

The Bilateral Fund and the Joint Committee for Bilateral Funds

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FMO

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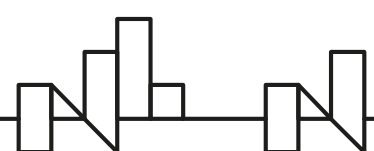
The Joint Committee for Bilateral Funds.

Through the JCBF, the Donor and Beneficiary States will **jointly establish bilateral ambitions**, identify **priority areas for bilateral cooperation**, and discuss how these best can be addressed through concrete measures and activities financed through the fund for bilateral relations. The ambitions, priority areas, measures and activities agreed in the JCBF should be included in the Work Plan to be adopted by the Committee.

*“The JCBF has a general responsibility for **overseeing the progress towards reaching the objective of strengthened bilateral relations through the Grants.***

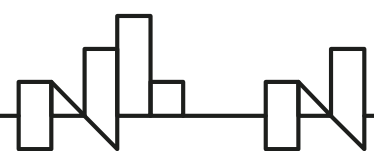
*At the same time, the JCBF has a direct role in **allocating funds for bilateral relations to programmes of bilateral interest, as well as identifying initiatives beyond the programmes.***

(Bilateral Guideline - 3.2.1)



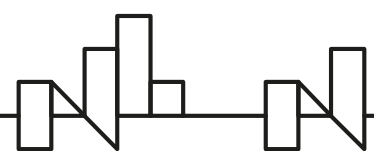
Joint Committee for Bilateral Funds - JCBF

- **The National Focal Point shall establish a Joint Committee for Bilateral Funds as soon as possible after the signature of the MoU.**
- **The JCBF should meet as soon as possible after the signature of the MoU.**
- **Based on the discussion within the JCBF, two processes should start:**
 - Document on the Composition, role and functioning of the Joint Committee for Bilateral Funds
 - Work-plan for the Joint Committee for Bilateral Funds.



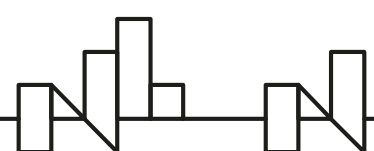
Technical Documents

- Document on the Composition, Role and Functioning of the Joint Committee for Bilateral Relations.
 - Best practice example will be distributed by the Country officer.
 - The document should cover the composition of the committee, how it shall function including provisions on meetings and decision-making.
 - The document should be submitted to the FMO no later than two months after the signature of the MoU.
- Bilateral Fund Agreement
 - Template is annexed to the Regulation
 - Sets out the amount of the fund and any advance payment requested.

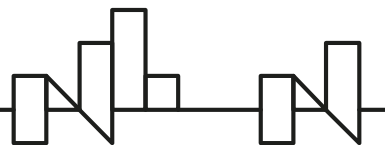
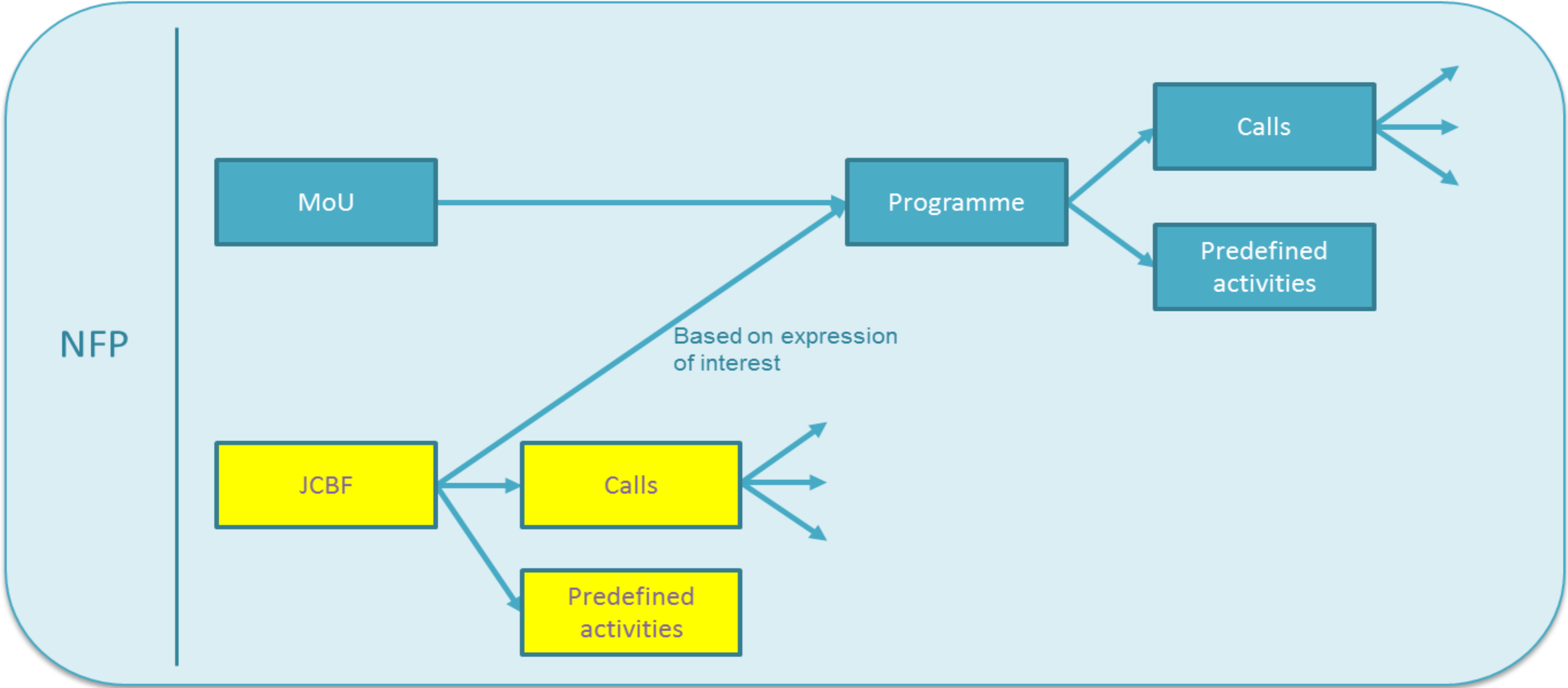


