

Common Humanitarian Fund for South Sudan

CHF Reserve Application Template

For further CHF information please visit <http://unocha.org/south-sudan/financing/common-humanitarian-fund> or contact the CHF Technical Secretariat CHFsouthsudan@un.org

Note:

This application shall be submitted to the cluster coordinator and co-coordinator for the relevant cluster with copy to the CHF Technical Secretariat.

If the project is not already in the CAP a project sheet must also be prepared and submitted into OPS.

CHF Reserve No.	
Date Received:	
CAP Project	<input type="checkbox"/> Yes <input type="checkbox"/> No
Focal point:	

To be filled in by the CHF Technical Secretariat

CHF Reserve Grant Request Summary

Requesting Organisation:	ZOA Refugees Care	
Project Title:	Pibor and Akobo County Emergency Food Security & Livelihood Response, targeting 22,400 vulnerable people in Jonglei state, South Sudan	
Project Code (if CAP project):	SSD-14/ F/61007	
Cluster/Sector:	FSL	
Geographic areas of implementation (list State, County and if possible Payam. If the project is covering more than one State please indicate percentage per state):	State	County, Payam
	Jonglei	100 % Pibor county; Pibor town, Gumuruk, Likangole, Verthet payams
Targeted population (Abyei conflict affected, IDPs, Returnees, Host Communities, Refugees)	Conflict affected people (host communities) and IDPs in Pibor county	
Total project budget:	Estimation 550,000 USD Secured: FAO 15,000 USD + GIK from FAO (seeds, tools, fishery kits), Transportation cost will covered by FAO (actual amount be determined upon discussion with FAO and in discussion with Logistics cluster if CTS will be utilized)	
Amount requested from CHF Reserve:	215,470 USD	
Are some activities in this project proposal co-funded?	Yes <input checked="" type="checkbox"/> (if yes, list the item and indicate the amount under column in of the budget sheet) No <input type="checkbox"/> (if no, indicate if additional funding will be sought to complement the CHF Reserve in section II/B)	
Project Duration (indicate number of months, earliest starting date will be Allocation approval date):	3 months (1 April 2014 – 30 June 2014)	
Total number of direct beneficiaries targeted by the CHF Reserve grant request (disaggregated by sex/age):	(3,500 HH Pibor town + Gumuruk, 2,500 HH Lekuangole + Verthet) 42,000 people in total; 25,200 males, 16,800 females	
Implementing partners (include those that will benefit/ sub-grant from CHF funding and corresponding amounts):	SALT – Sharing and Learning Together, local NGO Pibor town	
Project Contact Details:	Organization's Country Office	Organization's HQ
Organization's Address	Hai Mission Road, ZOA Compound, Yei, Central Equatoria	PO Box 4130, 7320 AC Apeldoorn, The Netherlands
Project Focal Person	Michael Ojok, mga@zoasouthsudan.org , +211977334820	Marius Stehouwer, m.stehouwer@zoa.nl
Finance Officer	Alice Vliek, mga@zoasouthsudan.org , +211955377038	Bertil Moraal, b.moraal@zoa.nl
Country Director	Bart Dorsman, cd@zoasouthsudan.org , +211928018003	

SECTION II

A. Humanitarian Context Analysis

- In approximately 500 words briefly describe the humanitarian situation in the specific region/area where CHF Reserve activities are planned for with reference to assessments and key data, including the number and type of the affected population¹.
- Also explain relation to the work of other partners in the area.

Conflict erupted in South Sudan on the 15th of December 2013. It quickly spread to other states, of which three has been most severely affected, Jonglei state being one of them as per IPC mapping (Jan.2014). In Jonglei food insecurity is estimated at emergency level.

In Pibor county, ZOA and SALT regular programme area, houses has been burnt, items looted during the recent outbreak of conflict and before. People are thus living under extremely stretched circumstances, e.g. living under trees and in the bushes with little if any livelihood assets. Some have however started to return to their original settings and it is reported good relations between the community and militaries that are there and that situation is stable (AECOM update to ZOA as of 16th of March). Humanitarian access has by such been enabled during the last week. SALT visited Pibor county as 4th-6th of March as part of disseminating peace messages from the Addis Ababa peace talks of which the SALT Director is involved in. The visit confirmed that the situation on the ground showed a relatively stabilized environment where mobile networks are now operational again and people have slowly started to return to town settings. The market in Pibor is now slowly starting up. Commercial trucks are enroute through the so called Pibor desert with supplies to restock before the rainy season starts (which usually starts mid-April). Conflict dynamics have drastically changed and compared to before the onset of 15th of December crisis, Pibor is now a relatively accessible and stable area as of the last couple of weeks. Protection concerns remains, particularly for vulnerable groups such as women and children, but as reports indicates that there is good relations between government forces and local community and that people are returning to town, this is indicating that security and hence protection situation has improved.

