



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
**FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE & THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

August 7, 2023

**CIRCULAR NO. 22**

Permanent Secretaries  
Heads of Departments  
Chief Executive Officers  
Chairmen of Boards

**Re: Public Investment Management System - Process Exceptions**

The attention of Permanent Secretaries, Chief Executive Officers, Heads of Departments, and Chairmen of Boards is invited to the following exceptions to the established process by which public investment projects (PIPs) are approved for inclusion in the Public Sector Investment Programme (PSIP), and consequential amendments to the Financial Administration and Audit (FAA) Act Financial Instructions 2017, with the addition of sections 6.4.4.1, 6.4.4.2 and 6.4.4.3, with effect from August 1, 2023:

**6.4.4.1 Criteria for Process Exceptions**

1. No Ministry, Department, Agency or Specified Public Sector Entity shall be exempt from the Public Investment Management System (PIMS).
2. Exceptions from the established PIMS process, however, may be considered for Public Investment Projects (PIPs) due to:
  - (a) **Exigent Circumstances**, where the purpose of the PIP is to address situations that if not addressed, could:
    - i. contribute to imminent loss of life and catastrophic destruction of property or key public infrastructure; or
    - ii. expose government to legal action for negligence; and
    - iii. damage the government's reputation.
  - (b) **Emergencies associated with disasters** as defined under the Disaster Risk Management (DRM) Act, 2021 (Amended).
  - (c) **Matters of national security and safety** deemed sensitive and confidential by Cabinet.
3. Exceptions from the established PIMS process are reflected in the schematic at *Appendix X*.

**6.4.4.2 Criteria for Project Complexity in Process Exception**

1. Due consideration will be given by the Public Investment Management Committee (PIMC) to the complexity of the proposed intervention.
2. The complexity of the project should be limited by the following criteria in the submission to the Public Investment Appraisal Branch (PIAB), and prior to consideration by the PIMC:
  - i. The technical capacity to develop the project should exist within the proposing entity;
  - ii. If external technical resources are required, the procurement process must be within the approval threshold of the head of entity;
  - iii. Where the project requires the participation of multiple entities, a lead (executing) entity must be clearly identified;

- iv. All responsibilities of the implementing entities must be identified and documented before commencing, and the overlap of responsibility must be minimal to non-existent;
- v. Implementation should not require legislative changes;
- vi. The project should not require technical studies beyond the structural and foundational, or business process mapping in the case of ICT projects; and,
- vii. It must be shown that the interdependency between project activities is low, with a preference for independent execution of project activities.

#### **6.4.4.3 Appraisal/Approval Process**

1. Proponent shall submit Concept (Exceptions) Form (Appendix 39) to PIAB, accompanied by endorsement of the Permanent Secretary of the portfolio Ministry requesting process exception, along with justification, and providing, at minimum:
  - i. Contextual information and project impetus
  - ii. Identification of alternative solutions and lessons learned from previous projects or experiences in other jurisdictions or related fields
  - iii. Project objectives, scope of work and long-term impact
  - iv. Project site/location
  - v. Stakeholders and intended beneficiaries
  - vi. Project synergies and dependencies
  - vii. Project status (i.e., any work undertaken in support of project development)
  - viii. Estimated cost and financing plan
  - ix. Project execution schedule
  - x. Project risks (including environment impact) and mitigation measures
  - xi. High-level monitoring and evaluation plan
  - xii. Project governance, implementing entities and capacity/readiness to implement
  - xiii. Alignment to organisational and GOJ priorities
2. PIAB's (Project Analysis Unit) shall conduct a 'rapid screening' to determine if the criteria for an exception, and the information requirements for full project appraisal, are met. Outcome of the rapid screening shall be communicated to the proposing entity within five (5) days of receipt of the duly completed Concept (Exceptions) Form by the PIAB.
3. Proponent shall prepare and submit (through the Permanent Secretary) a Project Proposal Form with all relevant sections completed (as indicated by the rapid screening report).
4. Project Proposal shall undergo an appraisal by the PIAB, and an appraisal report prepared.
  - (a) Where the project is related to matters of national security the PIMC Chairman is to be advised of the outcome and shall convey same to Cabinet for final decisions;
  - (b) Where the project is defined as satisfying exigent or emergency circumstances, TRC and PIMC shall be engaged via extraordinary meetings to deliberate on the recommended next steps in the Public Investment Management System.
5. Outcome of the appraisal and committee deliberations shall be communicated in writing to the relevant parties by the PIAB, within 20 days of receiving an accurately completed Proposal Form.

