**Common Fund**

**Project prioritization matrix (PPM)**

| *No.* | *Prioritization criterion* | *Description* | *Weighting* | *No.* | *Evaluation indicators* | | *Rating assigned* | *Rating achieved* | | *Total rating for each prioriti­zation criterion* | *Weighted average/*  *Final score (C x H)/100* | *Comments/ sources* | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *A* | *B* | *C* | *D* | *E* | | *F* | *G* | | *H* | *I* | *J* | |
| 1 | Universality criterion | Measures the degree of impact on the global postal network by defining the number of par­ticipating opera­tors as well as the number of operators and percentage of mail flow affected by the project | 50 | 1.1 | Number of participating operators | ≤ 10 | 1 |  | |  |  | Preliminary analy­sis, groups’ deliv­er­ables matrices | |
| > 10 and ≤ 25 | 2 |
| > 25 and ≤ 50 | 3 |
| > 50 | 4 |
| 1.2 | Number of operators impacted | ≤ 20 | 1 |  | | Preliminary analy­sis, groups’ deliv­erables matri­ces | |
| > 20 and ≤ 50 | 2 |
| > 50 | 3 |
| 1.3 | % of mail[[1]](#footnote-2) flow impacted | ≤ 20% | 1 |  | | QCS, postal statistics | |
| > 20% and ≤ 50% | 2 |
| > 50% | 3 |
| 2 | Transver­sal­ity criterion | Measures the degree of inter­dependence with other activi­ties, pro­grammes or pro­jects under the busi­ness plan | 40 | 2.1 | Number of impacted sub-pro­grammes[[2]](#footnote-3) covered by the CF | ≤ 2 | 1 |  | |  |  | POC deliver­ables matrix | |
| > 2 and ≤ 4 | 2 |
| > 4 and ≤ 6 | 3 |
| > 6 | 4 |
| 2.2 | Number of dependent pro­jects | ≤ 2 | 1 |  | | Projects under way: QSF, coop­er­ation, etc. | |
| > 2 and ≤ 5 | 2 |
| > 5 | 3 |
| 2.3 | Number of deliverables cov­ered | ≤ 2 | 1 |  | | POC deliver­ables matrix | |
| > 2 and ≤ 5 | 2 |
| > 5 | 3 |
| 3 | Financial coverage criterion | Measures the degree to which the project can be financed from available funds, to assess its dependency on other funding sources | 25 | 3.1 | Entirely financed by CF | | 10 |  |  | |  | Overall esti­mate of pro­ject budget with self-financing and CF elements |
|  |  | 3.2 | Dependent on other sources of funding (supplementary) | | 5 |
| 4 | Synergy cri­terion | Assesses the synergy of the project with development cooperation (or other) funding as a cost-saving measure | 15 | 4.1 | Project interacts with one or more funding sources (DCDEV or other) | | 10 |  |  | |  | Projects under way: QSF, coop­er­ation, etc. |
|  |  | 4.2 | Project is not synergistic with any other funding sources | | 5 |
| 5 | Risk crite­rion | Assesses the residual risk of not achieving targeted results | 30 | 5.1 | High residual risk | | -15 |  |  | |  | Risk assessment framework with mitigation plan­ning |
|  | 5.2 | Medium residual risk | | -12 |
|  |  | 5.3 | Low residual risk | | -10 |
| **Overall rating (1I + 2I + 3I + 4I + 5I)** | | | | | | | | | | |  |  |

**I. Description of project prioritization matrix headings**

Column A – Prioritization criteria are the areas identified to evaluate the prioritization of the projects

Column B – Description of prioritization criterion.

Column C – The weighting coefficient, enabling the relative importance of each prioritization criterion to be taken into account

Column D – Serial numbers

Column E – Evaluation indicators used to assess the rating assigned to each prioritization criterion

Column F – Rating assigned to each evaluation indicator

Column G – Rating achieved for each evaluation indicator

Column H – Total rating for each Prioritization criterion

Column I – Weighted Average/Final Score (Col. C x Col. H)/100

Column J – Possible information sources.

**II. Process for preparing the list of projects in order of priority**

The International Bureau proceeds as follows:

1 **Gather data from stakeholders**: information is gathered on the basis of a project launch sheet using the model presented in Annex 8. As well as briefly describing the project, this sheet will provide information for assessment of the project based on indicators in column E of the PPM.

2 **Calculate prioritization criteria**: the data in columns G and H will be supplemented by the International Bureau to obtain the weighted average (column I) for each of the indicators which is the final score awarded to the project.

3 **Prepare list of projects in order of priority**: On the basis of the total score awarded to each project, the International Bureau prepares the list of projects in order of priority.

1. The term “mail” refers to postal item flows to, from and between countries generating terminal dues payments. [↑](#footnote-ref-2)
2. Please refer to the list of sub-programmes resulting from the prioritization exercise carried out by Congress. [↑](#footnote-ref-3)