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MONTHLY REPORT: MAY 2009

TECHNICAL SUPPORT PROJECT FOR
SOCIAL INVESTMENT AND CAPACITY BUILDING
IN EQUATORIAL GUINEA

CONTRACT NO. DFD I-00-05-0020 TASK ORDER NO. 2

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TECHNICAL SUPPORT PROJECT FOR SOCIAL INVESTMENT AND CAPACITY BUILDING IN EQUATORIAL GUINEA

Program Title:	Technical Support Project for Capacity Building and Social Investment in Equatorial Guinea
Sponsoring USAID Office:	USAID West Africa
Contract Number:	DFD I-00-05-0020 Task Order No 2
Contractor:	DAI
Date of Publication:	July 9, 2009
Author:	Peter Dugan

The authors' views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

CONTENTS

CONTENTS

TABLES

NARRATIVE SUMMARY2

- INTRODUCTION2**
- ACHIEVEMENTS5**
- ANALYSIS6**
- ACTIVITIES9**

PROJECT IMPLEMENTATION STATUS.....13-18

SECOND ROUND PROJECT PREPARATION.....19

SUMMARY BUDGET TABLES.....19

- SUMMARY TABLE.....19**
- FIRST ROUND PROJECTS.....20**
- SECOND ROUND PROJECTS.....21-22**
- REMAINING PROJECTS.....23-24**

TABLES

PROJECT IMPLEMENTATION STATUS TABLE	13-18
PROJECT PREPARATION TABLE.....	19
SUMMARY BUDGET TABLES.....	19
SUMMARY TABLE.....	19
FIRST ROUND PROJECTS.....	20
SECOND ROUND PROJECTS.....	21-22
REMAINING PROJECTS.....	23-24

I. NARRATIVE SUMMARY

INTRODUCTION

This is the thirteenth monthly report prepared in compliance with Task Order #2, which requires DAI to produce a Monthly Report. Such reports are meant to:

- Review the accomplishments of the program during the preceding month;
- Identify the issues that impact the work of the USAID Technical Support Project (USAID/TSP) and the Social Needs Fund (FDS or “the Fund”) of the Government of Republic of Equatorial Guinea (GREG); and
- Identify the probable activities to be carried out during the next month or two.

With the approval of 17 new projects in late April, in addition to the 9 previously approved projects, the FDS’s focus has shifted completely to project implementation. The Executive Secretary met with all five Program Committees (PCs) to convey his desire to release additional disbursements for projects in implementation and request that the relevant FDS ministries accelerate implementation of these projects. In response, staff from the Ministry of Education, Science and Sports (MECD), the Ministry of Health and Social Welfare (MSBS) and the Ministry of Social Affairs and Women’s Promotion (MINASPRO) have been taking the necessary steps to request more funds and make project implementation more efficient. These include the liquidation of prior expenditures for first round projects, the preparation of the next trimester’s budgets for funds requests and the development of highly detailed workplans, and the USAID/TSP has guided and instructed ministry counterparts through all of these processes. The Executive Secretary was called by the Parliament to report on the progress of the FDS in early May, and the Parliament instructed him to produce greater results by September 2009, when he is scheduled to report to Parliament once again. Given the still limited project implementing capacity of the ministries, the Executive Secretary has decided to focus the attention on the success of the first round projects already in implementation, at least until September 2009. The funding status of second round projects is unclear at this point, as the Executive Secretary has indicated that the Parliament may wish to delay the financing of these approved projects until the first round projects prove that they are viable, but the Executive Secretary has not clearly established neither amounts of approved budgets, nor a timeline for the disbursement of funds for second round projects.

If the GREG wishes to intensify implementation of projects and produce results, there are a number of areas in which it must dedicate its attention and adequate resources to reach these goals. The ministries lack basic structures necessary for project implementation, such as accounting and contracting departments. The FDS must adopt basic administrative, accounting and oversight procedures proposed by the USAID/TSP to ensure that project implementing staff has clear guidelines of what is expected of them and that resources are allocated efficiently and correctly as planned. Critical FDS entities such as the Program Committees and Secretariat lack sufficient resources and qualified personnel and will need greater support to complete their missions. Additionally, the FDS Secretariat must take a more proactive approach and coordinate consolidated strategies for several areas – such as communications, infrastructure and monitoring & evaluation – that are components of several or all FDS projects to ensure the GREG’s investment is efficiently administered.

