	Basic Service	Delive	ry Joint	: Worki	ng Gro	up Ann	ual Wo	rk Plan	(July 2	023- Ju	ne 2024	•)	
Task	Responsibility	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
Core Activity I	Undertake Bi-Monthly BSD Joint Working Group Meeting including coordination meeting with other HD joint working groups												
Prepare agenda	SDS in consultation with Co-chairs	Х		X		X		X		x		X	
Undertake meeting	Co-chairs	Х		X		x		х		Х		x	
Prepare & share minutes	SDS	Х		x		x		х		х		x	
Core Activity II	Participate in q	uarterly	Human D	Developm	ent pilla	r meeting	5		-				
Provide input to agenda		х			X			х			Х		
Participate in the meeting		Х			Х			Х			Х		
Provide comment/input to minutes		х			х			X			X		
Participate in sector annual review meeting					X	X							
Organize and participate in coordination								x					
meeting with joint sector working groups													
Core Activity III	Participate in b	i-annual	BSDG Joi	int Review	w & Impl	ementati	on Suppo	ort (JRIS)	missions				

Drafting of	SDS in		Х				Х		
draft ToR for	collaboration								
the pre-JRIS	with COPCD								
and JRIS									
missions									
Review and	BSD JWG		Х				Х		
provide input	members								
of the ToR									
Finalization and	COPCD & SDS		Х				Х		
sharing of ToR									
to regions									
Undertake and	BoFEDs and		Х				Х		
participate in	BSD JWG								
pre-JRIS	ESAP3 DPs								
mission	ESAP3 MA								
including									
consultation									
with									
representatives									
of citizen's									
groups									
Prepare JRIS	SDS in		Х	Х			х	Х	
agenda	collaboration								
	with COPCD								
Review and	BSD JWG			Х				Х	
finalize JRIS									
Agenda									
Undertake and	MoF, MoE,			Х				х	
participate in	MoH, MoA,								
JRIS mission (by	MoW,								
ensuring that a	BoFEDs,								
dedicated	Federal								
session on	Implementers,								
sustainable	BSD JWG								

<i>c</i>					r	T	r	r	r		1	r	
financing and													
citizen													
engagement is													
organized)													
Prepare JRIS	SDS in					Х	Х					Х	Х
Aide-memoire	collaboration												
	with COPCD												
Review and	BSD JWG,						Х						Х
finalize JRIS													
Aide Memoire													
Core Activity IV	Organize and pa	articipate	in annua	al BSD JW	G Retrea	t	1		1		1	1	1
Draft agenda	SDS in	•					Х						
for the retreat	consultation												
	with co-chairs												
Organize and	SDS							Х					
participate in	BSD JWG												
BSD JWG													
retreat													
Prepare retreat	SDS							х					
report	000												
Core Activity V	Participate in a	nnual DP	G Retrea	t									
Prepare BSD	SDS in							х					
JWG progress	collaboration												
report	with COPCD												
report	and BSD JWG												
Participate and	BSD JWG co-								х				
present at the	chairs												
annual DPG	SDS												
Retreat	505												
Core Activity VI	Prepare and sub		3/2/ ann	ual perfo	rmance r	enort and	1 2024/25	Sannual y	work plar	of the B		s woll as	annual
Core Activity VI	Federal Govern			-		eport and	2024/23	annuar	work plai	i oi tile b			annuar
Prepare draft	SDS in		uger anai	y 313 1 CPU								х	Х
2023/24 annual	collaboration											^	
-	with COPCD												
performance						<u> </u>			<u> </u>				

report and 2024/25 annual work plan of the BSD JWG							
Discuss, review, finalize and submit the report and annual work plan to DPG Secretariat	BSD JWG						X
Prepare and share annual federal Government Budget analysis report	SDS	X					