## Annexure III : Format for Submission of Proposal to the Lhengye Zhungtshog

The following are the requirements to be filled by the Ministries/Agencies for the agenda submission (Font: Times New Roman size 12 text, with numbered paragraphs, bold headings, and page numbers.)

1. **Title :** In a sentence or two, clearly outline the purpose of the paper. Use bullet points if seeking decisions on multiple matters.
2. **Relation to government priorities**

In a brief paragraph explain whether, and if so how, the proposal relates to the government’s overall stated priorities. Some papers will not stem from a specific government priority. If so, reconsider if this requires the Cabinet’s approval, given that Cabinet should be preoccupied with the Country’s long-term planning and major policy decisions.

1. **Background**

(A brief background of the proposal to understand its genesis. This would include consideration of the matter earlier by Cabinet and other bodies).

Reference any relevant Cabinet decisions that have been taken, including the date the decision was taken, and the reference number from the Cabinet. Other background information can also be included if it will provide useful context for the Cabinet to understand why it is being asked to take these decisions. Research questions may be taken into account (what is the issue? Why did the issue emerge? How did the issue emerge? When did the issue arise?)

1. **Executive Summary**

The executive summary should be only a few paragraphs which highlight the key decisions sought in the paper. Use the following basic outline:

(The proposal must be stated with clarity and precision so that there is no ambiguity in what the Ministry or Agency aims to achieve by implementing the proposal. The time-lines for completion of different stages of the projects/schemes/plan etc., where relevant, need to be clearly spelt out. The Executive Summary must express succinctly the proposal of the sponsoring Ministry/Agency and its conclusive recommendations.)

1. **Analysis**

It should include enough detail that the information and argument supports analysis of the options and recommendations. Use this section to achieve the following:

* 1. Explain the issue
  2. Outline main considerations
  3. Discuss possible options
  4. Explain any risks and suggest mitigation strategies
  5. Set out the recommended course of action
  6. Envisaged impact as a result of this policy change/implementation. Include outcome performance indicators.
  7. The analysis should reflect robust policy development and consultation processes, be informed by evidence and insights from diverse perspectives, and be analytically sound.
  8. To ensure the paper is easy to read and understand Ministries and Agencies must do the following.
* Use subheadings to keep the text focused and tell a clear story
* Define any acronyms or technical terms the first time you use them
* Use comparison tables and numbered lists so that information is visually easy to follow and understand;
* Use diagrams to help explain complex processes

1. **Implementation**

This section should be included in papers that involve significant proposals or major projects (e.g. new/complex technology or service delivery arrangements). The implementation section should provide a brief overview of what will be done, how it will be done, who will do it, and when it will be done by. Summarize the implementation aspects, such as project timelines, key milestones, the responsible agency or group for each stage, and outline monitoring and evaluation plans.

1. **MOF’s Comments/Financial Implications**

The financial implications of the proposal may be worked out as accurately as possible and should be detailed in this section. Further, the manner in which the expenditure is proposed to be borne may also be clearly indicated. If there are no financial implications, then state clearly that “There are no financial implications”. Outline the costs and how they will be funded. Recommendations on expenditure or revenue, or that have financial, fiscal or economic implications, must include this section, and have been referred to MOF. Agencies must secure MOF’s comments cleared by the Finance Secretary and the Finance Minister, before the paper can be submitted to Cabinet Secretariat for tabling at a Cabinet Session.

1. **Legal Implications**

Details of all legal implications as a result of the proposal should be listed. The section must cover the possible impact of the proposed action to the domestic, international laws and existing policies, rules, regulations, guidelines, notification and circulars. Rationale and way forward solutions should be provided. The proponent must also clearly state whether OAG’s Vetting is required or not.

1. **Stakeholders Consultation**

Cabinet papers should be well-consulted across relevant Ministries and Agencies. It may be appropriate to also consult with the interest groups, and other groups who are likely to be directly impacted by the proposal (e.g. local government, non-governmental organisations).

List the parties that were consulted. If a Ministry/Agency has raised concerns about the proposal and/or does not agree with the decisions sought in the paper, then include a statement of its views/comments. (Stakeholder mapping may used to explore the affected parties)

1. **Approval paragraph**

The approval paragraph contains the proposal on which consideration and approval of the Cabinet is solicited. It should be a self contained paragraph and drafted clearly with clarity and precision leaving no scope for ambiguity or differing interpretations.

Mirror the headings used in the analysis section of the paper to group the recommendations for approval and make it easier for decision-makers to refer back to advice.

Each recommendation for approval must be supported by the information in the paper. DO NOT introduce new material in this section.

1. **Annex**

Other information can be attached to Cabinet papers if it is useful but not essential to help Ministers understand proposals.

Annexes must be first referred to in the main paper, and clearly and coherently titled and labeled. The references to these Annexes in the main paper must sync with actual annexes.

(The note should not be more than five pages and details to the note may be relegated in the annex. The note must be duly signed and submitted along with a forwarding letter. )