

VETERINARY SERVICES DEPARTMENT
MINISTRY OF FOOD AND AGRICULTURE, GOVERNMENT OF GHANA

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

**NATIONAL PACE PROGRAMME
OF GHANA**

**FOR THE PERIOD
16 OCTOBER 2000 TO 15 OCTOBER 2001**

TOTAL AMOUNT TO BE COMMITTED =1,886,607,119.00 Cedis

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Annex B: Summary of cost estimate for the Work Programme of PACE Ghana for the Period 16 October 2000 to 15th October 2001.

Table 1.1 Enhance national capacities: cost estimate for the Work Programme of PACGhana for the Period 16 October 2000 to 15 October 2001.

Table 1.2 Improved veterinary services cost: estimate for the Work Programme of PACE Ghana for the Period 16 October 2000 to 15 October 2001.

Table 1.3 Fight against rinderpest: cost estimate for the Work Programme of PACE Ghana for the Period 16 October 2000 to 15 October 2001.

Table 1.4 Control of other epizootics: cost estimate for the Work Programme of PACE Ghana for the Period 16 October 2000 to 15 October 2001.

PART I
INTRODUCTION

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 March 1999, after thirteen years of successful implementation. Ghana participated in the PARC from June 1992 and by September 1997, Ghana declared provisional freedom from rinderpest. Implementation of PARC Ghana ended in March 1999. The final report on PARC Ghana was submitted to the Delegation of the European Commission in Ghana at the end of 1999.

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 Ghana, is to be signed on 16 October 2000 for the sum of Euro 996 890. This indicative sum will be used to fund Ghana's activities under its National PACE Programme, which is described in the Global Plan. The PACE Advisory Committee considered Ghana's Global Plan at its second meeting in July 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 west Africa, including Ghana. The activities of the Ghana component of PACE will, in conformity with the overall design of the PACE Programme, be grouped under four headings 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 Co-ordination Units will be responsible for organizing. Representatives of Ghana'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>Heading 1</i>	<ul style="list-style-type: none"> • Enhanced national capacity for analysis and action in the fields of epidemiology, socio-economics of animal health, communications and project management.
<i>Heading 2</i>	<ul style="list-style-type: none"> • 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.
<i>Heading 3</i>	<ul style="list-style-type: none"> • Fight against rinderpest, based aid to Ghana to fulfil the OIE procedure for being declared "Ghana free from the disease", including active research into the disease, strengthening the surveillance network and setting up rapid response systems;
<i>Heading 4</i>	<ul style="list-style-type: none"> • Improved control of other epizootic diseases, particularly 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.

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. The regions are eastern, central and western Africa.

In West Africa, no cases of rinderpest have occurred since 1989. Ghana is free of clinical rinderpest and declared provisional freedom from the disease on September

local purchases												
1.20 Hold discussions related to information management and identify suitable systems			X	X	X	X	X	X	X	X	X	X
1.21 Develop and apply monitoring activities and reporting system	X	X	X	X	X	X	X	X	X	X	X	X

2. IMPROVED VETERINARY SERVICES

The Government of Ghana is fully committed to policies that promote and safeguard the performance of the livestock sector. Under the Structural Adjustment Programme in the 1980s, Ghana has implemented a cost recovery system in animal health services delivery. In furtherance to this, private veterinary services became operational in December 1999. The World Bank through the National Livestock Services Project supported the privatization of veterinary practice in Ghana.

A fully functional cost recovery system is already in place in Ghana through which farmers pay for most of the inputs and clinical services that they receive. The national cost recovery system has set up a revolving fund account. However, the DVS is still solely reliant on subventions from Treasury to meet its operating costs.

The privatization of veterinary services scheme that has been introduced in some parts of the country will be monitored and further developed and applied to other parts of the country in the future.

The Government's financial contribution to the recurrent costs of the national disease surveillance system and emergency preparedness plan (personnel, materials and running costs, payment of salaries) will be increased annually throughout the PACE Programme and will remain at levels that support fully functional services.

Senior staff of the Department 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 Department 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. Ghana will participate actively in the maintenance and further development of networks.

Indicative schedule of main activities related to Heading 2

Activity	Month												
	J	A	S	O	N	D	J	F	M	A	M	J	
2.1 Inform Veterinary Council of PACE support of privatization	X	X	X										
2.2 Make study tour of countries that have implemented privatization schemes	X	X	X	X	X	X	X	X	X	X	X	X	X
2.3 Plan for increasing government funding for disease surveillance							X		X				X
2.4. Obtain approval for new regulations and assist publication in gazette				X				X					X
2.5 Promote employment of veterinarians in distribution points/outlets	X	X	X	X	X	X	X	X	X	X	X	X	X
2.6 Conduct market survey of veterinary medicines distribution	X	X										X	X
2.7 Support investigative field visits by Veterinary Council members	X	X											
2.8 Monitor availability of veterinary inputs to small-holder farmers	X	X											
2.9 Prepare report for veterinary Council and Ministry of Food and Agriculture	X	X											

3. FIGHT AGAINST RINDERPEST

Ghana declared the whole country to be provisionally free of rinderpest in September 1997. All vaccination was stopped in 1996 and the Department of Veterinary Services is now conducting intensive disease surveillance.

