Chapter-I: Name and Functions of ERD

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার রাষ্ট্রপতির সচিবালয় মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১৫ ই কার্তিক, ১৩৯৭/৩১শে অক্টোবর, ১৯৯০।

নং-মপবি-৪/১৬/৮৯-বিধি)অংশ-১)/৩৩৮-সরকার "External Resources Division (বহিঃসম্পদ বিভাগ)" এর নাম "Economic Relations Division (ERD) {অর্থনৈতিক সম্পর্ক বিভাগ ,(ইআরডি)}" করিলেন।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,

এ ,এম ,আবদুল মান্নান ভূইয়া যুগ্ন-সচিব।

অর্থনৈতিক সম্পর্ক বিভাগ প্রশাসন-১

নং-অসবি/১ আর-১৬/প্র-১/৮৯/৬৩৮

তারিখঃ ২১-৭-১৩৯৭ বাং/৬-১১-১৯৯০ ইং

সদয় অবগতির জন্য অত্র বিভাগের সকল কর্মকর্তার নিকট অনুলিপি প্রেরণ করা হইল।

মোঃ নুরু জ্জামান ভূইয়া সিনিয়র সহকারী সচিব

রাষ্ট্রপিতর সচিবালয় রাষ্ট্রপতির দফতর, ঢাকা। ফোনঃ ৬১০০১০-১৯

নম্বরঃ ২১,১১১,১৩,০,৮,৯০-৪০৮-১৫ শ্রাবণ, ১৩৯৭ বাং/৩১ জুলাই, ১৯৯০ ইং

প্রেরকঃ এম আখতার আলী অতিরিক্ত সচিব।

প্রাপকঃ জনাব ইনাম আহমেদ চৌধুরী সচিব বহিঃ সম্পদ বিভাগ।

বিষয়ঃ "দাতা/Donor" শব্দের পরিবর্তে উনন্নয় সহযোগী/ Development Partner ব্যবহার প্রসংগে।

সুত্রঃ বহিঃসম্পদ বিভাগের পত্র নং বসবি/১১(১৯)/প্র-(কমন)/৯০/১০৬ তারিখঃ ২২/১/৯৭ বাং ০৬/৫/৯০ ইং ।

আপনার উপরের সূত্রের উল্লেখিত পত্রের বিষয়টি মহামান্য রাষ্ট্রপতি সদয় বিবেচনা করে সদয় সিদ্ধান্ত প্রদান করেছেন যে, দাতা/Donor শব্দের পরিবর্তে "উন্নয়ন সহযোগী/Development Partner দেশ/সংস্হা" শব্দ এখন থেকে ব্যবহৃত হবে।

২। পরবর্তী ব্যবস্হা গ্রহণের জন্য অনুরোধ করা হল।

এম আখতার আলী অতিরিক্ত সচিব।

1. THE FUNCTIONS OF THE ECONOMIC RELATIONS DIVISION

The functions of the Division are defined under the Rules of Business, 1996, as amended from time to time. Schedule I of the Rules of Business (revised up to August 2000) lists the following functions:

- 1) Assessment, mobilisation, negotiation and allocation of all multilateral and bilateral economic aid for implementation of development projects/ programmes under Annual Development Programme, PRS and Five Year Plan.
- 2) Examination and scrutiny of proposals for foreign aid (loans, grants, etc.) received from Ministries/Divisions for allocation and identification of sources thereof.
- 3) Mobilisation, negotiation and allocation of external assistance relating to food and commodity assistance from bilateral and multilateral sources.
- 4) Coordination and processing for approval of all technical assistance programmes including assessment of requirement of negotiation with bilateral Development Partners and multilateral agencies.
- 5) Policies and coordination of matters relating to employment of Bangladeshi nationals as experts and consultants in aided projects.
- 6) Policies and procedures for appointment of expatriate consultants and technical assistance experts.
- 7) Guidelines and procedures for tendering involving funds provided under external aid.
- 8) Coordination, review and monitoring of the utilization of foreign aid.
- 9) Foreign debt management including debt profiling and budgeting, debt servicing and maintenance of accounts thereof.
- 10) Matters relating to annual meeting of Bangladesh Aid Group including preparations thereof and follow up action.
- 11) Foreign exchange budgeting (other than cash foreign exchange budgeting) in respect of development imports including bridge financing for project commodity aid.
- 12) External economic relations with international development agencies like--
- (a) World Bank/IDA and IFC.
 - (b) Asian Development Bank (ADB).
 - (c) United Nations Development Programme (UNDP).
- (d) Other United Nations Agencies Resident, Non-Resident such as UNICEF, UNCDF, ESCAP, ECOSOC, WHO, FAO, IFAD, ILO, UNFPA, UNIDO, UNV, UNEP, GEF, UNESCO, UNWOMEN, WFP, IOM, UNHCR, UNCTAD, WIPO.
- (e) Islamic Development Bank (IDB).
- (f) Commonwealth matters in respect of-
 - (i) Finance Ministers' Conference and
 - (ii) Commonwealth Fund for Technical Cooperation (CFTC).
- (g) OPEC fund for International Development.
- (h) Colombo Plan.
- 13) External aid policy matters relating to Non-Government Organisations (NGOs) including foreign voluntary agencies.

- 14) All international agreements involving financial economic and technical cooperation: Joint Commission/Joint Economic Commission, Joint Economic Committee, Economic and Technical Co-operation Agreements, etc., dealing predominantly with economic and financial issues.
- 15) Liaison with Resident Missions of Multilateral Agencies and bilateral Development Partner countries.
- 16) Administration of Economic Wings of Bangladesh Missions abroad and appointment of officers and staff thereof.
- 17) External Economic Policy: Matters relating to economic and technical cooperation between developing countries and between developed and developing countries, specially issues of development finance, transfer of resources, external debt technology transfer.
- 18) Preparation of briefs and materials on financial and economic questions relating to Bangladesh's participation in the UN and allied organisations, Commonwealth Conference, Non-allied Conference, Organisation of Islamic Conference, South Asian Association for Regional Cooperation (SAARC), etc.
- 19) Fellowship and Foundations:
 - (a) Programming: and Management of fellowships and scholarship and foreign training offers from bilateral and multilateral sources including liaison with Asia Foundation, Ford Foundation and other International Foundation, British Council, IRDC and ADC.
 - (b) Liaison with Allocation Committee, Selection Committee particularly with Ministry of Establishment and other Ministry/Division concerned.
 - (c) Offer of technical assistance by Bangladesh.
- 20) Secretariat administration including financial matters.
- 21) Administration and control of subordinate offices and organisation (if any) under this Division.
- 22) Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allocated to this Division.
- 23) All laws on subjects allotted to this Division.
- 24) Inquiries and statistics on any of the subjects allotted to this Division.
- 25) Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

In sum, the major jobs of ERD are assessment, mobilization and allocation of external assistance. These call for involvement in planning, budgeting, strengthening foreign relations and monitoring of development activities. Planning Commission determines the investment levels and priority of projects and programmes. ERD assesses the needs of foreign assistance on that basis and naturally influences planning. **Implementation** Monitoring Division and Evaluation (IMED) implementation of the projects under Annual Development Programmes and does performance auditing for development programmes; ERD retains an interest in aid utilization and thus gets involved in monitoring development works. Budgeting is done by Finance Division and Planning Commission, but like Internal Resources Division, ERD gets involved as it mobilises external resources for the budget. Ministry of Foreign Affairs conducts foreign relations but ERD plays coordination role between Development Partners and executing agencies as the external resources

conduit through ERD. ERD also prepares and executes external economic policy, maintains relations with international development agencies and arranges/participates in the development forum meetings. Responsibility of management of external debt, control of flow of funds, administration of technical assistance programmes of Bangladesh, resident Development Partner missions and some of the economic missions abroad.

