

HP&SD TWG Approval: Levels and Estimated Timelines

When designing strategies, campaigns, messages and materials it is important to plan accordingly so that the HP&SD TWG has enough time for review and approval. Please see the table below to help estimate timelines for initial review. Final approval will be dependent on the needed changes and feedback, as well as when changes are submitted.

RHCC is committed to provide quick review once a complete online application is submitted. If review is urgent, please contact **Kamali Fulgence** at fulgence.kamali@rbc.gov.rw to see if the process can be expedited.

Level	Types of Materials	Type of Review	Responsible Party	Timeline
One	Materials with limited text and images such as posters, billboards, bi-fold brochures, 1-page flyers, checklists and single key message review (already aligned with current approved messaging).	Online review and feedback with representation from the TWG secretariat and 2-3 TWG members.	TWG secretariat	1-5 days depending on number of pages, images and text
Two	Materials with larger amounts of text and images such as tri-fold brochures, flip charts, booklets, scripts and storyboards.	Small group face-to-face meeting with representation from the TWG secretariat and 2-3 TWG members.	Hosted and organized by TWG secretariat	1-2 weeks depending on number of pages, images and text
Three	Materials that include high level thinking such as strategies, campaign concepts, and messages for partner harmonization.	Large group TWG face-to-face meeting with representation from the TWG secretariat and at least 4 TWG members.	Hosted and organized by submitting organization in partnership with TWG secretariat	2 weeks to allow for organizing of face to face meeting

It is recommended that materials for review be presented as a package rather than one-by-one. If materials guide the development of future materials (such as strategies and campaign concepts), they may be submitted and reviewed in advance.