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ILPES

Instituto Latinoamericano y del Caribe de Planificación Económica y Social
NACIONES UNIDAS-CEPAL-PNUD GOBIERNOS DE AMERICA LATINA Y EL CARIBE

Latin American and Caribbean Institute for Economic and Social Planning
UNITED NATIONS-ECLAC-UNDP LATIN AMERICAN AND CARIBBEAN GOVERNMENTS

Institut Latino-Américain et des Caraïbes de Planification Economique et Sociale
NATIONS UNIES-CEPALC-PNUD GOUVERNEMENTS DE L'AMERIQUE LATINE ET DES CARAIBES

AREA OF ADVISORY SERVICE PROGRAMMES

MINISTRY OF ECONOMIC DEVELOPMENT OF BELIZE

PROJECT BANK

USER'S MANUAL

Belmopan
April, 1988

MINISTRY OF ECONOMIC DEVELOPMENT OF BELIZE

P R O J E C T B A N K

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INTRODUCTION

As part of the new orientations of the programme of work of the Latin American Institute for Social and Economic Planning (ILPES), the Area of Advisory Service Programmes considers that this is a suitable moment to develop those topics which, in response to the suggestions made by the governments of the region, are of priority for the allocation and distribution of financial resources.

In line with this concern and in view of the restrictions imposed by the economic crisis, the servicing of the external debt and the cutback in external financing, countries have been obliged to establish far stricter systems for formulating, assessing and managing public investment. This challenge has given rise to the need to up-date and introduce new systems for integrating the cycle of projects, harmonizing investment programming with national and sectoral policies, tailoring the plan of public investment to fit the budgetary resources, weighing up the macroeconomic impact of public investment and rendering the flow of information far more timely and reliable in order to facilitate decision-making.

Consequently, this implies that methodological guidelines will be drawn up for both users and beneficiaries so as to ensure closer co-ordination within the public administration and greater efficiency in allocating expenditure.

In order to meet this challenge, the Area of Advisory Service Programmes of ILPES intends to send a number of documents to Ministries and Offices of Planning in the region in order to inform them of the concepts, guidelines, methods and procedure which best exemplify the integration of (micro) analysis of projects and (macro)analysis of public investment.

This document, which marks the start of this task, is part of the results obtained from the advisory activities carried out for Belize under the DTCD/ECLAC/ILPES Agreement.

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1.- Introduction

This software has been developed for the government of BELIZE as a tool to assist them in preparing, programing, and monitoring public and private investment, and also preparing the annual budget, and more it will allow to program the investment to achieve determined effects in macro economics variables.

The Project Bank appears as a part within the public investment process, and mustn't be understood as a magnetic storage of the project but as power tool to analize, besides store data.

2.- Configuration

2.1) Hardware:

IBM PC or FULL compatibilities

RAM 384 KB

DRIVES: 1 Hard disk and 1 floppy disk

Disk Operating System: DOS ver 2.1 or later

2.2) Software:

The program runs under dBASE III PLUS envirommente

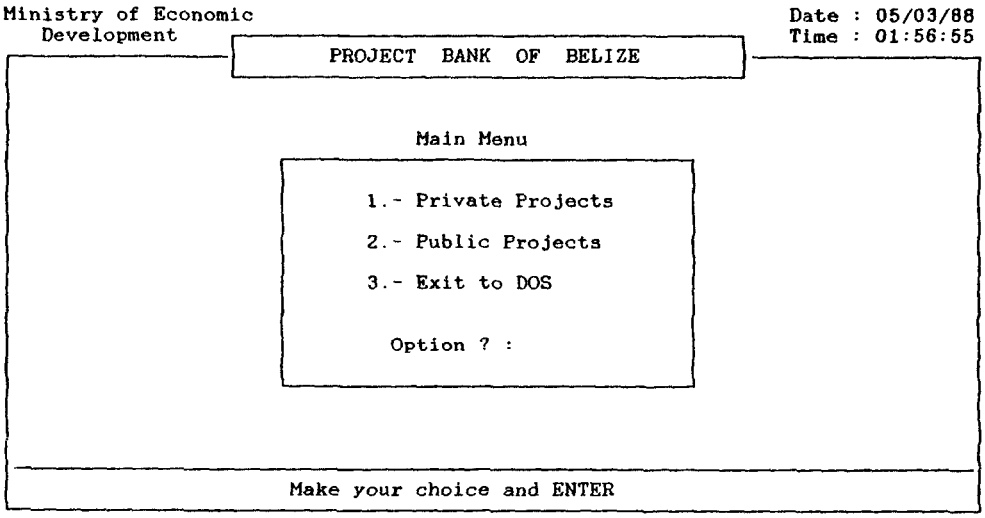
2.3) Instalation:

- Insert the disket program in Drive A
- Press Ctrl-Alt-Del (the program will be copied to Drive C, in a new subdirectory named "BANK")
- Verify what exists in the CONFIG.SYS file in the root of the Drive C, and must show the following:

```
FILES=20
BUFFERS=15
```

3.- Entering the program

To execute the program select number 8 "Project Bank" from DOS menu, in the screen will appear this format:

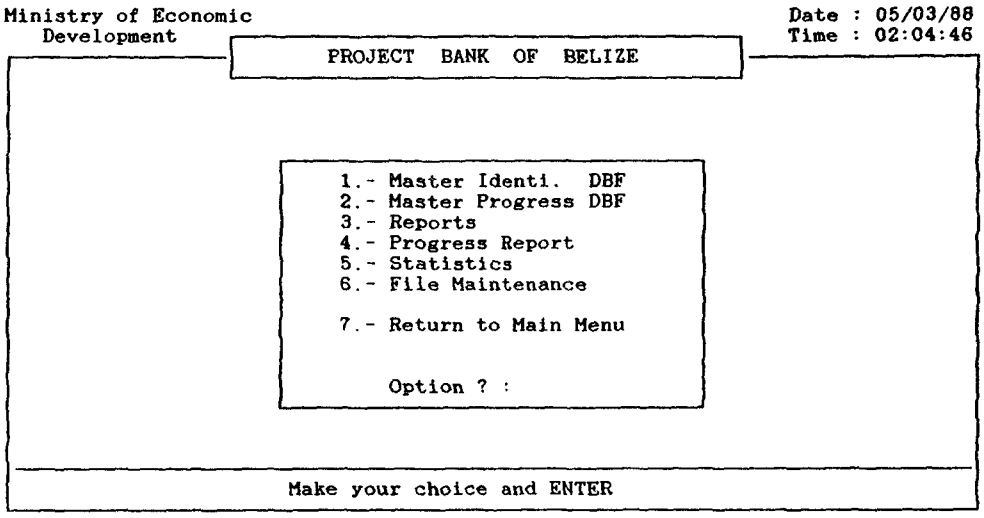


The project bank works with public and private projects in the same database file, but you can only access one at a time. So, to start working with the project bank it is necessary to choose the kind of project. Once this selection is made the program will work only with this project.

The process to the public and private sector is basically the same, therefore, the explanation will be valid in both, detailing the differences if existing.

4.- Something about the program structure.

Once you have selected the kind of project that you would like to work with, on the screen this menu will appear:



Now, you are in the first menu that is divided according to functions

1) MASTER IDENT. DBF: Has programs to work with the "project identification"; information proceeding of Capture Form (Appendix 2). In this option you can Append new projects, Edit, Display, List and Delete existent projects.

2) MASTER PROGRESS.DBF: In this menu there are commands to Edit, Display, List (*) and Delete (*) the Progress Report forms (Appendix 2).

3) REPORTS : To make reports to the different agencies related with the public investment, and to get a hard copy of projects sorted by determined criteria.

4) PROGRESS REPORT : This program allows you to enter the periodical reports about the advancement of each project (Appendix 2).

5) STATISTICS : In this menu you can obtain statistical information about different aspects of investement such as employment generated, cash flow for the next year.