#### **Conclusion**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Chairmen of Boards must ensure that this Circular is brought to the attention of all relevant officers in their MDAs and Public Bodies.

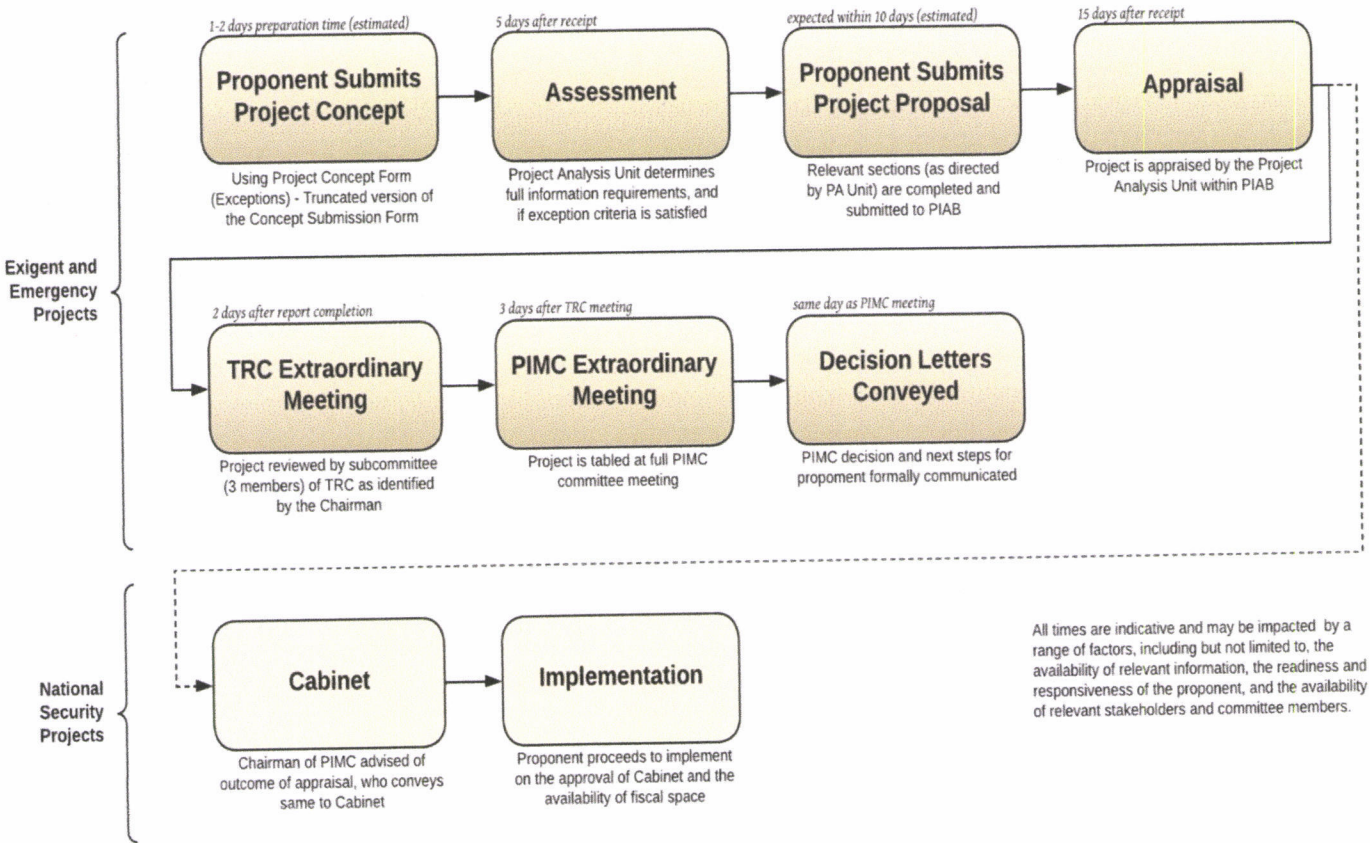



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Darlene Morrison (CD)  
Financial Secretary

