	ACTION INFRASTRUCTURE PROJECTS AND VALUE CHAIN FINANCING	Project Team	Team Leader	Peer Review Team/ He COPU & Head RIMU	Regional/ Division Manager	Disciplinary Authority	Appeals Committee	ICT Steering Committe	Procurement Evaluatio Committee	Liquidity Committee	Director/ Head of Unit	Head COPU/ Head ICTU	Head RIMU/ Head CORU	PMU	Chief Economist	Legal Counsel	Head IADU/ Evaluation	Bank Secretary	Director IPDR/ Head CBTU	Director CSDR	Director FMDR	Director RMCF	Chief Executive Officer	ПС	EXCO	Board	Shareholder
	Project Identification				R														С								4
1.1.1 P	Project Identification Visit Project Booked into Bank System (PIR)				R R														C				А	Δ	(i)		++
1.1.3 N	MOUs/NDAs				R											- 1			C				S		(1)		+ + +
	Project Preparation/ Bankability																										
1.2.1 T	Team appointment Preparation of TORs		- 1		-						-			0					С				A		(i)		+
	Review of Feasibility Study Report	-	-		R						L L			ĸ					С				А	Α	(i)		+
1.3 P	Project Appraisal																								.,		
1.3.1 P	Project Appraisal Report	- 1	R	R	C1														C2					A1	(i)	A2	4
	Negotiations Appaintment of Negotiating Team				R														С						(i)		+
N	Appointment of Negotiating Team Negotiations Outcome (PAR, Disbursement Letter, Draft		- 1																				A		(i)		+
	Agreements)		- 1		R														С				Α				
A	Agreements				1				1							R			С				А				$\perp =$
1.5 L	Launching (Site Handover) Contract Administration		- 1		С				-	-					-				Α						(i)		+
	Registration of securities		- 1		R			-	1							Α			С								+
1.6.2 F	Fulfilment of Conditions Precedence		I I		R/C														Α		(i)						
1.6.3 D	Disbursements		I		R				1					C2					C1		A1		A2				$\perp =$
1.7 P	Project Supervision Supervision Mission and Report		I		R														С				(i)		(i)		+
	Project Budget Performance and Control Report		-		R														C				(i)		(i)		++
1.7.3 C	Quarterly Progress Report		-		R														С				. ,	Α	.,		
1.7.4 N	Mid-Term Review Reports		1		R														С					A1		A2	
	Variation of Scope Project completion reports		ı		R									C2					C1					A1		A2	4
	Project completion report Mission and Report		- 1		R														С					Α		(i)	+
1.8 P	Project Evaluation																										
1.8.1 E	Evaluation Mission and Report																1		С				Α		(i)	A	
1.9 li	Infrastructure Value Chain Financing Approval																								(i)	А	1
	Credit appraisal report <us\$1.5million< td=""><td></td><td>I I</td><td>R</td><td>R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>С</td><td></td><td></td><td></td><td></td><td>Α</td><td></td><td></td><td></td></us\$1.5million<>		I I	R	R														С					Α			
1.9.2 C	Credit appraisal report >US\$1.5million		- 1	R	R														С					A1		A2	4
3 R	RESOURCE MOBILISATION																										+
	Authority to Borrow		- I		R																	C1		C2		Α	
3.2 P	Prospectus Term Sheet		- I		R																	С		Α			
3.3 A 3.4 P	Application for credit/instrument enhancements		1		R R																	C C	S		(i)		+
	Prospectus/Project Information Memorandum Draft Terms of Reference for Professional Advisors and																							- ^			+ +
3.3 P	Procurement Memo	(i)	- 1		R									C2								C1	Α		(i)		
3.6 N	Mandate Agreements with Professional Advisors		1		R											C2						C1	S		(i)		1
	Deed of Trust with Independent Trustee Loan or Line of Credit Application				R R											C2						C1 C	S	Δ	(i)		+
	Term Sheet (from funder)		1		R											C2						C1	S	A1		(i)	+ + +
3.10 F	Funding Agreements															ı						R	S		C2		$\perp = 1$
	Bond Payment Schedules & memo		I I		R R			+	1	 		 			1				C1		A/S C2	С		Δ1		Λ2.	