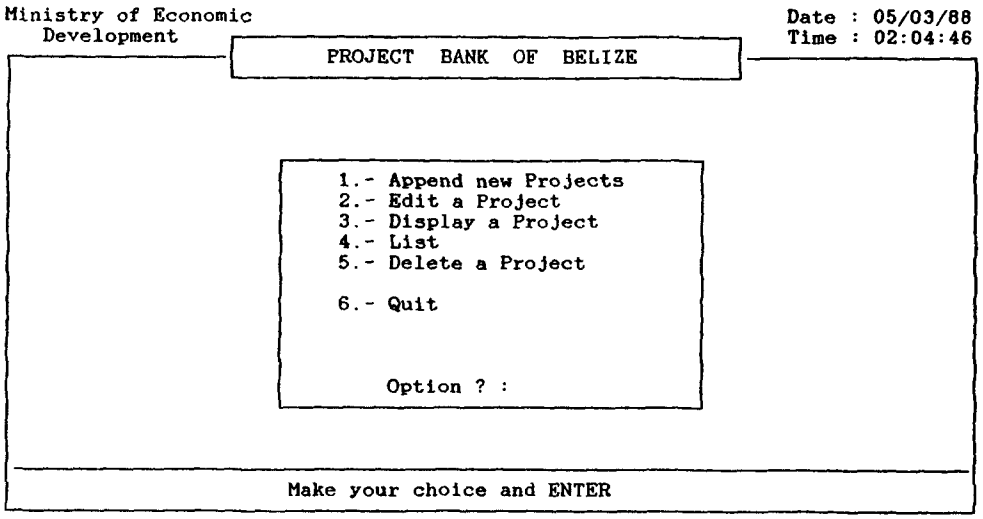
6) FILE MANTENANCE : Through this menu its possible to execute different DOS commands such as BACKUP, RESTORE, FORMAT, CHKDSK (Check Disk), and Reindex all Databases Files.

5.- Program Specification.

In this section we will present each function of the program, how to use it, form involved and restrictions.

5.1) Project Identification.

The project identification procedes from Capture Forms (Appendix II), and they are the base to form the project bank; the commands related with this function are in the Master Ident.DBF menu. Select # 1, then appears this submenu:



a) Append new Project: This command is designed to introduce new projects to the Bank. The source of information is given by Form # 1 or Form # 2 (Apendix II) in case of Public and Private sector respectivaly.

Steps necessary to append new projects:

- Select append (Press "1" key)

  The system prompts by the project number. This information is the starting point of project indentification and will always remain with the project life.

- The project number is unique, so you can't create two projects with the same number.

- Once entered, the project number will appear. The entering format in the screenthat contains the same fields as in Capture Form # 1 or Form # 2 whether it is a Public or Private project. This form has three pages and you can move through it with the keys PgUp and PgDn.

- When you finish the data entry, the system will give the possibility to create another project.

b) EDIT a project : This command allow to introduce changes in as existing project identification.

Steps to Edit project identification

- Select Edit (Press "2" key)

- Enter the project number

- The format screen will appear on the screen containing the project information, you can move through the fields changing the contents where necessary.

- To finish press Ctrl End, then the system will give the possibility to edit another project.

c) Display a Project : Allows, you to see a project identification, without the possibility of changing it.

Steps to Display project identification

- Select Display (Press "3" key)

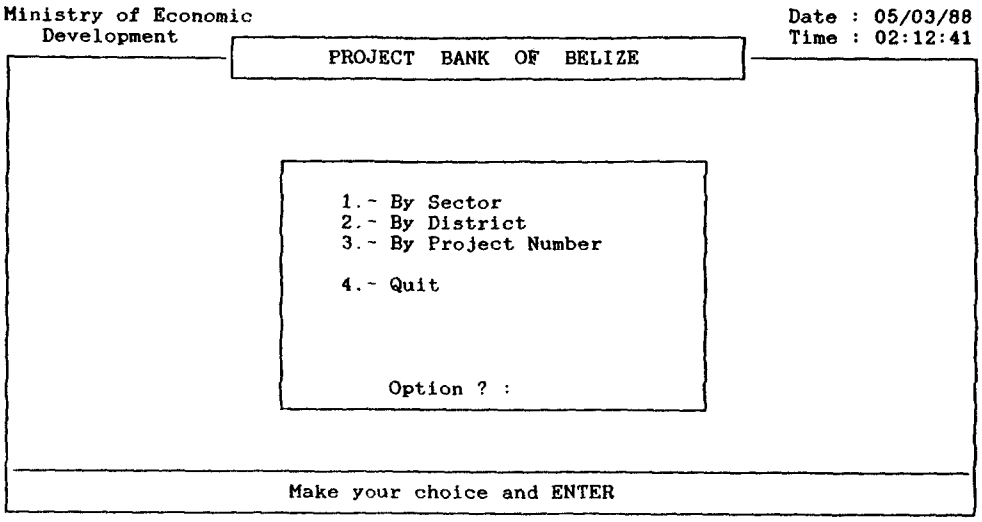
The rest of the process is the same as the point b)

d) List : This option allows you to see all projects incorporated to the project bank sorted by three criterias.

Step to list projects

- Select List (Press "4" key)

  On the screen will appear this submenu to choose the kind of list you would like to see.



e) Delete : This option is to remove a project from the Bank, also delete the progress report of this project if it exists.

Step to Delete a Project identification

- Select Delete (Press "5" key)
- Enter the number of the project that you want to select.
- The system shows the project name and request the confirmation to delete. (The project Deleted is still in the Bank but marked for deletion, to remove definitly make a PACK from the File Maintenance menu).

5.2) Progress Report

Once the project begins with this execution, it is necessary to monitor its evolution, this process is collected by the Progress Report.

The frequency of the report depends on the kind of project: Public every month and Private every 6 months.

a) Enter a Progress Report : From the first menu select option number 4 "Progress Report". The source of information is given by Form # 3 or Form # 4 (Apendix II) in case of Public or Private sector respectivelly.

Steps to input a Progress Report

- Select Progress Report (Press "4" key) from the first menu.
- Type the project number that you want to input to the Progress Report. It is necessary that the the project already exists.
- Once entered, the project number will appear in the entering format on the screen that contains the same fields as the Progress Report # 3 or Progress Report # 4 (Apendix II) whether it is a Public or Private project. This form has only 1 page.
- When finished the data entry the system give the possibility to create another Progress Report.

b) Edit a Progress Report : This command allow to introduce changes in an existing Progress Report.

Steps to Edit Progress Report

- Select from Master Progress.DBF menu the EDIT option.

- Enter the project number.

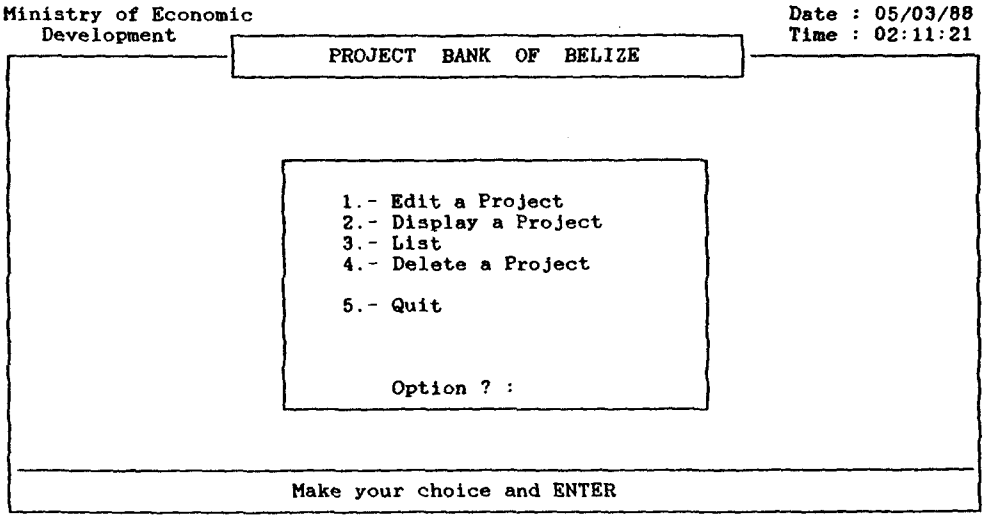
- The format screen will appear on the screen containing the first Progress Report information from the proyect selected. Note that you can have several Program Reports in the same Project, since each represents the project progress for a determined period.

c) Display a Progress Report : Allow to see a Progress Report , without the possibility to change it.

