



*Jupiter Financial Group – Project Management Company*

# WST Project Approval Life Cycle

8 Stages of the Project Approval Process



# Project Management Manual 2026

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# PROJECT MANAGEMENT OPERATIONAL MANUAL

## Submission, Review, Approval, Contracting, Funding, Oversight, Accounting & Audit Procedures

(Version 1.0 – For WST™ / JFG™ / NSC™ Operations)

### SECTION 1 — PURPOSE & SCOPE

This manual establishes the **standardized process** for initiating, evaluating, approving, contracting, funding, monitoring, and auditing all projects conducted under:

- **World Standing Together™ (WST™)**
- **Jupiter Financial Group™ (JFG™)** – Funding & Treasury Operations
- **National Sales Corps™ (NSC™)** – Creator Trust & Series-44 Authority
- **League of Champions™ (LOC™)** – Assets & Infrastructure
- Affiliates, PMA members, sovereign charter holders, and contracted partners.

The goal is to ensure:

- Transparency
- Accountability
- Timely project delivery
- Fiscal responsibility
- Compliance with trust law, PMA standards, and best international practices
- **Only WST Charters or qualified affiliates can submit projects**

### SECTION 2 — PROJECT LIFECYCLE OVERVIEW

Every project follows 8 mandatory stages:

1. **Submission**
2. **Pre-Screen Review**
3. **Technical/Financial Review**
4. **Approval & Resolution**
5. **Contracting & Compliance Setup**
6. **Funding Release Protocols**
7. **Quarterly Reviews & Oversight**
8. **Accounting, Reporting & Audits**

A standard flow diagram can be added.



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## SECTION 3 — STAGE 1: PROJECT SUBMISSION

### 3.1 Required Forms

All new projects must submit:

- **Form PM-01 — Project Submission Application**
- **Form PM-02 — Budget & Financial Requirements**
- **Form PM-03 — Project Team Declaration / PM Credentials**
- **Form PM-04 — Risk & Impact Statement**
- **Form PM-05 — Environmental & Social Review (ESG/ESI)**
- **Letter of Intent or Charter Reference (if applicable)**

### 3.2 Submission Channels

- WST National or Regional Office
- Online submission portal
- Direct PMA submission (internal trust projects only)

### 3.3 Initial Checks

- Completeness check
- Identity/authority verification
- Sector placement (Water, Energy, Communications, etc.)
- Alignment with charter objectives

A submission ID and **trust-coded project number** are assigned.

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## SECTION 4 — STAGE 2: PRE-SCREEN REVIEW

### 4.1 Responsible Body

Project Management Division (PMD) or equivalent National/Regional Unit.

### 4.2 Review Criteria

- Does the project meet WST humanitarian and development guidelines?
- Is it viable at high-level?
- Does it fall within an eligible funding category?
- Are required documents complete?

### 4.3 Output of Pre-Screen

- **PASS → Move to Technical/Financial Review**
- **FAIL → Return to applicant with notes**
- **ON HOLD → Await additional information**

A pre-screen report (Form PM-10) is created.

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## SECTION 5 — STAGE 3: TECHNICAL & FINANCIAL REVIEW

### 5.1 Responsible Committees

- Technical Review Board (TRB)
- Financial Review Committee (FRC)
- Risk & Compliance Division (RCD)

### 5.2 Areas of Evaluation

#### Technical

- Feasibility
- Required resources
- Infrastructure capacity
- Implementation schedule
- Engineering or technology verification

#### Financial

- Budget realism
- Cashflow projection
- Funding tranches
- ROI/Social Impact Return
- Sustainability

#### Risk & Compliance

- Governance risk
- Environmental impact
- Political/operational risk
- Land/asset ownership validation
- Compliance with sovereign trust jurisdiction

### 5.3 Review Outcome Categories

- Approved (A)
- Approved with Conditions (AC)

- Revision Required (R)
- Rejected (RJ)

A formal **Review Dossier** (PM-20) is issued.

---

## SECTION 6 — STAGE 4: APPROVAL & RESOLUTION

### 6.1 Authority Levels

Depending on budget:

<b>Project Value</b>	<b>Required Approval Authority</b>
< \$1M	National PMO Director
\$1M–\$50M	Regional Director + JFG Funding Committee
> \$50M	Executive Trustee Resolution (NSC/WST)
National-Level Infrastructure Board of Trustees Resolution	
International Programs	Executive Trustees + Series-44 Authority

### 6.2 Approval Documentation

- Resolution of Approval
- Funding Allocation Certificate (FAC)
- Project Ledger Entry
- Trust Coding Assignment (mandatory for accounting)

### 6.3 Conditional Approvals

Conditions may include:

- Revised budget
- Environmental safeguards
- Third-party engineering certification
- Land verification documents

