REPORTS TO THE BOARD OF DIRECTORS
ON LOAN AND TECHNICAL ASSISTANCE PORTFOLIO PERFORMANCE

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 QPUs to the Board containing portfolio statistics. The statistics may include, but 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; (vi) project and TA administration missions; and (vii) project and TA completion reports. Each QPU will contain cumulative information for the year.

B. Annual Portfolio Performance Report

3. 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.

4. The regional departments, and the Private Sector Operations Department (PSOD) 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 provide information on portfolio performance by country highlighting the main implementation issues and actions taken to address them.

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1 In this PAI, the reference to “loan” also includes grants, unless the context requires otherwise. This PAI also applies to loans and grants from external sources that are administered by ADB unless agreed otherwise between ADB and cofinanciers.