	PPDF Funding Applications PPDF Funding Agreement (3.10)		- 1		R				1							C2						C1	S				1
	TREASURY OPERATIONS		-					-		-																	+
	Deal Placement/ Rollover of Placement Deal Note/ Foreign Currency Switch & Funds Transfer:																										
4.1.1 U	Up to ≤ \$5m				Α								С								(i)		(i)				
4.1.2 U	Up to ≤ \$10m				C1								C2								A		(i)				↓
4.1.3 U	Up to ≤\$ 20m		-		R		+	-		-			C2								C1		А				+
5 C	CREDIT MANAGEMENT																										1
5.1 N	MALCO reporting				R		C1					C2													Α		$\perp = 1$
5.2 C	Credit Reports to Other Banks				C R							S C1													C2		
	Loans Review Report				- 11		R			-															12	A	1
5.4 P	Payment plan proposal (Amount more than US\$100,000)		1		R				-			С												A			+-+
	PAYMENT PROCESSING				R				-												С				(1)		
6.1 C	Cashplan approval Payables approved through Cashplan		I I		R C		+	-		A		1									C A				(i)		+
	Payments outside of Cashplan approval		1		C																A						+

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6.4	Project Disbursements			C1	4							C2						A			
6.5	Refunds	1	į (С	4		1 '	'	1 1			1 1					, , , , , , , , , , , , , , , , , , ,	A	ı '		
			1	1	1	1				I											
7	IN COMMENT DE COCIONA		-	+	+	++		+		+	-						+				
	INVESTMENT DECISIONS									\longrightarrow											
7.1	Liquidation of shares	l l	4	R	4		1 '		1			1						C2 C1	A1		A2
	Disinvestment	1	-	R			i	T										C2 C1	Δ1		Δ2
7.2	Disarred of Associa					- 44		+		+	-									4.3	- 14-
7.3	Disposal of Assets	l l		С	4	A1	·'													A2	
7.4	Property Maintenance Expenditure	I	4	R	4		1 '		C2			1					C1		A	1	
7.5	Bank Properties Status Report	1	-	R		Δ	-	T									С		i '	(i)	
7.5	Bank Troperties status neport							+'	-	+		-								(1)	
							'														
8	PROCUREMENT & FIDUCIARY DUTIES						1 '		1			1							ı '	1	
8.1	Procurement Plan		-	R			i	T		C1	- I	C2							Δ.		
0.1			 		4	++		+	_							-	+				
	Tender documents (EOI, RFP,ITT, RFQ, BD)	1	4	R	4					C1		C2							A		
8.3	Minutes & Evaluation reports	1	4				1 '	R	4	(i)		С							A	1	
	Negotiations	1	-	1			i	(i)	i v	S		С							Δ		
0.7	negotiations .			+		-		- 07		S		C1		S				C2			
8.5	Contract award/signing	I					'			- 5		C1		8				(2	Α		
8.6	Procurement Thresholds (A)	1	4				1 '		1			1								1	
	Up to \$500,000 for Works	1	7	_				D		(i)		С							_		
0.0.1	Op to \$500,000 for Works		 	+	+	+		- "											A		
	Up to \$250,000 for Goods	1	4					R		(i)		С							A		
8.6.3	Up to \$100,000 for Consuting & Non-Consulting Services	1	4				1 '	R	4	(i)		С							A	1	
8.7	Procurement Thresholds (B)	- 1	7	_																	
						-															
8.7.1	Above \$500,000 for Works	I		1				R		(i)		C1							C2		
8.7.2	Above \$250,000 for Goods		1	1	1 1 -	1 7	1	R		(i)		C1	T			Г	Т		C2	ı 1 —	
				1																	
8.7.3	Above \$100,000 for Consuting & Non-Consulting Services	1	4	1	1	1	1	R		(i)		C1							C2		
			4				·														
8.8	Declaration of misprocurement	I	4	1	1 1	1	. '	(i)	1			С							A	(i)	
	·			1		$\overline{}$	i '														
-	GOVERNANCE FRAMEWORK			+	+	+		+'		\longrightarrow		\longrightarrow					\longrightarrow				
					4	\perp		L													
	Approval of Changes to IDBZ mandate			1	1 1 -	1 7	1 7	1		Т		ı T				Г	T		C1	R	C2 A
	Bank Strategy	1		1				1 '		+		[R						C2	C1	A (i)
2.2	Dool Door by Management Co.			+	+	+		+	\rightarrow	\longrightarrow	-		R				+		C2		(1)
	Bank Results Measurement Framework	l l	4		4	\perp		L											C2	С	A
9.4	Business Plans/ Sector Strategies	1	4				1 '		1			1 /	C1			C2			ı '	A	
	Department/Unit Work Programme & Budget	1	7	R					7	C1		ľ	C2					C2		Δ	
3.3	Department/Onit Work Programme & Budget			- 1	4	-													· · · · · · · · · · · · · · · · · · ·		
9.6	Bank Work Programme & Budget	l l	<u> </u>										R					R		С	A2
9.7	Annual Report	1	4				1 '		1			1 /	R		1		,	R	ı '	C	A2
0.8	Half year and Year end Financial Reporting	1		D		_		 										С		С	۸2
				- 10		-				\longrightarrow									· · · · · · · · · · · · · · · · · · ·		AZ.
