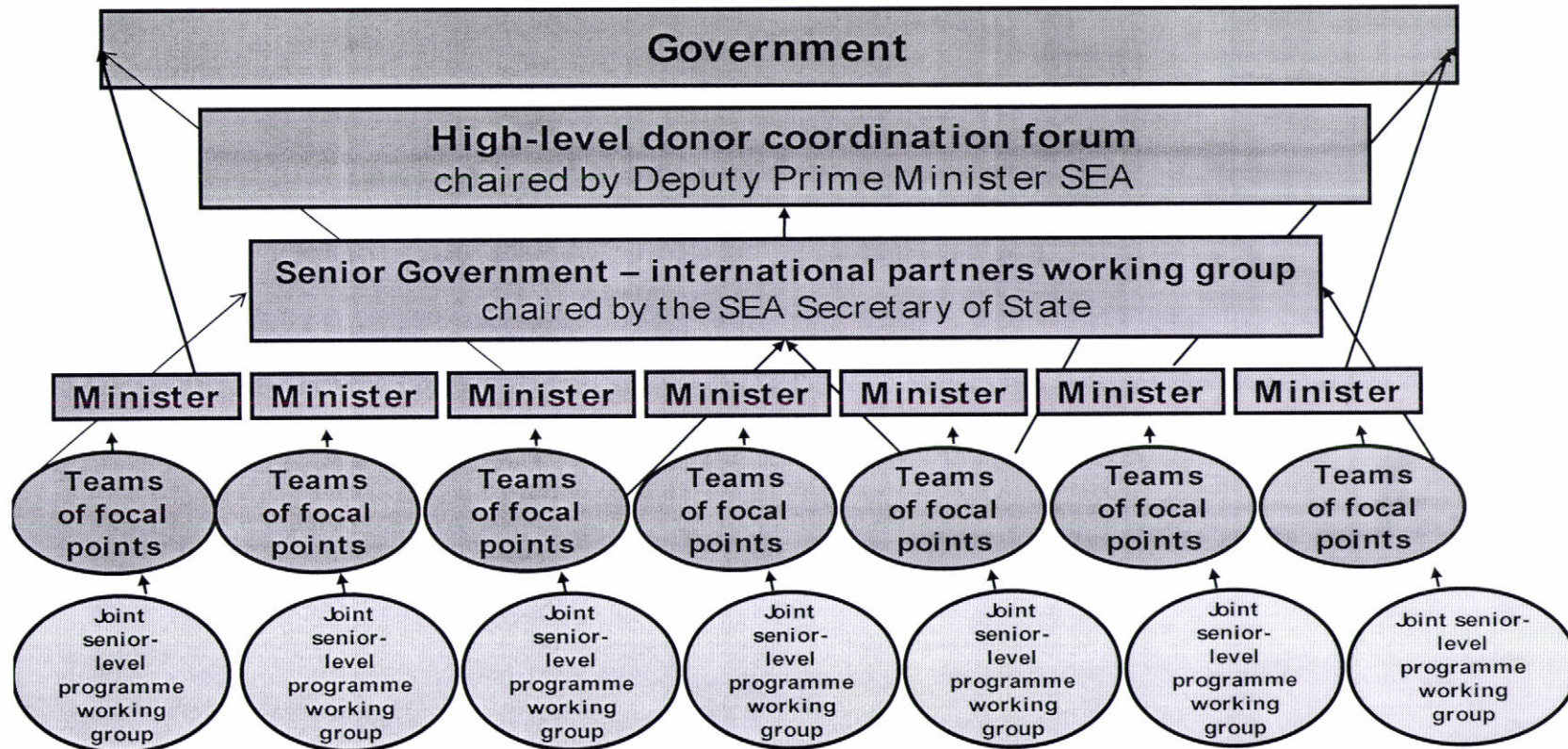
