

**FEDERAL REPUBLIC OF NIGERIA**  
**FEDERAL MINISTRY OF AGRICULTURE AND RURAL  
DEVELOPMENT**

DEPARTMENT OF LIVESTOCK AND PEST  
CONTROL SERVICES

**PAN- AFRICAN PROGRAMME FOR THE CONTROL OF  
EPIZOOTICS**

European Development Fund Project Number REG/5007/005  
EDF VII and VIII  
Financing Agreement NO 6125/REG



WORK PROGRAMME & COST ESTIMATE

NIGERIA NATIONAL PACE PROGRAMME

FOR THE PERIOD

1<sup>st</sup> December, 2000 to 30<sup>th</sup> November, 2001

**TOTAL AMOUNT TO BE COMMITTED: 1,184,243 Euro**

## TABLE OF CONTENTS

|     |   |    |
|-----|---|----|
| 1.  | BACKGROUND  | 4  |
| 2.  | Initial Strategy For The Implementation Of PACE Programme                                 | 6  |
| 3.  | Expected Results Of The National PACE Programme   | 6  |
|     | i. Support To Government Services   | 7  |
|     | ii. Development of Veterinary Services and Drug<br>Delivery to Livestock Owners           | 8  |
|     | iii. Rinderpest Eradication   | 8  |
|     | iv. CBPP and Others Major Epidemic Diseases<br>Assessment and Control                     | 8  |
| 4   | Activities of the National PACE Programme   | 9  |
|     | i. Support to Government Services   | 9  |
|     | ii. Development of Veterinary Services and Privatisation                                  | 10 |
|     | iii. Rinderpest Eradication   | 11 |
|     | iv. CBPP and other Epizootics   | 12 |
| 5.  | Major Activities Common To PACE Countries   | 13 |
|     | i. Establishment of Administrative Systems  | 13 |
|     | ii. Regionally Co-ordinated Activities  | 13 |
|     | iii. Monitoring, Auditing and Reporting   | 14 |
| 6.  | Activities to Enhance Sustainability of PACE Impacts                                      | 14 |
| 7.  | Financing Plan/Overview of the Required Funds – EDF Total<br>And Government Contributions | 15 |
| 8.  | Explanation of Cost Estimates   | 16 |
|     | i. Enhanced National Capacities   | 17 |
|     | ii. National Coordination Unit  | 17 |
|     | iii. Communication Unit   | 18 |
|     | iv. Epidemiology/Economic Unit  | 18 |
|     | v. Support to Field Offices   | 19 |
| 8.2 | Development of Veterinary Services  | 19 |

|     |   |    |
|-----|---|----|
| i.  | Services Delivery                       | 19 |
| ii  | Support to Private Veterinary Practices | 20 |
| 8.3 | Rinderpest Eradication                  | 20 |
| i.  | Personnel                               | 20 |
| ii  | Equipment                               | 20 |
| iii | Running Costs                           | 21 |
| 8.4 | CBPP and Other Epizootics               | 21 |
| i.  | Equipment                               | 21 |
| ii  | Running Costs                           | 21 |

## ANNEX I

### BUDGET

|          |  |    |
|----------|--|----|
| ANNEX II |  | 22 |
| I        | Implementation and Management Structure                      | 28 |
| II       | Imprest Account Holders and Accounting Officers              | 28 |
| III      | Period Covered by the Imprest Account                        | 29 |
| IV       | Amount of the Imprest Account                                | 31 |
| V        | Special PACE Programme “EDF IMPREST ACCOUNT”<br>Bank Account | 31 |
| VI       | Initial Allocation and Successive Replenishment              | 32 |
| VII      | Audits   | 32 |

## ANNEX III

|    |  |    |
|----|--|----|
| 1. | General Principles for Conducting Imprest Accounts                     | 37 |
| 2. | Division of Responsibilities   | 38 |
| 3. | Special {EDF IMPREST ACCOUNT} Bank Account for<br>The RDP              | 39 |
| 4. | Initial Allocation and Subsequent Replenishment                        | 40 |
| 5. | Procedures for the Award of Contracts (Works,<br>Supplies and Services | 42 |
| 6. | Fund for Minor Items of Expenditure                                    | 42 |

|    |  |    |
|----|--|----|
| 7. | Contingencies  | 43 |
| 8. | Local Staff  | 43 |
|    | i. Officials attached to the PACE Programme  | 43 |
|    | ii Management Staff other than official recruited and employed by the PACE programme (on fixed-term contracts) | 44 |
|    | iii Non-management staff recruited and employed by the PACE Programme (on fixed-term contracts)                | 44 |
| 9. | Bank Interest  | 44 |
| 10 | Recovery of Claims   | 44 |
| 11 | Management of the Advance  | 45 |
|    | i. Transfer of Balance of the Advance  | 45 |
|    | ii Increasing the Advance  | 45 |
|    | iii Transfer of a whole advance (without partial recovery)   | 46 |
|    | iv End-of-project phase: full recovery of Advance  | 46 |
| 12 | Obligatory Closure of the Imprest Account  | 46 |

# **FIRST YEAR NIGERIA PAN-AFRICAN CONTROL OF EPIZOOTICS PROJECT WORKPLAN December 2000 to November 2001**

## **1 Background**

The Nigerian Pan African Rinderpest Campaign (PARC) project came to being through the preparation and approval of a work programme that was considered and endorsed by the Inter-African Bureau for Animal Resources of the Organization of African Unity (OAU/IBAR) Nairobi. The Project (PARC) was an assistance by the European Economic Commission (EEC) in supporting African countries to, among other things, control Rinderpest and to a certain extent Contagious Bovine Pleuro-Pneumonia (CBPP) while at the same time enhancing the national capacity in the control of other diseases of economic importance. The Nigerian PARC project was executed as PARC I between July 1989 and May 1995.

Following the successful completion of the PARC project in Africa in March 1999, the OAU/IBAR further solicited for support from the European Union (EEC/EU) for another project, Pan African Control of Epizootics (PACE) which is also to be executed in many African countries. It is expected that the PACE project will be built on the gains of PARC and will result in the final eradication of Rinderpest. Substantial progress would also be made in the knowledge of the status of some transboundary animal diseases along with the improvement of the capacities of both public and private veterinarians, paraveterinarians and livestock farmers.

Nigeria is to benefit the sum of Two million six hundred and fifty eight thousand One hundred and twenty-eight Euro (2, 658,128 Euro) during the five years (2000-2005) of the PACE project. A memorandum of understanding (MOU) is to be signed between the Regional Authorizing Officer (RAO) of the OAU/IBAR on behalf of the EU and the Nigerian National Authorizing Officer (NAO) on behalf of the Federal Government of Nigeria to facilitate the implementation of the project in Nigeria.

The main components of the Nigeria PACE project include:

- Development of capacities of public and private veterinary services as well as livestock farmers.
- Development of data base and communications systems.
- Processing of the Nigerian OIE pathway on Rinderpest free status.
- Assessment of CBPP and other TAD Epizootics.
- Improvement of the epidemiological capacity.
- Development of Emergency Preparedness System (EMPRES).
- Development of Wildlife epidemiology.
- Support for the privatization of veterinary services.
- Improvement of laboratory capacities and facilities.