The USAID/TSP is providing technical assistance to the GREG in these areas in a limited capacity, as it has been forced to initiate close-down procedures due to the June 30 project expiration date. This period, the USAID/TSP was forced to demobilize all but two technical staff members, the Chief of Party (COP) and Project Implementation Coordinator (PIC), due to limited funds. USAID/TSP Contracting Office Technical Representative (COTR) Kevin Sharp visited Malabo this period to meet with project counterparts and discuss plans for an extension of the USAID/TSP through December 2010 with additional funds. Sharp indicated that a modification to the current contract would be required, following a planning meeting with FDS, USAID and DAI representatives likely to occur in June 2009. Given time and resources constraints however, Sharp indicated that DAI could request a short-term cost-extension of its current contract up to the ceiling of the contract amount, which would allow DAI to continue technical assistance and operations in Malabo until a modification and longer extension is ratified. DAI submitted a cost-extension request through October 2009 during this period.

ACHIEVEMENTS

<u>Infrastructure</u>	<u>Project Development</u>	<u>Project Implementation</u>	<u>FDS Secretariat</u>
<ul style="list-style-type: none"> - Final basic architectural designs for proposed renovation plans for Bioko Norte, Acacio Mañe and P. Lumumba Schools completed. - Vote of confidence of MECD leadership council in proposed basic architectural designs for Bioko Norte, Acacio Mañe and Patricio Lumumba School renovation plans. - Vote of confidence of MECD leadership council in proposed basic architectural designs for Enrique Nvó School reconstruction plans. - First report for soil analysis report for Enrique Nvó School site completed and delivered to sub-contractor Apside Architecture and Engineering (Apside A&E) for use in development of final blueprints for planned construction bidding process. 	<ul style="list-style-type: none"> - No project development activities this period. 	<ul style="list-style-type: none"> - Final versions of proposed FDS Operations, Finance & Administration (F&A) and Infrastructure Supervision Manuals completed. - Infrastructure procurement rules and regulations for FDS proposed to Executive Secretary. - First round project results monitoring tool developed for FDS leadership. - Requests for additional funding for five approved projects from MECD completed. 	<ul style="list-style-type: none"> - Proposal for one Project Implementation Unit (PIU) within the FDS Secretariat responsible for administrative supervision of all FDS projects completed and submitted to Executive Secretary, at request of FDS leadership.

