

ADB


Asian Development Bank

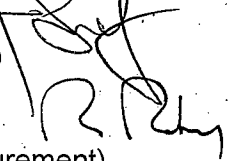
Memorandum

Central Operations Services Office

FOR APPROVAL OF PARA. 3

19 August 2009

To: Hamid Sharif, 
Principal Director, COSO

From: Robert Rothery 
Lead Professional (Procurement)

Subject: **Minor Changes to Project Administration Instructions (PAI)**

1. Minor changes are proposed for the following PAI sections to clarify/correct relevant paragraphs:

- a. **PAI 3.03, para. 16** – Addition of a sentence to make it explicit that the projects department reviews draft documents prior to submission to COSO (i.e. it is sequential, not parallel review).
- b. **PAI 3.07, para. 4** – Insertion of a footnote stating that the publication of procurement plans will meet the requirement of posting General Procurement Notices (GPN)
- c. **PAI 5.12, para. 4** – *Procurement Guidelines* paragraph number referenced in the section was changed to reflect the correct paragraph number.

2. With reference to memo dated 18 December 2001 approved by Management, your approval is sought to endorse minor changes to the PAI.

Attachments: Revised PAI 3.03, 3.07, and 5.12

cc: Directors, COS1; COS2