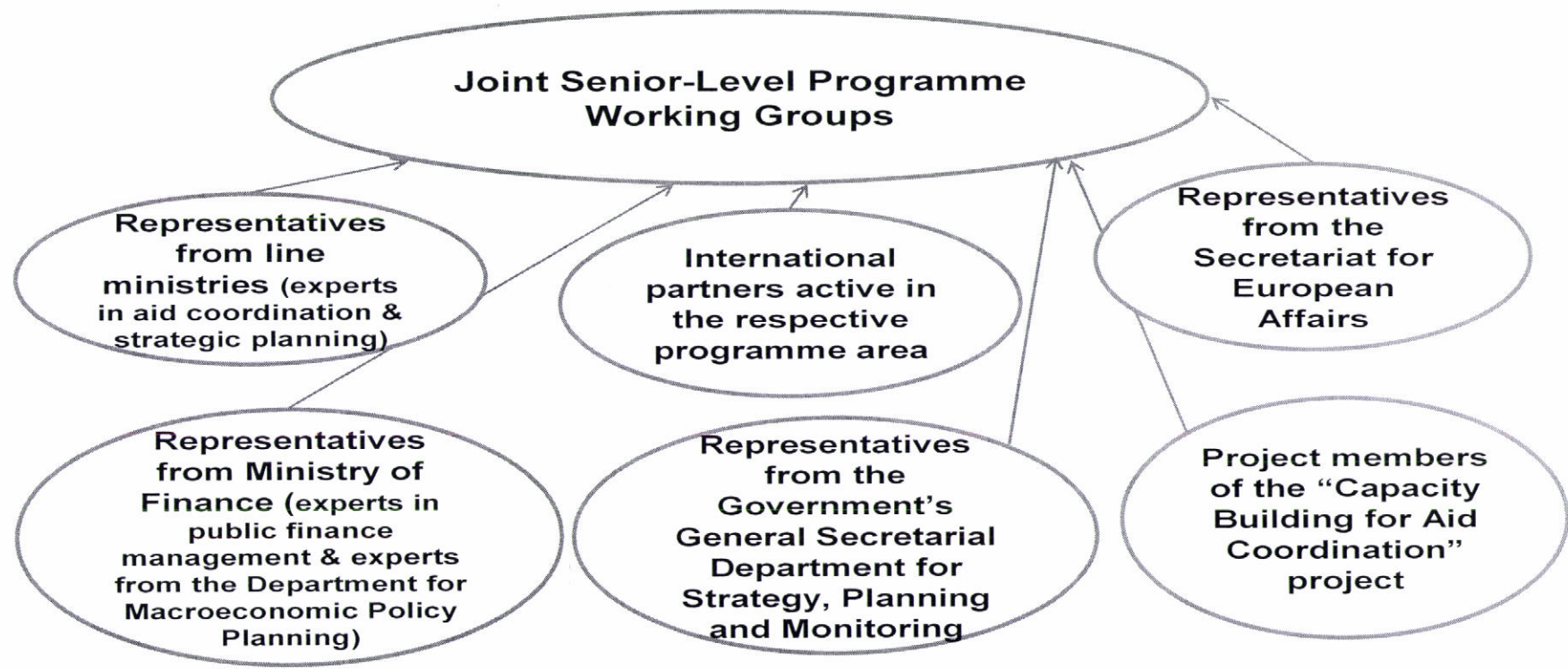


