

Annual Development Plan – Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate ADP guidance, templates and relevant QPRs and APRs to departments	County Executive	County Finance and Economic Planning	July	N/A
2. Review the forthcoming year's priorities as laid out in the CIDP	County Executive	Departments And Sector Working Groups (Process leadership by County Finance and Economic Planning)	August	
3. Review QPRs and APRs for progress in implementing earlier priorities, and identify incomplete projects to be carried forward to the forthcoming year				
4. Appraise, cost and prioritize, within each program, all projects to be incorporated in the ADP				
5. Prepare sector/departmental ADP inputs in the laid down format, highlighting resource estimates and performance targets for each project, under each program; and providing a summary budget				
6. Consolidate draft ADP and circulate to CEC (County Executive Committee) for approval	County Executive	County Finance and Economic Planning	August	N/A
7. Review and approve the ADP, subject to agreed changes or amendments	County Executive	CEC	August	
8. Conduct County Budget and Economic Forum (CBEF) briefing on ADP	County Executive	Governor and County Finance and Economic Planning	August	
9. Publish and publicise ADP and invite public participation	County Executive	County Finance and Economic Planning	August	

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10. Conduct public participation	County Executive	Departments, led by County Finance and Economic Planning	August	
11. Provide inputs and comments on ADP through public participation	Citizens	Citizens/CSOs	August	
12. Incorporate inputs from the public, finalize and submit to the County Assembly, with copies to the Commission for Revenue Allocation (CRA) and the National Treasury	County Executive	County Finance and Economic Planning	August	1st September
13. Publish and publicize the ADP after submission to the County Assembly	County Executive	County Finance and Economic Planning	September	8th September
14. Receive ADP and circulate it to sectoral committees and the budget committee for review and comment, while concurrently inviting public participation	County Assembly	Office of the Clerk on the authority of the Speaker	September	N/A
15. Conduct public participation	County Assembly	Finance and Budget Committee	September	
16. Provide inputs and comments on ADP through public participation	Citizens	Citizens/CSOs	September	
17. Incorporate inputs from the sectoral committees and public participation and prepare summary report, for the whole House, including comments to County Executive	County Assembly	Finance and Budget Committee	September	
18. Approve the ADP, subject to agreed changes or adjustments	County Assembly	Whole House	October	
19. Publish ADP on County web site or other forum to enable public accessibility	County Executive	County Finance and Economic Planning	October	