|  |  |
| --- | --- |
| **Title** | **Initiation Plan Template** |
| **Document Language** | English (original), French - Spanish |
| **Responsible Unit** | Bureau for Development Policy/Capacity Development Group |
| **Creator (individual)** | Dien Le [dien.le@undp.org](mailto:dien.le@undp.org) - Patrick Gremillet [patrick.gremillet@undp.org](mailto:patrick.gremillet@undp.org) |
| **Contributors** | BDP/CDG, BOM/CBS, Management Practice Team |
| **Subject (Taxonomy)** | Programming for Results, Project Management |
| **Date approved** | January 2008 |
| **Audience** | All country offices. Primarily intended for staff involved in programming/project formulation. |
| **Applicability** | The purpose of the Initiation Plan is to articulate the activity results, schedule, budget, and management arrangements required to complete the [*Initiating a Project*](http://content.undp.org/go/userguide/results/project/initiating) process. The Initiation Plan is only required when the *Initiating a Project* process requires financial resources, in order to approve and sign-off the plan and budget required to complete the process. |
| **Replaces** | Initiation Plan template in the UNDP User Guide.  The purpose of this update is to simplify the previous template and clarify specific requirements related to monitoring, risks management and management arrangements. |
| **Is part of** | UNDP Programme & Operations Policies and Procedures – [Project Management section](http://content.undp.org/go/userguide/results/project) |
| **Conforms to** | Harmonized programming procedures and ATLAS |
| **Related documents** | [Initiation Plan – Deliverable Description](http://content.undp.org/go/prescriptive/Project-Management---Prescriptive-Content-Documents/download/?d_id=1352124)  UNDP Programme & Operations Policies and Procedures – [Defining a Project](http://content.undp.org/go/userguide/results/project/defining) |
| **Document Location** | Management Practice Document Repository - [Project Management](http://content.undp.org/go/prescriptive/Project-Management---Prescriptive-Content-Documents/) - Defining - Deliverables |

**Please refer to the Deliverable Description mentioned above for guidance regarding the purpose and use of this template**

**United Nations Development Programme**undp3

**Country: Turkmenistan**

**Initiation Plan**

**Project Title:** Cooperation in implementation of the NHRAP for 2016-2020 in the area of rule of law and the access to justice

**Expected CP Outcome(s) 3:** State institutions implement and monitor laws, national programmes and strategies in a participatory manner in line with the country’s human rights commitments

*(Those that are linked to the project and extracted from the CPAP)*

**Initiation Plan Start Date:** January 1, 2017

**Initiation Plan End Date:** December 31, 2107

**Implementing Partner:** **Supreme Court of Turkmenistan**

**Brief Description**

Current project will provide assistance to the Supreme Court of Turkmenistan in implementation of its obligations under the Constitution of Turkmenistan, National Human Rights Action plan for 2016-2020, and Sustainable Development Goals that Turkmenistan undertook upon itself in the area of rule of law and access to justice within the framework of the following components:

**Component 1:** Judges, as well as law enforcement, Ministry of Justice employees, and Bar Association are familiar with Turkmenistan’ international obligations in the area of human rights related to the rule of law and access to justice;

**Component 2:** Key laws and regulations pertaining to criminal justice, non-discrimination and human rights reviewed and amended in line with new Constitution, Turkmenistan’s obligations in the area of human rights, and recommendations of UN human rights;

**Component 3:** Justice institutions provide accessible, affordable, efficient and quality services to resolve citizens complains in accordance to national legislation and international obligations of Turkmenistan.

|  |  |
| --- | --- |
| Programme Period: 2016-2020  CPAP Programme Component: Rule of law and economic diversification  Atlas Award ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAC Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total resources required: $254,171  Total allocated resources: $186,128   * Regular: $51,128 * UNDP Catalytic Fund: $85,000 * British Embassy in TKM: $50,000 |

Agreed by UNDP:

# Purpose

*This Initiation Plan is an integral part of the Project Document that is planned to be signed between the Supreme Court of Turkmenistan and UNDP (aka the Parties). The purpose of the project is cooperation between the Parties in implementation of Turkmenistan’s National Human Rights Action Plan for 2016-2020, adopted by Turkmenistan in the beginning of 2016. The overall Project Document covers the period of 2017-2019, while the Initiation Plan only covers the year of 2017.*

