

Sierra Leonean Content Plan

[Company Name]

Plan Period: 2019 to 2021

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[insert print-out of targets entered by Operator into on-line portal]

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[insert print-out of targets entered by Operator into on-line portal]

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Sierra Leonean Content Plan – Agency Process Checklist

	Action	Complete	Partial	Not Started
Company Designation				
1	Designate which Operators are to prepare and submit 3-year Sierra Leonean Content Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Communicate designations to Operators and the timing of consultations and submission to the Agency of a final Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide access codes to the Operator to upload Plans to the on-line portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Respond to requests from Operator to consultation on provisional drafts of Plan			
Review of Sierra Leonean Content Plan				
4	Review submitted Local Content Plan for completeness (apply Completeness Checklist in Guide, Appendix C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Issue a Certificate of Authorisation to the Operator within 30 days from the start of the review process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Public Review decision YES/NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If Public review, then completion of review process and drafting and communication of conditions to Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Set up of numerical targets and milestone on on-line platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting Against Plan				
10	Within 60 days of the start of each year Agency has received Operator's annual Sierra Leonean Content Performance Report and has reviewed the associated quantitative performance against quarterly targets on on-line platform:			
11	Year 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Year 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Year 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	On a quarterly basis , Agency has reviewed Operator's performance against targets on on-line platform			
15	Year 1, Q1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Year 1, Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Year 1, Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Year 1, Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Year 2, Q1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Year 2, Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Year 2, Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Action	Complete	Partial	Not Started
22	Year 2, Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Year 3, Q1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Year 3, Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Year 3, Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Year 3, Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement Processes				
27	Within 30 days before the start of each quarter, the Agency has received the Operator's Quarterly Contracts Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	By 1 st day of each quarter, Agency has advised Operator which Contracts are designated for review at tender stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	For designated contracts, at least 2 weeks prior EoI stage, Operator provides Agency contract information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	For designated contracts, at least 2 weeks prior to tender stage, Agency has received from Operator the list of bidders and technical documents relating to tender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	For designated contracts, prior to contract award stage, Agency has received from Operator information on preferred bidder and award rationale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Within 10 days from receipt of pre-award information, Agency has advised Operator which contracts are designated for review at the pre-award stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Designated contracts at pre-award stage reviewed to satisfaction of Agency , and outcome communicated to Operator (including review of Contact Plans for contracts in excess of USD\$5m).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Within 30 days from end of each quarter, Agency received from Operator listing of contracts and sub-contracts awarded in previous quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrective Plans and Audits				
35	Determination of need for Corrective Plan YES/NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	If Corrective Plan, then review of progress against this Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Determination of need for Audit YES/NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	If Audit, then completion of Audit process and drafting and communication of feedback to Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>