Steps to display Progress Report

- Select from Master Progress.DBF menu the Display option.

(The rest is the same as the previous point).



5.3) Reports

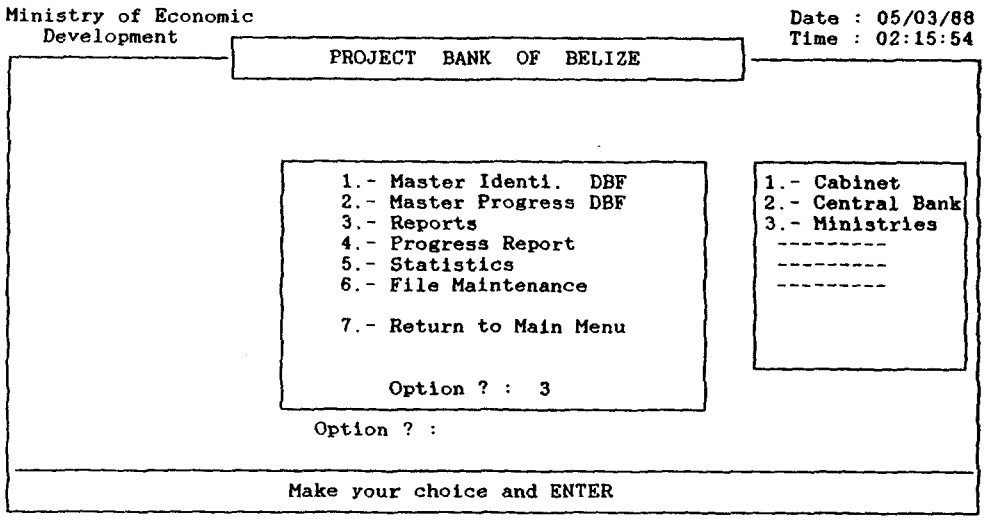
One of the most important aspects of the Project Bank is the capability to get information in anyway necessary. In order to achieve this goal the Project menu, must be implemented.

The number of reports that could be defined depends mainly to the agencies involved in the public investment process and the use of the information.

At this time it has been defined, reports to the Cabinet, Central Bank, Ministries and to get a list of projects sorted by sector, district and project number.

Each time you develope new reports, they will be put in the Report menu.

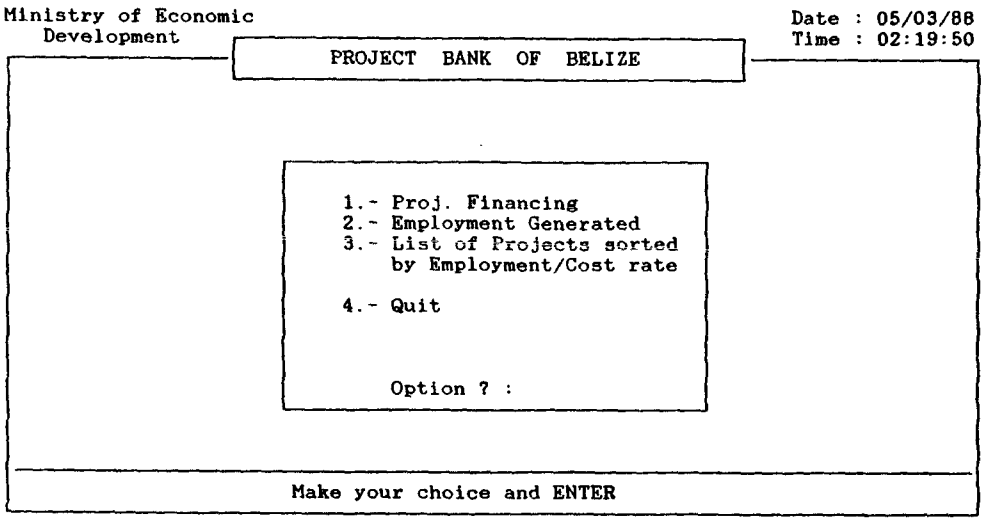
a) To get Report : Select Report option from first menu, then appears a submenu to choose the kind of report that you want to print.



5.4) Statistics

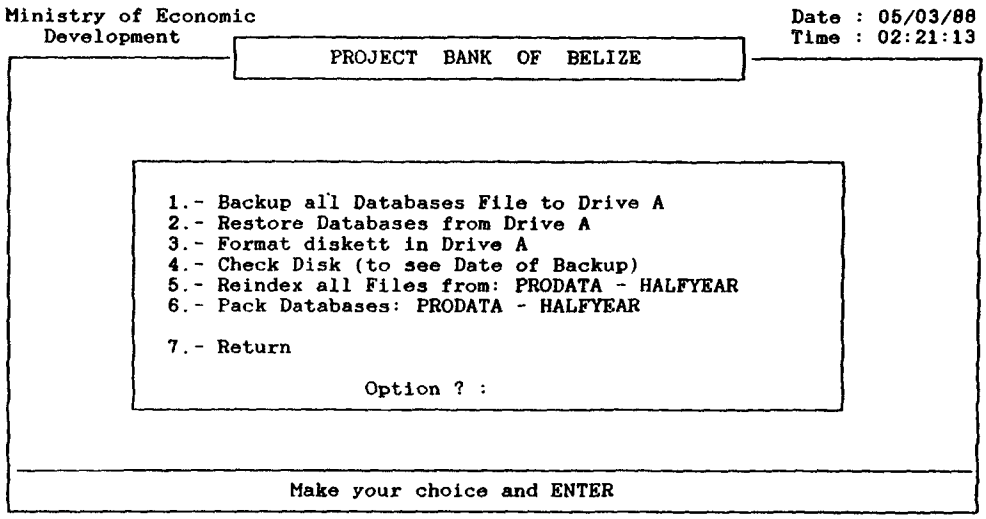
Through this menu it is possible to get statistic information about the investment and the impact in diverse macroeconomics variables in differents stages of investment, that could be taken.

To enter to this option select Statistics (Press # 5) from first menu, then will appears this submenu.



5.5) File Mantinance

The purpose of this option allows you to execute same DOS commands directly, without having to abandon the program and actualize the database files with thier respectives index files.
When you select this option, on the screen, will appear this submenu:



a) Backup : To backup all database files from drive C to disket in drive A.

(Note : it is very important to make backups frequently to protect your information against a failure)

Steps to make a Backup

- Select Backup command from File Mantenance option.

- Insert a formatted diskett in drive A, and press Enter

b) Restore : This command is to recover all database files from drive A to drive C. Note that the database files contained in drive C will be replaced by the files from drive A.

Steps to make a Restore

- Select Restore command from File Mantinance menu
- Insert the disket that contains the database files in drive A and press Return
- The system will show the date of the backup that is recovering, you can stop the process, or confirm.
- If confirm, all the databases from drive A will be saved in drive C.

c) Check Disk : To review the contents of diskett in drive A

Steps to make a Check Disk

- Insert the disket, to check, in drive A and press Enter.

d) Format : To format a disket in drive A, this command erases all of the information that is on the disket.

Steps to make a format

- Insert the diskett to format in drive A and press Enter.

e) Index Files : This command actualizes all index files existing.

Steps to index files.

- Select index command and press Enter.

f) Pack : To remove records that have been marked for deletion.