*The purpose of this Initiation Plan is to launch the implementation of the Project (hereinafter the Project) with the Supreme Court of Turkmenistan (aka National Partner). The initiation plan is prepared to describe the preparatory activities for launching of the Project, including the process of, conducing Project Appraisal Committee, discussion of the Project Outputs and Outcomes for each year of the Project operation, finalization of the Project Document with the National Partner, discussions on the cost-sharing mechanisms that will be used between the National Partner and UNDP, developing effective Monitoring and Evaluation mechanisms for the Project activities, developing Terms of Reference and hiring the project manager, and describe first activities that will be conducted in 2017, and implement the activities of the project before the Project Document is signed by both UNDP and the National Partner. The latter might require substantial time due to bureaucratic delays and need for coordination and approval not only by Supreme Court but also the Ministry of Finance of Turkmenistan, since the Project involves cost-sharing. Initiation Plan shall be used to avoid these delays and start the implementation of the agreed Project activities.*

*UNDP will the funds received from UNDP Catalytic Fund and the funds of the grant received from UK Embassy in Turkmenistan for the initiation phase of the project.*

# Expected Output

*The ultimate output of the initiation plan is the signed Project Document between UNDP and the Supreme Court of Turkmenistan, as well as the implementation of the first activities envisaged by the Project Document for 2017. The detailed description of the Expected Outputs and Activities could be found below in the Annual Workplan for 2017.*

# Management Arrangements

*UNDP staff including Democratic Governance Portfolio Manager shall be responsible for implementation, monitoring, and reporting on the activities of the Initiation Plan before the Project Manager (PM) is contracted. After the PM comes onboard, he/she will* be *responsible for carrying out the activities of the project as set forth in the Annual Workplan for 2017 below. UNDP Project Implementation Unit shall provide all necessary administrative support for the implementation of the Initiation Plan. All activities of the Initiation Plan shall be coordinated with the National Implementing Partner – duly appointed representative of the Supreme Court of Turkmenistan.*

**Project Manager**

**Project Board**

**National Implementing Partner**

**UNDP DG Portfolio Manager**

**Project Support Unit**

**Project Organisation Structure**

# Monitoring

*UNDP Democratic Governance Portfolio Manager shall be bear the primary responsibility for the monitoring and quality assurance of the Initiation Plan implementation. At the completion of the initiation phase the Portfolio Manager shall prepare the Progress Report and present it at the Project Board meeting.*