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## SECTION 7 — STAGE 5: CONTRACTING & COMPLIANCE SETUP

### 7.1 Documents Required

- Master Contract Agreement (MCA)
- Scope of Work (SOW)
- Compliance & Reporting Obligations Sheet
- Milestone Payment Schedule

- PMA Membership Agreements (if required)
- Non-Disclosure & Non-Circumvention (ND/NC) Agreements
- Beneficial Ownership & Conflict Disclosure

## 7.2 Vendor / Contractor Onboarding

- Background checks
- Licensing checks
- Technical qualifications
- Financial stability
- Insurance & bonding requirements

## 7.3 Compliance Setup

- Assign PM (Project Manager)
- Assign Oversight Officer
- Upload all documents to PMO system
- Create monitoring schedule
- Set up escrow or dedicated trust account

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# SECTION 8 — STAGE 6: FUNDING RELEASE PROTOCOLS

## 8.1 Funding Types

- Initial Mobilization Funds (10–20%)
- Milestone-Based Disbursements
- Reimbursement-Based Funding
- Emergency Supplemental Funding

## 8.2 Required Before Any Funding Release

- Signed Master Contract
- Approved Budget
- Banking details verification
- Compliance clearance
- Insurance documentation
- Trust accounting code created (mandatory)

## 8.3 Disbursement Controls

All funding goes through:

**JFG Treasury Operations → NSC Trust Ledger → Project Trust Sub-Account**



Payments require:

- PM Approval
- Oversight Officer Review
- Treasury Compliance Authorization
- Executive Trustee confirmation for major releases

A **Funding Release Certificate (FRC)** is issued.

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## SECTION 9 — STAGE 7: QUARTERLY REVIEWS & OVERSIGHT

### 9.1 Reporting Requirements

Each quarter, the project must submit:

- PM-QR1 — Quarterly Progress Report
- PM-QR2 — Financial Expense Summary
- PM-QR3 — Updated Risk Register
- PM-QR4 — ESG Performance Statement
- Updated Timeline vs Actual Work Delivered

### 9.2 Oversight Officer Responsibility

- Conduct site visits (physical or virtual)
- Compare milestones to SOW
- Validate expenses against budget categories
- Report discrepancies

### 9.3 Performance Ratings

- Green — On Track
- Yellow — Delayed but Recoverable
- Red — Critical / Intervention Needed

Corrective Action Plans (CAP) may be issued.

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## SECTION 10 — STAGE 8: ACCOUNTING, RECORDKEEPING & AUDITS

### 10.1 Accounting Standards

All projects follow:

- Trust Accounting Standards (TAS)
- PMA private ledger rules
- GAAP/IFRS alignment where applicable

- ISO 9001 & ISO 26000 compliance principles

## 10.2 Required Records

- All invoices, receipts, and contracts
- Payroll logs
- Procurement sheets
- Trust ledger entries
- Funding certificates
- Bank statements
- Site inspection reports

Everything is retained for **7–100 years depending on trust jurisdiction.**

## 10.3 Quarterly Internal Audits

Performed by:

- JFG Internal Audit Division
- WST Oversight & Governance Division

Assess:

- Proper fund usage
- Compliance with contract
- Fraud risk indicators
- Ledger accuracy

## 10.4 Annual External Audit

Conducted by:

- Approved PMA-compliant private auditing firm
- Internal Advisory Committee (NSC/WST) oversight

Includes:

- Full forensic accounting
- Contract compliance review
- Reconciliation of all funding
- Impact verification

## 10.5 Audit Outcomes

- Clean Audit
- Clean with Notes
- Corrective Action Required
- Suspension of Funding

- Termination & Clawback
- 

## SECTION 11 — CLOSING, COMPLETION & ARCHIVING

### 11.1 Project Closing Requirements

- Final Completion Report
- Final Financial Statement (audited)
- Asset Handover Certificate
- Beneficiary Impact Summary
- Lessons Learned Report

### 11.2 Archiving Procedures

- All records stored in Trust Archive System
- Classified projects moved to Sovereign Access Only
- Key decisions recorded in Master Ledger

### 11.3 Post-Completion Review

Performed after **12 months** to assess:

- Sustainability
  - Ongoing community benefit
  - Operational status
- 

## SECTION 12 — ROLES & RESPONSIBILITIES (SUMMARY)

Role	Responsibilities
<b>Project Manager (PM)</b>	Implementation, reporting, compliance
<b>Oversight Officer</b>	Monitoring, quarterly reviews, risk reports
<b>Finance Officer</b>	Budget control, disbursement review
<b>Treasury (JFG)</b>	Funding release, ledger tracking
<b>Trustees (NSC/WST)</b>	Approvals, resolutions, governance
<b>Auditors</b>	Quarterly & annual audits
<b>Contractors</b>	Deliverables as per contract