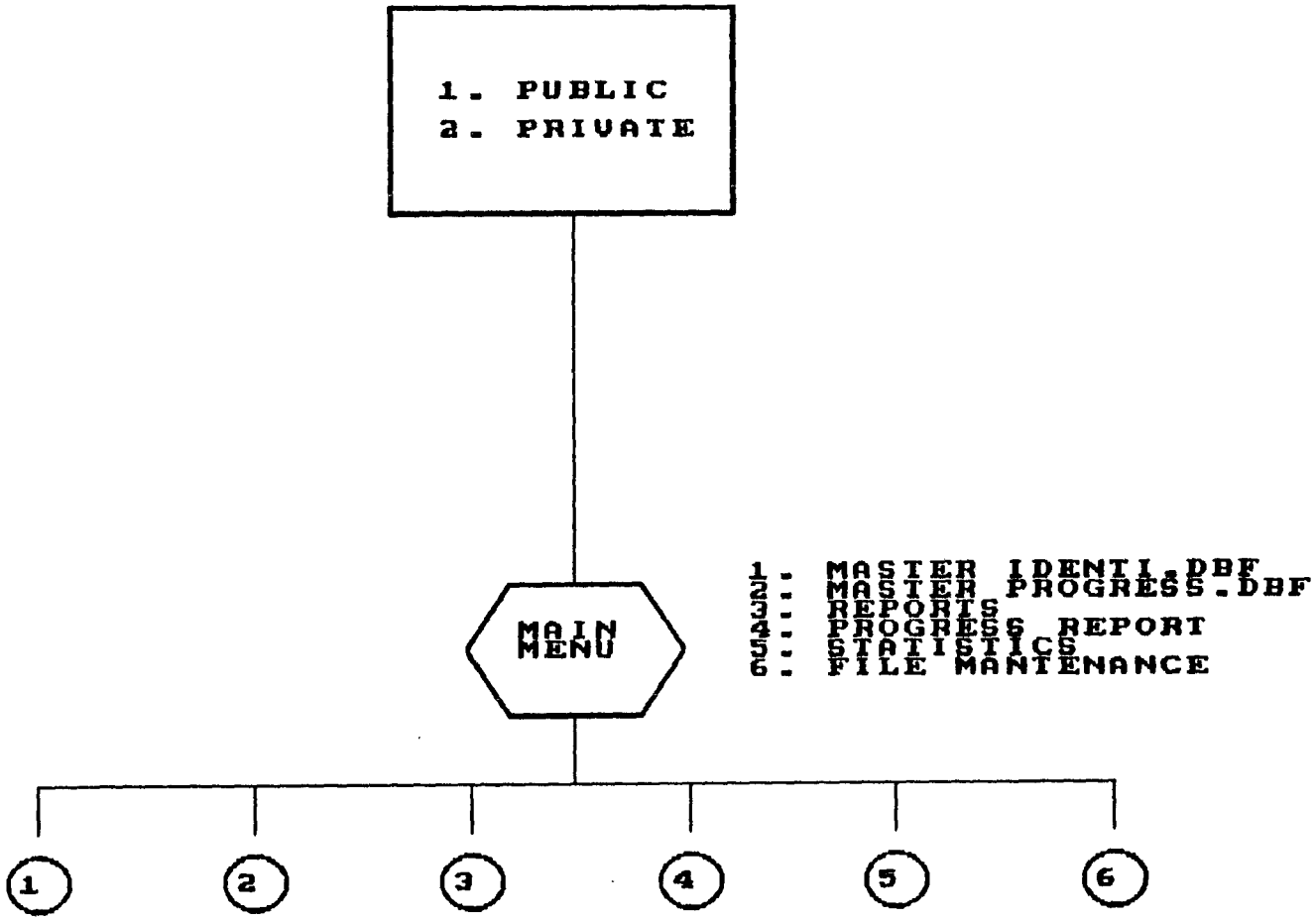
Steps to make a Pack

- Select Pack option and press Enter.