In discharging responsibilities, ERD has to coordinate very closely and keep special relation with Planning Commission, Finance Division and Ministry of Foreign Affairs, Ministry of Commerce, Ministry of Food and Disaster Management and Bangladesh Bank too. ERD functions as a service organization for all executing ministries/divisions and agencies. Therefore, the basic principle of its operating efficiency is its ability to carry others along with it. The nature of its responsibilities imposes certain specific burden. First, the delivery of service has to be prompt. Second, the concern for coordination and concerting of views must govern its activities. Third, because of dealings with foreign agencies, a high level of efficiency and courtesy is warranted. Fourth, an intellectual bias and international outlook is expected.

2. THE FUNCTIONS OF DIFFERENT WINGS OF ERD

Wing-1: America, EEP & Japan

- 1) Japanese ODA Loan issues are dealt with at the Section:
 - **a)** Process Project Proposals for Japanese ODA Loans received from Executing ministries/Divisions.
 - **b)** Finalise projects for ODA loans in consultation with JICA and relevant Ministry/Division and Agencies.
 - c) Process works related to agreements i.e. Minutes of Discussion, Pledge, Exchange of Notes, Note Verbale, Loan Agreement, Project memorandum, etc.
 - **d**) Functions related to various Japanese Missions i.e. Project Formulation Mission, Fact-finding Mission, Appraisal Mission and other Missions related to ODA Loans.
- 2) Participation in the Country Assistance Strategy (CAS) Program jointly organized by Japan, WB, ADB and DFID.
- 3) Arrange Portfolio Review Meetings with Ministries/Divisions/ Agencies and JICA to review the status of the on-going ODA loan projects.
- 4) Preparing Briefs/ Talking Points on Japanese ODA Loan related issues.
- 5) Japanese ODA Grant and Technical Assistance issues are dealt with at the Branch.
- 6) Conclude Framework Agreements and updates thereof with Embassy of Japan and JICA.
- 7) Process proposals received from different Ministries/Divisions for Japanese Grant / Technical Assistance.
- 8) Negotiate the Grant and Technical Assistance proposals with Embassy of Japan and JICA.
- 9) Conclude signing of Exchange of Notes, Grant Agreements, Minutes of Discussions, Minutes of Meetings regarding Grant and Technical Assistance.
- 10) Assist Bangladesh Bank for fund disbursement arrangements.
- 11) Hold meetings with Embassy of Japan and JICA to determine Scopes of Work.
- 12) Monitoring Grant and Technical Assistance Projects.
- 13) Hold monitoring meetings with Ministries/Divisions, Embassy of Japan and JICA to review the status of Grant Aid and Technical Cooperation projects.
- 14) Mediate the validity of stay and services with Ministry of Home Affairs and Ministry of Foreign Affairs regarding Japanese Experts and Advisors engaged by JICA in different projects.
- 15) Mediate the permissible privileges of the JICA Experts and Advisors with National Board of Revenue (NBR), Bangladesh Road Transport Authority (BRTA) and other relevant Ministries/Divisions and Agencies.
- 16) Represent ERD at Planning Commission and other Ministries/Divisions regarding development projects under Japanese Grant Aid and Technical Assistance.
- 17) Keep records and updates of Japanese Grant Aid and Technical Assistance projects.
- 18) Monitor fund disbursement in favour of projects and reconcile those with Foreign Aid Budget and Accounts (FABA) Wing of ERD.
- 19) Obtaining lists of projects for utilization of Japanese Debt Cancellation Fund (JDCF).
- 20) Scrutinizing the proposals and placing it before the Committee for "Framework