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## SECTION 13 — ANNEXES (TEMPLATES)

## ANNEX A — PM-01 PROJECT SUBMISSION FORM

**World Standing Together™ / Jupiter Financial Group™ / National Sales Corps™**

### Project Submission Application

#### 1. Project Information

- Project Title: \_\_\_\_\_
- Project Category (Water/Energy/Health/etc.): \_\_\_\_\_
- Country / Region / Charter Code: \_\_\_\_\_
- Submission Date: \_\_\_\_\_

#### 2. Applicant Information

- Applicant / Organization Name: \_\_\_\_\_
- PMA Membership Status: Yes / No
- Contact Person: \_\_\_\_\_
- Phone / Email: \_\_\_\_\_
- Legal Authority / Mandate: \_\_\_\_\_

#### 3. Project Summary

Provide a 300–600 word summary of the problem, the proposed solution, target beneficiaries, and how the project aligns with WST™ mission.

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#### 4. Expected Outputs & Outcomes

- Key Deliverables: \_\_\_\_\_
- Beneficiaries: \_\_\_\_\_
- Anticipated Impact: \_\_\_\_\_

#### 5. Implementation Timeline

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Major Milestones:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### 6. Financial Summary

Total Budget Requested: USD \_\_\_\_\_

Funding Type: Grant / Loan / Humanitarian Support / PMA Internal

**WST Confidential Documents**

## 7. Required Attachments

- ☐ Budget (PM-02)
- ☐ Technical Proposal
- ☐ Supporting Documentation
- ☐ Maps / Designs (if applicable)
- ☐ Business Registration or Trust Charter

## 8. Certification & Signature

I certify the information submitted is true and correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX B — PM-02 PROJECT BUDGET TEMPLATE

### A. Budget Summary

Category	Amount (USD)
Capital Expenditure (CAPEX)	_____
Operating Expenditure (OPEX)	_____
Labor	_____
Equipment	_____
Logistics & Transportation	_____
Training	_____
Contingency (10–15%)	_____
<b>Total Budget</b>	_____

### B. Funding Tranche Schedule

Tranche	Milestone	Amount	Expected Release Date
1	Mobilization	_____	_____
2	Midpoint Delivery	_____	_____
3	Completion	_____	_____

### C. Notes

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## FORM PM-03 — PROJECT TEAM DECLARATION / PM CREDENTIALS

Project ID: \_\_\_\_\_

Project Title: \_\_\_\_\_

Submission Date: \_\_\_\_\_

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### 1. Project Leadership Team

#### Project Director

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PMA Membership #: \_\_\_\_\_

Experience Summary: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Project Manager (PM)

Name: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

Key Competencies (select all):

- ☐ PMO / project governance
- ☐ Engineering / technical oversight
- ☐ Budget & financial control
- ☐ Field operations
- ☐ Community development
- ☐ Compliance & reporting

Certification(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Financial Officer

Name: \_\_\_\_\_

Qualification(s): \_\_\_\_\_

Treasury / accounting experience: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Oversight Officer

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Compliance & audit background: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## 2. Advisory / Technical Team

Name Role Expertise PMA Member (Y/N) Signature

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## 3. Declarations

### 3.1 Conflict of Interest Declaration

- ☐ No team member has a conflict of interest.
- ☐ Conflicts exist (attach explanation).

### 3.2 PMA Compliance

- ☐ All team members agree to operate under PMA jurisdiction.

### 3.3 Certification

I certify the accuracy of this information:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## FORM PM-04 — RISK & IMPACT STATEMENT

Project ID: \_\_\_\_\_

Project Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

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## 1. Overview of Project Risk Profile

### 1.1 Risk Categories (check all that apply):

- ☐ Operational
  - ☐ Technical
  - ☐ Financial
  - ☐ Governance / Legal
  - ☐ Environmental
  - ☐ Social
  - ☐ Security / Political
  - ☐ Supply chain
-

## 2. Risk Identification and Evaluation

Risk Description	Probability (L/M/H)	Impact (L/M/H)	Mitigation Strategy	Responsible Party
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### 3. Anticipated Project Impact

#### 3.1 Beneficiary Impact

Describe who benefits and how:

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#### 3.2 Economic / Community Impact

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#### 3.3 Infrastructure / Technical Impact

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#### 3.4 Risks If Project Is Not Approved

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## 4. Compliance & Governance

- ☐ Meets WST mission criteria
- ☐ Aligns with trust governance & PMA standards
- ☐ Supports UN-aligned humanitarian values
- ☐ No regulatory conflicts identified

Certification:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FORM PM-05 — ENVIRONMENTAL & SOCIAL REVIEW (ESG / ESI)