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

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

**Table 1: Aims and objectives of the national PACE programmes**

|                            |   |
|----------------------------|---|
| <i>Aims and Objectives</i> | Strengthening the institutional capacity of national animal health care services<br><br>Enhancing national capacities for planning, implementation, monitoring and evaluation of programme.   |
| <i>Heading 1</i>           | <ul style="list-style-type: none"> <li>Enhancing national capacity for analysis and action in the fields of epidemiology, socio-economics of animal health, communications and project management.</li> </ul>   |
| <i>Heading 2</i>           | <ul style="list-style-type: none"> <li>Improving accessibility to veterinary services and drugs, based on developing a harmonized approach to the privatisation process and institutional linkages between public services and private operators.</li> </ul>                              |
| <i>Heading 3</i>           | <ul style="list-style-type: none"> <li>Eradication of Rinderpest in Nigeria to fulfil the OIE procedure for declaring Nigeria free from the disease, including active search for the disease, strengthening the surveillance network and setting up of rapid response systems.</li> </ul> |
| <i>Heading 4</i>           | <ul style="list-style-type: none"> <li>Improving the control of other epizootic diseases, particularly CBPP. Based on experience gained in the campaigns states would explore the possibility of full or partial cost recovery in future campaigns.</li> </ul>                            |

## 2. INITIAL STRATEGY FOR THE IMPLEMENTATION OF PACE PROGRAMME

The PARC project had considerable success and Rinderpest now appears to be restricted to only two foci, namely, Southern Sudan and Southern Somalia, two countries affected by chronic civil unrest and insecurity. In launching the PACE Programme, the OAU/IBAR recognizes three broad regions, based on the prevailing epidemiological conditions related to Rinderpest, and the current situation with regard to the delivery of veterinary services in the regions. The regions are Eastern, Central and Western Africa.

In West Africa, no cases of Rinderpest was reported since 1989. Nigeria is free of clinical Rinderpest and has been declared provisionally free from the disease in April 1998. With support from PACE programme, Nigeria will intensify Rinderpest surveillance activities in line with OIE pathway for the confirmation of Rinderpest disease free status. A major output of the PACE Programme will be to strengthen the emergency preparedness of national veterinary services to combat Rinderpest, and Contagious Bovine Pleuro Pneumonia.

### **3 EXPECTED RESULTS OF THE NATIONAL PACE PROGRAMME**

Expected results to be achieved during the first year will be derived from the global project document. These include:

#### **3.1 Support to Government Services by:**

- Establishment of a sustainable and reliable emergency preparedness programme.
- Development and improvement of national animal diseases surveillance capacities for epidemiological knowledge of major diseases.
- Enhancing the skills and efficiency of public veterinary staff are enhanced.
- Improve and sustain communication and sensitisation.
- Develop reliable reporting and feedback systems for animal health in line with FAO TAD info.
- Establish private sector involvement in the prevention and control of animal diseases
- Develop national programmes for CBPP and other major TADs.

Relations with Common Services will centre on training, support for the Nigerian vaccine quality control through PANVAC and study of the economic viability of the Nigerian Animal Health Care Services. This will be co-ordinated by IBAR and will include epidemiology, communication, animal care economics, private veterinary services promotion, data collection and processing, vaccine quality certification, research, monitoring and evaluation.

The objectives of the Project are presented in the following diagram (Annex IV) and detailed in the logical framework presented in Annex V.

### **3.2 *Development of veterinary services and drug delivery to livestock owners by***

- Increasing the number of private veterinary practitioners in farming and pastoral areas the introduction of appropriate laws/legislations and the creation of an enabling environment.
- Introducing Community Animal Health Workers (CAHWs), animal health assistants and technologists into the rural animal health care delivery services working under the supervision of public veterinary services.
- encouraging of veterinarians through adequate motivation and appropriate incentives to establish private veterinary practices in the rural areas.

### **3.3 *Eradication of Rinderpest by:***

- *Verifying Rinderpest eradication in Nigeria and OIE pathway is being implemented.*
- *Establish a reliable network for animal diseases monitoring and surveillance is established.*
- *effective barriers are maintained along strategic border areas and any possible reintroduction of Rinderpest from neighbouring countries would be prevented.*

### **3.4 *assessment and control of CBPP and other major epidemic diseases by***

- *developing a reliable disease surveillance and reporting systems.*
- *instituting appropriate control measures for major epidemic diseases.*
- *Improving the efficiency of private and public veterinary services in the prevention, control and monitoring of diseases.*
- *Improving the control of TADs like CBPP, PPR, NCD ASF, and FMD*

## **4 *Activities of the National PACE Programme***



## 4.1 Support to Government Services

It has become increasingly necessary to enhance the national capacity to prevent, control and/or eradicate major livestock diseases in Nigeria especially those with great propensity for transboundary spread. Nigeria is endowed with adequate manpower/staff to execute the PACE programme both in the public and private sectors. Technical assistance will be provided under PACE and this is expected to further boost our national capacities. Training in such areas as epidemiology, diagnostics, livestock and animal health economics, information management including GIS, will be provided.

The Nigeria PACE Project in collaboration with Common Services personnel shall formulate appropriate disease surveillance and control strategies.

In all, the PACE Project is expected to improve the capacities and capabilities of the Nigerian veterinary and other stakeholders in the industry for adequate and effective disease surveillance. Arrangements for man power development through on-the-job training, skills-oriented practical trainings, are provided for under the project.

The activities to be carried out during Year 1 are shown in the following table:

| SN   | Activity   | D | J | F | M | A | M | J | J | A | S | O | N |
|------|--|---|---|---|---|---|---|---|---|---|---|---|---|
|      | <b>National Coordination Unit</b>                            |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.1  | Drivers allowances   | X | X | X | X | X | X | X | X | X | X | X | X |
| 1.2  | Training on Epidemiology                                     | X | X | X |   |   |   |   |   |   |   |   |   |
| 1.3  | Training on Disease reporting techniques                     |   |   |   | X | X |   |   |   |   |   |   |   |
| 1.4  | Training on disease surveillance techniques                  |   |   | X | X |   |   |   |   |   |   |   |   |
| 1.5  | Training On animal health economics                          |   |   |   |   |   |   | X | X | X |   |   |   |
| 1.6  | Training on emergency preparedness                           |   |   |   |   |   | X | X | X | X |   |   |   |
| 1.7  | Training on GIS  |   |   |   |   |   | X | X |   |   |   |   |   |
| 1.8  | Wildlife regional training                                   |   |   |   |   | X |   |   |   |   |   |   |   |
| 1.9  | Wildlife national training                                   |   |   |   |   |   |   | X | X | X |   |   |   |
| 1.10 | Sanitary and economic Data collection                        |   |   |   |   |   | X | X | X | X | X | X | X |
| 1.11 | Active disease search  | X | X | X | X | X | X | X | X | X | X | X | X |
| 1.12 | Procurement of vehicles, motorcycles, computers.....         |   | X | X | X | X | X |   |   |   |   |   |   |
| 1.13 | Procurement of communication equipment (phones, fax, e-mail) | X | X | X | X |   |   |   |   |   |   |   |   |
| 1.14 | Office running costs   | X | X | X | X | X | X | X | X | X | X | X | X |
| 1.15 | Vehicles/motorcycles running costs.                          |   | X | X | X | X | X | X | X | X | X | X | X |

|      |   |  |   |   |   |   |   |   |   |   |   |   |   |
|------|---|--|---|---|---|---|---|---|---|---|---|---|---|
| 1.16 | Local training for control post staff               |  |   |   |   | X | X |   |   |   |   |   |   |
| 1.17 | Support to control posts                            |  | X | X |   |   |   |   |   | X | X | X | X |
| 1.18 | Communication unit activities                       |  | X | X | X | X | X | X | X | X | X | X | X |
| 1.19 | Workshop on PACE                                    |  |   | X |   |   |   |   |   |   |   |   |   |
| 1.20 | Inauguration/meeting of national steering committee |  |   |   | X |   |   |   |   |   |   |   |   |
| 1.21 | Cross border meetings                               |  |   | X |   |   | X |   |   |   |   | X |   |
| 1.22 | Quality assurance for Laboratôries status           |  |   |   |   | X | X | X | X | X | X | X | X |
| 1.23 | Training of lab. Technicians                        |  |   |   |   |   |   |   |   |   |   |   |   |
| 1.24 | Provision of lab equipment                          |  |   |   |   |   |   |   |   |   |   |   |   |

## 4.2 Development of Veterinary Services and Privatisation

Over the years , government has realised the need for improvement of veterinary and other livestock services through the involvement of the private sector. This has been done through the provision of the enabling environment for private veterinary practice to be lucrative and thriving . However, there is still room for improvement on what is currently on ground .

