

Applicable Documents:

1. Project Information Document
2. Grant Assistance Report (GAR)
3. Letters of Agreement
4. Grant Implementation Manual (GIM)
5. Implementation Completion Memorandum

Guide to Staff:

1. Project Information Document (PID)

- a. The initial PID is based on information from a project concept paper. Preparation of the PID for JFPR projects depend on whether the project will use seed money or without seed money.

- For projects that will use seed money, the initial PPIS record and initial PID should be developed within 30 calendar days after the “Seed Money Request for Preparation of JFPR Grant Proposal” has been approved by OCO.
- For projects that do not require seed money, the initial PPIS record and initial PID should be developed within 30 calendar days after a concept paper on the JFPR project has been cleared by the regional department.

- b. The following fields should be populated in the initial PPIS record based on the request for the seed money (these fields will then be populated automatically in the PID template):

- Project Number
- Project Name
- Country
- Lending Modality (Type/Modality of Assistance)
- Thematic Classification
- Description
- Objective/Scope
- Processing Division (Department and Division)
- Mission Chief and/or Programs Officer
- Processing Events
- Project Location
- Executing Agency

- c. The disclosure management system (DMS) will send an email alert to the mission leader/project officer and designated supporting staff once the PPIS record has been created, advising them to edit and approve the PID. See complete instructions for developing the PID here:

<http://der.asiandevbank.org/pcp/Project-Information-Document.pdf>

- d. Note that the PID integrates all types of assistance under one 5-digit project number, so JFPR projects linked to loans will be incorporated into the same PID. The PCP requirement for the uploading of the PID is no later than 30 calendar days after approval

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of the concept paper. When the PID for one type of assistance is loaded to the web, all must be uploaded. See this example of a PID for a JFPR project linked to a loan project: <http://pid.asiandevbank.org/modules/tinycontent/index.php?id=2&country=TAJ&project=38603&action=view>

2. Grant Assistance Report (GAR)

- a. The procedures for disclosing the GAR are the same as those for the Report and Recommendation of the President (RRP). Click [here](#) for the complete procedures for circulating the GAR to the Board and posting it on the web after approval.
- b. The mission leader and/or support staff submits the PDF and Word versions of the GAR to the Board Document System (BDS) through the Disclosure Management System. The GAR should be uploaded into DMS as RRP document type.
- c. Use this document template in developing the GAR.
- d. The GAR will be posted on the web as Grant Assistance Report-JFPR as a related document in the project summary page.

3. Letters of Agreements (LOA)

- a. Letters of Agreement for JFPR projects will be classified as a project agreement and disclosed per para. 103 of the PCP.
- b. Mission leaders and supporting staff send to OCO (emartinez@adb.org with cc. to amistades@adb.org) the Word file of the LOA and the PDF file of the LOA's signature page.
- c. OCO staff follows these steps to upload the LOA in the DMS for internal storage and posting on the web:
 - Launch web page browser and type "DMS" in the address field
 - Click "Login" and enter your Lotus Notes username and password
 - Search for the project using the 5-digit project number or title of the project in the "Search" field
 - Click on the project name to open the DMS planning form
 - Click on the "Legal Agreement" document type to open DMS completion and submission form
 - Click on the "Edit" button
 - Under subtype, select the "Assistance Letter of Agreement-JFPR", indicate the document title and attach the PDF file of the LOA
 - Click on the "Save and Exit" button - this will send the LOA to the web queue for posting on the web
 - An email notification will be sent to OCO (maraki@adb.org with cc. to amistades@adb.org) to confirm that the LOA has been posted on the web

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4. Grant Implementation Manual (GIM)
 - a. The procedures for disclosing the GIM are the same as those for the Project Administration Memorandum (PAM) for a loan project. Click here for the complete procedures for disclosing the PAM on the web.
 - b. The mission leader and/or support staff submits the PDF and Word versions of the GIM in the DMS as PAM document type.
 - c. Refer to the GIM Outline in preparing this document and use the GIM format included in the Outline.
 - d. The GIM will be posted on the web as “Grant Implementation Manual-JFPR” as a related document in the project summary page.
5. Implementation Completion Memorandum (ICM)
 - a. The procedures for disclosing the ICM are the same as those for the Technical Assistance Completion Report, except that the ICM is not circulated to the Board. Click here for the complete procedures for disclosing the completion report on the web.
 - b. The mission leader and/or support staff submits the PDF and Word versions of the ICM in the DMS. Add the “JFPR Implementation Completion Memorandum” document type in the DMS planning form.
 - c. Use this guide and format in preparing the ICM.
 - d. The ICM will be posted on the web as “Implementation Completion Memorandum-JFPR” as a related document in the project summary page.
6. More information on processing and administering projects funded from Japan Funds can be found in OCO’s portal page in the Operations Module under the heading “Cofinancing”.