

**Project Information Document (PID) – Public Sector****Disclosure Requirements:**

1. For public sector projects, the initial PID must be posted on the web as soon as preparatory work begins but no later than 30 calendar days after approval of the concept paper.
2. For multitranche financing facility projects, the initial PID of the facility concept and the initial tranche(s) must be posted on the web no later than 30 calendar days after approval of the concept paper. For the subsequent tranches, their initial PID must be posted on the web no later than 14 calendar days following ADB's receipt of the draft Periodic Financing Request (PFR). For sub-tranches classified as environment category A, the initial PID must be posted on the web 120 calendar days from actual approval of the tranche.
3. For small-scale TAs, post the initial PID no later than 14 calendar days from the approval of the TA by the relevant authority.
4. PIDs should be updated quarterly to reflect project status, activities and issues, status of development objectives and covenants, and loan utilization.
5. Should ADB terminate its involvement in a public sector project or program, the PID must include the reason for the termination and the PID should be posted on the web 6 months after termination.

**How to access the PID:**

1. Use the embedded project link in the computer-generated email notifications from the PID system.
2. In a new internet explorer browser, type "pid" on the url address, then click 'Login' and enter your 3-character Windows username and password
3. In ADB's portal page, click the 'Disclosure Management' link under the Operations section. Click the 'PID' link, then click 'Login'
4. In the DMS Documents Planning Form view, click on the 'Project Information Document' under Type of Document, log-in using your 3-character Windows username and password and this will bring you to the PID template.

*Note: Going to the PID site without logging in will give staff a global, read-only view of ALL projects listed/sorted by country, project number and project name. Once staff logs into the PID, staff is able to view PIDs for projects of their respective regional department. Also in log-in mode, ability to edit the PID template is with the mission leader/project officer, designated support staff in the DMS record, and staff with edit access in the PPIS, PPR and TPR.*

**Guide to Staff:**

1. Once the concept paper approval date is entered in the Project Processing Information System (PPIS), the mission leader/assigned support staff in DMS receive an email notification to review, update and approve the initial PID for posting on the web.
2. Mission leader/support staff clicks on the project name in the email to log into the PID system using his/her 3-character Windows username and password. If you encounter login problems, contact OIST Helpdesk at ext. 5555.
3. Once logged in, the PID template will open.
  - a. Click on the 'Edit Template' button to update the following editable fields:
    - Project Rationale, Impact, Outcome, Outputs (or Outputs and Timeframe)– initial information pulled from PPIS and based on data on the approved concept paper
    - Linkage to Country/Regional Strategy

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- Geographical Location
  - Summary of Environmental and Social Issues– briefly describe the social and environmental issues if any. For category A or B-sensitive projects, summarize the respective safeguard issues and how they are being mitigated
    - Social Aspects
    - Environmental Aspects
  - Stakeholder Participation and Consultation– indicate consultations with affected people that are planned or were conducted
    - During Project Design
    - During Implementation
- b. Click on the ‘Save Changes’ button after updating information.
  - c. Fields not editable in the PID template have to be updated in PPIS (processing) or PPR/TPR (administration). Check the mapping below of PID fields with other systems.
  - d. Project officer clicks on the ‘Post to Web’ button to approve and send the PID to the web queue for posting.
4. If the initial PID has not been posted on the web, mission leader and assigned support staff in DMS will receive an email reminder on the 27, 28, 29 and 30 days after the actual concept clearance date in PPIS to review, update and/or approve the PID for web posting.
- Follow steps 2 and 3 above to access, edit/update and approve PID for posting on the web.  
*Note: staff must first ensure that project information in PPIS is updated.*
5. The designated support staff may edit and save changes to the PID template. After updating the PID template, support staff either:
- a. Click on the ‘Send to Mission Leader for Review’ button to send an email notification to the mission leader/project officer to review and approve the PID for posting on the web.
  - b. If the mission leader/project officer is on mission, click on the ‘Save As Attachment’ button to save the PID template as a Word file (the filename must have the “.doc” extension) and send as an email attachment.
  - c. Revisions on the Word file of the PID must be copied by the support staff directly into the PID (for editable fields) and PPIS (for non-editable fields).
  - d. To approve PID for posting while mission leader/project officer is on mission, send an email request to [disclosure@adb.org](mailto:disclosure@adb.org).
6. If mission leader/project officer wants to defer posting of project amounts on the web during early stages of project processing, staff can call the InfoUnit at x5233 to do so.
7. If the initial PID still has not been posted 30 days after the concept clearance date, the mission leader and support staff will receive daily email alerts until the PID is sent for web posting.
- Note: The posting of the initial PID replaces the posting of the Project Profile to publish an ADB Business Opportunities announcement. This initial PID posting date will also be the first posting date of the project's ADB Business Opportunities notice.**
8. For PPTAs up to \$1.5 million, review, update and re-post the PID no later than 14 calendar days from the approval of the revised concept paper by the relevant authority.<sup>1</sup>

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<sup>1</sup> OM Section D12/BP, para 46

PID Quarterly Updates:

9. Every 15<sup>th</sup> of the months January, April, July, and October, mission leaders/project officers and supporting staff will receive an email reminder to review, update and re-post their PIDs.<sup>2</sup> The deadline for the quarterly updates is at the end of these months.
10. Staff can follow steps 2, 3 and/or 5 above to edit/update and approve PID for posting on the web.  
*Note: Staff must first ensure that project information in PPIS and PPR/TPR systems are updated.  
Even if there will be no updates, the mission leader/project officer has to review the PID and click on the 'Post to Web' button to re-upload the PID, so that external stakeholders can see that the PID has been reviewed at this date and that the information is still relevant.*
11. Report on project progress by filling-out these PID fields (seen only for projects under administration):
  - Progress Toward Outcome  
Should be prepared based on a review of the project development outcome and its performance targets/indicators, including any interim milestones. Describe any progress toward the development outcome achieved to date. While the development outcome describes what the project intends to accomplish by the end of its implementation, there may be stated or unstated interim progress indicators. Describe progress, if any, against such interim progress indicators. Do not summarize status of project implementation or delivery of specific project outputs in this field.
  - Status of Implementation Progress (Activities, Outputs and Issues)  
Should be prepared based on review of major project activities and assessment of progress toward delivering key project outputs, as measured against performance targets/indicators. What are considered major activities and key outputs will vary over project life. This summary should focus on status of those outputs and activities that are more important for delivering the development outcome at that point in time. Any significant issues affecting project implementation should also be noted.
12. You can also report on project progress in PPR/TPR under the "For Public Disclosure in PID" supplementary document/sheet. Data entered here will be captured by PID the next day, and vice-versa.
13. Ensure that the Outcome and Outputs are consistent with the project design and monitoring framework (DMF).
14. Information on financing plan and status of loan/TA utilization and covenants are drawn automatically from the PPR/TPR, so staff should ensure that PPR/TPR records are updated.
15. Staff can access the PID anytime to edit/update and approve for posting. Project officers must click on the "Post to Web" button in the PID to update the PIDs on the web if any revisions were made in the PID template or in the PPR/TPR "For Public Disclosure in PID" tab.

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<sup>2</sup> No reminder will be sent on 15 January if the last PID posting date is between 1 November to 14 January  
No reminder will be sent on 15 April if the last PID posting date is between 1 February to 14 April.  
No reminder will be sent on 15 July if the last PID posting date is between 1 May to 14 July.  
No reminder will be sent on 15 October if the last PID posting date is between 1 August to 14 October.

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Terminated projects:

16. For public sector projects that were cancelled/terminated, project officer and assistant should:
  - a. Log into the [PID](#) using your 3-character Windows username and password.
  - b. Search for your project using the search parameters (i.e., TA or loan no., 5-digit proj. no., country, etc.).
  - c. Open the PID template (or select the PID product template if there are multiple types/modality of assistance).
  - d. Click on 'Edit' template button (the status and date of cancellation/termination is captured by PID from PPR/TPR).
  - e. Enter reason for cancellation/termination under 'Reason for Termination' field in the PID template
  - f. Click 'Save Changes' button
  - g. Click "Post to Web" button

## PID Data Mapping

***For Public Sector Loans & ADF Grants***

	Data pulled from PPIS or PPR/TPR and non-editable in the PID. Updates should be entered in PPIS or PPR/TPR and PID will reflect revisions the next day.
	Data pulled from PPIS or PPR/TPR and editable in the PID. Updates in the PID will be pushed back to PPIS or PPR/TPR the next day. PID must re-posted for updates to be reflected on ADB's website.
PID Fields	Mapped to
Loan/Grant Name Country Loan/Grant Number Project Number Type/Modality of Assistance Thematic Classification	PPIS
Linkage to Country/Regional Strategy	None - data must be entered in PID
Project Rationale Impact	PPIS
Outcome	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - under supplementary document/sheet 'For Public Disclosure in PID</li> </ul>
Progress Toward Outcome	<ul style="list-style-type: none"> <li>▪ PPR/TPR (under supplementary document/sheet 'For Public Disclosure in PID)</li> </ul>
Outputs	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - under supplementary document/sheet 'For Public Disclosure in PID</li> </ul>
Status of Implementation Progress (Outputs, Activities and Issues)	<ul style="list-style-type: none"> <li>▪ PPR/TPR (under supplementary document/sheet 'For Public Disclosure in PID)</li> </ul>
Geographical Location	PPIS
Safeguard Categories Environment Resettlement Indigenous People	PPIS - captured from ESMIS maintained by RSES
Summary of Environmental and Social Issues • Social Aspects • Environmental Aspects	PPIS
Stakeholder Participation and Consultation • During Project Design • During Implementation	PPIS
Procurement Consulting Services Civil Works/Goods First PID Posting Date	PPIS
Responsible ADB Officer, Department, and Division	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - if project is under administration</li> </ul>
Executing Agencies	PPIS
Timetable Concept Clearance	

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Fact-Finding Appraisal Approval Last Review Mission Signing Effectivity Closing (Original, Revised, and Actual)	<ul style="list-style-type: none"> <li>▪ PPIS – for project milestones during process</li> <li>▪ PPR – for project milestones during administration</li> </ul>
Financing Plan Loan Utilization Cumulative Contract Awards Cumulative Disbursements Status and Rating of Covenants	PPR/TPR

***For Technical Assistance and Grant-Financed Projects***

	Data pulled from PPIS or PPR/TPR and non-editable in the PID. Updates should be entered in PPIS or PPR/TPR and PID will reflect revisions the next day.
	Data pulled from PPIS or PPR/TPR and editable in the PID. Updates in the PID will be pushed back to PPIS or PPR/TPR the next day. PID must be sent for re-posting for updates to be reflected on ADB's website.
<b>PID Fields</b>	<b>Mapped to</b>
TA/Grant Name Country TA Type TA Cluster TA/Grant Number Project Number Type/Modality of Assistance Thematic Classification	PPIS
Linkage to Country/Regional Strategy	None - data must be entered in PID
Impact	PPIS
Outcome	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - under supplementary document/sheet 'For Public Disclosure in PID</li> </ul>
Progress Toward Outcome	<ul style="list-style-type: none"> <li>▪ PPR/TPR (under supplementary document/sheet 'For Public Disclosure in PID)</li> </ul>
Outputs and Timeframe	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - under supplementary document/sheet 'For Public Disclosure in PID</li> </ul>
Status of Implementation Progress (Outputs, Activities and Issues)	<ul style="list-style-type: none"> <li>▪ PPR/TPR (under supplementary document/sheet 'For Public Disclosure in PID)</li> </ul>
Geographical Location	PPIS
Safeguard Categories Environment Resettlement Indigenous People	PPIS - captured from ESMIS maintained by RSES
Summary of Environmental and Social Issues Stakeholder Participation and Consultation	PPIS

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Procurement Consulting Services First PID Posting Date	PPIS
Responsible ADB Officer, Department, and Division	<ul style="list-style-type: none"> <li>▪ PPIS - while project is under processing</li> <li>▪ PPR/TPR - if project is under administration</li> </ul>
Executing Agencies	PPIS
Timetable Concept Clearance Fact-Finding Appraisal Approval Financing Plan/TA Utilization	<ul style="list-style-type: none"> <li>▪ PPIS – for project milestones during process</li> <li>▪ PPR – for project milestones during administration</li> </ul>

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