



## EU Joint Programming Guidance Pack

### 3. ROADMAP MENU

#### Joint Programming Roadmap Menu

A roadmap is a document that sets out who needs to do what and when in order to make joint programming (JP) a reality in a particular partner country. It is drafted by Heads of Cooperation on the ground. Below is a menu of ideas for content, based on the documents that have been agreed around the world to date. The menu is not prescriptive, should be applied as appropriate in the specific country context and respect DP's internal requirements and procedures. The Bolivia Roadmap is included in annex as example.

##### 1. Overview

This section could:

- Define what JP is and why it is seen as beneficial;
- Set out commitments made by the EU and Member States on JP;
- State what has happened on JP to date in the country including any Heads of Mission / Heads of Cooperation commitments to take the process forward;
- Show how JP fits with national priorities and on-going aid effectiveness initiatives (including the New Deal in the case of fragile states) and highlight any government endorsement of the process;
- Summarise the key steps that will have to be taken, e.g. agreement on common analysis, synchronisation, common vision, division of labour and indicative financial allocations.

##### 2. Delivery Schedule / Process

The **specific steps** to be taken could be listed in this section along with **indicative due dates and responsible people / organisations**. The use of external technical assistance could be included, if required. Some possible steps are listed below; their applicability and sequencing will however vary according to the partner country concerned. This also applies to the appropriate involvement of the partner country government in this process

- i. Agreeing on the JP goals and added-value. Please refer to the “Quick Guide”, chapter “Why is Joint Programming a good idea” and FAQ document, chapter 2. What are the potential benefits – you will find good argumentations for JP there.
- ii. Soliciting endorsement from government for JP.
- iii. Agreement on the roadmap.
- iv. Division of future tasks between DPs with regard to the (drafting) process.
- v. Consultation with other DPs.
- vi. Consultation with other development actors e.g. civil society, private sector and other stakeholders.
- vii. Agreement on the draft structure of the joint analysis.



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- viii. Starting joint analysis (including contracting process as necessary).
- ix. Agreement on the draft structure of the joint response including sections on monitoring and evaluation and communication and visibility.
- x. Joint communication from Heads of Mission to capitals briefing on progress, attaching the roadmap and government endorsement, and flagging actions needed at the headquarters level (see below).
- xi. Analysis of current division of labour.
- xii. Agreement on future division of labour.
- xiii. Completion of joint analysis and endorsement by HoMs, sending joint analysis to capitals
- xiv. Capitals' approval of joint analysis (joint analysis and joint response, i.e. the joint strategy, might be approved together in one process)
- xv. Agreement on how each DP will synchronise to the national timetable (NB. If there are already plans on how this will happen then they could be included in the roadmap).
- xvi. Drafting of joint response with division of labour and indicative financial allocations.
- xvii. Local endorsement of joint response by HoMs.
- xviii. Sending of joint response to capitals.
- xix. Capitals' approval of joint response (joint analysis and joint response, i.e. the joint strategy, might be approved together in one process)
- xx. Signing ceremony. Details to be consulted between HQ and Country Offices. NB: A decision will need to be made on whether to sign the joint strategy (including the joint analysis and the joint response) with Government, taking into account any constraints on content that this would involve and the legal requirements for participating DPs. Some EU donors might have internal rules that require the signature of the joint strategy by the Government, in order to allow the Joint Strategy to substitute (parts of the) bilateral country programming documents.

### 3. Participants

A list of the DPs that will be taking part in JP could be provided here together with a list of potential non-EU DPs to be discussed.

### 4. Communication to HQs

A joint communication could be sent with a copy of the roadmap to capitals, announcing and explaining that JP will be going ahead, what it will involve, and what specific support will be needed from headquarters to make it a success. **This could include soliciting permission to substitute a bilateral country strategy with a JP document<sup>1</sup>**, proposing better

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<sup>1</sup> In case substitution is not possible, good integration of the bilateral country strategy to the JP document is to be envisaged.



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synchronisation with the national cycle and asking for clarification on headquarters' procedures for approving a joint analysis/strategy. It could also set out local support for the process and emphasise the benefits offered.

### 5. Approach to Other Stakeholders

Agreed approaches of the EU and MS to government, other DPs, civil society and the private sector could be set out here, including how they will be kept **updated** on progress and when specific **inputs** will be solicited from them on the structure and content of the joint strategy.

### 6. Challenges / Risks

This section could set out the main **challenges** to the process and the **actions** needed by others – such as capitals and government – which may jeopardise the JP process if they are not taken. This assessment might be useful to have at an early stage of the JP process already.

### 7. Initial Proposals for Joint Strategy Structure

Please see the "[Joint Response Menu](#)<sup>2</sup>" document for a list of ideas for content.

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<sup>2</sup> <http://capacity4dev.ec.europa.eu/joint-programming/document/joint-response-menu>