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Government of the People's Republic of Bangladesh

CITIZEN'S CHARTER

31 March 2008

Economic Relations Division (ERD)
Ministry of Finance
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1. Introduction:

The Economic Relations Division (ERD) is one of the three divisions of the Ministry of Finance. Earlier the name of ERD was External Resources Division. The name was changed in the year 1990 as Economic Relations Division. In late 70's it was under the Ministry of Planning while in early 80's it was under the Ministry of Finance. Later in 1982 it was under the Ministry of Finance & Planning. However, at present it is under the Ministry of Finance.

ERD has 418 employees in total. Out of which 114 are Class-I Officers, 108 Class-II, 93 Class-III and the rest 103 are Class-IV employees.

2. Visions of ERD:

Develop Bangladesh as a poverty free and economically self-reliant country.

3. Missions of ERD:

- Strengthen Bilateral and Multilateral Economic Cooperation with Development Partners.
- Channeling external resources to support development plans/ programs of the government.
- Keep up with international development commitments.

4. The Functions of ERD:

According to the Allocation of Business among the Different Ministries and Divisions (Schedule 1 of the Rules of Business, 1996) the functions of ERD are as follows:

1. Assessment, mobilization, negotiation and allocation of all multilateral and bilateral economic aid for

implementation of development projects under Annual Development Plan 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. Mobilization, 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 programs including assessment of requirement of negotiation with bilateral donors 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) WB/IDA and IFC
 - (b) ADB
 - (c) United Nations Agencies like UNDP, UNICEF, UNCDF, ESCAP, ECOSOC, WHO, FAO, IFAD, ILO, UNIDO, UNV etc.
 - (d) IDB
 - (e) Commonwealth matters in respect of
 - (i) Finance Ministers' Conference.
 - (ii) CFTC
 - (f) OFID
 - (g) Colombo Plan
13. External aid policy matters relating to NGOs including foreign voluntary agencies.
14. All international agreements involving financial economic and technical co-operation: 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 donor countries.
16. Administration of Economic Wing 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, especially 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 organizations, Commonwealth Conference, Non-allied Conference, Organization of Islamic Conference, South Asian Association for Regional Cooperation (SAARC), etc.
19. Fellowship and Foundations
 - a) Programming and Management of fellowships, scholarship and foreign training offers from bilateral and multilateral sources including liaison with Asia Foundation, Ford Foundation, British Council and IRDC.
 - b) Liaison with Allocation Committee, Selection Committee VII particularly 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 organization (if any) under this Division.
22. Liaison with International Organizations 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.
26. PRS follow-up actions, AID harmonization and its effectiveness and related donor coordination.

5. Stakeholders of ERD

(a) International:

- **Multilateral:**
 - WB, IDA, IFC, ITC, WTO
 - ADB
 - IDB
 - United Nations Organizations:
 - UNDP, UNICEF, UNCDF, UNFPA, UNESCO, UN-ESCAP, UNEP, UNIDO, UNV, UNCTAD, UNHCR, WFP, FAO, IFAD, ECOSOC, WHO, ILO, WIPO etc.
 - Middle East Sources:
 - OFID
 - EU
 - Commonwealth Secretariat
 - CFTC
 - Colombo Plan Council
 - Colombo Plan Staff College for Technical Education
 - OPEC
 - NDF

○ **Bilateral:**

- North American countries:
 - Canada (CIDA, IDRC), USA (USAID, USDA, MCC)
- European Countries:
 - Belgium, France, Germany (GTZ), Italy, Spain, Switzerland (SDC), The Netherlands, UK (DFID),
- NORDIC Countries:
 - Denmark (DANIDA), Norway, Sweden (SIDA), Finland (FINNIDA)
- Middle East Counties:
 - Saudi Fund for Development (SFD)
 - Kuwait Fund for Development (KFD)
 - Abu Dhabi Fund
- Asian Countries:
 - China, India (ITEC), Japan (JBIC, JICA, JICE), South Korea (KOICA), Thailand (TICA), Malaysia (MTCP), Pakistan,
- Australia (AusAID)

(b) National :

- All line Ministries/ Divisions/ Agencies
- NGOs
- Private Sector Entities
- ERD Officials and Employees
- Economic Wings of ERD in Bangladesh
- Foreign Missions abroad.
- IIFC, IDCOL
- Chief Accounts Officer (CAO), ERD
- Chief Accounts Officer (CAO), Ministry of Foreign Affairs