Appendix

PIMS APPRAISAL & APPROVAL PROCESS EXCEPTIONS FLOW DIAGRAM







PROJECT CONCEPT SUBMISSION FORM (EXCEPTIONS)

FORMS THAT ARE COMPLETED INCORRECTLY WILL BE REJECTED

**Use of Form:**  
In accordance with Financial Administration and Audit Act (Instructions), 2017, this form is to be used by public bodies within the specified public sector (Ministries, Departments, Agencies and Public Bodies) , when requesting a *process exception* from the Public Investment Management System (PIMS) framework. See the accompanying **Form Instructions** for details on how to complete each section of this form

**Project Particulars:**  
**New Project Name / 2023 (Do not manually edit headers; change text colour to black)**

Passport, Immigration & Citizenship Agency  
Executing Agency

Ministry of National Security  
Portfolio Ministry

**Exception Criteria:**  
☐ Exigent Circumstance ☐ Emergency (Disaster-Related)

Succinctly outline the context that prompts the request for exceptionality consideration. [150 words max]

Note:

- The latest version of this version is available via the Public Investment Appraisal Branch ([piab@mof.gov.jm](mailto:piab@mof.gov.jm)) or via the website of the Ministry of Finance & the Public Service at <https://mof.gov.jm>
- To complete this page, enter the relevant details, then change the font colour for all fields **to black**. Delete placeholders, which currently appear in grey text, throughout the document.
- When submitting the completed form, **DO NOT** include the form instructions and document control page.

Contextual Overview

<b>Proponent Information:</b>					
Submitted by:	Mr. James Bond		Title:	Director, Project Implementation	
Organization:	Ministry of National Security – 00 Kingston Road, Kingston 0				
Direct Mobile:	876-000-0000	Landline:	876-000-0000 x 0000	Email:	first.last@name.com
Signature:			Authorized by:	Name of Head of Entity	
Date:	Click or tap to enter a date.		Signature/Date:		

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**Ministry of Finance & the Public Service**  
Public Investment Appraisal Branch | Public Expenditure Division  
[piab@mof.gov.jm](mailto:piab@mof.gov.jm) | 876-960-9110

[A] PROJECT DESCRIPTION

1.Project Background ①  
Contextualize the project impetus and describe the various factors that have led to the project need.

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2.Project Options Identification ①  
Discuss the various options for addressing the identified problem(s), stating the pros and cons of each option. Include references to research where available, and state the option ultimately chosen, providing justification.

<p><b>Option 1: Do Nothing</b> Pros: Cons: Cost:</p> <p><b>Option 2: Do Minimum</b> Pros: Cons: Cost:</p> <p><b>Option 3: Technical solution 1</b> Pros: Cons: Cost:</p> <p><b>Option 4: Technical solution 2</b> Pros: Cons: Cost:</p> <p><b>Cost Estimation Methodology:</b> <b>Selected Option (from above):</b> <b>Rationale for selection:</b></p>	PIAB USE ONLY
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3.Project Scope of Work ①  
Describe the main components of the project and the related activities.

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4.Project Objectives ①  
State the quantifiable (SMART) objectives to be attained.

	PIAB USE ONLY
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5.Project Purpose ①  
Describe the intended long-term impact of the project.

	PIAB USE ONLY
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6.Project Demand ①

Define the project beneficiaries and their expected usage of the project output(s).

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7.Synergies & Dependencies ①

Describe how this project relates to other projects being undertaken or planned.

