

04.10.2001

ANIMAL RESOURCES DEPARTMENT  
MINISTRY OF AGRICULTURE, STATE OF ERITREA

PAN-AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
(PACE)

EUROPEAN DEVELOPMENT FUND PROJECT NUMBER REG/5007/005  
EDF VII and VIII  
FINANCING AGREEMENT No 6125/REG

**WORK PROGRAMME & COST ESTIMATE  
FOR NATIONAL PACE PROGRAMME  
OF ERITREA**

**FOR THE PERIOD  
1 NOVEMBER 2000 TO 31 OCTOBER 2001**

**TOTAL AMOUNT TO BE COMMITTED** =Nakfa 4,578373 =1,856,200  
Nakfa is for procurement of vechiles.

=Euro 493306 out of this

=200,000 Euro for Vechiles procurement. The committed amount for year one  
=293306Euro.

## 1. BACKGROUND TO PACE

The European Commission supported the continent-wide fight against rinderpest, through the Pan African Rinderpest Campaign (PARC), which ended on 31 October 1999, after thirteen years of successful implementation. Eritrea participated in the PARC from 1993 and by June 1999, the country had declared provisional freedom from rinderpest. Implementation of PARC Eritrea ended in December 1999. The final report on PARC Eritrea was submitted to the Delegation of the European Commission in Eritrea at the end of 1999. The national livestock Promotion Project funded from the national indicated budget is still continuing expected to terminate in year 2000.

The European Union and the Organization of African Unity (OAU) have developed a new programme, the Pan-African Programme for the Control of Epizootics (PACE). The PACE Programme will build on the achievements of PARC to finally eradicate rinderpest and to set up a Pan-African network for the control of epizootics.

A Memorandum of Understanding, between the Regional Authorizing Officer of the European Development Fund (EDF) for the PACE Programme and the National Authorizing Officer of the EDF in Eritrea, was signed on 12 April 2000 for the sum of Euro 1, 329, 310. This indicative sum will be used to fund Eritrea's activities under its National PACE Programme, which is described in the Global Plan. The PACE Advisory Committee endorsed Eritrea's Global Plan at its first meeting in March 2000.

Through the PACE Programme, the OAU/IBAR will offer a range of common technical services to the national PACE programmes. A team of regionally based technical assistants will deliver these Common Services. The team's areas of expertise include:

- Communications
- Economics
- Epidemiology
- Wildlife epidemiology
- Legislation and privatization
- Veterinary vaccines and laboratory diagnostics
- Community-based animal health workers

Other Common Services will include financial control, research and environmental monitoring.

The PACE Programme Co-ordination Unit in Nairobi will co-ordinate the delivery of the Common Services to countries in eastern Africa, including Eritrea. The activities of the Eritrean component of PACE will, in conformity with the overall design of the PACE Programme, be grouped under four thrusts and will have the broad aim that is common to all National components (Table 1).

Regional co-operation will be an important feature of the PACE Programme and it is envisaged that a multiplier effect will be produced through regional and sub-regional meetings that the PACE Co-ordination Units in Nairobi and Bamako will be responsible for organizing. Representatives of Eritrea's Department of Veterinary Services will participate in such meetings.

Table 1

*Aims and major activities of the national PACE programmes*

<i>Aims</i>	<p>Building up the institutional capacity of national animal health systems.</p> <p>Encouraging national capacities for planning, implementation, monitoring and evaluation of interventions.</p>
<i>Thrust 1</i>	<ul style="list-style-type: none"> <li>Enhanced national capacity for analysis and action in the fields of epidemiology, socio-economics of animal health, communications and project management.</li> </ul>
<i>Thrust 2</i>	<ul style="list-style-type: none"> <li>Improved accessibility and distribution of veterinary services and medicines, based on developing a harmonized approach to the privatization process and coherent links between public services and private operators.</li> </ul>
<i>Thrust 3</i>	<ul style="list-style-type: none"> <li>Fight against rinderpest, based on giving aid to countries to fulfil the OIE procedure for being declared "countries free from the disease", including active research into the disease, strengthening the surveillance network and setting up rapid response systems;</li> </ul>
<i>Thrust 4</i>	<ul style="list-style-type: none"> <li>Improved control of other epizootic diseases, including CBPP, by drawing up epidemiological and socio-economic data enabling the states concerned to assess the advisability of future campaigns based on full cost recovery. Vaccine funds could possibly be made available for the most badly affected areas.</li> </ul>

## 2. INITIAL STRATEGY FOR THE IMPLEMENTATION OF PACE

The PARC project has had considerable success and rinderpest now appears to be restricted to two focuses, namely, southern Sudan and southern Somalia, two countries affected by chronic civil unrest and insecurity. In launching the PACE Programme, the OAU/IBAR recognizes three broad regions, based upon the prevailing epidemiological conditions related to rinderpest, and the current situation with regard to the delivery of veterinary services in the regions. These regions are eastern, central and western Africa.

In Eastern Africa, focuses of rinderpest exist in southern Sudan (lineage 1) and southern Somalia (lineage 2). This places the neighbouring countries at immediate risk. Eritrea is free of clinical rinderpest and maintains a high level of surveillance to minimize the risk of introduction of the disease from neighbouring countries. Being a Red Sea coastal country from which livestock are exported to the markets in the Middle East markets, the animal disease status is of great national importance. Similar considerations apply the Djibouti, and Northern Somalia (Somaliland and Puntland).

from rinderpest and develop emergency preparedness plans. Additionally, infrastructure for veterinary communications will be improved, and surveillance systems will be established for other priority diseases. The Government of Eritrea will gradually take over the funding of recurrent costs of animal diseases surveillance.

Training will be provided to improve the necessary skills for surveillance, diagnosis and strategy formulation, on the basis of an analysis of the identified needs. Because of limited capacities in the country, PACE will not focus on privatization, but will promote the greater participation of livestock owners in disease surveillance.

## EXPECTED RESULTS AND ACTIVITIES OF PACE ERITREA

*The activities to be undertaken by PACE Eritrea are grouped broadly in the following sections. They are described in the overall logical framework of the Global Plan.*

### 1. ADEQUATE CAPACITIES OF GOVERNMENT SERVICES FOR DISEASE SURVEILLANCE AND CONTROL (INCLUDING EMERGENCY PREPAREDNESS PLANS) ARE IN PLACE

Eritrea has very limited technical and professional capacity. There are 21 veterinarians, 45 animal health assistants and 85 veterinary technicians. Another 25 assistant veterinarians will be trained during the year 2000. To enhance the implementation of the PACE national programme, assistance will be given by the PACE Common Services, and by short-term technical assistants. The areas in which training will be given include: epidemiology, socio-economics of animal health, communications, laboratory diagnostics, epidemiology and diagnosis of wildlife diseases, information management, project planning and accounting.

The implementation of the PACE Programme will be different from that of the PARC. The PACE Financial Controller, based at the OAU/IBAR's offices in Nairobi, will develop a unified accounting system during the first year of implementation. This system will be adopted by the National PACE Programme of Eritrea. Similarly, the PACE Programme Co-ordination Unit will devise and transfer standard reporting formats. These systems will be adopted by PACE Eritrea. It is envisaged that the existing project accounts staff will be able to handle the extra workload that the PACE Programme will create but, if in the light of experience, and in order to avoid delays in implementation, provision is made to engage on local contract an accounts clerk.

To increase the project's administrative and technical capacity, suitable computers and necessary accessories will be purchased locally. Other equipment (laboratory, clinical and cold chain) will be purchased through local suppliers but an international tender will be launched to procure the project's ten vehicles.

The National PACE Co-ordination Unit will be established along the same lines as for the PARC. Equipment will be purchased and a National Systems for Epidemio-surveillance (NSES), composed of a central unit, a national diagnostic laboratory and regional units) for the major epizootic diseases, will be set up. The national disease reporting system will be reviewed and linked to the NSES. This will involve acquiring the necessary logistics for information management (e.g. TADINFO) to support appropriate databases.

In close collaboration with the PACE Common Services personnel, PACE Eritrea will develop and apply epidemiological and economic analytical approaches to assist the formulation of appropriate disease surveillance and control strategies.

Training is needed in many areas related to disease surveillance, including diagnostic techniques, data management, planning, and monitoring and evaluation of control interventions. The PACE Programme will raise the capacity and capabilities of the DVS staff and will provide a stronger foundation for disease surveillance in the future. The provision of on-the-job training, short, skills-oriented practical training and "sandwich" courses will be promoted in such areas as epidemiology, statistics, GIS, disease reporting, clinical and laboratory diagnosis, wildlife diseases, and communications. PACE will produce an animal

for approval an emergency preparedness plan for rinderpest.

The Animal Resources Department (ARD) will co-ordinate and ensure the control of livestock movement, particularly across borders. To support this central activity, PACE Eritrea will sensitise communities and livestock owners about the need to report animal diseases.

To strengthen diagnostic capabilities, the project will purchase laboratory reagents and consumables and will support the Central Veterinary Laboratory so that it can process the sera and other specimens collected by the surveillance teams. The laboratory records of results will be entered into databases, analysed and reported.

Regular meetings will be held between the national PACE co-ordination unit and technical counterparts in all neighbouring countries, when the political situation permits. They will also collaborate fully with the regional diagnostics network.

At the administrative level, the PACE Programme Co-ordination Unit (PCU) will produce half-yearly and annual reports that are based on the quarterly technical reports and monthly financial reports submitted by the National PACE Programmes, and the technical reports of the Common Services.

PACE Eritrea will produce monthly financial reports and will submit quarterly technical reports in the standard formats. The reporting formats will be prepared by the PACE PCU and will be provided to the National PACE Programmes, by the end of 2000. To facilitate this work, the project will recruit an accounts clerk, adopt PACE systems and purchase computer equipment and software to improve office efficiency. In compliance with EDF procedures, a tender will be launched to purchase vehicles.

Auditors engaged under contract by the Regional Authorising Officer will conduct auditing independently.

Activity	Month											
	N	D	J	F	M	A	M	J	J	A	S	O
1.1 Establish, equip and maintain the National PACE Co-ordination Unit and a National Systems for Epidemio-surveillance (NSES)	X	X	X	X	X	X	X	X	X	X	X	X
1.2 Develop and refine the national disease reporting system and link it to the NSES.			X	X	X	X	X	X	X	X	X	X
1.3 Acquire the necessary logistics for information management to support appropriate databases			X	X	X							
1.4 Assess training needs and provide skills-oriented training for personnel	X	X		X	X			X	X		X	X
1.5 Provide training to the wildlife section of the Ministry of Agriculture.	No activity in year 1											
1.6 Regularly produce an animal health bulletin and circulate to all regional animal health staff.			X			X			X			X
1.7 Develop and submit for approval an emergency preparedness plan for rinderpest	X	X	X	X	X	X	X	X				
1.8 Co-ordinate and ensure the control of livestock movement, particularly across borders.	X	X	X	X	X	X	X	X	X	X	X	X
1.9 Sensitise communities and livestock owners about the need to report animal diseases	X	X	X	X	X	X	X	X	X	X	X	X
1.10 Purchase laboratory reagents and consumables.	X	X	X	X					X	X	X	
1.11 Strengthen and maintain the Central Veterinary Laboratory	X	X	X	X	X	X	X	X	X	X	X	X
1.12 Hold regular meetings with technical counterparts in all neighbouring countries*	X	X		X	X	X	X	X	X	X	X	
1.13 Collaborate fully with the regional diagnostics network.	X	X	X	X	X	X	X	X	X	X	X	X
1.14 Strengthen national surveillance teams to conduct surveys and surveillance.			X	X	X	X	X	X	X	X	X	X
1.15 Collect sera and other specimens, maintain relevant laboratory records of results, analyse and report results.	X	X	X	X	X	X	X	X	X	X	X	X
1.16 Monitor activities and report			X			X			X			X

Note \* Financial provision is made to fund the participation of representatives of the Division of Veterinary Services in the PACE Programme's regional activities, and those of the PACE Common Services.

These will include:

- Training needs assessment (TNA)
- Attend PACE Common Services workshops, Sub-regional meetings, PACE Regional meetings, OIE meetings
- Convene Planning meetings

## LIVESTOCK FARMERS ARE IMPROVED

The Government of Eritrea is fully committed to policies that promote and safeguard the performance of the livestock sector. Because Eritrea has so few veterinary professional and technical staff, the establishment of private veterinary practices is not a realistic or viable option in the short- to medium-term. Consequently, efforts under the PACE Programme will focus on other aspects of service delivery.

A fully functional cost recovery system is already in place in Eritrea through which farmers pay for most of the inputs and clinical services that they receive. The national cost recovery system has generated Nakfa 12 million up to the year 2000. This means that the DVS is not solely reliant on subventions from Treasury to meet its operating costs. The cost recovery scheme that has been introduced throughout the country will be monitored and further developed and applied to increase the revenue available to support the activities of the department of Veterinary Services. The Government's financial contribution to the recurrent costs of the national disease surveillance system and emergency preparedness plan (personnel, materials and running costs) will be increased annually throughout the PACE Programme and will remain at levels that support fully functional services. During the first year of PACE Eritrea, dialogue will be maintained with government departments and officials on such issues as increased government financial contributions/commitments to animal disease control; preparation and revision the legislative framework; and, the promotion of the role and responsibility of the private sector in delivering services to the livestock sector, e.g. in the distribution and sale of registered medicines and animal health products.

Senior staff of the Division of Veterinary Services will continue to refine documents and guidelines aimed at providing the basis for appropriate legislation to support the delivery of effective veterinary services in the country. They will undertake study tours within the region to assess the suitability of initiatives aimed at enhancing the effectiveness and sustainability of service delivery.

In close consultation with staff of the PACE Common Services, senior staff of the Division of Veterinary Services will develop appropriate technical standards, strategy options and approaches to planning and monitoring interventions. Through continuous dialogue, the exchange of information will be promoted and communications will be developed at local, national and regional (international) levels. Eritrea will participate actively in the maintenance and further development of networks.



Activity	Month											
	N	D	J	F	M	A	M	J	J	A	S	O
2.1 Convene regular meetings with farmers to raise awareness of services delivery, disease surveillance and control.			X	X	X	X	X	X	X	X	X	X
2.2 Organise training of Animal Health Auxiliaries and Community-based Animal Health Workers (CBAHWs)	X	X	X	X	X	X	X	X	X	X	X	X
2.3 Ensure the regular supervision of the activities of the CBAHWs	X	X	X	X	X	X	X	X	X	X	X	X
2.4 Finalise and promote the enactment of legislation that supports and regulates privatisation of the delivery of veterinary services and medicines.			X	X	X	X	X	X	X	X	X	X
2.5 Enhance the communication skills of the staff of the veterinary services by setting up a core communication unit, which will in turn provide training at all levels.			X	X	X	X	X	X				
2.6 Commission "customer satisfaction surveys" to determine farmers' satisfaction with the delivery of veterinary services.			X	X	X							

## RINDERPEST INFECTION

Eritrea declared the whole country to be provisionally free of rinderpest in 14 of June 1999. All vaccination was stopped in December 1998. The Division of Veterinary Services is now conducting intensive disease surveillance supported by sero-surveillance. Eritrea will apply to the OIE to be declared free of rinderpest disease in 2001. An application for the status of freedom from rinderpest infection will be made in 2003.

Eritrea has adopted standard technical procedures and reporting formats in common with Ethiopia and Sudan. Through the PACE Programme and through its routine reporting to OAU/IBAR, FAO and the OIE, Eritrea will continue to maintain and develop its links with the relevant networks for the surveillance of epizootics.

The Animal Resources Department will organize intensive disease surveillance in compliance with the requirements of the OIE pathway. The performance indicators that will be adopted are listed in the table below. They may be refined after discussions with the PACE Epidemiology Unit based at OAU/IBAR, Nairobi. The main activities include: passive disease surveillance; active disease surveillance; investigations of stomatitis-enteritis syndromes; laboratory (differential) diagnosis; and, serological surveillance. Specific activities related to wildlife surveillance will only begin at the end of 2001, since the wildlife unit in the Ministry of Agriculture will be occupied in determining wildlife population distributions and numbers. The approved emergency plan for rinderpest will be revised and maintained as will improved standard technical procedures and reporting formats. Eritrea will apply to the OIE to be declared free of rinderpest disease in the second half of 2001.

Veterinary services staff will monitor and control livestock movement, particularly along international borders and, through PACE meetings, will co-ordinate cross-border movement control with neighbouring states. PACE Eritrea will report regularly to OAU/IBAR, FAO and the OIE, and will maintain and develop links with the relevant networks for the surveillance of epizootics.

**TYPE OF  
ACTIVITY****PERFORMANCE INDICATOR**

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<b>Passive disease surveillance</b>	Number of districts submitting standard general disease reports within 30 days of reporting period to veterinary headquarters, for at least 10 months of the year (80%), between PACE years 1 and 4, inclusive.
<b>Active disease surveillance</b>	Number of districts surveyed by active disease search techniques (participatory, questionnaire-based or clinical inspections) with results reported within 60 days to veterinary headquarters, / total number of districts, each year between PACE years 1 and 4, inclusive.  Number of reports by livestock owners of stomatitis/enteritis (3Ds) received, recorded and reported within 30 days per million heads of susceptible species annually, between PACE years 1 and 4 inclusive.
<b>Investigations of stomatitis-enteritis syndromes</b>	Number of reports of stomatitis/enteritis (3Ds) investigated within 7 days of initial report per million head of susceptible species annually, between PACE years 1 and 4 inclusive.  Number of clinical stomatitis/enteritis (3Ds) cases sampled within 7 days of detection per million head of susceptible species annually, between PACE years 1 and 4, inclusive.
<b>Laboratory (differential) diagnosis</b>	Number of cases examined by rinderpest antigen or RNA detection techniques with preliminary results reported within 14 days per million head of susceptible species annually, between PACE years 1 and 4, inc.  Number of stomatitis/enteritis (3Ds) cases diagnosed definitively by laboratory methods within 30 days of receipt of samples per million head of susceptible species annually, between PACE years 1 and 4, inclusive.
<b>Serological surveillance</b>	Number of serum samples collected and tested with result reported within 90days of collection per million head of susceptible animals annually, between PACE years 1 and 4 inclusive.
<b>Wildlife surveillance</b>	Number of serum samples collected and tested with results reported within 90 days of collection per 10 000 head of susceptible animals.

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**NOT TO BE APPLIED IN YEAR 1 OF PACE ERITREA**

Activity	Month											
	N	D	J	F	M	A	M	J	J	A	S	O
3.1 Conduct intensive disease surveillance as required by the OIE pathway.	X	X	X	X	X	X	X	X	X	X	X	X
3.2 Adopt the performance indicators <sup>1</sup> required by the OIE pathway.	X	X	X	X	X	X	X	X	X	X	X	X
3.3 Monitor and control livestock movement, particularly along international borders.	X	X	X	X	X	X	X	X	X	X	X	X
3.4 Co-ordinate cross-border movement control with neighbouring states.	X	X	X	X	X	X	X	X	X	X	X	X
3.5 Apply to the OIE to be declared free of rinderpest disease in 2001.									X			
3.6 Apply for the status of freedom from rinderpest infection in 2003.	No activity in year 1											
3.7 Maintain and improve standard technical procedures and reporting formats.	X	X	X	X	X	X	X	X	X	X	X	X
3.8 Maintain the approved emergency plan for rinderpest.	X	X	X	X	X	X	X	X	X	X	X	X
3.9 Report regularly to OAU/IBAR, FAO and the OIE.			X			X			X			X
3.10 Maintain and develop links with the relevant networks for the surveillance of epizootics.	X	X	X	X	X	X	X	X	X	X	X	X
3.11 Support the NSES (continue passive surveillance).	X	X	X	X	X	X	X	X	X	X	X	X
3.12 Organise a campaign of clinical examination and sero-surveillance and the analysis of results.			X	X	X	X	X	X	X	X	X	X

<sup>1</sup> Performance indicators – see annexed table

IS ESTABLISHED

The first priority will be to secure freedom from rinderpest infection. Concurrently, FMD, CBPP, PPR, CCPP and sheep/goat pox will be addressed. Initially, data will be collected on these other diseases and the specific interventions will then be planned. In all eleven teams, from 2-3 teams in each region, will conduct surveys at abattoirs and in selected herds and flocks. Questionnaire-based, clinical, post-mortem and serological methods for the priority diseases (CBPP, PPR, FMD, sheep and goat pox) will be used, as appropriate.

The diagnostic capability for the priority epizootics diseases will be developed and the reporting system will be linked to the NSES. This will enable strategies for the control of transboundary diseases to be developed at a later stage during the PACE programme. The continued monitoring and control livestock movement will be important to all strategies. PACE Eritrea will ensure the provision of the necessary appropriate training for field and laboratory-based staff and, among farmers, will increase the awareness of cost recovery for the vaccinations to be conducted against the major epizootics.

The project will support the communication unit of the Department to produce appropriate materials and messages in support of improved disease surveillance and control and will provide country reports of disease status to OAU/IBAR and OIE.

**Indicative schedule of main activities related to Thrust 4**

Activity	Month												
	N	D	J	F	M	A	M	J	J	A	S	O	
4.1 Conduct surveys at abattoirs and in selected herds and flocks for CBPP, PPR, FMD, sheep and goat pox			X	X	X	X	X	X	X	X	X	X	X
4.2 Develop the diagnostic capability for the priority epizootics diseases and link with the NSES			X	X	X	X	X	X	X	X	X	X	X
4.3 Develop strategies for the control of transboundary diseases	No activity in Year 1												
4.4 Monitor and control livestock movement	X	X	X	X	X	X	X	X	X	X	X	X	X
4.5 Ensure the provision of the necessary appropriate training for field and laboratory-based staff			X	X	X	X	X	X	X	X	X	X	X
4.6 Increase the awareness of cost recovery for the vaccinations to be conducted against the major epizootics	X	X	X	X	X	X	X	X	X	X	X	X	X
4.7 Support the communication unit of the Department to produce appropriate materials and messages.	X	X	X	X	X	X	X	X	X	X	X	X	X
4.8 Provide country reports of disease status to OAU/IBAR and OIE.			X			X			X				X

Regional Co-ordination Offices will submit monthly reports on the routine project activities to the NCO in the agreed format for the PACE Programme. Specific information concerning rumours or confirmed rinderpest outbreaks have to be received within 24 hours; this will form the basis for a set of performance indicators. The National Co-ordination Office will submit monthly reports to the Planning and Statistics Unit of the Ministry of Agriculture and quarterly reports to the OAU/IBAR-based PACE PCU in Nairobi. The NCO will assist the Animal Health Division to produce annual reports on animal health status and main activities in the country. It is important that a standardised regular system of information be implemented in such a way that it is compatible with the needs of the GIS and the PACE PCU systems. The PCU will therefore propose and discuss a report format to be used by the national co-ordination unit. The data collected will be analysed and discussed whenever needed. Epidemiological and economic findings of the PACE project will be regularly reported to OAU/IBAR in Nairobi in the quarterly reports, and to the OIE.

## 6. MONITORING AND EVALUATION

The National Co-ordination Office will monitor the programme with the assistance of the OAU/IBAR PACE Programme Co-ordination Unit. The approach adopted will be based on the active participation of planners and implementing agents. This is essential for meaningful monitoring for which the tables (above) provide orientation.

# SUMMARY OF COST ESTIMATES FOR PACE ERITREA

Detailed cost estimates and budgets are contained in the annexed budget tables.

## **1. ADEQUATE CAPACITIES OF GOVERNMENT SERVICES FOR DISEASE SURVEILLANCE AND CONTROL (INCLUDING EMERGENCY PREPAREDNESS PLANS) ARE IN PLACE**

### **1.1. PERSONNEL**

#### **1.1.1 Local Staff**

##### **1.1.1.1 National PACE Co-ordinator**

The National Co-ordinator of PACE Eritrea will be the Director of Veterinary Services, Department of Animal Resources. The Ministry of Agriculture will pay his emoluments.

The list of staff who will be closely associated with the implementation of the PACE Programme is given in Annex 1. The Government of Eritrea will bear the costs of personnel (salaries) required by the project.

#### **1.1.2 Technical assistance**

##### **1.1.2.1 Training needs assessment**

In the first year, limited training will be given since training needs assessment will be done to provide the basis for a well-defined training programme that will support rapid capacity building for appropriate disease surveillance and control. No provision is made in the budget of the annual work programme since technical assistance will be provided through a framework contract to be issued by the OAU/TBAR.

### **1.2 EQUIPMENT**

#### **1.2.1 Computers and accessories**

Computers and accessories will be purchased on local market to increase the capacity of the Department of Veterinary Services to administer the PACE programme and to establish the NSES. Such items as surge protectors, voltage stabilisers, UPSs, back up drive, printer and scanner will be purchased, as well as virus guards.

#### **1.2.2 Office furniture & equipment**

Provision is made under this item for the purchase of a photocopier and spare parts, filing cabinets and other office furniture needed to establish the administrative unit for the PACE programme.

#### **1.2.3 Vehicles**

Vehicles that were used during the PARC project will be transferred to the PACE project. Eight more four-wheel drive vehicles will be purchased for the use of the co-ordination unit, the national system for epidemiological surveillance and field investigation teams.

#### **1.2.4 Field equipment**

No provision is made under this item.

Provision is made under this item for the purchase of a range of equipment that will supplement the existing inventory and will strengthen the diagnostic capacity of the national diagnostic network for animal disease surveillance. Equipment will include items such as water stills, incubators, freezers, refrigerators, bench centrifuges, digital scales, pH meters, micro-titre pipettes, ELISA plate shaker and reader, and other basic laboratory apparatus.

### **1.3 RUNNING COSTS**

#### **1.3.1 Travel**

##### **1.3.1.1 International (air fares, DSA, visas)**

Provision is made to enable senior staff of PACE Eritrea to travel outside the country to participate in PACE meetings, workshops, conferences and seminars, on such topics as diagnostics, information management (GIS and database development), reporting and communications. The costs of airfares, hotel accommodation, daily subsistence allowances and visas will be met from the provision for a total of 25 days.

##### **1.3.1.2 National (DSA)**

Provision is made under this item to meet mainly the costs daily subsistence allowances of staff of the Department of Veterinary Services working with the national PACE programme in Eritrea to travel inside the country to participate in PACE meetings, workshops, conferences and seminars.

#### **1.3.2 National meetings, workshops & training**

The costs of organising PACE meetings, workshops and short training courses in Eritrea will be met from the provision for this item. Costs will include hire of venues as necessary, secretarial equipment and consumables, audio-visual aids, refreshments, and other relevant materials.

#### **1.3.3 Office running costs**

A provision is made to cover the costs of range of office consumables, such as stationery, photocopier and printer toner, computer diskettes and sundry office items will be met from this provision.

#### **1.3.4 Vehicle running costs**

A provision is made to meet the costs of running vehicles that will be used during the surveillance, training courses, workshops and meetings in various parts of the country.

#### **1.3.5 Laboratory running costs**

Provision is made under this item for the purchase of laboratory consumables, including glassware, pipette tips, filter paper, chemicals and biological reagents.

#### **1.3.6 Communications and public utilities**

A provision is made to meet the costs of telecommunication ('fax, e-mail, telephone), courier services, postal services, and services provision related to this heading.

#### **1.3.7 Maintenance of equipment**

No provision is made under this item (see item 4.3.7).

#### **1.3.8 Purchase of publications, journals/communications materials**

A small provision is made for the purchase of publications and journals that will be needed for reference purposes during the implementation of the PACE programme.



## LIVESTOCK FARMERS ARE IMPROVED

### 2.1 PERSONNEL

#### 2.1.1 Local staff

##### 2.1.1.1 Casual labour

Provision is made to pay casual labourers who will be engaged from time to time to assist in the removal of goods and materials between stores, and who may be required to perform other sundry duties.

#### 2.1.2 Technical assistance

##### 2.1.2.1 Consultant services

The Government of Eritrea will make a provision is made to engage a consultant to undertake a customer satisfaction survey related to the provision and availability of veterinary services to livestock owners, mainly in the traditional farming sector.

### 2.2 EQUIPMENT

#### 2.2.1 Computers and accessories

Computer and accessories will be purchased on the local market to support the activities under this heading. Such items as surge protectors, voltage stabilisers, UPSs, back up drive, printer and scanner will be purchased, as well as virus guards.

#### 2.2.2 Office furniture & equipment

No provision is made under this item.

#### 2.2.3 Vehicles

Vehicles that were used during the PARC project will be transferred to the PACE project. One new 4-WD vehicle will be purchased for use under this component.

#### 2.2.4 Field equipment

No provision is made under this item.

#### 2.2.5 Laboratory equipment

No provision is made under this item.

### 2.3 RUNNING COSTS

#### 2.3.1 Travel

##### 2.3.1.1 International (air fares, DSA, visas)

Travel costs of the PACE National Co-ordinator and other senior staff [daily allowance and airfares] will be met from this provision for a total of 25 days on missions to participate in workshops and meetings on such topics as veterinary legislation and community-based animal health workers, and to undertake study tours related to this thrust.

##### 2.3.1.2 National (DSA)

Provision is made under this item to meet mainly the costs daily subsistence allowance of staff of the department of Veterinary services working with the National PACE Programme in Eritrea to travel inside the country to participate in PACE meetings, workshops, conferences and seminars related to the delivery of veterinary services.

The costs of organising PACE meeting, workshops and short training courses in Eritrea will be met from the provision for this item. Costs will include hire of venues, as necessary, secretarial equipment and consumables, audio-visual aids, refreshments, and other relevant materials.

### **2.3.3 Office running costs**

A small provision is made under this item to assist with the general office running costs.

### **2.3.4 Vehicle running costs**

This provision will meet the vehicle running costs related to activities under this heading.

### **2.3.5 Laboratory running costs**

No provision is made under this item.

### **2.3.6 Communications and public utilities**

This provision will meet some of the costs related to telecommunications, incurred by activities related to this heading.

### **2.3.7 Maintenance of equipment**

No provision is made under this item.

### **2.3.8 Communications materials**

Provision is made to meet the costs of producing and distribution materials (including questionnaires, posters, pamphlets and other materials) related to the communication for development in the context of the PACE programme. They will be produced with the assistance of the Communications unit of OAU/IBAR, Nairobi.

## **RINDERPEST INFECTION**

### **3.1 PERSONNEL**

No provision is made under this item. All personnel costs of project staff are covered under item 1.1.1, above.

### **3.2 EQUIPMENT**

#### **3.2.1 Computers and accessories**

Computer and accessories will be purchased on the local market to maintain and improve the capacity of the Department of Veterinary Services to continue data management and reporting required by the OIE pathway. Accessories such as surge protectors, voltage stabilisers, UPSs, back-up drive and printer will be purchased, as well as upgraded software.

#### **3.2.2 Office furniture & equipment**

No provision is made under this item.

#### **3.2.3 Vehicles**

No new vehicles will be purchased under this item. Vehicles that were used during the PARC project will be transferred to the PACE project and will be used for duties related to rinderpest surveillance.

#### **3.2.4. Field equipment**

No provision is made under this item since sufficient field equipment was acquired during the PARC programme.

#### **3.2.5 Laboratory equipment**

Provision is made for laboratory equipment to enhance sample processing and laboratory diagnosis.

### **3.3 RUNNING COSTS**

#### **3.3.1 Travel**

##### **3.3.1.1 International (air fares, DSA, visas)**

Travel of the Project Coordinator and other senior project staff [daily allowance for 33 days and airfares] is made to meet the costs of their participation in PACE and other workshops and meetings related to rinderpest diagnosis, surveillance and control.

##### **3.3.1.2 National (DSA)**

The costs of organising PACE meetings, workshops and short training courses in Eritrea will be met from the provision for this item.

##### **3.3.2 National meetings, workshops & training**

National meetings will be held for all veterinary field staff to ensure that they have adequate knowledge of the procedures to be adopted in the surveillance of rinderpest-like diseases. The costs of all such meetings will be met from this provision. Costs will include hire of venues, as necessary, secretarial equipment's and consumables, audio-visual aids, refreshments, and other relevant materials.

A small provision is made to meet general office running costs.

#### **3.3.4 Vehicle running costs**

A provision is made to meet the vehicle running costs incurred in rinderpest surveillance activities.

#### **3.3.5 Laboratory running costs**

Diagnostic reagents and test kit materials will be purchased to enable specimens submitted by field personnel to be examined. Provision is also made to meet the costs of despatching selected specimens to international reference centres for rinderpest for definitive diagnosis.

#### **3.3.6 Communications and public utilities**

A provision is made to meet the costs of telecommunication ('fax, e-mail, telephone), courier services, postal services, and services provision related to this heading.

#### **3.3.7 Maintenance of equipment**

To ensure uninterrupted sero-surveillance, a provision is made under this item to meet the costs of maintenance of laboratory equipment needed for rinderpest diagnosis and office equipment.

#### **3.3.8 Communications materials**

Provision is made to meet the costs of producing and distribution materials (including questionnaires, posters, pamphlets and other materials) related to the rinderpest surveillance. They will be produced with the assistance of the Communications unit of OAU/IBAR, Nairobi.

#### **4.1 PERSONNEL**

No costs will be incurred under this item in addition to those budgeted for under item 1.1.

#### **4.2 EQUIPMENT**

##### **4.2.1 Computers and accessories**

A computer with its accessories will be purchased to increase the capacity of the Central Veterinary Laboratory.

##### **4.2.2 Office furniture & equipment**

No costs will be incurred under this item in addition to those budgeted for under item 1.2.2.

##### **4.2.3 Vehicles**

One new 4-WD vehicle will be purchased for the use in disease surveillance.

##### **4.2.4 Field equipment**

No provision is made under this item.

##### **4.2.5 Laboratory equipment**

Provision is made from EDF funds to purchase equipment under item 1.2.5. The Government of Eritrea will fund the purchase of laboratory equipment for the activities under this heading.

#### **4.3 RUNNING COSTS**

##### **4.3.1 Travel**

###### **4.3.1.1 International (air fares, DSA, visas)**

The travel costs of project officers [daily allowance for 25 days and airfares] will be met from this provision. They will attend various regional PACE meetings and workshops that will cover such subjects as disease surveillance, diagnostics, information management, communications and reporting.

###### **4.3.1.2 National (DSA)**

This provision will meet the costs of national workshops. Up to 70 people will attend; daily allowances will be paid at the rate of Euro 27.

##### **4.3.2 National meetings, workshops & training**

The costs of organising PACE meetings, workshops and short training courses in Eritrea will be met from the provision for this item. Costs will include hire of venues, as necessary, secretarial equipment and consumables, audio-visual aids, refreshments, and other relevant materials.

##### **4.3.3 Office running costs**

This small provision will meet general office running costs.

##### **4.3.4 Vehicle running costs**

A provision is made to meet the vehicle running costs incurred in disease surveillance activities.

Diagnostic reagents and test kit materials will be purchased to enable specimens submitted by field personnel to be serologically tested. Provision is also made to meet the costs of despatching selected specimens to international reference centres for rinderpest for definitive diagnosis.

#### **4.3.6 Communications and public utilities**

A provision is made to meet the costs of telecommunication ('fax, e-mail, telephone), courier services, postal services, and services provision related to this heading.

#### **4.3.7 Maintenance of equipment**

To ensure uninterrupted sero-surveillance, a provision is made under this item to meet the costs of maintenance of laboratory equipment needed for rinderpest diagnosis.

#### **4.3.8 Communications materials**

Provision is made to meet the costs of producing and distribution materials (including questionnaires, posters, pamphlets and other materials) related to the rinderpest surveillance. They will be produced with the assistance of the Communications unit of OAU/IBAR, Nairobi.

## IMPLEMENTATION PROCEDURES

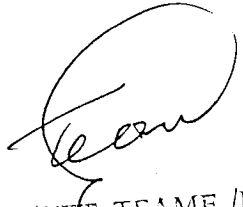
The AWP&CE is subject to the conditions laid down in the imprest account contractual document, which is annexed herewith.

Ten vehicles will be purchased through the normal tendering procedures of the EDF; the provisions made for their purchase will be released separately from the funds for the imprest account.

PART V  
SIGNATURES

Proposed by:

Dr Ghebrehiwet Teame,  
Director of Veterinary Services,  
Animal Resources Department,  
Ministry of Agriculture

22/8/00   
GHEBREHIWET TEAME /Dr./  
Director Veterinary Services

Authorised by:


His Excellency Berhane Abrehe

BERHANE ABREHE  
MINISTER

L. C. M. P. E. G.

Minister of International Co-operation Macro-policy Economic co-operation

(ICMPEC)

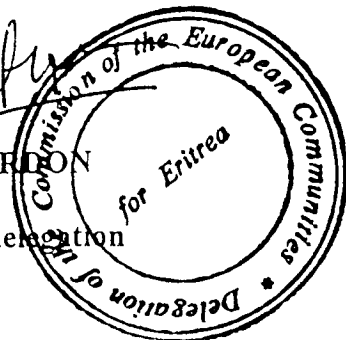
 22/8/2000



Endorsed by:

  
Stephane CHARLON

For the Head of delegation



Delegation of the European Commission in Eritrea



*LIST OF STAFF TO BE PAID FOR BY THE GOVERNMENT OF ERITREA*

1.1.1.1	National PACE Co-ordinator	1
1.1.1.2	Disease prevention & control officer	1
1.1.1.3	Veterinary public health officer	1
1.1.1.4	Central Laboratory officer	2
1.1.1.5	Veterinary Regional officer	12
1.1.1.6	Assistant Vets sub-regional officer	45
1.1.1.7	Field technicians	85
1.1.1.8	Laboratory technicians	16
1.1.1.9	Meat inspectors	13
1.1.1.10	Secretary	3
1.1.1.11	Cashier	8
1.1.1.12	Accountant	2
1.1.1.13	General workers	25
1.1.1.14	Watchman	50

PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
(PACE PROGRAMME)

Financing agreement number            6125/REG

Identification number:                 REG/5007/005

Project accounting numbers            7 ACP RPR 744  
    7 ACP RPR 745  
    8 ACP TPS 032  
    8 ACP ROC 009  
    8 ACP TPS 033

**IMPREST ACCOUNT CONTRACTUAL DOCUMENT**  
**for the first Annual Work Programme**  
**of the National PACE Programme for Eritrea**

**1. IMPLEMENTING AND MANAGEMENT STRUCTURE**

In accordance with the provisions of the financing agreement for the PACE Programme, and in particular its implementing technical and administrative provisions (hereinafter referred to as TAP), the programme shall be technically and financially autonomous as regards management of part of the resources allocated to it: in particular, payment of expenditure financed under the EDF imprest account shall be made under the authority of the designated account holders. Payments in respect of expenditure under the EDF imprest account may be made only after the National Authorizing Officer for EDF funds and the Head of Delegation of the European Commission:

- have approved the relevant Work Programme, and hence the imprest account column contained in it,
- and have signed and countersigned, respectively, this contractual document.

**2. IMPREST ACCOUNT HOLDERS AND ACCOUNTING OFFICERS**

The National Authorizing Officer for EDF funds shall, in accordance with Article 312 of the Lomé Convention, partially delegate his powers to the imprest account holders designated below:

- (as authorizing officer pursuant to article 313 of the fourth Lomé convention) for signing works contracts, supply/equipment contracts and certain service contracts, subject to the limits set out in the table below;
- (as authorizing officer pursuant to Article 224 (g) of the fourth Lomé convention) for signing memoranda of agreement, subject to the limits set out in the table;
- (as imprest account holder pursuant to Article 229(2) of the fourth Lomé Convention) for the payment of expenditure in the form of local wages, subject to the limits set out in the table below.

The partial delegation of powers shall be subject to the following:

- compliance with the general accounting rules of the Organization of African Unity;
- compliance with the rules set out in the annexed document on “Detailed rules for conducting imprest accounts in EDF-financed programme”;
- the certified lodging of authorized signatures by imprest account holders and accounting officers;
- the opening of a special bank account named “*PACE Project Yr. I*” for the PACE Programme;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks (indicated in the Implementation Protocol for the PACE Programme).

The designated imprest account holders shall be:

*The Director of Veterinary Services, Animal Resources Department, Ministry of Agriculture*

- in accordance with the TAP, responsibility for conducting this imprest account has been given to the Animal Resources Department, Ministry of Agriculture, Eritrea, represented by the imprest account holder for the implementing , as designated above;
- ~~— in accordance with the TAP and the terms of reference of the technical assistance contract, responsibility for conducting this imprest account has been given to the technical assistance body, represented by the imprest accounting holder for the technical assistance as designated above.~~

(Delete whichever does not apply)

### 3. PERIOD COVERED BY THE IMPREST ACCOUNT

This imprest account shall run from 1st November 2000 to 31 October. 2001.

Payment under this imprest account may be made only for expenditure incurred during the above period. Some management operations may extend beyond above closing date, however, e.g. the final request(s) for replenishment and/or clearance corresponding to the last items of expenditure in the period, and also operations relating to closure of the imprest account. In all cases the imprest account must be closed not later than six months after the final date give above (*i.e.* 31 March 2002).

The account may be closed only where the “imprest account balance” is zero (otherwise the closure will not be accepted, with the consequence that the Commission [Delegation and Headquarters] will refuse the commitment for the third imprest account).

**Limits set for the partial delegation of authorizing powers to the designated  
Imprest account holders for the "EDF imprest account"**

		Eritrean Nakfa (EKF)
<b>1. Works contracts</b>		
Capital expenditure (including maintenance)	< Euro 100 000	<928,000
<b>2. Supply/equipment contracts</b>		
2.1 Capital expenditure	< Euro 100 000	<928,000
2.2 Operating expenditure	< Euro 100 000	<928,000
<b>3. Memoranda of agreement</b> (Grants from the RDP to other agents)	< Euro 10 000	< 92,800
<b>4. Services</b>		
4.1 Conception, management, follow-up and evaluation of project	Not applicable	Not applicable
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	< 92,800
4.3 RDP management personnel <sup>2</sup>	Yes	Yes
4.4 RDP non-management personnel <sup>3</sup>	Yes	Yes

(At an exchange rate Euro 1.00 = Nakfa 9.281 - Source Infor-euro, March 2000)

#### 4. AMOUNT OF THE IMPREST ACCOUNT

= Nakfa 2,722,173
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(For breakdown of this amount see the "EDF imprest account" column of the relevant Work Programme, reproduced in local currency terms in Table 2 below). The estimate amount must not exceed Euro 5 million (Articles 299 of Lomé IV).

The EDF financial management department in Brussels will commit the equivalent in Euro of this amount as soon as possible.

<sup>2</sup> Not including salaries of officials assigned to the PACE Programme from government departments (their salaries will continue to be a charge on the national or institution budget). The EDF imprest account may, however, cover the following:

- various bonuses allotted to the said officials (see annex for "Detailed rules for conducting imprest accounts in EDF-financed programmes");
- Salaries (and bonuses) for management staff – other than officials – recruited and employed by the PACE Programme (fixed-term contracts).

<sup>3</sup> Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

5. SPECIAL KDF / EDF IMPREST ACCOUNT - BANK ACCOUNT

The Ministry of Agriculture has opened a special account reserved for bank transactions tied to the operation of this imprest account, the details of which are:

Account Name: PACE Project account – Year 1  
Bank account number : M6505  
Bank: Commercial Bank of Eritrea  
Main Branch  
Liberty Avenue, P.O.Box 219  
Asmara, Eritrea  
Tel. 121844, Fax. 121849,

This is a double-signature account requiring the signature of: (See Annex 6 page viii)

- the imprest account holder, and
- the accounting officer

(Specimens of their signature have been sent to the NAO, the RAO, and the Delegations of the EC in Eritrea and Kenya.)

All payments from the EDF paying agent's account will be paid into the above account:

- payment of advance (initial allocation);
- payment at intervals of successive replenishment.

Only payments corresponding to the expenditure set out in the tables in Annex 3 to the work programme may be made from this account.

6. INITIAL ALLOCATION AND SUCCESSIVE REPLENISHMENT

An advance (initial allocation) of 40% of the amount given in point 4 above, namely: Nakfa 1,088869.20 will be paid into the above account as soon as possible.

This advance, or the balance, will be transferred for accounting purposes to the succeeding imprest account at closure.

Successive replenishments corresponding to requests for reimbursement, made out by the designated imprest account holders on the basis of evidence of payment of items of expenditure, and accepted by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, will be paid into the above bank account at intervals.

Where items of expenditure are not accepted and imprest account holders are unable to provide the evidence required by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, the sums involved will have to be repaid to the above bank account as soon as possible (before the final date set for closing the imprest account):

- ~~— by the technical assistance contractor; or~~
- from the budget of the Ministry of Agriculture.

(Delete whichever of the above does not apply).

## 7. AUDITS

The Regional and National Authorizing Officer for EDF funds and the Head of the Delegation of the European Commission may decide to carry out audits, subject to the terms of reference laid down by these authorities. Auditors may carry out any accounting, technical, administrative or legal check they consider useful or necessary and, for that purpose, may demand to see any documents relating to the PACE Programme. The following is an illustrative list of original documents to be kept at the PACE Programme offices in Ministry of Agriculture (or by the delegation):

- original documents relating to the general PACE Programme accounts (including the register of capital expenditure and the staff payroll)
- original documents relating to the EDF imprest account administration statement and various operations covered by the statement (notably initial allocation, replenishment, transfer of the advance and closure);
- original documents relating to “EDF imprest account” bank account for the PACE Programme (credit and debit items, reconciliation and balance);
- original documents relating to contracts awarded by imprest account holders by virtue of the partial delegation of powers (invitations to tender, results of invitations to tender, bids from suppliers, with *pro forma* invoices where appropriate, and so on);
- original contractual documents signed by imprest account holders by virtue of the partial delegation of powers (contracts, including order forms, and memoranda of agreement);
- original documents concerning local wages signed by imprest account holders by virtue of the partial delegation of powers (lists, grounds for payment, evidence of receipt by wage earners).

## 8. TAX AND CUSTOMS ARRANGEMENTS

Pursuant to the tax and customs arrangements laid down in Articles 308 to 310 of the fourth Lomé Convention, purchases of equipment and supplies shall be free of customs duties, taxes and other charges (with the possible exception of certain small purchases on the local market).

SIGNATURES

Accepted by the Imprest Account Holder

Dr Ghebrehiwet Teame  
Director, Veterinary Services  
Animal Resources Department  
Ministry of Agriculture  
P O Box 1162/4114  
Asmara  
Eritrea


  
GHEBREHIWET TEAME /Dr./  
Director Veterinary Services

Place and date: Asmara, / 0/0/00

Accepted by the Contracting Authority

National Authorising Officer of the EDF

P. O. Box -257  
Fax 291-1-126422  
Asmara  
Eritrea

  
**BERHANE ABREHE**  
MINISTER  
I. C. M. P. E. C.

Place and date: Asmara, 0/0/00

Endorsed by the Head of the Delegation  
of the European Commission in Eritrea

P. O. Box 5710  
Asmara  
Eritrea



Date: Asmara 0/0/00



PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
(PACE PROGRAMME)

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These specimen signatures were sent to the Delegation of the European Commission in Eritrea on /0/00.

*Group 1  
Signatories*

**Dr Ghebrehiwet Teame**  
Director, Veterinary Services  
Animal Resources Department

Ato Andom Ghebretensae  
Director General, ARD  
Ministry of Agriculture

Dr. Uqubeab Ghebremicael  
Unit Head, Disease Prevention and Control  
Veterinary Services Division

*Group 2  
Signatories*

Taddes Fisehaye  
Acting , Head of finance Unit  
Ministry of Agriculture

W/o Leteyesus Negassi  
Director, Administration and Finance Division  
Ministry of Agriculture



## 1. GENERAL PRINCIPLES FOR CONDUCTING IMPREST ACCOUNTS

Under the fourth Lomé Convention, the National Authorizing Officer for EDF funds may delegate part of his powers as authorizing officer and imprest account holder to programme/project leaders (field management) so that they may have direct responsibility for certain operation and items of expenditure (see the PACE Programme Implementation Protocol). This is the "EDF imprest account" system, which constitutes in each Work Programme a special source of financing, given tangible form in the special imprest account in the financing plan of the relevant Work Programme.

This delegation of powers implies certain restrictions (see table below) and also compliance with certain conditions, which the field management must observe:

- compliance with the general accounting rules in force in the country (organization);
- compliance with these "Detailed rules for conducting imprest accounts in EDF-financed projects and programmes"
- the certified lodging of authorized signatures by imprest account holders and accounting officers;
- the opening of special RDP "EDF imprest account" bank account;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks.

Reference is made to these restrictions and conditions in each imprest account contractual document signed by the national authorizing officer and countersigned by the Head of the Delegation of the European Commission. The contractual document (one for each imprest account) also designates the imprest account holders and accounting officers, and sets out the amount adopted for the imprest account, the period of time (generally twelve months, tied in with the calendar year) during which expenditure is authorized under the imprest account concerned, and the title of the RDP "EDF imprest account" bank account into which payments will be made from the EDF and from which the accounting officers will make payments under the imprest account arrangements.

## 2. DIVISION OF RESPONSIBILITIES

Conduct of the imprest account is based on separation of functions and powers between imprest account holders and accounting officers:

- (a) Imprest account holders are responsible for all authorizing operations: they commit the specified expenditure (see imprest account column in the relevant work Programme) in accordance with the procedures for awarding contracts, making purchases and dealing with items of expenditure, as described below; they make out order forms, or sign invitations to tender, requests for *pro forma* invoices, contracts and memoranda of agreement; they draw up a staff list of the PACE Programme, distinguishing between national officials allocated to the Programme from government or institutional departments,

and sign payment orders;

- (b) the accounting officers are responsible for all operations involving payment of expenditure and recovery of revenue authorized by imprest account holders; they make payments, after checking that there are grounds for payment in the form of supporting documents and that funds are available (see imprest account column in the relevant work programme); they check the application of the procedures for awarding contracts, making purchases and dealing with items of expenditure as described below; they regularly check stocks and inventories, keep the general accounts of the RDP, including the staff payroll and a register of capital expenditure items giving details of the use, condition and method of financing of such items; they draw up the imprest account administration statement.

The **two-signature** principle also applies in the case of both imprest account holders and accounting officers: this means that both imprest account holders must sign all documents concerned with the authorizing operations referred to in (a) above, and both accounting officers must sign all documents concerned with the payment and recovery operations referred to in (b) above.

Note, however, that this joint signature rule does not entail joint liability, which falls on only one of the two-imprest account holders. It is stipulated in the TAP that responsibility for the programme/project is in the hands of:

- an official state body of the country concerned (*i.e.* the MINISTRY OF AGRICULTURE), which in that case is represented by the imprest account holder for the “national party”;
- ~~— or the technical assistance body, which in that event will be represented by the imprest account holder for the technical assistance.~~

The imprest account holder representing the body declared responsible may overrule the requirement for a second signature from the co-imprest account holder in cases where an unwarranted refusal to sign could have financial repercussions (in the form of penalties or requests for reimbursement) on the technical assistance contract or on the national budget; any such penalties or reimbursement requests are stipulated in the TAP and repeated in the imprest account contractual documents (and also in the terms of reference of the technical assistance contract where the technical assistance body has the responsibility).

### 3. SPECIAL “EDF IMPREST ACCOUNT” BANK ACCOUNT FOR THE RDP

A special account reserved for bank transactions bound up with the conduct of this imprest account must be opened by imprest account holders and accounting officers. All payments from the EDF paying agents account will be credited to this special account, namely the payment of an advance (initial allocation) and successive replenishment at intervals. All payments to be made by the managers under the EDF imprest account (see imprest account column in the work Programme) will be made from this special account. This account will require the joint signatures of the imprest account holder and the accounting officer.

Table 1

**Limits set for the partial delegation of authorizing powers to the designated  
Imprest account holders for the “EDF imprest account”**

		Eritrean Nakfa (NKF)
<b>1. Works contracts</b>		
Capital expenditure (including maintenance)	< Euro 100 000	< NKF 928,000
<b>2. Supply/equipment contracts</b>		
2.1 Capital expenditure	< Euro 100 000	< NKF 928,000
2.2 Operating expenditure	< Euro 100 000	< NKF 928,000
<b>3. Memoranda of agreement</b> (Grants from the RDP to other agents)	< Euro 10 000	< NKF 92,800
<b>4. Services</b>		
4.1 Conception, management, follow-up and evaluation of project	Not applicable	Not applicable
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	< NKF 92,800
4.3 RDP management personnel <sup>4</sup>	Yes	Yes
4.4 RDP non-management personnel <sup>5</sup>	Yes	Yes

(At an exchange rate Euro 1.00 = NKF 9.281 - Source Infor-euro, March 2000)

#### 4. INITIAL ALLOCATION AND SUBSEQUENT REPLENISHMENT

An advance (initial allocation) will be paid into the bank account referred to above; it will generally be set at a level sufficient to cover 3 to 4 months of imprest account expenditure (subject to a two-fold maximum of 6 months and 50% of the amount of the imprest account).

The bank account will be replenished at intervals in line with requests for reimbursement signed and forwarded by the designated imprest account holders, on the basis of evidence of payment of items expenditure<sup>6</sup>, and accepted by the PACE Programme Financial Controller (acting on behalf of the Regional Authorizing officer) and the Delegation of the EC.

<sup>4</sup> Not including salaries of officials assigned to the PACE Programme from government departments (their salaries will continue to be a charge on the national or institution budget). The EDF imprest account may, however, cover the following:

- various bonuses allotted to the said officials (see section 8.1 of this annex);
- salaries (and bonuses) for management staff – other than officials – recruited and employed by the PACE Programme (fixed-term contracts).

<sup>5</sup> Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

<sup>6</sup> Or, in specific cases explicitly stipulated in the work programme and in the imprest account contractual document, on a flat-rate basis.

the accounting officers and comprise a list of items of expenditure together with supporting documents for each item.

The layout of the list must correspond to that of the “EDF imprest account” column of the relevant Work Programme, using the same headings and items entries in order to facilitate comparison between estimates and subsequent expenditure.

The supporting documents (at least one for each item of expenditure on the list) must be presented in the same order as on the list in order to ease the work of checking the memos. Such documents may include:

- order forms, contract letters, contracts, receipted invoices, receipts from suppliers acceptance statements for plant, equipment and other supplies;
- payslips for employees paid wholly or in part by the Programme, with details of the staff concerned and their place of employment;
- statements showing payment of bonuses and/or allowances for national (Ministry of Agriculture) officials allocated to the Programme;
- mission orders for travel giving entitlement to reimbursement;
- Records of running expenses for vehicles, backed by relevant supporting documents (log books, fuel records, etc.);
- Memoranda of agreement between the PACE Programme and other agents.

The Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Commission Delegation check the expenditure (or have it checked by a duly authorised body). Where expenditure is not accepted, and the imprest account holders are unable to provide the supporting evidence required by the Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation, the sums involved must be **repaid** to the bank account referred to above as soon as possible (before the final date set for closing the imprest account):

~~— by the technical assistance contractor, or~~

- from the budget of the Ministry of Agriculture.

## 5. PROCEDURES FOR THE AWARD OF CONTRACTS (WORKS, SUPPLIES AND SERVICES)

For expenditure on works and supplies or equipment, the procedures vary according to the amount involved (*i.e.* the equivalent in local currency of):

- up to **Euro 2 500**, direct purchase (order form suffices)
- between **Euro 2 500 and Euro 5 000**, direct purchase following bids from local suppliers, without endorsement by the National Authorizing Officer or Delegation (order form suffices); the expenditure memorandum must be accompanied by evidence of the bids from at least three local suppliers, in the form of three *pro forma* invoices;

- between Euro 5 000 and Euro 25 000, direct purchase following bids from local suppliers, with endorsement of at least three *pro forma* invoices by the National Authorizing Officer and the Delegation of the EC (contract to be made out, bearing the signature of an authorized representative of the PACE Programme and the supplier);
- Between Euro 25 000 and Euro 100 000, restricted local invitation to tender; at least three suppliers will be asked to make closed bids; the tenders will be opened together and assessed; award of the contract follows the same rules as those governing the selection of successful tendered for major EDF-financed works or supply contracts and is valid only after endorsement by the National Authorizing Officer and the Head of Delegation.

For expenditure on services of up to Euro 10 000, the prior agreement of the National Authorizing Officer and the Head of the Delegation of the EC is required (contract to be made out, bearing the signature of an authorized representative of the PACE Programme and the suppliers).

## 6. FUND FOR MINOR ITEMS OF EXPENDITURE

A petty cash fund may be opened to cover any small items of expenditure concerned with the normal running of the PACE Programme. The accounting officers will manage it. The total size of the fund may in no case exceed Euro 5 000 over any single year.

In so far as the provision of evidence of expenditure is concerned, this facility must be used in accordance with the same rules as for other expenditure (at least one supporting document for each item of expenditure).

## 7. CONTINGENCIES

Only material contingencies are allowable and they may not exceed 10% of the amount of the imprest account.

Use of material contingencies component, whether to cover an increase in unit costs (for which evidence must be provided) or to finance operations not originally scheduled in the relevant Work Programme (for which supporting arguments must be presented), requires in all cases the prior authorization of the National Authorizing Officer and the Head of the Delegation of the EC.

## 8. LOCAL STAFF

The EDF imprest account may not cover the cost of salaries of officials seconded to the PACE Programme by the authorities (whose salaries must remain a charge on the national or institutional budget); however, it may cover the following:

- various bonuses allotted to the seconded officials;
- salaries (and bonuses) for management staff - other than officials - recruited and employed by the PACE Programme (on fixed-term contracts); or

## PACE Programme (on fixed-term contracts).

Imprest account holders are responsible for seeing that a list is drawn up giving the names and tasks of the staff referred to above, with the amounts of salaries and bonuses, and details of the amounts payable in individual cases.

### 8.1 *Officials allocated to the PACE Programme*

These officials may receive the following benefits.

- a) **Acting allowance**  
This is set as a percentage of the official's gross salary, with an upper limit of 50%; it operates as a performance bonus, covering the relative difficulty of the task to be accomplished and the constraints of the expected effect.
- b) **Bonuses**  
Imprest account holders may propose the award of individual bonuses on a personal basis, subject to the agreement of the National Authorizing Officer and the Head of the Delegation of the EC, and the presentation of supporting arguments. Such bonuses may not be awarded systematically, nor on a contractual or collective basis; they constitute rewards of an individual nature and must reflect the real quality of the performance given and/or the results obtained by the beneficiary.
- c) **Travel or mission subsistence allowance**  
This is set as a percentage of gross salary, or by reference to a specific grade or rank; eligibility must be in accordance with existing government rules; where the allowance is set by reference to a specific grade, it must be based on the institutional scales.
- d) **Accommodation**  
This may be provided by the Programme; instead of a housing allowance, the EDF imprest account covers the cost of rented staff accommodation, considered as job-related housing; where the rental market does not provide the requisite quality or quantity, the EDF imprest account may cover the cost of capital expenditure such as construction (provided it is not disproportionate to the overall Programme budget), rehabilitation or extension – in exchange, in the latter cases, for rent reduction to reflect the value of the capital expenditure;
- e) **Vehicles**  
These are provided by the Programme and remain its property throughout the accepted duration of their material depreciation (four working years); they are regarded as service vehicles. At the end of the four years the Programme will request renewal of the fleet under a future Work Programme. Vehicles reaching the age limit must be officially removed from the list of capital items owned by the Programme; they may then be passed on by the Programme to the authorities (or, as private vehicles, to PACE Programme management staff or external executive staff) for their residual value, whatever the case, all bodywork markings relating to the EDF or the Commission must be removed.

## *Programme (on fixed-term contracts)*

Such staff may receive the above benefits in addition to their salary. Employment conditions and remuneration must be identical to those laid down by the institutional rules and regulations (national legislation). Individual fixed-term contracts will be concluded between such staff and the imprest account holders.

### *8.3 Non-management staff recruited and employed by the PACE Programme (on fixed-term contracts)*

As under point 8.2, but excluding the benefits described in point 8.1.

## **9. BANK INTEREST**

Interest accruing on deposits in the PACE Programme “EDF imprest account” bank account is to be entered as PACE Programme own resources. As such it should not be entered in the EDF imprest account administration statement but should be removed from the “EDF imprest account” bank account and paid into an ordinary PACE Programme current account.

As with all own resources, the relevant amounts must be included in the next Work Programme(s), in the “own resources” column.

## **10. RECOVERY OF CLAIMS**

Any repayments to the PACE Programme of amounts due, in whole or in part, from other agents or groups that have received financing under memoranda of agreement, should be entered as PACE Programme own resources: as such they should not be entered in the EDF imprest account administration statement but should be paid into an ordinary PACE Programme current account.

As with all own resources, the amounts of such repayments should be entered in the next work Programme(s) in the appropriate column.

N.B. The PACE Programme will not provide loans. Loans should be managed by local banks or intermediate credit bodies, with the EDF imprest account contributing to the financing of such credit lines through memoranda of agreement (grants) with the bodies concerned; in that event, there would be no need for any refund to the PACE Programme.

## **11. MANAGEMENT OF THE ADVANCE**

### *11.1 Transfer of their balance of the advance*

The transfer of the balance of an advance from one imprest account to the next is purely an accounting operation. It has no impact on the Programme’s cash flow (imprest account holders and accounting officers continue to use the remainder, transferred from one imprest account to the next throughout the fully operational phase), nor on movements in the accounts of the EDF paying agent.

The Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation draw up **at the same time:**

programme (for an amount equivalent to the initial advance) and

- (ii) a payment order against the imprest account commitment for the following work programme (for an amount equivalent the receipt order referred to above); the Brussels financial management department acknowledges this transfer in their accounts by recording the above-mentioned receipt order and payment order **at the same time** and forwards copies of the contract cards to the Delegation. The Delegation will then notify the PACE Programme.

The EDF financial management department notes this twofold accounting movement in the accounts of the RDP **at the same time:**

- (i) as a debit in the administration statement for the current imprest account, and
- (ii) as a credit in the administration statement for the succeeding imprest account.

### *11.2 Increasing the advance*

Should the field management wish to increase the cash flow at its disposal (*i.e.* through an increase in the advance), such increase must:

- (i) be supported,
- (ii) be approved by the Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation,
- (iii) be covered by a supplementary payment order to the value of the increase, and
- (iv) be paid by the EDF paying agent through the PACE Programme's "EDF imprest account" bank account.

### *11.3 Transfer of a whole advance (without partial recovery)*

Although technically possible, such transfers of the whole advance are not recommended. If such a transfer is done, the advance will be recovered during the end-of-project phase.

### *11.4 End-of-project phase: full recovery of advance*

During this final phase the field management will have to recover (clear) the advance in full, as follows:

- by forwarding all supporting documents for expenditure paid out (as in the case of replenishment), but with no request for reimbursement; hence there is no replenishment and it is the advance itself that is used up;
- The Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation then draw up a zero payment order (or a number of such orders in succession); these orders may also be referred to as "token payment orders".



Imprest account holders and accounting officers will be required to draw up a very exact administration statement administration statement for the closure of the EDF imprest account, not later than six months following the end of the period covered by the imprest account.

Closure may take place only where the imprest account balance is zero (otherwise the closure will not be accepted, with the consequence that the EDF financial management department will refuse the commitment for the third imprest account).

**Cost estimate for the work programme of PACE Eritrea - 1 November to 31 October 2001**  
(in Nakfa at the exchange rate of Euro 1.00 =9.281 Nakfa )

<b>Code</b>	<b>Cost Item</b>	<b>Unit</b>	<b>Number of units</b>	<b>Unit cost</b>	<b>Total cost Nakfa</b>	<b>EDF</b>	<b>Government of Eritrea</b>
<b>1</b>	<b>Enhanced national capacities</b>						
<b>1.1</b>	<b>Personnel</b>						
<b>1.1.1</b>	<b>Local staff</b>						
1.1.1.1	National PACE Co-ordinator	man year	1	2700	32,400		32,400
1.1.1.2	Disease prevention & control officer	man year	1	2200	26,400		26,400
1.1.1.3	Veterinary public health officer	man year	1	2500	30,000		30,000
1.1.1.4	Central Laboratory Officer	man year	2	2000	48,000		48,000
1.1.1.5	Veterinary Regional Officer	man year	2	2000	48,000		48,000
1.1.1.6	Assistant Vets sub-regional officers	man year	45	1100	594,000		594,000
1.1.1.7	Field technicians	man year	85	1000	1,020,000		1,020,000
1.1.1.8	Laboratory technicians	man year	16	1500	288,000		288,000
1.1.1.9	Meat inspectors	man year	13	1200	187,200		187,200
1.1.1.10	Secretary	man year	3	1300	46800		46800
1.1.1.11	Cashier	man year	8	1200	115,200		115,200
1.1.1.12	Accountant	man year	2	1800	43200		43200
1.1.1.13	General workers(drivers etc)	man year	25	1000	300000		300000
1.1.1.14	Watchmen	man year	50	800	480000		480000
	<b>Sub-total</b>				<b>3,259,200</b>		<b>3,259,200</b>
<b>1.1.2</b>	<b>Technical assistance</b>						
1.1.2.1	Training needs assessment	man month	0.5				
<b>1.2</b>	<b>Equipment</b>						
1.2.1	Computers and accessories				46405	46405	
1.2.2	Office furniture & equipment				55686	55686	
1.2.3	Vehicles				1484960	1484960	
1.2.4	Field equipment				0	0	
1.2.5	Laboratory equipment				35268	35268	
	<b>Sub-total</b>				<b>1622319</b>	<b>1622319</b>	
<b>1.3</b>	<b>Running costs</b>						
<b>1.3.1</b>	<b>Travel</b>						
1.3.1.1	International (air fares, DSA, visas)				197044	197044	
1.3.1.2	National (DSA)				8585	8585	
1.3.2	National meetings, workshops & training				38349	38349	
1.3.3	Office running costs				11601	11601	
1.3.4	Vehicle running costs				181527	181527	
1.3.5	Laboratory running costs				26079	20882	5197
1.3.6	Communications and public utilities				46406	23203	23203
1.3.7	Maintenance of equipment				0	0	0
1.3.8	Communication materials				12669	12669	0
	<b>Sub-total</b>				<b>522,260</b>	<b>493860</b>	<b>28400</b>
	<b>Yearly totals</b>				<b>5,403,779</b>	<b>2118179</b>	<b>3,287,800</b>

estimate for the work programme of PACE Eritrea - 1 November 2000 to 31 October, 2001  
(in Nakfa at the exchange rate of Euro 1.00 =9.281 Nakfa )

Item	Unit	Number of units	Unit cost	Total cost Nakfa	EDF	Government of Eritrea
Services						
				46405		46405
				11601	11601	
<b>Sub-total</b>				<b>58006</b>	<b>11601</b>	<b>46405</b>
Salaries				46405	46405	
Equipment				9281	0	9281
				185620	185620	
				0	0	
				0	0	
<b>Sub-total</b>				<b>241306</b>	<b>232025</b>	<b>9281</b>
Materials, DSA, visas)				166501	166501	
				11601	11601	
Workshops & training				14850	14850	
				10441	10441	
				18562	18562	
Supplies				0	0	
Public utilities				11601	11601	
Transport				11601	0	11601
Materials				38052	38052	0
<b>Sub-total</b>				<b>283209</b>	<b>271608</b>	<b>11601</b>
				<b>582521</b>	<b>515234</b>	<b>67287</b>

Table 3								
Cost estimate for the work programme of PACE Eritrea - 1 November 2000 to 31 October, 2001								
(in Nakfa at the exchange rate of Euro 1.00 =9.281 Nakfa )								
Code	Cost Item	Unit	Number of units	Unit cost	Total cost Nakfa	EDF	Government of Eritrea	
<b>3</b>	<b>Fight against rinderpest</b>							
<b>3.1</b>	<b>Personnel</b>						0	
	<i>Sub-total</i>				0		0	
<b>3.2</b>	<b>Equipment</b>							
3.2.1	Computers and accessories				55686		55686	
3.2.2	Office furniture & equipment				0		0	
3.2.3	Vehicles				0		0	
3.2.4	Field equipment				0		0	
3.2.5	Laboratory equipment				306273		306273	
	<i>Sub-total</i>				<b>361959</b>		<b>361959</b>	
<b>3.3</b>	<b>Running costs</b>							
3.3.1	Travel							
3.3.1.1	International (air fares, DSA, visas)				122973		122973	
3.3.1.2	National (DSA)				4641		4641	
3.3.2	National meetings, workshops & training				55686		55686	
3.3.3	Office running costs				5801		5801	
3.3.4	Vehicle running costs				37124		37124	
3.3.5	Laboratory running costs				139215		139215	
3.3.6	Communications and public utilities				5801		5801	
3.3.7	Maintenance of equipment				11601		11601	
3.3.8	Communications materials				4641		4641	
	<i>Sub-total</i>				<b>387483</b>		<b>387483</b>	
	<b>Totals for heading 3</b>				<b>749442</b>		<b>749442</b>	

Table 4								
Cost estimate for the work programme of PACE Eritrea- 1 November 2000 to 31 October, 2001								
(in Nakfa at the exchange rate of Euro 1.00 = 9.281Nakfa )								
Code	Cost Item	Unit	Number of units	Unit cost	Total cost Nakfa	EDF	GOE	
4	Control of other epizootics							
4.1	Personnel					0	0	
	<i>Sub-total</i>					0	0	
4.2	Equipment							
4.2.1	Computers and accessories				46405	46405		
4.2.2	Office furniture & equipment				0	0		
4.2.3	Vehicles				185620	185620		
4.2.4	Field equipment					0		
4.2.5	Laboratory equipment				37124	0	37124	
	<i>Sub-total</i>				269149	232025	37124	
4.3	Running costs							
4.3.1	Travel							
4.3.1.1	International (air fares, DSA, visas)				93738	93738		
4.3.1.2	National (DSA)				46405	46405		
4.3.2	National meetings, workshops & training				71000	71000		
4.3.3	Office running costs				5801	5801		
4.3.4	Vehicle running costs				143392	143392		
4.3.5	Laboratory running costs				142538	142538		
4.3.6	Communications and public utilities				11601	11601		
4.3.7	Maintenance of equipment				11601	11601		
4.3.8	Communications materials				23203	23203		
	<i>Sub-total</i>				549279	549279		
	<b>Yearly totals</b>				818428	781304	37124	

Table 5				
Summary of cost estimate of the PACE Programme for Eritrea				
for the period 1 November 2000 to 31 October, 2001				
Code	Cost Item	EDF	Government of Eritrea	Total
<b>1</b>	<b>Enhanced national capacities</b>			
1.1	Personnel	0	3259200	3259200
1.2	Equipment	1622319	0	1622319
1.3	Running costs	493860	28400	522260
	<b>Sub-total</b>	<b>2116179</b>	<b>3287600</b>	<b>5403779</b>
<b>2</b>	<b>Improved veterinary services</b>			
2.1	Personnel	11601	46405	58006
2.2	Equipment	232,025	9281	241306
2.3	Running costs	271608	11601	283209
	<b>Sub-total</b>	<b>515234</b>	<b>67287</b>	<b>582521</b>
<b>3</b>	<b>Fight against rinderpest</b>			
3.1	Personnel	0	0	0
3.2	Equipment	361,959	0	361,959
3.3	Running costs	387,483	0	387,483
	<b>Sub-total</b>	<b>749442</b>	<b>0</b>	<b>749442</b>
<b>4</b>	<b>Control of other epizootics</b>			
4.1	Personnel	0	0	0
4.2	Equipment	232,025	37124	269,149
4.3	Running costs	549279	0	549279
	<b>Sub-total</b>	<b>781304</b>	<b>37124</b>	<b>818428</b>
	<b>Total</b>	<b>4162159</b>	<b>3392011</b>	<b>7554170</b>
	<b>Contingency 10%</b>	<b>416215</b>	<b>339201</b>	<b>755417</b>
	<b>Total estimated costs</b>	<b>4578374</b>	<b>3731212</b>	<b>8309586</b>