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**MEMORANDUM OF UNDERSTANDING WITH THE GOVERNMENT OF  
MONTSERRAT FOR  
NON BUDGET SUPPORT FINANCIAL AID AND TECHNICAL  
CO-OPERATION**

Between

The Government of the United Kingdom of Great Britain and Northern Ireland acting through the  
Department for International Development ("DFID")

and

The GOVERNMENT of MONTSERRAT ("The Government")  
together called "the Participants"

**MONTSERRAT FINANCIAL AID 2018/19  
{ARIES 204238}**

1. The arrangements and the purpose for which the Grant will be used are set out in this Memorandum of Understanding (MoU) and its Annex's and the corresponding **Business Case "Montserrat Financial Aid 2016 to 2019"**, collectively referred to as "this Arrangement".
2. Following the 2018/19 Financial Aid Mission in January 2018 and recent discussions between the Participants, DFID, will make available a sum not exceeding EC\$ 78,000,000 [**£22.3m**] to support **non budget support Financial Aid to the Government of Montserrat and additionally up to EC\$350,000 [£100k] for CCRIF premium payments.** The schedule of disbursement for Financial Aid will consist of three payment tranches released in May, September and December.

The budget for financial aid is composed as set out in table 1:



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**Table 1. Composition of DFID Financial Aid to Montserrat**

Component	Full year Budget	Details
Recurrent	£17.7m (EC\$61,825,019)	To support the Government's recurrent expenditure across it's Ministries.
Access Subsidy	£1.5m (EC\$5,400,000)	To support and maintain access to Montserrat.
Technical Cooperation and Capacity Building	£2.6m (EC\$ 8,980,774)	To support the Government in filling key positions and build capacity.
Small Capital Assets Fund (SCAF)	£500k (EC\$1,794,207)	To support the Government to obtain any unforeseen items and expenditure.
Caribbean Catastrophe Risk Insurance Facility (CCRIF)	£100k (EC\$350,000)	To support the Government to take out a policy with the CCRIF.

3. The Grant will start on **1 April 2018** and is expected to end on **31 March 2019**.

### Funding Requirements

4. The funding amount and disbursement schedule above are subject to revision and will depend on the fulfilment of the provisions of this arrangement, any revisions to budgets, actual expenditure and need. It will also depend on any additional specific conditions accepted by the Government.

5. DFID requires that the Government is transparent throughout the duration of this arrangement on the utilisation of funds and can provide records of expenditure to the required detail. The Government will ensure that all goods and services financed from the Grant will continue to be used for the purposes set out within this arrangement. In the event of such goods or services being used for other purposes, the Government must notify DFID in writing and DFID may seek to recover from the Government the value of the goods and services concerned.

6. Budgets will be subject to regular review to identify where any ring fenced line surpluses may occur. The Government of Montserrat must seek DFID approval on the use of any surplus at least one month prior to the date for the proposed use of funds.

7. Should there be any revenue shortfalls in the 2018/19 budget year caused by under-performance of revenue (which are not the outcome of extraordinary external factors, such as a



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hurricane), the Government will be required to undertake spending restrictions, implement cost savings or use other methods to cover the shortfall. DFID will not disburse extra funding to cover non-performance of revenue.

8. **Specific conditions** which we expect to be met to support continuation of funding, and which we will monitor adherence to are:

- i. Continued progress with reforms to Public Financial Management and in particular the reforms to procurement practices and process.
- ii. Implementation of recommendations from the Access Strategy review and urgent creation of a long-term plan for access that delivers better value for money for tax-payers in UK and Montserrat and better services for visitors and residents alike.
- iii. Finalisation and addressing of issues arising from the Technical Cooperation review leading to a new and agreed set of protocols for managing TC.
- iv. Progress on improving revenue collection to meet the budgeted targets for 2018/19 including significant progress on enforcing compliance and collecting arrears.
- v. Continued focus on improving public sector performance to justify previously introduced salary increases, and completion of a successful Pay & Grade review and an audit of payroll.
- vi. Real improvements to strategic planning and reporting on performance by Ministries with on-time, and informative quarterly reporting on financial execution of Ministry budgets and their achievements against KPIs and financial aid indicators (as applicable).