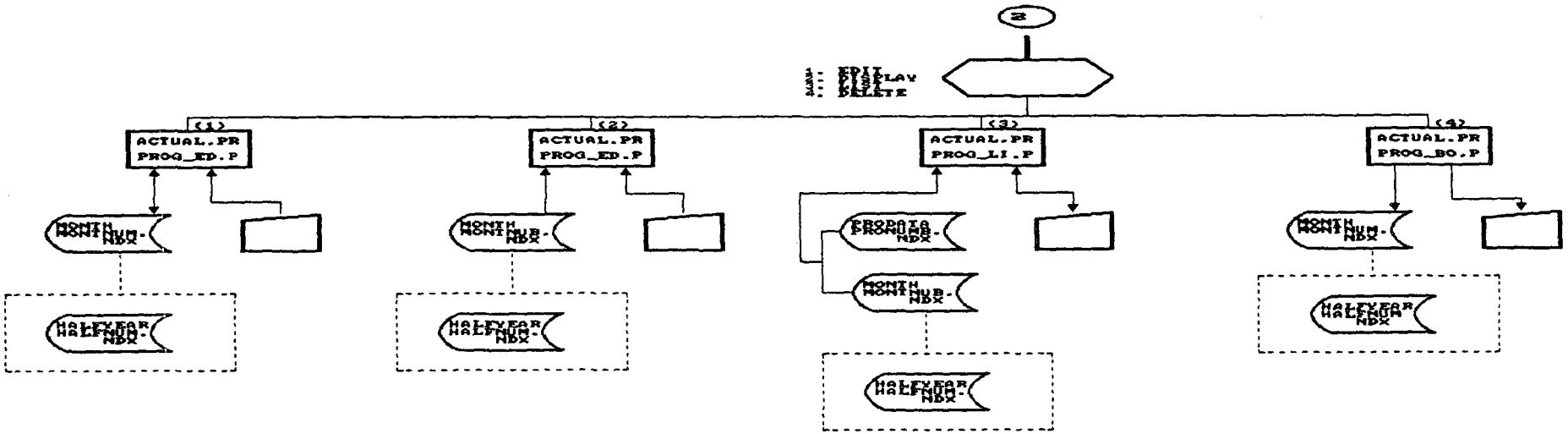
A P E N D I X I

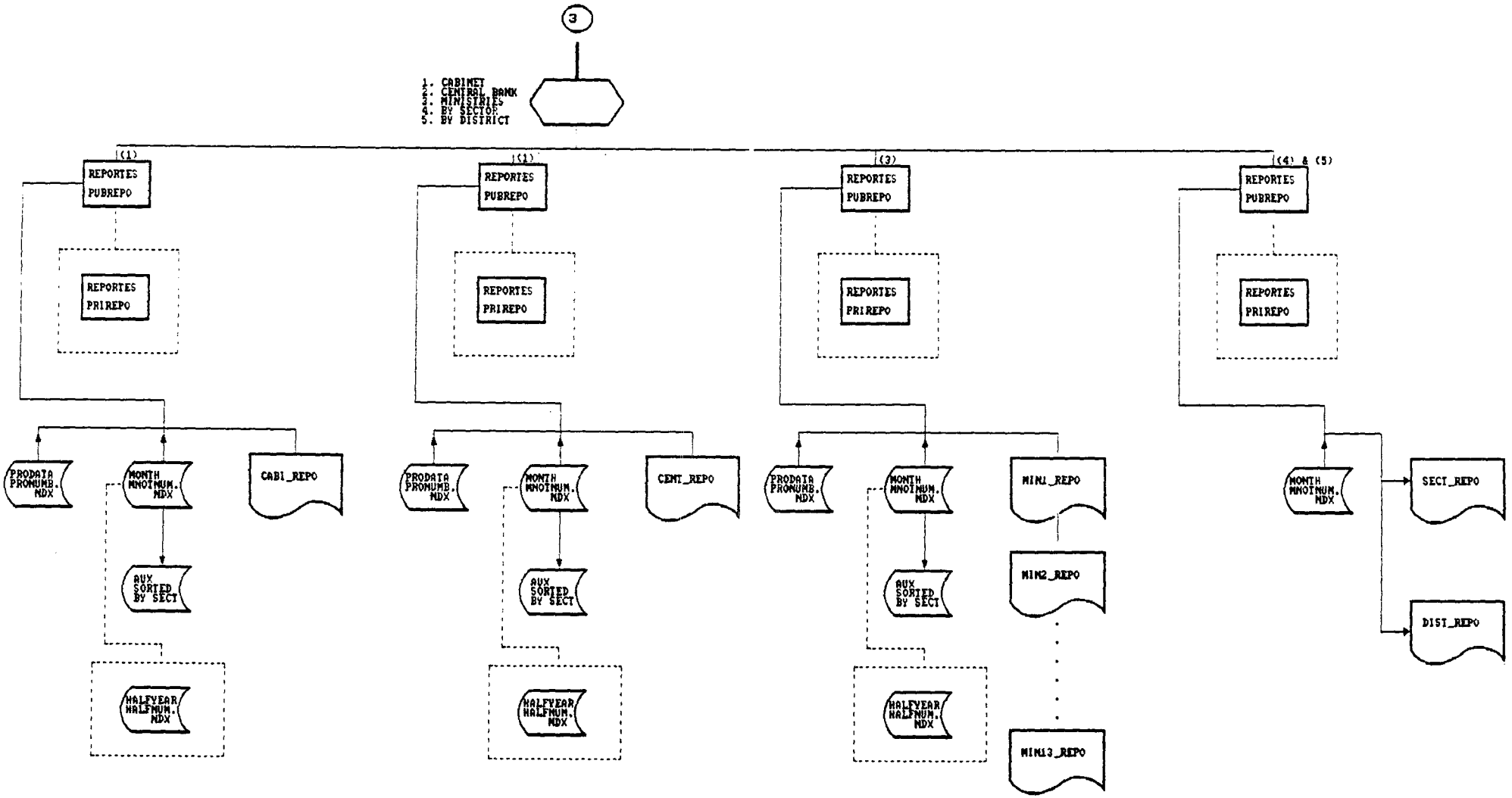
PROCEDURAL DIAGRAM

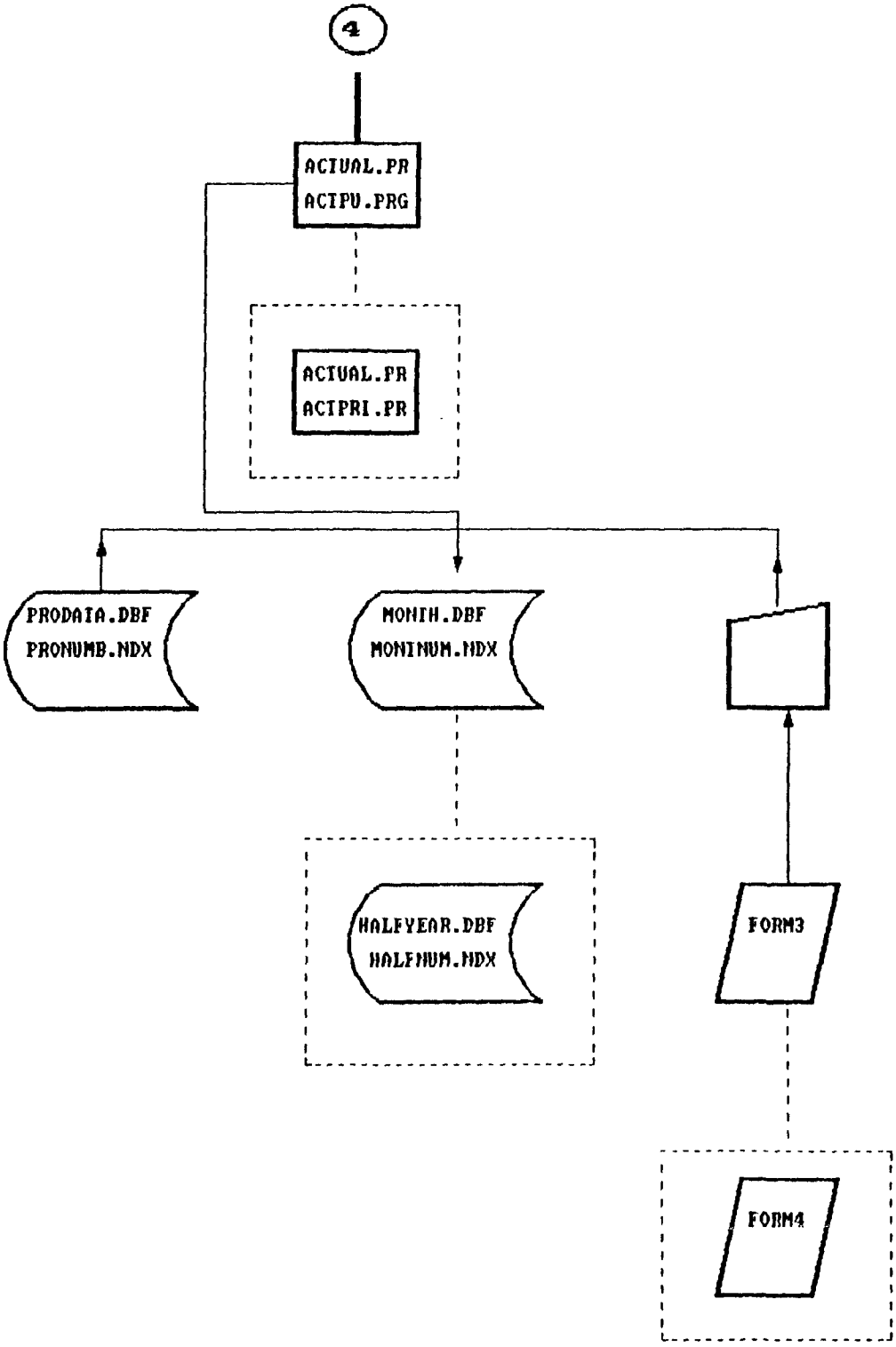
PROCEDURAL DIAGRAM



FORM 2
FORM 1
ACTUAL.PR
APP.PRO
(S4)
ACTUAL.PR
DI_ED.PRO
(S3)
ACTUAL.PR
DI_ED.PRO
(S3)
ACTUAL.PR
LIST.PRO
(S4)
ACTUAL.PR
DORM.PRO
(S5)
1


2
ACTUAL.PR
PROG_ED.P
ACTUAL.PR
PROG_ED.P
ACTUAL.PR
PROG_LI.P
ACTUAL.PR
PROG_BO.P


3
1. CABINET
2. CENTRAL BANK
3. MINISTRIES
4. BY SECTOR
5. BY DISTRICT
(1)
REPORTES PUBREPO
REPORTES PRIREPO
PRODATA PRONUMB. NDX
MONTH MNOTNUM. NDX
CABI_REPO
AUX SORTED BY SECT
HALFYEAR HALFNUM. NDX
(1)
REPORTES PUBREPO
REPORTES PRIREPO
PRODATA PRONUMB. NDX
MONTH MNOTNUM. NDX
CENT_REPO
AUX SORTED BY SECT
HALFYEAR HALFNUM. NDX
(3)
REPORTES PUBREPO
REPORTES PRIREPO
PRODATA PRONUMB. NDX
MONTH MNOTNUM. NDX
MIN1_REPO
MIN2_REPO
MIN13_REPO
AUX SORTED BY SECT
HALFYEAR HALFNUM. NDX
(4) & (5)
REPORTES PUBREPO
REPORTES PRIREPO
MONTH MNOTNUM. NDX
SECT_REPO
DIST_REPO


4
ACTUAL.PR
ACTPU.PRG
ACTUAL.PR
ACTPRI.PR
PRODATA.DBF
PRONUMB.NDX
MONTH.DBF
MONTNUM.NDX
HALFYEAR.DBF
HALFNUM.NDX
FORM3
FORM4

HALFYEAR
MONTH
PRODATA
MAINTEN.PR
(1)
BACKUP
HALFYEAR
MONTH
PRODATA
MAINTEN.PR
(2)
BACKUP
1. BACKUP
2. RESTORE
3. FORMAT
4. CHKDSK
5. REINDEX
6. PACK
6
FORMAT
CHKDSK
MAINTEN.PR
(3) & (4)
PRODATA.DBF
PRONUM8.NDX
PROSTEC.NDX
PROSTS7.NDX
MAINTEN.PR
(5) & (6)
HALFYEAR.DBF
HALFNUM.NDX
HALFSEC.NDX
HALFDATE.NDX
MONTH.DBF
MONTNUM.NDX
MONTSEC.NDX
MONTDATE.NDX