- for Bilateral Consultation Debt Relief Measures" headed by Additional Secretary-1 of ERD for consideration.
- 21) Monitoring utilization of DRGA-CF and JDCF.
- 22) Processing the proposal of JOCV Volunteers.
- 23) Processing the proposal of Custom Passbook of JICA Staff.
- 24) Obtaining Clearance for Japanese Experts/JICA staff from concerned administrative ministries/divisions and from M/o Home Affairs and M/o Foreign Affairs.
- 25) Processing JICA Proposed training Programs.
- 26) Clearances and Privileges of JICA Bangladesh officials.
- 27) Japan Human Resources Development Scholarship (JDS) Project.
- 28) Preparation of briefs for different ECOSOC sessions in consultation with concerned Ministries.
- 29) Matter relating to least developed countries.
- 30) UNCTAD matters.
- 31) Matters relating to Economic Co-operation among Developing Countries (ECDC) {South-South Co-operation}.
- 32) Internal economic issues having bearing on external economic relations.
- 33) Preparation of paper on World Economic outlook.
- 34) Monthly Operational Report.
- 35) Matter relating to Commonwealth Secretariat.
- 36) Preparation of briefs for Commonwealth Heads of Governments.
- 37) Finance Minister's and Senior Finance Officials' Meeting.
- 38) Commonwealth Foundation.
- 39) Processing of technical assistance received from CFTC in the field of general technical assistance, education, training programmes and export market development.
- 40) Arrangements for payment of annual contributions of Bangladesh to the CFTC and Commonwealth Foundation.
- 41) Preparation of briefs for Colombo Plan Consultative Committee meeting and various sessions of Colombo Plan Council and the Bureau.
- 42) Processing the technical assistance offered by Colombo Plan Staff College.
- 43) Arrangement for Payment of annual contributions of Bangladesh to Colombo Plan Council and the Colombo Plan Staff Collage.
- 44) Preparation of brief for meetings of Non-aligned Movement and other related issues.
- 45) Matters relating to SAARC
- 46) Participation of Bangladesh in Seminars, Workshops, Training Courses, Study Tours etc, organized by the ESCAP, SIAP, APCTT, APCICT, CSAM and CAPSA.
- 47) Formulating Bangladesh's position, through international consultation when necessary, on regional policies and programmes under the ESCAP.
- 48) To act as contact point in Bangladesh for regional studies, research programmes under the ESCAP.
- 49) To coordinate Bangladesh's representation in meetings of Legislative Committees of the ESCAP.
- 50) To coordinate Bangladesh's participation in Inter-Governmental meetings and expert group meetings organized by the ESCAP and APEC.
- 51) Liaison with the ESCAP to procure expert services for Bangladesh in different

fields.

- 52) To coordinate visits of the ESCAP officials to Bangladesh.
- 53) Preparation of briefs for members of Bangladesh delegation to the annual sessions of the ESCAP.
- 54) Matters, relating to SIAP, APCTT, APCICT, CSAM and CAPSA.
- 55) Arrangements of annual contributions of the Government of Bangladesh to the ESCAP and its subsidiary organizations.

Wing-2: World Bank

- 1) Examination and processing of project proposals for IDA Credits/Trust Fund Grants
- 2) Exploring the possibility of IDA financing for proposed projects of various Ministries/Divisions
- 3) Mission coordination between the World Bank and the concerned Ministries/Divisions/Agencies.
- 4) Holding of Mission's wrap-up meetings especially from the stage of Preappraisal and onwards
- 5) Processing the Project Preparation Facility (PPF) request of Ministries/Divisions with the Bank for facilitating the preparatory works of Investment Projects.
- 6) Processing of negotiation requests from the World Bank through observing the following procedures: (i) securing vetting on the Project Appraisal Document (PAD), Financing Agreement (FA), PPF document from the Ministry of Law, Justice and Parliamentary Affairs, (ii) inviting and examining the implementing Ministry/Agency's comments on the same, (iii) Formation of GOB's Negotiation Team with the approval of Hon'ble Prime Minister, (iv) Holding final inter-ministerial meeting prior to negotiation.
- 7) Processing of the signing cases of Financing Agreement (FA)/Project Financing Facilities (PPF) through initiating summary for the approval of Hon'ble Prime Minister or for the approval of Hon'ble Finance Minister for amendments
- 8) Negotiation with the World Bank Team
- 9) Obtaining Legal Opinion from the Ministry of Law, Justice and Parliamentary Affairs and submit it to the Bank for declaring the agreement effective
- 10) Signing of Financing Agreement 9FA) on behalf of the Republic
- 11) Follow-up of implementation progress of the Bank financed projects
- 12) Preparation of papers for the inter-ministerial meetings
- 13) Processing if any subsequent amendment requests in FA like reallocation of fund among the categories, time extension, request for additional financing and other required changes
- 14) Coordination and submission of Gob's Project Completion Report (PCR) to the World Bank at the completion of projects
- 15) Implementation monitoring and evaluation of medium and long term development strategies (like MDG, SDG etc.) in the purview of the World Bank financed projects.
- 16) Preparing proposed project brief for the Secretary proper to ECNEC meeting
- 17) Preparation of ERD's comments on various Ministries/Divisions' Purchase Proposals (Bank Financed) to be placed in Cabinet Committee on Government Purchase (CCGP) or Cabinet Committee on Economic Affairs (CCEA) meeting