#### **Assurance and Audit Arrangements**

9. The Government will co-operate fully with DFID and its agents during any assessment of the public financial management system, the partnership principles and the project, providing the information and evidence necessary for effective assessments to be made. Whenever required and practicable, the Government will permit DFID authorised personnel to visit the project(s) funded, directly or indirectly by this grant. The Government will also provide updates on the progress of jointly identified Public Financial Management reforms as required and practicable. The Government will within 9 months of the end of each financial year provide DFID with Annual Audited Statements from its Auditor General confirming that DFID's Grant has been used for the intended purposes. DFID retains the right to undertake an



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independent Audit of any or all of its funds during or after the 2018/19 financial year. The Government will co-operate fully should DFID exercise this right.

### Reporting and Reviews

10. Formal reviews and reporting will be conducted, to assess progress against project objectives. It is expected that Ministry of Financial and Economic Management (MOFEM) will meet with DFID on a monthly basis to report on the following:

- i. Financial and results performance to date and forecasts for both domestic (e.g. tax) revenues and expenditure;
- ii. Related key budget policy and departmental developments
- iii. Programme delivery risks

On a quarterly basis, in addition to the above, MoFEM will collate and present reporting on:

- i. GoM internal quarterly reporting from line Ministries, as related to Ministerial strategies and KPIs;
- ii. Performance against financial aid targets (e.g. as set out in the DFID Financial Aid Business Case and supporting logframe);

Additional discussions and reporting as related to the ring-fenced budget items will be as follows:

- i. Small Capital Assets Fund (SCAF): DFID will sit as an observer on the SCAF project board and receive all relevant documents and reporting on SCAF activities. A quarterly report on these activities will form part of the above quarterly reporting provided by MoFEM.
- ii. Access subsidy: there will be a separate monthly meeting focussed on access issues to be called by the Permanent Secretary in the Office of the Premier with a monthly report containing financial performance and passenger numbers of the ferry, and subsidies and subsidised passenger numbers for air transport provided at least 7 days in advance.
- iii. Technical Cooperation: there will be a separate monthly Technical Cooperation meeting, called by the DG and attended by relevant HR staff and the Financial Secretary. An updated TC list in an agreed format and any relevant narrative reporting will be provided at least 7 days before the meeting. This reporting will cover consultancies as well as TC recruitment<sup>6</sup> and performance, with relevant consultancy leads providing updates and copies of outputs. The reporting should also include progress on implementation of the recommendations of



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the TC review. Every 2 months the meeting will be expanded to include a discussion on more general HR issues, including progress on the Empowering Excellence Programme (EEP) and related work and other current priorities (e.g. Pay & Grade review).

- iv. Caribbean Catastrophe Risk Insurance Facility (CCRIF): reporting will be as required on any potential adjustments to the policy and updates on the status regarding disaster preparedness. This reporting can form part of the regular quarterly reporting process.

11. Expenditure in 2018/19 financial year related to the use of the surplus created from any previous year's unspent funds will be strictly limited to those areas agreed upon by DFID and GoM and relate to justifiable increased funding for the legal sector. GoM will be establishing a legal reserve fund, where these funds will be directed. Management and expenditure of those funds should be through GoM Ministry of Finance. However, reporting on the planning, budgeting, expenditure, implementation and outputs of these funds should form part of the regular monthly financial and quarterly performance reporting as detailed above.

12. The Government must submit full and timely evidence in support of claims, including:

- a) Performance to date and a forecast to the end of the claim period of both domestic (e.g. tax) revenues and of
- b) A breakdown of expenditure needs by key department and spending area including a separate section of each of the ring-fenced areas

The evidence and required reporting must be submitted by the dates indicated in Table 2, to enable the planned disbursements to proceed. Failure to provide timely reporting and evidence may delay disbursements and may impact on levels of funds released.

