

B1. Annual Planning

1. Implementing a programme or a project requires ensuring all outputs in planning documents are delivered and contribute to achieving outcomes in the UNDP Strategic Plan and relevant country or regional programme document.
2. Annual planning should take place at all levels to help ensure that yearly priorities are well defined and agreed with key stakeholders.
3. The evaluation plan should be reviewed annually and refined and adjusted as needed. The annual country office business planning meeting at the beginning of the year offers a good opportunity to review the evaluation plan. A formal midterm review of the evaluation plan is also highly recommended. For more information, See also the [UNDP Evaluation Guideline](#).

Integrated Work Planning

4. The annual planning process starts with the preparation of an [Annual Business Plan](#), which establishes corporate annual priorities to achieve results established in the Strategic Plan. Annual Business Plan priorities cascade throughout the organization through integrated workplans, in a two-phased approach:
 - a) Global and Regional Bureaux and other headquarters units (**Group 1**) establish their integrated workplan in response to the Annual Business Plan; and,
 - b) Country offices and subunits in the Bureau for Management Services and Bureau for External Relations and Advocacy (**Group 2**) complete their integrated workplans in response to priorities set by their respective bureaux.
5. In preparing integrated workplans, Group 1 units are expected to ensure the appropriate level of consultation with their subsidiary units, while country offices are expected to ensure the appropriate level of consultation with national counterparts and local development partners.
6. Integrated workplans establish annual priorities for both programme and operational issues, replacing other unit level workplans. They bring together annual planning in response to corporate priorities, as well as country, region and other priorities.
7. Every unit is accountable for developing clear results, and monitoring and reporting on progress based on available evidence. The approval and quality assurance of integrated workplans resides with oversight bureaux.

Project Annual Planning

8. The multi-year workplan must be reviewed at least once per year with the project board to ensure it remains valid for delivering project outputs in the most efficient and effective way possible. Project annual planning may take place at any point during the year. Specific procedures are found in [Provide Oversight \(Review and Adjust\)](#).
9. Project annual planning must take learning and risk management into account and reflect course corrections to respond to learning and changes in context.
10. Procurement planning must be done in accordance with the UNDP procurement policy.