As per 2008 census, the following payams in Pibor county has this estimated population: Gumuruk 4,333 HH, Pibor town 6,234 HH, Likuangole 7,120 HH, Verthet 803 HH, Total: 18,557 HH

There are no concrete data as to how many people are still remaining in the area. What is evident is that many people have either fled or been displaced, alternatively hiding in the bush for an extended period of time. Based on estimation on pre-conflict situation and likely scenario, including site visit and observation by SALT, ZOA is targeting 6,000 HH in the target area (33 % of original population), which are likely to still remain and being accessible for this emergency intervention. The people are agro-pastoralist who before the recent crisis did not produce sufficient food to meet their food demands. The reoccurring conflicts in Pibor, also before the onset of the crisis of 15th of December, has put an enormous strain of food security. The food security concerns are particular for groups such as lactating and pregnant women and children under 5.

Currently only MSF is on the ground but other actors such as AECOM and Non-Violent Peace Force are assessing the possibilities for returning. These organizations are however doing other type of activities (Protection, infrastructure, health) and thus not duplicating ZOAs proposed response.

SALT has sent some of their staffs to Pibor as of 19th of March, to further assess the area and re-establish presence on the ground. It is evident that food security is at emergency levels given loss of livelihood assets and displacement of people. Without external assistance for protection of livelihoods a catastrophic scenario food security situation is foreseen. Women (especially lactating and pregnant) and children are most vulnerable in this crisis with high risk for malnutrition. Assessments are yet to take place to ensure adequate SADD data is gathered, specifying the risk for various groups in the community.

B. Grant Request Justification

- In approximately 300 words describe why CHF Reserve funding is sought for this project, and why this particular activity is important. Explain why the activity is time critical and need rapid funding through the CHF Reserve.
- Confirm that your organization's internal reserves or other donor funds are not immediately available and/or appropriate to fund the proposed activities. Please provide information on which donors or what other funding sources have been approached.
- Briefly describe the value added by your organization
- Describe why this activity was not funded through the CHF standard allocation process, and what has changed since that process was completed to make this project emerge as a priority.

The CHF funding will address a critical gap in responding to critical food insecurity in the target area due to the high caseload of conflict affected populations and IDPs, whereas ZOAs and SALTs knowledge of the area (given regular programming taking place before onset off crisis) will ensure maximized and rapid response. SALT and ZOA is well respected and well received on the ground, SALT will be able to mobilize local community member and thus using local labour. SALT is a local NGO whose Director is well respected and acknowledge for promoting peace messages in the Pibor region. He is representing Murles in the peace negotiations in Addis Ababe and has together with Bishop Paride Taban (main negotiator) visited Pibor to convey the positive outcomes and conclusions reached so far in the negotiations.

ZOA has a signed LOA with FAO for seeds, tools and fishery kits for Pibor. The CHF Reserve funds will mainly be used to distribute these - by supporting ZOA and partner staff costs, administration and some transport/movement in the field (but not to the field, as those costs will be covered by FAO), as the input (seeds & tools and fishery kits, including related coverage for transport to site) will be given in kind from FAO. In addition ZOA will be enabled by the funding to coordinate and manage emergency responses by other

¹ To the extent possible reference needs assessment findings and include key data such as mortality and morbidity rates and nutritional status, and how the data differs among specific groups and/or geographic regions. Refer situation/data/indicators to national and/or global standards.

sector actors, as the set up of an emergency base will be part of the proposed intervention.

ZOA is in contact with the Logistics Cluster to explore possibilities for sending items to Pibor with the Common Transport Services by land, this will be determined on recommendation from the FSL cluster lead and in discussion with FAO. Other options includes private companies; ZOA has reliable transport providers that can be utilized for ensuring that items are transported by road to Pibor within these coming weeks.

