



*60 Years*

**IAEA**

*Atoms for Peace and Development*

# Session IV: The TC Programme Cycle

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# Session objective

- To provide an understanding of the technical cooperation programme cycle and preparations for the next programming cycle 2020–2021

# The two-year TC Programme Cycle

## PROGRAMME PLANNING & APPROVAL

1. Upstream work
2. Concepts/Program Note Phase
3. Project Design Phase
4. Resourcing & budgeting
5. Internal approval
6. Approval by TACC/Board

## PROGRAMME IMPLEMENTATION

1. Operational execution
2. Monitor progress
3. Make adjustments
4. Report performance / Self Assessment
5. Project closure

## PROGRAMME REVIEW

1. Independent Evaluation
2. Self Assessment
3. Impact Assessment
4. Follow-up adjustments and implementation of recommendations



# The TC programme: a continuous programming and implementation cycle

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



# Logical Framework Approach

- A widely adopted development planning methodology
- Used to improve the design, implementation and assessment of a policy, a programme or a project
- Includes a number of analytical steps
- The Logical Framework Matrix (LFM) describes the logic, chain of results, indicators and assumptions

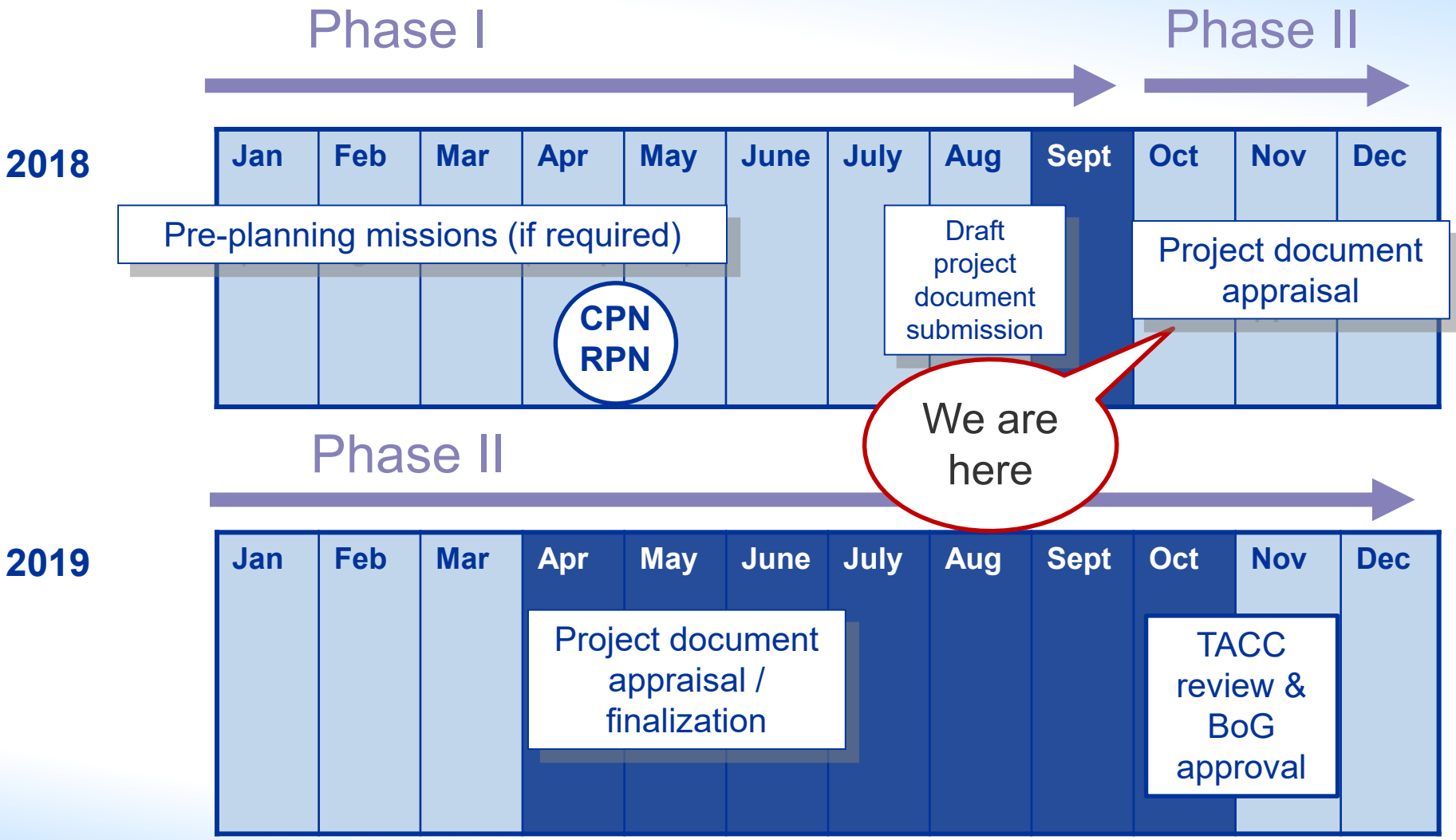
# The Logical Framework Matrix (LFM)

	Design Elements	Indicators	Means of Verification	Assumptions
Contribute towards.	<b>Overall 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

- Project Management Officer (PMO) and Technical Officer (TO) participate in project review
- Two independent quality reviews during the 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





# Secretariat support throughout the planning process

- 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
- TC Programme Services
- Quality Review guide and checklist

# Documents for the Technical Assistance and Cooperation Committee

- Cover document: Technical Cooperation: The Agency's **Proposed** Programme for [date of cycle]
- Technical Cooperation New Project Listings for [date of cycle] by Region and Country, and by Field of Activity Code
- Technical Cooperation Active Project Listings for [date of cycle] 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

- 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.

