

AFI Plan Project

AIM Results-Based Implementation Support (RBIS) for the AFI Region

Documentation required for AIS Provider organizational framework

Item	Required Documents
Mandate	Legal instrument establishing the Service Provider, enabling the provision of AIS
Organization	Organizational structure of the AIS Provider
	Functions and responsibilities of the AIS section
Personnel	Minimum qualification and experience for AIS Specialists and Managers
	Job descriptions for AIS Specialists and Managers
	Methodology for determining staffing levels and recruitment process
	Recruitment files of the available personnel
	Formal training programme detailing the type of training to be provided to AIS Specialist and Managers
	Periodic training plans
	AIS Specialists and Managers training records
	System for the maintenance of training records for the AIS staff
Procedures	AIS Operating manual
	Formal arrangements with data sources
	Technical operating procedures
Equipment	User manuals and guides