

## ANNEX C5: Structure and participation: Sample PPD participants, roles and responsibilities

This annex illustrates how a sample Private Sector Forum might be constituted.

	Participants	Role/Responsibility
<b>Steering Committee</b>	Minister of Trade and Industry President of Chamber of Commerce Representative of Funding Agency	Sets Agenda Endorses new activities Facilitates constitution of relevant working groups
<b>Secretariat</b>	Forum Executive Director Admin Barriers Coordinator PSD Strategy Coordinator Forum Economist Forum Assistant	Coordinating role between participating business associations and PSD policy reform advocates Establishment of Forum project management plan, with specification of activities, deliverables, monitoring and evaluation framework Convening and organization of Forum meetings Delivery of Forum activities Contracting external consultants/research as needed Preparation of relevant PSD research and establishment of policy reform advocacy material Organization of Chamber of Commerce training Delivery of communication and outreach programs Sensitization on PSD issues, including informality reduction through entrepreneurship
<b>Working Groups</b>	Private Sector Representatives Directors from Involved Ministries/Agencies Civil Society Representatives (academic)	Identification of related priorities and recommendations Establishment consensual policy reform proposals Monitoring reform implementation Review/endorsement of technical committee Support to ongoing implementation
<b>Technical Committees</b>	Line Ministry/Agency managers Expert Consultants Directly concerned private sector representatives	Formulation and drafting of specific reform proposals (including technical and legal drafting) Institutional change programs Implementation activities