ANALYSIS

Infrastructure	Project Development	Project Implementation	FDS Secretariat
<ul style="list-style-type: none"> - The MECD must coordinate visits to potential sites for nine schools to be constructed on undefined sites in conjunction with other relevant ministries – the Ministries of Infrastructure, Interior and Education – prior to the completion of national model school designs. Precise properties must be identified and surveyed before blueprint production can begin, based on model school designs. - Due to a delay of several weeks in the delivery of the Enrique Nvó School site soil analysis by the USAID/TSP’s sub-contractor, the production of final blueprints for Enrique Nvó School by Apside A&E could be delayed until July 2009. - Executive Secretary has not indicated his intention to approve or disapprove the infrastructure procurement rules proposed by DAI this period. This opacity regarding the accepted procedures for procurement is causing confusion and hesitation in the MECD and could delay the procurement process for Enrique Nvó School, currently scheduled for June 2009. To avoid a delay, the Executive Secretary 	<ul style="list-style-type: none"> - A number of lessons have been learned from the development of first and second round projects which FDS leadership should examine moving forward to improve their social development and institutional reform planning practices. 	<ul style="list-style-type: none"> - If the current one-month incremental funding practice adopted by FDS Secretariat for the first disbursements of project funds in November 2008 continues, first round FDS projects will continue to suffer serious delays, and the projects will produce very few results in the next few months. USAID/TSP staff has repeatedly recommended disbursements of funds for longer periods to the Executive Secretary, and the USAID/TSP is encouraging all PCs to submit requests for at least the next trimester of funding to Secretariat in pending first and second round funds disbursement requests. - The USAID/TSP will not be able to formally train on procedures manuals until they are approved and Project Implementing Units or similar entities are established within the project-executing ministries or Secretariat. - FDS and Program Committee staff were distracted by the preparation of information for the Executive Secretary on first round project progress for his presentations to Parliament. To avoid unnecessary interruptions and promote the routine flow of regular information 	<ul style="list-style-type: none"> - The Executive Secretary has indicated that the FDS leadership would like the FDS to progress further with its first round projects before disbursing funds for second round projects. This could be a sign of improved planning and maturity of FDS leadership, as the USAID/TSP has frequently advised FDS leadership that sufficient project implementing capacity must be developed in the ministries and Secretariat prior to burdening them with additional projects. - The FDS Executive Secretary has indicated his desire to initially adopt a single PIU within the FDS Secretariat to oversee administration of projects. To implement this PIU, the GREG must dedicate adequate qualified personnel, a consistent accounting system, approved accounting and administrative procedures and sufficient equipment and office space. This would represent a significant change in the operations of the Secretariat, which has not met any of these requirements for its current functions. If permitted, the USAID/TSP will help the Executive Secretary establish these capabilities

<p>should approve or reject the proposed procedures and propose new procedures for ratification as soon as possible.</p> <ul style="list-style-type: none"> - The MECD and Exxon-Mobil's Social Development Program in Equatorial Guinea could soon experience potentially damaging confrontation over reconstruction plans for Enrique Nvó School, one of the targets of the first-round Rehabilitation, Expansion and Construction of Schools Project. Exxon-Mobil has made previous investments in minor renovations of the school, which the MECD plans to demolish and reconstruct. Given the positions of both parties involved, mediation will likely be required by the FDS Executive Secretary, the U.S. Embassy and/or USAID to avoid a result that prohibits future collaboration between the two entities. 		<p>on activities and results for FDS projects, the FDS needs to adopt a single, standard reporting system for all of its projects.</p> <ul style="list-style-type: none"> - The Executive Secretary has been unresponsive regarding the adoption of the proposed FDS procedures manuals, creating confusion within Ministries with first round projects regarding proper processes to follow in various aspects of project implementation. To allay the confusion and promote best practices, the USAID/TSP is using the proposed manuals as guides in work with PCs with projects in implementation, most recently regarding the liquidation of project expenses and requests for new funds. - The procurement of accounting software was removed from DAI's current technical assistance plans due to lack of funding for necessary software and trainers. 	<p>within the Secretariat.</p> <ul style="list-style-type: none"> - The Exxon Mobil case and other recent smaller examples¹ of duplication of assistance efforts emphasize the need for the FDS Secretariat to assume a greater leadership role in coordinating all foreign social development assistance in Equatorial Guinea. As the primary mechanism for social development resources in the GREG, the FDS is most logically placed to assume this role. - The FDS Secretariat should consider an increase in staff and restructuring of management if it plans to effectively supervise what will soon be 26 total projects across five ministries, once the second round projects initiate activities. The FDS Secretariat currently does not have the capacity to monitor this many projects. It will need to ensure that it contracts qualified staff and further elaborate its management structure if it is to fulfill its intended role in the future. - To maximize its investment in such areas as training; infrastructure and equipment; monitoring and evaluation; and communication, which are common to most FDS projects, the FDS leadership should establish coordinated strategies in each of these
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¹ The USAID/TSP recently learned of a rural micro-credit program in development, financed by EGLNG in Malabo, a similar program to the FDS's first round Rural Women's Self-Employment Project. Additionally, the USAID/TSP has learned that the Diplomats' Wives Association in Malabo had plans to build a new construction in part of Enrique Nvó School, a site the FDS currently plans to completely reconstruct.

