



Government of Malawi

Public Sector Investment Programme (PSIP)

PSIP DATABASE (Ver.4) USER MANUAL For MDAs/Guests

The Ministry of Finance, Economic Planning and Development
Department of Economic Planning and Development
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Lilongwe 3, Malawi

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**Project for Capacity Enhancement in Public Sector Investment Programming II
(CEPSIP II)**

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1. Introduction

As part of implementation of the Capacity Enhancement for Public Sector Investment Programming, a Public-Sector Investment Programming (PSIP) database was firstly developed in the CEPSIP-1 Project¹. The database system is custom web-based software solution using PHP and MySQL database with a Web front-end. Being web-based, the system is accessible to all on the Government Wide Area Network (GWAN) and Internet users. Actually, the database serves as a platform for submitting project documents and handling other PSIP management processes.

The next phase of CEPSIP-2 project² started aiming at the improvement of Database and Manuals/Handbook for PSIP, further harmonization of the process of PSIP, and the capacity building to use improved Database and Manuals/Handbook for PSIP. As one of the activities to attain those purposes, the system was upgraded to Ver.1.1 to reflect the modification of proposal templates for fiscal year 2014/15, as well as the several environmental changes. The second edition covered those system modifications applied until March of 2014, where the submission of Word Proposal Template was employed.

The next version 1.5 was launched after the proposal templates for fiscal year 2015/16 was released. The design and system structure followed the ver.1.1, developing new mechanism of Excel Template Proposal for the submission together with other new functions.

The PSIP Database was upgraded to ver.2.0 released on December 2015, in line with the new proposal templates fiscal year 2016/17 where the additional new features to support appraisal decision procedures and quarterly report managements were introduced. This version applies the whole refactoring of the system (mainly database and program structure), to be able to get the better maintainability, scalability and flexibility, which means that the upgraded version enables to respond to the flexible and quick modifications according to the organizations or business requirements. The design of the screens on the Web has been completely renewed as well for the better user interface.

On September 2016, the version was upgraded to 3.0 after the Excel Proposal Template ver3.0 was released. In new version, the information that had been managed until then individually or somewhere in local storage was integrated into the centralized database. This centralized management of information dynamically improved the PSIP staff's business process by hand to systematic one. With this version, the submitted proposal by MDA user

¹ CEPSIP 1; Capacity Enhancement in Public Sector Investment Programming Phase I (from July 2009 to July 2011)

² CEPSIP 2; Capacity Enhancement in Public Sector Investment Programming Phase II (from March 2013 to September 2017)

is appraised on the Web to make quick decision, what discussed in the ministerial meeting is all recorded in the database effectively to support the appraisal and the ability to make budgetary transitions. Further, as MDA user support, the extension request submitted by MDA user or feedback of the appraisal is visible on the Web.

In the 2018/19 fiscal year, the database will now start using the new version 4.0, released on August 2017. This new version focuses on providing better feedback to the MDA users with the valuable information such as the result of the requested project extension. The submitted reports by MDA users such as Project Extension Request or Completion Report is displayed as well on the Web page with the same Excel format. Regarding the budget, the requested amount and approved budget can be traced on the Status & Budget screen for your reference.

2. What is PSIP Database

2.1 Overview of PSIP Database

The overall objective of the PSIP is to facilitate efficient utilization of Malawi's human, natural, physical and social resources to improve the country's economic prospects and further development of public services. This objective is attained through a careful and thoughtful process of planning and management of development projects across the sectors.

To achieve this objective, PSIP provides a mechanism that screens and confirms public investments projects to ensure that they are in line with the priority areas of the MGDS and that the implementation of such projects is done in the most cost effective and efficient manner. The PSIP Database tool was developed to contribute to the PSIP Unit and stake holders to achieve this goal.

All MDA users are required to submit their proposed development projects to the PSIP Unit under Development Planning Division of the Ministry of Finance Economic Planning and Development (MFEPD) during the budget preparation process. The PSIP unit validates these project proposals. After the deadline of PSIP proposal submission, a series of ministerial meetings is convened where Ministries present their project proposals. The proposals are screened by MFEPD; this process involves discussions with line ministries so that programs/projects that do not conform to ministerial, sectoral, or national goals and objectives are not accepted for inclusion in the PSIP. The project proposals are analyzed and then are either approved, rejected or referred back to line Ministries for further refinement.