A P E N D I X II

VARIABLES DICTIONARY

PRODATA.DBF

F I E L D S

(1)		NAME	TYPE	LENGHT	DECIMAL		MEANING
	T 1)	ADD_BE	C	45	0	=	ADDRESS BELIZE
	T 2)	ADD_FO	C	45	0	=	ADDRESS FOREIGN
P	3)	CAB_RES	C	8	0	=	CABINET RESOLUTION NUMBER
P T	4)	COMMEN	M	10	0	=	COMMENTS
	T 5)	COM_NA	C	20	0	=	COMPANY NAME
P T	6)	CONST1	N	10	0	=	PROJECT COST; CONSTRUCTION 1
P T	7)	CONST2	N	10	0	=	PROJECT COST; CONSTRUCTION 2
P T	8)	CONST3	N	10	0	=	PROJECT COST; CONSTRUCTION 3
P T	9)	CONST4	N	10	0	=	PROJECT COST; CONSTRUCTION 4
	T 10)	CON_PE	C	20	0	=	CONTACT PERSON
P	11)	DATE	D	8	0	=	DATE FORM
P T	12)	DATE1	C	4	0	=	ACTIVITY YEAR 1
P T	13)	DATE2	C	4	0	=	ACTIVITY YEAR 2
P T	14)	DATE3	C	4	0	=	ACTIVITY YEAR 3
P T	15)	DATE4	C	4	0	=	ACTIVITY YEAR 4
P T	16)	DA_CEST	D	8	0	=	DATE OF COST ESTIMATE
	T 17)	DA_SI	D	8	0	=	DATE OF S.I. NUMBER
P T	18)	DISTRICT	C	20	0	=	DISTRICT
	T 19)	DIS_RAT	N	3	0	=	DISCOUNT RATE
P	20)	DURATION	N	2	0	=	ESTIMATE PROJECT LIFE (YEARS)
P	21)	D_CAB	D	8	0	=	DATE OF CABINET RESOLUTION
P	22)	D_HOU	D	8	0	=	DATE OF HOUSE RESOLUTION
P T	23)	EQUIP1	N	10	0	=	PROJECT COST; EQUIPMENT 1
P T	24)	EQUIP2	N	10	0	=	PROJECT COST; EQUIPMENT 2
P T	25)	EQUIP3	N	10	0	=	PROJECT COST; EQUIPMENT 3
P T	26)	EQUIP4	N	10	0	=	PROJECT COST; EQUIPMENT 4
P	27)	EXE_AGE	C	20	0	=	EXECUTING AGENCY
	T 28)	EXE_RE	M	10	0	=	EXEMPTION REQUESTED
P T	29)	FILEREF	C	12	0	=	FILE REFERENCE
P T	30)	FINISH	D	8	0	=	COMPLETION DATE
P	31)	FIN_AGE	C	15	0	=	FINANCING AGENCY
P T	32)	FORE_1C	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION 1 YEAR; FOREIGN EXP
P T	33)	FORE_1O	N	5	0	=	EMPLOYMENT GENERATED OPERATION 1 YEAR; FOREIGN EXP
P T	34)	FORE_TC	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION TOTAL; FOREIGN EXP
P T	35)	FORE_TO	N	5	0	=	EMPLOYMENT GENERATED OPERATION TOTAL; FOREIGN EXP
P T	36)	GRAN1_FRO1	N	10	0	=	PROJECT FINANCING; GRANT 1 / FROM INCOME 1
P T	37)	GRAN2_FRO2	N	10	0	=	PROJECT FINANCING; GRANT 2 / FROM INCOME 2
P T	38)	GRAN3_FRO3	N	10	0	=	PROJECT FINANCING; GRANT 3 / FROM INCOME 3

F I E L D S

(1)		NAME	TYPE	LENGHT	DECIMAL		MEANING
P T	39)	GRAN4_FRO4	N	10	0	=	PROJECT FINANCING; GRANT 4 / FROM INCOME 4
P	40)	HOU_RES	C	8	0	=	HOUSE RESOLUTION NUMBER
T	41)	IRR	N	3	0	=	INTERNAL RATE RETURN
P T	42)	KIND_PROY	C	1	0	=	KIND OF PROYECT (PRIVATE:T, PUBLIC:P)
P T	43)	LOAN1_DOM1	N	10	0	=	PROJECT FINANCING; LOAN 1 / DOMESTIC LOANS 1
P T	44)	LOAN2_DOM2	N	10	0	=	PROJECT FINANCING; LOAN 2 / DOMESTIC LOANS 2
P T	45)	LOAN3_DOM3	N	10	0	=	PROJECT FINANCING; LOAN 3 / DOMESTIC LOANS 3
P T	46)	LOAN4_DOM4	N	10	0	=	PROJECT FINANCING; LOAN 4 / DOMESTIC LOANS 4
P T	47)	LCA1_FLO1	N	10	0	=	PROJECT FINANCING; LOCAL IN CASH 1 / FOREIGN LOANS 1
P T	48)	LCA2_FLO2	N	10	0	=	PROJECT FINANCING; LOCAL IN CASH 2 / FOREIGN LOANS 2
P T	49)	LCA3_FLO3	N	10	0	=	PROJECT FINANCING; LOCAL IN CASH 3 / FOREIGN LOANS 3
P T	50)	LCA4_FLO4	N	10	0	=	PROJECT FINANCING; LOCAL IN CASH 4 / FOREIGN LOANS 4
P T	51)	LKI1_CAP1	N	10	0	=	PROJECT FINANCING; LOCAL IN KIND 1 / CAPITAL PRINCIPAL 1
P T	52)	LKI2_CAP2	N	10	0	=	PROJECT FINANCING; LOCAL IN KIND 2 / CAPITAL PRINCIPAL 2
P T	53)	LKI3_CAP3	N	10	0	=	PROJECT FINANCING; LOCAL IN KIND 3 / CAPITAL PRINCIPAL 3
P T	54)	LKI4_CAP4	N	10	0	=	PROJECT FINANCING; LOCAL IN KIND 4 / CAPITAL PRINCIPAL 4
T	55)	MAJ_SH1	C	20	0	=	MAJOR SHAREHOLDERS 1
T	56)	MAJ_SH2	C	20	0	=	MAJOR SHAREHOLDERS 2
T	57)	MAJ_SH3	C	20	0	=	MAJOR SHAREHOLDERS 3
P	58)	MIN_AGEN	C	20	0	=	MINISTRY / AGENCY WHO COMPLETED THE FORM
P	59)	NAME	C	25	0	=	NAME OF PERSON WHO FILL OUT THE FORM
P T	60)	NPV	N	10	0	=	NOW PRESENT VALUE
P T	61)	OPERAT	D	8	0	=	OPERATION DATE
P	62)	OPE_AGE	C	20	0	=	OPERATING AGENCY
P	63)	OTH_AGE	C	20	0	=	OTHER AGENCY
P	64)	PHONE	C	8	0	=	PHONE NUMBER OF THE PERSON WHO FILL OUT THE FORM
T	65)	PH_BE	C	8	0	=	BELIZE PHONE NUMBER; MAJOR SHAREHOLDER 1
T	66)	PH_FO	C	12	0	=	FOREIGN PHONE NUMBER; MAJOR SHAREHOLDER 1
P	67)	PRI_CON	L	1	0	=	PRIVATE CONTRACTOR YES() NO()