- 18) Holding of Quarterly, Semi-Annually and Yearly stock taking of the World Bank financed projects in presence of three parties, namely (i) ERD, (ii) the World Bank and (iii) Sponsoring Ministry/Division/Implementing Agency
- 19) Coordinating and preparing briefs, papers to be presented in the World Bank and IMF's yearly events like Bank-Fund Meeting, Spring Meeting etc.
- 20) Preparing summary for Hon'ble Prime Minister for approval of Bangladesh Delegation for attending the above mentioned meetings
- 21) Preparation and submission of summary and report of the Bank-Fund and Spring Meetings to be placed before the Cabinet Committee for its appraisal
- 22) Coordinating Bangladesh Visits of the World Bank, IMF delegates
- 23) Reviewing all policy papers or issues received from the World Bank (IBRD, IDA, ICSID, MIGA, IFC)/IMF
- 24) Coordinating with the Bank about administrative and legal matters/issues
- 25) Casting of votes regarding IDA/IBRD/MIGA/ICSID related issues
- 26) Processing private sector investment through IFC
- 27) Approval/concurrence of MIGA guarantees for foreign investments in Bangladesh

Wing-3: Administration and Middle East

BRANCH: ADMINISTRATION

- 1) Supervision of all sections under Administration Branch including Library and Documentation Centre.
- 2) Establishment and personnel matters relating to all categories of employees serving in the ERD.
- 3) All matters regarding official visits of VIPS and officials of ERD.
- 4) All matters connected with protocol (including entertainment) of VI PS and other dignitaries on official visits connected with ERD matters.
- 5) Matters relating to common services and procurement of furniture, stationery and other articles used in office.
- 6) Preparation of Annual Budget of ERD and of Foreign Economic Missions and preparation of budget for payment of contribution to the International Organizations.
- 7) Release of Foreign exchange for Officers of ERD when they go abroad on official work.
- 8) Passing of contingency bills.
- 9) Advance payment from Contingency.
- 10) Selection and nomination for training and study tour of ERD officials.
- 11) Departmental selection Committee of ERD for foreign Training.

BRANCH: MIDDLE EAST

- 1) Supervision and coordination of three sections of the Branch
- 2) Processing loans, grants, technical assistance etc. in respect of the following countries/ agencies.
 - (a) Islamic Development Bank (IDB) (b) Saudi Arabia (c) Qatar
 - (d) Libya (e) Turkey (f) Iran (g) Organization of Islamic Conferences, (h) OPEC Fund for International Development, (i) Kuwait Fund for Arab Economic Development, (j) Iraqi Fund for External Development, (k) Turkey, (l) Iran and (l) African Countries.
- 3) To furnish information on the latest position of utilization of assistance received from them.
- 4) To allocate and administer funds to different agencies.

- 5) Negotiate loans, technical assistance etc. in respect of above mentioned organizations and countries.
- 6) To prepare briefs for Islamic Commission for Economic, Cultural and Social Affairs, the Conference of Islamic Foreign Ministers.
- 7) Delegations to and from these organizations and donor countries to discuss aid matters.