			areas, with mandate across all FDS projects. Such strategies would improve the effectiveness and efficiency of FDS projects.
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ACTIVITIES

Recent Activities

<u>Infrastructure</u>	<u>Project Development</u>	<u>Project Implementation</u>	<u>FDS Secretariat</u>
<ul style="list-style-type: none"> - Adjustments to Patricio Lumumba basic architectural design based topographical survey results. - Preparation for and presentation of final basic architectural designs for three school renovation plans to MECD leadership council. - Developing of final blueprints by subcontractor Apside A&E for Enrique Nvó School for July 2009 competitive bidding process for school reconstruction contract. 	<ul style="list-style-type: none"> - No project development activities this period. 	<ul style="list-style-type: none"> - The USAID/TSP conducted a review of first round project progress and results achieved compared to first trimester workplans and developed a results monitoring tool for first round projects which was provided to FDS leadership. - The USAID/TSP assisted staff from MECD, MINASPROM complete requests for new funds disbursements for first round projects, at the request of the FDS Executive Secretary. - The USAID/TSP assisted MINASPROM and MSBS staff to develop highly detailed workplans for their first round projects using the Microsoft Project software. - The USAID/TSP worked with the FDS Programs Manager and staff from MECD, MINASPROM and MSBS to install second round project baseline information in the Project Information Management Software. - The USAID/TSP prepared for a planned workshop on liquidation of project expenditures with staff from the ministries with projects implementation, in preparation for submission of requests for additional funds for first round projects. Liquidation procedures and templates are based on those developed for proposed FDS Finance and 	<ul style="list-style-type: none"> - Acting COP Ligia Carvajal accompanied FDS Executive Secretary in a technical advisory role for his presentation to Parliament on the progress of the Fund for Social Development.. - At the request of the Executive Secretary, the USAID developed and submitted a proposal for one PIU within the FDS Secretariat responsible for administrative supervision of all FDS projects.

		<p>Administration Manual to ensure promote compliance with international norms of transparency.</p> <ul style="list-style-type: none">- The USAID/TSP developed and submitted proposed infrastructure procurement rules guidelines and templates for all FDS projects, which will need to be approved prior to the competitive bidding process for school construction for Enrique Nvó School.	
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Planned Activities

<u>Infrastructure</u>	<u>Project Development</u>	<u>Project Implementation</u>	<u>FDS Secretariat</u>
<ul style="list-style-type: none"> - The USAID/TSP to complete the development of blueprints for the reconstruction of Enrique Nvó School, to be used in a competitive bidding process. - Pending the rate approval and mobilization of Infrastructure Specialist Jaime Medrano, the USAID/TSP to advise the MECD in the execution of a competitive bidding process for the reconstruction of Enrique Nvó School. - The USAID/TSP to transfer full responsibility for the development of final blueprints for the remaining schools under the Rehabilitation, Expansion and Construction of Schools Project to the MECD. 	<ul style="list-style-type: none"> - No project development activities currently planned for the next period. 	<ul style="list-style-type: none"> - USAID/TSP to continue to assist staff from the MECD, MSBS and MINASPROM as they complete liquidations of expenses for first round projects up to date, to be submitted with their requests for additional disbursements of funds. - The USAID/TSP to continue to assist staff from the MECD, MSBS and MINASPROM as they complete and submit requests for additional disbursements of funds for their projects in implementation. - DAI to work with Program Committees and project managers from the MECD, MSBS and MINASPROM to complete detailed workplans for all projects currently in implementation. - DAI will reexamine bids received in March 2009 bidding process for accounting software to determine the desired package in preparation for the acquisition should an extension with additional resources be granted to the USAID/TSP. - Pending an extension with additional resources, DAI to mobilize a Human Resources specialist to develop Statements of Work (SOWs) for personnel to be contracted for all FDS projects. - USAID/TSP to continue to support the FDS Secretariat and PC staff from all five project-implementing ministries as 	<ul style="list-style-type: none"> - Pending the rate approval and mobilization of PIU Advisor Maria Luisa Salvatierra, the USAID/TSP will work with the FDS Secretariat to develop detailed personnel requirements and an operational budget for the Secretariat's proposed PIU. - Pending an extension with additional resources, DAI to mobilize a banking expert to work with the Secretariat to design a bidding process for more cost-effective banking services for the FDS and its projects. - Pending an extension with additional resources, DAI to mobilize a communications expert to work with the FDS Secretariat to develop a basic communications strategy for the FDS which can serve as the basis for a consolidated social communications campaign in Equatorial Guinea coordinating messages from each FDS project. - Pending an extension with additional resources, DAI to mobilize a Human Resources specialist to develop guidelines for recruitment and Statement of Work (SOW) templates for personnel to be hired for FDS projects.

		they install baseline data for all second round projects into the Project Information Management Software.	
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II. PROJECT IMPLEMENTATION STATUS TABLE

(Pages 13-18)

STATUS REPORT OF APPROVED FDS PROJECTS FOR IMPLEMENTATION

DATE: May 31, 2009

Exchange Rate

(XAF/USD) = 490

All values expressed in USD

No.	Sector	Project	Status	Comments	Funds Disbursed to Ministry	Funds Directly Paid by Secretariat	Total Disbursed	Remaining Funds
1	Social Affairs and Gender	Rural Women's Self-Employment Project (PRAMUR)	24 target women's groups selected, and by-laws, internal rules legalized and leadership chosen for 18 groups.	Revised pilot project, on the basis of which the larger PRAMUR will be modeled, approved by the Minister. Delays in implementation due to repeated, posthumous revisions of project details by Program Committee. Preparation of requests for next trimester's funding, as well as detailed workplan, in process.	42,202	0	42,202	4,992,288
2	Social Affairs and Gender	Survey of Conditions for Senior Citizens	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process. *The survey has been done using Ministries own funds. Project will be presented to Administration Council for budget approval and reimbursement.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	455,219
3	Social Affairs and Gender	Long-Term Program of Information, Training and Sensitization on Social Issues	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Citizen participation component will require a reexamination prior to the initiation of implementation. Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	8,105,931

4	Social Affairs and Gender	Creation of Two New Social Centers (Malabo and Bata)	Approved. Entry of baseline project data into Project in Process Software (SIPS) in process.*Project has been joined with the Improvement in the Living Conditions of Orphans Project	Budget miscalculation created a larger total budget figure than necessary for the technical aspects of the project.Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	30,873,241
5	Social Affairs and Gender	National Women's, Youth and Adolescent Education Project	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	11,722,301
6	Social Affairs and Gender	Socio-economic Women's Survey	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	551,050
7	Education	School Map	Funds disbursed 11/17/08.	Officials from the MECD must meet with AED to determine the precise details of technical assistance to be provided by AED, based on a proposal submitted by AED in 2008. Request for second disbursement of funds submitted.	63,251	0	63,251	1,059,198
8	Education	Rehabilitation, Expansion and Construction of Educational Centers (diagnostic phase, scope of work and budget)	Basic architectural designs for school renovations Bioko Norte, Acacio Mañe an Patricio Lumumba approved by MECD leadership.Basic architectural designs for Enrique Nvo School reconstruction approved by MECD leadership. Soil analysis for Enrique Nvo complete and complete blueprints for TOR bidding	DAI to finance completion of blueprints for Enrique Nvo School and to help complete bidding process for its reconstruction.MECD to finance construction of Enrique Nvo and all other school infrastructure work through second round "Rehabilitation, Expansion and Construction of Educational Centers: Construction Phase" Project.Request for second disbursement of funds submitted.	19,074	0	19,074	9,508,293

