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| **ANNUAL CYCLE FOR BEPP PROCESS Version 23 May 2016** | | |
| **BEPP Phases and Steps** | **Output** | **Time frames** |
| **Phase 1: Planning of BEPPs** | | |
| 1. Internal Council process for formulation of Draft BEPP with a focus on horizontal integration of built environment functions | Integrated planning of built environment | 1 July – 31 October |
| 1. Planning sessions with relevant sector departments (and other key stakeholders of required) | Alignment between planning for the built environment and sector planning |
| 1. BEPP to inform planning and delivery of Provincial Infrastructure | Provincial infrastructure aligned to metro spatial priorities | July to November |
| 1. City/Spatial MTEC | Improved intergovernmental planning led by metros | July to November |
| 1. Council strategic planning |  | October - January |
| 1. Submission of Draft BEPP to National Treasury in respect of DORA requirements | Draft BEPP | 1November |
| 1. National Treasury immediately shares Draft BEPPs with relevant sector departments and IGR stakeholders , requesting comments and inputs to the Draft BEPP | * Distribution and sharing of Draft BEPPs * Invite to sector departments and stakeholders for comments and inputs to Draft BEPPs | 5November |
| **Phase 2: Review of Draft BEPPs** | | |
| 1. Comments and inputs from relevant sector departments and IGR stakeholders collated by National Treasury and submitted to Metros | Metros receive comments and inputs to Draft BEPPs | 30 November |
| 1. Work sessions between departments/stakeholders who submitted comments/inputs, if required | Sector refinement of Draft BEPP | 1 December – 20 January |
| 1. Mid-Year Budget Review including Review of Draft BEPP (IGR Engagement) | Draft BEPP informed by results of previous FY and mid-year financial results | 25 January – 28 February |
| 1. IDP Review (Alignment of BEPP, IDP and Budget) and Budget and Benchmarking | Alignment of BEPP, IDP and Budget | March – May |
| **Phase 3: Finalisation and Council approval of BEPPs & : Implementation** | | |
| 1. Council approval of IDP, BEPP and Budget | Council Approved BEPP, IDP & Budget | 31 May |
| 1. Annual implementation of plans | Service delivery | I July |
| **Phase 4: Monitoring & Performance of BEPPs** | | |
| 1. Quarterly Reports – Section 71 Reports | In-year monitoring and evaluation | 31 Oct; 31 Jan; 30 Apr; 31 July |
| 1. Annual Report | Annual monitoring and evaluation | 31 January |
| 1. Evaluation of BEPP Process | Refection and assessment; improvement of process for next year | June |
| 1. Formulation and issuing of Guidelines | BEPP Guidelines | July |