

AGENDA

ADB LOAN AND GRANTS DISBURSEMENT CLINIC

Day - 1: Loan and Grant Disbursement Clinic				
S#	Start	End	Duration (minutes)	Activity
1	09:00	09:15	0:15	Registration of Participants - Day1
2	09:15	09:30	0:15	Opening remarks and Introduction
3	09:30	11:00	1:30	Module 1-2 -Introduction and Overview - ADB Disbursement Principles, Policies and Guidelines -Knowledge check
4	11:00	11:30	0:30	<i>Tea Break & Group Picture</i>
5	11:30	13:00	1:30	Module 3 - The Four Major Disbursement Procedures Module 4 - Withdrawal Application Module 5 - Required Documentation -Knowledge check
6	13:00	14:00	1:00	<i>Lunch and Prayer Break</i>
7	14:00	15:15	1:15	Module 6 -Loan Disbursement Procedures: Reimbursement Module 7 -Loan Disbursement Procedures: Advance Fund -Knowledge check
8	15:15	15:30	0:15	<i>Tea Break</i>
9	15:30	16:15	0:45	Modules 8 Loan Disbursement Procedures: Direct Payment Module 9 Procedures During Implementation and Account Closing
10	16:15	16:45	0:30	Module 10: Financial Information Services Website Module 11: Client Portal for Disbursements (CPD)

Day 2: Loan and Grant Disbursement Clinic

S#	Start	End	Duration	Activity
1	09:15	09:30	0:15	Registration of Participants Day-2
2	09:30	10:15	0:45	Recap and key takeaways from Day-1 (knowledge check)
3	10:15	11:00	0:45	Presentations from participants for best practices in WA submission- (Two Each 15 mins each)
4	11:00	11:15	0:15	<i>Tea Break</i>
5	11:15	12:30	1:15	Brainstroming session (group activity for best practices highlited by participants in presentations)
6	12:30	13:30	1:00	<i>Lunch and Prayer Break</i>
7	13:30	14:30	1:00	Common issues and delays in processing of WAs - ADB
8	14:30	15:00	0:30	Challenges with MX BRF format & Appendix 4A and 14A of LDH
9	15:00	15:15	0:15	<i>Tea Break</i>
10	15:15	16:00	0:45	Panel Discussion WA & BRF submission issues - 1 participant from each EA
11	16:00	16:15	0:15	Evaluation and feed back