

### **AMP summary of TA movement process**

<b>Step #</b>	<b>Activity</b>	<b>Responsible</b>
1	Communication with countries to identify TA needs (type of TA and schedule)	AMP Senior Implementation Technician
2	Develop ToR's for upcoming AMP TA missions. ToR's are reviewed by the AMP senior implementation technician and SRN focal point and approved by country. ToR's posted on AMP website.	AMP Administrative Coordinator
3	Contact with consultants in regards to availability for upcoming AMP TA missions	AMP Administrative Coordinator
4	Matching country defined TA needs with available consultants	AMP Administrative Coordinator
5	Maintain AMP TA schedule. Post schedule on AMP website	AMP Administrative Coordinator
6	Moving TA to countries (securing visa's, flight bookings, contracts)	AMP Administrative Coordinator
7	Providing distance technical support to AMP TA consultants (by phone / e-mail)	AMP Senior Implementation Technician
8	Moving AMP TA support out of countries (flight bookings, ensuring payment of consultant has taken place)	AMP Administrative Coordinator
9	Ensuring final report has been submitted to country with SRN focal point and key partners in copy.	AMP Administrative Coordinator,
10	Receiving country evaluations of AMP TA support and posting them on AMP website.	AMP Administrative Coordinator