In the past , and to some extent even in the present , veterinary services were provided by governments – (Federal and States) either free-of-charge to producers/farmers or at highly subsidized rates .With the recent economic downturn of government coupled with other microeconomic factors, government has been finding it increasingly difficult to cope with this arrangement resulting in most cases , in the non-availability of effective services . Government emphasis has therefore been shifted towards support for privatisation of the services and introduction of cost recovery measures.

The programme (PACE) shall provide further and adequate enabling environment for improved private veterinary practice in Nigeria . It shall enable government to clearly define her roles and those of the private sector which shall complementarily enhance effective services provision. Government will in the end transfer most of the veterinary services it presently offers to the private sector. Such services include compulsory annual vaccination of livestock , manufacture and sales of drugs, chemicals and medicaments , livestock movement control , meat inspection and abattoir management.

Among the activities, a legal framework (Act) will be put in place to regulate private practice in the country. Technical assistance from the Nairobi Coordination Unit will be needed for the privatisation and legal framework.

Also training workshops shall be organised for private veterinarians (management livestock economics), CAHW (basic animal health and diseases control intervention) and livestock farmers (diseases identification).

Basic equipment and field diagnostic kits will also be provided to veterinarians/and CAHWS to enhance their effectiveness.

The Committee on Private Veterinary Services (CPVS) will hold regular meetings on relationship with banking sector, harmonisation of legal environment, regulation and policy formulation on private practice, promotion of privatisation, development of systematic contracting for vaccination, meat inspection, monitoring and surveillance work. The CPVS shall also promote the involvement of both paraveterinary professionals and CAHWS, especially in remote and rural areas.

|     | Activity                             | D | J | F | M | A | M | J | J | A | S | O | N |
|-----|--------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 2.1 | Procurement of field diagnostic kits |   |   | X |   |   |   |   |   |   |   |   |   |
| 2.2 | Support to private vets              |   |   | X |   |   |   |   |   |   |   |   |   |
| 2.3 | Livestock farmers workshops          |   |   |   | X | X | X |   |   | X | X | X |   |
| 2.4 | Training workshops for private vets  |   |   | X |   |   |   | X |   |   |   |   |   |
| 2.5 | CAHW training                        |   |   |   | X |   |   |   | X |   |   |   |   |
| 2.6 | Legal framework                      |   | X | X | X | X | X | X | X | X | X | X | X |
| 2.7 | CPVS meetings                        |   |   | X |   |   | X |   |   | X |   |   | X |

### 4.3 Rinderpest Eradication

Nigeria was provisionally declared Rinderpest free along the OIE pathway with effect from April 1998. The last outbreak of the disease was in June 1987. The Federal Department of Livestock and Pest Control Services (FDLPCS) in conjunction with the State and Local Council Departments of veterinary services are intensifying efforts in surveillance of the disease. To this effect serosurveillance activities along the sanitary cordon, control posts and quarantine stations, cattle markets, abattoirs and slaughter slabs, grazing reserves, stock routes, grazing corridors, cattle farms and cattle herds were carried out with serum samples submitted to the National Veterinary Research Institute NVRI and other laboratories for analysis in addition to looking out for the 3 Ds (diarrhea, discharge and death).

During the first year of the project (2000-2001) serosurveillance activities for the disease will be intensified ( 3<sup>rd</sup> year after provisional declaration of freedom) in addition to sampling of the wildlife population for the disease. Then Nigeria will be declared free from Rinderpest disease, and at the end of the project (2005), Nigeria is expected to be fully declared free from Rinderpest infection.

Enough funds will be provided for the sampling exercise and to enhance the serosurveillance activities.

Training of livestock market inspectors on the recognition of the 3Ds and disease reporting activities will be carried out in the first year of the project.

Nigeria will hold regular meetings with technical counterparts from the neighbouring countries and will collaborate fully with regional diagnostic laboratories.

Diagnostic laboratories and Veterinary Teaching Hospitals(VTHs) will be equipped to meet up with the challenges ahead.

Wildlife activities will start in the fields after the training sessions, with clinical surveillance in and around the game reserves and national parks. A game capture operation will be organized to collect blood for serosurveillance.

|      | <b>Activities</b>  | <b>D</b> | <b>J</b> | <b>F</b> | <b>M</b> | <b>A</b> | <b>M</b> | <b>J</b> | <b>J</b> | <b>A</b> | <b>S</b> | <b>O</b> | <b>N</b> |
|------|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 3.1  | Monitoring of stock movements (border postS, sanitary cordon)      | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        |
| 3.2  | Meetings/liaison with neighbouring countries                       |          |          | X        |          |          | X        |          |          | X        |          |          | X        |
| 3.3  | Cross border coordination activities                               | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        |
| 3.4  | Develop and apply epidemiological approaches                       |          |          | X        | X        | X        |          |          |          |          |          |          |          |
| 3.5  | Conduct nationwide Rinderpest surveillance and serosurveillance    | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        |
| 3.6  | Start wildlife surveillance  |          |          |          |          |          | X        | X        | X        | X        | X        | X        | X        |
| 3.7  | Organise a wildlife capture operation for serosurveillance         |          |          |          |          |          | X        |          |          |          |          |          |          |
| 3.8  | Purchase equipment and reagents for serosurveillance               | X        | X        | X        | X        | X        | X        |          |          |          |          |          |          |
| 3.9  | Participate in all PACE workshops                                  |          |          |          | X        | X        | X        |          |          |          | X        | X        | X        |
| 3.10 | Establishment and maintenance of rapid response capacity           | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        |
| 3.11 | Submit reports to OIE & OAU/IBAR                                   |          |          | X        |          |          | X        |          |          | X        |          |          | X        |
| 3.12 | Despatch suspected specimens to approved laboratories for analysis |          |          | X        |          |          | X        |          |          | X        |          |          | X        |

|      |  |   |   |   |   |   |   |   |   |   |   |   |   |
|------|--|---|---|---|---|---|---|---|---|---|---|---|---|
| 3.13 | Monitoring of activities and submission of reports | X | X | X | X | X | X | X | X | X | X | X | X |
|------|--|---|---|---|---|---|---|---|---|---|---|---|---|

#### 4.4 CBPP and other Epizootics

CBPP and other TADs such as FMD, PPR, ASF, and NCD will be further investigated and monitored to establish the current status. Most of the activities of this component will start during the second year of the project. However to kick start the activities, training for meat inspectors shall be organized during the first year to enhance their ability to recognise diseases.

|     | Activities                   | D | J | F | M | A | M | J | J | A | S | O | N |
|-----|------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 4.1 | Training for meat inspectors |   |   |   |   |   |   | X | X | X | X | X | X |

### 5 Major Activities common to PACE countries:

#### 5.1 Establishment of administrative systems

The implementation of the PACE Programme will be different from that of the PARC. The PACE Financial Controller based at the OAU/IBAR's office in Nairobi, will develop a unified accounting system during the first year of implementation. This system will be adopted by the National PACE Programme of Nigeria. Similarly, the PACE Programme Co-ordination Unit will devise and distribute standard reporting formats. These systems will be adopted by PACE Nigeria.

