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**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
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WORK PROGRAMME & COST ESTIMATE

**NATIONAL PACE PROGRAMME
OF GHANA**

**FOR THE PERIOD
MAY 2003 TO APRIL 2004**

TOTAL AMOUNT TO BE COMMITTED 1,951,075,250 Cedis

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1. INTRODUCTION

1.1. General Information

Rinderpest disease resurfaced in Ghana in 1985 after earlier attempts to eradicate it from West Africa through the JP15 project. Ghana continued annual vaccinations of cattle against rinderpest until 1996 even though the last outbreak of the disease was reported in August 1988. The sustained vaccination campaign was made possible through the assistance received from the European Union under the Pan African Rinderpest Campaign project (PARC).

Ghana was granted rinderpest disease free status on 25 th February 2003 by the OIE .

The main objectives of Pan African Programme for the control of Epizootics (PACE) are

- i. to contribute to rural development and poverty alleviation by raising the incomes of livestock producers, particularly those of smallholders,
- ii. to reduce the country's increasing dependence on imports of livestock and livestock products, and to reduce the financial burden on the government of services it provides

The specific objectives of PACE, Ghana in the third year are:

- i. to strengthen livestock farmers associations
- ii. to increase the income of farmers through adequate disease control measures
- iii. to improve on the participation of the private sector to bring about effective and efficient animal health delivery in the country
- iv. to strengthen two main laboratories in Accra and Pong-Tamale for effective and accurate disease diagnoses
- v. to strengthen women groups in livestock areas to be more active in livestock development

Outputs of objectives

- Meetings with 20 farmers associations in the Upper West and Upper East regions formed under PARC reactivated and functional December 2003
- Out breaks of PPR and NCD controlled and farmers earn more incomes from sales of chicken and small ruminants by January 2004
- Private veterinarians involved in disease surveillance and reporting by March 2004
- Laboratories in Accra and Pong-Tamale equipped with computers and reagents for disease diagnoses by March 2004
- 20 women groups facilitated to improve rural poultry production by April 2004

1.2 Presentation of PACE programme for Year 3

A more intensive approach to benefit the farmers is being adopted for the programme in the third year. This is based on recommendations of the Mid-Term Review Mission of PACE to Ghana.

After two years of the implementation of PACE, Ghana, the veterinary personnel were trained in the principles of epidemio-surveillance and are now equipped to transfer the knowledge acquired to livestock farmers at the grassroots. As a result, the original design of the annual work plan and cost estimates (AWP/CE) for the third year has been updated to focus more on reaching the Livestock farmers and assisting them through Farmer- Based Organisations (FBOs) and Community Livestock Workers (CLWs) to recognise (Epidemio-surveillance) the major Epizootics including rinderpest(RP), Contagious Bovine Pleuropneumonia(CBPP) pestes des petit Ruminants(PPR), African Swine Fever(ASF) and Newcastle Disease.

The new focus of PACE-GHANA is to assist the livestock farmers who are the first to come across any disease situation to develop the skill to recognise diseases on time- Early Warning for immediate and effective controls to be instituted -early reaction.

1.2.1 Involvement of Community Livestock Workers

During the last quarter of the second year of PACE-Ghana (9th to 15th March 2003) twenty (20) veterinary technical officers selected from 10 districts along the northern corridor of Ghana/Togo border (Zabzugu/Tatale, Saboba/Cheriponi, East Manprusi, Nkwanta, East Bawku, Yendi, Salaga, Nanumba, Garu Timpani and Gushiegu-Kariga) were retrained as trainers of CLWs at Pong-Tamale Veterinary College. The trainers are to train and equip within four weeks after the training 100 CLWs(10 from each district).

The retrained technical officers are also to assist the CLWs to revamp the FBOs and women farmer groups that were established under PARC and to form more of the associations.

The trend is to dominate PACE activities during the 3rd year with more interactions between the veterinary personnel and the livestock farmers, butchers and livestock dealers in the field of epidemio-surveillance at the grassroots through the FBOs and CLWs.

1.2.2 Reactivation and Strengthening of Livestock Farmers Associations

1.2.2.1 Strengthening of livestock farmers Associations

During PARC, livestock farmers and women groups were organised into associations in the northern part of Ghana in livestock communities. These livestock farmers associations and women groups will be reactivated to enable them to be functional in disease control.

This will be done through meetings, for a and workshops, radio programme in local languages and the use of audio cassettes prepared by communication experts on the major epizootics, also in the local languages.

To effectively handle the livestock farmers on the transfer of knowledge in epidemiosurveillance, the Community Livestock Worker Programme, which was started under the National Livestock Services Project (NLSP), is being reactivated in the livestock growing areas. This was started during the last quarter of the second year (100 new CLWS were trained and equipped along the northern corridor of the Ghana/Togo border involving 10 administrative districts.

The farmers are to be organised by the veterinary personnel at the district levels into associations at the community levels. This was a major topic thought during the training of CLWs trainers at Pong-Tamale(9th-15th March, 2003)> It is expected that 100 such associations at the community level shall be formed in the 3rd year of PACE to be linked to PACE activities. At the same time other livestock farmers' groups and women groups organised during the NLSP shall be reactivated during the year to foster links with the PACE activities.

1.2.3 Private Participation in the Delivery of Veterinary services

1.2.3.1 Community livestock workers concept

Under the National Livestock Project, about 900 CLWs were trained by VSD. Some of these trained CLWs will be given refresher courses and new ones will be trained in major livestock growing areas.

1.2.3.2 Training farmers in disease recognition

Livestock farmers are key in disease control when they are able to recognise diseases symptoms

and quickly report to veterinary personnel. It is planned to train livestock farmers throughout the country on recognising diseases such as Rinderpest, NCD, CBPP, ASF and PPR

1.2.3.3 Involvement of private veterinarians in disease surveillance

Private participation in animal health care services is an effective method to deliver clinical and vaccination services to farmers. Therefore, PACE will strengthen the ten existing veterinary practitioners in the country to enable them effectively discharge their duties. It is planned in the third year of PACE to provide training for private vets in disease surveillance systems and the reporting formats of VSD.

1.2.3.4 Monitoring of private veterinarians in collaboration with the Veterinary Council

PACE, Ghana will monitor the activities of private veterinarians to ensure their effective delivery of animal health care services to the public. This will be done quarterly in conjunction with the Veterinary Council.

1.2.4 Production and dissemination of extension materials for disease control

Production of extension materials on diseases

Contract will be given for the printing of more extension materials and production of more audiocassettes on CBPP, NCD, PPR and rinderpest. These materials will be used for the benefit of livestock farmers to enable them easily recognise signs of diseases

Dissemination of extension materials

The Communication Officer and other field officers of PACE will use the produced extension materials at workshops for farmers meetings.

1.2.5 Linkages between PACE, Ghana and the Livestock farmers

Under the Epidemio-surveillance network of Ghana, the country is divided into three zones, with each zone headed by a Veterinary Epidemiologist (refer to PACE organogram at page 69 of this document). The zonal epidemiologists are directly under the PACE Co-ordinator (Deputy Director of Veterinary Services) responsible for livestock diseases.

The zonal epidemiologists are linked to the Regional Development Officers (Veterinary) and the District Veterinary Officers at the regional and district levels respectively.

The District Veterinary Officers are responsible for veterinary activities in the districts supported by the veterinary technical staff at the grassroots. All the veterinary personnel, in close contact with the livestock communities received refresher training during the first 2 years of PACE in epidemiosurveillance. The knowledge acquired will be passed on to farmers more intensively at the community levels.

1.2.6 Support from PACE in the transfer of knowledge to livestock farmers

PACE, Ghana has developed posters, brochures, pamphlets and audiocassettes in English. These are to be translated into major local languages of the livestock farmers and are to be used in the campaign to create awareness on the major epizootic diseases. In this regard all the veterinary staff operating under PACE shall be involved in the campaign and shall receive support in the form of fuel to move from community to community to interact with farmers on a more intensive scale.

The Ghana Government shall contribute appreciably at the district levels (cost centres) on the running costs of these services

1.2.7 Laboratory capacity under PACE

Under WP/CE Yr 3, the following measures will be implemented to enhance the capacities of the Accra and Pong-Tamale laboratories for disease diagnoses.

These measures include:

- Procurement of computers for the Accra and Pong-Tamale laboratories
- Procurement of reagents for PPR, ASF and CBPP diagnoses
- Restoration of telephone in the Pong, Tamale laboratory

Table 1: Aims and major activities of PACE Programme

<i>Aims and major activities of the national PACE programme</i>	
<i>Aims</i>	Building up the institutional capacity of national animal health systems. Encouraging national capacities for planning, implementation, monitoring and evaluation of interventions.
<i>Heading 1</i>	<input type="checkbox"/> 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>	<input type="checkbox"/> Improved accessibility and distribution of veterinary services and medicines, based on developing a harmonised approach to the privatisation process and coherent links between public services and private operators(CLWs and private veterinary practitioners).
<i>Heading 3</i>	<input type="checkbox"/> Fight against rinderpest, based on activities to fulfil the OIE procedure for being declared " freedom from the infection", including active research into the disease, strengthening the surveillance network at the grassroots and setting up rapid response systems;
<i>Heading 4</i>	<input type="checkbox"/> Improved control of other epizootic diseases, particularly CBPP, training of farmers and other stakeholders on the recognition and control measures on these diseases

Activities under all the four main thrusts of PACE were performed in Year 1 and Year 2. The third year programme is to continue with more emphasis on the farmers and stakeholders as direct beneficiaries.

1.2.8 Performance Indicators

As part of the Work Plan in Yr 3, performance and impact indicators are being made for monitoring and evaluation purposes(See Annex III on page 70 and IV on page 76.

A total amount of **Euro 217,388.85** has been earmarked for the PACE programme for the third year. The amount will cover activities under the thrusts of PACE as follows:

Table 2: Summary of budget for Year 3 as in the Global Plan

Thrust	Amount in Euro
Enhanced National Capacities	96,542.25
Improved veterinary services	2,000.00
Fight against rinderpest	68,000.00
Control of other Epizootics	45,092.00
Total	217,388.85

1.3 ENHANCED NATIONAL CAPACITY

Training of staff was conducted in many areas related to disease surveillance, including diagnostic techniques, data management, planning, and monitoring and evaluation of control interventions.

The PACE Programme for the 3rd year will raise the capacity and capabilities of livestock owners for disease surveillance. The provision of on-the-job training, short, skills-oriented practical training and “sandwich” courses will be promoted at the grassroots through Farmer Based Organisations (FBOs) and Community Livestock Workers (CLWs).

1.4 IMPROVED VETERINARY SERVICES

The Government of Ghana is fully committed to policies that promote and safeguard the performance of the private sector. Under the Structural Adjustment Programme in the 1980s, Ghana 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 privatisation of veterinary practice in Ghana. Another project is currently supporting the privatisation programme- the Livestock Development Programme of the Africa Development Bank

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. Such development of the private veterinary practice will involve the:

- Formation of Farmer-based Organisations
- Training of CLWs
- Training of Women groups

which will be proactive in the livestock sector.

1.5 FIGHT AGAINST RINDERPEST

OIE declared Ghana to be free from rinderpest disease free status in February in 2003. The OIE steps towards infection free status shall be pursued this year (sero-monitoring).