ANNEX 1 – PBA Organizational Framework

*Organizational Framework for PBA*



ANNEX 1a - Composition of the Joint Senior-Level Programme Working Groups



## ANNEX 2 – Capacity Questionnaire Template

### **PBA Working Group Capacity Assessment Questionnaire**

#### **INTRODUCTION**

The Questionnaire is carried out for the purposes of the Secretariat for European Affairs (SEA) to further improve management of the PBA process and enhance cooperation with the Working Groups.

The Questionnaire will help to obtain feedback from the 7 programme Working Groups on the lessons learnt, the progress, the weak points and potential constraints for successful implementation of the PBA.

Moreover, it will facilitate the identification of the capacity needs of the working groups members that will be further addressed through policy actions and training.

The Questionnaire is composed of the following sections:

- I. General Information for the Working Group
- II. Attendance Record
- III. Cooperation within the PBA organizational framework and with other bodies/structures
- IV. Understanding of the PBA process
- V. Work in the WG: Overall progress/achievements
- VI. PBA Training

The Questionnaire should be filled in jointly by the Working Group members under the guidance of the focal points, consolidated and returned to the Secretariat for European Affairs, the latest by 21.11.2011. The responses should be brief, given in short paragraphs or bullet points.

**SECTION I : GENERAL INFORMATION FOR THE WORKING GROUP (WG)**

1. Name of the PBA Working Group (WG)?

2. Please indicate the PBA WG members:

Name	Institution	Position	Role in the PBA WG	Duration of membership

3. Name of the SPO/IPA Coordinator who is a member of the WG, including duration of his/her membership?

4. State the lead international partner in the WG?

5. In your view, do you have all the relevant institutions and stakeholders for the programme area represented in the WG? (if not, list the ones that should be additionally included).

6. Please indicate the number and frequency of WG meetings held since the beginning of the PBA process?

7. Date of the first meeting of the WG?

8. Date of the most recent meeting of the WG?

9. How are new members admitted to the WG?

10. Which criteria are used to admit new members to the WG?

**SECTION II - ATTENDANCE RECORD**

1. Assess the WG members attendance:

- a) Low b) Medium c) High

Comments:

2. Please indicate any significant changes in the composition of the WG?

**SECTION III - COOPERATION WITHIN THE PBA ORGANIZATIONAL FRAMEWORK AND OTHER BODIES/STRUCTURES**

1. What is the WG's opinion on the PBA institutional framework set-up and what should be changed, if necessary?
2. What is the WG's opinion on the cooperation with and the guidance received from the SEA on the PBA process? What should be improved?
3. What is the WG's opinion on the level and quality of cooperation with the High Level Working Group? What should be improved or changed?
4. Do you cooperate and exchange experience with other PBA WGs? If YES go to question number 5, if NOT go to question number 6.
5. If yes, please elaborate on the cooperation with other PBA WGs?
6. If not, please elaborate the reasons?
7. What is the understanding of the PBA process within the line ministries participating in the WG?
8. In your view, has the PBA process been internalized in the process of planning and implementation of the international development assistance in the line ministries?
9. Do you receive the necessary inputs and support from the line ministry (for all line ministries in the WG)?
10. Which are the departments/units within the line ministry (refers to all line ministries that participate in the WG) that you cooperate mostly (for example: departments for international cooperation, strategic planning and budget)?
11. How closely do you cooperate with the SPO/IPA coordinator and in which specific fields is the cooperation most evident?

**SECTION IV - UNDERSTANDING OF THE PBA PROCESS**

1. In one paragraph or bullet points, please present your views on the main benefits from the implementation of the PBA in general.
2. What is your perception on the clarity of the PBA goals:

1	2	3	4	5	6	7
Confused, conflicting Clear, shared						

3. What are your perception on **possible benefits** and the added value from the PBA process in your programme area?

4. Has the PBA contributed to the IPA programming and how?
5. What were the main obstacles for the implementation of the PBA process in your programme area?
6. How did you overcome these obstacles?
7. What would you change/improve?
8. What is your opinion on the time dynamics so far for the realization of the PBA process? Are tasks and assignments distributed evenly? Any changes/proposals?
9. Please assess the WG members' understanding of the RM budget cycle?
10. Please present in bullet points format the WG's suggestions on the next steps of the PBA process and its activities?
11. Please present in bullet points format the WG's lessons learnt?

**SECTION V - WORK IN THE GROUP: OVERALL PROGRESS/ACHIEVEMENTS OF THE WG**

1. How do you manage your PBA activities and coordinate them with other daily tasks (brief explanation)?
2. Is there any achievement in the PBA process so far in your programme area? If yes, please brief explanation.
3. How does the WG set the agenda for its meetings?
4. Participation in the work of the WG:

1	2	3	4	5	6	7
Few dominate, poor listening listening			All get in, good			

5. How would you describe the decision making process within the WG?

1	2	3	4	5	6	7
Self authorization, minority rule Consensus						

6. How does the WG solve problems?

1	2	3	4	5	6	7
Jump directly to solutions acting				Seek basic causes before		

7. How would you assess the implementation of the decisions reached within the WG in the line ministries?

1	2	3	4	5	6	7
Unsuccessful Successful						

8. How does the WG monitor progress against its objectives?

9. Please present your views for amending the PBA WG work/ procedures in respect of membership, structure, tasks, processes, relationships with other stakeholders or WGs, etc.? (bullet points)

10. Problems and concerns? (bullet points)

**SECTION VI - PBA TRAINING**

1. Please assess the training on PBA delivered by UNDP/SEA Project "Capacity Building for Aid Coordination Phase IV" in January 2011?

1	2	3	4	5	6	7
Unsuccessful Successful						

2. How the training has helped the WG and its members in coping with its tasks?

DATE:

FILLED-IN BY: