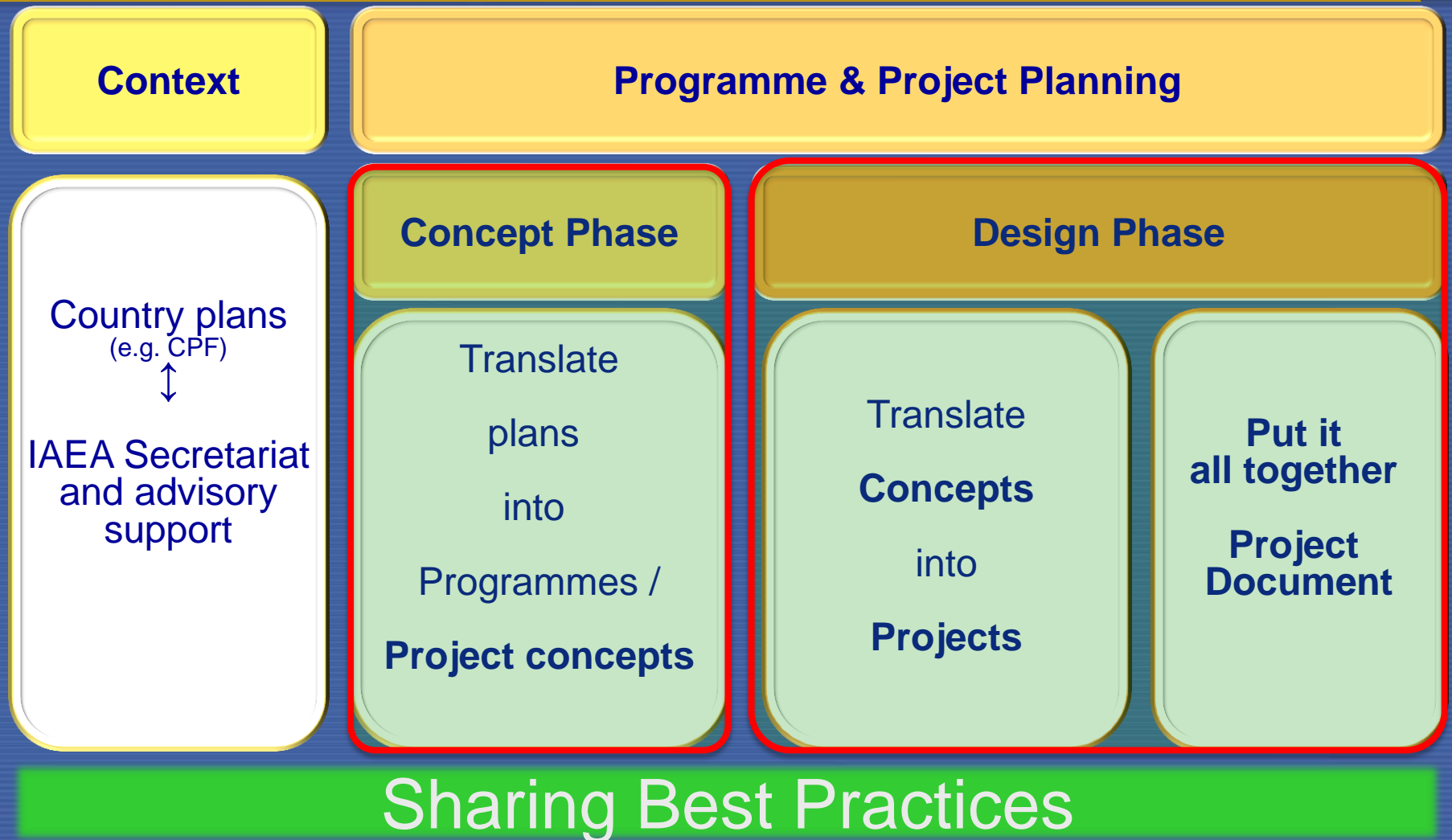


# The TC programme: a continuous programming and implementation cycle

- Programming and implementation go hand in hand – there is no break!