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 the Livestock and Pest Control Services Department that will handle PACE accounts.

To increase the Project's administrative and technical capacity, suitable computers and necessary accessories will be purchased.

#### 5.2 Regionally co-ordinated activities

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

- Training needs assessment (TNA)
- Attend Common Services workshops

- Attend Sub-regional meetings
- Attend PACE Regional meetings
- Convene Planning meetings

### 5.3 Monitoring, auditing and reporting

The PACE Programme Co-ordination Unit (PCU) will produce half-yearly and annual reports that are based on the quarterly technical reports and monthly financial reports submitted by the National PACE Programmes, and the technical reports of the Common Services. PACE Nigeria will produce monthly financial reports and will submit quarterly technical reports in the standard formats. The reporting formats will be prepared by the PACE PCU and will be forwarded to the National PACE Programmes, by the end of July 2000.

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

#### Indicative schedule of main activities related to the activities common to PACE countries

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

Note: \* TNA = training needs assessment

## 6. Activities to enhance sustainability of PACE impacts

These activities are:

- Increased government contributions/commitments to animal diseases control programme
- Greater private sector participatory role & responsibility
- Cost recovery; affordability; common goods vs private goods
- Enabling legislative framework
- Adoption of technical standards
- Strategic thinking embedded in Veterinary Departments
- Regional strategies in place
- Information exchange promoted (networking/communications)
- Monitoring & evaluation (to determine impacts quantitatively/qualitatively)
- Networking

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

The overview of required total funds from EDF total and Federal Government of Nigeria are indicated below:

- EDF:

| <b>Breakdown of estimated expenditure of funds for<br/>PACE NIGERIA</b> |   |
|---|---|
| <b>Item</b>   | <b>Estimated<br/>annual costs<br/>(Euros)</b> |
| <b>Year 1</b>   |   |
| 1.Enhanced national capacity  | 878 800                                       |
| 2.Improved veterinary services  | 81000   |
| 3.Eradicating of Rinderpest   | 156050  |
| 4. Control of CBPP other<br>Epizootics                                  | 12000   |
| <b>Sub-total</b>  | <b>1 127 850</b>                              |
| Contingency 5 %   | 56 393  |
| <b>Total estimated expenditure</b>                                      | <b>1 184 243</b>                              |

- Federal Government of Nigeria

| Breakdown of estimated expenditure of funds for PACE<br>NIGERIA |  |
|---|--|
| Federal Government of Nigeria                                   |  |
| Item  | Estimated annual costs<br>(Naira*1000) |
| Year 1  |  |
| 1.Enhanced national capacity                                    | 26 700                                 |
| 2.Improved veterinary services                                  | 2300                                   |
| 3.Eradication of Rinderpest                                     | 0                                      |
| 4. Control of CBPP other<br>Epizootics                          | 0                                      |
| <b>Sub-total</b>  | <b>29 000</b>                          |

## 8 EXPLANATION OF COST ESTIMATES

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

- **Personnel:** For the implementations of the programme, the followings tables summarise personnel, vehicles and training during year 1:

There are no salaries, only allowances:

| Item                           | Number | Amount Euros |
|--------------------------------|--------|--------------|
| Secretary                      | 1      | 150          |
| Drivers                        | 10     | 1000         |
| Accountant                     | 1      | 150          |
| Data entry clerk               | 1      | 200          |
| Vet officers                   |        | 4000         |
| Wildlife officer               | 1      | 150          |
| Wildlife trackers              | 2      | 200          |
| Agents of the Wildlife network |        | 200          |
| <b>TOTAL</b>                   |        | <b>6050</b>  |

- **Vehicles:**

| Item                                   | Number                             | Cost Euros     |
|--|------------------------------------|----------------|
| Sedan car                              | 2                                  | 37500          |
| 4x4 vehicle for Coordination Unit      | 10                                 | 225000         |
| 4x4 vehicle for Epidemiology Unit      | 6                                  | 135000         |
| Motorcycles for Control Posts          | 26                                 | 40040          |
| 4x4 vehicle for Rinderpest Eradication | 3                                  | 67500          |
| <b>TOTAL</b>                           | <b>21 cars/ 26<br/>motorcycles</b> | <b>505 040</b> |

- **Trainings**



| <b>Training</b>                      | <b>Number of people</b> | <b>Number of days</b> |
|--------------------------------------|-------------------------|-----------------------|
| Emergency preparedness               | 150                     | 5                     |
| Disease reporting techniques         | 100                     | 5                     |
| Diseases surveillance techniques     | 100                     | 5                     |
| Geographic Information System        | 5                       | 20                    |
| Communication workshop               | 100                     | 4                     |
| Livestock diseases economics         | 50                      | 3                     |
| Wildlife Epidemiology (regional)     | 2                       | 7                     |
| Wildlife national workshop           | 75                      | 3                     |
| Training for control post officers   | 50                      | 3                     |
| Livestock farmers workshop           | 250                     | 2                     |
| Workshop for private vets            | 30                      | 3                     |
| CAHWs training                       | 100                     | 2                     |
| Privatisation workshop               | 100                     | 2                     |
| Livestock market inspectors training | 200                     | 2                     |
| Meat inspectors training             | 100                     | 3                     |

## **8.1 Enhanced national capacities**

### 8.1.1 National Coordination Unit

- Personnel

The National PACE Coordinator will be the Project administrator of all services in Nigeria. All project staff salaries will be borne by the counterpart fund. However drivers, secretary allowances and accountant allowances will be paid from both Project and counterpart funds.

- Equipment

Eleven computers will be procured: 4 sets for the NCO (one of them being a lap top), and 7 for the 7 ZCO. Office furniture for the PACE National Coordinator and Technical Assistance will be provided during the first year of the project.

2 sedan vehicles will be procured one each for the National Coordinator and TA, while 10 4WD vehicles will be procured for the 6 ZCOs, SCO and two for the NCO.

One photocopier each will be procured for the NCO, 6 ZCO and SCO during the first year of the project.

- Running Costs

Office running costs, communications (phones, fax and e-mail), vehicles running costs will be paid throughout the life of the project by both project and counterpart funds.

Trainings on emergency preparedness (150 people for 5 days), diseases reporting techniques (100 people for 5 days), diseases surveillance techniques (100 people during 5 days) will be conducted during the first year of the project. Training on Geographic Information Systems (5 people for 20 days) will be conducted during Year 1 and also workshop on PACE (for 50 people 2 days). For these trainings both project and counterpart funds will be used.

Annual meetings: International air tickets, DSA (per diem) and visa for 2 Project Officers will be borne. National Steering committee and CPVS meetings will also be paid through project and counterpart funds.

### 8.1.2 Communication Unit

- Personnel

Data entry clerk allowances will be paid by the project.

- Equipment

2 computers and accessories, and 1 photocopier will be procured for the database management system during the first year.

- Running Costs

Operating running costs will be provided during the first year by both counterpart and Project funds. Promotion materials will be provided during the first year of the Project, with a counterpart fund.

Communication workshop for 100 people for the 1st year will be funded by both project and counterpart funds.

### 8.1.3 Epidemiology/Economics unit

- Personnel

The need for a consultant each for epidemiology, emergency preparedness and economics will be required from the OAU/IBAR (Nairobi and Bamako Coordination Unit), during the first year.

- Equipment

6 computers, 6 vehicles (4WD), and 6 fax machines will be provided for the 6 Regional Laboratories during the first year by the Project. One fax machine each will be purchased

for the NCO and the Central Laboratory, in order to facilitate communication and data retrieval.

6 fax machines will be provided for the 6 ZCOs and 1 for the SCO, to facilitate communication between Zonal Offices and Project head quarters.

- Running costs

Livestock diseases economics training will be organised during the first year of the project, for 50 vets for 3 days.

In country travels, operating costs and communications along with vehicles running cost during the first year of the project will be borne by both project and counterpart funds.

Wildlife epidemiology, regional training for 2 officers (one vet, one wildlife officer) will be organised during the first year of the project. A national wildlife workshop will be organised in years 1 and 3 for 75 people for 3 days.

#### 8.1.4 Support to field offices

- Personnel

Allowances for 74 vet officers (In each of the 37 States: one vet officer and one paraveterinary officer) will be paid by both funds.

- Equipment

40 motorcycles will be procured for Control Posts Officers to patrol illegal cattle trade routes, along the International Borders.

- Running costs

Motorcycles running costs will be paid from both funds during the first year. Local training for 50 Control Post Officers during the first year of the project will also take place.

## **8.2 Development of Veterinary Services**

### 8.2.1 Services Delivery

- Equipment

Diagnostic field kits will be procured for CAHWs during the first year of the project.

- Running costs

Livestock farmers workshop for 250 farmers for 2 days, during the first year, will be funded by both funds.

## 8.2.2 Support to private vet practices

- Equipment

300 vet surgeons kits (thermometers, stethoscopes, scissors, clinical boxes) will be procured for CAHWs during the first year.

- Running costs

Training workshops (economics, public relation, management, accountancy, disease reporting, technique) for 30 private vets for 3 days will be organised during the first year of the project life, using both project and counterpart funds.

CAHWs training programme for 100 persons for 2 days will be paid by both project and counterpart funds, to groom them to be able to provide auxiliary veterinary services at the grass roots under the supervision of private vets and public services vets. The training programme is also to enable them participate in the Rinderpest surveillance and CBPP and other major epizootics assessment.

Privatisation workshop for 100 vets for 2 days will be organised to encourage veterinarians to go into private practice.

Legal framework for the review of the Animal Diseases (Control) Decree No 10 of 1988, enactment of Veterinary Practice Act and Meat Hygiene Act will be funded during the first year of the project.

## 8.3 Rinderpest Eradication

### 8.3.1 Personnel

Wildlife officer allowances and agent of the wildlife network allowances will be paid over the period of the project. Wildlife trackers allowances (for 2 trackers) will be paid during the first year of the project, during capture operation.

### 8.3.2 Equipment

3 Vehicles will be procured for VTHs during the first year of the project for Rinderpest surveillance.

Sampling and laboratory equipment will be procured for serosurveillance, active disease search and assessment of epizootics.

### 8.3.3 Running costs

General operating expenses, vehicle running costs, laboratory consummables, will be procured for the first year of the project. Wildlife consummables will be procured for game capture operations and for surveillance during the first year of the project.

Livestock market inspectors training programme (200 for 2 days per year), random sampling, and support to laboratories will take place during the 1<sup>st</sup> year of the project.

## **8.4 CBPP and other major Epizootics**

### 8.4.1 Equipment

No equipment will be purchased during the first year of the project.

### 8.4.2 Running costs

Office running costs will be paid during the life of the project. A training session for 100 meat inspectors for 3 days will be organised.

## ANNEX 1: BUDGET

The budget for the first year is detailed below, for the 4 headings: (Euro)

| Code         | Cost item                            | Unit     | Quantities | Unit cost | Year 1<br>(Euros) |
|--------------|--------------------------------------|----------|------------|-----------|-------------------|
| <b>1</b>     | <b>Enhanced national capacities</b>  |          |            |           |                   |
| 1.1          | <i>National Coordination Unit</i>    |          |            |           |                   |
| <b>1.1.1</b> | <b>Personnel</b>                     |          |            |           |                   |
| 11150        | Secretary allowances                 | Man/year | 1          | 150       | 150               |
| 11151        | Drivers allowances                   | Man/year | 10         | 100       | 1000              |
| 11155        | Accountants Allowances               | Man/year | 1          | 150       | 150               |
|              | <b>Subtotal</b>                      |          |            |           | <b>1 300</b>      |
| <b>1.1.2</b> | <b>Equipment</b>                     |          |            |           |                   |
| 11201        | Computers and accessories            | Unit     | 11         | 2600      | 28 600            |
| 11202        | Office furniture & equipment         | Unit     | lump       | 10000     | 10000             |
| 11203        | Vehicles (sedan)                     | Unit     | 2          | 18750     | 37500             |
| 11203        | Vehicles (4WD)                       | Unit     | 10         | 22500     | 225000            |
| 11208        | Photocopiers                         | Unit     | 8          | 2500      | 20000             |
|              | <b>Subtotal</b>                      |          |            |           | <b>321 100</b>    |
| <b>1.1.3</b> | <b>Running costs</b>                 |          |            |           |                   |
| 11326        | Office running costs                 | Year     | 5          | 7000      | 7000              |
| 11327        | Communications: phones, fax, e-mails | Year     | 5          | 2500      | 2500              |
| 11330        | Vehicle running costs                | Year     | 5          | 24000     | 24000             |
| 11356        | Training                             |          |            |           |                   |
|              | Emergency preparedness               | Session  | 150*5d/y   | 12000     | 12000             |
|              | Diseases reporting techniques        | Session  | 100*5d/y   | 10000     | 10000             |
|              | Diseases surveillance techniques     | Session  | 100*5d/y   | 10000     | 10000             |
|              | Geographic Information System        | Session  | 5*20d      | 8000      | 8000              |
|              | Workshop on PACE                     | Session  | 50*2d/y    | 3500      | 3500              |
|              | Annual coordination meetings         | Session  | 2*7d/y     | 3400      | 3400              |
|              | National steering committee meeting  | Session  | 60*2d*2/y  | 4000      | 4000              |
|              | cross border meetings                | Session  | 2*2d*2/y   | 3000      | 3000              |
|              | CPVS meetings                        | Session  | 10*2d*2/y  | 1000      | 1000              |
|              | <b>sub total</b>                     |          |            |           | <b>88400</b>      |
| 12           | <i>Communication Unit</i>            |          |            |           |                   |
| <b>121</b>   | <b>Personnel</b>                     |          |            |           |                   |
| 12156        | Data entry clerk allowances          | Man/year | 1          | 200       | 200               |
|              | <b>Subtotal</b>                      |          |            |           | <b>200</b>        |
| <b>122</b>   | <b>Equipment</b>                     |          |            |           |                   |
| 12201        | Computers and accessories            | Unit     | 2          | 2600      | 5200              |
| 12208        | Photocopiers                         | Unit     | 1          | 2500      | 2500              |
|              | <b>Sub Total</b>                     |          |            |           | <b>7700</b>       |
| <b>123</b>   | <b>Running costs</b>                 |          |            |           |                   |
| 12326        | Operating running costs              | Year     | 5          | 3000      | 3000              |
| 12337        | Promotion materials                  | Year     | 5          | 2000      | 4000              |
| 12356        | Communications workshops             | Session  | 100*4d/y   | 10000     | 10000             |
|              | <b>sub total</b>                     |          |            |           | <b>17000</b>      |
| 13           | <i>Epidemiology/Economics Unit</i>   |          |            |           |                   |