9.9	Quarterly Board Financial Reports	1	4	R	4		1 '		1			1					,	C1	ı '	C2	A2
9.10	General EXCO Meetings			1			·												A		
0.11	Special EXCO Meetings		t	+	+	+		†							D				Λ		
5.11	Special Exco Meetings						·	<u> </u>							K				А		
9.12	LIC Meetings						1 '		1	- 1		1			R				A	1	
9.13	Board Calendar			1			·												R	(i)	Α
	EXCO Minutes			+	+	+	$\overline{}$			+					1					Δ	
							·	<u> </u>		+										A	
	LIC Minutes						1 '		1			1			1				1 A 1		
9.16	Board Committee Meeting Minutes			1			·														
	Board Meeting Minutes			+	+	+	$\overline{}$			+										S	A1
							·	<u> </u>		+										3	AI
	Board Meeting Minutes																				
9.19	Board Committee Meetings & Reports						1 '		1	1		1			R				C1	1	Α
9.20	Review of Board Committee ToRs			_	1	_		 		$\overline{}$					1						^
						-				\longrightarrow									· · · · · · · · · · · · · · · · · · ·		^
	Review of Board ToRs														-						C2 A
9.22	Training and induction of Board Members						1 '		1			1			1				R	A /	(i)
9 23	Annual Audit Plan			_										1					(i)		(i)
				+	+	+		+													
	Internal Audit Report					\perp	——'	<u> </u>		С		\vdash		1					(i)		A2
9.25	Compliance and Statutory Returns	1	4	R	4	1	1	1		C		1							A		
				T				Т '													
-	CDVs Poporting			+	+	+		 	+	\longrightarrow		-				-+	+				
	SPVs Reporting	I		+				 '		\longrightarrow	\longrightarrow	\vdash					\longrightarrow				\vdash
	Subsidiaries Reporting		<u> </u>			l	·	<u> </u>	I			<u>. </u>									
			/				ı ——'	1	, —												
			t	1		† †		1		\longrightarrow	-						+			$\overline{}$	
	CUA DELICUDING CERUCEURE			+	+	++		+'	\vdash	\longrightarrow	-						+				
10	SHAREHOLDING STRUCTURE				4	\perp		L													
40.4	Increase/decrease in share capital - Rights Issues and Share			1	1 1 -	1 7	1 7	1		Т		1 T	T			Г	T				
10.1	buybacks			1	1	1	1	1				1		ı	1			1	ı l '	R	C A
10.3	Creation of now class of charge		t	+	+	+		 		\longrightarrow	+	 					\longrightarrow	1		R	C A
	Creation of new class of shares			+			 '	1		\longrightarrow					- 1						
	Approving new investors/shareholders		L		<u> </u>			<u> </u>						l l	_			I	<u>. </u>	R	C A
	Share splits/share consolidations/ redenomination			Т				Т '						1	1			1		R	C A
10.5	Increase/decrease in the nominal value of shares		+	+	+	+		+		\longrightarrow	+	 					+				C A
10.5	micrease/decrease in the nominal value of shares			+		\perp	——'	<u> </u>						1	- 1			l l		R	C A
1				1	1	1	1	1				1							ı l '		
				Т				Т '													
44	LEGAL DOCUMENTS & PROCESSES		t	+	+	+		 		\longrightarrow	+	 					\longrightarrow	+			
				+		\perp	——'	<u> </u>													
11.1	Contracts Drafting	1	4	1	1 1	1 1	. '	1	1	C1		1 1		C2					A	ı I	
	Handover matters to external lawyers	1	1	1			i			С				R					A2	A1	
				+	+	+		+			-						+				+-+-+
	General Reviews and Legal Opinion	l I		1				1		R				Á					R	R	
11.4	Registration & Cancellation of Securities	I I	4	1				1		R				R	S				A		
1				1	+	+		+		$\overline{}$	-	-				-	+			-	
 	<u></u>		+	+				 '		\longrightarrow	\longrightarrow	\vdash					\longrightarrow				\vdash
12	KNOWLEDGE GENERATION & SHARING		1	1	1 1	1 1	. '	1	1			1 1							ı l '	ı I	
1			<u> </u>				. ——	1	. —												
12.1	Research Reports Production Monitoring and Evaluation	1	4	1	1 1	1	. '	1 '	1			C2	C1						A2	A1	
1			4	1	1	1	1	1													
-	Applytical Research papers / bulleting Production	ı		1	+	+		+	-	\rightarrow			Δ1			-	+			A2	
	Analytical Research papers/ bulletins Production	 		+	+	+	—— [']	+'	\longrightarrow	\longrightarrow	\longrightarrow	· · · · · · · · · · · · · · · · · · ·					\rightarrow	\longrightarrow			
12.2		1 1	1	1				ь— '											<u> </u>	1	
	HUMAN RESOURCE MANAGEMENT					1	١,		1		1 1	1 1	l			J			'		
13				D				-				\vdash					C				
13	HUMAN RESOURCE MANAGEMENT Recruitment (CS2 - ML5)			R						1							С		A		

			т —	 								1									-	
	Recruitment(ML4 - ML2)															l l		С				A2
13.3	Recruitment (ML1)													- 1								A
13.4	Employment Contract (CS2-ML4)		1	R/C												S						
13.5	Employment Contract (ML3-ML2)																	R				A
	Employment Contract (ML1)		+																		S	