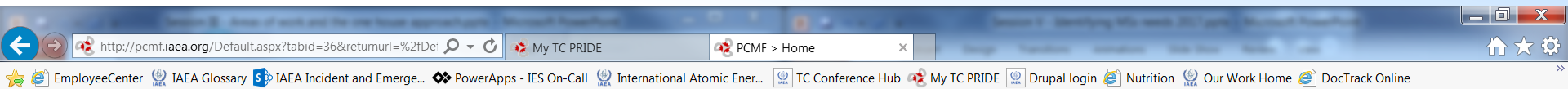
# Project monitoring and review

- Project Performance Assessment Report (PPAR) – online mechanism for project monitoring.
- Other mechanisms:
  - Field Monitoring Methodology
  - Self-Evaluation
  - Outcome Monitoring
  - Expert mission reports
  - Fellowships and scientific visit reports
  - Training course evaluations.
  - Programme Management Officer (PMO) country visits

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

- Guidelines for the Planning and Design of the IAEA 2020–2021 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

# PCMF reference desk



## WELCOME TO THE PREPARATION OF THE 2018-2019 TC PROGRAMME

### Launch of InTouch+ on Thursday 18th May 2017 (2017-05-18)

Please be informed that the IAEA will launch the new [InTouch+](#) facility on Thursday 18th May 2017 at 6pm CET. This upgrade of InTouch will offer enhanced functionality and greater security through being located on the IAEA's [NUCLEUS](#) platform.

Once [InTouch+](#) is launched, existing InTouch users will receive details on how to access [InTouch+](#) through [NUCLEUS](#) by email. Existing InTouch users who are currently not registered as [NUCLEUS](#) user will have a [NUCLEUS](#) account created for them based on their InTouch username. Guidance on how to access and use the new facility will also be provided.

Please note that when [InTouch+](#) is launched the current InTouch website will no longer be accessible.

If you have any questions about the new [InTouch+](#) facility, please write to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org) or contact your regular IAEA counterpart in the Technical Cooperation Department.

### Project Design phase for 2018-2019 Cycle (2017-04-20)

Member States are reminded that the deadline for finalization and submission of all project designs via the PCMF IT platform is 15 May 2017.

### Submission of 2016 Project Progress Assessment Reports (PPARs) (2017-02-23)

A new IT platform is now available for the electronic submission of Project Progress Assessment Reports (PPARs). This replaces the submission of paper and MS word versions for reporting of project achievements from 2016 onwards. The platform is accessible via the Agency Nucleus System at <https://tcreports.iaea.org/>. Project team members can log in using their Nucleus Username and Password.

Guidelines for PPAR preparation and detailed user guides for NLOs/NLAs, CPs and DTMs are available in the PCMF Reference Desk. The deadline for completion of the 2016 PPAR process is **31 March 2017**. Please contact the relevant PMO if the submission process has not yet been initiated.

### Quality Assurance documents available on PCMF (2016-11-01)

The **TC Programme Quality Criteria** are applicable across all phases of the TC programme cycle. They are submission for approval. These criteria are also applied throughout implementation, progress monitoring and foundation for efficient project implementation and effective delivery of the programme.

**The Checklist for Programme Management Officers, National Liaison Officers and Project Counterpart** project work plan.

Quality Criteria: [English](#)

Quality Checklist: [English](#) | [French](#) | [Spanish](#) |

### Project Design phase for 2018-2019 Cycle (2016-08-18)

Member States are reminded that the deadline for the submission of draft project designs through the PCMF platform

A video highlighting how to transfer information from project design templates to PCMF is provided below

English: <https://youtu.be/FaZ6SksBGs>

French: [https://youtu.be/G5054Mq\\_q3I](https://youtu.be/G5054Mq_q3I)

Spanish: To Follow

### Project Design phase for 2018-2019 Cycle (2016-07-15)

Member States are informed that PCMF is now open for the submission of draft national and regional/interregional project designs. Designs should be submitted via the PCMF platform.

Message to Member States on Country Programme Note (CPN)/Regional Programme Note (RPN)/Interregional Programme Note (IPN) submission (2016-04-08)

User Name:

Password:

Login

[Reset Password](#)

[How to Login to PCMF?](#)

#### Template Downloads

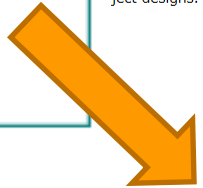
- (as Word 97 doc or above)
- Country Programme Note (CPN)**  
[English](#) | [French](#) | [Spanish](#)
  - Regional Programme Note (RPN)**  
[English](#) | [French](#) | [Spanish](#)
  - Interregional Programme Note (IPN)**  
[English](#) | [French](#) | [Spanish](#)

#### Template Downloads

- (as Word 97 doc or above)
- Project Document**
  - National Project Document**  
[English](#)
  - Regional Project Document**  
[English](#)
  - Interregional Project Document**  
[English](#)

### Useful Links

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





Technical  
Cooperation  
Programme

*Technical cooperation:  
delivering results for  
peace and  
development*