IOM has been approached for the Rapid Response Fund, for a more semi-permanent set up of office, which will include humanitarian hub support like VSAT and reconstruction of the SALT office. CHF funds will only be used to set up a temporary base. ZOA is also in discussion with ECHO for an emergency response in Pibor, Akobo and Bor, but as that process is more time consuming, ZOA is focusing it's efforts to secure funding through CHF for the Reserve Allocation to ensure a timely response before the onset of rains.

ZOA will ensure to fill a critical gap of identified priorities by the cluster (this case, critical livelihood inputs) to ensure life saving and critical FSL activities among conflict affected populations, mainly IDPs, through proposed intervention as outlined below. As Pibor was not accessible during the Standard Allocation Process, the Reserve Allocation will fill a critical gap in funding for emergency response in Pibor.

C. Project Description (For CHF Component only)

i) Contribution to Cluster Objectives

Briefly describe how CHF funding will be used to contribute to the achievement of the cluster priority activities identified for this allocation.

This project is supporting 2 core cluster priorities identified for this CHF Reserve allocation: 1) Providing critical livelihood inputs (seeds & tools and fishery kits) to facilitate and protect production and consumption, 2) Mainstream alleviation of malnutrition within this FSL intervention.

ZOA will provide IDP households, esp. vulnerable Female headed HH, with critical emergency assets provided by FAO.

ii) Project Objective

State the objective/s of this CHF project. Objective/s should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART)

The objective of this CHF project is to prevent a catastrophic decline among **42,000 people** in food security in the target county Pibor in Jonglei, as indicate by IPC as one out of 3 emergency states in South Sudan, through protection of critical livelihoods.

iii) Proposed Activities

Present the project strategy (**what the project intends to do, and how it intends to do it**). There should be a logical flow to the strategy: activities should lead to the outputs, which should contribute towards the outcomes, which should ultimately lead to the project objective.

List the main activities and results to be implemented with CHF funding. As much as possible link activities to the exact location of the operation and the corresponding number of direct beneficiaries (broken down by age and gender to the extent possible).

Strategy - The project will target conflict affected people and IDP household heads and with priority for inclusion given to the most vulnerable, especially. Female headed HH. The beneficiary selection procedure will be participatory and transparent, involving key stakeholders in the communities and among the IDPs with whom selection criteria will be discussed, and they (stakeholders) engaged in the identification and registration of the beneficiaries. Registration of beneficiaries will be done in concordance with other registration exercises that will conducted by actors such as IOM and NGO partners.

The project inception is proposed from 1st of April to end of June 2014, to meet critical food needs after this cropping season. Items need to be transported to the field by first week of April to ensure timely delivery before onset o rains. Recovery programmes will be integrated in other ZOA programmes in part of the target location, depending on how the situation evolves during these critical months.

Outcome 1 – Increased access to food through distribution of critical livelihood inputs, such as seeds & tools and fishery kits

Activities:

-Provide **6,000** HHs (3,500 HH in Pibor town and Gumuruk, 2,500 HH in Vertheh and Likangole) with critical livelihood assets (seeds & tools and fishing kits). Targeting 40 % female HH households minimum; **42,000** beneficiaries in total; of which minimum **16,800** are women.

iv). Cross Cutting Issues

Briefly describe how cross-cutting issues (e.g. gender, environment, HIV/AIDS) are addressed in the project implementation.

ZOA scores a 2A in the CAP Gender Marker. For this CHF project, ZOA will ensure to mainstreaming gender and age, by including SADD data in assessments and ensuring to include the voices of men, women, youth and elderly in assessments, influencing project design. For agricultural activities, ZOA makes a strategic choice of targeting vulnerable HH, esp. Female headed HH for vegetable seeds and tools. Women will be included in decision making structures such as emergency groups formed to organize the distributions and to ensure equal opportunities are given to both genders. Elderly and sick will be given special attention by ensuring that relief items are distributed to them in a sensitive and appropriate manner. E.g. an elderly that cannot do large scale farming will

be given vegetable seeds for kitchen gardening, and ZOA will also work on connecting vulnerable groups to instances like churches that can give further support (as for cultivation). SALT is a Christian based NGO that has close ties to the local church and can thus work to facilitate such support for vulnerable groups.

ZOA ensures to assess the how the outputs of the project impact on the various groups, as per the SADD data collected at the inception of the project.