Wing-4: United Nations (UN)

- 1) General Policy issues relating to UN System Agencies, UNDAF, UNDP assisted projects in the areas of Governance and Poverty Reduction.
- 2) Policy, programmes, projects and other issues of UNICEF, UNDESA, WTO and ITC.
- 3) Policy, programmes, projects and other issues of UNDP assisted projects in the areas of environment.
- 4) Matters relating to UNFPA, UNCDF, UNAIDS, UNFSTD, UNISTAR and UNDCP
- 5) Matters relating to Global Environment Facility and UN Women
- 6) Pledge/contribution to UN bodies
- 7) Matters relating to UNDP/UNFPA/UNICEF Executive Board
- 8) Policy, programmes, projects and other issues related to ILO, UNESCO, UNEP, UN WOMEN, WIPO, UNIDO, UNV, ICAO, UNDESA and UNHCR
- 9) Policy, programmes, projects and other issues of FAO, WHO, GFATM, UPU and ITU
- 10) Management of UN Technical Assistance and Programmes and Projects cofinanced with other development partners and countries
- 11) Co-ordination, review and monitoring of utilization of foreign aid with the purview of UN System Agencies outlined above
- 12) Inter UN Agency policy issues and coordination
- 13) Policy and programming issues relating to UN Special Measures Fund for LDCs
- 14) Policy, programming and other issues to UN Peace Keeping Missions
- 15) Matters relating to ad-hoc funding/assistance by or through UN Agencies
- 16) Policy and Programming issues relating to Technical Cooperation among Developing Countries(TCDC)
- 17) Matters related to Annual and Mid-term Review of Programmes supported by UN organizations specified above
- 18) Preparation of briefs for conference and seminar related to activities of UN Agencies illustrated above
- 19) Processing of the cases for short training courses, seminars and conferences sponsored by UN Agencies bulleted above
- 20) Matters relating to Montreal Protocol, Rio+20 and Global Aid Effectiveness
- 21) Holding Tripartite Review Meeting as monitoring tool of UN supported programmes and projects.
- 22) Matters relating to South-South Cooperation, Triangular Cooperation and Post-2015 Development Agenda

- 23) Matters relating to Principal Recipients of Global Fund and other Trust Funds
- 24) Formulation and Implementation of UNDAF
- 25) Signing of Basic Cooperation Agreement/Standard Basic Assistance Agreement with UN System Agencies
- 26) Matters relating to issuing concurrence on Joining of Country Director/ Country Representative of UN System Agencies working in Bangladesh

Wing-5: Asian Development Bank (ADB)

- 1) Functions related to the processing and mobilization of Asian Development Bank (ADB)'s financing (Loan/Technical Assistance) for the projects under various Ministries/Divisions of the Government and Non-Government Organizations/Agencies;
- 2) Representing ERD in the PEC/SPEC/DPEC/SC meeting regarding ADB financed projects under various Ministries/Divisions;
- 3) Reviewing project implementation status; and jobs with respect to various mission for ADB financed projects/programs under various Ministries/Divisions;
- 4) Functions related to the fund searching with regard to the ADB assistance;
- 5) ADB assistance related to Private Sector, SMEs, NGOs and Community Organization (COs);
- 6) ADB assisted Regional Technical Assistance (RETA), and Regional & Subregional issues;
- 7) Processing of nomination of officials for attending training, seminar, workshop etc conducted by ADB and ADBI;
- 8) Processing ADB assisted South Asia Sub-regional Economic Cooperation (SASEC) Projects;
- 9) ADB membership and appointment of Governor and Alternate-governor;
- 10) Administrative affairs of ADB (including ADB, BRM);
- 11) Works related to GCI of ADB, Replenishment of ADF, TASF and Policy matter of ADB financing;
- 12) Government officials visit/tour to ADB and ADB President/Vice-president and other high officials visit/tour to Bangladesh;
- 13) Country Programming Mission (CPM)/Country Partnership Strategy (CPS), Country Portfolio Review Mission (CPRM), Tripartite Project Review Mission (TPRM) and other Missions related to Policy matters;
- 14) Works related to the meeting of ADB's Board of Governors;
- 15) Works related the appointment of the ADB President, Vice-President and Executive Director;
- 16) Processing of negotiating requests from the ADB through observing the following procedures: (i) Holding inter-ministerial meeting prior to negotiation and formation of GOB's negotiation team with the approval of Hon'ble Prime Minister, (ii) inviting and examining the implementing Ministry/Agency's comments on the loan documents. (iii) Negotiation with the ADB loan, (iv) securing vetting on the loan documents from the Legislative and Parliamentary Affairs Division, Ministry of Law, Justice and Parliamentary Affairs.
- 17) Signing Loan Agreement/Project Agreement with the ADB.