# Programme planning



# Logical Framework Approach

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- A widely adopted development planning methodology
- Used to improve the design, implementation and assessment of a policy, a programme or a project
- The matrix describes the logic, chain of results, indicators and assumptions

# The Logical Framework Matrix (LFM)

	Design Elements	Indicators	Means of Verification	Assumptions
Contribute towards.	<b>Objective</b>	Users		
Achieve realistic....	<b>Outcome</b>	Counterpart institution		
Produce tangible...	<b>Outputs</b>			
Perform.....	<b>Activities</b>	Project implementation team		
Provide .....	<b>Inputs</b>			

# Design assessment: Quality, technical, safety

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- Evaluation and feedback at two levels: concept and design
- Quality review during the process
- Project Management Officer (PMO) and Technical Officer (TO) participates in review process
- Project designs reviewed for compliance with the Statute, INFCIRC/267, and all relevant decisions of the Agency's Policy-Making Organs and the Security Council

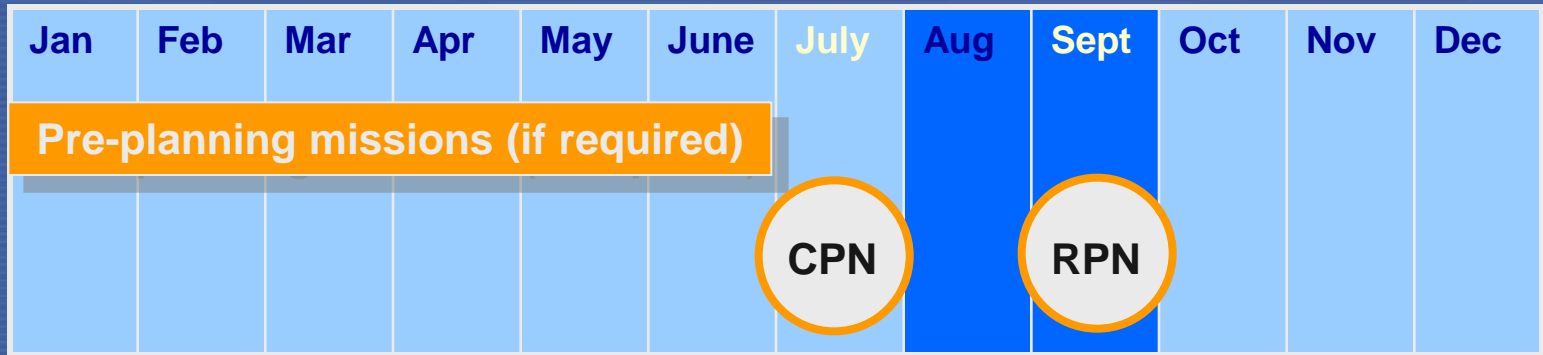


# TC programme planning timeline

Phase I

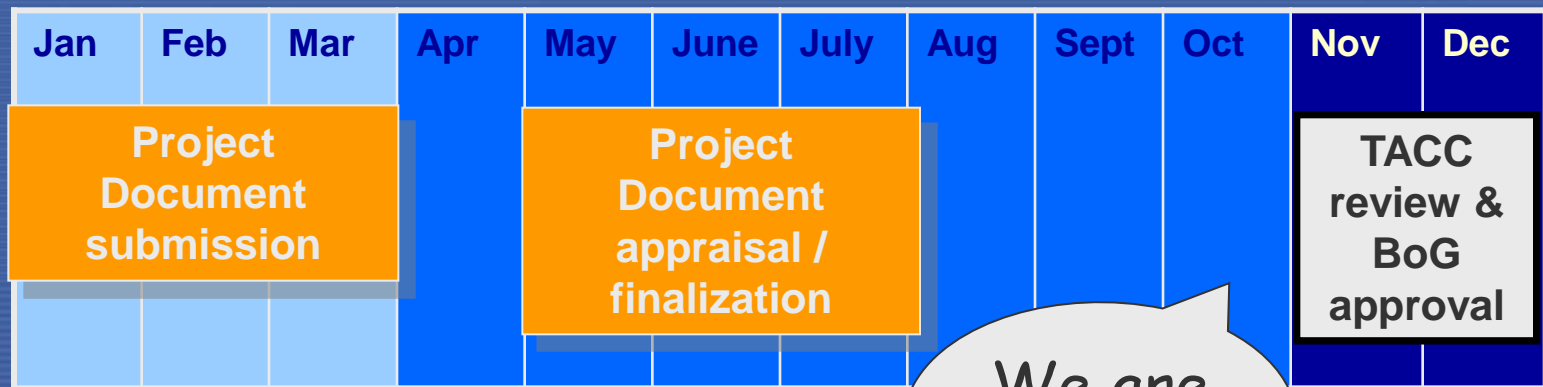
Phase II

2014



Phase II

2015



We are here



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# Secretariat support throughout the planning process

