<< Insert Accountable Entity (AE) logo >>

**Clearance Sheet for Documents Submitted for MCC Review**

|  |  |
| --- | --- |
| **Name / Title of document:** | *Enter name of document to be reviewed. A separate clearance sheet should be submitted for every No-Objection request.* |
| **Version:** | *Enter version number of document**[[1]](#footnote-2)* |
| **Review type:** | *Enter “Technical Review” or “No-Objection”* |
| **Date of submission:** | *Enter date document is submitted to MCC* |
| **Document Owner:** | *Enter name of AE Document Owner. This should be the AE staff member who is the technical owner of the document.* |
| **Additional information:** | If applicable. *Any other important considerations related to this review, including if related documents have also been submitted, whether the document is an amendment of a previously approved deliverable, etc.* |

**<<Insert AE Name>> Clearance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name[[2]](#footnote-3)** | **Role** | **Review Requested (Y/N)[[3]](#footnote-4)** | **Signature[[4]](#footnote-5)** | **Date review completed** |
|  |  |  |  |  |
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**<<Insert AE Name>> Clearance Confirmation[[5]](#footnote-6)**

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| --- | --- | --- |
| **Document Owner** | **Signature** | **Date clearance completed** |
|  |  |  |

<< AE logo >>

**EXAMPLE: Clearance Sheet for Documents Submitted to MCC Review**

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| --- | --- |
| **Name / Title of document:** | Request for Proposals (RFP) for the selection of a consultant responsible for the development of a teacher training curriculum |
| **Version:** | V2 |
| **Review type:** | Technical Review |
| **Date of submission:** | 15-Mar-2021 |
| **Document owner:** | Jean Robert, Education Project Director |
| **Additional information:** | None |

**AE Clearance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Review Requested (Y/N)** | **Signature** | **Date review completed** |
| Jason Courtois | Transportation Project Director | N | -- |  |
| Jean Robert | Education Project Director | Y | See below | n/a |
| Marlene Abram | Environmental and Social Performance Director | Y |  | 12-Mar-21 |
| Naliaka Matthewson | Human Resources Director | N | -- |  |
| Angel Comtois | Procurement Director | Y |  | 11-Mar-21 |
| Nélida Tremble | Legal Director | N | -- |  |
| Jessica Denis | Fiscal Agent | N | -- |  |
| Davit Sault | Gender and Social Inclusion Director | Y |  | 12-Mar-21 |
| Emmanuel Indongo | M&E Director | Y |  | 10-Mar-21 |
| Pauline Tolbert | Private Sector Director | N | -- |  |
| Olayinka Lévesque | Communications Director | N | -- |  |

**AE Clearance Confirmation**

|  |  |  |
| --- | --- | --- |
| **Document Owner** | **Signature** | **Date clearance completed** |
| Jean Robert |  | 14-Mar-2021 |

1. Is this the first submission? Third submission? Has a Technical Review been completed? [↑](#footnote-ref-2)
2. It is recommended that the standard clearance sheet for the AE includes a line for each of the AE directorates in the AE Clearance Table. If external entities have been asked to provide input or approval on a document, these entities should be added as additional rows. [↑](#footnote-ref-3)
3. This column should specify whether the specific directorate has been requested by the Document Owner to clear on the current document. When relevant, this column should conform with the authorities set forth in the AE Clearance Matrix. [↑](#footnote-ref-4)
4. Staff members’ acknowledgement of their review may be provided by whichever method is most convenient to the AE, such as digital signature or typed initials. It may also be possible for individuals to send an email response to the Document Owner, and for the Document Owner to enter the information. [↑](#footnote-ref-5)
5. As set forth in the sample AE No-Objection Process Flow, the Document Owner is responsible for populating the header information and Review Requested column of the Clearance Table, circulating the document and table for AE review, and confirming that clearance has been provided by all requested members of the AE. Once this final step has been completed, the Document Owner should sign here. [↑](#footnote-ref-6)