			process in development. Template TOR and bidding documents developed and proposed to FDS Executive Secretary for use in Enrique Nvo bidding process.					
9	Education	Rehabilitation of CENAFOD (design phase)	Funds disbursed 11/17/08	Redesign of work plan pending the discussion with the potential construction contractor to determine what, if any, design work completed already prior to any project implementation. Request for second disbursement of funds submitted.	7,962	0	7,962	1,655,304
10	Education	Preschool Education Program	One remaining training for preschool educators on teacher training Modules I and II. Draft Modules III and IV completed and ready for validation with the MECD and National University of Equatorial Guinea (<i>Universidad Nacional de Guinea Ecuatorial</i> , UNGE).	MECD yet to provide a training on Modules I and II to teachers from Annobon. MECD and UNGE must validate Modules III and IV and train trainers on the modules to be ready for another round of nationwide training of preschool teachers currently scheduled for June and July 2009. Request for second disbursement of funds submitted.	18,367	0	18,367	1,651,020
11	Education	Strengthening the Institutional Capacity of the MECD	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	3,094,255
12	Education	Project to Promote Parental Participation in the	Approved. Entry of baseline project data into Project Information Cycle	Executive Secretary instructed Program Committee to delay implementation of second round	0	0	0	2,807,827

		Educational System	Software (SIPS) in process.	projects until first round projects are further implemented.				
13	Education	Building, Equipping and Operationalization of the National Institute for Physical Education	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process. *Project was developed without DAI assistance.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	122,449
14	Education	Expansion, Rehabilitation, and Construction of Educational Centers	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Project was developed as supplemental funding for the first round Rehabilitation, Expansion and Construction of Educational Centers Project. Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	76,833,190
15	Health	National Demographic and Health Survey (DHS)	Survey questionnaire finalized.	Survey questionnaire finalized in February 2009.	245,201	0	245,201	1,423,026
16	Health	Prevention and Treatment of Obstetric Fistula	500 educational pamphlets and 500 educational posters on Obstetric Fistulas produced. 3 doctors and 3 nurses selected to be trained in Mali on procedures to prevent and remove Obstetric Fistulas	Activities implemented are not included in the work plan for the first trimester of activities for this project.	41,020	0	41,020	372,551

17	Health	Primary Health Care (PHC)	21,573 data collection cards and booklets and educational pamphlets on pre- and post-natal health produced.11 yellow fever vaccines purchased.Essential medicine needs diagnostic completed.30 regional and central health officials trained on management of primary healthcare system.All office technological equipment needed procured.All vehicles required procured.	Implementation of this project has made the MSBS aware of other deficiencies, such as in health infrastructure, that could complicate project implementation if not resolved. The second round Strengthening the MSBS Refrigeration Network Project, addresses on deficiency related to vaccine storage.Project implementers have complained that the release of only one month's funding has made some activities, such as the purchase of vaccines, difficult to complete.	801,843	49,227	851,070	10,477,292
18	Health	Malaria Control Program	Ministry of Health was instructed by FDS Executive Secretary to convene a meeting with MCDI to discuss modifications the GREG wants to introduce. MCDI has repeatedly indicated that they MSBS has provided them no information regarding desired modifications.	The MSBS must decide who the implementer for this project will be. Regardless of implementer chosen, MSBS should inform other Malaria control implementers to ensure synchronization of methodologies and activities.	0	0	0	19,269,388
19	Health	Diagnosis, Prevention and Treatment of Uterine Cancer in EG	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	2,468,265
20	Health	Stengthening the Fight Against Tuberculosis in Equatorial Guinea	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	3,600,926

21	Health	Strengthening the Health Information System	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	67,301
22	Health	Strengthening Ministry of Health Infrastructure	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	5,776,861
23	Environment	Creation of Laboratories Water Quality Control	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	2,502,786
24	Environment	Project to Manage Green Zones in Urban Areas	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) in process.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	1,087,608
25	Local Governments	Removal and Treatment of Garbage in the City of Malabo	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) delayed due to dysfunctional Program Committee computer equipment.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	16,418,580
26	Local Governments	Provision and Sanitation of Water in Rural Schools in EG	Approved. Entry of baseline project data into Project Information Cycle Software (SIPS) delayed due to dysfunctional Program Committee computer equipment.	Executive Secretary instructed Program Committee to delay implementation of second round projects until first round projects are further implemented.	0	0	0	8,857,522