

Annex G: PSF Programme Responsibilities

‘Programmes are anchored in a unit in Copenhagen (at the regional departments in MFA such as ALO, AFR or MENA or potentially the MoD International Department). The Deputy Heads of Department are overall responsible for their respective programme portfolios. A designated Programme Coordinator of the programme-responsible department conducts programming, programmatic and financial management, monitoring and reporting of the programme.

The unit which is responsible for the programme is also responsible for all parts of the programme cycle. This includes preparation and presentation of a Concept Note to the Steering Committee, preparation of a Programme Document and its presentation to the Steering Committee and for obtaining a Minister approval.

Further, the unit is responsible for completion of the programme, including for collecting lessons learnt that will be fed into a potential next cycle of preparation of a stabilisation programme.

In some instances, for example where the administrative capacity of the local Danish representation is not sufficient to administer a Peace and Stabilisation Programme, a stabilisation advisor can be contracted to provide technical assistance to partners and administer the programme (as is the case with the Peace and Stabilisation Programme for the Sahel region). In this case the stabilisation advisor, and the setup of the advisor, may take on the role of both programme coordinator and desk officer. The advisor will report to the head of the local Danish representation and the Head of the unit responsible for the programme. Specific terms of reference will be made for the advisor.

The unit that coordinates the programme is not necessarily responsible for implementation of the individual Peace and Stabilisation Engagements under the programme. The implementation of the individual Peace and Stabilisation Engagements are decentralised to the representations as appropriate. For MoD financed activities the MoD agencies are responsible for the management of Peace and Stabilisation Engagements but this responsibility can be delegated to posted staff (including advisors). A Desk officer of the responsible unit (representations/departments/ agencies) must be designated to manage each Peace and Stabilisation Engagement under the programme. Once the appropriation has been approved the relevant unit is principally responsible for all aspects of management, financial management and reporting.’

Source: Ministry of Foreign Affairs, Ministry of Defence (2014), Guidelines: The Peace and Stabilisation Fund, February, pp. 7-8.