13. As part of the claim process, the Government will supply DFID with an up-to-date estimate of the actual exchange rate they expect to apply in transferring the 3 sterling claims to EC dollars.

14. There will be a pre-Financial Aid Mission set of meetings in November 2018 to review performance of Government spending departments (including against KPIs and DFID Log Frame indicators) and their strategies (including updated Ministry strategies), new areas of spend and new programmes (as planned and agreed with Government during the budget process) and cost-savings and discontinued operations. This will be undertaken primarily by Video-Conference with ToRs agreed in advance. There will be a full Financial Aid Mission in January 2019, to gather evidence for the 19/20 Financial Aid settlement. The mission will also review progress with the 18/19 settlement and



include work on the Project Completion Review for Montserrat Financial Aid 2016 - 2019. A timetable of key issues and actions relating to the management of this programme is set out at Appendix 2.

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Table 2 – Payment Timelines

Payment Tranche	Deadline for GoM submission of reporting and supporting documentation	Target for release of DFID Funding
1- April 2018	20 <sup>th</sup> April 2018	w/c 30 April 2018
2- September 2018	w/c 3 September 2018	24 September 2018
3 – December 2018	w/c 26 November 2018	10 December 2018

**Accountability and Indemnity**

- 15. DFID will not be responsible for the activities of any person, organisation or company engaged by the Government or its agencies as a result of this Memorandum, nor will DFID be responsible for any costs incurred by the Government or its agencies in terminating the engagement of the aforementioned persons, organisations or companies.
- 16. Although accountable to DFID for the appropriate use of funding and delivery of project objectives, the Government will retain ultimate responsibility for the appropriate delivery of aid funding and will as such be solely responsible for any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients.

**Communication and Branding**

- 17. The Government will collaborate with DFID and proactively look for ways to build support for development and raise awareness of DFID's funding. Wherever appropriate, the Government will explicitly acknowledge DFID's support through the use of DFID's UK aid logo in all communications with the public or organisations regarding this funding.
- 18. The Government also commits to collaborate with DFID on other awareness raising activities, where feasible and appropriate, in the UK and overseas, to profile the partnership and the results



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it is delivering. Consideration of safety and security will always take precedence over the need to brand.

### Intellectual Property

19. Intellectual property developed in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Government or its personnel, members or representatives in the course of this project ("the Material") will be the property of the Government.
20. In signing this arrangement the Government hereby grants to DFID a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where "use" shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein, including the reproduction and sale of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.

### Fraud and Corruption

21. DFID and the Government will immediately and without undue delay inform the other participant of any event which interferes or threatens to materially interfere with the successful implementation of the project, whether financed in full or in part by DFID, including credible suspicion of or actual fraud, corruption or any other financial irregularity or impropriety.
22. DFID have an expert fraud investigation unit, that should be contacted in the first instance at [fraud@dfid.gov.uk](mailto:fraud@dfid.gov.uk) or +44 (0)1355 84 3747. All suspicions will be treated with the upmost confidentiality.
23. DFID and the Government have a zero tolerance approach towards fraud and fraudulent behaviour that may lead to the misuse of funds and will fully co-operate with investigation into such events, whether led by DFID or the Government. DFID, may, at any time during the term of this arrangement and up to five years after the end of the programme, arrange for additional audits, on-the spot checks and / or inspections to be carried out. These may be carried out by DFID, or any of its duly authorised representatives.



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24. DFID reserve the ability to recover funds that have been subject to a proven fraud and will work with the Government to do so. Where fraudulent or unethical activity is alleged, DFID reserve the right to suspend or terminate funding with immediate effect, in preference to the standard notice period and irrespective of any contractual requirements.
25. The Government will assure itself that UK funding, including financial assets or economic resources is not made available, either directly or indirectly to, or for the benefit of persons, groups or entities listed in accordance with European Council Regulation EC/2580/2001 (as amended) and/or the Terrorism (United Nations Measures) Orders 2009 of the United Kingdom, or contravene the provisions of those and that of any subsequent applicable terrorism legislation.

