Draft PRFC & Joint Secretariat work plan 2012
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**PRFC Work plan 2012**

With most of the policies and operational procedures in place, in 2012 the PRFC will mainly focus on:

- Setting a strategy for the PRFC for 2012 and 2013 in collaboration with the new Chair.
- The way forward after the end of the current grant (June 2013).
- Further strengthening the capacity of the PRFC members regarding representation, good governance and teambuilding.
- Institutionalising existing policies and procedures and endorsing new ones (Gender & human rights for example).
- Supporting the countries, where needed, in their needs regarding absorptive capacity.
- Further institutionalising the oversight role of the PRFC (possible country visits etc).
- Approval of the 2011 RF Annual Report.
- Approval of the 2013 RF work plan and budget
- Design and approval of the 2013 PRFC work plan and budget.
- Adoption of the RF monitoring and evaluation framework.
- Review and approve the July – December 2011 monthly progress report.
- Proactive communication of PRFC developments and activities to stakeholders

**Joint Secretariat work plan 2012**

With most of the Joint Secretariat HR is place, in 2012 the Joint Secretariat will mainly focus on:

- Organising the 8th and 9th PRFC meetings.
- Closely collaborate with new Chair and members to specify work plan & budget 2012.
- Facilitating capacity building of members (good governance/ ownership/ representation) through organisation of workshops and retreats.
- Facilitating institutionalisation of existing policies and initiation of new ones (gender & human rights policy).
- Facilitating communication of activities and developments of PRFC to other stakeholders through website and newsletters.
- Providing in country capacity building where needed as to be decided upon by the PRFC.
- Development of TOR of end of Project Review.
- Preparing work plan & budget 2013.
- Drafting quarterly reporting templates PRFC and Joint Secretariat (financial and governance)
- Ensuring processes are put in place for what is decided upon regarding continuation or cancelation of grant after June 2013.