The Epidemiology Unit backstopped Regional Directorates in the regions by organising training

workshops for the veterinary staff in conducting random clinical surveillance, active search, passive and oriented surveillance. They were also taken through the following topics:

- ♦ Clinical signs of rinderpest-like diseases (stomatitis-enteritis disease complex)
- ♦ PACE and OIE Pathway concepts
- ♦ Samples to be submitted under various disease conditions.

These activities shall be extended to stakeholders-the livestock farmers, traders and butchers at the district and community levels by the trained veterinary staff.

1.6 CONTROL OF OTHER EPIZOOTICS

The first priority is to secure freedom from rinderpest infection. Concurrently, CBPP, PPR, ASF and Newcastle disease will be addressed. Technical staff have been trained as trainers to train farmers in the application of I-2 vaccine against NCD in rural poultry. The PACE Co-ordination hosted an international workshop on CBPP from 3-6 February 2003 in Accra.. Control techniques are to be transferred to the farmers to recognise CBPP at all stages of the disease.

ASF is now a major problem along the northern corridor of Ghana/Togo border. The communities along the border are to be sensitised on this disease through the FBO to be established and the CLWs. It is anticipated to establish as many as 100 FBOs with as many CLWs in the area.

1.7 MAJOR ACTIVITIES COMMON TO MOST PACE COUNTRIES

1.7.1 Establish administrative systems

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.

1.7.2 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

1.7.3 Monitoring, auditing and reporting

The PACE Programme Co-ordination Unit (PCU) will produce quarterly and annual reports that are based on field activities. and monthly financial reports.

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.

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

1.8.1 Personnel

The Government of Ghana will continue to 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 in Table 4. The organogram of PACE, Ghana is represented in Appendix 1 on Page 69.

Table3

Summary of cost estimates for work programme of PACE ,May 2003 to April 2004

Table 1							
Summary of cost estimate for the Work Programme of PACE Ghana							
for the period MAY 2003 to APRIL 2004							
(in Cedis at the exchange rate of Euro 1.00 =8,975 Cedis)							
Code	Cost item estimated costs	Total (EDF)	Totals (EDF)	Totals (GOG), Cedis	GO¹G in 3rd yr in Euro	GOG in 4th yr in Euro	GOG in 5th yr in Euro
		EURO	Cedis				
1	Enhanced national capacities						
1.1	Personnel	2,400	21,540,000	0			
1.2	Equipment	24,000	215,400,000	0			
1.3	Running costs	60, 602	543,902,950	148,769,600	16,576	45,000	46,000
1.4	Contingency,5%	4,350	39,041,250	7,438,481	829	2250	2300
	Sub-total	91,352	819,884,200	156,208,080	17,405	47,250	48,300
2	Improved veterinary services		0				
2.1	Personnel	0	0	1,964,229,728	218,856		
2.2	Equipment	2,500	22,437,500				
2.3	Running costs	29,040	260,634,000			32,000	41,000
2.4	Contingency,5%	1,577	14,153,575	101,016,174	11,255	1,600	2050
	Sub-total	33,117	297,225,075	2,121,339,652	236,361	33,600	43,050
3	Fight against rinderpest		0				
3.1	Personnel	0	0				
3.2	Equipment	9,250	83,018,750	0			
3.3	Running costs	39,750	356,756,250	264,206,050	29,438	43,000	42,000
3.4	Contingency,5%	2,450	21,988,750	13,210,303	1,472	2150	2100
	Sub-total	51,450	461,763,750	277,416,353	30,910	45,150	44,100

¹ Ghana Government contribution for running cost in disease surveillance is indicated for the 4th and 5th years as it is in the Global Plan. Salaries of staff are not included.

4	Control of other epizootics		0				
4.1	Personnel	0	0	0			
4.2	Equipment	13,410	120,354,750	0			
4.3	Running costs	26,086	234,121,850	80,389,050	8,957	28,000	33,000
4.4	Contingency,5%	1,975	17,725,625	4,019,903	448	1,400	1650
	Sub-total	41,471	372,202,225	84,408,953	9,405	29,400	34,650
	Total estimated costs	217,390	1,951,075,250	2,639,373,038	294,081	155,400	170,100

1.8.2 Increased government contributions/commitments to animal disease control

The Government of Ghana is committed to implement animal disease control measures in maintaining paid veterinary staff to carry out control measures. The list of veterinary staff involved in the PACE Ghana programme is indicated below for improved veterinary services.

These staff spend about 40% of their time on PACE activities, whilst the PACE Co-ordinator spends up to 80 % of his time on PACE activities. The GOG contribution in terms of salary based on 40% calculation of gross salary of staff working with PACE is 1,964,229,728 cedis. The analysis of this is indicated in Table 4 below.

1.8.3 Contribution of GOG in Running Cost

The GOG apart from paying salaries of staff, also shall contribute substantially to the running costs for animal diseases control. An amount of 443,041,424 cedis is the budget in the third year of PACE for running cost activities for animal disease control at VSD. In addition, 50 million cedis per annum is the district budget for running costs of Veterinary Service in each of the 110 districts (Budget Estimates, 2003).

Therefore, the total amount of the GOG both for salaries and running costs in the third year of PACE is 2,407,271,152 cedis. A total amount of 155,400 Euro, and 17,100 Euro has been earmarked for the fourth and fifth year of PACE for running costs in disease surveillance. This is presented in Table 1.

Table 4 Ghana Government contributions in PACE for salaries of staff¹

Code	Cost item	Unit	No. of Units	Unit cost, in Euro	Total cost, in Euro	Total cost, in cedis
2. Improved Veterinary Services						
2.1	Personnel					
2.1.1	Local staff					
2.1.1.1	Director of Veterinary Services	many year	1	2,837.5	2,837.5	25,466,5
2.1.1.2	National Pace Co-ordinator	many year	1	2,634.2	2,634.2	23,641,9
2.1.1.3	Epidemiologist	many year	3	2,595.5	7,786.5	69,883,8
2.1.1.4	Field Technicians	many year	200	730.8	146,160	1,311,786,0
2.1.1.5	Economist	many year	1	1,822.3	1,822.3	16,355,1
2.1.1.6	PACE Communication	many year	1	1,822.3	1,822.3	16,355,1
2.1.1.7	PACE Wildlife	many year	1	1,822.3	1,822.3	16,355,1
2.1.1.8	Vet. investigation officer	many year	6	2,612.5	15,675	140,683,1

¹ Ghana Government contribution to PACE, Ghana in the 3rd Year is the payment of salary to staff who work with the Ghana Office. Staff of the Veterinary Services in Ghana, unlike staff of other PACE countries do not receive any special bonus or paid any salary. On the average the Ghanaian staff spend up to 40% of their work time on PACE activities. In addition GOG contribution covers the use of offices, veterinary laboratories and equipment in conducting PACE activities. GOG vehicles are also used for PACE activities.

2.1.1.9	Laboratory technicians	manyear	4	730.9	2,923.6	26,239,310
2.1.1.10	Data entry staff	manyear	2	730.9	1,461.8	13,119,655
2.1.1.11	Senior store keeper	manyear	1	642.5	642.5	5,766,437
2.1.1.12	Senior Accountant	manyear	1	1,141	1,141	10,240,475
2.1.1.13	Drivers	manyear	7	411.4	2,879.8	25,846,205
2.1.1.14	Veterinary officers	manyear	138	2,590.8	357,530	3,208,835,340
Total			367	23,125	547,139	4,910,574,320
% of staff time spent working on PACE				40		1,964,229,728

II RESULTS OF WORK PROGRAMME FOR YEAR TWO

II.1. Activities

Table 5: Activities and Results of work programme Year 2

1. Enhancement of national capacity			
Activities	Expected results	Results during the WP2	Observations
1.1 Participate in training needs assessments	Identify training needs and participate in the regional training needs assessment (TNA).	Training needs and appropriate courses identified.	The Veterinary Directorate organized trainer of trainers' workshop for Veterinary field staff in all the 10 regions. The main focus of the workshop is to impact the knowledge and skill in the application of the 1-2 Newcastle disease vaccine to the owners of the rural chickens so that they (rural poultry owners) would vaccinate their own birds. This was intended to hasten the process of vaccinating as many rural chickens as possible before the end of October 2002. In all a total number of 394 veterinary field staff were trained and are presently in the field-training farmers how to vaccinate their birds. At the national level the Epidemiology Unit organized workshop on epidemio-surveillance for 140 technical staff (Central region- 40, Eastern region -62, Upper west -34

1.2 Develop appropriate communication materials and methods for control of epizootic diseases	Develop appropriate communication materials and methods for the control of epizootic diseases.	Appropriate communication materials and methods for control of epizootic diseases developed	The brochure developed on the application of I2 was used as a teaching aid in explaining to farmers the signs of Newcastle disease and control through appropriate application of the I2.
1.3 Conduct field studies, socio-economic surveys and surveillance	Disease surveillance results available.	1737 herds(average herd of 115 cattle), which were part of the randomly selected herds, were surveyed for signs of stomatis-enteritis diseases complex	300 field Technical Officer were trained to undertake the random clinical surveillance.
1.4. Develop and apply PACE administrative procedures	PACE administrative procedures were applied as indicated in global plan.	Four technical and twelve financial reports were prepared and submitted.	Quarterly technical reports submitted and monthly financial reports were also submitted
1.5. Provide appropriate local, regional and international training	Appropriate communication materials and methods for control of epizootic diseases developed and training provided last year. Only one international training in GIS management was provided during the year under review	A brochure on the control of ND developed during the first quarter was used as a teaching aid to explain to farmers the signs of ND and how to apply I-2	More regional and international training are required.
1.7. Develop and apply data management system (including GIS)	Standards established, hardware and software available, training needs identified.	TAD info and access programme in use.	Training in disease mapping, data management and risk analysis are required.
1.8. Participate in national planning meetings to develop the PACE logical framework			Members have to be motivated to be committed to the long hours of meetings
1.9. Procure equipment through tenders and local purchases	Procurement of equipment undertaken	Furniture and spare parts (vehicle) procured.	Other items (vehicles, dart gun, etc) purchased.
1.10. Hold discussions related to information management and	Suitable information management systems identified.	TAD info and a programme in access in place. PID	The map in TAD info does not correspond to the present

identify suitable systems		implementation in Ghana is scheduled for 10-14 March 2003	administrative map of Ghana.
1.11 Develop and apply monitoring activities and reporting system	Monitoring activities and reporting systems applied. Wildlife revised epidemiosurveillance formats	Monthly returns and reports were received from the field officers on Veterinary activities conducted even though some of the returns were not received on time. Twenty formats have been reprinted and distributed to all the 110 districts. 20 sets of oriented surveillance formats were printed and dispatched for monitoring diseases. About 60% of the reports have been submitted on time.	Formats are to be used by wildlife field agents