6. Services of General Administration:

S.N.	Activities	Time frame	Stakeholders
a	Preparation of annual budget and revised estimates for ERD.	To be completed and sent at least 3 days ahead of the stipulated time.	Requiring body.
b	Arrangements of protocol (e.g. transport, reception, purchase of gifts, accommodation, passport, visa, etc) of foreign dignitaries	To be completed within the stipulated time.	Requiring body.
c.	Disposal/forwarding of any letters regarding officers under respective controlling ministry.	Within 9 days, 7 days and 05 days in the cases of sanction jurisdiction of Hon'ble Minister/ Adviser, Secretary & Joint Secretary respectively from the date of receiving application from the incumbent.	Concerned officers/ Ministry.
d	Issuance of financial GOs	Within 5 days of receiving deputation order/Government order	Concerned officials of ERD and other nominated

S.N.	Activities	Time frame	Stakeholders
			officials.
e	Issuance of deputation/nomination order for any foreign/ local training, seminar, workshop etc.	<ul style="list-style-type: none"> • In case of sanction from highest authority (Within 7 days) • In other cases (Within 5 days) 	All concerned officers and other requiring bodies.
f	Sanction of leave of officers and staffs of ERD.	Within 3 days, 5 days and 7 days of receiving requisition from the incumbent with sanction jurisdiction of Deputy Secretary, Joint Secretary and Secretary respectively.	All concerned officials/ staffs.
g	Submission/sending of reports/returns	At least one day ahead of the stipulated time. In case of unbounded time 15 days from the date of docket.	Concerned requiring body.
h	Sanction LPR of ERD officials/ staffs.	Within 7 days of receiving requisition subject to the availability of all necessary	Concerned ERD officials/ staffs.

S.N.	Activities	Time frame	Stakeholders
		documents.	
i	Disposal of pension cases of ERD officials/ employees	Within 15 days after receiving of all necessary documents for processing pension case.	Concerned ERD officials/ staffs.
j	Arrangement of office accommodation, furniture, stationeries and other logistics	<ul style="list-style-type: none"> • Within 3 days of receiving requisition in case of ready stock/ availability • Within two months in case of purchase following PPR-2008. 	Concerned ERD officials/ staffs.
k	Adjustment of advances.	<ul style="list-style-type: none"> • Within 7 days of accomplishment in case of Sundry purchase. • One month after the accomplishment of domestic/ foreign travel. • Six month 	Concerned ERD and Economic Wing officials/ staffs.

S.N.	Activities	Time frame	Stakeholders
		after accomplishment in case of travel of officials/staffs of Economic Wings in Bangladesh Mission abroad.	
l	Completion of DP Cases of ERD officials/ staffs.	In align with related rules and regulations.	Concerned ERD officials /staffs.
m	Submission of salary bills and distribution of cheque.	<ul style="list-style-type: none"> • Bills within the 25th day of the current month. • Cheques within two days of the next month. 	Concerned issuing bodies and ERD officials /staffs.
n	Approval of all contingency, procurement, telephone and traveling bills, postage etc.	To be approved and distributed cheques within 15 days of submission of bills.	Concerned requiring body/incumbent.
o	Claim and sanction of tiffin and conveyance allowances	<ul style="list-style-type: none"> • Bills to be submitted within 1st week of the following month. • Sanction within 	Concerned incumbent.

S.N.	Activities	Time frame	Stakeholders
		15 days of submission.	
p	Updating the website of ERD	To be updated within 3 days of getting requisition.	Concerned requiring body.
q	Responding correspondence from Economic Wings and vice versa.	<ul style="list-style-type: none"> • Within 7 days • Within 15 days if demands concurrence/ clearance from other stakeholders. 	ERD, Economic Wings Abroad, Ministry of Foreign Affairs, CAO, ERD/ CAO, MOFA.

7. Services of Various Programming Branches:

S.N.	Activities	Time frame	Stakeholders
a	Examination of Project documents and communication to the aligned development partners (DPs).	within 7 days	Concerned Ministries/ Divisions /DPs.
b	Communicate DP's response to the relevant Ministries/Divisions	Within 3 days	Concerned Ministries/ Divisions /DPs.

