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|  | **ANNUAL CYCLE FOR BEPP 2016/17 MTREF PROCESS Version 17 May 2016** | | | | |
|  | **BEPP Phases and Steps** | **Output** | **Time frames** | **Professional Resource Allocation - Technical** | **Professional Resource Allocation – Process** |
| **1** | **Phase 1: Planning of BEPPs** | | | | |
|  | 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 | Technical support at city level for child projects  CG6NMB11; CG6EKU1A; CG6ETK1; CG6TSH3; CG6CPT5; CG6MAN12 |  |
|  | Planning sessions with relevant sector departments (and other key stakeholders of required) for vertical alignment | Alignment between planning for the built environment and sector planning |  |  |
|  | BEPP to inform planning and delivery of Provincial Infrastructure | Provincial infrastructure aligned to metro spatial priorities | July to November | Technical support to facilitate joint planning between province and city across 8 cities and 5 provinces |  |
|  | City/Spatial MTEC | Improved intergovernmental planning led by metros | July to November |  |  |
|  | Council strategic planning |  | October - January |  |  |
|  | Submission of Draft BEPP to National Treasury in respect of DORA requirements | Draft BEPP | 1November |  |  |
|  | 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 | 1. Technical support for CSP analysis of Draft BEPPs in terms of (i) Progression Model **[1]**, (ii) overall content and approach relative to spatial planning and project prioritization (UNS and BEVC) **[1]**, (iii) Intergovernmental Project Pipeline and capital funding **[3]**; (iv) Implementation of the metropolitan pipeline of urban development projects **[3]**; and (v) Urban management to protect and sustain public, private and household investment **[1]**. 2. Technical support to extract component information from each BEPP for Component Leads **[2]** 3. Technical support for each component provides analysis (plans and performance against MTSF targets) to Component Leads and finalise report **[4]** | Process support **[2]**   1. Receives 8 Draft BEPPs and posts on website 2. Invites stakeholders to provide comments/input 3. Collates comments/input and provides it to NT and City CSP Coordinators |
| Analysis of Draft BEPPs handed over to metros by end of first week of December | |
|  | **Phase 2: Mid-Year Budget & BEPP Reviews ( of Draft BEPPs); IDP Review and Budget Benchmarking** | | | | |
|  | 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 |  | Process support to collate comments/input and provides it to NT and City CSP Coordinators **[2]** |
|  | Work sessions between departments/stakeholders who submitted comments/inputs, if required | Sector refinement of Draft BEPP | 1 December – 20 January |  | Process support to schedule meetings for CSP Co-Coordinators **[2]** |
|  | Mid-Year Budget Review including Review of draft BEPP (IGR Engagement) | Draft BEPP informed by results of previous FY and mid-year financial results as well as stakeholder comments and input | 25 January – 28 February | Technical support provided to 8 CSP Coordinators to take notes and draft reports after each city session**[2]** |  |
|  | IDP Review(Alignment of BEPP, IDP and Budget) & Budget and Benchmarking | Alignment of BEPP, IDP and Budget | March - May | Technical support provided to:- **[2]**   1. Assess alignment of IDPS\* and BEPPs in terms of planning approach, identification of strategic/catalytic projects, extent to which planning informs budget (capital and operating). 2. 8 CSP Coordinators to take notes and draft reports after each city session |  |
|  | **BEPP Phases and Steps** | **Output** | **Time frames** | **Professional Resource Allocation - Technical** | **Professional Resource Allocation – Process** |
|  | **Phase 3: Finalisation and Council approval of BEPPs** | | | | |
|  | Council approval of IDP, BEPP and Budget | Council Approved BEPP, IDP & Budget | 31 May |  | Process support to receive 8 BEPPS and post on website. **[2]** |
|  | **Phase 4: Implementation of BEPPs** | | | | |
|  | Annual implementation of plans | Service delivery | I July |  |  |
|  | **Phase 5: Monitoring & Performance of BEPPs** | | | | |
|  | Quarterly Reports – Section 71 Reports | In-year monitoring and evaluation | 31 Oct; 31 Jan; 30 Apr; 31 July |  |  |
|  | Annual Report | Annual monitoring and evaluation | 31 January |  |  |
|  | Evaluation of BEPP Process | Refection and assessment; improvement of process for next year | June | Technical support for submission to the NT CSP Coordinator (to submit to the metros) for the evaluation of Council-approved BEPPs in terms of (i) Progression Model **[1]**, (ii) overall content and approach relative to spatial planning and project prioritization (UNS and BEVC) **[1]**, (iii) Intergovernmental Project Pipeline and capital funding **[3]**; (iv) Implementation of the metropolitan pipeline of urban development projects **[3]**; and (v) Urban management to protect and sustain public, private and household investment **[1]**.  A brief summary will be presented at the Annual Evaluation Workshop | Process support for organizing workshop and taking notes. **[2]**  Drafting of Annual Evaluation Report will include notes of workshop and all inputs made at the workshop:- **[2]**   1. CSP evaluation 2. Specialist evaluations e.g. Financial Closure and sector evaluations 3. Self-evaluations by each city 4. Peer evaluations |
|  | Formulation and issuing of BEPP Guidelines | BEPP Guidelines | July | Technical support for the drafting of the BEPP Guidelines **[1]** |  |

\*IDP includes SDF and CIF. CSP assessment of IDP does not duplicate or take over the IDP Assessment Framework and function of COGTA; it assess alignment of IDPS and BEPPs in terms of planning approach, identification of strategic/catalytic projects, and the extent to which planning informs budget (capital and operating)

**TORs for:-**

**[1] BEPP EVLAUTIION AND GENEREAL TECHNICAL SUPPORT**

**[2] IDP & BEPP ALIGNMENT**

**[3] REGISTRATION & MONITIORING OF CATALYTIC PROJECTS**

**[4] COMPONENT/SECTOR ANALYSI**

**[5] ALIGNMENT OF PROVINCIAL INFRASTRUCTURE TO METRO BUILT ENVIRONMENT PIORITIES**

**[6] CITY LEVEL IMPLEMENTATION SUPPORT FOR BEPPS (6 child projects0**