Project ID: \_\_\_\_\_

Project Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

---

### 1. Environmental Review (E)

#### 1.1 Environmental Considerations

- ☐ Climate / carbon impact evaluated
- ☐ Land / water usage



- ☐ Waste management
- ☐ Pollution risk
- ☐ Biodiversity & ecosystem considerations

## **1.2 Environmental Impact Summary**

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## **1.3 Mitigation & Safeguards**

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## **2. Social Review (S)**

### **2.1 Community Considerations**

- ☐ Beneficiary groups identified
- ☐ Vulnerable populations considered
- ☐ Community engagement planned

### **2.2 Social Impact Summary**

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### **2.3 Workforce, health, safety considerations**

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## **3. Governance Review (G)**

### **3.1 Governance Alignment**

- ☐ Ethical standards followed
- ☐ Transparency in reporting
- ☐ Anti-corruption protections
- ☐ PMA jurisdiction protected
- ☐ Data privacy upheld

### **3.2 Governance Impact Summary**

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#### 4. ESG Score (Internal Use Only)

E: \_\_\_\_ S: \_\_\_\_ G: \_\_\_\_ Overall Score: \_\_\_\_

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#### 5. Final Determination

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Revision Required
- ☐ Not Approved

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### LETTER OF INTENT (LOI) OR CHARTER REFERENCE TEMPLATE

Date: \_\_\_\_\_

**To:**

World Standing Together™ (WST™)  
Jupiter Financial Group™ (JFG™)  
National Sales Corps™ (NSC™)

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**Subject: Letter of Intent to Submit Project for Review / Charter Reference**

Dear Review Committee,

I, \_\_\_\_\_, representing  
\_\_\_\_\_ (**organization / PMA member**)

hereby submit this Letter of Intent (LOI) indicating our commitment to pursue the approval and development of the following project:

**Project Title:** \_\_\_\_\_

**Project Category:** \_\_\_\_\_

**Country / Region / Charter Code:** \_\_\_\_\_

This project aligns with the humanitarian, social, and operational objectives of the **World Standing Together™** initiative and complies with PMA jurisdiction and trust governance requirements.

**Attached / Included:**

- ☐ Charter Reference or Charter Number
- ☐ Preliminary Project Summary
- ☐ Draft Budget
- ☐ Initial Technical Concept

We affirm our intention to comply with all WST/JFG/NSC policies, oversight, and reporting requirements.

Sincerely,

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization / PMA #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ANNEX C — REVIEW DOSSIER (PM-20 + PM-10)

### 1. Pre-Screen Review (PM-10)

Criteria	Pass	Fail	Comments
Submission completeness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Alignment with WST mission	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risks manageable	<input type="checkbox"/>	<input type="checkbox"/>	_____

Result: PASS / FAIL / HOLD

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

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### 2. Technical Review

- Feasibility Assessment: \_\_\_\_\_
- Engineering Review: \_\_\_\_\_
- Technology Verification: \_\_\_\_\_

### 3. Financial Review

- Budget Validity: \_\_\_\_\_
- Cashflow Model: \_\_\_\_\_

- Financial Risk Level: Low / Medium / High

#### 4. Compliance Review

- Legal verification: \_\_\_\_\_
- PMA / Sovereign Compliance: \_\_\_\_\_
- Conflict of Interest Check: \_\_\_\_\_

#### 5. Review Outcome

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Revision Required
- ☐ Rejected

Conditions (if any):

### ANNEX D — PROJECT APPROVAL RESOLUTION

#### **WORLD STANDING TOGETHER™ RESOLUTION OF APPROVAL**

Project Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Applicant Entity: \_\_\_\_\_

**WHEREAS**, WST™, JFG™, and NSC™ have reviewed the proposal in accordance with PMA sovereign trust guidelines;

**WHEREAS**, the project meets humanitarian standards and qualifies for funding;

#### **IT IS HEREBY RESOLVED THAT:**

1. The project is **approved** for implementation.
2. The total funding allocation is **USD** \_\_\_\_\_.
3. Funding will be released in accordance with the milestone schedule attached.
4. All deliverables must comply with trust governance, PMA jurisdiction, and Article 44 authority.
5. Quarterly reviews and annual audits are mandatory.

Signed this \_\_\_\_ day of \_\_\_\_\_, **20**.

