



PROJECT ACTIVITY	PROCARIBE PCU	UNOPS WEC / Corporate	UNDP RTA Office	Project Board (incl. Countries)	Co-executing partners
Project Governance					
Steering Committee Meetings (SCM) Organization and Management	R	A	C	I	I
Technical lead and guidance for the Steering Committee	R	I	A	I	I
Orderly conduct of Steering Committee Meetings	R	A	C	R	I
Definition of project execution arrangements (i.e. project co-executing partners, key project operationalization settings, etc.)	R	A	C	A	I
Project Management Decisions					
Project (Annual) Work Plan preparation/WP revision preparation	R	A	I	I	R
Project (Annual) Work Plan Approval	I	R/A	R/A	R	I
Project Annual Work Plan implementation	R	A	I	I	R
Project Extension Approval	C	R/A	R/A	R	I
Project Budget Revision Approval	I	R/A	R/A	R	I
Project Technical Implementation					

Communication/Coordination with GEF Secretariat (e.g project adjustment at outcome level and others applicable*)	I	C	R/A	I	I
GEF Policy guidance, Technical Input and Technical Performance Assurance	C	A	R/A	I	I
Performance Assurance against Output Delivery	R	A	C	I	R
Achievement of Project Outputs	R	A	A	I	R
Achievement of Project Outputs necessitating active involvement from the respective countries	R	A	A	R/A	C
Endorsement of regional agreements that impact Project Results Framework	I	I	I	R/A	I
Project Strategies Development (e.g Communication)	R/A	C	C	C	C
Environmental and Social Safeguards Application	R/A	C	A	I	R
Project Financial Implementation					
Project Budget Preparation	R	A	I	I	I
Project Budget Revision Preparation	R	A	I	I	C
Implementation of Approved Budget	R	A	I	I	R
Project Reporting					
Quarterly Progress and Annual Project Implementation Report Preparation as per legal agreement between UNDP and UNOPS	R	A	I	I	R
Quarterly Progress and Annual Project Implementation Report Approval	I	A	R/A	I	I
Annual PIR process approval and submission to GEF	I	A	R/A	I	I
Preparation of reports and implementation analysis to the Steering Committee	R	A	I	I	R

Submission co-financing reporting	R/A	I	I	R	R
Approval of reports and documentation to the Steering Committee	I	A	A	R	I
Timely reporting to the PMCU by Co-executing partners	A	I	I	I	R
Review and approval of reports from Co-executing Partners engaged by UNOPS	R/A	A	I	I	I
Personnel Management					
Appointment of Project Manager	I	R/A	A	I	I
Appointment of other Project Team Members	R	A	I	I	I
Performance management of Project Manager	I	R/A	C	I	I
Administration of Personnel contracts	R	A	I	I	I
Performance management of Team members	R/A	A	I	I	I
Management of Co-executing Partners engaged by UNOPS					
Definition of scope for engagement in line with the Project Document	R	A	A	C	C
Agreement administration, transfer of funds and closure	R	A	I	I	I
Performance monitoring and evaluation of Co-executing partners	R	A	I	I	I
Timely technical and financial delivery under the Co-execution agreement	R	A	I	I	R

*if applicable

RACI DROPDOWN KEYS

– DO NOT DELETE –

RACI KEY	
R	Responsible
A	Accountable
C	Consulted
I	Informed
R/A	Resp/Account

PRIORITY
Low
Medium
High

STATUS
Not Started
In Progress
Complete
Needs Review
Approved
Overdue
On Hold