#### General Termination

26. If DFID becomes concerned that the provisions of this MoU, partnership principles or specific conditions made under this arrangement have not been fulfilled by the Government or if any activities occur which in DFID's opinion will significantly impair the development value of the project, DFID will discuss with the Government and undertake an assessment. DFID may then take any of the following actions:
- Signal a possible future response
  - Change the way DFID delivers aid
  - Delay or reduce all or part of a specific aid disbursement
  - Stop aid for this arrangement under the termination provisions set out within this MoU
27. This Arrangement including this MOU can be terminated by three months' written notice by either participant. It is accepted nonetheless that any decision of either participants regarding termination of this Arrangement will first be subject to discussion and the additional provisions cited within this arrangement.
28. Any unspent funds remaining at the end of a project, must be returned to DFID unless specifically decided between both participants, in writing. The template in Annex 4 should be used when returning funds.

#### Additional Provisions





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Signed on behalf of DFID:

Name: ALEX STEVENS

Position: SENIOR GOVERNANCE ADVISER, HEAD OF GOVERNANCE, SRO FA TO MONTSERRAT

Address/Contact Details: ABERCROMBIE HOUSE, EAGLESHAM ROAD, EAST KILBRIDE,

Date: 11/04/18 GLASGOW, G75 8EA, UNITED KINGDOM.

Signed on behalf of the Government of Montserrat:

Name: Colin Owen

Position: Financial Secretary, Government of Montserrat

Address/Contact Details: Ministry of Finance and Economic Management, Brades, Montserrat

Date: 11/4/18



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29. When requesting payment the Government should complete **Annex 3**, Payment Request Form. Payment will be made to the bank account details provided in **Annex 2** of this arrangement.
30. The Grant will not, unless agreed by DFID in writing, be used to meet the cost of any import, customs duties or any other taxes or similar charges, applied directly or indirectly, by the Government or by any local public authority on the goods / services provided.
31. The Partner will work towards applying transparency standards in line with the UK aid Transparency Guarantee and the International Aid Transparency Initiative (IATI), to the funds received from DFID. In line with this guarantee and DFID's transparency commitment, the Partner will make substantive efforts to publish information about DFID funded projects, in line with relevant categories of the IATI standard, on their own website. In line with DFID's Transparency commitments, the Partner gives consent for this arrangement (and any subsequent amendments) and associated funding to be published on DFID's website.
32. If this arrangement is acceptable to the Government it will place on record the understanding of the Participants and will come into operation on the date of the Governments signature below.
33. In the event of translation the English text of this document will prevail.
34. Any amendments to the provisions contained within this Memorandum will be set out in writing and approved by the authorised personal through DFID's standard amendment letter or, where significant, a revised Memorandum of Understanding.

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## ANNEX 1: PROCEDURES AND PRACTICES FOR UNITED KINGDOM NON-BUDGET GOVERNMENT SUPPORT & TECHNICAL CO-OPERATION

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### Introduction

1. This document sets out the procedures and practices applicable to Non-Budget Government Support and Technical Co-operation provided by the United Kingdom, including payment, procurement and audit arrangements. This guide should be read in conjunction with the Memorandum of Understanding (MOU).

### Disbursement of the Grant

2. In line with UK financial rules and regulations, disbursements, in advance of operational need should only be made when they have been properly justified. This justification will need to be set out in writing as part of this arrangement. All payments will be made on submission of an appropriate claim from the Government, or where applicable, the acting, Procurement Agent.
3. All claims should be accompanied by any relevant supporting documents and should include the necessary information to allow DFID to make payments to the bank details provided in Annex 3. The **Request for Payment template in Annex x** sets out the recommended format for this information which must include the following information:
  - a. Title of Grant
  - b. Project location/official address
  - c. Amount of claim
  - d. Details of expenditure (Type of expenditure including how the amount claimed is calculated, material purchased, labour used, name of supplier/contractor, services used etc.)
  - e. Bank account details (To corroborate with the Bank details provided in Annex 3)
  - f. Details of audit discharge being applied to the project and confirmation that the relevant audit authority has been informed of the claim. (*See audit discharge options below*)



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- g. All claims must also include the following certification statements:

"I certify that this claim is correct and that the sum requested is properly due on the basis of the information provided, project objectives and on the work carried out or future work plans. I have the authority to sign this on behalf of the Government of..."

4. All outstanding claims should be submitted within 6 months of the project end date.
5. Any monies paid out and subsequently to be refunded to the Government by a contractor or by a guarantor must be returned to DFID by the contractor or guarantor

**Audit discharge for Partner Government expenditure**

6. For expenditure where audit discharge is not received through the submission of invoices and supporting documentation, there are three options through which audit discharge can be ascertained. These are:

***Annual Audited Accounts***

- o A Partner Government certifies that a particular sum of money has been spent on approved purposes and this statement is independently audited and a certificate given by a local independent audit authority. Each annual audited statement is provided in triplicate to DFID and is countersigned by the appropriate audit authority; it shows the drawing made from the Grant and the actual expenditure incurred during each financial year and certifies that the expenditure was incurred in accordance with the provisions of the MOU and any provisions on which the project/programme was accepted for financing from the Grant. Completed Annual Audited Accounts relating to expenditure actually and necessarily incurred and paid within a particular financial year must be received by the UK Government no later than 9 months after the end of the recipient's financial year.

***Agency Audit***

- o A self-contained accounting and audit system is established within the management supervisory structure of a large scale project/programme. Local payments are paid direct to the contractor against claims certified by a consultant; an external auditor



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acceptable to DFID is appointed to the consultants to audit the accounts. Reports or certificates should be available to DFID and the National Audit Office (NAO).;

***Continuous Audit***

- o Each request for reimbursement made by the Partner Government is certified by an external auditor acceptable to DFID and the Partner Government. The auditor confirms that the claim is correct and accords with the MOU and is acceptable for payment.

**Procurement of Goods and Services**

7. There are three routes by which goods and services can be procured under the grant.
  - a) DFID may decide to control the process and buy goods or services directly from the supplier, on behalf of the Partner Government. In these cases, DFID will arrange a separate contract with the respective suppliers.
  - b) DFID may allow the Partner Government to take partial control of the process by managing and appointing a DFID approved procurement agent to procure the goods and services - *refer to guidance below.*
  - c) DFID may allow the Partner Government to take full control of the process and procure goods and services through their own internal processes – *refer to guidance below.*

***Procurement through a Partner Government appointed and DFID approved Procurement Agent***

- i. The partner Government appoints a DFID approved Procurement Agent, using the draft contract in Appendix 1. Fees for procurement agents are met from the Grant. The Partner Government will notify the Procurement Agent of authorised signatories and submit specifications to the Procurement Agent for goods and services to be procured.
- ii. The Procurement Agent sends the specification, call-down contract (under the Procurement Agent Framework) and any other relevant documents to



DFID. DFID authorises the Procurement Agent to proceed where there are sufficient available funds.

- iii. On satisfactory delivery of the goods or services, in line with the call-down contract, the Supplier sends invoices to the Procurement Agent who submits these to DFID for payment. DFID makes payments to the Procurement Agent for the goods and services to effect payment, and pays their fees.
- iv. Receipt of appropriate invoices and supporting documentation is considered to provide adequate audit discharge for DFID and therefore further audit provisions are not required for this type of expenditure.