The database system allows MDA users to submit their proposals electronically through an Excel Template file which data is later stored systematically to the Database by PSIP Unit staff. The submitted proposal is expected to permit MDA users to search and list all the projects that are presented to the PSIP Unit and even view details pertaining to projects that are

implemented, ended, rejected, pipelined or terminated including the information in the past. The Monitoring and Evaluation Unit will easily link and correspond with the Development Planning Division since they can all access and refer to the same database. This will minimize problems that may arise due to lack of adequate information when monitoring and evaluating projects by the Malawi Government. Furthermore, this process will not only reduce the time it takes to submit, approve and monitor projects, but also decrease a lot of redundancies and human errors that were found in the previous manual system.

2.2 The roles of MDA

The planning section of each ministry plays a leading role in PSIP formulation at the line ministry level. By following the PSIP guidance, the planning section facilitates the compilation of data through the pre-designed template on the PSIP database, consolidates and submits the proposals to MFEPD. Then the MFEPD and the planning section of each line ministry have meetings to decide the project list to be included in the PSIP while considering the allocation amount of the development budget to each project within a given ceiling figure. The compiled data from line ministries is then submitted to MFEPD.

3. System Requirements

The following table shows supported versions and conditions of the system.

Table 1: System Requirements

| System | version | Remarks |
|---------------------------|--|--|
| Excel Proposal Template | ver. 4.0 or higher version | |
| Operating System | Windows 7 or later version | |
| PSIP Database Web | ver. 4.0 or higher version | |
| Proposal Loader system | ver. 4.0 or higher version | |
| Proposal Generator system | ver. 4.0 or higher version | |
| Browser | <ul style="list-style-type: none"> • Internet Explorer 10 or later • FireFox higher than ver.45 • Chrome higher than 49 | <ul style="list-style-type: none"> - JavaScript must be enabled. - Pop up windows should be enabled. |

This document assumes that the computer system has connection to the GWAN network or has direct internet connection to use PSIP Database application.

3.1 Intended Audience

This document is intended for personnel involved in the PSIP process which includes planning units of all the sectors of Government of Malawi, the planning unit and Monitoring and evaluation section of Ministry of Financial Economic Planning and Development (MFEPD), Project Management Units (PMU), the budget Division in MFEPD and the Steering Committee

of CEPSIP. Any other stakeholders such as donors are also available as GUEST user with some limited use of functions.

4. Access to the System

You can access to the system by the following URL address.

Table 2: Access to the system

| | URL address | Type of connection | Who can connect | Observations |
|---|---|---|---|---|
| 1 | http://psip.malawi.gov.mw | - Internet -GWAN intranet connection | - who has Internet connection - who connects to the GWAN network with Intranet connection - who connects to the JICA network at PSIP office | If your network is GWAN or JICA Wi-Fi connected, the connection will be made by Intranet. If you are out of GWAN having your own Internet connection from outside (such as Airtel Malawi), the connection will be by Internet. |

4.1 How to access to the PSIP Home Page

Enter the above URL address to your browser either by Internet or Intranet connection according to your environment.

- 1) Open your browser (Internet Explorer, Firefox or Chrome)
- 2) In the address bar of the browser, type in;

<http://psip.malawi.gov.mw>

This will be immediately redirected to the secure page “<https://psip.malawi.gov.mw>” as seen in the Figure below.

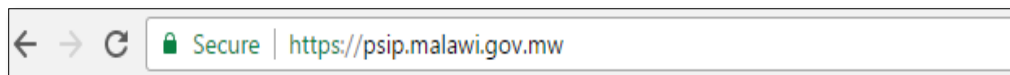


Figure 1: Address bar

[note] The difference is that what you enter is normal http protocol. The system immediately redirects to “[https](https://psip.malawi.gov.mw)” secure protocol where all the information is encrypted to protect your data.

- 3) This address takes you to the PSIP home page as seen below.

Malawi PSIP Portal
Ministry of Finance, Economic Planning and Development

Welcome to Malawi PSIP Portal.

General Information

- * PSIP Database 4.0 is now available! Click [*HERE*](#) to login.
- * 2018/19 PSIP Circular is available! Click [*HERE*](#) to download.
- * 2018-19 PSIP Guideline & Attachments.pdf under 2018/19 PSIP Circular contains 'Template', 'Progress Report Format' and 'PFM-IT Format' as attached. To submit required templates or formats, first please [login to PSIP Database](#), go to 'Download Forms' from the left menu and select the forms you want to download.
- * To obtain an user account, please download and fill in the [user registration form](#) and hand it in to the PSIP Section or Email it to psipprojects@gmail.com.
- * If you have any question or concern, or you do not remember Login ID or password, please feel free to contact PSIP Section on 01-788-888 (Ext: 150/164) / 01-788-278(Direct) or psipsubmissions@gmail.com.
- * Contact the Deskofficers : [Loyce Fatch MDA's](#) | [Dan Gareta MDA's](#) | [Daudi Chinong'one MDA's](#) | [Shalom Ghambi MDA's](#) | [Chikondi Phiri MDA's](#) | [...](#)

