Aid Information Management System (AIMS)

Standard Operating Procedures (SOP)

Help desk: aimsbd.feedback@gmail.com

Economic Relations Division
Ministry of Finance
Government of Bangladesh

Dhaka, May 2015

Table of Contents

1.0 Introduction

1.1 Background

Foreign aid plays an important role in Bangladesh, providing between 30 and 40% of the resources for the annual development Programs in the past years. A number of assessments have come to the conclusion that the development assistance provided by a wide range of partners should be better coordinated, as well as more harmonized and aligned with national priorities and systems, in order to result in greater benefits for the country.

A crucial precondition for enabling the Government of Bangladesh to coordinate Development Partners and manage aid flows effectively is the availability of accurate and timely aid data, as well as the ability of government staff to analyze the data and package and present it in a way that allows informing and influencing decision-making.

Therefore, under the 2010 **Joint Cooperation Strategy (JCS)** and the 2012-2014 JCS action plan, government and 18 development partners committed to "strengthening aid transparency and aid information management capacities by developing a suitable IT application to track all aid flows (…)"

In order to strengthen aid coordination and aid management, better facilitate the effective implementation of foreign-aided projects and to enhance aid transparency, ERD has developed a web based Aid Information Management System (AIMS). This was done with assistance of the project "Strengthening Capacity for Aid Effectiveness in Bangladesh" supported by Australian Aid, Denmark, DFID and UNDP.

1.2 International aid transparency standards

Through the main **international agreements on aid effectiveness and development effectiveness** (Paris Declaration of 2005, Accra Agenda for Action of 2008 and Busan Partnership of 2011, Addis Ababa 2015), development partners and aid recipient governments made the following commitments:

- Donors commit to providing **regular, transparent, forward-looking and comprehensive information** on all aid flows
- Recipient countries are to use this information for comprehensive budget reports to their legislatures and citizens, for accounting and audit
- Establishing **aid information management systems at the country level** and strengthen capacities of all relevant stakeholders to make better use of this information in decision-making and promote accountability

These international agreements have been endorsed by the vast majority of global development actors: 158 countries are signatory to Busan, including all OECD DAC member states. All major international organisations are signatory to Busan, as well as the NGOs which are internationally active in the field of aid transparency and development effectiveness, joint in an umbrella federation called "Better Aid".

In addition, a group of donors, recipient governments and CSOs started the "International Aid Transparency Initiative" in 2008. IATI has developed and is continuously expanding an international standard for aid information through common definitions and common electronic formats for data. 210 countries and organisations are now publishing their data using IATI standards and the number grows steadily[1]. IATI also promotes knowledge exchange around AIMS and other ODA related data bases around the world. IATI is currently co-chaired by the Netherlands and Bangladesh.[2] The Bangladesh AIMS is IATI compliant.

In addition, a number of civil society specific agreements on development effectiveness and aid transparency have been reached by civil society organisations, most notably the "Istanbul CSO Development Effectiveness Principles" (2010) and the "Siem Reap CSO Consensus" (2011) These CSO agreements commit to transparency, mutual accountability, increasing and improving flow for information among all stakeholders.

1.3   Purpose of the SOPs

The purpose of this Standard Operating Procedure (SOP) is to establish clear and consistent procedures for aid information reporting and management for the Government of Bangladesh and Development Partners. This document outlines information on the specific definitions and classification used in the Aid Information Management System. It also delineated roles and responsibilities of both the Government of Bangladesh and its Development partners so that the AIMS is routinely kept up-to-date. The SOP is a living document and can be reviewed when necessary. The SOPs are complemented by an AIMS user manual and AIMS administrator manual, providing detailed guidance on how to upload data.

---

[1] 2014 IATI annual report
[2] 2013-2015 mandate

2.0   About Bangladesh AIMS

2.1   Objective of AIMS

The overall objective of an AIMS is to provide a common information sharing platform for Government, Development Partners and all other stakeholders, in order to increase aid transparency, strengthen mutual accountability, improve aid coordination, strengthen alignment and allow for more efficient aid management.

Figure-1: Bangladesh AIMS – General Concept
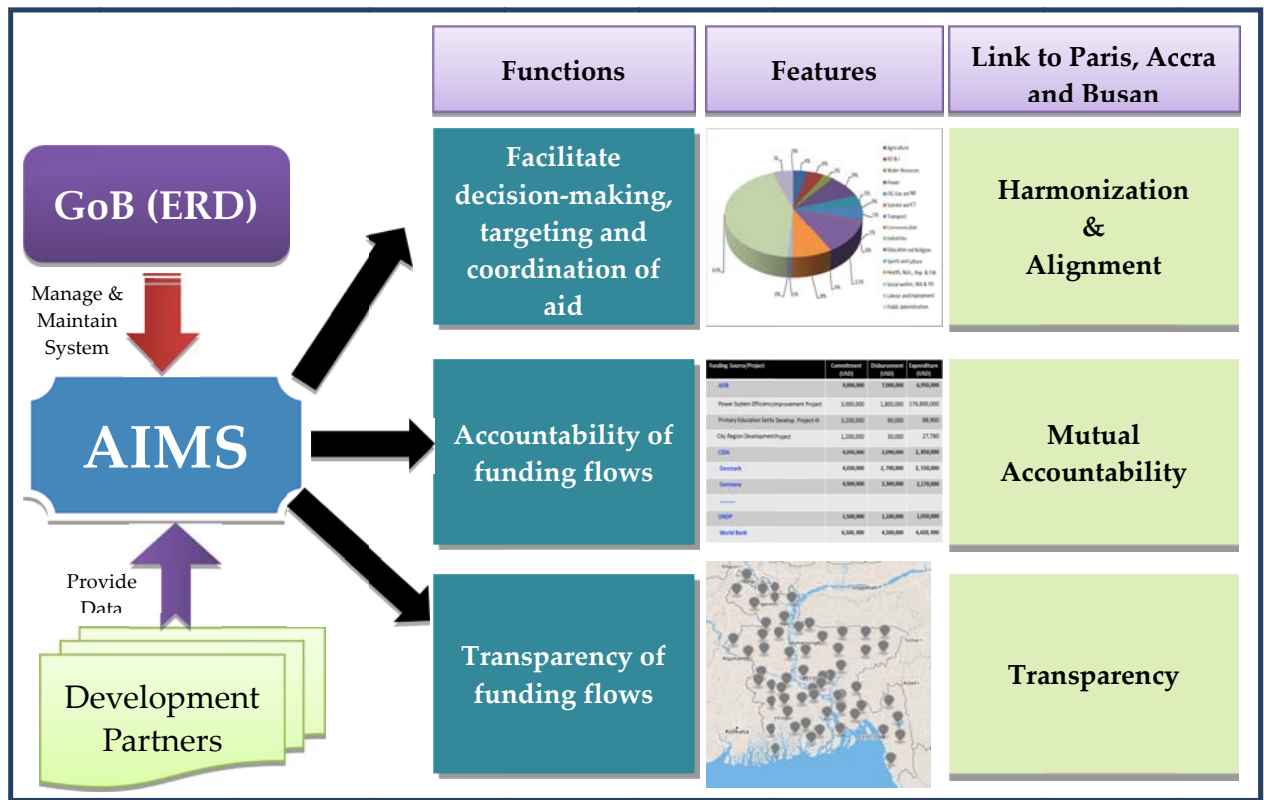
2.2   What are the benefits of an AIMS?

- **Transparency:** AIMS will capture all incoming aid flows in Bangladesh, how they are used and managed. All this information will be publicly accessible online. This will make public oversight over the use of foreign assistance considerably easier and ensure the right to information of the citizens.

- **Mutual Accountability**: Transparency is an essential pre-condition for accountability. Only when all development actors know which aid is being given, can all development actors be held accountable for their role in the efficient management of such funds and the results achieved
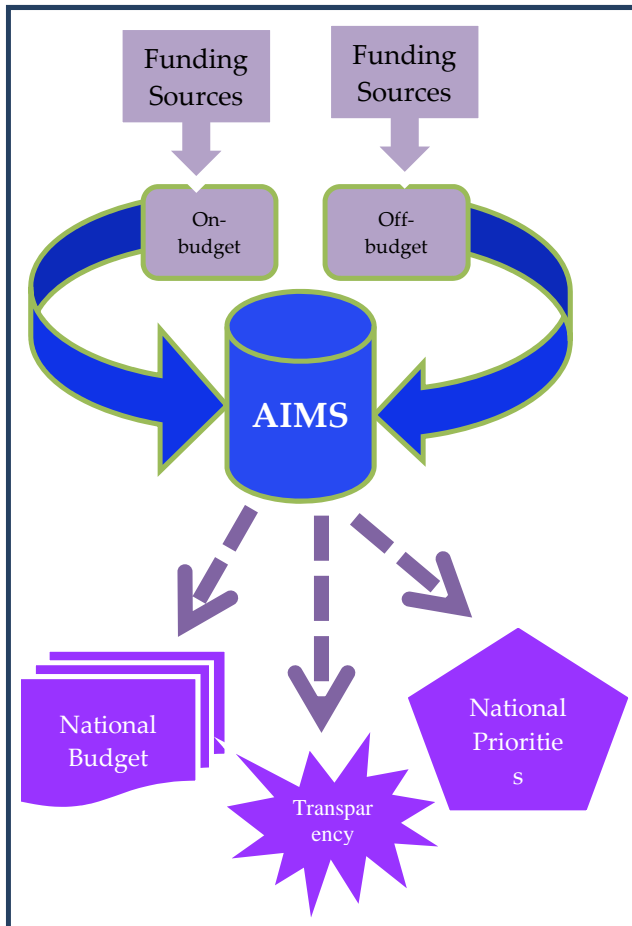
- **Comprehensiveness**: The AIMS will provide a one-stop-shop for all information related to foreign assistance in Bangladesh, covering all sectors, projects and donors.

- **Smooth Business Processes:** The AIMS will help government to perform its mandated functions more effectively and efficiently. Government officials will have quick and easy access to information on aid portfolios of their DP counterparts.

- **Alignment**: The AIMS will allow to monitor how external funding is supporting priorities defined in short, medium and long term national plans and will thereby foster alignment of foreign aid with national priorities.

- **Solid Planning and Budgeting:** By having a comprehensive overview of all foreign aid flows, government's capacity for planning and budgeting will be strengthened.

- **Standardization**: At the moment, information is collected manually, off line, while different institutions use different reporting formats. The AIMS will serve as single-entry-window for all aid information and thereby standardize and harmonize aid reporting in the government.

- **Reliability**: The AIMS will serve as common data sharing platform. Since aid data will be directly entered by donors, data entry errors can be minimized, and the data is more suitable for evidence-based dialogue between government and donors.

2.3   What can Bangladesh AIMS not do?

- **AIMS is not an accounting tool**: While AIMS Bangladesh tracks external funding flows (commitments, disbursements and expenditures) at project level, it is not meant and not designed to distinguish between individual expenditure

items, e.g. salaries, equipment, foreign exchange loss, etc. and hence cannot be used to generate detailed cash flow or operating statements.

- **AIMS is <u>not</u> a debt management tool**. While AIMS Bangladesh can track loan and grant funding separately, it is not meant and not designed to measure and assess interest rates, resulting liabilities, re-payment schedules and economic return rates of individual loans.

- **AIMS is <u>not</u> a project management tool**. While AIMS Bangladesh tracks project-level information, showing what is the project about, what is the budget, who is funding it, who is implementing/executing it, how much money has been released and actually used, what are the expected outputs and how much progress has been made, it is not meant and not designed to serve as project management tool, supporting, e.g., planning and monitoring of individual procurement processes, etc. As a database on foreign aid, AIMS Bangladesh is meant to allow easy and meaningful aggregation of information across projects, sectors, locations, etc, in order to show the bigger picture of external assistance in Bangladesh

3.0 Data Management

3.1 Overall roles and responsibilities

Consistency and accuracy of the AIMS dataset are of utmost importance if the AIMS is to realise its potential as an effective tool that promotes strategic decision making, effective monitoring, comprehensive reporting and enhanced accountability.

The current document defines the standard operating procedures for data entry and validation, including the respective roles and responsibilities of government agencies and development partner agencies. They are intended to ensure that the information displayed in Bangladesh AIMS is frequently updated and can serve as reliable input for dialogue and decision making regarding aid allocations.

In the spirit of the Paris Declaration, Accra Agenda for Action, the Busan Partnership and subsequent global commitments, these SOPs are based on the following principles:

- Bangladesh AIMS is a national aid information management system and owned by the Government of Bangladesh. It is managed and maintained by the Economic Relations Division (ERD). ERD will ensure that the information captured in AIMS is freely accessible to everyone.

- Development partners of the Government of Bangladesh are the custodians of the data and responsible for providing project-level information on their development assistance, including commitments, planned disbursements, actual disbursements and expenditures by sector and geographic location.

- Development partners are required to review the information related to projects funded and/or implemented by them frequently, at least on a quarterly basis, and update the data if necessary.

- The Bangladesh AIMS is intended to capture the original source of funding and to correctly reflect the funding flow from the original source, over implementing and executing agencies to the actual use of funds to pay for development-related goods and services.

Each development partner is requested to nominate an **AIMS Focal Point.** The AIMS focal point will be responsible for adding and updating projects on the AIMS to reflect their agencies contributions accurately.

The main roles are defined for the data management process of AIMS:

AIMS Focal Points: these are typically staff from development partner agencies who are financing projects in Bangladesh, funded through their core budgets or through resources provided by other donors. AIMS focal points are responsible for:
- Entry of project information into AIMS
- Updates of projects that have already been entered into AIMS.
- Verification of project and agency information in AIMS for the agency concerned.

It is critical that AIMS focal points hold a position in their organisation that allows them to update the AIMS accurately. An organization can assign multiple AIMS focal points. The system will allow multiple people to access, upload and change data for the same organisation.

AIMS Coordinator: The Economic Relations Division of the Ministry of Finance on behalf of the Government of Bangladesh is responsible for:
- Sensitising stakeholders on AIMS.
- Coordinating the information input process by:
  - Sending out quarterly reminders to update project information to AIMS focal points.
  - Training AIMS focal points and Government partners on the use of AIMS.
  - Administration of the AIMS
- Validation: checking project information on AIMS and verifying through Government sources
- Analysing information in regular Development Cooperation Reports. Assess the quality and timeliness of AIMS reporting and provide AIMS focal points with feedback and recommendations.

3.2 Responsibility for data entry

A new project record should be entered into Bangladesh AIMS as soon as a respective commitment has been made - at the latest when the project document has been approved.

The first stage is particularly critical to **avoid double-counting**. It is crucial to avoid that different development partners enter the same project information. Therefore OECD guidelines for aid data reporting are to be followed. According to OECD "in order to avoid double counting in cases where one provider of development co-operation disburses funds on behalf of another, it is only the provider who makes the final disbursement to the recipient who should report on these funds." The provider of development cooperation who makes the final disbursement to the recipient is referred to in the Bangladesh' AIMS as the "managing DP".

In those cases where a project is funded by a **single source**, the funding agency normally holds the responsibility of entering a new project record. However, in the case where a project funded by one development partner is managed by another development partner, the managing DP holds the responsibility of entering a new project record.

In the case of **trust funds**, the administrator of the trust fund is normally the agency making final disbursements and should therefore take up the responsibility of reporting on these projects to AIMS.

In case of **co-funded projects**, the DP in charge of managing the project (often one of the multilateral partners) usually makes the final disbursements and therefore has the responsibility to enter the data. If one the project donors questions the data entered by the managing DP, this donor is encouraged to liaise with the managing DP directly and clarify any confusion.

Responsibility for updating project information lies with the same agency as the creation of the new project record.

Annual Development Program (ADP) related information, such as ADP project code, project code assigned by Ministry of Finance, etc as per below screen will be updated by ERD.

Annual Development Programme (ADP) Information [to be updated by ERD]			⌄
Approval Status	Approved ⌄	Approval Authority	ECNEC ⌄
ADP Project Code		MoF Project Code	49-4932 - 5039
ADP Project Name	SECONDARY TOWNS INTEGRATED FLOOD PROTECTION PHASE 2		

🔍 Search ✔ Update

3.3 Responsibility for data management and data validation

While development partners of the Government of Bangladesh are the custodians of the data and have the primary responsibility for entering and updating the data captured in Bangladesh AIMS, the Economic Relations Division (ERD) has the primary responsibility for maintaining the system and ensuring overall functioning and coherence of the processes and procedures defined in this document. This includes mediation in case of disagreements between stakeholders as well as provision of training.

In this respect, ERD will take the following actions:

- ERD Sections will prepare quarterly AIMS reports reflecting all ongoing projects funded by their respective development partners and validate the data.

- ERD Sections will share these reports with the respective partners and jointly review progress, as well as potential factors causing delay.

- ERD will prepare sector-level reports, commitment & disbursement reports and share them with the Planning Commission, Ministry of Finance and concerned line ministries during preparation Annual Development Program (ADP) and Revised Annual Development Program (RADP) to ensure informed decision making on resource allocations.

- ERD will provide aid information to GED during the preparation of five year plans.

- ERD will prepare regular sector reports for the LCG working groups

- ERD will ensure the adequate technical support and maintenance of Bangladesh AIMS.

- ERD will mediate between development partners in case of any sort of disagreements or uncertainties regarding data accuracy or roles and responsibilities for data entry.

3.4 Data entry process

The aims focal point of the DP agency can request a user account online via the link on the AIMS homepage: http://aims.erd.gov.bd. After reviewing the request from the respective user, the system administrator will confirm the registration via e-mail and will provide the access permission. Please contact aimsbd.feedback@gmail.com if any further assistance is required.

There are three stages when data entry is required to ensure that AIMS contains up to date accurate information.

1. **When the project is approved:** A new project should be entered into AIMS upon the point of approval. Before entering a new project the AIMS focal point should check carefully whether AIMS already contains the project, in order to avoid double counting. In order to do this, it is necessary to check existence of the project, which can be done in following manner:
   - Go to 'Dashboard' and click 'List' tab. Expand 'Search Criteria';
   - Select 'Development Partner' from 'Search Category' dropdown;
   - Select name of your organization from 'Search Parameters' and then click 'Search' button to populate the list as per given search option;
   - Check the list of project to verify existence of the record.

2. **Regular updates during the project's lifetime:** Project updates should be done on an at least quarterly basis, as per the procedure above. This can include updating implementation status, disbursements, expenditures and any changes to expected project costs and overall delivery.

3. **When the project closes:** When a project comes to an end, final disbursements need to be added and implementation status changed to "completed".

The User Manual for Data Entry, also available on the Bangladesh AIMS homepage, contains detailed steps on how to complete the online data entry.

4.0   Definition of key terms used in Bangladesh AIMS

Project's Basic Information Section

Project/Program Title: Title of the project/program reflected in the Project Document, Memorandum of Understanding or other relevant document.

Program based Approach:

According to the OECD, program-based approaches are a way of engaging in development co-operation based on the principles of coordinated support for a locally owned program of development, such as a national development strategy, a sector program, a thematic program or a program of a specific organization. Program-based approaches share the following features: i) leadership by the host country or organization; ii) a single comprehensive program and budget framework; iii) a formalized process for donor-coordination and harmonization of procedures for reporting, budgeting, financial management and procurement; iv) efforts to increase the use of local systems for Program design and implementation, financial management, monitoring and evaluation. Existing Program Based Approaches in Bangladesh are the "Health Population and Nutrition Sector Development Program" (HPNSDP) of Ministry of Health and Family Welfare and the "Third Primary Education Development Program" (PEDP3) of the Ministry of Primary and Mass Education.

Development Partner can support and implement Program-based approaches in different ways and across a range of aid modalities including budget support, sector budget support, project support, pooled arrangements and trust funds.

In line with the OECD guidance, Development Partners are can mark a program as a "Program Based Approach" in the system **if the answer to the following four questions is** *yes:*
1. Is the host country or organization exercising leadership over the Program supported by donors?
2. Is a single comprehensive Program and budget framework used?
3. Is there a formal process for donor co-ordination and harmonization of donor procedures for at least two of the following systems: (i) reporting, (ii) budgeting, (iii) financial management and (iv) procurement?
4. Does your support to the program follow at least two of the following local systems (i) program design (ii) program implementation (iii) financial management (iv) monitoring and evaluation (Y/N)

DP Project No: Project code used by the development partner organization for each project. While the Government of Bangladesh has its own project code for each project, possessing both codes used for a project will facilitate correspondence between Government and development partner regarding specific projects. It will also allow the development partner agency to easily trace its own projects in the system.

Objective: Objective of the project expressed in the project document or financing agreement.

Is the assistance channeled through Government Sector: As per Global Partnership for Effective Development Cooperation, development cooperation funding channeled through the government sector is funding disbursed in the context of an agreement with the administrations (ministries, departments, agencies or municipalities) authorizes to receive revenue or undertake expenditures on behalf of the central government. This includes works, goods or services delegated or subcontracted by these administrations to other entities such as NGOs, semi-autonomous government agencies (e.g. parastatals) or private companies. Information on the amount of funds channeled through the government sector is essential for the government's reporting on the Busan Global Monitoring survey indicators 5a (annual predictability), 6 (aid on budget) and 9b (use of country PFM and procurement)

Type of Project: Government categorizes projects into two "types":

- ✓ *Technical Assistance (TA) project:* Technical Assistance (TA) project refers generally to projects for the improvement of the institutional capacity, transfer of technology and the development of human resources. This includes fellowships, supply of equipment and services of experts. These kinds of project generally have low budget and comparatively short implementation period.

- ✓ *Investment Project:* Investment project generally refers to projects for infrastructure development (such as construction of a road, bridge, culvert, installation of power generation plants, transmission line, installation of telecommunication system), establishment of a school, university, hospitals, river embankment, procurement of big machineries such as dredgers, bus, coast guard boat, establishment of industrial plant, factory, irrigation system etc. These kinds of projects typically have large budgets and along implementation period.

Agreement Sign Date: This is the date on which the original project agreement is signed between the Government of Bangladesh and the Development Partner. In case of a co-financed project, it is possible to have different agreement sign date with different development partners. There is however, an umbrella agreement signed by the Managing DP and the government. In that case the agreement sign date of the lead DP and the government will be recorded here. If the agreement was signed by the Development Partner and the Government on separate days, then the later date should be taken.

Effective Date: The date as of which the agreement enters into force. In some cases the date of agreement and date of effectiveness of the agreement is the same,

Project Approval Date (GoB): This is the date of approval of the project by the Government. This date will be filled by respective officials of GoB.

Implementation Status: The current status of the project – whether it is ongoing, planned, cancelled or is closed (in the last case no further disbursements will be made to the project).

Planned Start Date: This is the original commencement date for the project planned in the project agreement.

Planned Completion Date: This is the original completion date for the project planned in the project agreement.

Actual Start Date: This data field is not mandatory. In some cases actual start date of project may vary from the date it was initially planned to start. This is the actual commencement date for the project.

Revised Completion Date: This is the adjusted completion date following any formal revisions during the life cycle of the activity. This need only be filled in if any extension to the project has been agreed or it is expected to close earlier or later than originally completed.

Executing/ Implementing Agency: This is the agency who is responsible for executing or implementing the project funded by the development partner(s).

Executing Agency Type: This is type of agency who is responsible for executing or implementing the project, such as – Government, Development Partner/INGO, Local NGO/CSO, others.

Organization Type/Ministry: This list will vary based on sin the selected 'executing agency type '. If you selected "government" as the executing agency type, a list of ministries will appear. If you select "development partner" as executing agency type, bilateral and multilateral DP agencies will be appeared in the list, and so forth

Lead Executive Agency: In some projects several agencies may be involved to execute/ implement project activities and among these agencies one may play a lead role. As such case the box labeled "Is lead executing agency" to be checked for the lead agency. Otherwise the box will remain unchecked.

Funding Information Section

Agreement Type: Agreement signed between Development Partner and recipient, such as a Financing Agreement, Memorandum of Understanding, Project Document etc.

Aid Agreement Title: Generally, Aid Agreement Title is same as Project Title. However, in some cases Aid Agreement Title may vary from Project Title since there is possibility of having a number of projects under a single agreement. In such case the actual Aid Agreement Title need to be entered in this field.

Commitments: A firm obligation expressed by an agreement or equivalent contract for the provision of resources. It is undertaken by the donor, to provide resources of a specified amount under agreed financial terms and conditions to the recipient and for specific purposes.

The total amount of commitment needs to be entered. Additional commitments can be added later if the agreement is amended. The Development partner's home currency can be used or the currency which is used in the agreement.

Commitment date: The date of the written agreement committing donor funds or resources to the implementing organization. Commitments are usually multi-year (i.e. they are designed to fund expenditures for several years).

Planned disbursement: Disbursement means placement of resources at the disposal of recipient country or agency. So "planned disbursement" means the expected flow of resources for the project of current and upcoming fiscal years. As for commitment data, the amount can be entered in the development partner's home currency, or in the currency used in the agreement. Currency can be selected from the drop down list.

Actual disbursement: disbursements which have been made during the reporting period. As for commitment data the amount can be entered in the development partner's home currency, or the currency used in the agreement. Currency can be selected from the drop down list.

Disbursement date: This is the date at which resources were actually transferred from the development partner. A precise disbursement date is preferable. However, if the exact date of the disbursement is not possible to provide, the system allows to indicate a period of disbursement within a quarter of the fiscal year of Bangladesh Government.

Exchange Rate: If the Exchange Rate is known to you, then you can enter it. If not, please mark the Exchange Rate as ZERO (0). In this case, the system will calculate the equivalent USD and BDT amount based on the rates of Bangladesh Bank.

Expenditure: Actual spending incurred for the project for the reporting period. This may include direct expenditure spent by the development partners for the project.

Sector Contribution Section

Sectors: These are the 17 economic sector defined by the Government of Bangladesh in its annual development program. Associated sector(s) and sub-sector(s) in which the project is contributing can also be selected. In case of multiple sectors or multiple multi sub-sectors, the, percentage of the contribution with respect for each sector/ sub-sector needs to be recorded.

Thematic Area: These are the 9 core target area of development mentioned in Five Year Plan of the Government of Bangladesh. In case of multiple thematic areas, the percentage of the contribution for each thematic area needs to be recorded.

Aid Effectiveness Indicator Section

This section captures a number of the Aid Effectiveness indicators through which Bangladesh is expected to report in the regular OECD/UNDP "Busan Global Monitoring Survey". The indicators have been agreed at the global level by recipients and providers of development cooperation to capture progress against international development effectiveness commitments. They will also be used by the government of Bangladesh to trace national level implementation of the Paris Declaration on Aid Effectiveness (2005), the Accra Agenda for Action (20008) and the Busan Global Partnership on Effective Development Cooperation (2011).While a number of aid effectiveness indicators can be calculated automatically by the system, some indicators require specific data entry.

I. Use of National Public Financial Management System (Busan indicator 9b):

This indicator focuses on the use of developing countries' public financial management (PFM) and procurement systems when funding of development co-operation is provided to the government sector. A set of criteria are presented below to determine what extent the development cooperation providers are using country PFM and procurement systems.

a) Use of national budget execution procedures: Providers of development co-operation use national budget execution procedures when the funds they provide are managed according to the national budgeting procedures established in the general legislation and implemented by government. If answers of three questions out of four below are yes it will qualify that DP is using national budget execution procedure:

> 1. Are your funds included in the annual budget approved by country legislature? (Y/N)
> 2. Are your funds subject to established country budget execution procedures? (Y/N)
> 3. Are your funds processed (e.g. deposited & disbursed) through the established country treasury system? (Y/N)
> 4. You do NOT require the opening of separate bank accounts for your funds? (Y/N).

b) Use of national financial reporting procedures: The use of national financial reporting means that providers of development co-operation do not impose additional requirements on governments for financial reporting. If answers of the both questions are yes it will qualify that DP is following national financial reporting procedures:

> 1. You do NOT require maintenance of a separate accounting system to satisfy your own reporting requirements? (Y/N)
> 2. You ONLY require financial reports prepared using country's established financial reporting arrangements? (Y/N)

c) Use of national auditing procedures: The use of national auditing procedures means that providers of development co-operation do not make additional requirements on governments for auditing. Development Partner is following national auditing procedure if it meets BOTH criteria below:

> 1. Are your funds subject to audit carried out under the responsibility of the Supreme Audit Institution? (Y/N)
> 2. You do NOT under normal circumstances request additional audit arrangements? (Y/N)

> AND at least one of the two criteria below:

> 3. You do NOT require audit standards different from those adopted by the Supreme Audit Institution? (Y/N)
> 4. You do NOT require the Supreme Audit Institution to change its audit cycle to audit your funds? (Y/N)

d). Use of national procurement systems:

Providers of development co-operation use national procurement systems when the funds they provide for the implementation of projects and programmes are managed according to the national procurement procedures as they were established in the general legislation and implemented by government. The use of national procurement procedures means that providers of development co-operation do not make additional, or special, requirements on governments for the procurement of works, goods and services.

II. **Use of Parallel PIU**

When providing development assistance in a country, some donors establish Project Implementation Units. These are dedicated management units designed to support the implementation and administration of projects or programmes. A PIU is considered *parallel* when it is created and operates outside existing country institutional and administrative structures at the behest of a donor. In practice, there is a continuum between parallel and integrated PIUs. The criteria below have been designed to help donors and partner authorities draw a line within this continuum and identify with greater certainty parallel PIUs. PIUs are said to be parallel when there are three or more "Yes" to the four questions below:

> 1. Are the PIUs accountable to the external funding agencies/donors rather than to the country implementing agencies (ministries, departments, agencies etc)? (Y/N)

2. Are the terms of reference for externally appointed staff determined by the donor (rather than by the country implementing agencies)? (Y/N)

3. Is most of the professional staff appointed by the donor (rather than the country implementing agencies)? (Y/N)

4. Is the salary structure of national staff (including benefits) higher than those of civil service personnel? (Y/N)

III. Tied Aid (Busan Indicator 10)

Tied aid describes official grants or loans that limit procurement to companies in the donor country or in a small group of countries. However extent of tide status is defined as follows:

TIED AID	Loans and grants which are tied to procurement of goods and services from a particular country are classified as tied aid.
PARTIALLY TIED AID	Loans and grants which are tied, contractually or in effect, to procurement of goods and services from a restricted number of countries which must include substantially all developing countries and can include the donor country.
UNTIED AID	Loans and grants whose proceeds are fully and freely available to finance procurement from all OECD countries and substantially all developing countries.

Section on Analytical Works and Mission Information

Analytical Works: Any relevant analytical work supported by respective project will be recorded in this section. Analytical works encompasses the analysis and advice necessary to strengthen policy, develop and implement strategies in support of sound development assistance. Analytical works undertaken with substantive involvement from government, which includes major pieces of analytical work such as: diagnostic reviews/evaluation, case studies and strategies.

Mission Information: Any mission that was funded by respective project will be recorded in this section. Missions to the field are defined as missions that meet all of the following criteria:

- The mission is undertaken by, or on behalf of, a development partner, including by consultants commissioned by a development partner.

- The mission involved international travel typically, but not exclusively, from development partner headquarters.

- The mission made a request to meet with government officials of various ministries, divisions and agencies.

- This definition should exclude missions undertaken by development partners to attend events (workshops, conferences, etc.) that do not involve request to meet with government officials.

Section for Notes and Attachments

Additional information on project status and/or activities can be recorded in this section. Project related documents, such as – project document, financial agreements, progress reports and so on can also be attached/uploaded in this section.