S.N.	Activities	Time frame	Stakeholders
c	Interaction with the DPs for framing draft agreements after having views from the line ministries	Within 7 days	Concerned Ministries/ Divisions /DPs.
d	Communications for comments/vetting to relevant Ministries/ Divisions including line ministry.	Within 7 days	Concerned Ministries/ Divisions /DPs.
e	<ul style="list-style-type: none"> Arrangement of inter-ministerial meeting after having comments/vetting Transmission of minutes 	<ul style="list-style-type: none"> Within 10 days Within 3 days 	Concerned Ministries/ Divisions /DPs.
f	Communicate GoB's views to DPs on the draft agreement requesting for finalization of the agreement.	Within 7 days	Concerned Ministries/ Divisions /DPs.
g	In case of disagreement, holding of tripartite meeting (where necessary) among DPs, ERD & relevant Ministry.	Within 7 days	Concerned Ministries/ Divisions /DPs.

S.N.	Activities	Time frame	Stakeholders
h	<p>Summary for approval of competent authority on:</p> <ul style="list-style-type: none"> • Final agreement, and/or • Constitution of negotiation team, and draft program document. 	Within 10 days	Concerned Ministries/ Divisions /DPs.
i	Communication with the DPs for signing of the approved final agreement.	As approved by the appropriate authority	Concerned Ministries/ Divisions /DPs.
j	<p>Follow-up actions:</p> <ul style="list-style-type: none"> • Communicating the signed agreement on grants to the relevant ministry/ Divisions • Obtain legal opinion on the signed agreements • Initiate actions to declare the loan agreements effectiveness 	Within 3 days	Concerned Ministries/ Divisions /DPs.

8. Services of Fellowship/Training/Seminar/Workshop:

S.N	Activities	Time Frame	Stakeholders
a	Circulation of information seeking nominations of candidates having requisition of scholarship/ stipend/ training / seminar/ symposium/ workshop from the requiring body.	Within 4 days.	Line Ministry/ Incumbent.
b	To communicate with the requiring body after having nominations from the stakeholders.	Within 4 days	Requiring body.
c	To communicate the messages to the stakeholders after having acceptance from the requiring body.	Within 2 days of having acceptance.	Line Ministry/ Incumbent.
d	Matters related to Sweden Bangladesh trust Fund <ul style="list-style-type: none"> • Invitation of application 	<ul style="list-style-type: none"> • October/ November each year 	<ul style="list-style-type: none"> • Concerned applicants

S.N	Activities	Time Frame	Stakeholders
	<ul style="list-style-type: none"> • Holding of meeting of the selection committee • Disbursement of Travel Grant 	<ul style="list-style-type: none"> • June each year • July-October each year 	<ul style="list-style-type: none"> • Scholarship Awardees

9. Services of Joint Economic Commission (JEC):

S.N.	Activities	Time frame	Stakeholders
a	Actions on all letters/ correspondence regarding Joint Economic Commission (JEC)/Joint Commission and Bilateral Economic & Technical Commission.	Service to be provided promptly within the stipulated time	Concerned JEC related countries & concerned Ministry/ Division/ Agency.
b	Approval of Summary for fixing up of JEC meeting agenda and delegation list from Honorable Minister/ Adviser or Prime Minister/Chief Adviser.	At least 15 days before the meeting.	Concerned authorities.

S.N.	Activities	Time frame	Stakeholders
c	Preparation of briefs, running notes for JEC stakeholder(s) of high level visits & meetings in respect of JEC.	At least 7 days ahead of the meeting.	Concerned Ministries/ ERD.
d	Preparation of JEC agreed minutes.	Within the stipulated time	Concerned delegate members.
e	Circulation of JEC decisions to the stakeholders.	Within 03 days of signing of the agreed minutes.	Concerned delegate members.

10. Services of Coordination Branches of ERD:

S.N.	Activities	Time frame	Stakeholders
a	Receiving the Project from different Ministries/ Divisions and place it to the committee headed by Additional Secretary-2 for identifying the project aid source(s).	2 weeks to place before the Committee.	Different Wings of ERD, line Ministries

S.N.	Activities	Time frame	Stakeholders
b	To communicate with the line Ministry/ Division after getting feed back on availability of project aid from the concerned wings of ERD.	As soon as possible subject to getting responses from the concern wings of ERD.	Different Wings of ERD, line Ministries, DPs.
c	Collecting comments from concerned Wings of ERD on working papers of Cabinet Committee Meeting, ECNEC Meeting etc. and place the same to the Secretary, ERD.	As soon as possible subject to getting responses from the concern wings of ERD.	Different Wing of ERD, line Ministries, DPs.
d	Collecting comments on working papers of Secretary's Committee Meeting from concerned wings of ERD.	Based on urgency	Wings of ERD and Cabinet Division.
e	Economic Affairs Meeting	Based on urgency	Wings of ERD and Cabinet Division.