Name of other Project/Initiative	Synergies/Areas of Complementarity	PIAB USE ONLY

Name of other Project/Initiative	Dependency Relationships	PIAB USE ONLY

8.Stakeholder Identification ①

State the name of the relevant stakeholder entity or group and the nature of consultation.

Consulted	Stakeholder Entity/Group	Nature and Outcome of Consultation
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

9.Project Status ①

Describe the status of activities that are being pursued to support project development.

	PIAB USE ONLY
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[B] PROJECT IMPLEMENTATION PLAN

1.Project Execution Schedule ①

State and describe the project execution schedule.

Phase	Description	Start Date	End Period
Full Project Execution Schedule:			
Phase 1			
Phase 2			
Phase 3			
Phase 4			
Phase 5			

2.Project Location ①

State and describe the project execution site.

Insert detailed annotated map, and provide description of the location.

Site Street Address:			
Community, Town, Parish:		Plus Code:	

3.Implementing Entities ①

a. Identify all implementing entities and state their involvement in concept development, where available.

Name of Entity	Role and Function in Project Implementation			
	Consulted on Project Design	Aware of Project Duration (est.)	Aware of Roles/ Responsibilities	Aware of Costs to be Bourne (est.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. In the event of multiple implementing entities, has a Memorandum of Understanding, Terms of Reference, or other written agreement been established? ☐ Yes | ☐ No | ☐ Not Applicable (Attach copy, if yes).

4.Monitoring & Evaluation ①

Provide a summary of the proposed monitoring and evaluation process and the relevant process owners.

	PIAB USE ONLY
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5.Lessons Learned Identification ①

State any lessons learned from similar projects (locally or internationally) that have informed the project concept.

	PIAB USE ONLY
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[C] PROJECT RISK EVALUATION

Outline the various levels and areas of project risk.

1.Project Risk Assessment ①

Identify the high-level risks that may prevent project success.

Risk	Risk Level			Risk Owner	PIAB USE ONLY
	Risk Probability	Risk Impact	Risk Score		
Risk 1:					
Risk 2:					
Risk 3:					
Risk 4:					
Risk 5:					

2.Environmental Impact Assessment ①

Conduct an environmental scan and detail the possible impact of the project on the environment.

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[D] PROJECT FINANCING PLAN

Indicate accordingly and provide details in Annex 2.

1.Project Cost Estimates ①

State the total capital cost of the project and the estimation technique used.

Project Cost Estimate (Jamaican Dollars):	\$	Foreign Currency Cost Equivalent:	<input type="checkbox"/> US\$ <input type="checkbox"/> GB£ <input type="checkbox"/> CD\$ <input type="checkbox"/> Other
Cost Estimation Methodology:	<input type="checkbox"/> Similar Project <input type="checkbox"/> Supplier estimate <input type="checkbox"/> Other:	Exchange Rate:	e.g. 1 USD = 100 JMD [Date]

2.Project Funding ①

Provide details on how the project will be financed and a summary of the funding agreement.

Indicated proposed source(s) of funding	Indicate if funding has been identified
<input type="checkbox"/> Bilateral/Multi-lateral Loan <input type="checkbox"/> Government of Jamaica <input type="checkbox"/> Grant (International) <input type="checkbox"/> Grant (Local) <input type="checkbox"/> Other inancial Institution <input type="checkbox"/> Self-financing <input type="checkbox"/> Other:	<input type="checkbox"/> Funding has been confirmed <input type="checkbox"/> Funding has been identified <input type="checkbox"/> Funding has <b>not</b> been confirmed <input type="checkbox"/> Funding has <b>not</b> been identified

\* If grant/loan funding is proposed, provide details of the agreed/proposed arrangement.

3.Financing Plan ①

Provide a breakdown of the estimated project costs, as well as the funding source (by letter reference in parenthesis).