2. Improvement of the accessibility and the distribution of drug and veterinary services			
Activities	Expected results	Results during the WP2	Observations
2.1 Inform Veterinary Council of PACE support of privatisation	Veterinary Council informed of business management training for private vets.	Private veterinary clinics jointly inspected with Registrar of Vet. Council Private vets trained at the Ghana Institute of Management and Public and Administration	Encouraging cooperation
2.2 Make study tour of countries that have implemented privatization schemes	No study tour was made		
2.3 Plan for increasing government funding for disease surveillance	Government funding for disease surveillance by veterinary services for 2003 increased.	Head of the PACE Economics unit and the PACE Co-ordinator participated in the preparation of the annual budget of the	

		veterinary for 2003 and sufficient funds has been budgeted for disease surveillance activities in 2003.	
2.4 Obtain approval for new regulations and assist publication in gazette	New service charges approved by parliament	Service delivery improved due to new service charges approved by parliament.	
2.5 Promote employment of veterinarians in distribution points/outlets	Private Veterinarian active in drug distribution	Few private veterinarians in distribution outlets.	Most distribution outlets are located in the cities.
2.6 Conduct market survey of veterinary medicines distribution	Market survey of veterinary distribution conducted	Survey on market survey completed. Report available	Report on the survey of market drugs available
2.7 Support investigative field visits by Veterinary Council members	Recommendations made by the council and the corrective measures applied.	Investigation into illegal veterinary clinics conducted	Recommendation for closure of such vet clinics
2.8 Monitor availability of veterinary inputs to small-holder farmers	Market survey on inputs (drugs) conducted	A market survey conducted to assess the availability of drugs to farmers	
2.9 Prepare report for veterinary council and Ministry of Food and Agriculture	Reports prepared.	Quarterly technical reports and monthly financial reports on PACE submitted	First quarter of PACE covered the period May-July, 2002 2nd Quarter August-October, 2002 3 rd quarter November 2002 January 2003

Fight against rinderpest			
Activities	Expected results	Results during the WP1	Observations
3.1 Monitor stock movement in strategic border areas and at stock route posts to reduce risk of reintroducing of rinderpest by illicit	Regular reports on stock movement submitted.	Quarantine stations at border entry point operational	Fulani herdsmen using unapproved routes to enter Ghana-transhumance

trade			
3.2 Maintain and develop liaison with veterinary services of neighbouring states	One border harmonisation meeting with Togo organised. Reports on disease situation improved	Reports on disease situation exchanged on monthly basis	
3.3 Co-ordinate cross-border activities	Proper documentation of stock conducted	Attended meeting on stock and transhumance movement at Lome	
3.4 Launch publicity campaign on stomatitis-enteritis syndrome	Publicity campaign on stomatitis-enteritis syndrome launched	Ten rumours of stomatitis-enteritis were registered and investigated. 9 Samples sent to the laboratory were further submitted to Pilbright and one sample sent to Bengirville in Cote'Divoire, regional laboratory	
3.5 Develop and apply epidemiological approaches for data collection, analysis, storage, retrieval and back-up	Epidemiological approaches for data collection, analysis, storage, retrieval and back-up developed	Monthly disease situation returns and reports collected through passive surveillance and were inputted and analysed for preparation of OIE animal health status report for the period under review.	
3.6 Conduct rinderpest surveillance (passive; active-random and purposive) and extend active clinical and serological disease search countrywide to comply with OIE pathway requirements	Rinderpest surveillance conducted in line with OIE pathway requirements.	Passive surveillance for all diseases including rinderpest is routinely carried out in all districts by the field staff. Sampling for sero-surveillance is on-going and it is expected that about 4,500 samples will be tested for rinderpest antibodies using H-cELISA and N-iELISA	

3.7 Obtain equipment and reagents and monitor laboratory diagnoses performance	Laboratory diagnoses monitored		
3.8 Participate in PACE regional workshops on epidemiology, economics, lab diagnostic network, wildlife epidemiology	One regional workshop attended.	International workshop on data management was attended	
3.9 Establish and maintain rapid response capability	Rapid response capability established.	The document on Rinderpest Emergency Preparedness Plan for Ghana prepared and sent to AU-IBAR and Dossier submitted to OIE for rinderpest free status determination.	
3.10 Submit reports to OIE and IBAR Organize and assist with OIE evaluation of Ghana's rinderpest status	Reports submitted to OIE and IBAR		
3.11 Despatch specimens to world reference laboratories, as necessary, for definitive diagnosis	Suspected disease samples submitted to world reference lab for definitive diagnosis.	Samples submitted to sub Regional Reference Laboratory in Cote d'Ivoire and world reference laboratory at Pilbright	
3.12 Monitor activities and distribute reports	Smooth implementation of activities.	Activities monitored	

Improvement of the control of other epizootic diseases, particularly CBPP			
Activities	Expected results	Results during the WP2	Observations
4.1 Produce and disseminate communication material to increase public awareness of CBPP	Communication materials on CBPP produced.	Posters on CBPP were obtained from FAO and disseminated in the Volta and Northern Regions . The	Pamphlets and other communication materials produced by FAO made available

		posters were used to explain to farmers on the nature of CBPP	to farmers, butchers , livestock traders and staff.
4.2 Establish and maintain standard diagnostic capacity for CBPP	Standardisation for the test processes undertaken.	CFT and Elisa on going. The distribution of CBPP is being mapped with the help of passive surveillance	Penside test introduced in the second year is yet to be validated.
4.3 Implement clinical, serological and pathological search for CBPP countrywide, including abattoir surveillance	Point prevalence of CBPP conducted countrywide	Serological testing of sera using Competitive ELISA techniques was conducted on 232 sera samples. 26 were positive, whilst 206 were negative. During the year, samples sent from 2 farmers in Nkwanta and Krachi districts through passive surveillance were confirmed CBPP positive.	FAO consultant and staff of VSD conducted the survey
4.4 Equip and support national and regional laboratories in CBPP diagnosis	National laboratory equipped.	Equipment and reagents procured through FAO/PACE collaboration	
4.5 Collect and analyze specimens as an integral part of the national CBPP surveillance system	Diagnosis of suspected CBPP cases conducted.	During passive surveillance, Kraals with history of CBPP were noted. Samples from following kraals were confirmed as CBPP positives. Outbreak Area. Positive Cases Sege CBPP positive Ajomanikope, Ada CBPP positive Kintampo CBPP positive	

		Winneba CBPP positive Adexorkpodzi, Adidome CBPP positiv																			
4.6 Create epidemiological database for CBPP and present mapped information (GIS etc)	CBPP epidemiological database created.	<p>Data base transferred into map. The following notifiable diseases were recorded clinically in August: CBPP cases were confirmed by the veterinary laboratory at Accra</p> <table><tr><th>Disease</th><th>Outbreak District</th></tr><tr><td>FMD</td><td>North Tongu New Juaben.</td></tr><tr><td>PPR</td><td>Awutu Efutu Senya</td></tr><tr><td>CBPP</td><td>Tamale Ho Kwahu North</td></tr><tr><td>NCD</td><td>Wassa West</td></tr></table> <p>In September, the following notifiable diseases were clinically recorded The CBPP cases were confirmed by the veterinary laboratory atAccra</p> <table><tr><th>Disease</th><th>Outbreak District</th></tr><tr><td>FMD</td><td>Bawku East</td></tr><tr><td>CBPP</td><td>Nkwanta, Tamale, Manya Krobo</td></tr><tr><td>PPR</td><td>Asante Akim North, Wassa West</td></tr></table>	Disease	Outbreak District	FMD	North Tongu New Juaben.	PPR	Awutu Efutu Senya	CBPP	Tamale Ho Kwahu North	NCD	Wassa West	Disease	Outbreak District	FMD	Bawku East	CBPP	Nkwanta, Tamale, Manya Krobo	PPR	Asante Akim North, Wassa West	
Disease	Outbreak District																				
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Disease	Outbreak District																				
FMD	Bawku East																				
CBPP	Nkwanta, Tamale, Manya Krobo																				
PPR	Asante Akim North, Wassa West																				
4.7 Participate in PACE CBPP	CBPP initiatives participated.	CBPP meetings and workshops																			

initiatives, meetings and workshops		attended at Bamako and held at Kumasi. Workshop on control strategies on CBPP was conducted in Ghana, with Ghana fully participating	
4.8 Monitor activities and disseminate reports	Activities monitored	Field reports received at VSD	

Major Activities common to most PACE countries			
Activity	Expected results	Results during	Observations
5.1 Establish PACE Co-ordination office	PACE Co-ordination Office established	PACE Secretariat established at VSD,	
5.2 Adopt PACE systems	PACE systems adopted	Technical and Financial reporting system operational	
5.3 Purchase equipment and materials locally	Equipment and materials procured locally.	Equipment, vehicles and materials procured locally.	
5.4 Launch tender to purchase vehicles	Tender to purchase vehicle launched	1.1. Invitation was sent to The six motor companies invited for submission of bids on the procurement of one cross-country vehicle., responded positively The bids were evaluated by an evaluation committee and AUTO PARTS GH.LTD won the bid to supply the cross country vehicle to PACE Ghana.	Vehicle with the following particulars is to be released to PACE Ghana after exemption certificate from the VAT and other taxes are received Engine number 022464 Chasis No. VSKTUR2040514138 Colour: ZOIK
5.5 Participate in the PACE TNA	Appropriate courses identified by PACE	Appropriate courses identified	Common service workshops and training needed.
5.6 Representatives of PACE Ghana	Representatives of PACE Ghana	Epidemiological unit benefited	

participate in common services workshops	participated in common services workshops	from PACE common services workshop in data and GIS management training..	
5.7 Representatives of PACE Ghana participate in sub-regional meetings	Representatives of PACE Ghana participated in sub-regional meetings		
5.8 Representatives of PACE Ghana participate in PACE Regional Co-ordination meeting.	Representatives of PACE Ghana participated in PACE Regional Co-ordination meeting.	One meeting was attended by the Director of Veterinary Services and PACE Co-ordinator	
5.9 Establish PACE administrative systems	PACE administrative systems established.	PACE administrative systems operational in Ghana	
5.10 Prepare for annual audit	Records for auditing made available	Two evaluation and monitoring missions visited PACE, Ghana in October/November 2002.	
5.11 Submission of monthly financial reports	Monthly financial reports submitted	Monthly financial reports submitted to Bamako and Nairobi	
5.12 Submission of quarterly reports	Quarterly reports submitted	Quarterly reports submitted to Bamako and Nairobi with copies to NAO and EU.	