**Executive Trustee:** \_\_\_\_\_

Treasurer (JFG): \_\_\_\_\_

Witness / Seal: \_\_\_\_\_

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## ANNEX E — CONTRACTING & COMPLIANCE SETUP

### Checklist for Contract Finalization

Requirement	Completed	Notes
Master Contract Signed	<input type="checkbox"/>	_____
Scope of Work (SOW)	<input type="checkbox"/>	_____
Payment Schedule	<input type="checkbox"/>	_____
Vendor Due Diligence	<input type="checkbox"/>	_____
Beneficial Ownership Disclosure	<input type="checkbox"/>	_____
Insurance Certificates	<input type="checkbox"/>	_____
PMA Membership Verification	<input type="checkbox"/>	_____
Arbitration Clause	<input type="checkbox"/>	_____
Trust Ledger Code Assigned	<input type="checkbox"/>	_____
Contract Effective Date:	_____	

---

## ANNEX F — FUNDING RELEASE FORM (JFG TREASURY)

### Funding Release Certificate (FRC)

Tranche No.: \_\_\_\_\_

Milestone: \_\_\_\_\_

Amount Approved: USD \_\_\_\_\_

Amount Released: \_\_\_\_\_

Date: \_\_\_\_\_

### Required Signatures:

- Project Manager: \_\_\_\_\_
- Oversight Officer: \_\_\_\_\_
- Treasury Compliance: \_\_\_\_\_
- Executive Trustee (for major disbursements): \_\_\_\_\_

Ledger Entry: \_\_\_\_\_

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## ANNEX G — QUARTERLY PROGRESS REPORT (QR1–QR4)

### QR1 — Project Progress Update

- Milestones completed: \_\_\_\_\_
- Work in progress: \_\_\_\_\_
- Issues / Delays: \_\_\_\_\_

### QR2 — Financial Review

Category	Budget	Actual	Variance
----------	--------	--------	----------

Labor	_____	_____	_____
-------	-------	-------	-------

Materials	_____	_____	_____
-----------	-------	-------	-------

Equipment	_____	_____	_____
-----------	-------	-------	-------

Other	_____	_____	_____
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### QR3 — Risk & Compliance

- New Risks: \_\_\_\_\_
- Mitigation Actions: \_\_\_\_\_
- Compliance Status: \_\_\_\_\_

### QR4 — Impact and ESG

- Beneficiaries served: \_\_\_\_\_
  - Environmental impact rating: \_\_\_\_\_
  - Governance notes: \_\_\_\_\_
- 

## ANNEX H — AUDIT CHECKLIST

### Internal Audit (Quarterly)

- Ledger entries match disbursements: ☐ Yes ☐ No

**WST Confidential Documents**

- Receipts verified: ☐ Yes ☐ No
- Contractual compliance: ☐ Yes ☐ No
- Fraud indicators found: ☐ Yes ☐ No

#### **External Annual Audit**

- Forensic accounting complete: ☐ Yes ☐ No
- Budget reconciliation: ☐ Yes ☐ No
- Impact verification: ☐ Yes ☐ No
- Auditor notes: \_\_\_\_\_

Final Audit Status:

- ☐ Clean
- ☐ Clean with Notes
- ☐ Corrective Action Required
- ☐ Severe Finding

---

## **ANNEX I — PROJECT COMPLETION CERTIFICATE**

### **Project Completion Certificate**

This certifies that:

**Project Title:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

has successfully completed all deliverables as defined in the Scope of Work and has passed the final audit and compliance checks.

Signed:

Project Manager \_\_\_\_\_

Oversight Officer \_\_\_\_\_

Executive Trustee \_\_\_\_\_

Seal: \_\_\_\_\_

## **ANNEX J — ISO 9001 Key Points**

ISO 9001 is the international standard for **Quality Management Systems (QMS)**. It ensures organizations deliver consistent, high-quality products and services while improving continuously.



## 8 QUALITY MANAGEMENT PRINCIPLES



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### 1. Customer Focus

Organizations must understand customer needs, meet requirements, and aim to exceed expectations.

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### 2. Leadership

Top management must establish clear vision, direction, and alignment of the QMS throughout the organization.

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### 3. Engagement of People

All personnel should be competent, empowered, and fully engaged in delivering value and maintaining quality.

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### 4. Process Approach

Activities should be managed as **interrelated processes**, ensuring efficiency and predictable results.

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### 5. Improvement

Continuous improvement is a **central requirement** — using data, audits, reviews, and corrective actions.

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### 6. Evidence-Based Decision Making

Decisions must be based on data, analysis, and factual information — not assumptions.

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## **7. Relationship Management**

Sustained success requires managing relationships with stakeholders (suppliers, partners, customers).

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### **MAJOR REQUIREMENTS (Clause Breakdown)**

#### **Clause 4 – Context of the Organization**

Identify internal/external issues, stakeholders, and define the QMS scope.

#### **Clause 5 – Leadership**

Commitment, roles, responsibilities, quality policy.

#### **Clause 6 – Planning**

Risk-based thinking, opportunities, quality objectives, change planning.

#### **Clause 7 – Support**

Resources, competence, awareness, communication, documented information.

#### **Clause 8 – Operation**

Operational planning, product/service requirements, design, production, control of external providers.

#### **Clause 9 – Performance Evaluation**

Monitoring, measurement, analysis, internal audits, management reviews.

