

NOTE FOR CONSULTANTS**COMPUTER REQUIREMENTS FOR INTERNATIONAL CONSULTANTS ASSIGNED TO ADB'S HEADQUARTERS**

This note is to advise international consultants of ADB's requirements for computers and the facilities ADB provides in its headquarters building. The comments apply to all consultants (TA and staff consultants, individual consultants and experts from firms) and we ask your cooperation to help implement them.

1. International consultants engaged by the ADB are required to bring their own portable computers to assignments. The ADB's policy is to not provide computers to consultants. Consultants who do not own portable computers may rent them at their own expense from local suppliers. If access to the ADB's network is required, consultants should have a standard ethernet-based network interface card. Consultants should bring their own power transformers if needed (tandem 220 VAC).
2. The ADB's standard software includes Microsoft Windows XP and Office 2003. Consultants should have the same or compatible software and valid licenses to use them. ADB's Office of Information Systems and Technology (OIST) will not install ADB-purchased software on consultants' personal computers, except in-house applications if a project function requires them.
3. Consultants should make sure that their computers have effective and licensed virus detection and cleaning application, to protect the information on their computer as well as documents passed within the ADB. Computers without such software will not be allowed to connect to the ADB's network.
4. Consultants should make sure that they have installed all necessary operating systems security patches on their computers, including updates issued during the engagement period.
5. When required, OIST provides consultants with access to e-mail (internal and external), ADB's application systems, and/or the Internet. This normally applies to consultants working in the headquarters for periods of more than one month, or to consultants with a specific need for such access as described in their terms of reference. OIST does not provide dial up connections using the ADB's telephone system.
6. Consultants may print documents from their computers in two ways.
 - (a) Consultants may share the use of any ADB stand-alone printer near their location by connecting a cable to the printer's parallel port. Consultants are responsible for installing any necessary drivers compatible with their PC operating systems, but ADB recommends that consultants install the generic HP LaserJet printer driver. For printing more complex graphics, the user department/office will send OIST a Request for Information Technology Services (RITS) asking for assistance.
 - (b) Consultants who are given network access may print through the department's network printer. These consultants may call the OIST Help Desk for information on printer queues. For simple text printouts, the HP LaserJet printer driver will also be suitable for the network printers. OIST will provide the proper driver for more complex graphics printouts.
6. The ADB will not repair consultants' computers. OIST will refer consultants on request to local suppliers that can provide the necessary services.
7. Consultants who wish assistance from OIST, including access to the ADB's network, should advise their user division. The division will submit a RITS to OIST.
8. Consultants should frequently back up all the electronic documents they develop for their assignments with the ADB, and should transfer such documents to the ADB before the end of their assignments.