II.2 Equipment

Table 6: Acquisition of equipment

Designation	Total number included in the global plan	Total number included in WP2	Bought during WP2	Observations
Vehicles	5	1	1	1 cross-country vehicle has been ordered. Awaiting tax clearance to be released
Lab. Equipment Reagents for elisa reader	1	1	0	order made for reagents to be supplied
Field equipment				
Wildlife equipment (Dart gun)	1	1	1	Dart gun and accessories purchased
Communication materials				One generator and hand phones purchased
Generator	0	1	1	
Mobile phones	0	10	10	
Video camera	0	1	1	
Office equipment				
Bookshelves	7	5	5	All in use
Toners	0	10	10	

II.3 Training

Table 7. Training conducted in PACE Year 2

	Total number included in the global plan	Total number included in WP2	Results during WP2	Observations
Epidemiology		Field technical officers in the regions and the 32 epi clusters were trained. Regional training in epidemiology yet to take place	Field technical officers in the field and those in the 32 epi clusters were trained on recognition of stomatitis -enteritis syndrome	In fulfilment of OIE pathway on rinderpest, field technical officers in 32 epi clusters were trained
Economic	1	1	No training conducted	
Wildlife	2	1	The training session on wildlife capture is yet to be conducted during the dry season of the year .	
PACE Co-ordination	6 National training workshops	2	1National training workshop on PACE conducted	

III. ACTIVITIES PLANNED IN THE WORK PROGRAMME YEAR THREE

Indicative schedule of main activities related to Heading 1

1. ENHANCED NATIONAL CAPACITY

Activity	Expected Results	Month											
		J	A	S	O	N	D	J	F	M	A	M	J
1.1 Develop appropriate communication materials and methods for control of epizootic diseases at the grassroots	Posters, brochures, audiocassette produced in the local languages	X	X	X	X	X	X	X	X	X	X	X	X
1.2 Conduct field studies, socio-economic surveys and surveillance	Rinderpest surveillance conducted and socio-economic surveys conducted on CBPP	X	X	X	X	X	X	X	X	X	X	X	X
1.3 Apply PACE administrative procedures	PACE administrative procedures applied	X	X	X	X	X	X	X	X	X	X	X	X
1.4 Provide appropriate local training to farmers	PACE staff provide local training to farmers	X	X	X	X	X	X	X	X	X	X	X	X
1.5 Apply data management system (including GIS)	Database management system applied in disease reporting	X	X	X	X	X	X	X	X	X	X	X	X
1.6 Procure equipment through tenders and local purchases	Equipment procured through tender and local purchase	X	X	X	X	X	X	X	X	X	X	X	X
1.7 Apply monitoring activities and reporting system	Monitoring of activities conducted and reports submitted												

Indicative schedule of main activities related to Heading 2

2. IMPROVED VETERINARY SERVICES

Activity	Expected Results	Month											
		J	A	S	O	N	D	J	F	M	A	M	J
2.1 Train and equip CLWs	100 CLWs trained and equipped	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Organise FBOs at the community levels	FBOs organised at the community levels	X	X										
2.3 Monitor availability of veterinary inputs to small-holder farmers	Availability of veterinary inputs monitored throughout the country	X	X										
2.4 Monitor performance of private vets in collaboration with the Veterinary Council	Performance of 10 private veterinarians and nay new ones monitored in conjunction with Veterinary Council	X	X	X	X	X	X	X	X	X	X	X	X

Indicative schedule of main activities related to Heading 3

3. FIGHT AGAINST RINDERPEST

Activity	Expected results	Month											
		J	A	S	O	N	D	J	F	M	A	M	J
3.1 Monitor stock movement in strategic border areas and at stock route posts to reduce risk of reintroducing rinderpest by illicit trade in cattle	Stock movements monitored , especially transhumance		X	X	X	X	X	X	X	X	X	X	X
3.2 Maintain and develop liaison with veterinary services of neighboring states	Reports submitted to neighbouring countries	X	X	X	X	X	X	X	X	X	X	X	X
3.3 Coordinate cross-border activities	ASF surveillance conducted along the northern corridor of the Ghana/Togo border	X	X	X	X								

3.4 Maintain publicity campaign on stomatitis-enteritis syndrome	Farmers educated on recognising signs of stomatis-enteritis syndrome	X	X	X	X	X	X	X	X	X	X	X	X
3.5 Apply epidemiological approaches (including wildlife) for data collection, analysis, storage, retrieval and back-up	Epidemiological approaches applied in data collection (passive, active search)	X	X	X	X	X	X	X	X	X	X	X	X
3.6 Conduct rinderpest surveillance (passive; active-random and purposive) and extend active clinical and serological disease search countrywide to comply with OIE pathway requirements	Passive, active-random and purposive search conducted for rinderpest	X	X	X	X	X	X	X	X	X	X	X	X
3.7 Monitor laboratory diagnostic performance	Collection and submission of samples to reference laboratories monitored		X	X	X	X							X
3.8 Participate in PACE regional workshops on epidemiology, economics, lab diagnostics, and wildlife epidemiology	PACE staff attend OIE meetings and regional Co-ordination meetings	X	X	X	X			X			X		
3.9 Maintain rapid response capability	Early warning system applied	X	X	X	X	X	X	X	X	X	X	X	X
3.10 Submit reports to OIE and IBAR	Reports to OIE and IBAR submitted quarterly	X							X				X
3.11 Organize and assist with OIE evaluation of Ghana's rinderpest status	OIE assisted to determine RP infection free- status of Ghana	X	X	X							X	X	X
3.12 Despatch specimens to world reference laboratories, as necessary, for definitive diagnosis	Samples of suspected cases submitted to world reference laboratories	X	X	X	X	X	X	X	X	X	X	X	X
3.13 Monitor activities on rinderpest	Passive, active and purposive surveillance activities of rinderpest conducted	X	X	X	X	X	X	X	X	X	X	X	X

Indicative schedule of main activities related to Heading 4

4.CONTROL OF OTHER EPIZOOTICS

Activity	Expected Results	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 and other epizootics at the grassroots(farmer level)	Posters, brochures and audio cassettes produced for public awareness creation on CBPP	X	X	X	X	X	X	X	X	X	X	X	X
4.2 Maintain standard diagnostic capacity for CBPPP	H-cELISA used in laboratory diagnoses of CBPP	X								X	X	X	X
4.3 Implement clinical, serological and pathological search for CBPP countrywide, including abattoir surveillance	Surveillance at abattoirs, markets and field conducted on CBPP	X	X	X	X	X	X	X	X	X	X	X	X
4.4 Equip and support national and regional laboratories in CBPP diagnosis	Two main laboratories equipped to diagnose CBPP	X	X						X	X	X	X	X
4.5 Collect and analyse specimens as an integral part of the national CBPP surveillance system	Specimens f CBPP collected from abattoirs , markets and on the field	X	X										
4.6 Create epidemiological database for CBPP and present mapped information (GIS etc)	Database for CBPP and present mapped information (GIS etc)	X	X										
4.7 Participate in PACE CBPP initiatives, meetings and workshops	Participated in approved CBPP workshops	X	X						X				X
4.8 Monitor activities on CBPP and disseminate reports	Activities on CBPP monitored and reported on.	X	X	X	X	X	X	X	X	X	X	X	X

Indicative schedule of main activities related to Heading 5

MAJOR ACTIVITIES COMMON TO MOST PACE COUNTRIES

Activity	Expected results	Month											
		J	A	S	O	N	D	J	F	M	A	M	J
5.1 PACE Co-ordination office functional	PACE Coordination office hold PACE steering and technical committee meetings	X	X	X	X	X	X	X	X	X	X	X	X
5.2 Adopt PACE systems	PACE, Ghana adopted PACE systems	X	X	X	X	X	X	X	X	X	X	X	X
5.3 Purchase equipment and materials locally	Computers, bookshelves, field equipment and laboratory reagents purchased	X	X	X	X	X	X	X	X	X	X	X	X
5.4 Representatives of PACE Ghana participate in Common Services workshops	PACE, Ghana participated in workshops organised by PACE Common Services	X	X		X	X		X	X	X	X	X	X
5.5 Representatives of PACE Ghana participate in PACE Regional Co-ordination meeting and OIE meeting	Representatives of PACE Ghana participated in PACE Regional Co-ordination meeting and OIE meeting												X
5.6 Prepare for annual audit	PACE, Ghana prepared for annual audit	X										X	X
5.7 Submission of monthly financial reports	Monthly financial reports submitted	X	X	X	X	X	X	X	X	X	X	X	X
5.8 Submission of quarterly and annual technical reports	Quarterly and annual technical reports submitted		X			X			X			X	

IV. Presentation and justification of cost estimates of WP Yr.3

Below are the justifications of cost estimates of WP year 3

1000/1. ENHANCED NATIONAL CAPACITIES

1.1 PERSONNEL

1100/1.1.1 National PACE Co-ordination

The National Co-ordinator of PACE Ghana is the project manager of all services in Ghana. The National Co-ordinator informs 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 continue to pay their salaries and some allowances.

An amount of 21, 540, 000 cedis is budgeted for five technical committee meetings and one steering committee meeting during the year, and for official running of the PACE Office.

Expected results

Five meetings of the Technical PACE and one steering Committee of PACE will be held

1101/1.1.2 DSA for wildlife veterinarian

No provision is made under this item.

1101/1.1.3 DSA for wildlife officer

No provision is made under this item.

1101/1.1.4 DSA for intermediate agents

No provision is made under this item.

1101/1.1.5 DSA for field agents

No provision is made under this item.

1101/1.1.6 DSA for Drivers

No provision is made under this item.

1.1.7 Technical assistance

1.1.7.1 Training needs assessment

No provision

1102/1.2 EQUIPMENT

1102/1.2.1 Computers and accessories

An amount of 197,450,000 cedis is budgeted to purchase desk and laptop computers and accessories in the third year for the livestock growing regions of VSD. Computers purchased in Yr 1 of PACE were distributed as follows:

Desktop computers distributed to: Dr C.K Doku, Deputy Director of VSD

Dr. S. A. Ofosu, PACE Coordinator

Dasebu Stephen, Data Entry, VSD

Dr. George Mills, PACE Communication Officer
Elizabeth Nunoo- Secretary to Director of VSD

Laptop Computers

Dr. S. A. Ofosu, PACE Coordination
Dr George Nipah, PACE Epidemiologist
Dr. George Mills, PACE Communication

Five computers will be bought in Yr 2 and will be distributed as:

Elsie Adom Frimpong, PACE Accountant
Veterinary Laboratory, Pong-Tamale
Veterinary Laboratory, Accra
Epidemiologist, Pong-Tamale
Regional Development Officer (Vet) Tamale

Five laptops and three desktop computers will be bought in Yr 3 to be distributed as follows:

Regional Development Officer (vet), Wa, Bolgatanga, Pong-Tamale laboratory for the desktop computers and the five laptop will go to two Epidemiologists in Middle and the Northern zones, PACE Economics Unit, Regional Development Officer for Eastern Region and the Regional Development Officer for Sunyani.

Expected results

8 sets of computers purchased.

1102/1.2.2 Office furniture & equipment

Provision of 17,950,000 cedis is made for the purchase of bookshelves.

Expected results

Ten sets of bookshelf purchased.

1102/1.2.3 Vehicles

No provision is made under this item.

1102/1.2.4 Field equipment

No provision is made under this item.

1102/1.2.5 Laboratory equipment

No provision is made under this item.

1102/1.2.6 Wildlife equipment network

No provision is made for wildlife equipment training.

1102/1.2.7 Wildlife equipment training

No provision is made under this item.

1102/1.2.8 Capture wildlife operations

No provision is made under this item.

1103/1.3 RUNNING COSTS

1103/1.3.1 Travel

1.3.1.1 International (air fares, DSA, visas)

Provision is made to enable two staff of PACE Ghana to participate in OIE meeting in May 2003 in Paris and two persons to participate in the annual meeting of PACE co-ordination meeting in June 2003 in Arusha (Tanzania). An amount of 57, 440,000 cedis in the budget for this item.

