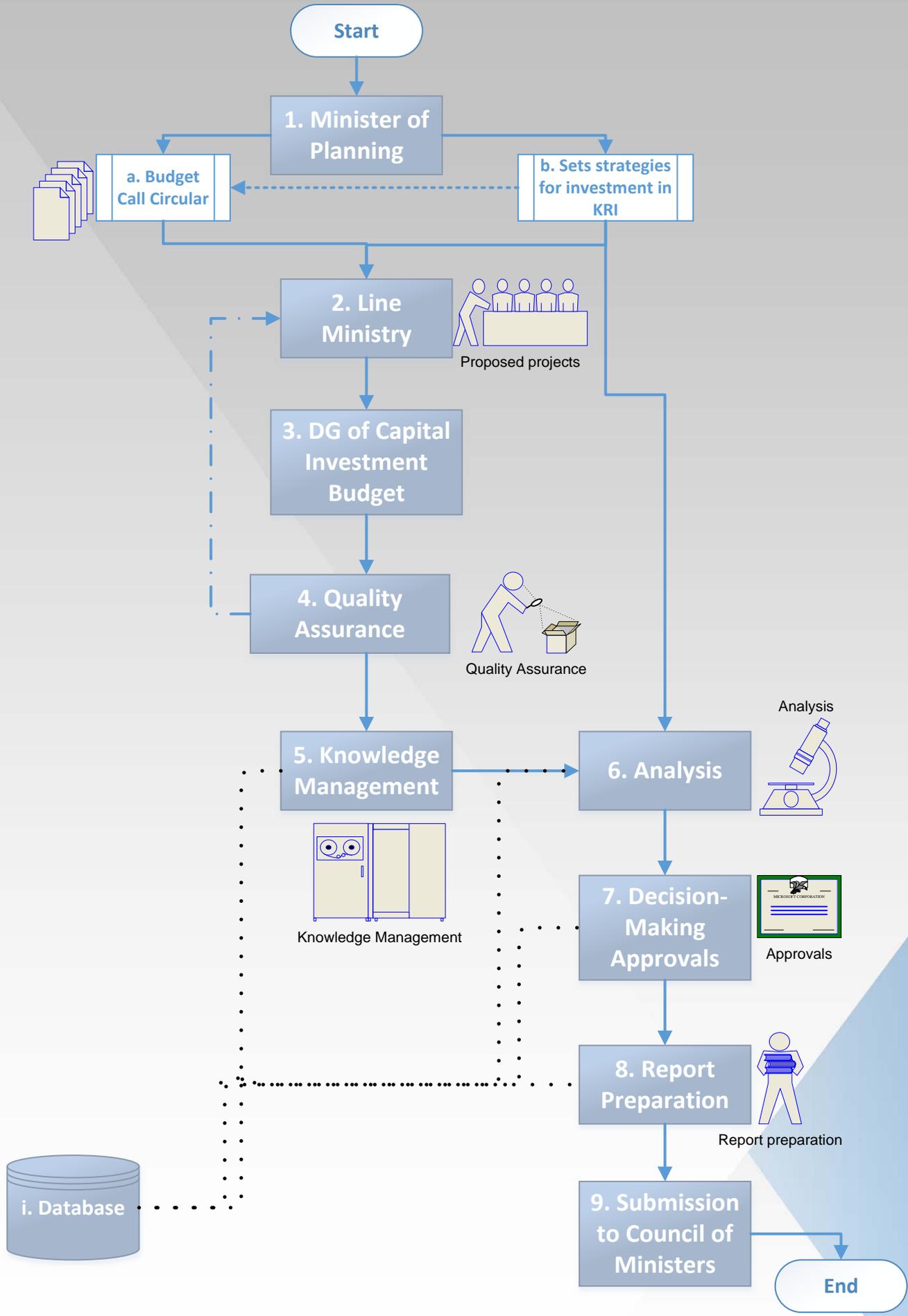




# Budget Preparation Workflow



## Budget Preparation Workflow

1. **Ministry of Planning (Office):** The MoP holds meetings with the ministries and communicates the budget availability for the next year. The MoP sends the Budget Call Circular to the ministries with the guidelines to prepare the new budget and gives training.
2. **Line Ministry:** Receives the Budget Call Circular, fills in the formats, attaches the supporting documentation, and sends it back to the MoP.
3. **DG of CIB:** Receives the list of projects with the information required in the BCC, and initiates the internal process.
4. **Quality Assurance:** The specialist inventories the information received from each one of the ministries and verifies that all the required items were submitted. If the information is not complete the request is rejected and communicated to the LM, to restart the process.
5. **Knowledge Management:** The data sent by the ministries is uploaded into the database, to be processed with other relevant data.
6. **Analysis:** The data is analyzed based on the guidelines, criteria and budget availability. The result is the list of proposed projects and the budget to be allocated.
7. **Decision Making Approval:** The DG of CIB presents to the Minister the proposed projects and budget. The Minister analyzes and approves the list of proposed projects (or requests revisions).
8. **Report Preparation:** The DG of CIB prepares the reports with the detail of proposed projects.
9. **Submission to CoM:** The budget package with the proposed projects and reports is sent to the CoM.