As the most vulnerable people of the community and IDP settlements are targeted for this project, PLWH are amongst those targeted, which will provide nutritious food for most vulnerable.

HIV/AIDS

ZOA mainstreams HIV/AIDS awareness in all programmes and have an HIV/AIDS specialist that trains local staffs on how to disseminate HIV/AIDS messages (like the three main ways for prevention). Project officers are also trained in how to disseminate this. ZOA has developed IEC materials that are already in place for this intervention.

ENVIRONMENT

Part of ZOA regular programming in the Jonglei, environmental protection (through improved cultivation methods and conservation methods) and mitigation (through planting of fruit trees) is a key component of the Farmers Field Schools. This will be part of the recovery programme when situation allows such programmes to be started up.

v) Expected Result/s

Briefly describe (in no more than 100 words) the results you expect to achieve at the end of the CHF grant period.

Immediate results of this project will be improved access to food through protection of livelihood assets and less cases of malnutrition.

By the end of the project, the following outcomes are expected:

Increased access to food and therefore fewer cases of malnutrition, than what could have been expected without external assistance. Coherence and collaboration between IDPs and host communities is also an important added value, as tensions are likely to occur if not addressed through the proposed intervention.

List below the output indicators you will use to measure the progress and achievement of your project results. At least three of the indicators should be taken from the cluster defined Standard Output Indicators (SOI) (annexed). Put a cross (x) in the first column to identify the cluster defined SOI. Indicate as well the total number of direct beneficiaries disaggregated by gender and age. Add as many indicators as relevant to measure your project results. Ensure these indicators will be measurable during the project implementation.

SOI (X)	#	Output Indicators (Ensure the output indicators are consistent with the output indicators that will be used in the results framework section III of this project proposal).	Target (indicate numbers or percentages) (Targets should be disaggregated by age and sex as per the standard output indicators list and add-up to the number of direct beneficiaries identified page 1)
X	1.	Total direct beneficiaries (unit: # of beneficiaries, M&F)	6,000 HH in total: minimum 40 % female headed HH; 42,000 people in total; 25,200 males, 16,800 females
X	2.	Quantity of crop seeds distributed	90 MT
	3.	Quantity of vegetable seeds & tool kits distributed	6,000 kits (CHF M&R Note: this indicator will be broken down at the reporting stage between the number of tools distributed and the quantity of seeds ditributed)
	4.	Quantity of fishery kits distributed	6,000 Kits (same HHs as above)
x	5.	# of people provided with seeds	CHF M&R Note: suggested to monitor and report against this standard output indicator
X	6.	# of people receiving agricultural tools	CHF M&R Note: suggested to monitor and report against this standard output indicator
X	7.	# of people receiving fishing gears/kits	CHF M&R Note: suggested to monitor and report against this standard output indicator

vi) Implementation Mechanism

Describe planned mechanisms for implementation of the project. Explain if it is implemented through implementing partners such as NGOs, government actors, or other outside contractors.

This project will be implemented by ZOA and SALT jointly. SALT has a field office in Pibor town, with implementation staff directly connected to ZOA, and will thus be implementing project there directly. SALT is well known by the local community, and as peace negotiators they are also ensuring to include reconciliation dimensions to this project.

ZOA will allocate parts of its regular Jonglei staffs to participate in the emergency response.

ZOA is part of the national cluster and seeks to collaborate with International partners and local partners who are operating in the same areas of operation. For ZOAs last emergency response in Pibor (2012) ZOA ensure to engaged actively with the FSL cluster in the county, and ZOA is regularly attending the FSL cluster in Bor.

viii) Monitoring and Reporting Plan

Describe how you will monitor and report on the progress and achievements of the project. Notably:

1. Explain how will you measure whether a) Activities have been conducted, b) Results have been achieved, c) Cross-cutting issues have

- been addressed, and d) Project objectives have been met.
2. Indicate what are the monitoring institutional arrangements (e.g. monitoring team, monitoring schedule, updates to management etc.) and monitoring tools and technics will be used to collect data on the indicators to monitor the progress towards the results achieved. Please provide an indication of the frequency data will be collected and if there is already a baseline for the indicators or if a baseline will be collected.
 3. Describe how you will analyze the data collected and report on the project achievements in comparison with the project strategy.
 4. Ensure key monitoring and reporting activities are included in the project workplan (Section III)².

