

Notes from the Working Group on the “Standardisation of Donor Reporting

1. Produce a glossary of terminology on the various categorisations (Program, Project, Activity), roles of institutions vis-à-vis their data entry into the DAD, and should be reflected in the Data Entry Form. A manual to guide users on the correct data entry should also be produced.
2. Agreed that the data entry (after the initial phase) be on-going. Quality Control of that data will be enforced by MINECOFIN on a quarterly basis and two other reviews of the data will be conducted every six months (end of March and September). This will be in complementing the budget preparation exercise of the GoR.
3. Heads of cooperation agencies will be requested to identify a Focal Point in their respective organization, who will be tasked to perform the data entry in the DAD. All necessary information should be availed to this Focal Point.
4. Security levels for editing the data should be enforced by MINECOFIN by the use of usernames and passwords, giving appropriate rights to the users.
5. Clarifications between “Donor vs Executing Agency” should be provided in the Glossary.
6. The GoR should decide on what data/information should be reflected through the DAD.
7. A codification system is required for the Donor agencies.
8. Donors providing data in the DAD should only input LOCAL financing (funds coming into the country)

Other notes arising from the presentation

1. Quarterly disbursements need to be captured