|            |  |         |             |       |                    |
|------------|--|---------|-------------|-------|--------------------|
| <b>131</b> | <b>Personnel</b>                                   |         |             |       |                    |
| 13101      | Epidemiologist/consultant                          | Year    | 5           | pm    | pm                 |
| 13170      | Emergency preparedness/consultant                  | Year    | 5           | pm    | pm                 |
| 13171      | Economist/consultant                               | Year    | 5           | pm    | pm                 |
|            | <b>Subtotal</b>                                    |         |             |       | <b>0</b>           |
| <b>132</b> | <b>Equipment</b>                                   |         |             |       |                    |
| 13201      | Computers and accessories                          | Unit    | 6           | 26000 | 156000             |
| 13203      | Vehicles for labs                                  | Unit    | 6           | 22500 | 135000             |
| 13205      | Fax machines                                       | Unit    | 15          | 700   | 10500              |
|            | <b>Subtotal</b>                                    |         |             |       | <b>301500</b>      |
| <b>133</b> | <b>Running costs</b>                               |         |             |       |                    |
| 13365      | Livestock diseases economics training              | Session | 50*3d/y     | 5000  | 5000               |
| 13301      | In-country travels                                 | Year    | 2048d*20eur | 40960 | 40960              |
| 13326      | Operating costs –(stationeries)                    | Year    | 5           | 4000  | 4000               |
| 13327      | Communications: phone,Fax machine                  | Year    | 5           | 4000  | 4000               |
| 13330      | Vehicle running costs                              | Year    | 5           | 12000 | 12000              |
| 13357      | Wildlife epidemiology workshop/(Regional)          | Session | 2           | 6500  | 6500               |
| 13357      | Wildlife workshop (National)                       | Session | 75*3d/y     | 3500  | 3500               |
|            | <b>sub total</b>                                   |         |             |       | <b>75960</b>       |
| 14         | support to field offices                           |         |             |       |                    |
| <b>141</b> | <b>Personnel</b>                                   |         |             |       |                    |
| 14169      | Vet officers allowances                            | Year    | 5           | 4000  | 4000               |
|            | <b>Sub total</b>                                   |         |             |       | <b>4000</b>        |
| <b>142</b> | <b>Equipment</b>                                   |         |             |       |                    |
| 14204      | Motorcycles for control post                       | Unit    | 26          | 1540  | 40040              |
|            | <b>Sub total</b>                                   |         |             |       | <b>40040</b>       |
| <b>143</b> | <b>Running costs</b>                               |         |             |       |                    |
| 14331      | Motorcycle running cost                            | Year    | 5           | 15600 | 15600              |
| 14362      | Local training for control post officers           | Session | 2           | 6000  | 6000               |
|            | <b>Sub total</b>                                   |         |             |       | <b>21600</b>       |
|            |  |         |             |       |                    |
|            |  |         |             |       |                    |
|            |  |         |             |       |                    |
|            |  |         |             |       |                    |
|            | <b>Totals for heading 1</b>                        |         |             |       | <b>878 800</b>     |
|            |  |         |             |       |                    |
|            | <b>Contingencies @5 %</b>                          |         |             |       | <b>43940</b>       |
|            |  |         |             |       |                    |
|            | <b>Global annua (year 1)l budget for heading 1</b> |         |             |       | <b>922740 Euro</b> |

| Code       | Cost item   | Unit    | Quantities  | Unit cost | Year 1            |
|------------|---|---------|-------------|-----------|-------------------|
| <b>2</b>   | <b>Development of Veterinary Services</b>         |         |             |           |                   |
| 21         | <i>Services Delivery</i>                          |         |             |           |                   |
| <b>211</b> | <b>Personnel</b>                                  |         |             |           |                   |
|            | <b>Subtotal</b>                                   |         |             |           | <b>0</b>          |
| <b>212</b> | <b>Equipment</b>                                  |         |             |           |                   |
| 21253      | Diagnostic field kits                             | Unit    | 1           | 30000     | 30000             |
|            | <b>Subtotal</b>                                   |         |             |           | <b>30000</b>      |
| <b>213</b> | <b>Running costs</b>                              |         |             |           |                   |
| 21356      | Livestock farmers workshop                        | Session | 250*2/y     | 8000      | 8000              |
|            | <b>Subtotal</b>                                   |         |             |           | <b>8 000</b>      |
| 22         | <i>Support to private/ Vet practices</i>          |         |             |           |                   |
| <b>221</b> | <b>Personnel</b>                                  |         |             |           |                   |
|            | <b>Subtotal</b>                                   |         |             |           |                   |
| <b>222</b> | <b>Equipment</b>                                  |         |             |           |                   |
|            | Vet surgeon kits, etc... for CAHWs                | Lump    | 300         | 10000     | 10 000            |
|            | <b>Subtotal</b>                                   |         |             |           | <b>10 000</b>     |
| <b>223</b> | <b>Running costs</b>                              |         |             |           |                   |
| 22337      | Training workshops for private vets               | Session | 30*3d/y*3y  | 8000      | 8000              |
| 22358      | CAHWs Private practice training                   | Session | 100*2d/y*4y | 10000     | 10000             |
| 22360      | Privatization workshop                            | Session | 100*2d/y*2y | 10000     | 10000             |
| 22376      | Soft loan fund                                    | Lump    | 1           | 200000    |                   |
| 22377      | Legal framework improvement                       | Session | 10*5meet./y | 5000      | 5000              |
|            | <b>Subtotal</b>                                   |         |             |           | <b>33 000</b>     |
|            | <b>Totals for heading 2</b>                       |         |             |           | <b>81 000</b>     |
| <b>2,4</b> | <b>Contingencies @ 5%</b>                         |         |             |           | <b>4050</b>       |
|            | <b>Global annual(year 1) budget for heading 2</b> |         |             |           | <b>85050 Euro</b> |



| Code       | Cost item   | Unit    | Quantities  | Unit cost | Year 1              |
|------------|---|---------|-------------|-----------|---------------------|
| <b>3</b>   | <b><u>Rinderpest Eradication</u></b>              |         |             |           |                     |
| <b>3,1</b> | <b>Personnel</b>                                  |         |             |           |                     |
|            | Wildlife officer's allowances                     | year    | 5           | 150       | 150                 |
|            | wildlife tracker's allowances                     | year    | 2           | 200       | 200                 |
|            | Agents of the wildlife network allowances         | year    | 5           | 200       | 200                 |
|            | <b>sub total</b>                                  |         |             |           | <b>550</b>          |
| <b>312</b> | <b>Equipment</b>                                  |         |             |           |                     |
| 31203      | Vehicles  | unit    | 3           | 22500     | 67 500              |
| 31254      | Sampling equipment                                | lump    | 5           | 17000     | 17000               |
| 31261      | Laboratory equipment                              | lump    | 12          | 40000     | 20 000              |
|            | Wildlife equipment                                | lump    | 1           | 6400      |                     |
|            | <b>Subtotal</b>                                   |         |             |           | <b>104 500</b>      |
| <b>313</b> | <b>Running costs</b>                              |         |             |           |                     |
| 31326      | General operating expenses                        | year    | 5           | 3000      | 3000                |
| 31330      | Vehicles running costs                            | year    | 5           | 6000      | 6000                |
| 31340      | Lab consummables                                  | year    | 5           | 10000     | 10000               |
|            | Wildlife consommables                             | year    | 5           |           | 6000                |
| 31361      | Livestock markets inspectors' trainings           | session | 200*2d/y*3y | 8000      | 8000                |
| 31368      | Random sampling                                   | lump    |             | 8000      | 8000                |
| 31370      | Support to diagnostic labs                        | year    | 5           | 10000     | 10000               |
|            | <b>Subtotal</b>                                   |         |             |           | <b>51000</b>        |
|            | <b>Totals for heading 3</b>                       |         |             |           | <b>156 050</b>      |
| <b>3,4</b> | <b>Contingency @ 5%</b>                           |         |             |           | <b>7802,5</b>       |
|            | <b>Global annual(year 1) budget for heading 3</b> |         |             |           | <b>163 853 Euro</b> |

