# **Annex 6. Template for Letter of Notification of Inception Arrangements**

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| **[PLEASE USE YOUR OFFICIAL LETTER HEAD.]**  AFoCO Secretariat  Seoul  Republic of Korea  **Subject: Notification on Inception Arrangements of [….project code…..]:**  **[…project title…]**  Dear AFoCO Secretariat,  […name of IA…], as Implementation Agency of the project […project code…]: […project title…], would like to notify that the inception arrangements for the said project has been accomplished in accordance with the Memorandum of Understanding and the project manual.  The detailed information of the inception arrangement is in the Project Inception Report (see Attachment).  Sincerely,  Name  Project Manager  [Position]  […name of the Country]  cc. National Focal Point of […name of the Country]  Attachment.  **C:\Users\Afoco\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Main Logo-symbol only.jpg**  **PROJECT INCEPTION REPORT**   |  |  | | --- | --- | | **Project Profile** | | | **Project code** | [….project code…..] | | **Project Title** |  | | **Project Duration** | Start date: …………………………..  End date: …………………………… | | **Implementing Agency** |  | | **Participating Countries** |  | | **National Focal Point(s)** |  | | **Project Site** |  | | **Target Area** | Primary target area:  Secondary target area: | | **Budget and Source of Finance** | Total: US $ …………………   * AFoCO: US $ ……………… * National: US $ …………….. * Others: US$ ………………… (to be specified) | | **Information of Project Manager** | ……………................................  …………….................................  …………….................................  E-mail:……………………………  Telephone: ………………………  Fax: ………………………. |   **TABLE OF CONTENTS**    [1. Intended starting date 4](#_Toc30154488)  [2. Proposed Project Professional Staff 4](#_Toc30154489)  [5. Availability of adequate office facilities 6](#_Toc30154490)  [6. Bank account 6](#_Toc30154491)  [7. Changes since submission/approval of the project proposal 6](#_Toc30154492)  [Annex 1: Annual Work Plan and Budget for the 1st year 7](#_Toc30154493)  [Annex 2. Budget Request 15](#_Toc30154495)  **“…Project Title…”**  **AFoCO Project: …………..**  **1. Intended starting date**  The Government of […….Implementing Country……..] authorized the [………..Implementing Agency…..] as the Implementing Agency to sign the Memorandum of Understanding between the AFoCO Secretariat and the […….Implementing Agency…..], for implementing the project "[.....Project Title………]" (….Project Code…..) at the […th] Assembly Session on [dd/mm/yyyy]. Subsequently, the MoU have been duly signed by […….Implementing Agency…..] and AFoCO Secretariat on […..date of MOU signing….].  As stipulated in duly signed MOU between AFoCO Secretariat and […….Implementing Agency…..], “[………Project Title…….]” project starts on [……date of inception….].   1. **Project Staff Resource Plan**   The appointment of the Project Professional Staff has been made and initial contact has been conducted to individual persons.   | **Name** | **Position** | **Roles and functions Function during the Project Implementation** | **Contact/Tel/E-mail** | | --- | --- | --- | --- | |  |  |  | Phone:  Email: | |  |  |  |  | |  |  |  |  |   In order to optimize the effectiveness of the project workforce, the [….Implementing Agency…..] has designated the Project Team Leader and Project Personnel, the Project Steering Committee, as well as in project interactions with Government institutions and relevant stakeholders, including donors and other development assistance organizations.  The project management team will coordinate interactions with relevant government ministries and agencies in […..implementing country….], to ensure that the project is implemented with appropriate institutional mechanisms and coordinating day-to-day-project activities, especially those involving provincial stakeholders, to ensure that coordination occurs in a meaningful manner on a regular schedule.  The organogram of the project is in **Figure x**.   |  | | --- | | **Insert the Organizational Structure Chart of the Project (Organogram)** |   Figure X. Organizational Structure of the Project.  **3. Project Steering Committee**  The [….Implementing Agency…..] as an Implementing Agency, through the Project Steering Committee, will initiate, as well as provide support to the project objectives. The Project Steering Committee is comprised as below:   | **Name** | **Position** | **Roles and functions Function during the Project Implementation** | **Contact/Tel/E-mail** | | --- | --- | --- | --- | |  |  |  | Phone:  Email: | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | AFoCO Secretariat (Please leave them as blank.) |  |  |  | | AFoCO Secretariat (Please leave them as blank.) |  |  |  | | AFoCO Secretariat (Please leave them as blank.) |  |  |  |   **4.**  **Availability of adequate office facilities**  The project Coordination Office used for overall project coordination and management of the project will be based in the [……..Department/Institution/Organization……….].  **5. Bank account**  The Bank Account information is:  **Bank Name** ………………………………………….  **Account Number** ………………………………………….  **Account name** ………………………………………….  **Swift Code ………………………………………….**  **Bank Address ………………………………………….**  **Currency** **USD …………………………………….**    **Annexure**  **Annex 1: Annual Work Plan and Budget for the 1st year**  ***(Please use the template in Annex 8)***  **Annex 2: Budget Request**  ***(Please use the template in Annex 9)*** |