

Implementation Layer

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CTH Business Objects

CTH Business Objects

The discrete entities the CTH agentic workflows operate on.

Post

Field: `caption`, `image_path`, `country`, `milestone`, `platforms`, `supporters`.

Image

Generated by Ideogram. Must be $\geq 1080 \times 1080$, JPG or PNG, brand-compliant.

Country audience

Target audience per country (CO, PE, SV, GT, CR). Drives copy + supporter set.

Milestone

Campaign milestone (launch, midpoint, deadline, winners, bootcamp).

Supporter

Organisation credited in a post -- varies per country.

Workflow Run

A single execution of a workflow. Has `run_id`, `eval_score`, `status`, audit URL.



TODO: expand with worked examples per object.

Opportunity (Grants)

Funder, call/RFP, deadline, budget ceiling + currency, CTH role (lead / co-applicant / implementing / subcontractor), required partners, funder type (multilateral / bilateral / climate-innovation / philanthropic / corporate / bid-cp).

Fit Scorecard (Grants)

The 9 weighted criteria from cth-grant section 1a. Produces a 0-45 score + GO / CONDITIONAL / NO-GO verdict.

Scope Brief (Grants)

In/out of scope, dependencies. Activities sized to budget (3-5 for <50K EUR, 8-12 for >150K EUR).

Theory of Change (Grants)

Master ToC adapted to funder type and language register per section 3b.

Budget (Grants)

The section 5b structure. Carries salary_pct, overhead_pct, cofinance_pct, total. Hard gate: salary must be 40 percent or less.

Narrative (Grants)

Universal narrative sections per section 4b: exec summary, context, methodology, results, org capacity, budget summary, annexes.

Pre-Submission Checklist (Grants)

13-line checklist (section 4d). Each line: yes / no / waived-by-Gideon. All must be YES or waived before submission.

Submission (Grants)

Record of final package + human-performed submission + reporting schedule. The pod never auto-submits.

Authority Matrix

Authority Matrix

Action	Tier	Requires HITL?	Notes
notion.read	read	No	scoped to CLP26 DB
bookstack.read	read	No	
ideogram.generate	write_reversible	No	spend-capped
notion.create_draft	write_reversible	No	
monday.create_item	write_reversible	No	
buffer.publish	write_irreversible	Yes	first 20 always HITL
gmail.send	write_irreversible	Yes	
davivienda.submit	write_irreversible	Yes	Gideon only

“ *TODO: keep aligned with `/opt/cth/client_authority.yaml`.* ”

Grants Pipeline Actions

Action	Tier	Requires HITL?	Approver	Notes
monday.read_opportunities	read	No	--	scan board
fit_score.compute	read	No	--	auto + partial
scope_toc.generate	write_reversible	No	--	
budget.build	write_reversible	No	--	
narrative.draft	write_reversible	No	--	
go_no_go.decide	write_reversible	Yes if conditional	Gideon	auto GO if >=35, auto NO-GO if <25
budget.review	write_reversible	Yes on red flags	Delegate	blocking if salary >40 pct
pre_submission.approve	write_irreversible	Always	Delegate	every submission
submission.perform	write_irreversible	Always	Human manual	pod stops at ready_to_submit

CLP26 Runbook

CLP26 Runbook

How to operate the CLP26 workflow.

Triggering a run

The systemd timer fires every 15 minutes. To force a run:

```
sudo systemctl start cth-runner@clp26.service
```

Approving HITL

You will see a Telegram message in `#hitl-approvals` with Approve / Reject buttons. Tap one. Decision logged automatically.

Inspecting a run

- Monday board `CLP26 Workflow Runs`
- `journalctl -u cth-runner@clp26.service -n 200`
- `jq 'select(.workflow_run_id=="<id>")' /opt/cth/audit.jsonl`

Pausing the workflow

```
sudo systemctl stop cth-runner-clp26.timer
```

“ *TODO: add screenshots after first run.* ”

Recovery Playbook

Recovery Playbook

Eval below threshold

HITL prompt fires automatically. Reject + add reason -> run terminates, recovery row on Monday.

