

Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries (IF)

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Aide Memoire: Post-DTIS Validation Steps

Concerned parties: Ministry of Trade and Industry, Government of Sierra Leone
UNDP, Donor Facilitator
World Bank, DTIS Lead Agency

Post-DTIS validation steps of the IF trade mainstreaming and project implementation phase include the following:

1. Finalize the DTIS and DTIS Action Matrix based on the inputs received at the National Validation Workshop (October 24-26, 2006).

Action by: World Bank and the IF National Focal Point (MTI)

Timing: October 27, 2006.

2. Further sensitize in-country donors with the need to invest in the implementation of the DTIS Action Matrix and initiate negotiations with them on pledges as well as on coordination mechanisms for implementation.

Action by: UNDP and the IF National Focal Point (MTI)

Timing: Week of October 30th, 2006.

3. Submit the finalized DTIS and DTIS Action Matrix to Cabinet for approval.

Action by: MTI

Timing: Week of November 6th.

4. Prepare and circulate documentation for the Consultative Group (CG) annual PRSP implementation monitoring meeting.

Action by: The IF National Focal Point (MTI)

Timing: November 10, 2006.

5. Finalize and circulate a concept note outlining the Sierra Leone implementation arrangements.

Action by: UNDP, the IF National Focal Point (MTI)

Timing: November 15, 2006.

6. Present the DTIS and DTIS Action Matrix to the CG.

Action by: Minister, Ministry of Trade and Industry (MTI)

Timing: November 28-29, 2006.

7. Finalize and circulate a report of the National Validation Workshop.

Action by: The IF National Focal Point (MTI)

Timing: November 15, 2006.

8. Produce and make available to the stakeholders a CD-ROM containing the final DTIS and Action Matrix as well as the individual chapter reports and presentations of the DTIS Validation Workshop session on implementation of the Action Matrix.

Action by: UNDP

Timing: November 17, 2006.

9. Sierra Leone intends to initiate implementation of the Action Matrix in all the 14 clusters identified. These are Agriculture and agro-industry/general; cocoa; oil palm; cashew; millet rice and gari; ginger; forestry; fisheries; mining; tourism; customs; infrastructure; financial services; and trade policy. An initial sequencing of activities within each of the clusters is presented in the Action Matrix, which will be re-arranged in order of priority. Costing of the Matrix will be done in the context of the MDG costing exercise. Top priority activities will be selected as IF Trust Fund (IFTF) Window 2 (W2) projects after the November 28-29, 2006, Consultative Group meeting.

Re-arranging of the Action Matrix/ Action by: The IF National Focal Point (MTI)

Timing: November 2006

Costing/ Action by: UNDP

Timing: November-December 2006.

Selection of top priority activities for IFTF W2 funding / Action by: Minister, Ministry of Trade and Industry (MTI) and the High-Level Inter-Ministerial Committee

Timing: November/December 2006.

10. Sierra Leone proposes to use an implementation mechanism consisting of four levels. The policy level guidance, oversight and monitoring will be provided by the High-Level Inter-Ministerial Committee. The technical level planning, coordination and monitoring will be provided by the PRSP Pillar 2, i.e. the Private Sector Development (PSD) Sector Working Group. The PSD Working Group will be amended to include trade development and expanded to include participation of private sector representatives. The day-in, day-out management and coordination of the work carried out by the Implementing Partners will be provided by the National Focal Point Unit and more precisely by the National IF Coordinator. A number of Implementing Partners will be deployed to execute activities. Implementing partners will be selected when translating the activities of the Action Matrix into projects.

Introduce the DTIS Action Matrix and the Implementation Arrangements concept note to the High-Level Inter-Ministerial Committee agenda/Action by: Minister, Ministry of Trade and Industry (MTI)

Timing: Week of November 20th.

Propose IF to the PSD Working Group Agenda, suggest to amend the Working Group mandate by including trade and expand participation by representatives of private sector / Action by: The IF National Focal Point (MTI)

Timing: Week of November 13th.

Recruit a National IF Coordinator / Action by: The IF National Focal Point (MTI), UNDP

Timing: January 2007.

11. Recruit a local economist to UNDP to work on a full time basis and in a close collaboration with IF National Focal Point (MTI) and the UNDP Senior Economist in the IF process facilitation.

Action by: UNDP

Timing: by Mid-December 2006.

12. Start IFTF W2 project implementation.

Action by: The IF National Focal Point (MTI), UNDP and project implementing partners

Timing/ Strengthening the National Implementation Capacity Project:

Start preparation of project proposal: December 2006.

Approval of the proposal by LPAC: January 2007.

Start Implementation: February 2007.

Timing/ Other W2 Projects:

Start preparation of project proposals: December 2006.

Approval of W2 proposals by LPAC: February 2007.

Start Implementation: April 2007.

13. Carry out an Enhanced IF (EIF) familiarization mission to Geneva and a “Road Show” to selected European donor capitals to promote investment in the implementation of the Sierra Leone Action Matrix.

Action by: The IF National Focal Point (MTI), ITC, UNDP (Geneva)

Timing: February / March 2007; in connection with IFWG and IFSC meetings.

14. Establish a donor coordination mechanism with applicable Action Matrix funding modality.

Action by: UNDP

Timing: Mechanism and funding modality to be established:

January/February 2007.

Start approving projects: February/March 2007.

Implementation of projects under this facility to start: April/May 2007.

15. Submit activities to be funded by the national budget 2008.

Action by: MTI and other concerned ministries

Timing: Mid-2007.

16. Incorporate DTIS analysis and DTIS Action Matrix recommendations to the PRSP 2008-2010.

Action by: MTI and other concerned ministries

Timing: Throughout the on-going PRSP consultations cycle.

Freetown/Geneva, November 13, 2006.