

PROJECT INFORMATION DOCUMENT (PID)

ACTIONS TO BE TAKEN	REMARKS
Steps for Initial PID	
1 Project Officer / Support Staff receives an email notification to review, update or approve the initial PID for posting once a project record is created in the PPIS.	<ul style="list-style-type: none">◆ Initial PIDs for projects under processing must be posted on the web no later than 30 calendar days before the date for Board consideration. For environmentally-sensitive projects (Category A and B-sensitive), post on the web at least 120 calendar days before Board consideration.◆ Email alerts will go out 45, 33, 32 and 31 days before the Board approval date of the loan. For environmentally-sensitive projects, the email will be sent 150, 135, 123 and 121 days before the Board approval date. Ensure PPIS records are up-to-date so that alerts are sent correctly.
2 Project Officer / Support Staff clicks on the project name in the email and type in Windows username and password to log into the PID system.	
Project Officer / Support Staff:	
a. Click on 'Edit Template' button and update the PID.	PID Fields will include: Description, Objectives and Scope, Linkage to Country/Sector Strategy, Summary of Environmental and Social Issues, and Consultations Planned or Carried Out. Fields not editable in the PID template have to be updated in PPIS.
b. Click on 'Save Changes' button.	
c. For Support Staff, click on the 'Send to Mission Leader for Review' button to send an email notification to Project Officer to review and approve the PID for web posting.	
Project Officer:	
d. Get Project Sponsor clearance by clicking on the 'Save as Attachment' button to save PID template as a Word file (make sure the ".doc" extension is used and "Track Changes" is enabled in the Word file) and send to Sponsor as an email attachment.	Sponsor clearance is required only for the initial PID. No more clearance is required for subsequent updating.
e. Edit the PID further as necessary.	
f. Project Officer clicks on 'Post to Web' button to approve and send PID to web for posting	PIDs are posted on the web during DER's weekly batch upload every Monday evening.
When the Project Officers are on mission:	
a. Support Staff clicks on 'Save as Attachment' button to save PID template as a Word file (.doc) and send to Project Officer as an email attachment for revision.	
b. Project Officer gets sponsor clearance and sends back to Support Staff the revised Word file. The Support Staff will copy the revisions to the PID template.	
c. Project Officer emails 'disclosure@adb.org' to confirm approval and posting of the PID on the web.	
Steps for PID Quarterly Updates	
5 Project Officer / Support Staff receives an email notification every 30th of April, July, October and January as reminder to update PIDs.	Updates should be done by the 15th of May, August, November and February.
6 Follow steps 2, 3 and/or 4 above (except obtaining sponsor clearance) even if there is no new information to be inputted. The Project Officer / Support Staff must review and update the PID and Project Officer to click on the 'Post to Web'.	Update information in the initial PID fields as necessary, otherwise leave the field blank. PIDs for projects under administration will include: <ul style="list-style-type: none">◆ Status of Development Objectives - summarize the status of outcomes from the project's design and monitoring framework.◆ Implementation Progress (for PSCM, PSOC & OPSD projects) or Status of Operation/Construction (for PSIF1 & PSIF2 projects) - summarize the status of outputs/activities from the project's design and monitoring framework.◆ Material Changes - describe any material changes in the project's design and monitoring framework that have been made after project approval.
For system support, contact InfoUnit	
For inquiries or system support, call Nick Villaluz of the InfoUnit/DER at ext. number 5233 or send an email to 'navillaluz@adb.org'.	Easy Access to PID <ul style="list-style-type: none">◆ In the Internet Explorer, type 'pid' on the address line, click 'Private Sector PID' in the upper right hand corner, click on 'Login', enter your Windows username and password, select or search for the project record.
For Access Problems	
For problems accessing or logging into the PID, contact OIST Helpdesk at ext. number 5555.	<ul style="list-style-type: none">◆ OR - The PID is one document type in the Disclosure Management System. In the ADB Portal, under Operations, click on 'Disclosure Management', click on 'Login', enter you Lotus Notes username and password, search for your project, click on the Project Name, then click on PID link and enter your Windows username and password.
For Terminated Projects	
Projects dropped or cancelled will remain on ADB's website for 6 months after termination with a note that these projects have been cancelled/dropped. The Support Staff will drop/cancel the project in PPIS or CLASS, and that status will be automatically reflected in PID.	