#### **Clause 10 – Improvement**

Corrective actions, nonconformity elimination, continual improvement.

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### **KEY BENEFITS OF ISO 9001**

- Higher customer satisfaction
- Reduced operational errors
- Better internal controls
- Improved consistency and quality
- Stronger compliance and documentation
- Increased efficiency and performance
- Simplified audits and risk management
- Greater credibility and trust in global markets

## **ANNEX K ISO 26000 — Core Principles**

ISO 26000 defines **seven fundamental principles of social responsibility**:

**WST Confidential Documents**

# ISO 26000 Core Subjects

Guidance on Social Responsibility



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## 1. Accountability

Organizations must be answerable for decisions, actions, and their impacts on society and the environment.

## 2. Transparency

Clear, accurate, and timely communication about decisions, impacts, and performance.

## 3. Ethical Behavior

Commitment to integrity, fairness, honesty, and avoiding harm.

## 4. Respect for Stakeholder Interests

Understanding stakeholders' expectations and integrating them into decisions.

## 5. Respect for the Rule of Law

Compliance with legal obligations wherever the organization operates.

## 6. Respect for International Norms of Behavior

Align decisions with global human rights, social, and environmental standards.

## 7. Respect for Human Rights

Protect, support, and uphold human rights in all operations and relationships.

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## **ISO 26000 — The 7 Core Subjects (Main Content Areas)**

These are the major responsibility domains that every organization must address:

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### **1. Organizational Governance**

Ethical decision-making, leadership accountability, integrity in governance processes.

### **2. Human Rights**

Due diligence, risk prevention, avoiding complicity, resolving grievances.

### **3. Labor Practices**

Fair work conditions, safety, training, freedom of association, well-being.

### **4. Environment**

Sustainability, pollution prevention, resource management, climate protection.

### **5. Fair Operating Practices**

Anti-corruption, fair competition, responsible political involvement, supply chain ethics.

### **6. Consumer Issues**

Quality, safety, truthful communication, data privacy, fair marketing.

### **7. Community Involvement & Development**

Education, economic development, social investment, local partnerships.

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## **Combined Benefit Summary**

ISO 26000 improves:

- Ethical governance
- Stakeholder trust
- Environmental sustainability
- Labor and human rights alignment
- Community impact
- Global-level accountability

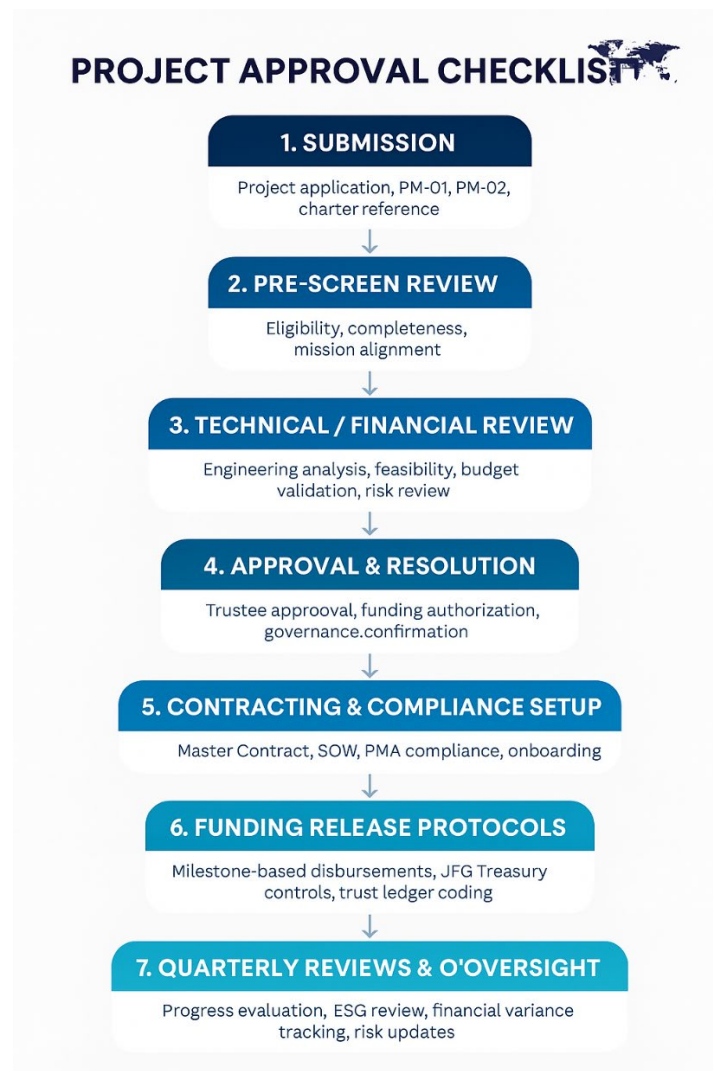
- Transparency, reporting, and credibility
- Long-term institutional resilience