| Code   | Cost item                              | UNIT    | Quantities | Unit cost | Year 1             |
|--|--|---------|------------|-----------|--------------------|
| <b>4</b>   | <b>CBPP and other major Epizootics</b> |         |            |           |                    |
| <b>4,1</b>   | <b>Personnel</b>                       |         |            |           |                    |
|  | <b>Sub-total</b>                       |         |            |           |                    |
| <b>4,2</b>   | <b>Equipment</b>                       |         |            |           |                    |
| 4266   | Sampling kits for Abattoirs            | lump    | 1          | 44000     | 0                  |
| 4267   | CFT-ELISA equipment                    | lump    | 12         | 5000      | 0                  |
|  | <b>Sub-total</b>                       |         |            |           | <b>0</b>           |
| <b>4,3</b>   | <b>Running costs</b>                   |         |            |           |                    |
|  | Office running cost                    | year    | 5          | 2000      | 2000               |
| 4351   | Training for lab technicians           | session | 100*5d/y   | 10000     |                    |
| 4352   | Training for meat inspectors           | session | 100*3d/y   | 10000     | 10 000             |
|  | Laboratory running costs               | year    | 4          | 2000      |                    |
|  | <b>Sub-total</b>                       |         |            |           | <b>12 000</b>      |
| <b>Totals for heading 4</b>                        |  |         |            |           | <b>12 000</b>      |
| <b>Contingencies @ 5 %</b>                         |  |         |            |           | <b>600</b>         |
| <b>Global annual (year 1) budget for heading 4</b> |  |         |            |           | <b>12 600 Eur.</b> |

The total of the 4 headings is summarised below:

| <b>Work Plan &amp; Cost Estimate PACE Nigeria - Year 1</b> |                  |
|--|------------------|
| <b>Item</b>  | <b>Euros</b>     |
|  | <b>Total</b>     |
|  | <b>Year 1</b>    |
| 1.Enhanced national capacity                               | 878 800          |
| 2.Improved Veterinary Services                             | 81000            |
| 3.Eradication of Rinderpest                                | 156050           |
| 4. Control of CBPP and other major epizootics              | 12000            |
| <b>Sub-total</b>   | <b>1 127 850</b> |
| Contingency 5 %  | 56 393           |
| <b>Total estimated expenditure for year 1</b>              | <b>1 184 243</b> |

## **ANNEX II : Implementation Procedures**

### **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<br>7 ACP RPR 745<br>8 ACP TPS 032<br>8 ACP ROC 009<br>8 ACP TPS 033 |

|   |
|---|
| <p style="text-align: center;"><b>IMPREST ACCOUNT CONTRACTUAL DOCUMENT</b><br/><b>for the first annual work programme</b><br/><b>of the PACE programme in Nigeria</b></p> |
|---|

#### **I IMPLEMENTATION AND MANAGEMENT STRUCTURE**

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

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

#### **II. IMPREST ACCOUNT HOLDERS AND ACCOUNTING OFFICERS**

The Regional Authorising 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 authorising 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 country;
- 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 “ *Nigeria PACE Programme Yr. I*” for the PACE Programme;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks .

The designated imprest account holder shall be:

1. Imprest account holder: Dr. EF Fasanmi, Director FDLPCS,
  2. Accountant: Mr Joseph A. Fatuya, Accountant Central Pay Office, Federal Ministry of Agriculture and Rural Development
- in accordance with the TAP, responsibility for conducting this imprest account has been given to an official state body , represented by the imprest account holder for the implementing , as designated above;

### **III. PERIOD COVERED BY THE IMPREST ACCOUNT**

This imprest account shall run from 1st December 2000 to 30<sup>th</sup> November 2001.

Payment under this imprest account may be made only for expenditure incurred during the above period. Some management operations may extend beyond above closing date, however, e.g. the final request(s) for replenishment and/or

clearance corresponding to the last items of expenditure in the period, and also operations relating to closure of the imprest account. In all cases the imprest account must be closed not later than six months after the final date given above.

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

|   | (Euro)         | (In Nigerian Naira) |
|---|----------------|---------------------|
| <b>1. Works contracts</b>   |                |                     |
| Capital expenditure (including maintenance)                               | 100 000        | 9 900 000           |
| <b>2. Supply/equipment contracts</b>                                      |                |                     |
| 2.1 Capital expenditure   |                |                     |
| 2.2 Operating expenditure   | 100 000        | 9 900 000           |
|   | 100 000        | 9 900 000           |
| <b>3. Memoranda of agreement</b><br>(Grants from the RDP to other agents) |                |                     |
|   | 10 000         | 990 000             |
| <b>4. Services</b>  |                |                     |
| 4.1 Conception, management, follow-up<br>and evaluation of project        | Not applicable | Not applicable      |
| 4.2 Studies, audits, works supervision, etc.                              |                |                     |
| 4.3 RDP management personnel  | 10 000         | 990 000             |
| 4.4 RDP non-management personnel  |                |                     |
|   | Yes            | Yes                 |
|   | Yes            | Yes                 |

(At an exchange rate Euro 1.00 = 99 Naira....  
Source : Financial Standards paper July 17.2000)

**IV - AMOUNT OF THE IMPREST ACCOUNT**

|                                   |
|-----------------------------------|
| <b>Nigeria Naira: 117 240 057</b> |
|-----------------------------------|

(For breakdown of this amount see the “budget” of the relevant Work Programme, reproduced in local currency terms ). The estimated 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.

#### **V .SPECIAL PACE PROGRAMME “EDF IMPREST ACCOUNT” BANK ACCOUNT**

A special account for bank transactions bound up with the operation of this imprest account has been opened :

Account Name: **Nigeria PACE Programme Yr.1**

Bank account number:

Bank :

**Bank of the North Ltd**

Area 3, Garki, Abuja

This is a double-signature account requiring the signature of: ( all transactions must be covered by two signatures, one out of each group)

Group 1: The imprest account holder

- Dr E.F. Fasanmi, Director of FDLPCS
- Dr. J. A. Maina, Deputy Director AHQS

Group 2 : The accounting officer

- Mr. Joseph A. Fatuya, Accountant, Central Pay Office
- Mr. S. C. Osemene, Chief Accountant, FDL&PCS

(Specimens of their signature have been sent to the RAO and the Delegation of the EC in 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 Annexes 3, 4 and 5 of the work programme may be made from this account.

## VI INITIAL ALLOCATION AND SUCCESSIVE REPLENISHMENT

An advance (initial allocation) of 40% of the amount given in point 4 above, namely:

**Naira : 46 896 023** 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 Authorising Officer) and the Delegation of the EC in Kenya, will be paid into the above bank account at intervals.

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

- from the national budget .