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- Guidelines and training for the Planning and Design of the TC programme – Logical Framework Approach applied, quality strengthened
- Pre-planning and pre-project missions to support preparation of programmes, and later, projects
- Identification of safety gaps and needs for additional safety support
- Information on thematic areas for cooperation

# Documents for Technical Assistance and Cooperation Committee

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- Cover document: Technical Cooperation: The Agency's Proposed Programme for 2016-2017
- Technical Cooperation New Project Listings for 2016-2017 by Region and Country, and by Field of Activity Code
- Technical Cooperation Active Project Listings for 2016-2017 by Region and Country, and by Field of Activity Code
- Online 'non documents'
  - Overview of the Agency's Proposed [date] Technical Cooperation Programme (interregional, regional and national overviews and new project descriptions, available online only)

# Project implementation

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- Activation as soon as the National Participation Costs are paid.
- Based on the approved work plan (activities, time and budget)
- TC Mechanisms: Expert missions, fellowships, scientific visits, meetings, workshops and training courses.
- Procurement of equipment and services.

# Project review

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- Project Performance Assessment Report (PPAR) as the main mechanism for project monitoring.
- Other mechanisms:
  - Expert mission reports
  - Fellowships and scientific visit reports
  - Training course evaluations.
  - Programme Management Officer (PMO) annual Country visit.

# Information and documentation available on Programme Cycle Management Framework (PCMF)

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- Guidelines for the Planning and Design of the IAEA 2016–2017 Technical Cooperation Programme
- Templates
  - To be used to submit proposals (project concepts and designs)
- Reference Desk
  - TC policy and programme reference documents to be followed for the preparation of project concepts and designs
- My TC-PRIDE
  - Updated financial and other information on all ongoing and completed TC projects

# Useful Links

➡ [PCMF Reference Desk](#)

➡ [TC PRIDE](#)

➡ [TC Country Profile](#)

➡ [RASIMS](#)

[Home](#) [My Actions](#) [My Programme Note](#) [My Designs](#) [My Projects](#) [My TC PRIDE](#) [Footnote](#)

## WELCOME TO THE PREPARATION OF THE 2016-2017 TC PROGRA

### COMPLETION OF PROGRAMME SUBMISSION (2015-07-10)

NLOs/NLAs are kindly reminded that the deadline for acknowledging the national programme is 15 July

### FINALIZATION OF PROJECT DESIGNS (2015-03-11)

NLOs and project counterparts are kindly reminded that the deadline for finalizing project designs for na

### Design phase for 2016-2017 TC projects (2014-11-05)

Member States are kindly reminded that draft national and regional project designs should be submitted

### Message on Interregional Programme Note (IPN) submission (2014-07-09)

Member States are kindly reminded that the deadline for submission of Interregional concepts is 31 July

### DESIGNING HIGH QUALITY IAEA TECHNICAL COOPERATION PROJECTS (2014-06-10)

We are pleased to announce that a e-learning course on "DESIGNING HIGH QUALITY IAEA TECHNICAL I

English: <http://nkm.iaea.org/dp4net/olms/m2/course/view.php?id=165>

Spanish: <http://nkm.iaea.org/dp4net/olms/m2/course/view.php?id=168>

This e-learning course provides the basics on the LFA for the development of projects according to the s

### Message on Country Programme Note (CPN) submission (2014-05-21)

NLOs are kindly reminded that the deadline for submission of CPNs is 31 May 2014

### Message to NLOs on Country Programme Note (CPN) submission (2014-05-01)

The PCMF IT platform is now open for data entry. Please be aware that only complete CPNs (overview and project concepts) will be taken into consideration and that the PCMF IT platform will be closed for CPN submission on 31 May 2014.

In order to facilitate the process of submitting the CPN to the PCMF IT platform, a training video has been prepared in English, French and Spanish. The video is available on YouTube at the following locations:

English: <https://www.youtube.com/watch?v=xkxkUMN1-t-k>

French: <https://www.youtube.com/watch?v=MPP2S-qO0v4>

Spanish: [https://www.youtube.com/watch?v=ET\\_IDGqAKTcQ](https://www.youtube.com/watch?v=ET_IDGqAKTcQ)

Please note that the PCMF IT platform will be opened for uploading of project concepts on 01 May 2014. (2014-04-03)

### Note Verbale and Guidelines for the Planning and Design of the IAEA 2016-2017 TC Programme (2014-01-31)

Please refer to the Note Verbale on the start of preparations for the 2016-2017 TC programme, including the guidelines and timeframe for the planning and design of the 2016-2017 TC programme.

