

B.3 Roles and Responsibilities of the Project Management Team (PMT)

Membership. The PMT is a sub-group of the PCG that shall include the following permanent members:

- The DFGG Project Director in the PCO; and
- Five Project Directors from each of the IAs

The PMT may invite other PCO technical assistance and key staff, and other government and CSO representatives to participate in its activities.. The DFGG Project Director will chair PMT meetings.

Role of the PMT. PMT will meet regularly to facilitate regular cross-component coordination, supervision and monitoring of Project implementation, focus on short-term and overall project progress and performance, project finances, issues/problems arising during implementation and the necessary actions to address them.

Frequency of Meetings. The PMT is expected to meet **monthly** to provide the necessary regular coordination, supervision and monitoring of project implementation among the key day-to-day managers of all three components. Additional meetings if required may be requested by the DFGG Project Director. The agenda of the PMT meetings will be drafted in consultation with M&E officers at the PCO, who will help identify issues associated with progress and performance.

Responsibilities. PMT shall have the following responsibilities:

- a) Advise IAs on any implementation issues/problems that are brought to the attention of PMT, including with respect to achievement of project objectives and plan implementation;
- b) Identify and agree on actions to address emerging issues/problems and, where necessary, will refer major issues of inter-agency cooperation and good governance policy and strategy to the PCG;
- c) Reviews appointment, performance management, and training of staff appointed under MBPI;
- d) Receive advice and recommendations from LCFG and provide guidance to RTO on implementation of recommendations accepted by PMT;
- e) Assist Project Coordinator in the coordination and oversight of GGF and risk assessment and mitigation activities for the Project.
- f) Review project financing and budget issues on a periodic basis
- g) Coordinate the preparation of progress reports and AWP's prior to each reporting cycle