1103/1.3.1.2 National (DSA) working with CLWs, FBOs and women groups

Provision is made under this item only with a total amount of 249,505,000 cedis for PACE staff to carry out various veterinary surveillance activities on rinderpest, CBPP, NCD, ASF and PPR with livestock farmers. This amount caters for all PACE veterinary field activities including wildlife, epidemiology, communication, economics and laboratory units throughout the year.

Expected Results

Epidemiological surveys on rinderpest available on ASF, CBPP, PPR and NCD

Meetings with farmers conducted by PACE staff

Women groups assisted in acquiring techniques in vaccination against NCD in rural poultry, using the newly developed I-2 vaccine

Farmer-based organizations educated on the importance of vaccination against PPR and treatment against external and internal parasites.

1103/1.3.2 Meetings, workshops & training of livestock farmers

. An amount of 35,526,640 cedis shall be used to organise training workshops for stakeholders (butchers and cattle dealers) on disease recognition and reporting at Accra, Kumasi and Tamale.

Expected results:

Three workshops organised

60 butchers and cattle dealers attend workshops in disease recognition.

1103/1.3.3 Office running costs

A provision of 72,212,850 cedis is made to cover the costs of toners and A4 papers that will be used in connection with the activities related to capacity building. An amount is made for printing of necessary materials for PACE office, and communication materials.

Expected Results

Four packets of toner purchased

250 packets of A4 papers purchased

Printing of reporting formats made

1103/1.3.4 Vehicle running costs

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

1103/1.3.5 Laboratory running costs

No provision is made under this item.

1103/1.3.6 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 17,950,000 cedis is budgeted for this during the year 3.

Expected results

Email and postal services are paid for regularly.

1103/1.3.7 Maintenance of equipment

Provision is made under this item of an amount of 17,950,000 cedis to maintain office and laboratory equipment.

1103/1.3.8 Communication materials

Provision is made for the production of audiocassettes. An amount of 61,389,000 cedis is made for the production of audiocasssttes.

Expected Results

300 audiocassettes produced for use with farmers for livestock disease recognition and control.

1103/1.3.9 Commissioned studies and services

No provision is made under this item

1103/1.3.10 Wildlife Network

An amount of 24,061,975 cedis is made for network of wildlife epidemiological surveillance within the country and the neighbouring countries. The network will co-ordinate with other wildlife networks from other countries through meetings or any form of media communication

1103/1.3.11 Wildlife network training

Provision is made of an amount of 7,871,075 Cedis for this activity to enable wildlife veterinarian retrain the field agents on the use of the dart gun for both clinical and serological examination.

1103/1.3.12 Regional wildlife workshop training

No provision is made under this item.

1103/1.3.13 Capture wildlife operation training

No provision is made under this item.

1103/1.3.14 Capture wildlife operation

No provision is made under this item.

2000/2. IMPROVED VETERINARY SERVICES

2000/2.1 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.

21022.2 EQUIPMENT

2102/2.2.1 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.

2102/2.2.2 Office furniture & equipment

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

2102/2.2.3 Vehicles

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

2102/2.2.4 Field equipment

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

2102/2.2.5 Laboratory equipment

Provision of 22, 437, 500 cedis is made under this item for the purchase of 5,000 appendorf tubes for laboratory diagnoses.

Expected results

5,000 appendorf tubes purchased for ASF, CBPP diagnoses

2103/2.3 RUNNING COSTS

2.3.1 Travel

2103/2.3.1.1 International (air fares, DSA, visas)

No provision is made under this item.

2103/2.3.1.2 National (DSA)

No provision is made under this item.

2103/2.3.2 Meetings, workshops & training & equipping of CLWs

Provision is made under this item for the training and equipping of more community livestock workers and also for the educational meetings with livestock farmer associations in the country. An amount of 206,425,000 cedis is budgeted for these activities. Funds are also made available for the collection of socio-economic and epidemiological data needed for the economic analysis of other epizootic diseases (CBPP, ASF and PPR), which will be conducted with farmers.

One-day refresher workshop for private veterinarians on disease surveillance and reporting will also be organised from funds under this item.

Expected results:

- 100 CLWs trained during the second year of PACE-Ghana to organise the farmers into FBOs and women groups will be given refresher courses.
- Data on ASF, CBPP and PPR collected for economic analysis
- One day workshop organised for 10 private veterinarians on disease recognition and reporting

2103/2.3.3 Office running costs

No provision is made under this item.

2103/2.3.4 Vehicle running costs

No provision is made under this item.

2103/2.3.5 Laboratory running costs

No provision is made under this item.

2103/2.3.6 Communications and public utilities

No provision is made under this item.

2103/2.3.7 Maintenance of equipment

No provision is made under this item.

2103/2.3.8 Communications materials

No provision is made under this item.

2103/2.3.8 Commissioned studies and services

An amount of 54,209,000 cedis is the provision made under this item for contracting out a study to private veterinarians on the performance of the CLWs and their training in the field.

3000/3 FIGHT AGAINST RINDERPEST

3001/3.1 PERSONNEL

No recruitment of staff will be made.

3002/3.2 EQUIPMENT

3002/3.2.1 Computers and accessories

No provision is made under this item.

3002/3.2.2 Office furniture & equipment

No provision is made under this item.

3002/3.2.3 Vehicles

No provision is made under this item.

3002/3.2.4 Field equipment

Provision of 83, 018,750 cedis is budgeted for this item to procure field equipment such as vacutainer tubes and holders to be used by field and laboratory staff in sero-monitoring.

Expected results

5000 BD vacutainer, plain with traditional stopper and 150 vacutainer brand holder purchased.

3002/3.2.5 Laboratory equipment

No provision is made under this item

3003/3.3 RUNNING COSTS

3003/3.3.1 Travel

3.3.1.1 International (air fares, DSA, visas).

No provision is made under this item.

3003/3.3.1.2 National (DSA)

No provision is made under this item.

3003/3.3.2 National meetings, workshops & training

No provision is made under this item.

3003/3.3.3 Office running costs

No provision is made under this item.

3003/3.3.4 Vehicle running costs

Provision is made of an amount of 150,331,250 cedis lump sum under this item for costs of fuel, lubricants, tyres, repairs, insurance, and maintenance of ten vehicles used in the fight against rinderpest and other PACE activities. The ten vehicles include the five that were purchased from funds of PACE and five others in the system that are used by the epidemiologists and other field officers undertake PACE activities.

3003/3.3.5 Laboratory running costs

Provision is made to include sending of specimens to world reference laboratories for definitive diagnosis against rinderpest and the maintenance of laboratory equipment with an amount of 44,875,000 cedis.

3003/3.3.6 Communications and public utilities

No provision is made under this item.

3003/3.3.7 Maintenance of equipment

No provision is made under this item.

3003/3.3.8 Communication materials

Provision is made to procure needed communication materials such as posters, video camera films and digital camera chips, handouts and brochures with an amount of 122,060,000 cedis. The budget will also take care of radio programmes in the local languages and English on the major four epizootics (NCD, CBPP, PPR, ASF).

3003/3.3.9 Commissioned studies and services

No provision is made under this item.

3003/3.3.10/ Emergency funds

Provision is made under this item of an amount of 39,490,000 cedis for any rinderpest emergency situation.

4000/4 CONTROL OF OTHER EPIZOOTICS

4001/4.1 PERSONNEL

No recruitment of personnel shall take place.

4002/4.2 EQUIPMENT

4002/4.2.1 Computers and accessories

No provision is made under this item.

4002/4.2.2 Office furniture & equipment

No provision is made under this item.

4002/4.2.3 Vehicles

No provision is made under this item.

4002/4.2.4 Field equipment

An amount of 44,875,000 cedis is made available under this item. The amount will be used to purchase syringes and needles (for staff of VSD working with the PACE Programme) field boots, GPS and hand gloves for field staff to take samples from stomatis-enteritis cases in livestock.

4002/4.2.5 Laboratory equipment

Provision is made under this item for H-cELISA kits(reagents) for 5,000 paired samples and N-iELISA (reagents) for 5,000 paired samples for disease diagnoses. An amount of 120,354,750 cedis is the budget, and also to purchase ASF ELISA kit to enhance laboratory capacity to diagnose ASF.

Expected Results

ASF samples collected and analysed. ASF serological surveys conducted

4003/4.3 RUNNING COSTS

4.3.1 Travel

4003/4.3.1.1 International (air fares, DSA, visas)

No provision is made under this item.

4003/4.3.1.2 National (DSA)

No provision is made under this item.

4003/4.3.2 Meetings, workshops & training of farmers

Provision is made under this item of an amount of 17,950,000 cedis for meetings of livestock farmers and butchers on CBPP and ASF at the districts on the Ghana/Togo border.

Expected Results

Surveillance activities along Ghana/Togo border made regularly

4003/4.3.3 Office running costs

No provision is made under this item.

4003/4.3.4 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, PPR, ASF and other diseases. An amount of 98,725,000 cedis has been budgeted under this item.

4003/4.3.5 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 45,646,850 cedis is to be spent on this item.

Expected Results

Samples from all suspected cases shall be submitted to world reference laboratories for definitive diagnosis as and when cases occur.

4003/4.3.6 Communications and public utilities

No provision is made under this item.

4003/4.3.7 Maintenance of equipment

No provision is made under this item.

4003/4.3.8 Communication materials

An amount of 26,925,000 cedis is the budget for installation of two new phone lines at Pong-Tamale (Central Veterinary laboratory and Epidemiological Unit) and payment of telephone rentals.

Expected Results

Telephone lines installed and functioning at Pong-Tamale

4003/4.3.9 Commissioned studies

The PACE Ghana project will recruit a consultant to analyse knowledge, attitudes and practices (KAP) of livestock owners and keepers on ASF in one region close to the border with Togo. An amount of 44,875,000 cedis is allocated for this activity

Expected results

KAP study completed and report available

V. BUDGET AND COST ESTIMATES WP 3

AU-IBAR -PACE PROGRAMME				ANNUAL BUDGET:PERIOD; M.	
2003 -APRIL 2004					

COUNTRY: TABLE 8.1

EURO=8,975 CEDIS(FEBRUARY 2003)

GHANA

COUNTRY CODE:

CURRENCY:CEDIS

Accounting codes		Headings and expenses lines			Unit	Quantity		Total Year 3 Euro	Total EDF in Cedis	Governm contribut from 3rd year, Ced
							Unit price			
Compon.	Expens.									
1000		1NEHANCED NATIONAL CAPACITIES								
	1.1	Personnel								
1100	1.1.1	National Co-ordination								
		Coffee and lunch for PACE meetings			lumpsum			2,400		
		Subtotal						2,400	21,540,000	
1101	1.1.2	DSA for Wildlife veterinarian								
1101	1.1.3	DSA for Wildlife officer								
1101	1.1.4	DSA for Intermediate agents								
1101	1.1.5	DSA for								