F I E L D S

(1)	NAME	TYPE	LENGHT	DECIMAL		MEANING
P T 68)	PRONAME	C	50	0	=	PROJECT NAME
P T 69)	PRONUM	C	12	0	=	PROJECT NUMBER
P T 70)	PRO_INP	M	10	0	=	PROJECT INPUTS
P T 71)	PRO_OBJ	M	10	0	=	PROJECT OBJETIVE
P T 72)	PRO_OUT	M	10	0	=	PROJECT OUTPUTS
P T 73)	PRO_PUR	M	10	0	=	PROJECT PURPOSE
P T 74)	RUNN1	N	10	0	=	PROJECT COST; RUNNING COSTS 1
P T 75)	RUNN2	N	10	0	=	PROJECT COST; RUNNING COSTS 2
P T 76)	RUNN3	N	10	0	=	PROJECT COST; RUNNING COSTS 3
P T 77)	RUNN4	N	10	0	=	PROJECT COST; RUNNING COSTS 4
P T 78)	SECTOR	C	20	0	=	SECTOR
T 79)	SI_NUM	C	8	0	=	S.I. NUMBER
P T 80)	SKIL_1C	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION 1 YEAR; SKILLED
P T 81)	SKIL_1O	N	5	0	=	EMPLOYMENT GENERATED OPERATION 1 YEAR; SKILLED
P T 82)	SKIL_TC	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION TOTAL; SKILLED
P T 83)	SKIL_TO	N	5	0	=	EMPLOYMENT GENERATED OPERATION TOTAL; SKILLED
P T 84)	START	D	8	0	=	STARTING DATE
P 85)	STATUS	C	30	0	=	PROJECT STATUS
P T 86)	STUDIES1	N	10	0	=	PROJECT COST; STUDIES 1
P T 87)	STUDIES2	N	10	0	=	PROJECT COST; STUDIES 2
P T 88)	STUDIES3	N	10	0	=	PROJECT COST; STUDIES 3
P T 89)	STUDIES4	N	10	0	=	PROJECT COST; STUDIES 4
P T 90)	SUBSECTOR	C	20	0	=	SUBSECTOR
P 91)	TITLE	C	20	0	=	TITLE OF THE PERSON WHO FILL OUT THE FORM
P T 92)	TOWN_VILL	C	20	0	=	TOWN/VILLAGE
P T 93)	UNSK_1C	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION 1 YEAR; UNSKILLED
P T 94)	UNSK_1O	N	5	0	=	EMPLOYMENT GENERATED OPERATION 1 YEAR; SKILLED
P T 95)	UNSK_TC	N	5	0	=	EMPLOYMENT GENERATED CONSTRUCTION TOTAL; UNSKILLED
P T 96)	UNSK_TO	N	5	0	=	EMPLOYMENT GENERATED OPERATION TOTAL; UNSKILLED
P T 97)	VER_IND	M	10	0	=	VERIFIABLE INDICATORS

(1): KIND OF PROJECT P: PUBLIC
T: PRIVATE

PROJECT NUMBER: [69]	MINISTRY OF ECONOMIC PLANNING PROJECT DATA CAPTURE FORM 1 PUBLIC SECTOR PROJECTS	FILE REFERENCE: [29]

1. PROJECT NAME: [68]

2. DISTRICT : [18]
3. TOWN/VILLAGE: [92]

4. SECTOR : [78]
5. SUBSECTOR: [90]

6. PROJECT OBJETIVE: [71]

7. PROJECT PURPOSE: [73]

8. PROJECT OUTPUTS: [72]

9. PROJECT INPUTS: [70]

10. VERIFIABLE INDICATORS: [97]

11. EMPLOYMENT GENERATED:

CATEGORY	CONSTRUCTION		OPERATION	
	1 YEAR	TOTAL	1 YEAR	FULL O.
UNSKILLED	[93]	[95]	[94]	[96]
SKILLED	[80]	[82]	[81]	[83]
FOREIGN EXP.	[32]	[34]	[33]	[35]

12. SCHEDULE:

STARTING DATE: [84]

COMPLETION DATE: [30]

OPERATION DATE: [61]

ESTIMATED PROJECT LIFE (YEARS): [20]

13. PROJECT COST:

ACTIVITY	[12] 1987	[13] 1988	[14] 1989	[15] AFTER 89	TOTAL
STUDIES	[86]	[87]	[88]	[89]	
CONSTRUCTION	[6]	[7]	[8]	[9]	
EQUIPMENT	[23]	[24]	[25]	[26]	
TOTAL INVEST.					
RUNNING COSTS	[74]	[75]	[76]	[77]	

DATE OF COST ESTIMATE: / / [16]

14. PROJECT FINANCING:

SOURCE OF FUNDS	1987	1988	1989	AFTER 89	TOTAL
LOCAL IN KIND	[51]	[52]	[53]	[54]	
LOCAL IN CASH	[47]	[48]	[49]	[50]	
LOAN	[43]	[44]	[45]	[46]	
GRANT	[36]	[37]	[38]	[39]	
TOTAL					

15. EXECUTING AGENCY: [27]
FINANCING AGENCY: [31]
OPERATING AGENCY: [62]
OTHER AGENCY: [63]
PRIVATE CONTRACTOR: [67] YES ( ) NO ( )

16. PROJECT STATUS: [85]

17. COMMENTS: [4]

18. HOUSE RESOLUTION NUMBER: [40] DATE : / / [22]
CABINET RESOLUTION NUMBER: [3] DATE : / / [21]

20. THIS FORM WAS COMPLETED BY:

NAME: [59]
TITLE: [91]
MINISTRY/AGENCY: [58]
PHONE: [64]

SIGNATURE : _____ DATE : / / [11]

PROJECT NUMBER: [69]	MINISTRY OF ECONOMIC PLANNING PROJECT DATA CAPTURE FORM 2 PRIVATE SECTOR PROJECTS	FILE REFERENCE: [29]

1. PROJECT NAME: [68]

2. DISTRICT : [18]
3. TOWN/VILLAGE: [92]

4. SECTOR : [78]
5. SUBSECTOR: [90]

6. PROJECT OBJETIVE: [71]

7. PROJECT PURPOSE: [73]

8. PROJECT OUTPUTS: [72]

9. PROJECT INPUTS: [70]

10. VERIFIABLE INDICATORS: [97]

11. EMPLOYMENT GENERATED:

CATEGORY	CONSTRUCTION		OPERATION	
	1 YEAR	TOTAL	1 YEAR	FULL O.
UNSKILLED	[93]	[95]	[94]	[96]
SKILLED	[80]	[82]	[81]	[83]
FOREIGN EXP.	[32]	[34]	[33]	[35]

12. SCHEDULE:

STARTING DATE: [84]

COMPLETION DATE: [30]

OPERATION DATE: [61]

ESTIMATED PROJECT LIFE (YEARS): [20]

13. PROJECT COST:

ACTIVITY	[12] 1987	[13] 1988	[14] 1989	[15] AFTER 89	TOTAL
STUDIES	[86]	[87]	[88]	[89]	
CONSTRUCTION	[6]	[7]	[8]	[9]	
EQUIPMENT	[23]	[24]	[25]	[26]	
TOTAL INVEST.					
RUNNING COSTS	[74]	[75]	[76]	[77]	

DATE OF COST ESTIMATE: / / [16]

14. PROJECT FINANCING:

SOURCE OF FUNDS	1987	1988	1989	AFTER 89	TOTAL
CAPITAL-PRINCIP	[51]	[52]	[53]	[54]	
FOREIGN LOANS	[47]	[48]	[49]	[50]	
DOMESTIC LOANS	[43]	[44]	[45]	[46]	
FROM INCOME	[36]	[37]	[38]	[39]	
TOTAL					

15. EXEMPTION REQUESTED: [28]
(Category, see Ap.1)

16. PROFITABILITY: NPV: [60] DISCOUNT RATE: [19]
IRR: [41]

17. COMMENTS: [4]

18. S.I. NUMBER: [79] DATE: / / [17]

19. COMPANY NAME : [5]

MAJOR SHAREHOLDERS: [55],[56],[57]

ADDRESS BELIZE : [1] PHONE: [65]

ADDRESS FOREIGN: [2] PHONE: [66]

CONTACT PERSON: [10]