Work Plan

- Work Plan – Bilateral Guideline – Section 3.2.3 / Annex 3
- The NFP shall, in consultation with the Donors in the JCBF, prepare a draft Work Plan describing the proposed implementation and activities for the duration of the fund.
- WP shall include:
 - Brief description of the implementation
 - Major activities to be organised under the fund, and programmes of bilateral interest.
 - The Work Plan shall include information on any amounts allocated to programmes, including any amounts allocated in the MoU
- Operational document which should be updated regularly
- First Work Plan sets out plans for no more than the first half of the implementation

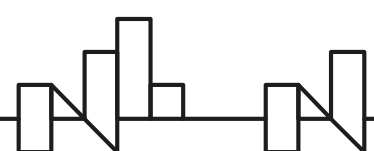


Distribution of funds



JCBF and Work-Plan Process

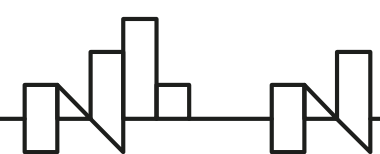
- Pre-meeting for the Joint Committee for Bilateral Funds (JCBF).
- Submit document on composition, role and functioning of the JCBF to the FMO (2 months)
- Bilateral Fund Agreement to be signed (Document is prepared by FMO)
- NFP prepares draft Work Plan for the JCBF
- The Work-Plan should be submitted to members of the JCBF and FMO for comments four weeks prior to the adoption of the Work Plan by the JCBF
- Implementation may start once it has been adopted by the JCBF
- The Committee shall meet at least once a year, prior to the annual meeting, but may meet more frequently.
- Work Plan will be discussed at Annual Meetings -> Comments shall be taken into account



Role of the NFP

Beyond the JCBF

- NFP shall follow up on the day to day implementation of the Bilateral Fund.
- Implements the Work Plan – (JCBF adopts it)
 - Launches calls
 - Assesses, Short-lists (?) and contracts
 - Manages payments
 - Collects reporting from Programmes on usage of the funds.
- How much is the JCBF involved,
 - Advises on call text ? Role in selection?
 - Delegate final approval to NFP under open calls ?
 - Clarify what the JCBF should be involved in
- Management and Control system at national level



Bilateral Fund – Relevant Documents

Bilateral Guideline – Chapter 3 – Fund for bilateral relations

The guideline contains, amongst others, information on:

- JCBF
 - BFA
 - Work Plan
 - Timeline
 - Work Plan Template- Annex 3 to the Bilateral Guideline
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- Regulation – Chapter 4
 - Bilateral Fund Agreement – Annex 4 to Regulation
 - Best practice example of document on Composition, role and functioning of the JCBF

