## Annex 7: Indicative Workflow for Typical Reserve Allocation Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline (in days)</th>
<th>Responsible</th>
<th>Action</th>
<th>Output</th>
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</thead>
</table>
| Step 1: Consultation on activation of the reserve | 2 | *SSHF TS | 1.1 Humanitarian Coordinator consults with AB on activation of a reserve allocation process  
1.2 Draft of allocation strategy paper  
1.3 Draft of allocation timeline | • Allocation strategy paper (ASP)  
• Timeline |
| Step 2: Definition of priorities and requirements | 3 | *SSHF TS | 2.1 Definition of cluster priorities and requirements  
2.2 Compilation and consolidation of cluster priorities and requirements | • Cluster allocation priorities and requirements |
| Step 3: Submission of projects and review of strategic and programmatic relevance | 3 | *Partners | 3.1 Submission of proposals | • Draft proposals in the GMS |
| | 1 | *SSHF TS | 3.2 General check for eligibility of partner in case of suspension, compliance with template, and duplication of proposal. | • Draft proposals recommended for strategic review |
| | 2 | *SSHF TS  
*Cluster Coordinator/Co-coordinators with Strategic Review Committee (SRC) | 3.3 Review of proposals for strategic and programmatic relevance | • Draft proposals recommended for Technical Review |
| | 1 | *Partners | 3.4 Submission for technical review: Partners revises their proposal if needed before commencement of technical review process | • Updated draft proposal in the GMS |
| Step 4: Technical review | 5 | *SSHF TS  
*Cluster Coordinator with Technical Review Committee (TRC)  
*Partners | 4.1 Technical Review of projects (proposals and budgets) to ensure they meet technical requirement | • Final, quality controlled proposals |
| Step 5: HC approval | 4 | *SSHF TS  
*HC  
*Heads of PUNOs | 5.1 Preparation of list of recommended projects, allocation letters and Fund Transfer Requests (FTR)  
5.2 Signature of allocation letters and FTR | • Approved portfolio of projects.  
• Allocation letters signed by HC and counter-signed by PUNOs  
• Signed FTR |
| Step 6: Disbursement | 11 | *SSHF TS  
*MPTF  
*Partners | 6.1 Submission of signed FTR and allocation letters to MPTF  
6.2 MPTF disbursement to PUNOs  
6.3 Contracting and subsequent disbursement of funds allocated to NGOs  
- Partners sign PPA/RPA and submit payment request  
- MA/UNDP disburses first instalment | • Funds disbursed to PUNOs  
• PPAs/RPAs signed by NGOs  
• Funds disbursed to NGOs |