

<b>PH Annex 7b1: OVERVIEW OF ANNUAL REVIEW COMPONENTS</b>				
<b>Permanent Component</b>	<b>Objective</b>	<b>Preparation</b>	<b>Responsible</b>	<b>Annex /Reference Document</b>
<b>Project Portfolio Review</b>	To obtain an overview over the status of project implementation of the entire portfolio. To identify deviations from plan (and solutions) and lessons learned.	All projects must be reviewed prior to the AR workshop. Documentation as per the annexed template	Project managers	Project Portfolio Review, Annex 7b2
<b>Review of last year's Results Contract (RC) – programme change objectives</b>	To review achievement of past year's program change objectives and results	Copy of the RC (as amended, if so) with the Quarterly Report for last quarter.	Head of Div., Director, Head of Unit	RC with latest QR and Excess action points list Annex 7c
<b>Situational Analysis</b>	To assess changes and trends in the programme environment in order to confirm / adjust the SPD's situational analysis	Inputs from beneficiaries, key authorities, donors and other experts should be solicited prior to the AR workshop	Director	Situational Analysis Template, Annex 7b3 Hazard Mapping Tool Annex 6f,
<b>Review of SPD - Programme Vision &amp; Objectives</b>	To revise the SPD programme vision and objectives (advocacy, capacity development, delivery), target groups, sectors, geography, preparedness, risks and exit, based on the outcomes from previous ARs	Inputs from stakeholders (as above). Critical programme issues must be identified well in advance of the AR workshop and short presentations be made	Director, HoU, Sector Focal Points	Current SPD, SPD Guidance Note, Annex 7a Current EPRP
<b>Review of last year's RC – Capability change objectives</b>	To review achievement of past year's capability change objectives and results	Copy of the RC (as amended, if so) with the Quarterly Report for last quarter.	Head of Sect, Director, Head of Unit	RC with latest QR and Excess action points list Annex 7c
<b>Review of SPD - Capability including quality and accountability</b>	To critically review the DRC's capability (operational and institutional capacity) to actually achieve programme objectives as set out in the SPD	Inputs from stakeholders (as above). Prior to the AR workshop, critical capability factors must be selected and prepared in order to facilitate an effective discussion	Director, HoFA, HoD Quality/ Acc. focal p.	Checklist Capability, Annex 7b4 AIP, Annex 7f Complaints overview, OH Annex 8F
<b>Link between Programme and Global DRC Strategic Objectives</b>	To establish a link between the programme under review and the DRC's global Strategic Framework, and possibly discuss the programme's involvement in selected global priority areas	Programme management must select areas of specific relevance to the AR workshop	Director, HoU, OPSU	International department's 2013-15 Strategic Framework
<b>Additional Components according to specific programme needs and priorities</b>	To discuss issues of particular urgency and/or relevance to the strategic and operational direction of the programme under review	Specific issues to be dealt with have to be selected, presentations be prepared and facilitation organised	Director, HoU	