



CAREC Corridors Performance Measurement and Monitoring Coordinators Training

25 - 26 February 2011 Chongqing, People's Republic of China

Day1	Participants: CPMM Coordinators (assigned to process data and person assigned to do admin work)
0830 – 0930	Registration
0930 – 0945	Opening Address
	Speaker: Mr. Ying Qian, Lead Regional Cooperation Specialist , Public Management, Financial Sector and Regional Cooperation Division, East Asia Department, ADB
0945 – 1015	Introduction (Andy Sze and Max Ee)
	CAREC Corridors Performance Measurement and Monitoring (CPMM) <ul style="list-style-type: none"> • Objectives of CPMM • Trade Facilitation Indicators • Partner Associations • Quarterly/Annual reports
	Fundamentals of CAREC CPMM <ul style="list-style-type: none"> • UNESCAP Time Cost Distance Methodology • Workflow • Roles and Responsibilities (Drivers, CPMM Coordinators. Consultants, ADB HQ, SOM and MC)
1015 – 1030	Photo Session
1030 – 1045	Coffee Break
1045 – 1130	Administrative Matters (Reymond Bueno) <ul style="list-style-type: none"> • New Memorandum of Agreement • Reimbursement Procedures
1130 – 1200	Open Forum – New CPMM Methodology and Reimbursement Procedures
1200 – 1330	LUNCH
1330 – 1430	Implementation of CPMM (Max Ee) <ul style="list-style-type: none"> • New drivers' form • New TCD template • Definition of terms
1430 – 1500	Open Forum – Terminologies

1500 – 1530	Break
1530 – 1630	Practical 1 : Trying the New Office Excel 2007 Template (Max Ee, Ethel Estanislao) <ul style="list-style-type: none"> • Dashboard • Summary Worksheet • Individual Worksheet
1630 – 1700	Open Forum – New Excel Template
Day 2	
0830 – 0900	Registration
0900 – 1000	Implementation Problems (Max Ee) <ul style="list-style-type: none"> • Standardization <ul style="list-style-type: none"> ○ File names ○ Submission deadlines ○ Names of cities/BCPs • Common errors/mistakes
1000 – 1030	Break
1030 – 1130	Practical 2 : Understanding Features in New Excel Template (Max Ee, Ethel Estanislao) <ul style="list-style-type: none"> • Data Validation List • Worksheet Protection • Charts
1130 – 1200	Open Forum – Features in Excel
1200 – 1330	Lunch
1330 – 1500	Practical 3 : Simulation of Data Entry onto New Excel Template (Max Ee, Ethel Estanislao)
1500 – 1530	Break
1530 – 1600	Open Forum – Data Entry Process
1600 – 1630	Closing Session Speaker: Mr. Jeff Procak , Regional Cooperation Specialist, Public Management, Financial Sector and Regional Cooperation Division, East Asia Department, ADB <ul style="list-style-type: none"> • Evaluation of Training • Summary of 2-day training • Closing remarks