## ANNEX L ISO 26000 — PROJECT APPROVAL CHECK LIST

**\*\*WST™ / JFG™ / NSC™**

**PROJECT APPROVAL CHECKLIST\*\***

*Pre-Approval → Contracting → Post-Approval → Compliance → PMA Requirements*



### SECTION 1 — PRE-SUBMISSION REQUIREMENTS

*(Must be completed before the project can be submitted)*

### **1.1 Organizational Eligibility**

- ☐ Entity is a PMA Member (or enrolled for PMA registration)
- ☐ Charter reference or authorization provided
- ☐ Verification of legal authority / trust authority

### **1.2 Base Documentation**

- ☐ PM-01 Project Submission Form
- ☐ PM-02 Budget & Financial Requirements
- ☐ PM-03 Project Team Declaration
- ☐ PM-04 Risk, ESG & Impact Assessment
- ☐ Governance approval from internal leadership
- ☐ Letter of Intent / Project Brief
- ☐ Proof of Identity & Registration (PMA or trust-based)

### **1.3 Supporting Attachments**

- ☐ Technical proposal or work plan
- ☐ Maps / schematics / engineering plans
- ☐ Feasibility studies
- ☐ Community benefit statement
- ☐ Environmental considerations

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## **SECTION 2 — PRE-SCREEN REVIEW (PMD / NATIONAL OFFICE)**

### **2.1 Completeness Check**

- ☐ All forms complete
- ☐ All attachments included
- ☐ Applicant identity & authority verified

### **2.2 Eligibility Review**

- ☐ Falls within WST humanitarian mandate
- ☐ Proper sector classification (Water, Energy, Communications, etc.)
- ☐ Meets minimum governance and financial criteria

### **2.3 Pre-Screen Outcome**

- ☐ PASS
- ☐ PASS WITH CONDITIONS
- ☐ REVISION REQUIRED
- ☐ FAIL

---

## **SECTION 3 — TECHNICAL / FINANCIAL REVIEW (PM-20)**

### **3.1 Technical Review**

- ☐ Engineering validation
- ☐ Technical feasibility
- ☐ Capacity & resource assessment
- ☐ Timeline & milestone evaluation

### **3.2 Financial Review**

- ☐ Budget realism
- ☐ Cashflow forecast
- ☐ Cost-benefit & impact modeling
- ☐ Funding tranche structure
- ☐ Compliance with JFG funding protocols

### **3.3 Risk & Compliance Review**

- ☐ Governance risks
- ☐ Operational risks
- ☐ Legal conflict review
- ☐ Human rights / ISO 26000 alignment
- ☐ Environmental risks (ISO 14001 guidance)
- ☐ PMA jurisdiction confirmation
- ☐ Trust ledger coding requirements

### **3.4 Review Outcome**

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Revision Needed

- ☐ Rejected
- 

## **SECTION 4 — APPROVAL & RESOLUTION**

### **4.1 Required Approvals**

- ☐ Technical Committee approval
- ☐ Financial Committee approval
- ☐ National or Regional Director approval
- ☐ Global Trustee approval (if required)
- ☐ Funding Authorization Certificate (FAC) issued

### **4.2 Required Resolutions**

- ☐ Resolution of Approval drafted
- ☐ Resolution signed by relevant trustees
- ☐ Resolution uploaded to project file

### **4.3 Project Registration**

- ☐ Trust-coded project number created → WST-CC-AREA-YEAR-SEQ
  - ☐ Ledger entry created in JFG trust accounting system
- 

## **SECTION 5 — CONTRACTING & COMPLIANCE SETUP**

### **5.1 Contract Documents**

- ☐ Master Contract Agreement (MCA)
- ☐ Scope of Work (SOW)
- ☐ Payment Schedule / Milestones
- ☐ Change Order Procedures
- ☐ Term Sheet (if applicable)

### **5.2 Legal & Compliance**

- ☐ Beneficial Ownership Disclosure
- ☐ PMA Membership Validation for all parties
- ☐ Non-Disclosure (NDA)
- ☐ Non-Circumvention (NCNDA)

- ☐ Data Protection Agreement
- ☐ Arbitration clause aligned with PMA jurisdiction

### **5.3 Vendor / Contractor Due Diligence**

- ☐ Licensing / Certification
- ☐ Past performance review
- ☐ Financial stability
- ☐ Insurance documentation

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## **SECTION 6 — FUNDING RELEASE PROTOCOLS (JFG TREASURY)**

### **6.1 Pre-Funding**

- ☐ FAC (Funding Authorization Certificate) verified
- ☐ Banking details validated
- ☐ Trust account or PMA treasury account established
- ☐ Risk level approved by compliance

