

CPMM Coordinators' Training

Administrative Matters

12 October, 2009

Seoul, Korea

Patricia Lim and Marite Damsani
Consultants



Memorandum of Understanding

- MOU between ADB and 12 partner associations (PAs)
- MOU is basis for ADB's support
- Defines :
 - methodology to be used – time cost distance
 - duration – one year start 1 March 2009, can be extended one more year
 - implementation arrangement – PAs will gather data; ADB will do analysis

Annex B MOU

- Estimates of expenses per country
- Data collection
 - Per drivers' form properly filled up
 - 30 forms a month
- Data input and compilation
 - Per TCD form – already translated to English
 - Includes input, scanning, copying, sending, administration

ANNEX B MOU (cont.)

- Training
 - One training per quarter; 2 days/training session (4 trainings/year)
 - ADB pays for trainer's fee
 - PAs provide venue for free and other expenses
- Travel expenses
 - Essential travel outside of PA headquarters for training and monitoring (once a month monitoring)
 - Per diem and transport cost

Advance Payment Facility

- Proceeds shall be used exclusively for activities specified in MOU
- Quarterly liquidation and replenishment
- Request for replenishment should be in writing and subject to submission of supporting documents for liquidation of previous advance

Liquidation

- Form 12 Liquidation of Expenses
 - Itemize expenses ex. No. of driver's forms; no. of TCDs submitted; no. of trainings; no. of monitoring visits
 - Supporting documents needed for training and travel expenses
 - ex. bus tickets, hotel receipts, acknowledgement receipt of trainer

Liquidation

- Form 13 Summary of Expenditures (quarterly)
 - Amount of advance
 - Less expenses for the quarter
 - Balance

Replenishment

- Submit Forms 12 & 13 with supporting document
- Request for replenishment (e-mail or FAX)
- Incomplete submissions will delay remittance of funds

THANK YOU!