

**Coordinating the responsibilities \_RACI Tool**

***RACI Chart tool for MSF Urban Space Project***

This tool is intended to help plan and coordinate the projects and action plans in the MSF Urban Space project. A number of ‘areas’ are described along with an agreement on who is **R**esponsible, **A**ccountable, **C**onsulted and **I**nformed (RACI). The tool should be developed/completed by the relevant persons in the project location.

Area	Responsible	Accountable	Consulted	Informed
Partner identification	Project lead	Director	Programme and staff and members	All other staff, board
Partner assessment	Project lead	Director	Key staff	Board
Member engagement	Project lead or member lead	Board chair or board focal person	Director, HR, members	Staff
Member capacity building	Project lead or member lead	Board chair or board focal person	Director, HR, members	Staff
MoU/Contract	Project lead	Director	Legal advisor	Board
Budget	Project lead	Director	Relevant director	Board
Evaluation	Project lead and partners	Project lead	Partners, director, M&E staff	Board and staff
Phase out decision	Project lead	Director	Partner and relevant staff	Board
Project reporting	Project lead	Global Project lead	Director and members	Board and staff