ZOA has well established **M&E department headed by the M&E advisor** at Country office; the M&E team at this level are responsible for all data analysis and feeding back to the various programs. At the field level however, the project staffs are responsible for the data collection and carrying out recommendations from M&E analysis feedback.

The **data** gathered for this project will be on distributions, beneficiary records, beneficiary perception on implemented activities (including complaint mechanism), etc. as per the Logical framework.

The **tools** are attendance list, semi structured questionnaire, distribution list, field visit reporting forms will be designed for data collection and analysis; this exercise will be conducted on a bi-weekly basis. The field staffs will be tasked with data gathering at field level, which is then passed onto the ZOA M&E advisor's office for processing, and the outcome shared with the project coordinator during the end of month coordination meetings.

Field activity reports, attendance list for trainings, and distribution lists for items will provide source for the data on which progress of the project implementation will be evaluated.

The information generated will inform the project on accountability and quality assurance.

End evaluation will be carried out in the last two weeks of the final implementation month, and will be facilitated by ZOA team headed by the ZOA M&E advisor. The report thereafter disseminated to donor and other relevant stakeholders.

The ZOA Manager of General Affairs (MGA) is responsible for financial reporting to donors, and the MGA receives bi-weekly reports from the field, and monthly and quarterly internal ZOA reports, which will be merged into the reporting format of CHF.

E. Total funding secured for the CAP project

Please add details of secured funds from other sources for the project in the CAP.

Source/donor and date (month, year)	Amount (USD)
Ministry of Foreign Affairs, The Netherlands	50,000
FAO	15,000

² CHF minimum narrative reporting requirements will include the submission of a final narrative report and where applicable a narrative mid-term report. Narrative reports will include a progress on the project achievements using the outputs indicators listed in this project proposal.

SECTION III:

The logical framework is a tool to present how the implementation of CHF funded activities and their results (outputs and outcomes) will contribute to achieving higher level humanitarian results (project and cluster objectives) and how these results will be measured.

Fill in the logical framework below for this project proposal ensuring the information provided is in accordance with the strategies and activities described in the narrative section of this proposal, in particular section C. Follow the guidance and the structure (Goal, objective, outcome, outputs and activities) and the numbering. Add/remove lines according to the project strategy.

LOGICAL FRAMEWORK			
CHF ref./CAP Code: <u>SSD-14/ F/61007</u>		Project title: <u>Pibor Emergency Food Security Project</u>	Organisation: <u>ZOA</u>
Goal/Objectives/Outcomes/Outputs	Indicator of progress	Means of Verification	Assumptions and Risks
<p>Goal/Impact (cluster priorities)</p> <p>What are the Cluster Priority activities for this CHF funding round this project is contributing to?</p> <p>1) Providing emergency response inputs (food) to facilitate consumption</p> <p>2) Mainstream alleviation of malnutrition within FSL interventions,</p>	<p>What are the key indicators related to the achievement of Cluster Priority activities?</p> <ul style="list-style-type: none"> Distribution of seeds & tool and fishery kit (# women, #men) Tonnes of seeds distributed 	<p>What are the sources of information on these indicators?</p> <ul style="list-style-type: none"> End evaluation report 	<ul style="list-style-type: none"> Favorable weather conditions prevail – no early onset of rains in Pibor. There is physical access to the targeted project sites (roads remain passable and no outbreak of violence) Relative peace and stability prevails in the targeted areas.
<p>CHF project Objective</p> <p>Prevent a catastrophic decline among 42,000 people in food security in the target county Pibor in Jonglei,</p>	<p>What indicators will be used to measure whether the CHF Project Objective are achieved?</p> <ul style="list-style-type: none"> # of HH with improved meal per day # of HH with improved Household dietary diversity 	<p>What sources of information will be collected/already exist to measure this indicator?</p> <ul style="list-style-type: none"> Baseline report End evaluation report. 	<p>What factors not under the control of the project are necessary to achieve these objectives? What factors may get in the way of achieving these objectives?</p> <ul style="list-style-type: none"> Relative peace and stability in the targeted area Physical access to project sites for delivery of the inputs during the dry season window period, when roads are passable. UNHAS flights are not cancelled from Juba to the field locations