- 18) Obtaining Legal Opinion from the Legislative and Parliamentary Affairs Division, Ministry of Law, Justice and Parliamentary Affairs and submit it to the Bank for declaring the agreement effective;
- 19) Processing of any subsequent amendment requests from the ADB and various Ministries/Divisions in relation to reallocation of fund, time extension, request for additional financing and other required changes;
- 20) Coordination and submission of GoB's Project Completion Report (PCR) to the ADB at the completion of projects;
- 21) Preparing proposed project brief for the Secretary for attending ECNEC meeting;
- 22) Preparation of ERD's comments on various Ministries/Division's Purchase Proposals (ADB Financed) to be placed in Cabinet Committee on Government Purchase (CCGP) or Cabinet Committee on Economic Affairs (CCEA) meeting;
- 23) Coordinating and preparing briefs, papers to be presented in the ADB meeting.

Wing-6: Coordination and NORDIC

- 1) Effective coordination among different wings of the ERD.
- 2) Coordination with other Ministries & Divisions.
- 3) Coordination with PM's office including BEPZA,BOI, NGO Bureau etc.
- 4) Matters relating to National Integrity Strategy (NIS).
- 5) General Policies Programs, Projects, regarding bilateral and multilateral Economic cooperation relating to Denmark, Norway, Finland, Nordic Development Fund (NDF), Sweden & World Food Programme (WFP) International Food for Agricultural Development's (IFAD) Port-folios in Bangladesh.
- 6) Accumulate & organize innovative ideas to strengthen ERD.
- 7) Complies of reports on field visit of projects, foreign tour/ Training, Pending issues etc of ERD officials.
- 8) Monitoring & Consolidation of the different Ministries' reports.
- 9) Works related to Foreign Fund Search.
- 10) Prepare working papers & reports for Cabinet Committee on Economic Affairs, Secretary Committee of Administrative improvement, Secretary Committee, Cabinet meeting etc.
- 11) Prepare brief for the Secretary to attend different committee meeting like purchase committee ECNEC & NEC meeting.
- 12) Dealing with all matters related to aid effectiveness through Aid Effectiveness Unit (AEU). AEU, among other things, facilitates and coordinates all the activities regarding implementation and monitoring of the Joint Cooperation Strategy, implementation of the principles of the Busan Partnership for Effective Development Cooperation and other aid effectiveness measures and deal with donor coordination matters.

Wing-7: Europe

- 1) Channeling and coordination of development assistance from the European Sources except for Nordic countries.
- 2) Matters relating to assessment, mobilization, negotiation and allocation of all multilateral and bilateral economic aid, mostly grant for implementation of development projects/programmes of the UK (DFID), European Commission

- (EC), Germany, Netherlands and Switzerland and Swiss Development Cooperation (SDC).
- 3) Processing of loan agreements with Italy, Spain, Czech Republic, Russia and CIS countries.
- 4) Arranging clearance from the concerned Ministries for experts serving under Technical Assistance Programme.
- 5) Processing project tied training facilities with the development partners.
- 6) Reviewing and monitoring of utilization of the assistance from the development partners.
- 7) Correspondence with donor Governments/Agencies and executing Ministries/ agencies to sort out problems, if any, in the implementation process.
- 8) Matters relating to annual consultation and negotiation meeting with the Republic of Germany.
- 9) Functions relating to processing of agreements involving financial economic and technical cooperation and Joint Commission of EC.
- 10) Processing of Food Aid.