Buffer publish failure

Automatic retry 3x (exponential). If still failing, alert in `#recovery`. Manual options:

1. Reschedule for later
2. Post a correction
3. Mark as cancelled

Orphan run

`runner.py` detects stale state.json lock (>1h old) on next tick -> logs orphan, alerts.

Image generation failure

Run marked failed with `image_unavailable`. Re-run from Step 03 manually.

Wrong-country copy

Triggers `country_copy_check` failure -> HITL -> reject -> re-draft.

“ TODO: add SOP for each failure mode after W6 simulation pass.

Grants Pipeline Failure Modes

Budget blocking gate fires -- salary above 40 pct

The 40 pct salary check is a hard gate. When fired:

1. Run is blocked and cannot reach pre-submission
2. Telegram alert in hitl-approvals with restructuring guidance
3. Options: restructure budget and re-run, or waive with explicit override

Partner unresponsive -- more than 14 days

Automatically flagged during scan. Partner status downgraded to unresponsive. Alert in agent-ops. Consider replacing partner or dropping consortium component.

Capacity guard -- 2 or more active drafts

New evaluating opportunities are deferred until an active draft completes. Logged as capacity_deferred in audit. No intervention needed; next tick retries.

HITL gate timeout

If no response within timeout: run terminates cleanly. Opportunity stays at current stage. Next daily tick retries.

Eval score below threshold

Routes through pre-submission HITL with the score and failing checks visible. Reviewer can approve despite low score.

Subagent verify unavailable

Graceful degradation: check returns passed=True with weight=0 so it does not count. Other checks still score normally.

Grants Runbook

Grants Pipeline Runbook

Operator guide for the CTH Grants Pipeline -- a deadline-watcher state machine with 3 HITL gates.

Architecture

The grants pipeline runs daily at 08:00 America/Bogota (13:00 UTC) via systemd timer. It scans the Grants Opportunities Monday board for actionable rows and advances each opportunity through an 8-step state machine.

Key principle: The pod NEVER auto-submits. It produces a ready-to-submit package; a human performs the final submission.

State Machine

```
evaluating -> fit_score -> go_no_go HITL1 -> scoping -> budgeting HITL2  
-> drafting -> eval -> awaiting_HITL HITL3 -> ready_to_submit -> human submits
```

Terminal states: submitted, won, lost, no_go.

HITL Gates

Gate 1 -- GO / NO-GO (step 03)

- Approver: Gideon
- Auto GO: fit score $\geq 35/45$
- Auto NO-GO: fit score $< 25/45$
- Conditional 25-34: requires explicit approval via Telegram inline keyboard
- Timeout: 30 minutes, run terminates cleanly, retries next tick

Gate 2 -- Budget Review (step 05)

- Approver: Delegate

- Blocking gate: salary > 40 pct, run blocked until restructured or waived
- Red flags: overhead > cap, missing M&E line, routes to HITL for review
- Budget restructuring guidance provided in Telegram message

Gate 3 -- Pre-Submission (step 07)

- Approver: Delegate
- Every pre-submission checklist line must be YES or explicitly waived
- Posts assembled package links + 24h deadline buffer reminder
- On approval: stage = ready_to_submit, pod STOPS

How to Submit (Human)

After the pod marks an opportunity as ready_to_submit:

1. Review the package links posted in agent-ops
2. Verify all checklist items in the Grants HITL Approvals board
3. Submit via the funder portal or email as specified
4. Update the Grants Opportunities board: stage to submitted
5. Record submission details in Monday

Manual Trigger

```
sudo systemctl start cth-runner@grants.service
```

Logs

```
sudo journalctl -u cth-runner@grants.service -f
```

Monday Boards

- Grants Opportunities: 18414094447 -- source/state board
- Grants Workflow Runs: 18414094534 -- per-tick run state
- Grants HITL Approvals: 18414094587 -- approval records
- Grants Audit Log: 18414094632 -- forensic trail for Advisory Board
- Grants Recovery Actions: 18414094675 -- failure tracking

Planning Horizon

- Scan: 90 days before deadline, opportunities appear on radar
- Action required: 45 days before deadline, must be actively progressing
- Capacity guard: max 2 active drafts simultaneously