



Integrated Capacity Development Training Program
Asian Development Bank
1st - 3rd August 2023 - Avari Hotel Lahore

Day - 1: 1st August 2023

S#	Start Time	End Time	Length (Mins)	Activity		Speaker*
Venue		Dinsha Hall (SP Floor)				
1	8:30	9:00	0:30	Registration of Guests & Participants		PRM Team
2	9:00	9:05	0:05	Recitation of Holy Quran		PRM Team
3	9:05	9:15	0:10	Welcome Address, Introduction of Dignitaries and Introduction of the Training		PRM PAU Head
4	9:15	9:25	0:10	Remarks by DCD, PRM		DCD PRM
5	9:25	9:45	0:20	ADB Project Cycle		Anders Pettersson (Principal Portfolio Management Specialist) CWOC
6	9:45	10:05	0:20	ADB Operations and PAK Portfolio		PAU Head, PRM
7	10:05	10:20	0:15	ADB Procurement Framework		PPFD
8	10:20	10:30	0:10	Group Photo		CDRC Team
9	10:30	10:45	0:15	Tea break		
10	10:45	12:00	1:15	ADB Anticorruption Policy and Integrity		Office of OAI
Venue		Procurement - Dinsha Hall (SP Floor)		Finance - Sulej Hall (Ground Floor)		Social Safeguards - Indus Hall (SP Floor)
11	12:00	13:00	1:00	ADB Procurement Policy and Regulations 2017 (BH)	ADB FM in Project Implementation	Overview of the safeguards and gender sessions and discussion on problems encountered in project processing and implementation related to safeguards.
12	13:00	13:45	0:45	Lunch Break		
13	13:45	14:25	0:40	Strategic Procurement Planning & PAM 1 (BH)	Overview of APFS	(1) A brief Gender Mainstreaming (strategy 2030) & OP2 (2) Conducting PSGA (3) Gender Design Features & relevant Op 2 indication (4) Gender Action Plans (GAP)
14	14:25	15:10	0:45	Strategic Procurement Planning & PAM 2 (BH)	Overview of APFS	(1) Implementation of and reporting on GAP progress (2) Implementation and monitoring progress of gender actions and targets for specific modalities with no GAP(RBL, PBL) (3) Issues and concerns related to GAP implementation.(4) Revisions in GAP (at mid-term), (5) Project Completion Reports
15	15:10	15:30	0:20	Tea Break		
16	15:30	16:10	0:40	Procurement of Works, Goods and Nonconsulting Services (Methods, SBD, User's Guide) Case studies, quizzes, examples (BH+MIK)	Common Issues in APFS	Challenges and approaches to achieving safeguards readiness
17	16:10	16:50	0:40		Common Issues in APFS	Project Experience: (NTCHIP) Tranche 1 - M4 Section 1 ROW acquisition. NTDC: PTEIP – acquiring sites for grid stations NHA:

18	16:50	17:30	0:40		Question and Answers	Project Experience: Readiness - KPCIP and DREAMS project	Improving	PRM, Safeguards Team and PICIIP PMU	
19	17:30	17:45	0:15	<i>Wrap up Day 1</i>					
Day - 2: 2nd August 2023									
	Venue			Procurement - Dinsha Hall (SP Floor)	Finance - Sulej Hall (Ground Floor)	Social Safeguards - Indus Hall (SP Floor)			
S#	Start Time	End Time	Length (Mins)	Activity			Speaker		
1	9:00	9:05	0:05	<i>Recap of Day 1 (participants)</i>					
2	9:05	10:05	1:00	Sustainable Public Procurement in ADB Funded Projects & Discussions regarding Health Safety and Environmental Requirements in BDs. (By Jenny)	ADB Loan Disbursement Procedures and Guidelines (Loan Disbursement Handbook 2022) 1. Disbursement Principles, Policies and Guidelines 2. Withdrawal Application 3. Required Documentation/Simplified Documentation (SOE).	Existing sites/facilities: Assessing, avoiding and addressing IR legacy issues		PFP1, PFM, Disbursement & Safeguard team	
3	10:05	11:00	0:55	Selection of Consultants (short list, RFP) 1 (BH+MIK)		Grievance redress mechanism and ADB Accountability Mechanism		PFP1, PFM, Disbursement & Safeguard team	
4	11:00	11:15	0:15	<i>Tea break</i>					
5	11:15	12:15	1:00	Selection of Consultants (short list, RFP) 1 (BH+MIK)	ADB Loan Disbursement Procedures and Guidelines (Loan Disbursement Handbook 2022) 1. Detailed Discussion on four Major Types of Disbursement (Reimbursement, Advance Fund, Direct Payment and Commitment Letter).	Project Experience: GRM and ADB Accountability Mechanism		PFP1, PFM, Disbursement & Safeguard team PMU-PICIIP/ESIC-NTDC	
6	12:15	13:15	1:00	Selection of Consultants (evaluation, submissions) 1 (BH+MIK)		Approaches to compensation and valuation issues		PFP1, PFM, Disbursement & Safeguard team	
7	13:15	14:15	1:00	<i>Lunch & Prayers Break</i>					
8	14:15	15:15	1:00	Selection of Consultants (evaluation, submissions) 2 (BH+MIK)	ADB Loan Disbursement Procedures and Guidelines (Loan Disbursement Handbook 2022) 1. Detailed Discussion on four Major Types of Disbursement (Reimbursement, Advance Fund, Direct Payment and Commitment Letter)	Project Experience: Using IVS for ensuring replacement cost and addressing compensation related complaints		PFP1, PFM, Disbursement & Safeguard team	
9	15:15	15:30	0:15	<i>Tea break</i>					
9	15:15	16:15	1:00	Administration and Management of Consulting Contracts (MIK)	Discussion on Case Studies/Knowledge Check	Livelihood restoration approaches and evaluation		PFP1, PFM, Disbursement & Safeguard team	
10	16:15	17:00	0:45	<i>Wrap up Day - 2</i>					
Day - 3: 3rd August 2023									
	Venue			Procurement - Dinsha Hall (SP Floor)	Finance - Sulej Hall (Ground Floor)	Social Safeguards - Indus Hall (SP Floor)			
S#	Start Time	End Time	Length (Mins)	Activity			Speaker		
1	9:00	9:05	0:05	<i>Recap of Day 2 (participants)</i>					

2	9:05	10:05	1:00	Price Adjustment 1 (BH+MIK)	Client Portal for Disbursement (CPD) - Features, Processes and Roles	Handling cases with legal and administrative impediments	PFP1, PFM, Disbursement & Safeguard team	
3	10:05	11:00	0:55	Price Adjustment 2 Case Studies, Quizzes & Practical Examples (BH+MIK)		Project Experience: Handling cases with impediments - Pehur High Level Canal Extension and Jalalpur Irrigation Project	PFP1, PFM, Disbursement & Safeguard team	
4	11:00	11:15	0:15	<i>Tea break</i>				
5	11:15	12:15	1:00	Contract Management 1 (MIK)	Beneficiary Registration Facility (BRF) - Features and Processes	CLS requirements and monitoring/reporting CLS compliance	PFP1, PFM, Disbursement & Safeguard team	
6	12:15	13:15	1:00	Contract Management 2 Case Studies, Quizzes & Practical Examples (MIK)		Project Experience: CLS in Private Sector Operations	PFP1, PFM, Disbursement & Safeguard team, OSPP-OSFG	
7	13:15	14:15	1:00	<i>Lunch & Prayers Break</i>				
8	14:15	15:15	1:00	Procurement Related Complaints 1 (BH+MIK)	Common Causes of Delay in Disbursement Processing	Project Experience: Corrective action for addressing gaps in CLS in projects	PFP1, PFM, Disbursement & Safeguard team	
9	15:15	16:00	0:45	Procurement Related Complaints 2 Case Studies, Quizzes & Practical Examples (BH+MIK)	Discussion on Case Studies/Knowledge Check	Discussion: How to address problems encountered in safeguards and develop/sustain EA capacity	PFP1, PFM, Disbursement & Safeguard team	
10	16:00	16:20	0:20	<i>Tea break</i>				
11	16:20	16:40	0:20	Feedback survey				PRM Team
12	16:40	17:10	0:30	<i>Distribution of Certificates, Group Photo and Closing</i>				