

SAPA PRC FORMATION PROCEDURE

PROCEDURE TITLE: SAPA PROJECT REVIEW COMMITTEE

PURPOSE

The Project Review Committee (PRC) is intended to provide applicants with transparency to the review committee and review process.

PRC MEMBERS

PRC members will include the President of the BOD (or Secretary), Community Services Office and Treasurer Office. The Strategy Office will chair the PCR. The Advocacy, Media, Membership and Career and Research Offices will rotate with Community Services offices to allow equal representation and neutrality.

BOD calls initially for four members from SAPA chapters commencing with chapters with existing running projects. The representation of each chapter must not exceed one PRC member.

A call for one volunteer member from the General Assembly will be announced. Priority will be given to non chapter entity members.

Cycle duration for each Non BOD member will be ONE YEAR subject to renewal.

The selection of the PRC members (apart from the BOD positions) is under the discretion of the BOD.

Should any member of the PRC be an active participant in any project submitted to the PRC, he/she may be present during the discussion but will recuse himself/herself during the scoring and the final recommendation.

The PRC chair is required to send the schedule of the proposed meeting dates to the BOT with an invitation for one BOT member to observe the meeting with no voting or executive privileges.

ACTIVITY OF THE PRC

What the PRC does:

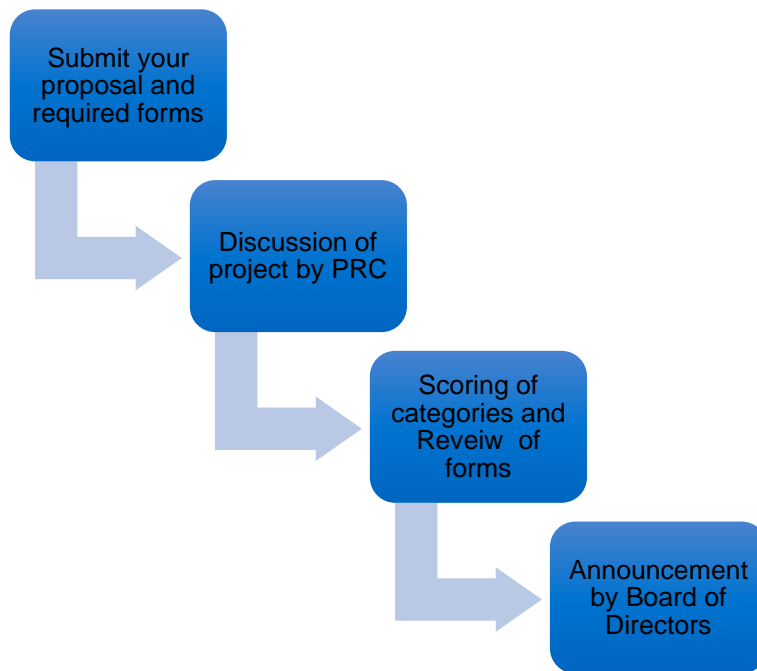
- Reviews each proposed project and provides feedback on known constraints, nature of project, feasibility and its alignment with SAPA'S strategy, mission and goals
- Submit its final recommendation to BOD for approval
- Follow up the progress of the project through the gate reviews.
- Assist in addressing and resolving issues reported in gate reviews by project leaders for current projects

MEETING TIME

Project Review Committee Meetings are held every month announced to SAPA members at the beginning of each cycle. The schedule of meeting for each cycle will be announced by the PRC.

REVIEW PROCEDURE

- I. Submission of project proposals to PRC by the specified deadline announced.
- II. Distribution of project proposals to each PRC member
- III. Discussion of the project by the PRC
- IV. Anonymous Scoring by each member for each category
- V. Final recommendation by the PRC submitted to BOD
- VI. Final decision by the BOD (1 WEEK AFTER REVIEW)



FAST TRACK REVIEW PROCESS

Fast Track is an expedited review process for certain, qualifying projects that either do not require detailed review and approval OR “Crisis projects”.

CRITERIA OF FAST TRACK REVIEW

1. Special request for fast track reviewed and approved by PRC

OR

2. “Crisis projects” are projects which are in response to emergency situations: Considering the current landscape in Sudan or globally, in which SAPA’s activities it is justifiable to provide a prompt response to these submitted projects proposals.