S.N.	Activities	Time frame	Stakeholders
f	Collecting relevant information from wings of ERD on working papers on Hard Term Loan Committee Meeting.	Based on urgency	Cabinet Division, ERD, Bangladesh Bank, IMED, Planning Commission & concerned Ministries.
g	Collecting Monthly & Annual Operational Report of ERD	<ul style="list-style-type: none"> • Monthly reports within 1st week of next month • Annual reports within 1st week of January 	Cabinet Division/ Wings of ERD.
h	Report on Fortnightly Pending Issues of ERD	Within 1st week of next fortnight.	Wings of ERD, Chief Advisor's Office, Finance Advisor's Office, Cabinet Division.
i	Monthly Work Plan Report	Within 1st week of next month.	Wings of ERD, Cabinet Division, Chief Advisor's Office.

S.N.	Activities	Time frame	Stakeholders
j	Preparation of Budget speech for the Hon'ble Finance Minister/ Advisor (ERD portion)	As per requirement.	Finance Division, Planning Commission/ Division, ERD.
k	Preparation of Budget speech for the Hon'ble President to the inaugural session of Parliament (ERD portion)	As per requirement.	Finance Division, Planning Commission/ Planning Division, ERD.
l	Meeting on Monthly Review Progress of ERD Projects.	Monthly Meeting.	Line Ministries & Wings of ERD, Planning Commission, IMED.
m	Participation with comments in the meeting of DPEC, SPEC, PEC, Pre-Appraisal, Appraisal of projects, Steering Committee of Working Group formed in the Line Ministries/ organization, Planning Commission/ Division, ERD, etc.	Based on notification to be circulated for meeting.	Planning Commission, line Ministries, concerned Wings/ Branch of ERD etc.

S.N.	Activities	Time frame	Stakeholders
n	Keep liaison between ERD and Local Consultative Group (LCG)	As and when needed.	DPs, line Ministries, wings of ERD, etc.
o	Activities on Paris Declaration, IFAD, WFP, PRS, Development activities with Denmark, Norway, Finland, Nordic Development Fund (NDF) and Sweden.	As and when needed.	DPs, line Ministries, Wings of ERD, etc.
p	Coordination activities	Based on urgency.	Line Ministries, Wings of ERD, Development Partners, etc.

11. Services of Foreign Aid Budget & Accounts (FABA)

Branch:

S.N	Activities	Time frame	Stakeholders
a	Debt Servicing	7 days before the due date of payment	All creditors, Bangladesh Bank, Finance Division, Concern Agencies.
b	Reconciliation of debt service payments	Monthly	Bangladesh Bank.

S.N	Activities	Time frame	Stakeholders
c	Preparation of Debt Service Budget	January (Revised for current FY and Budget for next FY)	Finance Division.
d	Reconciliation of debt accounts	Yearly	All creditors.
e	Preparation of monthly statement of commitment, disbursement and repayment	Monthly (within first 15 days of next month)	IMF, Bangladesh Bank, Finance Division, All agencies.
f	Debt Sustainability Analysis	Yearly	IMF, Bangladesh Bank, Finance Division, All agencies.
g	Report to World Bank a) All new loans (Form-1) b) Yearly transaction All loans (Form-2)	a) Quarterly (within next month) b) Yearly (within 31 March next year)	World Bank
h	Projection of External Resources Budget for National Budget	By 31 March	Finance Division, Bangladesh Bank.

S.N	Activities	Time frame	Stakeholders
i	Revised External Resource Budget for current year	By 31 January	Finance Division, Bangladesh Bank.
j	Allocation of PA for all foreign aided project in ADP	By 30 April	Planning Commission, Ministries/ Agencies.
k	Revised allocation of PA for all foreign aided project in RADP	By 15 February	Planning Commission, Ministries, Agencies.
l	Publication of Flow of External Resources into Bangladesh	By 31 December for last FY	All concerned.
m	Provide Information on External Assistance to the National Parliament	Within stipulated time	MPs of National Parliament.

12. Grievance Redress Mechanism:

- a. The stakeholders/ beneficiaries/ aggrieved officials/persons may contact with the concerned head of the branch of ERD as the focal point of Grievance Redress Mechanism.
- b. If the head of the branch fails to address the grievances the aggrieved persons may appeal to the wing chief.