		Field agents								
1101	1.1.6	DSA for Drivers								
		Subtotal								
1102		Subtotal for personnel								
	1.2	Equipment								
1102	1.2.1	Computers and accessories								
		Desktop and accessories	set	3	2,000	6,000	53,850,000			
		Laptop	set	5	3,200	16,000	143,600,000			
		Subtotal				22,000	197,450,000			
1102	1.2.2	Office furniture & equipment								
		Bookshelves	set	10	200	2,000	17,950,000			
		Subtotal				2,000	17,950,000			
1102	1.2.3	Vehicles								
		Subtotal		0	0	0	0	0		
1102	1.2.4	Field equipment		0	0	0	0			
1102	1.2.5	Laboratory equipment		0	0	0	0			
1102	1.2.6	Wildlife equipment network		0	0	0	0			
1102	1.2.7	Wildlife equipment training		0	0	0	0	0		
1102	1.2.8	Capture wild life operation					0	0		
		Subtotal					0			
		Subtotal for equipment					24,000	215,400,000		
1103	1.3	Running costs								
1103	1.3.1	Travel		0	0	0	0			
1103	1.3.1.1	International (air fare, DSA, visa)								
		Attend PACE common services								
		DSA for 4 persons @ 200/person for 4 days	person	4	800	3,200	22,976,000	5,744		
		Return air ticket for 4 conferences @ 1200/trip		4	1200	4,800	34,464,000	8,616		
		Subtotal					8,000	57,440,000	14,360	

1103	1.3.1.2	National DSA working with CLWs, FBOs and women groups			0	0			
		23 Veterinary officers @ 50 Euro for 10 days	person	23	50	11,500	82,570,000	20,64	
		20 tech. officers @ 32 for 31days	person	20	32	19,840	142,451,200	35,61	
		5 drivers @ 22 for 31 days	person	5	22	3,410	24,483,800	6,12	
		Subtotal				34,750	249,505,000	62,376	
1103	1.3.2	National meetings, workshops & training of livestock stakeholders							
		Transport, accommodation for 30 butchers.@50 Euro/person for 4 days x2	day	4	50	1,600	11,488,000	2,87	
		Transport, accommodation for 30 cattle handlers@32 Euro/person for 4 daysx 2	day	5	32	1,280	9,190,400	2,29	
		DSA for 2 resource persons x 2@110 Euro	no	2	110	220	1,579,600	39	
		Transport and accommodation for 1 driver @22 Euro/driver for 4 days x 2	no	1	22	176	1,265,4750	31	
		Transport expenses for 6 persons @ 20x 2	no	2	22	88	631,840	15	
		Workshop materials x 2	lump sum		984	984	7,063,325	1,76	
		Conference hall and facilities @ 100/day for 3 daysx 2	day	3	100	600	4,308,000	1,07	
		Subtotal				4,948	35,526,640	8,88	
1103	1.3.3	Office running costs							
		Tonner	pkts	4	80	320	2,872,000		
		Realms of A4 papers	pkts	250	5	1,250	11,218,750		
		Printing	lumpsum			6,476	58,122,100		
		Subtotal				8,046	72,212,850		
1103	1.3.4	Vehicle running costs		0	0	0			30,51
1103		Laboratory running costs		0	0	0			
1103	1.3.6	Communication and public utilities							
		Email rent, telephone and postal services	lump sum			2,000	17,950,000	4,48	
		Subtotal				2,000	17,950,000	4,48	

1103	1.3.7	Maintenance of equipment		Lumpsum			2,000	17,950,000	13,462
1103	1.3.8	Communication materials			0	0	0	0	
		Production of audio cassettes for farmers and women groups		Lumpsum		6,840	6,840	61,389,000	
		Subtotal					6,840	61,389,000	
1103	1.3.9	Commissioned studies and services			0	0	0		
1103	1.3.10	Wildlife network		Lumpsum			2,681	24,061,975	
1103	1.3.11	Wildlife network training		Lumpsum			877	7,871,075	
1103	1.3.12	Regional wildlife workshop training			0	0	0	0	
1103	1.3.13	Wildlife capture operation training			0	0	0	0	
1103	1.3.14	Wildlife capture operation			0	0	0	0	
		Subtotal					3,558	31,933,050	
		Subtotal for running costs					60,602	543,902,950	148,769
		Totals for Heading 1					87,002	780,842,950	148,769
		Contingencies @ 5%					4,350	48,016,250	7,438
		Global annual budget for heading 1					91,352	819,884,200	156,208

AU-IBAR -PACE PROGRAMME -ANNUAL BUDGET:PERIOD:MAY 2003-APRIL 2004										
COUNTRY:GHANA		TABLE8.2								
COUNTRY CODE		CURRENCY:CEDIS								
Accounting codes		Headings and expenses lines			Unit	Quantity	Unit price	Total Year 3 , Euro	Total EDF in Cedis	Government contrbutions from 3rd year Cedis
Compon.	expens.									
2000		IMPROVED VETERINARY SERVICES								
	2.2	Personnel								1,964,229,7
		Subtotal for personnel						0		1,964,229,7
2102		Equipment								
2102	2.2.1	computers and accessories			0	0	0	0		
2102	2.2.2	office furniture & equipment			0	0	0	0		
2102	2.2.3	Vehicles			0	0	0	0		
2102	2.2.4	Field equipment			0	0	0	0		
2102	2.2.5	Laboratory equipment			0	0	0	0		
		5,000 appendorf tubes				5,000	0.5	2,500	22,437,500	
									0	
		Subtotal			0	0	0	2,500	22,437,500	
		Subtotal for equipment						2,500		
2103	2.3	Running Cost								
2103	2.3.1	Travel			0	0	0	0		
2103	2.3.1.1	International (air, fares, DSA)			0	0	0	0		0
2103	2.3.1.2	National (DSA)			0	0	0	0		0

	2.3.2	National meeting, workshops training and equipping of CLWs	lumpsum				23,000	206,425,000	
2103	2.3.3	Office running costs		0	0	0	0	0	
2103	2.3.4	Vehicle running costs		0	0	0	0	0	
2103	2.3.5	Laboratory running costs		0	0	0	0	0	
2103	2.3.6	Communication and public utilities		0	0	0	0	0	
2103	2.3.7	Maintenance of equipment					0	0	
		Subtotal					23,000	206,425,000	
2103	2.3.8	Communication materials		0	0	0	0	0	
2103	2.3.9	Commissioned studies and services	Lumpsum				6,040	54,209,000	
		Training needs assessment		0					
		Sub total					6,040	54,209,000	
		Subtotal for running costs					29,040	260,634,000	
		Totals for heading 2					31,540	283,071,500	2,020,323,4
		Contingencies @ 5%					1,577	14,153,575	
		Global annual budget for heading 2					33,117	297,225,075	2,121,339,6

AU-IBAR -PACE PROGRAMME									
ANNUAL BUDGET:PERIOD; MAY 2003 -									
APRIL 2004									
COUNTRY: GHANA			TABLE 8.3						
COUNTRY CODE:			CURRENCY: CEDIS						
Accounting codes	Headings and expenses lines			Unit	Quantity	Unit price	Total Year 3, Euro	Total EDF in Cedis	GOG contribution in 3rd year, Cedis
Compon.	expens.								
3000		FIGHT AGAINST RINDERPEST							
0		Personnel					0		
		Subtotal for personnel							
3002	3.2	Equipment							
3002	3.2.1	Computers and accessories		0	0	0	0		
3002	3.2.2	Office furniture & equipment		0	0	0	0		
3002	3.2.3	Vehicles		0	0	0	0		
		Subtotal		0	0	0	0		
	3.2.4	Field equipment							
3002		BD vacutainer plain,with traditional stopper 100x16mm	pkts	17	500	8,500	76,287,500		
		Vacutainer brand holder for 13mm and 16	pks	5	150	750	6,731,250		
		Subtotal				9,250	83,018,750		
3002	3.2.5	Laboratory equipment		0	0	0	0		
		Subtotal							
		Subtotal for equipment				9,250	83,018,750		
3003	3.3	Running costs							

3003	3.3.1	Travel			0	0	0	0		98,725,000
3003	3.3.1.1	International (air fares, DSA, Visa)								98,725,000
3003	3.3.1.2	National DSA						0		
3003	3.3.2	National meetings, workshops & training			0	0	0	0	0	89,750,000
3003	3.3.3	Office running costs			0	0	0	0	0	26,925,000
		Subtotal								
3003	3.3.4	Vehicle running costs								
		One vehicle runs 1km @ 0.3 Euro								
		One vehicle is to run 24000km @ 0.3/year	vehicle	24000	0.3					
		Subtotal						16,750	150,331,250	37,587,300
3003	3.3.5	Laboratory running costs								
		20 samples @126/sample to world reference labs	Sample	20	126		2,520	22,617,000		5,654,250
		Maintenance of laboratory equipment	Lump sum				2,480	22,258,000		5,564,500
		Subtotal					5,000	44,875,000		11,218,750
3003	3.3.6	Communication and public utilities			0	0	0			
		Subtotal					0			
3003	3.3.7	Maintenance of equipment			0	0	0	0		
3003	3.3.8	Communication materials								
		Camera films	pks	4	170		680	6,103,000		
		Posters, brochures, handouts	Lumpsum		3,372		12,000	107,700,000		
		Video films	pks	4	230		920	8,257,000		
		Subtotal					13,600	122,060,000		
3003	3.3.9	Commissioned studies and services			0	0	0	0		
3003	3.3.10	Emergency funds	Lump sum				4,400	39,490,000		
		Subtotal					4,400	39,490,000		
		Subtotal for running costs					39,750	356,756,250		264,206,050
		Totals for Heading 3					49,000	439,775,000		264,206,050
		Contingencies @ 5%					2,450	21,988,750		13,210,303
		Global annual budget for heading 3					51,450	461,763,750		277,416,353

AU-IBAR -PACE PROGRAMME									
ANNUAL BUDGET:PERIOD;									
MAY 2003 -APRIL 2004									
COUNTRY:		TABLE:							
GHANA		8.4							
COUNTRY CODE:				CURRENCY: CEDIS					
Accounting codes		Headings and expenses lines			Unit	Quantity	Unit price	Total Year 3, Euro	Total EDF in Cedis
									Government contributions in 3rd year, Cedis
compon.	expens.								
4000		CONTROLOTHER EPIZOOTICS							
4001		Personnel							
		Subtotal for personnel						0	0
4002		Equipment							
4002	4.2.1	Computers and accessories			0	0	0	0	0
4002	4.2.2	Office furniture &equipment			0	0	0	0	0
4002	4.2.3	Vehicles running costs			0	0	0	0	0
4002	4.2.4	Field equipment							
		Field boots				4	58	232	2,082,200
		Overalls				4	58	232	2,082,200
		Hand gloves				11	1	11	98,725
		Syringes and needles				5	305	1,525	13,686,875
		GPS				6	500	3,000	26,925,000
		Subtotal						5,000	44,875,000
	4.2.5	Laboratory equipment							
		H-cELISA Kit(reagents) for 5,000 paired samples			lumpsum			4,410	39,579,750

		N-iELISA Kit(reagents) for 5,000 paired samples	lumpsum				4,000	35,902,244	
		Subtotal					8,410	75,479,750	
		Subtotal for equipment					13,410	120,354,750	
4003	4.3	Running costs							
4003	4.3.1	Travel							
4003	4.3.1.1	International (air fare, DSA,visas)	0	0	0	0	0	0	
4003	4.3.1.2	National DSA	0	0	0	0	0	0	
4003	4.3.2	National meetings, workshops and training of farmers							
		Meetings with farmers and butchers	Lumpsum				2,000	17,950,000	
		Subtotal					2,000	17,950,000	
4003	4.3.3	Office running costs	0	0	0	0	0	0	40,387,500
4003	4.3.4	Vehicle running costs							
		One vehicle is to run 24000km @0.3/year/ vehicle	vehicle	2400	0.3				
			Lump sum				11,000	98,725,000	
		Subtotal					11,000	98,725,000	
4003	4.3.5	Laboratory running costs							
		10 samples to world reference lab @ 126/sample	Sample	10	126		1,260	11,308,500	
		Reagents	lump sum				3,826	34,338,350	
		Subtotal					5,086	45,646,850	
4003	4.3.6	Communications and public utilities	0	0	0	0	0		
4003	4.3.7	Maintenance of equipment	0	0	0	0	0		
		Repair of equipment					0		
		Subtotal							
4003	4.3.8	Communication materials							

		New telephone connection in the Laboratory	Lumpsum			3,000	26,925,000	
		Subtotal				3,000	26,925,000	
4003	4.3.9	Commissioned studies and services						
		KAP survey of ASF	Lumpsum			5,000	44,875,000	
		Subtotal				5,000	44,875,000	
		Subtotal for running costs				26,086	234,121,850	40,387,500
		Totals for heading 4				39,496	354,475,254	40,387,500
		Contingencies @ 5%				1,975	17,723,763	2,019,375
		Global annual budget for heading 4				41,471	372,199,016	42,406,875
		Total for four components for Yr 3				207,038	1,858,166,050	2,075,519,728
		Contingencies, 5%				10,352	92,909,200	103,775,986
		General totals of the WP- budget for Year 3				217,390	1,951,075,250	2,179,295,714

**V. COMPARATIVE TABLE BETWEEN THE GLOBAL PLAN
AND THE WORK PROGRAMME YEAR THREE.**

Table 9: Comparison of Global Plan and Budget for Year 3


Enhanced national capacities				
	Budget plan for year 3 in the Global plan	Budget plan in the WP3	Difference	Observations
Personnel	4,412	2,400	2,012	Amount moved from personnel running costs
Equipment	24,899	24,000	899	Amount moved from equipment running costs
Running costs	62,634	60,602	7,508	
Contingency, 5%	4,597	4,350	230	
Sub-total	96,542	91,352	4,827	
Improved veterinary services				
Personnel	0	0		
Equipment	0	2,500	2,500	
Running costs	2,000	29,040	17,500	Amount moved from equipment under thrust 3 running costs for meetings and workshops (2.3.1.)
Contingency	100	1,577	1,000	
Sub-total	2,100	33,117	31,017	
Fight against rinderpest				
Personnel	0	0	0	
Equipment	25,000	9,250	15,750	Amount moved from equipment under thrust 3 running costs for national meeting (2.3.2)
Running costs	43,000	39,750	3,250	
Contingency, 5%	3,400	2,450	1,000	
Sub-total	71,400	51,450	21,000	
Control of other epizootics				
Personnel	0	0	0	
Equipment	5,000	13,410	13,404	
Running costs	40,092	26,086	14,006	
Contingency	2,255	1,975	280	
Sub-total	47,347	41,471	5,877.15	
Total for four components in Yr 3	207,037	207,037		
Contingencies, 5%	10,351.85	10,351.85		
General total of WP-Budget	217,388.85	217,390		

IMPLEMENTATION PROCEDURES

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

SIGNATURES

Proposed by:



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

Authorized by:



for **National Authorizing Officer of the EDF**

Endorsed by :


Head of the Delegation of the European Commission in Ghana



for.

**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

**VII. IMPREST ACCOUNT CONTRACTUAL DOCUMENT
for the second 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. 3*” 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 holder shall be:

The Deputy Director of Veterinary Services, (Dr.S. A. Oforu) Veterinary Services Directorate, 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 May 2003 to 30 April 2004.

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 given above (*i.e.* 31 October 2004).

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		0
Capital expenditure (including maintenance)	< Euro 100 000	<897,500,000
2. Supply/equipment contracts		
2.1 Capital expenditure	< Euro 100 000	<897,500,000
2.2 Operating expenditure	< Euro 100 000	< 897,500,000
3. Memoranda of agreement (Grants from the RDP to other agents)	< Euro 10 000	<897,500,000
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 ³	Yes	Yes
4.4 RDP non-management personnel ⁴	Yes	

(At an exchange rate Euro 1.00 = 8,975 cedis February 2003)

4. AMOUNT OF THE IMPREST ACCOUNT

1,951,075,250 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.

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:

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 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).

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

Account Name: PACE PROGRAMME GHANA -YEAR 3
 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 780,430,100** 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

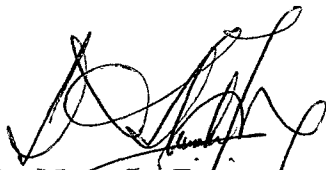
<p>Accepted by the Imprest Account Holder</p>  <p>DR. S. A. OFOSU DEPUTY DIRECTOR VETERINARY SERVICES DEPT. ACCRA</p> <p>Place and date: <u>Accra, 31/03/03</u></p>	<p>Dr Samuel Achaw Ofosu Deputy Director of Veterinary Services Ministry of Food and Agriculture P O Box M 161 Accra Ghana</p>
<p>Accepted by the Contracting Authority</p>  <p>M. A. O. ACP/EU/ECOWAS SECRETARIAT MINISTRY OF FINANCE</p> <p>Place and date: <u>01/04/03</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>Date: _____</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 2003

*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

VIII. DETAILED RULES FOR CONDUCTING IMPREST ACCOUNTS IN EDF-FINANCED PROGRAMMES AND PROJECTS

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;

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, 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 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 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	< 897,500, 000
2. Supply/equipment contracts		
2.1 Capital expenditure	< Euro 100 000	<897,500,000
2.2 Operating expenditure	< Euro 100 000	<897,500,000
3. Memoranda of agreement (Grants from the RDP to other agents)	< Euro 10 000	< 897,500,000
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	< 897,500,000
4.3 RDP management personnel ⁵	Yes	Yes
4.4 RDP non-management personnel ⁶	Yes	Yes

Source of Exchange rate: Official EU Journal, February, 2003.

(At an exchange rate Euro 1.00 = 8,975 Cedis - February 2003)

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

⁵ 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).

⁶ Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

basis of evidence of payment of items expenditure⁷, and accepted by the PACE 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.

⁷ Or, in specific cases explicitly stipulated in the work programme **and** in the imprest account contractual document, on a flat-rate basis.

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 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.

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
- 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;

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.

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. MANAGEMENT OF THE ADVANCE

11.1 Transfer of the 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:

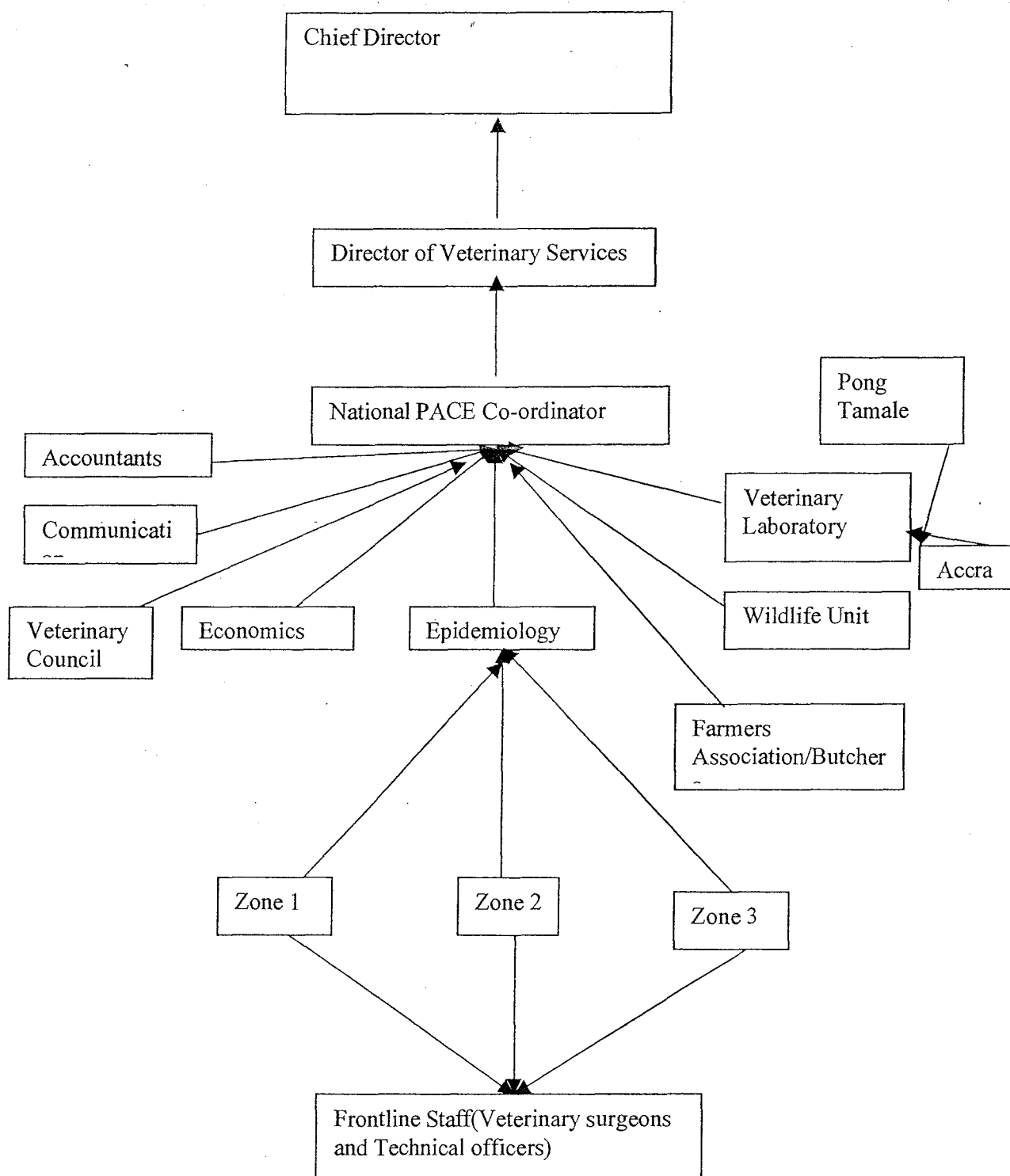
- by forwarding all supporting documents for expenditure paid out (as in the case of replenishment), but with no request for reimbursement; hence there is no replenishment and it is the advance itself that is used up;
- the Financial Controller (acting on behalf of the Regional Authorizing Officer) and 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”.

12. OBLIGATORY CLOSURE OF THE IMPREST ACCOUNT

Imprest account holders and accounting officers will be required to draw up a very exact 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).