Note Verbale: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

Guidelines: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

### The Concept Phase

Every National Liaison Officer (NLO) is requested to start pre-planning consultations among stakeholders to identify concrete areas where the TC programme can contribute effectively to the Member State's development programme. These consultations will lead to the preparation of the Country Programme Note (CPN), consisting of the country programme overview and national and regional project concepts. The country programme overview is prepared by the NLO who will also prioritize the individual project concepts.

The MS Word templates available on the PCMF IT platform shall be used for preparing the overview and the concepts. Once the PCMF IT platform is opened for data entry (mid-May 2014), the NLO will submit the complete CPN to the IAEA by entering the CPN data into the relevant fields of the PCMF IT platform. The deadline for submission of CPNs is 31 May 2014.

### Additional considerations for regional and interregional projects

Regional and interregional project concepts can be submitted by any group of Member States within or outside an existing Regional/Cooperative Agreement, or by the IAEA Secretariat on the basis of the established criteria for these project types. The templates available on the PCMF IT platform shall be used to prepare the concepts. Regional/Cooperative Agreement concepts shall be uploaded to the PCMF IT platform by the respective chairperson. The respective regional Division Director in the Department of Technical Cooperation shall prepare the Regional Programme Note (RPN) consisting of the regional programme overview and regional project concepts selected from among the concepts submitted by either a group of countries through their CPNs or a Regional/Cooperative Agreement. The four consolidated RPNs for the four TC regions are made available on the PCMF IT platform by the respective regional Division Directors by 30 August 2014.

The Department of Technical Cooperation prepares the Interregional Programme Note (IPN) consisting of the interregional programme overview and the interregional project concepts that have been positively appraised. The IPN is made available on the PCMF IT platform by 30 August 2014.

### THE TC PROGRAMME 2014-2015 HAS BEEN APPROVED (2014-01-06)

At its meeting on 18 November 2013 the IAEA Board of Governors approved the proposed TC programme for 2014-2015. The Secretariat looks forward to collaborating with Member States in order to achieve the project objectives. Member States are encouraged to pay their minimum NPCs so that implementation of national projects can start.

### New 'My TCPRIDE' Tab (2011-09-09)

Please note that monthly reports on the financial status of ongoing TC projects by country and by project can be accessed through the new 'My TCPRIDE' Tab.

### About PCMF

The revised TC programme cycle management framework (PCMF) is based on a flexible methodology, which emphasizes IAEA Member States' prioritization and ownership of the project, and relies on current best practices, user-friendly IT web-based systems and the principle of teamwork. The approach enables the Member State to take responsibility for the formulation and execution of its programme, while allowing stakeholders in the Secretariat to support the process and to collaborate in a transparent manner. It is linked to the Country Programme Frameworks through the identification of project concepts, which are then developed into projects, based upon assessed needs of Member States and joint appraisals in the field. More specifically, this improved approach:

- Focuses more on need assessment and problem analysis supported by the Agency.



Ramirez Garcia, Raul

### How to Login to PCMF?

Template Downl...

(as Word 97 doc or above)

### Project Document

National Project Docum  
(Cat. A)

[English](#)

Regional Project Docum  
(Cat. A)

[English](#)

Interregional Project  
Document (Cat. A)

[English](#)

National / Regional  
Interregional Project  
Document (Cat. B)

[English](#)

LFM and WP Templa...

[English](#)

### Template Downl...

(as Word 97 doc or above)

### Country Programme Note (CPN)

Country Programme  
Overview

[English](#) | [French](#) | [Sp](#)

National Project Conce...

[English](#) | [French](#) | [Sp](#)

Regional Programme  
Note (RPN)

[English](#) | [French](#) | [Sp](#)

Regional Programme  
Overview

[English](#) | [French](#) | [Sp](#)

International  
Programme Note (I

[English](#) | [French](#) | [Sp](#)

Interregional Program  
Overview

[English](#)

Interregional Project  
Concept

[English](#) | [French](#) | [Sp](#)

### Useful Links

- [PCMF Reference Desk](#)
- [TC PRIDE](#)
- [TC Country Profile](#)
- [RASIMS](#)

# For more information...

- [www.iaea.org/technicalcooperation](http://www.iaea.org/technicalcooperation)
- <http://pcmf.iaea.org/>
- Follow us on Twitter @IAEATC
- Outreach material is available to take away today, and can also be requested from the TC communication team



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*Technical cooperation:  
delivering results for  
peace and  
development*