## VII - Audits

The Regional Authorising 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 (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);



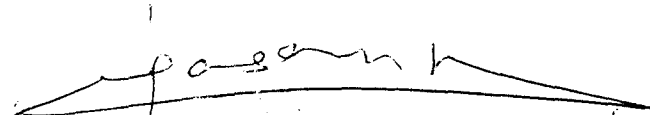
- original documents relating to "EDF imprest account" bank account for the PACE Programme (credit and debit items, reconciliation and balance);
- original documents relating to contracts awarded by imprest account holders by virtue of the partial delegation of powers (invitations to tender, results 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).

**VIII - 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).

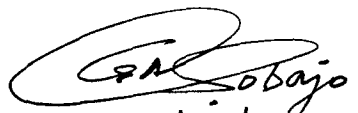
**IX - SIGNATURES**

Accepted by the Imprest Account Holder Dr E.F. Fasanmi  
Director, FDLPCS

  
9/10/2000

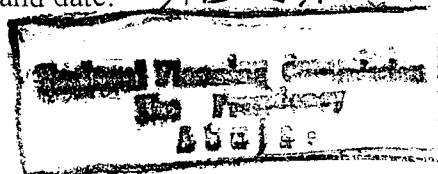
Place and date: ABUJA

Accepted by the Contracting Authority National Authorising Officer of the EDF

  
12/10/2000

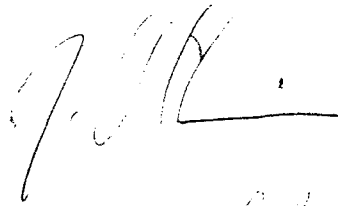
Chief P. Asiodu,  
Chief Economic Adviser to the President,  
National Planning Commission  
Federal Secretariat, Abuja

Place and date: ABUJA

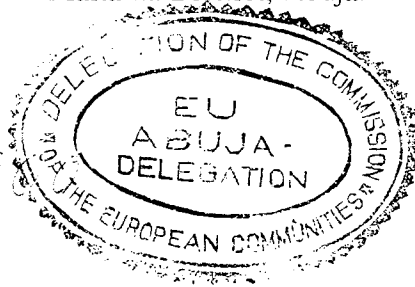


Endorsed by the Head of the Delegation  
of the European Commission in Nigeria

Europe House  
Plot. No. 63 Usuma Street  
Maitama District, Abuja.



Date: 12 October 2000



**X - EDF Imprest Account Specimen Signatures**

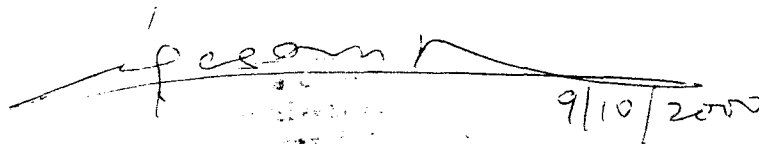
**PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
(PACE PROGRAMME)**

---

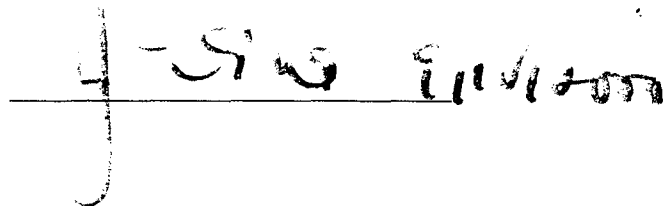
These specimen signatures were sent to the Delegation of the European Commission in Nigeria on 2000 and to the RAO on:.....

*Group 1  
Signatories*

a) Dr. E.F. Fasanmi  
Director, FDLPCS, Federal Ministry of Agriculture and Rural  
Development, Area 11, Garki, Abuja



b). Dr. Junaidu. A. Maina  
Deputy Director  
Federal Department of Livestock &  
Pest Control Services  
P.M.B. 135, Garki  
Abuja



Group 2  
Signatories

a). Mr. Joseph A. Fatuya  
Accountant, Central Pay Office  
FMA &RD,  
P.M.B. 135, Area 11, Garki  
Abuja

Joseph A. Fatuya. 09/10/00

b) Mr. S.C. Osemene  
Chief Accountant,  
Federal Department of Livestock &  
Pest Control Services,  
FMA &RD,  
P.M.B. 135, Area 11, Garki  
Abuja.

S.C. Osemene. 09/10/00

## ANNEX III

### 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 Authorising Officer for EDF funds may delegate part of his powers as authorising Officer and imprest account holder to programme/project leaders (field management) so that they may have direct responsibility for certain operations 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 fund 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 authorised 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 authorised 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 authorising 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 authorised by imprest account holders; they make payments, after checking that there are grounds for payment in the form of supporting documents and that funds are available (see imprest account column in the relevant work programme); they check the application of the procedures for awarding contracts, making purchases and dealing with items of expenditure as described below; they regularly check stocks and inventories, keep the general accounts of the RDP, including the staff payroll and a register of capital expenditure items giving details of the use, condition and method of financing of such items; they draw up the imprest account administration statement.

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

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

- an official state body of the country concerned (*i.e.* the Ministry of Agriculture and Rural Development), 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»

|   | Euro           | Nigerian Naira |
|---|----------------|----------------|
| <b>1. Works contracts</b>                                       |                |                |
| Capital expenditure (including maintenance)                     | 100 000        | < 9 900 000    |
| <b>2. Supply/equipment contracts</b>                            |                |                |
| 2.1 Capital expenditure   | 100 000        | <9 900 000     |
| 2.2 Operating expenditure                                       | 100 000        | <9 900 000     |
| <b>Memoranda of agreement</b>                                   |                |                |
| (transfers from the RDP to other agents)                        | 10 000         | < 990 000      |
| <b>Services</b>   |                |                |
| 4.1 Conception, management, follow-up and evaluation of project | Not applicable | Not applicable |
| 4.2 Studies, audits, works supervision, etc.                    | 10 000         | < 990 000      |
| 4.3 RDP management personnel <sup>1</sup>                       | Yes            | Yes            |
| 4.4 RDP non-management personnel <sup>2</sup>                   | Yes            | Yes            |

<sup>1</sup> Not including salaries of officials assigned to the PACE Programme from government departments (their salaries will continue to be charged on the national or institution budget). The EDF imprest account may, however, cover the following:

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

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

(At an exchange rate Euro 1.00 = 99 Naira - July 2000)

#### 4. INITIAL ALLOCATION AND SUBSEQUENT REPLENISHMENT

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

- ↳ The bank account will be replenished at intervals in line with requests for reimbursement signed and forwarded by the designated imprest account holders, on the basis of evidence of payment of items expenditure<sup>3</sup>, and accepted by the PACE Programme Financial Controller (acting on behalf of the Regional Authorising 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 of 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.

---

<sup>3</sup> Or, in specific cases explicitly stipulated in the work programme **and** in the imprest account contractual document, on a flat-rate basis.





The Financial Controller (acting on behalf of the Regional Authorising 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 Authorising 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 Agriculture and Rural Development.

#### **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 Authorising 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 tender 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 Authorising Officer and the Head of the Delegation of the EC is required (contract to be made out, bearing the signature of an authorised representative of the PACE Programme and the suppliers).



## **6. FUND FOR MINOR ITEMS OF EXPENDITURE**

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

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

## **7. CONTINGENCIES**

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

Use of material contingencies component, whether to cover an increase in unit costs (for which evidence must be provided) or to finance operations not originally scheduled in the relevant Work Programme (for which supporting arguments must be presented), requires in all cases the prior authorisation of the Regional Authorising 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 Attached to the PACE Programme**

These officials may receive the following benefits.

- a) Acting allowance  
Allowances will be paid to officers according to laid down regulations.

- b) 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.
- c) 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 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 Authorising 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 Authorising 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 Authorising 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).