

Project Administration Instructions

PAI 6.06
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REPORTS TO THE BOARD OF DIRECTORS ON LOAN AND TECHNICAL ASSISTANCE PORTFOLIO PERFORMANCE¹

1. This Project Administration Instruction (PAI) describes the reports prepared by the Procurement, Portfolio, and Financial Management Department (PPFD) on the status of the loan and technical assistance (TA) portfolio provided to the Board of Directors through the quarterly portfolio updates (QPUs) and the annual portfolio performance report (APPR).

A. Quarterly Portfolio Updates of Sovereign Operations

2. PPFD circulates the QPU to the Board containing portfolio statistics. The statistics may include, but are not limited to, information on (i) loans approved, signed, closed, not yet signed, awaiting effectiveness, and became effective; (ii) contract awards, disbursements, and policy-based loan tranche releases; (iii) project ratings; (iv) cancellation of loan proceeds; (v) projects with changes; and (vi) project and TA completion reports. Each QPU will contain cumulative information for the year.

3. The regional departments, Sectors Group, Private Sector Operations Department (PSOD), and other relevant departments/offices provide necessary data, information, and feedback to PPFD for the preparation of the QPU.

B. Annual Portfolio Performance Report

4. The APPR provides the Board and Management with a strategic overview of the size, composition, and quality of the Asian Development Bank's active portfolio. The report identifies key issues and portfolio trends, and provides recommendations at the overall portfolio level.

5. The regional departments, Sectors Group, PSOD, and other relevant departments/offices provide necessary data, information, and feedback to PPFD for the preparation of the APPR. PSOD provides an analytical summary of private sector operations, while regional departments/Sectors Group provide information on portfolio performance by country/sector highlighting the main implementation issues and actions taken to address them.

¹ In this PAI, the term "loan(s)" includes grant(s) and the term "project(s)" includes program(s), unless the context requires otherwise. This PAI also applies to loans from external sources that are administered by Asian Development Bank (ADB), unless agreed otherwise between ADB and cofinancier(s).