

- present cost-unit accounts
- partner's project budget
- organization charts of the implementing organizations and political executing agency
- list of counterparts involved in project
- list of GTZ staff
- list/short description of relevant institutions
- short description of other relevant projects, if necessary
- relevant parts of the minutes taken at the governmental negotiations
- where relevant, partner's application for implementation of a follow-on phase
- GTZ office/the German embassy/the political executing agency/the implementing organizations notified of the PPR team's arrival.
- Invitations sent to persons who are to take part in the workshop(s) planned for the PPR; details of the workshop agenda are provided and relevant documents distributed.
- If workshops are to be moderated externally, moderator/s are being selected and contracts concluded.

3.1.2 Checklist for the implementation of a PPR in the partner country

- Stages of PPR implementation on site
 - internal briefing talks with appraisers (cf. checklist 3.1.2.1)
 - preliminary talks with project management, the principal advisor and the project team (cf. checklist 3.1.2.2)
 - visit to GTZ office
 - introduction at German embassy
 - introduction at political executing agency/implementing organizations
 - hand-over and elucidation of project documents
 - if necessary, a start-up workshop with project team and representatives of the implementing organizations to clarify implementation status (comparison of actual situation with set targets)
 - talks with relevant organizations
 - visit to project area
 - talks with target groups
 - trips to project locations in other countries (in case of a supra-regional project)
 - internal review/interim appraisal within appraisal team following return from official journeys and after surveys
 - requests for and provision of supplementary documents
 - presentation and discussion of the appraisal team's findings/recommendations; where applicable in the form of a workshop
 - compilation of documents needed for the environmental impact assessment (EIA) together with the principal advisor and the project manager
 - documentation of key results
 - signing of minutes drawn up in joint discussions between project manager, officer responsible for the commission, the head of the PPR mission, and, where applicable, the office director
 - discussion with principal advisor and project manager of the project impact assessment form (GTZ form 23-19-e)
 - wrap-up visits to the GTZ office and German embassy, if required