### **6.2 Funding Release**

- ☐ Tranche #1: Mobilization
- ☐ Tranche #2: Mid-Project
- ☐ Tranche #3: Final Completion
- ☐ Supplemental funding (if needed)

### **6.3 Documentation for Each Disbursement**

- ☐ Funding Release Certificate (FRC)
- ☐ Treasury Compliance Signature
- ☐ Oversight Officer Review
- ☐ Ledger entry recorded

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## **SECTION 7 — POST-APPROVAL OPERATIONS**

### **7.1 Quarterly Reviews**

- ☐ QR-1 Progress Report
- ☐ QR-2 Financial Statement



- ☐ QR-3 Risk & Compliance Update
- ☐ QR-4 ESG Impact Review

## **7.2 Oversight Requirements**

- ☐ Site visits
  - ☐ Verification of deliverables
  - ☐ Variance analysis
  - ☐ Corrective Action Plans (if needed)
- 

## **SECTION 8 — ACCOUNTING, AUDITING & CLOSURE**

### **8.1 Accounting Records**

- ☐ All invoices, receipts, and contracts filed
- ☐ Cost reconciliation
- ☐ Trust ledger updated
- ☐ Performance indicators logged

### **8.2 Audit Requirements**

- ☐ Quarterly internal audit
- ☐ Annual external audit
- ☐ Audit findings addressed
- ☐ Fraud & compliance check

### **8.3 Completion**

- ☐ Final Completion Report
- ☐ Handover Certificate
- ☐ Impact Assessment
- ☐ Lessons Learned Report
- ☐ Archiving of all records

## ANNEX M PROJECT QUARTERLY REPORTS

### QR-1 — QUARTERLY PROGRESS REPORT

Quarter: \_\_\_\_\_ Project ID: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Manager: \_\_\_\_\_

#### 1. Milestones Completed This Quarter

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### 2. Work in Progress

- \_\_\_\_\_

#### 3. Variances From Schedule

- Planned vs. Actual progress
- Reasons for delay
- Corrective actions in place

#### 4. Deliverables Submitted

- ☐ Technical deliverables
- ☐ Operational deliverables
- ☐ Documentation updates

#### 5. Additional Notes / Issues

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## QR-2 — QUARTERLY FINANCIAL STATEMENT

Quarter: \_\_\_\_\_ Project ID: \_\_\_\_\_

Finance Officer: \_\_\_\_\_

### 1. Budget vs. Actual Spending

Category	Approved Budget	Actual Spent	Variance	Notes
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Labor	_____	_____	_____	_____
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Materials	_____	_____	_____	_____
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Equipment	_____	_____	_____	_____
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Logistics	_____	_____	_____	_____
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Other	_____	_____	_____	_____
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<b>TOTAL</b>	_____	_____	_____	_____
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### 2. Funding Tranches Used This Quarter

- Tranche #: \_\_\_\_\_
- Amount drawn: \_\_\_\_\_
- Remaining balance: \_\_\_\_\_

### 3. Supporting Documents Attached

- ☐ Invoices
- ☐ Receipts
- ☐ Payment Vouchers
- ☐ Ledger Extract

### 4. Notes / Variance Explanation

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## QR-3 — RISK & COMPLIANCE UPDATE

Quarter: \_\_\_\_\_ Project ID: \_\_\_\_\_

Oversight Officer: \_\_\_\_\_

### 1. New Risks Identified

- \_\_\_\_\_

### 2. Current Risk Status

Risk Category	Severity (L/M/H)	Mitigation Action	Status
Operational	___	___	___
Financial	___	___	___
Legal / Compliance	___	___	___
Environmental	___	___	___
Governance	___	___	___

### 3. Compliance Review

- ☐ PMA compliance maintained
- ☐ Contractual obligations met
- ☐ No conflicts of interest
- ☐ All reporting submitted on time

### 4. Corrective Actions Required

- \_\_\_\_\_

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## QR-4 — ESG IMPACT REVIEW

Quarter: \_\_\_\_\_ Project ID: \_\_\_\_\_

ESG Officer: \_\_\_\_\_

### 1. Environmental Impact (E)

- Resource management
- Waste handling
- Environmental safeguards

**Status / Notes:** \_\_\_\_\_

### 2. Social Impact (S)

- Beneficiaries reached
- Community involvement
- Workforce conditions

**Status / Notes:** \_\_\_\_\_

### 3. Governance Impact (G)

- Transparency
- Decision-making integrity
- Ethical alignment

**Status / Notes:** \_\_\_\_\_

### 4. ESG Score (Internal Rating)

E: \_\_\_\_ S: \_\_\_\_ G: \_\_\_\_ Overall Score: \_\_\_\_\_

### 5. Required Improvements / Recommendations