Common Humanitarian Fund for South Sudan - CHF Reserve Application

Goal/Objectives/Outcomes/Outputs		Indicator of progress	Means of Verification	Assumptions and Risks
Outcome 1	<p>What change will be observed as a result of this CHF Project. E.g. changes in access, skills, knowledge, practice/behaviors of the direct beneficiaries?</p> <ul style="list-style-type: none"> Increased access to food 	<p>What are the indicator(s) used to measure whether and to what extent the project achieves the envisaged outcomes?</p> <ul style="list-style-type: none"> Food consumption scores 	<p>What are the sources of information collected for these indicators?</p> <ul style="list-style-type: none"> End evaluation report Distribution reports 	<p>What factors not under the control of the project are necessary to achieve these objectives? What factors may get in the way of achieving these objectives?</p> <ul style="list-style-type: none"> Security remains stable in the project area Drastic weather changes (floods/drought) don't occur.
Output 1.1	<p>List the products, goods and services that will result from the implementation of project activities and lead to the achievement of the outcome.</p> <ul style="list-style-type: none"> Crop seeds distributed Vegetable seeds & tools distributed Fishery kits distributed 	<p>What are the indicator(s) to measure whether and to what extent the project achieves the output? Ensure the indicators identified in Section II (v) of this proposal are adequately inserted in this section.</p> <ul style="list-style-type: none"> Quantity of crop seeds distributed – 90 MT 2,500 seeds & tool kits distributed 2,500 fishery kits distributed 6,000 of HH supported 	<p>What are the sources of information on these indicators?</p> <ul style="list-style-type: none"> Distribution reports Field visit reports 	<p>What factors not under the control of the project are necessary to achieve the expected outcomes? What factors may get in the way of achieving these objectives?</p> <ul style="list-style-type: none"> Commodity prices in markets remain stable. Relative peace and stability in the areas to deliver the productive assets on time. No drastic change in the weather pattern.
Activity 1.1.1	Procurement of crop seeds			
Activity 1.1.2	Transportation of seeds, tools and fishery kits to 4 main project sites			
Activity 1.1.3	Registration and mini baseline survey			
Activity 1.1.4	Distribution of critical livelihood assets			
Activity 1.1.5	Ongoing monitoring and data collection			
Activity 1.1.6	End of project report, analysis of data and achieved outputs and outcome			

PROJECT WORK PLAN

This section must include a workplan with clear indication of the specific timeline for each main activity and sub-activity (if applicable).

The workplan must be outlined with reference to the quarters of the calendar year. Please insert as well the key monitoring activities to be conducted during the project implementation (collection of baseline, monitoring visits, surveys etc.)

Project start date:	1 April 2014	Project end date:	30th of June 2014
----------------------------	---------------------	--------------------------	-------------------------------------

Activities	Q1/2014			Q2/2014			Q3/2014			Q4/2014		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activity 1 Procurement of crop seeds				X								
Activity 2 Transport of seeds & tools and fishery kits to project sites				X								
Activity 3 Registration of IDPs and host community (conflict affected populations), including Mini baseline survey				X								
Activity 4 Distribution of critical livelihood assets				X	X							
Activity 5 Monitoring and ongoing data collection				X	X	X						
Activity 6 Final reporting						X						
Activity 7												
Activity 8												
Activity 9												
Activity 10												

*: TIMELINE FOR EACH SPECIFIC ACTIVITY MUST BE MARKED WITH AN X AND SHADED GREY 15%

CHF Reserve Grant Request Review Section – Internal

CHF Reserve Grant Request Review Section – Internal

Reviewer			Justification/clarification/recommendations
Function/Title:	Cluster Coordinator or co-coordinator		
Name:			
Organisation:			
Date:			
Recommendation:	Grant recommended : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
Function/Title:	State-level focal point		
Name:			
Organisation:			
Date:			
Recommendation:	Grant recommended : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
Function/Title:	CHF Technical Secretariat		
Name:			
Organisation:			
Date:			
Recommendation:	Grant recommended : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
Function/Title:			
Name:			
Organisation:			
Date:			
Recommendation:	Grant recommended : <input type="checkbox"/> Yes <input type="checkbox"/> No		
PRT Recommendation, DATE:			Key points:
Names	Organisation:	Title	

Grant recommended :			
1. <input type="checkbox"/> Yes with no further revision			
2. <input type="checkbox"/> Yes subject to revision (TS to confirm revision)			
3. <input type="checkbox"/> Yes subject to revision (PRT to confirm revision)			
4. <input type="checkbox"/> Not recommended			