MONTH.DBF

F I E L D S

(1)		NAME	TYPE	LENGHT	DECIMAL		MEANING
	X 1)	ACT_COM	M	10	0	=	ACTIVITIES COMPLETED
	X 2)	ACT_DEX	N	10	0	=	ACTUAL DISBURSEMENTES TO DATE; EXTERNAL
	X 3)	ACT_DGO	N	10	0	=	ACTUAL DISBURSEMENTES TO DATE; GOV.
	X 4)	BAL_PEX	N	10	0	=	BALANCE FOR PRESENT YEAR; EXTERNAL
	X 5)	BAL_PGO	N	10	0	=	BALANCE FOR PRESENT YEAR; GOV.
	X 6)	D1_REPO	D	8	0	=	REPORTING PERIOD; FROM
	X 7)	D2_REPO	D	8	0	=	REPORTING PERIOD; TO
P	X 8)	EXE_AGE	C	20	0	=	EXECUTING AGENCY
	X 9)	FORM_DATE	D	8	0	=	DATE FORM
	X 10)	FORM_NAME	C	25	0	=	NAME OF THE PERSON WHO FILL OUT THE FORM
	X 11)	GOB_EEX	N	10	0	=	GOB. EXPENDITURE TO DATE; EXTERNAL
	X 12)	GOB_EGOV	N	10	0	=	GOB. EXPENDITURE TO DATE; GOV.
	X 13)	OBSER	M	10	0	=	OBSERVATIONS/COMMENTS
P	X 14)	PRONUM	C	12	0	=	PROJECT NUMBER
	X 15)	PRO_DEX	N	10	0	=	PROJECTED DISBURSEMENTS FOR PRESENT FISCAL YEAR; EXTERNAL
	X 16)	PRO_DGO	N	10	0	=	PROJECTED DISBURSEMENTS FOR PRESENT FISCAL YEAR; GOV.
P	X 17)	SECTOR	C	20	0	=	SECTOR

(1): X = From MONTH Database File
P = From PRODATA Database File

PROJECT NUMBER: [14]	MINISTRY OF ECONOMIC DEVELOPMENT CAPITAL PROJECT IN PROGRESS PUBLIC SECTOR PROGRESS REPORT (PPR)	FILE REFERENCE: [*]

1. PROJECT NAME: [*]

2. REPORTING GOVERNMENT AGENCY: [8]

3. REPORTING PERIOD: _____, [6] _____, _____ TO _____, [7] _____, _____
YEAR MONTH DAY YEAR MONTH DAY

4. PROJECT FINANCING IN BZE DOLLARS:

	EXTERN	GOV.	TOTAL
PROJECTED DISBURSEMENTS FOR PRESENT FISCAL YEAR:	[15]	[16]	
ACTUAL DISBURSM. TO DATE	[2]	[3]	
GOB.EXPENDITURE TO DATE: (AS FOR VOTE CHARGE BOOK)	[11]	[12]	
BALANCE FOR PRESENT FY:	[4]	[5]	
TOTAL PROJECT COST:			

5. ACTIVITIES COMPLETED: [1]

6. OBSERVATION/COMMENTS: [13]

7. THIS FORM WAS COMPLETED BY:

NAME: [10]

SIGNATURE: _____ DATE: / / [9]

[*]: FROM PRODATA DATABASE FILE.

HALFYEAR.DBF

F I E L D

	(1)		NAME	TYPE	LENGHT	DECIMAL	MEANING
	X	1)	ACT_COM	M	10	0	= ACTIVITIES COMPLETED
	X	2)	ACT_INDO	N	10	0	= PROJECT FINANCING BY SOURCE; ACTUAL INVESTMENT TO DATE DOMESTIC
	X	3)	ACT_INFO	N	10	0	= PROJECT FINANCING BY SOURCE; ACTUAL INVESTMENT TO DATE FOREIGN LOAN
	X	4)	ACT_INPR	N	10	0	= PROJECT FINANCING BY SOURCE; ACTUAL INVESTMENT TO DATE PRINCIPAL
	X	5)	COM_BY	C	25	0	= FORM COMPLETED BY
	X	6)	COM_DATE	D	8	0	= FORM DATE
	X	7)	D1_REPO	D	8	0	= REPORTING PERIOD; FROM
	X	8)	D2_REPO	D	8	0	= REPORTING PERIOD; TO
	X	9)	INSP_NAME	C	25	0	= INSPECTOR NAME
	X	10)	INV_LADO	N	10	0	= PROJECT FINANCING BY SOURCE; INVEST. LAST FINANCIAL YEAR DOMESTIC
	X	11)	INV_LAFO	N	10	0	= PROJECT FINANCING BY SOURCE; INVEST. LAST FINANCIAL YEAR FOREIGN LOAN
	X	12)	INV_LAPR	N	10	0	= PROJECT FINANCING BY SOURCE; INVEST. LAST FINANCIAL YEAR PRINCIPAL
	X	13)	LAST_ACC	D	8	0	= LAST AUDITED ACCOUNTS
	X	14)	LAST_INSP	D	8	0	= LAST INSPECTION VISIT
	X	15)	LAST_REP	D	8	0	= LAST ANNUAL REPORT
	X	17)	OBSER	M	10	0	= OBSERVATIONS
	X	18)	OTH_FO	N	5	0	= EMPLOYMENT GENERATED; OTHER FOREIGN
	X	19)	OTH_LOC	N	5	0	= EMPLOYMENT GENERATED; OTHER LOCAL
T	X	20)	PRONUM	C	12	0	= PROJECT NUMBER
	X	21)	PRO_INDO	N	10	0	= PROJECT FINANCING BY SOURCE; PROJECTED ANNUAL INVESTMENT DOMESTIC
	X	22)	PRO_INFO	N	10	0	= PROJECT FINANCING BY SOURCE; PROJECTED ANNUAL INVESTMENT FOREIGN LOAN
	X	23)	PRO_INPR	N	10	0	= PROJECT FINANCING BY SOURCE; PROJECTED ANNUAL INVESTMENT PRINCIPAL
T	X	24)	SECTOR	C	20	0	= SECTOR
	X	25)	SKI_FO	N	5	0	= EMPLOYMENT GENERATED; SKILLED FOREIGN
	X	26)	SKI_LOC	N	5	0	= EMPLOYMENT GENERATED; SKILLED LOCAL
	X	27)	UNS_FO	N	5	0	= EMPLOYMENT GENERATED; UNSKILLED FOREIGN
	X	28)	UNS_LOC	N	5	0	= EMPLOYMENT GENERATED; UNSKILLED LOCAL

(1) : X = In HALFYEAR Database File
T = In PRODATA Databse File

PROJECT NUMBER: [20]	MINISTRY OF ECONOMIC DEVELOPMENT Private sector Progress Report	FILE REFERENCE: [*]

1. PROJECT NAME: [*]

2. REPORTING PERIOD: FROM : [7] / / (dd/mm/yy) TO : [8] / / (dd/mm/yy)

3. PROJECT FINANCING BY SOURCE:

	PRINCIPAL	FOREIGN LOAN	DOMESTIC
PROJECTED ANNUAL INVESTMENT	[23]	[22]	[21]
ACTUAL INVESTMENT TO DATE	[4]	[3]	[2]
INVEST. LAST FINANCIAL YEAR	[12]	[11]	[10]
TOTAL PROJECT COST			

4. EMPLOYMENT GENERATED:

	LOCAL	FOREIGN
SKILLED	[26]	[25]
UNSKILLED	[28]	[27]
OTHER	[19]	[18]

5. ACTIVITIES COMPLETED: [1]

6. OBSERVATION/COMMENTS: [17]

7. LAST ANNUAL REPORT: / / (dd/mm/yy) [15]

8. LAST AUDITED ACCOUNTS: / / (dd/mm/yy) [13]

9. LAST INSPECTION VISIT: / / (dd/mm/yy) [14]
by MR(S): [9]

10. COMPLETED BY: [5]

DATE : / / (dd/mm/yy) [6]

[*]: FROM PRODATA DATABASE FILE