



REGIONAL AND SUSTAINABLE DEVELOPMENT DEPARTMENT

22 September 2004

To: Department Heads  
From: Director General, RSDD  
Subject: **Governance and Anticorruption Policies Implementation Review:  
Staff Participation in Internal Consultation Workshops**

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1. The review team is beginning staff consultations, followed by country consultations and report writing. Please facilitate extensive participation of staff from your department in forthcoming internal consultation workshops. The Workshop Purpose and Agenda (Attachment 1) describes the events while the website ([www.adb.org/governance/review](http://www.adb.org/governance/review)) contains specifics on the review process.

2. The review team is planning 30-35 participants for each workshop, representing various departments and levels of staff across ADB. As the governance and anticorruption policies influence all sector and thematic lending and non-lending services, it is important for your department to be adequately represented in the consultations. We have assessed by department a reasonable number of participants expected and named specific staff whose participation would be especially valuable to the review (Attachment 2). Please note, however, that this is NOT a full list. For regional departments, it is essential that country team leaders and lead or senior sector specialists from your department participate. Please identify participants and personally emphasize to them the importance of the review to your department's and ADB's operations.

3. Participants will have a choice of attending one of four workshops and they should indicate their preferred date to a support staff member in your department who would act as the focal point to arrange your staff's attendance. Ms. Vanessa Manuel ([vmanuel@adb.org](mailto:vmanuel@adb.org), loc. 6957) will contact your Assistant to locate the focal person.

05 October (Tues)	-	PDRs 4-4a
07 October (Thurs)	-	PDRs 4-4a
15 October (Fri)	-	PDRs 2-3
22 November (Mon)	-	PDRs 2-3

4. As we have a tight schedule to complete the review and planning for productive workshops is always a challenge, I would seek your help in ensuring the identified participants make a special effort to attend and inform your focal person at the earliest opportunity of their preferred date. We will supply briefing materials to participants through your department's focal point.

5. Workshop participation should strengthen ownership of the review across ADB operations. We count on your direct support to ensure the consultation works and will let you know how well your department is represented in each workshop.

Thank you.