			 																		-	
13.7	Probation Performance Appraisal and confirmation (CS2-ML4)			С				l l								S		Α				
13.8	Probation Performance Appraisal and confirmation (ML3-ML2)			- 1												R/C		A/s				
13.9	Performance Evaluation Report			1				R/C1								C2		A2		A1		
	·		+																			
13.10	Separation		 																			
	Retirement/ voluntary retirement			R												С		Α				
	Retrenchment		i	R												C		A				
13.10.2	Retrendiment			II.												-	_					
			+																			
13.11	Disciplinary proceedings			- 1	А			(i)								С		(i)				
																						·
	Grieviance Handling			1	A			(i)								С		(i)				
13.13	Appeals handling			1	A			R								С		Α				
13.14	Payroll Processing		ı	R												A1						
14	POLICIES, PROCEDURES AND GUIDELINES		+																			
	Approval of Policy (New and Reviewed)			R				C1												C2		A2
14.1	Approval of Folicy (New and Neviewed)			- 10				CI CI												CZ		
14.2	Approval of Procedure Manual (New and Reviewed)		- I	R				С												Α		
	ICT Project Management		ı	R		C1		C2												Α		
14.4	Disaster recovery		I	С		(i)		A										(i)		(i)		
	Update of Business continuity Plan		1						R	R							R			С		A2
15	RISK & COMPLIANCE																					
	Risk Register		R							С										Α		(i)
	Enterprise Risk Management (ERM) report	-i-	R							C1								C2				A2
	Internal Capital Adequacy Assessment Process (ICAAP)		1		 					R										C1		
		- 1	R							C										Δ		
15.4	Potential Financiers Due dligence		K							L										А		
15.5	Risk Management Financial model (development & validation)	- 1	R		C2					C1										Α		
	PSGRS assessments		ı							С										Α		(i)
	ML/TF Institutional Risk Assessment		- 1							R							LT			С		A2
15.8	ML/TF Risk Based Approach Review		- 1							R										С		A2
	Suspicious Transactions Reporting		ı							R								С			(i)	
	AML/CFT Questionnaires Completion (CBR)									C1								C2		Α	- ''	
15.11	Customer Complaints Monitoring		1							R								С				
	Regulatory Compliance Risk Management		i							C1								C2				
13.12	negaratory compilance hisk management			!	 	+	!			CI.		 						CZ.				
16	BANKING & EXCHANGE CONTROL		+		 						 			1			1		1			
				-		+	-								A4.			40.		(1)		(1)
16.1	SWIFT Name Screening (PEP/Sanctions)		R	С	 	+				R		 	-		A1			A2	-	(i)		(i)
16.2	SWIFT Transactions Screening (PEP/Sanctions)	- 1	R	C1						C2					A1			A2		(i)		(i)
16.3	Cash Deposit above limit		l l	С											Α_							
	Individual Cash withdrawal > \$5000.00			C							İ				Α							
16.5	Corporate Cash withdrawal > \$2000.00		-	0		1	!			l					Δ							
16.6	Write off or transfer to unclaimed balances		-	R	C2		!			-		 			C1			S				-
10.0	Write on or transfer to unicidinied balances			K	C2					-	-				CI							
16.7	Banking & Exchange Control RBZ Reports and Returns		- 1	R						(i)		S		S	С	S	S	S				
16.7	Banking & Exchange Control RBZ Reports and Returns		T I	R						(i)		S		S	С	S	S	S				L

Key	Authority	Explanation
I	Initiate/ Originate:	To begin a process/activity and prepare the relevant supporting documents for that process or activity;
R	Recommend/ Review:	To suggest an option on which a decision will be made or an action taken;
	Classic	C1: To permit an action to proceed, to move to the next step with the comfort that one has taken the pains to ensure that all relevant preconditions have been satisfied;
C	Clear:	C2: To confirm that a recommended action or decision can be taken and that it is in compliance with applicable policies and regulations following appropriate consultation with safeguard departments
		A1: To provide the final authority that an action or a decision can be undertaken or made;
A	Approve:	A2: To provide the final authority for the accomplishment of an act or implementation of a decision in compliance with policies, rules and regulation following appropriate consultation with safeguard departments
(i)	Information/ Noting:	To be Informed.
S	Sign:	To append one's signature on a document to signify knowledge, agreement, approval, acceptance, or responsibility therefor and consent to be bound.