

Annex 2

Request form for TPSDE Facility support within the period 2017-2020

Delegation/Unit:.....

This table outlines the request for TPSDE Facility support in the forthcoming period 2017-2020. The table is structured to facilitate a systematic processing of all incoming requests from country Delegation, regional levels and services in headquarters, hereby enabling the prioritisation and planning of TPSDE Facility assistance. The table provides the minimum information required regarding the nature, priority and timing of the request¹. Additional information, remarks or comments, if any, are provided underneath the table.

Purpose of the TPSDE Facility assistance requested (Policy issues; support to operations; area of support.).	Envisaged budget of the programme (when relevant)	Total working days requested	Working days in the field (if needed)	Tentative calendar (as specific as possible)	Priority level (low, medium, high)

Additional information, remarks or comments (if any):

¹ Following this request and once an agreement has been reached with DEVCO Unit C4 on the number of TPSD Facility days to be allocated for each assignment, short 2 page ToRs specific to the assignment will be developed by the Delegation/Unit (see annex III).