Ghana will apply to the OIE to be declared free of rinderpest disease in 2004. An application for the status of freedom from rinderpest infection will be made in 2005.

Ghana will adopt the OIE pathway and its indicators, as described in the GREP document.

These measures are provided in the global plan for PACE Ghana. By the year 2003, the government will fund the recurrent purchase of all laboratory reagents and consumables. The Central Veterinary Laboratory at Pong Tamale and the Accra laboratories will conduct diagnostic performance indicators of stomatitis-enteritis complex for rinderpest. The other ten Regional laboratories will complement these two laboratories where necessary. Ghana will hold regular meetings with technical counterparts in all neighbouring countries, when the political situation permits, and will collaborate fully with the regional diagnostics network.

4. CONTROL OF OTHER EPIZOOTICS

The first priority will be to secure freedom from rinderpest infection. Concurrently, CBPP, PPR, CCPP and Newcastle disease will be addressed. Initially, data will be collected on these other diseases and the specific interventions will then be planned.

Indicative schedule of main activities related to Heading 4

Activity	Month												
	J	A	S	O	N	D	J	F	M	A	M	J	
4.1 Produce and disseminate communication material to increase public awareness of CBPP	X	X									X	X	X
4.2 Establish and maintain standard diagnostic capacity for CBPPP	X								X	X	X	X	
4.3 Implement clinical, serological and pathological search for CBPP countrywide, including abattoir surveillance	X	X	X	X	X	X	X	X	X	X	X	X	X
4.4 Equip and support national and regional laboratories in CBPP diagnosis	X	X						X	X	X	X	X	
4.5 Collect and analyze specimens as an integral part of the national CBPP surveillance system	X	X											
4.6 Create epidemiological database for CBPP and present mapped information (GIS etc)	X	X											
4.7 Participate in PACE CBPP initiatives, meetings and workshops	X	X						X					X
4. Monitor activities and disseminate reports	X	X	X	X	X	X	X	X	X	X	X	X	X

5. MAJOR ACTIVITIES COMMON TO MOST PACE COUNTRIES

Establish administrative systems

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 Ghana. Similarly, the PACE Programme Co-ordination Unit will devise and transfer standard reporting formats. These systems will be adopted by PACE Ghana.

The existing project accounts staff will be able to handle the extra workload that the PACE Programme will create. There is already a project accountant with VSD that will handle PACE accounts.

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

Regionally co-ordinated activities

Financial provision is made to fund the participation of representatives of the Department of Veterinary Services in the PACE Programme's regional activities, and those of the PACE Common Services. Broadly, these will include:

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

Monitoring, auditing and reporting

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 Ghana 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 July 2000.

Auditors engaged under a framework contract will conduct auditing independently. The framework contract will be financed from the budget line for "technical assistance" to the National PACE Programmes.

Indicative schedule of main activities related to Heading 5

Activity	Month											
	J	A	S	O	N	D	J	F	M	A	M	J
5.1 Establish PACE Co-ordination office				X								
5.2 Adopt PACE systems	X	X					X	X	X	X	X	X
5.3 Purchase equipment and materials locally	X	X	X	X	X	X	X	X	X	X	X	X
5.4 Launch tender to purchase vehicles	X	X	X	X	X	X	X	X	X	X	X	X
5.5 Participate in the PACE TNA*				X	X	X						
5.6 Representatives of PACE Ghana participate in Common Services workshops	X	X		X	X		X	X	X	X	X	X
5.7 Representatives of PACE Ghana participate in sub-regional meetings	X	X		X		X	X	X	X	X	X	X
5.8 Representatives of PACE Ghana participate in PACE Regional Co-ordination meeting	X	X		X	X	X	X	X	X	X	X	X
5.9 Establish PACE administrative systems					X	X	X	X	X	X	X	X
5.10 Prepare for annual audit	X										X	X
5.11 Submission of monthly financial reports	X	X	X	X	X	X	X	X	X	X	X	X
5.12 submission of quarterly reports				X			X			X		

Note: * TNA = training needs assessment

6. ACTIVITIES TO ENHANCE SUSTAINABILITY OF PACE IMPACTS

Increased government contributions/commitments to animal disease control

Greater private sector role & responsibility
(cost recovery; affordability; common goods vs private goods)

Enabling legislative framework

Adoption of technical standards

Strategic thinking embedded in veterinary departments

Regional strategies in place

Information exchange promoted (networking/communications)

Monitoring & evaluation (to determine impacts quantitatively/qualitatively)

Networking

7. FINANCING PLAN-OVERVIEW OF THE REQUIRED FUNDS-EDF TOTAL AND EVENTUAL GOVERNMENT CONTRIBUTIONS

7.1 Personnel

The Government of Ghana will provide funds to pay salaries of local staff working with the PACE Programme Ghana. Management and non-management staff will not be recruited for the PACE Programme Ghana. The overview of required funds of EDF total and Government of Ghana contributions are indicated below:

for the period 16 October 2000 to 15 October 2001			
(in Cedis at the exchange rate of Euro 1.00 = 5503,71Cedis)			
Cost item estimated costs	Total (EDF)	Totals (EDF)	Totals (GOG), Cedis
	EURO	Cedis	
Enhanced national capacities			
Personnel	6306	34706395,26	0
Equipment	157576	867252607	0
Running costs	69512	382573889,5	0
Contingency	11669,7	64226644,59	0
Sub-total	245063,7	1348759536	0
Improved veterinary services		0	
Personnel	0	0	2048301840
Equipment	0	0	
Running costs	4000	22014840	
Contingency	200	1100742	204830184
Sub-total	4200	23115582	2253132024
		0	
Fight against rinderpest		0	
Personnel	0	0	
Equipment	20000	110074200	0
Running costs	42071	231546583,4	0
Contingency	3103,55	17081039,17	0
Sub-total	65174,55	358701822,6	0
Control of other epizootics		0	
Personnel	0	0	0
Equipment	5000	27518550	0
Running costs	22000	121081620	0
Contingency	1350	7430008,5	0
Sub-total	28350	156030178,5	0
Total estimated costs	342788,25	1886607119	2253132024

government contributions/commitments to animal disease control

Government of Ghana is committed to implement animal disease control measures in maintaining paid technical/ veterinary staff to carry out control

The list of veterinary staff that will be involved in the PACE Ghana programme is indicated below for improved veterinary services.

estimate for the work programme of PACE Ghana - 16 October 2000 to 15 October 2001						
(Cedis at the exchange rate of Euro 1.00 =4,560 Cedis)						
Cost item	Unit	Number of units	Unit cost	Total cost Cedis	EDF	Government of Ghana
Improved veterinary services						
Personnel						
Local staff						
Director of Veterinary Services	man year	1	10693200	10693200	0	10693200
National PACE Co-ordinator	man year	1	9927120	9927120	0	9927120
Epidemiologists	man year	3	9781200	29343600	0	29343600
Field Techicians	man year	200	2754240	550848000	0	550848000
Economist	man year	1	6867360	6867360	0	6867360
Veterinary Investigation Officer	man year	6	9452880	56717280	0	56717280
laboratory Technicians	man year	4	2754240	11016960	0	11016960
Data Entry staff	man year	2	2754240	5508480	0	5508480
Senior Storekeeper	man year	1	2421360	2421360	0	2421360
Senior Accountant	man year	1	4300080	4300080	0	4300080
Drivers	man year	7	1550400	10852800	0	10852800
Veterinary officers	man year	138	9781200	1349805600	0	1349805600
Sub-total				2048301840		2048301840

EXPLANATION OF COST ESTIMATES

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

1. ENHANCED NATIONAL CAPACITIES

1.1 PERSONNEL

1.1.1 National PACE Co-ordinator

The National Co-ordinator of PACE Ghana will be the project manager of all services in Ghana. The National Co-ordinator will inform the Director of Veterinary Services of all activities of PACE and the Director will participate in some activities of PACE at the regional level. Other staff of the VSD of the Ministry of Food and Agriculture will work with the PACE Programme Ghana. The Government of Ghana will pay their salaries and some allowances.

1.1.2 DSA for wildlife veterinarian

An annual budget is made for DSA for the wildlife veterinarian to carry out field activities.

1.1.3 DSA for wildlife officer

A wildlife officer will accompany the wildlife veterinarian to the field and therefore an allocation is made to cater for that.

1.1.4 DSA for intermediate agents

DSA for intermediate agents is made who will work with the wildlife veterinarian and wild life officer.

1.1.5 DSA for field agents

DSA for field agents are made for the year to work both with the wildlife veterinarian and officer.

1.1.6 DSA for drivers

DSA for drivers is made who will be driving the team for field activities.

1.1.7 Technical assistance

1.1.7.1 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/IBAR.

1.2 EQUIPMENT

1.2.1 Computers and accessories

Computers and accessories will be purchased on the local market to increase the capacity of the Department of Veterinary Services to administer the PACE Programme. Such items as surge protectors, voltage stabilisers, UPSs, back- up drive, desktop and lab top computers, printers, servers, and scanner will be purchased, as well as virus guards. Three laptop computers will be purchased for the PACE national Co-ordinator, epidemiological unit, and the veterinary economist at the cost of 12,000 Euros and five desktop computers at 15,000 Euros. Three of the desktop computers will be used at the PACE co-ordination office and two for the laboratory and the southern epidemiologist. An amount of 3050 Euros will be used for networking of computers through the Internet connection with a server.

1.2.2 Office furniture & equipment

Provision is made under this item for the purchase of a photocopier and spare parts, suitable office desks and chairs, and filing cabinets needed to establish the administrative unit for the PACE Programme.

1.2.3 Vehicles

Four vehicles will be purchased. The vehicles that were purchased under PARC are unserviceable. The type and costs of vehicles are four-wheel drive-double cabin pick-ups @ 25,000 Euros each.

These vehicles are to be used by the two regional epidemiologists in two of the three ecological zones of the country, the veterinary economist and the veterinary laboratory.

1.2.4 Field equipment

No provision is made under this item.

1.2.5 Laboratory equipment

No provision is made under this item.

1.2.6 Wildlife equipment network

An amount of 1524 Euros is made for equipment for wildlife networking.

1.2.7 Wildlife equipment training

An amount of 1052 Euros is made for equipment training.

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 Ghana to travel outside the country to participate in PACE meetings, workshops, conferences and seminars. The costs of air fares, hotel accommodation, daily subsistence allowances and visas will be met from this provision. Budget is made for three international travels at 1200 Euros per trip at the cost of 3600 Euros and DSA @ 200 Euros per person for 4 days.

1.3.1.2 National (DSA)

Provision is made under this item with a total amount of 35087 Euro earmarked to enable field veterinary staff and their drivers undertake various field veterinary activities with livestock producers such as sero-surveillance and other activities to detect stomatitis-enteritis syndrome.

1.3.2 National meetings, workshops & training

The costs of organizing PACE meetings, workshops and short training courses in Ghana 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. An amount of 18,000 Euro shall be used to organise workshop for veterinary officers and technical officers in the southern zone of the country and a similar one for the same number and category of VSD staff for the

40 veterinary officers and 20 technical officers.

1.3.3 Office running costs

A small provision of 3000 Euro is made to cover the costs of tonners and A4 papers that will be used in connection with the activities related to capacity building.

1.3.4 Vehicle running costs

No provision is made under this item for the costs of fuel, tyres, repairs, insurance and maintenance of vehicles.

1.3.5 Laboratory running costs

No provision is made under this item.

1.3.6 Communications and public utilities

A provision is made under this item to pay for e-mail services/rent, telephone and postal services. An amount of 2037 Euro is budgeted for this.

1.3.7 Maintenance of equipment

No provision is made under this item.

1.3.8 Communication materials

No provision is made for the purchase of publications and journals.

1.3.9 Commissioned studies and services

No provision is made.

1.3.10 Network wildlife

An amount of 2757 Euro is made for network of wildlife epidemiological surveillance within the country and the neighbouring countries.

1.3.11 Network wildlife training

An amount of 877 Euros is provided for networking training.

1.3.12 Regional wildlife workshop training

Provision is made of amount of 1754 Euro for the wildlife veterinarians to attend regional workshops or seminars.

1.3.13 Capture wildlife operation training

No provision is made.

1.3.14 Capture wildlife operation

No provision is made.

2. IMPROVED VETERINARY SERVICES

2.1 PERSONNEL

2.1.1 Local staff

2.1.1.1 Casual labour

No provision is made under this item.

2.1.2 Technical assistance

2.1.2.1 Diagnostics & information management.

No provision is made under the work programme.

2.2 EQUIPMENT

2.2.1 Computers and accessories

No provision is made under this item. The same equipment purchased to enhance national capacity will be used for improved veterinary services.

2.2.2 Office furniture & equipment

No provision is made. The same equipment purchased to enhanced national capacity will be used for improved veterinary services.

2.2.3 Vehicles

No provision is made under this item. The same vehicles purchased will be used in duties related to improved veterinary services.

2.2.4 Field equipment

No provision is made under this item. The same equipment purchased to enhanced national capacity will be used for improved veterinary services.

2.2.5 Laboratory equipment

No provision is made under this item. The same equipment purchased to enhanced national capacity will be used for improved veterinary services.

2.3 RUNNING COSTS

2.3.1 Travel

2.3.1.1 International (air fares, DSA, visas)

Provision is made of an amount of 4000 Euro under this item to enable staff to tour countries that have implemented privatization schemes.

2.3.1.2 National (DSA)

No provision is made under this item.

2.3.2 National meetings, workshops & training

No provision is made under this item.

2.3.3 Office running costs

No provision is made under this item.

2.3.4 vehicle running costs
No provision is made under this item.

2.3.5 Laboratory running costs
No provision is made under this item.

2.3.6 Communications and public utilities
No provision is made under this item.

2.3.7 Maintenance of equipment
No provision is made under this item.

2.3.8 Communications materials
No provision is made under this item.

2.3.8 Commissioned studies and services
No provision is made under this item.

3 FIGHT AGAINST RINDERPEST

3.1 PERSONNEL

No recruitment of new staff will be made.

3.2 EQUIPMENT

3.2.1 Computers and accessories
No provision is made under this item.

3.2.2 Office furniture & equipment
No provision is made under this item.

3.2.3 Vehicles
No provision is made under this item.

3.2.4 Field equipment
Provision of 10000 Euro is budgeted for this. Field equipment to be purchased will include ice chest (4.5 litres), field boots, specimen containers, vacutainers tubes with traditional stoppers (100x10), vacutainers tubes with anticoagulant (10ml), immobilizing dart gun raffle, and postmortem kits.

3.2.5 Laboratory equipment
Provision of 10000 Euro is made. Reagents for ELISA reader will be procured.

3.3 RUNNING COSTS

3.3.1 Travel

3.3.1.1 International (air fares, DSA, visas). Provision is made for staff of VSD to participate in PACE common services meetings at the regional levels.

3.3.1.2 National (DSA)

No provision is made under this item for staff working in the National PACE Programme. Activities under this item are being taken care of under enhanced national capacity and other epizootics.

- 3.3.2 National meetings, workshops & training
No provision is made under this item.
- 3.3.3 Office running costs
No provision is made under this item.
- 3.3.4 Vehicle running costs
Provision is made of an amount of 30000 Euro lump sum under this item for the costs of fuel, lubricants, tyres, repairs, insurance, and maintenance of all vehicles used in the fight against rinderpest.
- 3.3.5 Laboratory running costs
Provision is made to include sending of specimens to world reference laboratories for definitive diagnosis against rinderpest.
- 3.3.6 Communications and public utilities
No provision is made under this item.
- 3.3.7 Maintenance of equipment
No provision is made under this item.
- 3.3.8 Communication materials
Provision is made to purchase needed communication materials such as flip chart stand, overhead projector, white boards, felt pens and papers.

4 CONTROL OF OTHER EPIZOOTICS

- 4.1 **PERSONNEL**
No recruitment of personnel shall take place.
- 4.2 **EQUIPMENT**
- 4.2.1 Computers and accessories
No provision is made under this item.
- 4.2.2 Office furniture & equipment
No provision is made under this item.
- 4.2.3 Vehicles
No provision is made under this item.
- 4.2.4 Field equipment

Provision is made to procure specimen collection and storage equipment such as DTC PACKs, bottles field boots, raincoats, postmortem kits with an amount of 5000 Euro.

4.2.5 Laboratory equipment

No provision is made under this item.

4.3 RUNNING COSTS

4.3.1 Travel

4.3.1.1 International (air fares, DSA, visas)

Provision is made for staff of Ghana National PACE Programme to participate in CBPP initiatives such as meetings and workshop at the regional level.

4.3.1.2 National (DSA)

Provision is made to include the DSA costs of staff working for the implementation of clinical, serological and pathological search for CBPP. An amount of 10005 Euro is allocated for this purpose.

4.3.2 National meetings, workshops & training

No provision is made under this item.

4.3.3 Office running costs

No provision is made under this item.

4.3.4 Vehicle running costs

Provision is made under this item to cover the cost of fuel and lubricants of field staff working to monitor stock movement in strategic border points and stock routes to reduce the risks of introduction of CBPP and other epizootics. An amount of 4995 Euro has been budgeted under this item.

4.3.5 Laboratory running costs

Provision is made to collect and analyze specimens or submit specimens to world reference laboratories as an integral part of a national CBPP and other epizootics surveillance system. An amount of 5000 Euro is to be spent on this item.

4.3.6 Communications and public utilities

No provision is made under this item.

4.3.7 Maintenance of equipment

No provision is made under this item.

4.3.8 Communications materials

No provision is made under this item.

4.3.9 Commissioned studies

No provision is made under this item.

PART IV

IMPLEMENTATION PROCEDURES

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

PART V
SIGNATURES

Proposed by:



Dr. M. Agyem-Frempong,
Director of Veterinary Services,
Ministry of Food and Agriculture

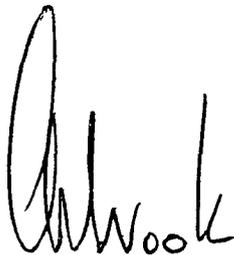
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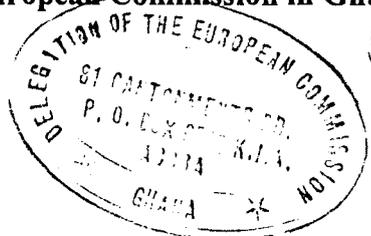
D. A. O.
ASP/EU/ECOWAS SECRETARIAT
MINISTRY OF FINANCE

National Authorizing Officer of the EDF

Endorsed by :



Head of the Delegation of the European Commission in Ghana



**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 Ghana**

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 Regional 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 authorised signatures by imprest account holders and accounting officers;
- the opening of a special bank account named “*PACE Ghana 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 Deputy Director (Dr.S. A. Ofofu) of Veterinary Services, Veterinary Services Department, Ministry of Food and Agriculture

- in accordance with the TAP, responsibility for conducting this imprest account has been given to the Veterinary Services Department, Ministry of Food and Agriculture, Ghana, represented by the imprest account holder for the implementing , as designated above;

3. PERIOD COVERED BY THE IMPREST ACCOUNT

This imprest account shall run from 1st September 2000 to 31 August 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.* 28 February 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).

Table 1

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

		Ghana Cedis
1. Works contracts		()
Capital expenditure (including maintenance)	< Euro 100 000	<550,371,000
2. Supply/equipment contracts		
2.1 Capital expenditure	< Euro 100 000	<550,371,000
2.2 Operating expenditure	< Euro 100 000	< 550,371,000
3. Memoranda of agreement (Grants from the RDP to other agents)	< Euro 10 000	<550,371,000
4. Services		Not applicable
4.1 Conception, management, follow-up and evaluation of project	Not applicable	
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	Yes
4.3 RDP management personnel ¹	Yes	Yes
4.4 RDP non-management personnel ²	Yes	

(At an exchange rate Euro 1.00 = 5503,71 cedis August 2000)

4. AMOUNT OF THE IMPREST ACCOUNT

1,886,607,119.00 Cedis

(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 (Article 299 of Lomé IV).

The equivalent in Euros of this amount will be committed by the EDF financial management department in Brussels as soon as possible.

¹ 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).

² Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

5. SPECIAL RDP “EDF IMPREST ACCOUNT” BANK ACCOUNT

The OAU/IBAR 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 PROGRAMME GHANA -YEAR 1
Bank account number : 0125660064205
Bank: BANK OF GHANA
Accra
Ghana

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 Ghana 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: **Cedis 754,642,847.80** 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 Ghana, 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 Ghana, 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):

- from the budget of the Ministry of Food and Agriculture.

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 Food and Agriculture (or by the delegation):

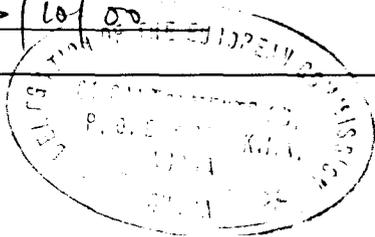
- original documents relating to the general PACE Programme accounts (including the register of capital expenditure and the staff payroll)
- original documents relating to the EDF imprest account administration statement and various operations covered by the statement (notably initial allocation, replenishment, 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

<p>Accepted by the Imprest Account Holder</p> <p><i>S. A. Ofose</i></p> <p>Place and date: <u>4th Sept. 2000</u></p>	<p>Dr Samuel Achaw Ofose Deputy Director of Veterinary Services Ministry of Food and Agriculture P O Box M 161 Accra Ghana</p>
<p>Accepted by the Contracting Authority</p> <p><i>Impfate</i></p> <p>ACP/ECOWAS SECRETARIAT MINISTRY OF FINANCE</p> <p>Place and date: <u>4th Sept. 2000</u></p>	<p>National Authorizing Officer of the EDF</p> <p>P. O. Box M 40 Accra Ghana</p>
<p>Endorsed by the Head of the Delegation of the European Commission in Ghana</p> <p><i>Wock</i></p> <p>Date: <u>5/10/00</u></p>	<p>P. O. Box 9505 Accra Ghana</p>



EDF Imprest Account Specimen Signatures

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

These specimen signatures were sent to the Delegation of the European Commission in Ghana on ... 4th September ..., 2000

*Group 1
Signatories*

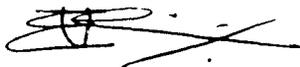


Dr. M. Agyen-Frempong
Director of Veterinary Services



Dr. Samuel Achaw Ofosu
PACE National Coordinator

*Group 2
Signatories*



Mrs. Elsie Adom Frimpong
PACE Accountant

1. GENERAL PRINCIPLES FOR CONDUCTING IMPREST ACCOUNTS

Under the fourth Lomé Convention, the Regional 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 authorising 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;

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, management staff recruited and employed by the programme; they check invoices 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 Food and Agriculture), which in that case is represented by the imprest account holder for the “national party”;

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 agent’s 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

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 authorising powers to the designated Imprest account holders for the “EDF imprest account”

		Ghana Cedis
1. Works contracts		
Capital expenditure (including maintenance)	< Euro 100 000	< 550,371, 000
2. Supply/equipment contracts		
2.1 Capital expenditure	< Euro 100 000	<550,371,000
2.2 Operating expenditure	< Euro 100 000	<550,371,000
3. Memoranda of agreement (Grants from the RDP to other agents)	< Euro 10 000	< 550,371,000
4. Services		
4.1 Conception, management, follow-up and evaluation of project	Not applicable	Not applicable
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	< 550,371,000
4.3 RDP management personnel ³	Yes	Yes
4.4 RDP non-management personnel ⁴	Yes	Yes

(At an exchange rate Euro 1.00 = Cedis 5503.71 - August 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

³ 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).

⁴ Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

Programme Financial Controller (acting on behalf of the Regional Authorizing officer) and the Delegation of the EC.

The requests for reimbursement (sometimes referred to as “memos”) are made out by 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):

- from the budget of the Ministry of Food and 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):

⁵ Or, in specific cases explicitly stipulated in the work programme and in the imprest account contractual document, on a flat-rate basis.

- 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 Regional 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 Regional 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 Regional Authorizing Officer and the Head of Delegation.

For expenditure on services of up to Euro 10 000, the prior agreement of the Regional 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 consultants).

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 Regional Authorizing Officer and the Head of the Delegation of the EC.

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
- salaries (and bonuses) for non-management staff recruited and employed by the 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 Regional 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;

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.

8.2 Management staff other than officials recruited and employed by the PACE 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.

11.1 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**:

- (i) a receipt order against the imprest account commitment for the current work 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 to 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:

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”.

12. OBLIGATORY CLOSURE OF THE IMPREST ACCOUNT

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).

Table 1 Summary of cost estimate for the Work Programme of PACE Ghana				
for the period 16 October 2000 to 15 October 2001				
(in Cedis at the exchange rate of Euro 1.00 = 5503,71Cedis)				
Code	Cost item estimated costs	Total (EDF)	Totals (EDF)	Totals (GOG), Cedis
		EURO	Cedis	
1	Enhanced national capacities			
1,1	Personnel	6306	34706395,26	0
1,2	Equipment	157576	867252607	0
1,3	Running costs	69512	382573889,5	0
1,4	Contingency	11669,7	64226644,59	0
	Sub-total	245063,7	1348759536	0
2	Improved veterinary services		0	
2,1	Personnel	0	0	2048301840
2,2	Equipment	0	0	
2,3	Running costs	4000	22014840	
2,4	Contingency	200	1100742	204830184
	Sub-total	4200	23115582	2253132024
			0	
3	Fight against rinderpest		0	
3,1	Personnel	0	0	
3,2	Equipment	20000	110074200	0
3,3	Running costs	42071	231546583,4	0
3,4	Contingency	3103,55	17081039,17	0
	Sub-total	65174,55	358701822,6	0
4	Control of other epizootics		0	
4,1	Personnel	0	0	0
4,2	Equipment	5000	27518550	0
4,3	Running costs	22000	121081620	0
4,4	Contingency	1350	7430008,5	0
	Sub-total	28350	156030178,5	0
	Total estimated costs	342788,25	1886607119	2253132024

Table 1.1

Cost estimate for the work programme of PACE Ghana-16 October 2000 to 15 October 2001

Cost Item	Unit	Quantity	Unit Price	Subtotal	Total
1 Enhanced national capacities					
Personnel					
National Coordinator					
DSA for wildlife veterinarian				2487	13687726,77
DSA for wildlife officer				2487	13687726,77
DSA for intermediate agents				577	3175640,67
DSA for field agents				395	2173965,45
DSA for drivers				360	1981335,6
Subtotal				6306	34706395,26
Equipment					
Computers and accessories					
Laptop	pcs	3	4 000	12000	66044520
Desktop and accessories	set	5	3 000	15000	82555650
Networking of computers	lump sum		650	650	3577411,5
Internet connection and server	set	4	600	2400	13208904
Scanner	no	1	1010	1010	5558747,1
Virus guards	no	3	580	1740	9576455,4
Back -up drive	no	4	550	2200	12108162
Subtotal				35000	192629850
Office furniture & equipment					
Furniture and filing cabinets	set	2	10000	20000	110074200
Subtotal				20000	110074200
Vehicles					
Double cabin pick-up 4wheel Drive	no	4	25000	100000	550371000
Subtotal				100000	550371000

Field equipment		0	0	0	0	0
Laboratory equipment		0	0	0	0	0
Wildlife equipment network					1524	8387654,04
Wildlife equipment training					1052	5789902,92
Subtotal					2576	14177556,96
Running costs						
Travel		0	0	0	0	0
International (air fare, DSA, visa)						
Attend PACE common services						
DSA for 3 interantional conferences @ 200/person for 4 days	person	3	800	2400		13208904
Return air ticket for 3 conferences @1200/trip		3	1200	3600		19813356
Subtotal				6000		33022260
National DSA						
		0	0	0		0
40 Veterinary officers @ 27.5 for 10 days	person	40	27,5	11000		60540810
40 technical officers @ 17.5 for 31days	person	40	17,5	21700		119430507
7 drivers @ 11 for 31 days	person	7	11	2387		13137355,77
Subtotal				35087		193108672,8
National meetings, workshops & training						
						0
DSA for 40 vets.@27,5/person for 4 days x2	day	40	27,5	8800		48432648
DSA for 20 tech.@17,5/person for 4 daysx 2	day	20	17,5	2800		15410388
DSA for 3 resource persons x 2	no	6	110	660		3632448,6
DSA for 2 drivers @11/driver for 4 days x 2	no	2	11	176		968652,96
Tranport expenses for 60 persons @ 22x 2	no	60	22	2640		14529794,4
Workshop materials x 2	lump sum		1062	2124		11689880,04
Conference hall and facilities @ 100/day for 4 daysx 2	day	4	100	800		4402968
Subtotal				18000		99066780

Office running costs						
Tonner		psc	28	80	2240	12328310,4
Realms of A4 papers		pkts	152	5	760	4182819,6
Subtotal					3000	16511130
Vehicle running costs			0	0	0	0
Laboratory running costs			0	0	0	0
Communication and public utilities						
Email rent, telephone and postal services		lump sum			2037	11211057,27
Subtotal					2037	11211057,27
Maintenance of equipment			0	0	0	0
Communication materials			0	0	0	0
Commissioned studies and services			0	0	0	0
Wildlife network					2757	15173728,47
Wildlife training					877	4826753,67
Regional wildlife training					1754	9653507,34
Wildlife capture operation training					0	
Wildlife capture operation					0	
Subtotal					5388	29653989,48
Totals for Heading 1					233394	1284532892
Contingencies @ 5%					11669,7	64226644,59
Global annual budget for heading 1					245063	1348755684

1.2 Cost estimate for work programme of PACE Ghana-16 October 2000 to 15 October 2001

Cost Item	Unit	Quantity	Unit cost	Amount	Total in Cedis
2 Improved veterinary services					
Equipment					
computers and accessories		0	0	0	0
office furniture & equipment		0	0	0	0
Vehicles		0	0	0	0
Field equipment		0	0	0	0
Laboratory equipment		0	0	0	0
Subtotal		0	0	0	0
Running Cost					
Travel		0	0	0	0
International (air, fares, DSA)		4 000			
DSA for 2 interantional conferences @ 200/per for 4 days	person	2	800	1600	8805936
Return air ticket for 2 conferences @1200/trip		2	1200	2400	13208904
Subtotal				4000	22014840
National (DSA)		0	0	0	0
Office running costs		0	0	0	0
Vehicle running costs		0	0	0	0
Laboratory running costs		0	0	0	0
Communication and public utilities		0	0	0	0
Maintenance of equipment		0	0	0	0
Communication materials		0	0	0	0
Commissioned studies and services		0	0	0	0
Subtotal				0	
Totals for heading 2				4000	22014840
Contingencies @ 5%				200	1100742
Global annual budget for heading 2				4200	23115582

1.3 Cost estimate for work programme of PACE Ghana-16 October 2000 to 15 October 2001

Cost item	Unit	Quantity	Unit price	Item to be purchased	Estimated cost
3 Fight against rinderpest					
Personnel					
Equipment					
Computers and accessories		0	0	0	0
Office furniture & equipment		0	0	0	0
Vehicles		0	0	0	0
Subtotal		0	0	0	0
Field equipment					0
BD vacutainer plain, with traditional stopper 100x16mm	pkts	20	250	5000	27518550
BD vacutainer needles, single 10, sample (vet) 20 Gx 1/5	pkts	20	200	4000	22014840
Vacutainer brand holder for 13 mm and 16	pkts	3	150	450	2476669,5
Coleman box (4.5 l)	single	10	15	150	825556,5
Darting immobilizing raffle	set	1	400	400	2201484
Subtotal				10000	55037100
Laboratory equipment					
Reagents for ELISA reader	lump sum	1	10 000	10 000	55037100
Subtotal				10000	55037100
3,3 Running costs					
Travel		0	0	0	0
International (air fares, DSA, Visa)					
DSA for 2 international conferences @ 200/per for 4 days	person	2	800	1600	8805936
Return air ticket for 2 conferences @1200/trip		2	1200	2400	13208904
Subtotal				4000	22014840

National DSA		0	0	0	0	
National meetings, workshops & training		0	0	0	0	0
Office running costs		0	0	0	0	0
Vehicle running costs						
One vehicle runs 1km @ 0.3						
One vehicle is to run 24000km @ 0.3/year	vehicle	24000	0,3			0
PACE will procure 5 vehilces	Lump sum			30000	165111300	
Subtotal				30000	165111300	
Laboratory running costs						
40 samples @126/sample to world reference labs	sample	40	126	5040	27738698,4	
Subtotal				5040	27738698,4	
Communication and public utilities		0	0	0	0	0
Maintenance of equipment		0	0	0	0	0
Communication materials						
Flip chart stand	pcs	2	170	340	1871261,4	
Overhead projector	pcs	1	2 000	2 000	11007420	
White boards	pcs	2	230	460	2531706,6	
Flip chart papers	lump sum			100	550371	
Felt pens	lump sum			131	720986,01	
Subtotal				3031	16681745,01	
Commissioned studies and services		0	0	0	0	0
Totals for Heading 3				62071	341620783,4	
Contingencies @ 5%				3103,55	17081039,17	
Global annual budget for heading 3				65175	358704299,3	

Cost estimate for work programme of PACe Ghana-16 October 2000 to 15 October 2001

Code	Cost item					
4	Control of other epizootics					
	Personnel					
	Equipment		0	0	0	0
4.2.1	Computers and accessories		0	0	0	0
4.2.2	Office furniture & equipment		0	0	0	0
4.2.3	Vehicles running costs		0	0	0	0
4.2.4	Field equipment					
	Specimen collection and storage equipment					
	BIO-PACK-1	pcs	10	38,6	386	2124432,06
	BIO-PACK 2	pcs	10	58	580	3192151,8
	Bottles , clear glass,,wide mounth without CAP, 80Z CAPACITY. NECK R3/48 H119mmx W 64 mm	pkts	10	33	330	1816224,3
	CAP,PLASTIC WITH WOODPULP FACED PVDC LINER, : (SUITABLE FOR ABOVE)	pkts	5	20	100	550371
	Field boots	pcs	18	58	1044	5745873,24
	Raincoats	pcs	10	58	580	3192151,8
	Postmortem kit	pcs	198	10	1980	10897345,8
	Subtotal				5000	27518550
						0
4,3	Running costs					0
4.3.1	Travel		0	.0	0	0
4.3.1.1	International (air fare, DSA,visas)		2 000			0
	DSA for 1 interantional conferences @200/per for 4 days	person	1	800	800	4402968
	Return air ticket for 1 conference @1200/trip		1	1200	1200	6604452
	Subtotal				2000	11007420
						0

4.3.1.2	National DSA						0
	30 Veterinary officers @27.5 for 6 days	days	30	27,5	4950	27243364,5	
	45 technical officers @ 17.5 for 6 days	days	45	17,5	4725	26005029,75	
	6 drivers @ 11 for 5 days	days	6	11	330	1816224,3	
	Subtotal				10005	55064618,55	0
4.3.2	Meetings, workshops and training		0	0	0	0	0
4.3.3	Office running costs		0	0	0	0	0
4.3.4	Vehicle running costs						0
	One vehicle is to run 24000km @0.3/year/5 vehicles	vehicle	2400	0,3			0
	PACE will procure 5 vehicles	Lump sum			4995	27491031,45	
	Subtotal				4995	27491031,45	0
4,3,5	Laboratory running costs						0
	40 samples to world reference lab @ 125/sample	Sample	40	125	5000	27518550	
	Subtotal				5000	27518550	0
4,3,6	Communications and public utilities		0	0	0	0	0
4,3,7	Maintenance of equipment		0	0	0	0	0
4,3,8	Communication materials		0	0	0	0	0
4,3,9	Commissioned studies and services		0	0	0	0	0
	Totals for heading 4				27000	148600170	
	Contingencies @ 5%				1350	7430008,5	
	Global annual budget for heading 4				28350	156030178,5	0
							0
	Grand totals for Year 1				342788,25	1886607119	