Financing Plan				
Item	Grant	Debt	Equity (GoJ)	Total
Example: Training	\$10,000 (b)	\$3,000 (c)	\$5,000 (a)	\$18,000.00
Example: Material and Equipment	\$5,000 (c)	\$1,000 (b)		\$6,000.00
				0
				0
				0
Totals	\$15,000.00	\$4,000.00	\$5,000.00	\$24,000.00

Key: Funding Entity Category		Funding Entity Name (if known)	Reference the appropriate letter to indicate the funding entity category in the financing plan, above.
a	Government of Jamaica		
b	International Development Partner		
c	Other inancial Institution		
d	Other: State		

GOJ Counterpart Resources Required	Entity's Revenue Source	Project Procurement and Implementation Modality
<input type="checkbox"/> Concessions <input type="checkbox"/> Government Lands <input type="checkbox"/> Guarantee <input type="checkbox"/> Subsidies <input type="checkbox"/> Tax exemptions <input type="checkbox"/> Waivers <input type="checkbox"/> Other:	<input type="checkbox"/> Government Subvention <input type="checkbox"/> Levies <input type="checkbox"/> Self-financing <input type="checkbox"/> Statutory Charges <input type="checkbox"/> Subsidies <input type="checkbox"/> User fees <input type="checkbox"/> Other:	<input type="checkbox"/> IDP Procurement Modality <input type="checkbox"/> Outsourcing <input type="checkbox"/> GOJ Public Procurement <input type="checkbox"/> GOJ Emergency Contracting <input type="checkbox"/> Standard In-house delivery <input type="checkbox"/> Unsolicited Proposal <input type="checkbox"/> Other:

[E] PROJECT MANAGEMENT PLAN

Outline the project management capacity of the implementing entity and how this will be performed.

1.Organizational Capacity ①

Identify the organizational competencies that are directly related to the project objectives and indicate if these are available in-house, or if the project proponent would require support in the respective areas.

Competency Domain	Competencies Directly Related to the Project Objectives	Available In-house	Support Required	Plan to Outsource
Operational Capacity	<input type="checkbox"/> Budget & Financial Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Human Resource Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Monitoring & Evaluation System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Procurement, Inventory & Asset Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Quality Assurance System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Capacity	<input type="checkbox"/> Technical Management Skills and Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Project Planning, Supervision and Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Regulatory Management Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2.Project Governance ①

Describe the decision-making structure for this project.

Project Governance Structure	Summary of the Project Governance Structure
<input type="checkbox"/> Working-Group	
<input type="checkbox"/> Steering Committee	
<input type="checkbox"/> Ad-hoc Project Management Team	
<input type="checkbox"/> Dedicated Project Management Office	
<input type="checkbox"/> Consultant Project Manager/Management Team	
<input type="checkbox"/> Other	

[F] PRIORITY LINKAGES AND POLICY ALIGNMENT ②

Identify the national/international plans and frameworks to which this project is aligned.

Sector Plan Alignment	
Organizational Mandate	
Medium Term Socio-Economic Framework Alignment	
Government of Jamaica Policy Alignment	
Compliance With Relevant Locale Statutes	
Corporate/Strategic Plan Alignment	

[G] SUPPLEMENTARY DOCUMENTATION ③

Provide details of any supplementary documentation that support the concept submission.

1.Supporting Reports, Studies, and Masterplans etc.

Provide copies of all masterplans, studies, and analyses that guided/informed the project objectives.

	Type	Title	Description	Link
1	e.g. Report			
2				
3				

2.Illustrative Media and Mock-ups etc.

Provide links to any mock-ups, plans or other media that support the case being made.

	Type	Title	Description	Link
1	e.g. Floorplan			
2	e.g. PPT			
3	Animation			

3.Other Information

Provide details of any supplementary information/documentation that supports the case being made.

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Project Concept Submission Details:

Project Title	New Project Name / 2023 (Do not manually edit headers; change text colour to black)		
PDSS Officer			
Project Analyst			
M&E Analyst			
Date Submission Received	Click or tap to enter a date.	Date Assigned	Click or tap to enter a date.
Initial Screening to be Completed by (3 days)	Click or tap to enter a date.	Actual:	Click or tap to enter a date.
Concept Evaluation to be Completed by (14 days)	Click or tap to enter a date.	Actual:	Click or tap to enter a date.

Public Investment Appraisal Branch Comments/Recommendations: