

1. **Proposed process for implementing the Cape Town Declaration on Inclusive Insurance:**

Endorse Declaration: Head of the supervisory authority endorses the Declaration by [downloading this letter](#), signing it, and emailing it to a2ii@cgap.org.

2. **Communicate commitment:** Head of the supervisory authority communicates internally the commitment to the Declaration and underlines high level support.

3. **Assign focal point (FP):** Head of the supervisory authority assigns a person (or a small group) to take the lead in following through on the commitment.

4. **Prioritize HLG:** FP considers which of the HLG(s) to focus on taking into account the country's context and ongoing initiatives.

5. **Take stock:** FP assesses status of development against selected HLG(s) broken down in specific work areas (leveraging insights from existing diagnostics and assessments if available).

→ **Peer learning: work areas**

6. **Align targets:** FP proposes a small number of targets - specific, measurable objectives - that contribute to achieving the prioritized HLG(s) aligned with the country context. The targets represent concrete steps or outcomes that can be pursued and evaluated within a defined timeframe given the level of maturity of the inclusive insurance sector and supervisory capacity.

→ **Peer learning: target development**

7. **Plan implementation:** FP defines the overall Inclusive Insurance Plan (IIP) that contains the practical operationalization of one or more HLG, including:

- (i) specific targets
- (ii) activities/measures to achieving the targets
- (iii) interim milestones to measure progress over a 12–24-month timeframe

Implementation of these activities/measures should be integrated in ongoing processes and activities. The IIP can be built upon, extracted or updated from existing national development plans or national financial inclusion strategies (NFIS) or other inclusive insurance strategies already in place.

→ **Peer learning: implementation plans**

8. **Monitor implementation and adapt:** FP tracks progress against targets on a regular basis and adapts implementation plans where needed and share with peers (e.g. at IAIS annual conference, Financial Inclusion Forum)

→ **Peer learning: challenges and opportunities in implementation?**

The steps above also highlight peer learning opportunities. A2ii–CGAP is looking to facilitate. Given the spirit of the Declaration, we expect signatories to participate in the peer exchange;