Wing-8: Asia, JEC and F&F

- 1) Arranging Joint Commission/Joint Economic Commission meeting with Viet Nam, Sri Lanka, Malaysia, Nepal, India, Pakistan, Indonesia, South Korea, Philippines, China and Thailand.
- 2) Actions on all letters/correspondence regarding Joint Economic Commission (JEC)/Joint Commission and Bilateral Economic & Technical Commission with Viet Nam, Sri Lanka, Malaysia, Nepal, India, Pakistan, Indonesia, South Korea, Philippines, China and Thailand.
- 3) Approval of Summary for fixing up of JEC meeting agenda and delegation list from Honorable Prime Minister. Approval of Budget for holding JC/JEC meeting from Hon'ble Minister for Finance.
- 4) Preparation of briefs, running notes, Speech for JC/JEC meeting. Preparation of JEC agreed minutes. Circulation of JEC decisions to the stakeholders.
- 5) Arranging JC/JEC Follow-up Inter-ministerial meetings.
- 6) Examination of Project documents (Loans and Grants) and communication to the aligned development partners India, Pakistan, Indonesia, Malaysia, Sri-Lanka, South Korea, China etc).
- 7) Project document signing (Loans & Grants) with relevant DPS (India, Pakistan, Indonesia, Malaysia, Sri-Lanka, China, Korea etc). Follow-up actions of the concerned signed agreements.
- 8) Related works associated with concluding Agreement with relevant DPS.
- 9) Facilitates training for the government officials of Bangladesh. These Training offers are obtained mainly from India, China, Thailand, Sweden, South Korea and from some other countries.
- 10) Out of those Training Offers, Three (3) weeks and more than three weeks training courses/seminars/workshops are distributed amongst different Ministries/Divisions through an Inter-Ministerial Scholarships Awarding Committee administered by Ministry of Public Administration.
- 11) Less than 3 weeks training courses/seminars/workshops are distributed amongst different Ministries/Divisions by ERD.
- 12) Moreover, Security Clearances in favour of the personnels working at local British Council & Asia Foundation are also issued by this Branch.

Wing-9: Foreign Aid Budget and Accounts (FABA)

Foreign Aid Budget and Accounts (FABA) wing is broadly responsible for managing external debt and budgeting of foreign aid. Moreover, FABA acts as central data centre of ERD related to external aid and debt. The main functions of FABA are as follows:

- 1) Coordination of aid mobilization program;
- 2) Collection, recording and reporting data of foreign aid commitments and monitoring, analysis and evaluation;
- 3) Collection, recording and reporting data of foreign aid disbursements and monitoring, analysis and evaluation;
- 4) Preparation of resource budget (annual and MTBF) of project aid, budget support, commodity aid and food aid for incorporating into national budget;
- 5) Preparation of Annual Development Program (ADP) and Revised ADP (RADP) thereof for foreign aided projects;
- 6) Monitoring, analysis and evaluation of ADP and RADP allocation and utilization.
- 7) External debt management, including debt profiling and budgeting, debt servicing and maintenance of accounts thereof;
- 8) Preparation of Debt Service Liability (DSL) budget for principal and interest on external debt for all creditors;
- 9) Issuing Government Order (GO) for repayments of external debt received from the creditors;
- 10) Reconciliation of repayment with Bangladesh Bank and Controller General of Accounts (CGA) at the end of financial year;
- 11) Reconciliation of outstanding public debt, repayment, servicing etc. by loan with Development Partners;
- 12) Debt sustainability analysis with IMF and Debt Management Strategy (MTDS) and Debt Management Performance Analysis (DeMPA) exercise with World Bank, Credit Rating exercise with Standard and Poor's Rating services, Moody's Investors Service;
- 13) Compliance with debt reporting requirement such as Quarterly External Debt Statistic (QEDS) for World Bank, Extended Credit Program (ECF) and Article IV mission of IMF;
- 14) Providing opinion and guidance regarding financial terms and conditions to the Program Desks of ERD in case of mobilizing foreign loans;
- 15) External Debt Sustainability analysis and providing information to the higher authority for formulation of overall future external borrowing strategy.
- 16) Administering, up-gradation and maintenance of Debt Management and Financial Analysis System (DMFAS) for external debt.
- 17) Providing secretarial services to Technical Committee on Non- Concessional Borrowing and Fast Track Projects Monitoring Committee;

- 18) Representing ERD to various committee such as Cash and Debt Management Technical Committee, Technical Committee on Non-Concessional Borrowing of Finance Division and Extended Meeting on ADP Utilization Evaluation of Planning Commission.
- 19) Collection, revision and compilation of information and data for publishing "Flow of External Resources into Bangladesh".