Important Telephone Numbers

Office/ Wing	Position/ Designation/ Branch/Section	Telephone Number
Hon'ble Adviser's Office	Hon'ble Adviser of Finance	8112627
	P.S to Hon'ble Adviser	8114851
	PRO to Hon'ble Adviser	7168137
Secretary's Office	Secretary	8112641
	P.S. to Secretary	9110219
	P.O. to Secretary	8112641
Wing-1 (America, EEP and Japan)	Additional Secretary-I	8111971
	DS (America)	9119443
	DS (EEP)	9119421
	DS (Japan)	9119311
Wing-2 (World Bank & FABA)	Additional Secretary-II	8112684
	DS (WB-I)	9119308
	DC (WB-II)	9119508
	DS (WB-III)	9119617
	Director (FABA)	9119516, 9119559
Wing-3 (Admin and Middle East)	Joint Secretary	8114292
	DS (Admin)	8117380
	DS (Middle East)	9119944
Wing-4 (UN)	Joint Secretary	8112682
	DS (UN-I)	9112105
	DS (UN-II)	9119317
Wing-5 (ADB)	Joint Secretary	8112685
	DC (ADB-I)	9112083
	DC (ADB-II)	9116103

Office/ Wing	Position/ Designation/ Branch/Section	Telephone Number
Wing-6 (Cord and NORDIC)	Joint Chief	8112683
	DS (Cord-I)	9119363
	DS (Cord-II)	9119362
	DC (NORDIC)	9112140
Wing-7 (Europe)	Joint Secretary	8116523
	DS (Europe-I)	8116236
	DC (Europe-II)	8122209
Wing-8 (Asia, JEC and F&F)	Joint Secretary	8114351
	DS (Asia, JEC)	9112162
	DC (F&F)	9119458

List of Abbreviations

ADB	Asian development Bank
ADP	Annual Development Program
AusAID	Australian Agency for International Development
BB	Bangladesh Bank
CAO	Chief Accounts Officer
CFTC	Commonwealth Fund for Technical Cooperation
CIDA	Canadian International Development Agency
DANIDA	Danish International Development Agency
DFID	Department for International Development
DPs	Development Partners
ECOSOC	United Nations Economic and Social Council
EEP	External Economic Policy
ESCAP	Economic and Social Commission for Asia and the Pacific
EU	European Union
FAO	Food and Agriculture Organization
FD	Finance Division
FINNIDA	Finish International Development Agency
FY	Financial Year
GoB	Government of Bangladesh

GTZ	German Agency for Technical Cooperation
IBRD	International Bank for Reconstruction and Development (World Bank)
IDA	International Development Agency
IDB	Islamic Development Bank
IDCOL	Infrastructure Development Company Limited
IDRC	International Development Research Centre
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IIFC	Infrastructure Investment Facilitation Center
ILO	International Labour Organization
IMED	Implementation Monitoring and Evaluation Division
IMF	International monetary Fund
IRDC	International Development Research Centre
ITC	International Trade Center
ITEC	Indian Technical and Economic Cooperation
JBIC	Japan Bank for International Cooperation (Former OECF)
JEC	Joint Economic Commission
JICA	Japan International Cooperation Agency
JICE	Japan International Cooperation Center
KFD	Kuwait Fund for Development

KOICA	Korean International Cooperation Agency
LCG	Local Consultative Group
MCA	Millennium Challenge Account
MCC	Millennium Challenge Corporation
MOFA	Ministry of Foreign Affairs
MP	Member of the Parliament
MTCP	Malaysian Technical Cooperation Program
NDF	Nordic Development Fund
NGOs	Non-Government Organizations
OECD	Organization for Economic Cooperation & Development
OECF	Overseas Economic Cooperation Fund (At present JBIC)
OFID	OPEC Fund for International Development
OIC	Organization of Islamic Countries
OPEC	Organization of Petroleum Exporting Countries
PC	Planning Commission
RADP	Revised Annual Development Program
SAARC	South Asian Association for Regional Cooperation
SDC	Swiss Agency for Development and Cooperation
SFD	Saudi Fund for Development
SIDA	Swedish International Development Agency

UNCDF	United Nations Capital Development Fund
UNCTAD	United Nations Conference for Trade and Development
UNDP	United Nations Development Program
UNEP	United Nations Environmental Program
UN-ESCAP	United Nations Economic and Social Commission for Asia and the Pacific
UNESCO	United Nations Educational Scientific & Cultural Organization
UNFPA	United Nations Fund for Population Assistance
UNHCR	United Nations High Commission for Refugees
UNICEF	United Nations International Children Emergency Fund
UNIDO	United Nations Industrial Development Organization
UNV	United Nations Volunteers
USAID	United States Agency for International Development
USDA	United States Department of Agriculture
WB	World Bank
WFP	World Food Program
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WTO	World Trade Organization

* Days means working days