Annex II

Project Proposal Template

A project proposal is a short document that describes a concept that will lead to a PPP ‘standard’ and will be developed by a Project Team. The Project Proposal must include the purpose, a clearly defined scope, a list of deliverables, geographical focus (which is ‘global’ by default), a list of team members (where appropriate), resource requirements, and an estimated schedule for developing the final deliverable.

Project Name

1.  Project purpose
The purpose of the project is to develop a UNECE standard on… [what does the Project Team aim to achieve]

2.  Project scope
The scope of the project is… [what is included and what is excluded in the proposed project]

3.  Project deliverables
The project deliverables are:
[description of deliverable 1]
[description of deliverable 2]

4.  Geographical focus
The focus is global.

5.  Project Team membership and required functional expertise
Membership is open to experts with broad knowledge in the area of […] especially in low and middle income countries.

6.  Resource requirements
Participants in the project shall provide resources for their own participation. The existence and functioning of the project shall not require any additional resources from the UNECE secretariat.

7.  Timetable
Detailed description of key milestones with dates from project imitation to submission for approval by the intergovernmental process.