**Annex1: The BDT Projects Board**

The Projects Board is established on the following terms:

1. **Terms of Reference**

The Projects Board will have the following key functions:

* Assess and evaluate project proposals’ viability and relevance before they evolve into projects (conducted through face-to-face sessions with project proposer).
* Review and approve projects before they are agreed on with partners.
* Recommend projects to be co-financed by ITU and define the amounts to be allocated from ITU Funds.
* Attend and participate in face-to-face quarterly project evaluation meetings with related project managers.
* Receive regular reports on project closures and provide guidance where issues arise.
* Receive Projects Impact Assessment reports before they are published for the beneficiary and partner(s).
1. **Composition**
* Director, BDT (Chair)
* Deputy to Director, BDT
* Chief, PDD
* Relevant Chief of Department/Regional Director under which the project falls
* Thematic Priority Lead (s) within which the project falls
* Head, PRJ (Secretary to call for meetings, and prepare summary records of proceedings)
1. **Frequency of Sittings**

The PB will meet during the last week of every month to consider project concept notes and projects. However, extra-ordinary meetings could also be organized and held on need basis.

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