Format management response

# The Management Response comments on the utility of the CapPro/Review report and illustrate the applicant organisations management position on the report. It will contain the following sections:

1. **Overall response to the CapPro/Review**: In this section, the applicant organisation presents its overall views on the report and its conclusions.

# **Response on recommendations**: In this section, the applicant organisation addresses each recommendation, addressing them in the order presented in the executive summary of the report. This should be done in the format of the Management Response matrix below and include: the recommendation number and text (abbreviated if necessary); a statement and a comment on whether the recommendation is accepted fully, partially, or rejected; and actions taken or to be taken for implementation. In the case of a partially accepted or rejected recommendation, reasons should be explained and justified.

The document forms part of programme application process.

**Management response matrix:**

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| --- | --- | --- |
| **Overall response to the CapPro/Review:** | | |
| **Recommendation** | **Management response: Accepted, partially accepted, or rejected and comments on the recommendation** | **Actions taken or to be taken** |
| Recommendation **1** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |
| Recommendation **2** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |

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| --- | --- | --- |
| Recommendation **3** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |
| Recommendation **4** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |
| Recommendation **5** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |
| Recommendation **6** | Accepted, partially accepted, or rejected. Insert brief explanatory comment on any conditions or reservations | Describe action(s) |