***Procurement by the Partner Government***

- 8. If this arrangement allows for the Partner Government to arrange procurement for goods and services, without the use of a procurement agent, before any commitment is made to procure goods and/or services the following guidelines must be observed:
  - i. Prior approval for the procurement must be given by DFID (who reserves the ability to assess the procurement capacity and capability of the relevant government institution(s) at any time);
  - ii. No commitments should be entered into before the MoU has been signed;
  - iii. All procurement arranged by the partner government must be carried out in full accordance with current approved procurement and financial accounting procedures of the partner government and must be arranged by approved procurement personnel;
  - iv. financial records of all the procurement must be kept and must be made available for audit discharge purposes



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**APPENDIX 1**

(PARTNER GOVERNMENT HEADED PAPER)

(Draft contract for the appointment of Procurement Agents by the Partner Government)

United Kingdom/{COUNTRY NAME} {NAME OF PROJECT / PROGRAMME IF APPROPRIATE}  
Grant 20... {YEAR}

1. I confirm your appointment as Agents of the Government of {COUNTRY NAME} ("the Government") to procure and arrange the shipment of goods and services required under the above mentioned aid Grant {NAME OF PROJECT / PROGRAMME IF APPROPRIATE}.

2. Procurement and the arrangement of shipment of goods will be handled according to the procedures laid down by the Government of the United Kingdom's Department for International Development (DFID) and the terms and conditions of DFID's Procurement Agent's Framework Agreement.

3. Original documents generated or any goods or documents coming into the possession of your company in relation to this Contract will be the property of the Partner Government.

4. The method of calculating your fees and charges for the services rendered are subject to the prior approval of the Procurement Group of DFID.

5. Your approved fees for arranging procurement and arranging shipping will be paid directly to you by DFID, acting on behalf of the Government, on presentation of your company invoice for the sum due.

6. This arrangement is made on the understanding that the Government of the United Kingdom representatives may at any time have direct access to original documents and any information it may require to satisfy itself regarding fees and charges made.

Yours faithfully

**ANNEX 2. PARTNER GOVERNMENT BANK ACCOUNT DETAILS**



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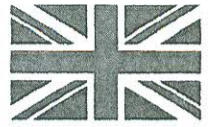
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Partner Government Name	
Bank Name:	
Bank Postal Address:	
Name of Account:	
Bank Account Number:	
Sort Code:	
Currency of Bank Account:	
IBAN number: [required for bank accounts within Europe]	
SWIFT number:	
ABA or BIC Number: [BIC required for bank accounts within Europe]	
Intermediary bank details:	
Bank Email Address:	





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**ANNEX 3. PARTNER GOVERNMENT PAYMENT REQUEST FORM**

<b>To:</b>	[INSERT {DFID PROJECT MANAGER}, { COUNTRY/DEPARTMENT}]
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**Title and Details of Funding**

Partner Government			
Title of Grant / Project name			
Details of Expenditure			
DFID Component Code / Purchase Order No.			
Date of Claim			
Period of Funding Request	[dd/mm/yyyy]	to	[dd/mm/yyyy]
Payment Request Amount			

**Partner Government Bank Details**

Bank Name:	
Bank Postal Address:	
Name of Account:	
Bank Account Number:	
Sort Code:	
Currency of Bank Account:	
IBAN number: [required for bank accounts within Europe]	
SWIFT number:	
ABA or BIC Number: [BIC required for bank accounts within Europe]	
Intermediary bank details:	
Bank Email Address:	

Audit Discharge

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*Specify details of audit discharge through annual audited statements / continuous audit / agency audit, confirming that the audit authority has been informed of the claim and attaching any applicable audit discharge documentation or details of any supporting documentation.*

**Certification**

I certify that this claim is correct and that the sum requested is properly due on the basis of the information provided, project objectives and on the work carried out or future work plans. I have the authority to sign this on behalf of the Government of **{Country}**

Authorised Signatory .....

Date .....