Organogram of PACE, Ghana



ANNEX III: PACE PERFORMANCE INDICATORS			
1. Enhanced national capacity			
Activity	Indicators for completion	Means of verification	Responsibility
1.1 Develop appropriate communication materials and methods for control of epizootic diseases at the grassroots	Posters, brochures, audiocassette produced in the local languages	Office procurement records	PACE Communication Officer
1.2 Conduct field studies, socio-economic surveys and surveillance	Rinderpest Epidemio, sero and Wildlife surveillance conducted and one socio-economic survey conducted on CBPP	Surveillance and Survey reports available	Epidemiologist, Wildlife Veterinarian and PACE Economics Officer
1.3 Apply PACE administrative procedures	PACE administrative procedures applied	Reporting and accounting formats of PACE available	PACE Coordinator, Accountant
1.4 Provide appropriate local training to farmers	PACE staff provide local training to farmers	Number of farmers trained	PACE Technical staff
1.5 Apply data management system (including GIS)	Database management system applied in disease reporting	Number of reports using data base available	Epidemiologists/MIS specialist
1.6 Procure equipment through tenders and local purchases	Equipment procured through tender and local purchase	Tender documents available	PACE Coordinator
1.7 Apply monitoring activities and reporting system	Monitoring of activities conducted and reports submitted	Reports available	PACE Coordinator

Indicative schedule of main activities related to Heading 2

2. IMPROVED VETERINARY SERVICES

Activity	Indicators for Completion	Means of verification	Responsibility
2.1 Train and equip CLWs	100 CLWs trained and equipped	Number of CLWs trained and equipped to operate by April 2004	PACE technical staff
2.2 Organise FBOs at the community levels	FBOs organized at the community levels	Number of FBOs organized by April 2004	PACE technical staff
2.3 Monitor availability of veterinary inputs to small-holder farmers	Availability of veterinary inputs monitored throughout the country	Monitoring reports	PACE Economics Unit
2.4 Monitor performance of private vets in collaboration with the Veterinary Council	Performance of 10 private veterinarians and any new ones monitored in conjunction with Veterinary Council	Monitoring Reports	PACE Coordinator/Registrar of Veterinary Council

Indicative schedule of main activities related to Heading 3

3. *FIGHT AGAINST RINDERPEST*

Activity	Indicators for Completion	Means of verification	Responsibility
3.1 Monitor stock movement in strategic border areas and at stock route posts to reduce risk of reintroducing rinderpest by illicit trade in cattle	Stock movements monitored, especially transhumance	Importation and movement control records	Veterinary personnel at control post
3.2 Maintain and develop liaison with veterinary services of neighboring states	Reports submitted to neighbouring countries	Reports available	Director of Veterinary Services
3.3 Coordinate cross-border activities	ASF surveillance conducted along the northern corridor of the Ghana/Togo border	Available surveillance reports	Epidemiologist and veterinary laboratory
3.4 Maintain publicity campaign on stomatitis-enteritis syndrome	Farmers educated on recognizing signs of stomatitis-enteritis syndrome	Number of farmers educated	PACE Communication officer
3.5 Apply epidemiological approaches (including wildlife) for data collection, analysis, storage, retrieval and back-up	Epidemiological approaches applied in data collection (passive, active search)	Available epidemiological data	PACE Epidemiologists

3.6 Conduct rinderpest surveillance (passive; active-random and purposive) and extend active clinical and serological disease search countrywide to comply with OIE pathway requirements	Passive, active-random and purposive search conducted for rinderpest	Available search records	PACE Epidemiologist
3.7 Monitor laboratory diagnostic performance	Collection and submission of samples to reference laboratories monitored	Results on samples submitted available	Accra Veterinary Laboratory
3.8 Participate in PACE regional workshops on epidemiology, economics, lab diagnostics, and wildlife epidemiology	PACE staff attend OIE meetings and regional Co-ordination meetings	Number of meetings attended and reports	PACE staff
3.9 Maintain rapid response capability	Early warning system applied	Number of field reports received within 24 hours after outbreak	Veterinary staff
3.10 Submit reports to OIE and IBAR	Reports to OIE and IBAR submitted quarterly	Evidence of reports submitted	Director of VSD
3.11 Organize and assist with OIE evaluation of Ghana's rinderpest status	OIE assisted to determine RP infection free- status of Ghana	Number of RP sero-samples collected and analysed within 90 days	Veterinary laboratory
3.12 Despatch specimens to world reference laboratories, as necessary, for definitive diagnosis	Samples of suspected cases submitted to world reference laboratories	Number of samples	Veterinary laboratory
3.13 Monitor activities on rinderpest	Passive, active and purposive surveillance activities of rinderpest conducted	Number of completed formats	PAC Epidemiologist Unit

Indicative schedule of main activities related to Heading 4

4. CONTROL OF OTHER EPIZOOTICS

Activity	Indicators of Completion	Means of verification	Responsibility
4.1 Produce and disseminate communication material to increase public awareness of CBPP and other epizootics at the grassroots (farmer level)	Posters, brochures and audio cassettes produced for public awareness creation on CBPP	Store records	PACE Communication
4.2 Maintain standard diagnostic capacity for CBPP	H-cELISA used in laboratory diagnoses of CBPP	Results on CBPP diagnoses	Accra and Pong-Tamale Veterinary Laboratories
4.3 Implement clinical, serological and pathological search for CBPP countrywide, including abattoir surveillance	Surveillance at abattoirs, markets and field conducted on CBPP	Surveillance reports	Epidemiologists
4.4 Equip and support national and regional laboratories in CBPP diagnosis	Two main laboratories equipped to diagnose CBPP	Equipment procured	Accra and Pong-Tamale Veterinary laboratories
4.5 Collect and analyse specimens as an integral part of the national CBPP surveillance system	Specimens of CBPP collected from abattoirs, markets and on the field	Reports from veterinary laboratory	Accra and Pong-Tamale laboratories
4.6 Create epidemiological database for CBPP and present mapped information (GIS etc)	Database for CBPP and present mapped information (GIS etc)	Data base on CBPP available	PACE Epidemiologists
4.7 Participate in PACE CBPP initiatives, meetings and workshops	Participated in approved CBPP workshops	Number and reports of CBPP workshops available	Veterinary staff
4.8 Monitor activities on CBPP and disseminate reports	Activities on CBPP monitored and reported on.	Monitoring reports available	PACE Coordinator

Indicative schedule of main activities related to Heading 5

MAJOR ACTIVITIES COMMON TO MOST PACE COUNTRIES

Activity	Indicators for Completion	Means of verification	Responsibility
5.1 PACE Co-ordination office functional	PACE organizational procedures implemented	Reports (quarterly technical reports and monthly financial reports submitted)	PACE Coordinator
5.2 Purchase equipment and materials locally	Computers, bookshelves, field equipment and laboratory reagents purchased by April 2004	Stores issues	PACE Coordinator
5.3 Representatives of PACE Ghana participate in PACE Regional Co-ordination meeting and OIE meeting	Representatives of PACE Ghana participated in PACE Regional Co-ordination meeting and OIE meeting	Report on PACE coordination and OIE meetings attended	PACE staff
5.4 Prepare for annual audit	PACE, Ghana prepared for annual audit	Audit reports	PACE Coordinators
5.5 Submission of monthly financial reports	Monthly financial reports submitted	Reports available	PACE Accountant
5.6 Submission of quarterly and annual technical reports	Quarterly and annual technical reports submitted	Reports available	PACE Coordinator

ANNEX IV: IMPACT INDICATORS OF PACE. GHANA			
1. Enhanced national capacity			
Activity	Indicators for completion	Means of verification	PACE Achievement (Impact)
1.1 Develop appropriate communication materials and methods for control of epizootic diseases at the grassroots	Posters, brochures, audiocassette produced in the local languages	Office procurement records	Farmers groups in ten districts acquire knowledge in diseases recognition.
1.2 Conduct field studies, socio-economic surveys and surveillance	Rinderpest Epidemio,sero and Wildlife surveillance conducted and one socio-economic survey conducted on CBPP	Surveillance and Survey reports available	Recognition of Ghana by OIE of Rinderpest infection free status by September 2005, after having been declared Rinderpest disease free in February 2003
1.6 Procure equipment through tenders and local purchases	Equipment procured through tender and local purchase	Tender documents available	Effective performance of disease control. Mortalities due to NCD reduced to 50%

Indicative schedule of main activities related to Heading 2

2. IMPROVED VETERINARY SERVICES

Activity	Indicators for Completion	Means of verification	PACE Achievement (Impact)
2.1 Train and equip CLWs	100 CLWs trained and equipped	Number of CLWs trained and equipped to operate by April 2004	Annual outbreaks of diseases (NCD, PPR) reduced by 10%
2.2 Organise FBOs at the community levels	FBOs organized at the community levels	Number of FBOs organized by April 2004	FBOs in 10 districts have collective and easy access to livestock services and drugs.
2.4 Monitor performance of private vets in collaboration with the Veterinary Council	Performance of 10 private veterinarians and any new ones monitored in conjunction with Veterinary Council	Monitoring Reports	Service delivery of private Vets improved

Indicative schedule of main activities related to Heading 3

3. *FIGHT AGAINST RINDERPEST*

Activity	Indicators for Completion	Means of verification	PACE Achievements (Impact)
3.1 Monitor stock movement in strategic border areas and at stock route posts to reduce risk of reintroducing rinderpest by illicit trade in cattle	Stock movements monitored, especially transhumance	Importation and movement control records	Outbreaks of CBPP reduced by 10% by April 2005.
3.2 Maintain and develop liaison with veterinary services of neighboring states	Reports submitted to neighbouring countries	Reports available	Cross border outbreaks of diseases reduced
3.4 Maintain publicity campaign on stomatitis-enteritis syndrome	Farmers educated on recognizing signs of stomatitis-enteritis syndrome	Number of Stomatitis enteritis cases investigated within 7 days.	Early detection of stomatitis enteritis cases leading to effective control.
3.5 Apply epidemiological approaches (including wildlife) for data collection, analysis, storage, retrieval and back-up	Epidemiological approaches applied in data collection (passive, active search)	Available epidemiological data	Baseline data available for the planning of disease control.

3.7 Monitor laboratory diagnostic performance	Collection and submission of samples to reference laboratories monitored	Results on samples submitted available	Accra and Pong Tamale Laboratories have capacities to diagnose ASF, CBPP and PPR.
3.8 Participate in PACE regional workshops on epidemiology, economics, lab diagnostics, and wildlife epidemiology	PACE staff attend OIE meetings and regional Co-ordination meetings	Number of meetings attended and reports	Improvement in performance of PACE staff
3.10 Submit reports to OIE and IBAR	Reports to OIE and IBAR submitted quarterly	Evidence of reports submitted	OIE and IBAR recognition of Infection free status by September 2005.
3.12 Despatch specimens to world reference laboratories, as necessary, for definitive diagnosis	Samples of suspected cases submitted to world reference laboratories	Number of samples	Confirmation of definitive diagnoses leading OIE and IBAR recognition of Infection free status by September 2005

Indicative schedule of main activities related to Heading 4

4. CONTROL OF OTHER EPIZOOTICS

Activity	Indicators of Completion	Means of verification	PACE Achievements (Impact)
4.2 Maintain standard diagnostic capacity for CBPPP	H-cELISA used in laboratory diagnoses of CBPP	Results on CBPP diagnoses	Improved diagnostic capacity in Accra and Pong-Tamale Veterinary Laboratories on CBPP
4.3 Implement clinical, serological and pathological search for CBPP countrywide, including abattoir surveillance	Surveillance at abattoirs, markets and field conducted on CBPP	Surveillance reports	CBPP detection enhanced at the grassroots