

## 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:

[name of deliverable 1] – [description of deliverable 1]

[name of deliverable 2] – [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 initiation to submission for approval by the intergovernmental process.