



BSU3 Administrative Program Cycle – planning, monitoring and reporting.

Date	Action point	Action by	Forwarded to	Documents (from DFC home page)
2017				
October-November 2017	Review/approval of implementation plans for 2017-2021	DFC + MFA + external consultant	South BSU Coordinator	Format for Implementation Plans – Building Stronger Universities III (dated 13 November 2016)
October 01, 2017	Start-up BSU III	South BSU Coordinator		General Conditions + Guidelines for Project Administration and appendices (Appendix 10) + Template Accounting Manual and appendices (appendix 11)
December 2017	Disbursement requests of 2018 funds	South BSU Coordinator	DFC	Disbursement Request Forms (BSU III country and Danish partner)
December 2017	Transfer of 1 st instalments 2018	DFC	BSU university + Danish partner	

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2018				
January-March 2018	Brushing-up of financial and administrative procedures to projects, as needed.	DFC	South BSU Coordinator/ Financial Controller	General Conditions + Guidelines for Project Administration and appendices (Appendix 10) + Template Accounting Manual and appendices (appendix 11)
August 2018	Transfer of 2 nd instalments 2018	DFC	BSU university + Danish partner	
September 15, 2018	Submission of updated Workplan/Gantt Chart and Budget.	South BSU Coordinator	DFC	
October-November 2018	Annual meetings in Ghana, Tanzania, and Uganda (discussion and dialogue on progress, and approval of annual work plans and budgets)	DFC + MFA + South & Danish BSU Coordinators		Annual meeting report
December 2018	Disbursement requests of 2019 funds	South BSU Coordinator	DFC	Disbursement Request Forms (BSU III country and Danish partner)



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2019				
January 2019	Transfer of 1 st instalments 2019	DFC	BSU university + Danish partner	
April 01, 2019	Annual Progress Report	South BSU Coordinator	DFC	Annual Progress Report (Appendix 1 + logframe)
April 01, 2019	Annual Audited Accounts	South BSU Coordinator	DFC	Annual Accounts Form (Appendix 3) + Template for Management Endorsement of Accounts for the Danish Research Partners (if audited by the National Audit Office of Denmark) (Appendix 4) + Audit Instructions and appendices (Appendix 7)
May/June 2019	Comments to Annual Progress Reports	DFC	South BSU Coordinator	
May/June 2019	Approval of Annual Audited Accounts	DFC	South BSU Coordinator	
June 01, 2019	DFC's summary of the annual reporting inclusive of assessment of total project expenditure against the MFA's outcome areas.	DFC	MFA + South BSU Coordinators	Format to be developed.
August 2019	Transfer of 2 nd instalments 2019	DFC	BSU university + Danish partner	
September 15, 2019	Submission of updated Workplan/Gantt Chart and Budget.	South BSU Coordinator	DFC	
October-November 2019	Annual meetings in Ghana, Tanzania, and Uganda (discussion and dialog on progress, and approval of possible revisions of annual plans)	DFC + MFA + South & Danish BSU Coordinators		Annual meeting report
November 2019	ToR and contract with external review consultant	MFA		
December 2019	Disbursement requests of 2020 funds	South BSU Coordinator	DFC	Disbursement Request Forms (BSU III country and Danish partner)



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2020				
January 2020	Transfer of 1 st instalments 2020	DFC	BSU university + Danish partner	
February/March 2020 (after 2 years)	Mid-term review	External consultant(s)	DFC + MFA	Mid-term review report
April 01, 2020	Annual Progress Report	South BSU Coordinator	DFC	Annual Progress Report (Appendix 1)
April 01, 2020	Annual Audited Accounts	South BSU Coordinator	DFC	Annual Accounts Form (Appendix 3) + Template for Management Endorsement of Accounts for the Danish Research Partners (if audited by the National Audit Office of Denmark) (Appendix 4) + Audit Instructions and appendices (Appendix 7)
May 01, 2020	Application for use of un-allocated funds reserved in the programme budget. The application will be assessed according to criteria of performance, and relevance as well as quality of request.	South BSU Coordinator	DFC	Format to be developed.
May/June 2020	Comments to Annual Progress Reports	DFC	South BSU Coordinator	
May/June 2020	Approval of Annual Audited Accounts	DFC	South BSU Coordinator	
June 2020	Mid-term seminar: - Discussion and dialog on progress, and approval of possible revisions of annual plans. - Approval of un-allocated funds.	DFC + MFA + external consultant + South & Danish BSU Coordinators + representatives from RDEs	South BSU Coordinator	Mid-term seminar report by external consultant
June 01, 2020	DFC's summary of the annual reporting inclusive of assessment of total project expenditure against the MFA's outcome areas.	DFC	MFA + South BSU Coordinators	Format to be developed.
August 2020	Transfer of 2 nd instalments 2020	DFC	BSU university + Danish partner	
September 15, 2020	Submission of updated Workplan/Gantt Chart and Budget.	South BSU Coordinator	DFC	
October-November 2020	Annual meetings in Ghana, Tanzania, and Uganda (discussion and dialog on progress, and approval of possible revisions of annual plans)	DFC + MFA + South & Danish BSU Coordinators		Annual meeting report
December 2020	Disbursement requests of 2021 funds	South BSU Coordinator	DFC	Disbursement Request Forms (BSU III country and Danish partner)



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2021				
January 2021	Transfer of 1 st instalments 2021	DFC	BSU university + Danish partner	
April 01, 2021	Annual Progress Report	South BSU Coordinator	DFC	Annual Progress Report (Appendix 1)
April 01, 2021	Annual Audited Accounts	South BSU Coordinator	DFC	Annual Accounts Form (Appendix 3) + Template for Management Endorsement of Accounts for the Danish Research Partners (if audited by the National Audit Office of Denmark) (Appendix 4) + Audit Instructions and appendices (Appendix 7)
May/June 2021	Comments to Annual Progress Reports	DFC	South BSU Coordinator	
May/June 2021	Approval of Annual Audited Accounts	DFC	South BSU Coordinator	
June 01, 2021	DFC's summary of the annual reporting inclusive of assessment of total project expenditure against the MFA's outcome areas.	DFC	MFA + South BSU Coordinators	Format to be developed.
August 2021	Transfer of 2 nd instalments 2021	DFC	BSU university + Danish partner	
October-November 2021	Meetings in Ghana, Tanzania, and Uganda (experience gathering).	DFC + MFA + South & Danish BSU Coordinators		Annual meeting report



Date	Action point	Action by	Forwarded to	Documents
2021				
July 2022 (6 months after completion)	Project Completion Report	South BSU Coordinator	DFC	Project Completion Report (Appendix xx + logframe)
July 2022 (6 months after completion)	Final Audited Accounts	South BSU Coordinator	DFC	Annual Accounts Form (Appendix 3) + Template for Management Endorsement of Accounts for the Danish Research Partners (if audited by the National Audit Office of Denmark) (Appendix 4) + Audit Instructions and appendices (Appendix 7)
July/August 2022	Approval of Completion Report	DFC	South BSU Coordinator	
July/August 2022	Approval of Final Audited Accounts	DFC	South BSU Coordinator	
October 2022	MFA's PCR (DFC's summary of the projects' completion reports)	DFC	MFA	

/ DFC, 05 September 2017.