Name:

Position:

Address/Contact Details:



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#### ANNEX 4: NOTIFICATION OF RETURN OF FUNDS TO DFID

To:	[DFID Programme Manager Country X]
Cc:	Treasury and Banking, DFID, Abercrombie House, East Kilbride, Scotland

#### Project Details

Partner Name	
Title of Grant / Project name	
Purchase Order / Component Code	
Payment Date	
Payment Amount to DFID	

#### Bank Details

DFID Bank:	Nat West
DFID Sort code:	60-70-80
DFID Account number:	10019057
DFID Account Code	
DFID Component Code	

#### Payment Method

For UK Payments under £10,000 we recommend the use of BACS. For UK Payments in excess of £10,000 we recommend the use of CHAPS. Cheques should be made payable to 'Department for International Development' and sent to the DFID Programme Manager. All payments direct from overseas bank accounts should also quote the following:

Pay	Nat West
BIC/Swift	NWBKGB2L
IBAN	GB02NWBK60708010019057
Posting Address	Nat West, 2nd Floor, 280 Bishopsgate, London, EC2M 4RB

#### Partner Contact Details

Name:	
Position:	
Address:	
E-mail:	



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## Appendix 2: Arrangements for Financial Aid

### Timeline of key activities

Activity	Dates	Lead	Requirements	Output
Tranche 1 Payment	GoM submit by 20 <sup>th</sup> April 2018	MoFEM	GoM reports [Financial and Ministry], including Q4 report from 17/18 submitted as supporting docs	Payment of Tranche 1 during May
Annual Review of 17/18 Financial Aid	On island visit w/c 23 <sup>rd</sup> April  Signoff by 24.5.18	Senior Economic Adviser	GoM reporting against the 17/18 milestones, participation in the review process.	Completion of 17/18 Annual Review by required deadline.
Tranche 2 Payment	GoM submit w/c 3 Sept	MoFEM	GoM reports [Financial and Ministry], including Q1 reports submitted as supporting docs	Payment of Tranche 2 during September
MYR of Montserrat Financial Aid	TBC	MoFEM	Reporting on progress to – date both in terms of finances and against milestones	Summary report with actions required
Pre FAM Sessions, Scene Setting	TBC	MoFEM	Submission of supporting documentation including financial projections and forecasts. Participation of Ministries.	Indications on the 19/20 budget, and key focus areas
Tranche 3 Payment	GoM Submit w/c 26 Nov	MoFEM	GoM reports [Financial and Ministry], including Q2 reports submitted as supporting docs.	Payment of Tranche 3 during December
Submission of GoM Annual Audited Statements for 17/18	Due by 31 December 2018	Auditor General	GoM to submit Annual Audit Accounts that set out detail of spend	Confirmation of final spend/accounts for 17/18
19/20 Financial Aid Mission	Jan 2019	MoFEM	Submission of projected spend, details on focus areas and internal budgetary procedures	GoM provide a draft budget

### Regular Meetings

Meeting	Purpose	Attendees	Requirements	Dates
Monthly Financial Aid Meeting	To discuss progress against budget performance	MOFEM and DFID Montserrat Financial Aid Team	Submission of monthly financial reports and analysis ahead of the meeting.	Monthly from April 2018 (second Wednesday of every month as per recurrent request sent by DFID)
Quarterly Financial Aid Meeting (as an extend one of the monthly meetings, every three months)	To discuss progress against LogFrame performance Milestones and KPIs	MOFEM, DFID Montserrat Financial Aid Team, Relevant line ministries as agreed	Submission of quarterly reports ahead of the meeting	Quarterly from April 2018
Access Monthly Meeting	To discuss performance of against the access budget and plans for longer term access service provision.	FS, PS OoP, Access Coordinator and Montserrat Financial Aid Team	Updated access reports both in terms of spend and passenger numbers	Monthly w/e 20 April 2018
TC Monthly Meeting	To discuss performance on the TC budget and provision of TC to fill	DG, CHRO, FS and Montserrat Financial	Updated TC spreadsheet ahead of the meeting. Details on spend,	Monthly from April 2018 Provide a budget



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	critical gaps and build local capacity.	Aid Team	projections and progress relating to recruitment and progress implementing TC review recommendations (once agreed)	
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