# ANNUAL WORK PLAN

**Year: 2017**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| **Component 1**: Judges, as well as law enforcement, Ministry of Justice employees, and Bar Association are familiar with Turkmenistan’ international obligations in the area of human rights related to the rule of law and access to justice.  ***Baseline:*** *Limited number of judges, law enforcement and bar association members are familiar with Turkmenistan’s international HR obligations.*  ***Indicators:*** *Number of judges, law enforcement and bar association members trained.*  ***Targets:*** *at least 100 judges, law enforcement, and bar association members*  ***Related CP outcome #3:***  *State institutions implement and monitor laws, national programmes and strategies in a participatory manner in line with the country’s human rights commitments* | **Activity 1.1:** Workshop for the members of Supreme Court, district courts, law enforcement, Ministry of Justice, and Members of Bar Associations on international and national obligations of Turkmenistan in the area of human rights, access to justice, and rule of law.  During the workshop, international and national experts will extensively review the National Human Rights Action Plan, and other National Plans |  | X |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 3 days 45 participants  2 international experts (10 days) with 4-day mission to Turkmenistan,   2 national experts (10 days), UN Agencies | $35,098.00 |
| **Activity 1.2:** Study visit for the group of law enforcement (including judges and advocates) to learn the enforcement practices in accordance with the human rights standards. |  | X | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 7-day visit to European country with the best practices in human rights standards and access to justice  5 people | $34,405.00 |
| **Activity1.3:** Trainings in Ashgabat and velayats for implementers of new laws (judges, law enforcement, advocates) to promote better understanding of the new legal frameworks and their proper application and enforcement | X | X |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 5 trainings (1 in Ashgabat and 4 in velayats) 2 days each training 25 participants Rent DSA for 5 trainings, 3 national speakers + UNDP | $17,042.00 |
| **Activity 1.4:** Review of the Curricula and the schedule of the regular education sessions for judges and prepare the recommendations on its improvement |  | X |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1 international expert 20 days of work with one mission to Turkmenistan (10 days) | $19,728.00 |
| TOTAL: |  |  |  |  |  |  |  |  | **$106,273.00** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| **Component 2:** Key laws, regulations, systems and frameworks pertaining to justice, rule of law, and human rights reviewed and amended in line with new Constitution, Turkmenistan’s obligations in the area of human rights, and recommendations of UN human rights;  ***Baseline:*** *Limited number of judges, law enforcement and bar association members are familiar with Turkmenistan’s international HR obligations.*  ***Indicators:*** *Number of judges, law enforcement and bar association members trained.*  ***Targets:*** *at least 100 judges, law enforcement, and bar association members*  ***Related CP outcome #3:***  *State institutions implement and monitor laws, national programmes and strategies in a participatory manner in line with the country’s human rights commitments* | **Activity 2.1:** International conference to study the best practices and regional experience in legislative frameworks relating to access to justice and rule of law | |  | X | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1-day conference30 participants3 international speakers | $9,707.00 |
| ***Activity2.2:***  *Comprehensive review of the national legislation relating to access to justice, rule of law, and bar association*  *Development of recommendations on changes, improvements, and additional legislation relating to the access to justice and rule of law*  *Particular focus will be made on the legislative frameworks relating to electronic handling of the applications, appeals, and complaints of the citizens.* | | X | X |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1 international expert 30 days of work with one mission to Turkmenistan (5 days)  1 national expert (30 days) | $28,687.00 |
| TOTAL |  | |  |  |  |  |  |  |  | $38,394 |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| ***Component 3:*** *Justice institutions provide accessible, affordable, efficient and quality services to resolve citizens complains in accordance to national legislation and international obligations of Turkmenistan.*  ***Baseline:*** *No review of handling citizens’ complaints, appeals, and applications of the citizens in courts*  *Indicators: Review of the process of handling of citizens’ complaints, appeals, and applications of the citizens in courts*  ***Targets:*** *Review of the process of handling of citizens’ complaints, appeals, and applications of the citizens in courts is prepared*  ***Related CP outcome #3:***  *State institutions implement and monitor laws, national programmes and strategies in a participatory manner in line with the country’s human rights commitments.* | | **Activity 3.1:**  Assistance in establishment of the working group who will be working on the pilot project focusing on handling of the complaints, appeals, and applications of the citizens and providing e-services in the area access to justice at a district court | X |  |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | No funds are needed | $0.00 |
| ***Activity 3.2:***  *Study visit for members of the working group to a country with the best practices in providing e-services to the population in district courts* |  | X | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 7 participants for 7 days | $26,299.00 |
| **Activity 3.3:**  Workshop to review of the results of the study visit and develop a roadmap of what actions to implement for piloting of the e-services to the population on the access to justice in the district court |  |  | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | Workshop (1 day) for 30 participants | $3,390.00 |
| **Activity 3.4:**  Conduct comprehensive review of the process of handling complaints, applications, and appeals of the citizens and developing Action Plan with the indicative budget on creating electronic system of providing e-services on the district court level |  | X | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1 international expert 30 days of work with one mission to Turkmenistan (5 days)  1 national expert (30 days) | $28,687.00 |
| TOTAL | |  |  |  |  |  |  |  |  | $58,376 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| **Component 2:** Key laws, regulations, systems and frameworks pertaining to justice, rule of law, and human rights reviewed and amended in line with new Constitution, Turkmenistan’s obligations in the area of human rights, and recommendations of UN human rights;  ***Baseline:*** *Limited number of judges, law enforcement and bar association members are familiar with Turkmenistan’s international HR obligations.*  ***Indicators:*** *Number of judges, law enforcement and bar association members trained.*  ***Targets:*** *at least 100 judges, law enforcement, and bar association members*  ***Related CP outcome #3:***  *State institutions implement and monitor laws, national programmes and strategies in a participatory manner in line with the country’s human rights commitments* | **Activity 2.1:** International conference to study the best practices and regional experience in legislative frameworks relating to access to justice and rule of law |  | X | X |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1-day conference30 participants3 international speakers | $9,707.00 |
| ***Activity2.2:***  *Comprehensive review of the national legislation relating to access to justice, rule of law, and bar association*  *Development of recommendations on changes, improvements, and additional legislation relating to the access to justice and rule of law*  *Particular focus will be made on the legislative frameworks relating to electronic handling of the applications, appeals, and complaints of the citizens.* | X | X |  |  | UNDP,  Supreme Court of Turkmenistan | Project Funds | 1 international expert 30 days of work with one mission to Turkmenistan (5 days)  1 national expert (30 days) | $28,687.00 |
| TOTAL |  |  |  |  |  |  |  |  | $38,394 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| Project Management |  | X | X | X | X | UNDP | Regular | Project manager | $26,328.00 |
|  | X | X | X | X | UNDP | Regular | UNDP Personnel PS: | $12,000.00 |
|  | X | X | X | X | UNDP | Regular | UNDP Personnel PS: | $5,000.00 |
|  | X | X | X | X | UNDP | Regular | Communication | $1,800.00 |
|  | X | X | X | X | UNDP | Regular | Technical expenses | $3,000.00 |
|  | X | X | X | X | UNDP | Regular | ISS | $3,000.00 |
| TOTAL |  |  |  |  |  |  |  |  | **$51,128.00** |