Actual status of Proposal Template submission by votes

Submitted/Uploaded: indicates the number of proposal templates submitted to PSIP section and uploaded to PSIP Database

| NO | Vote | Vote Code | Submitted/Uploaded |
|----|------|--|--------------------|
| 1 | 050 | State Residences | 0 |
| 2 | 060 | National Audit Office | 0 |
| 3 | 070 | The Judiciary | 0 |
| 4 | 080 | National Assembly | 0 |
| 5 | 081 | Office of the Director of Public Officer's Declarations | 0 |
| 6 | 090 | Office of the President and Cabinet | 0 |
| 7 | 093 | Department of Human Resources Management and Development | 0 |

Figure 2: PSIP Home Page

This page has a menu on the left pane which will allow users to navigate easily from one page to the other. The home page is available for all users; in fact, no authentication is required to be able to obtain useful public information such as several manuals, reports and handbooks. On the main page the general information also shows some messages to the visitors. Below the general information, actual status of current Fiscal Year Proposal Template submission by votes can be viewed by all visitors. This represents the number of projects proposals sent by each vote.

4.2 How to access to the PSIP Database

To use the PSIP Database system, you are supposed to be authenticated in the database as a user having Login ID and password registered beforehand.

- 1) To enter the database, click on 'Login to PSIP Database' from the left menu.

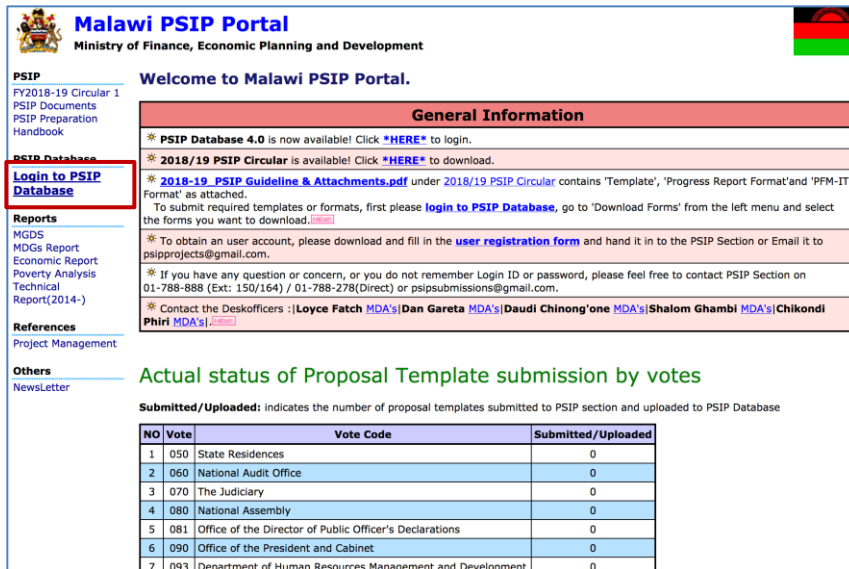


Figure 3: How to access to the PSIP Database

- 2) A page will pop up requesting to enter a password and username.

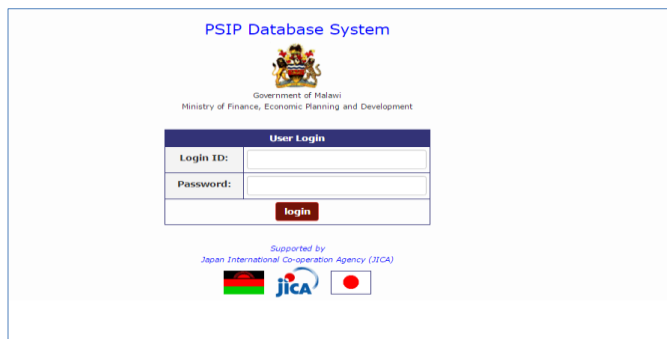


Figure 4: PSIP Database Login Screen

All users of the system are required to input Login ID and Password. When a user logs in, a connection called a session will be created. The session will be expired and require the user to log in again, if the user stays idle, that means, if the user does not click the submit button nor react for certain session maximum time.

[Note] Be careful that Login ID and Password are case sensitive, i.e. "User" and "user" are not the same.

If the login authentication is successful, it takes you to the top page of announcement of PSIP Database.

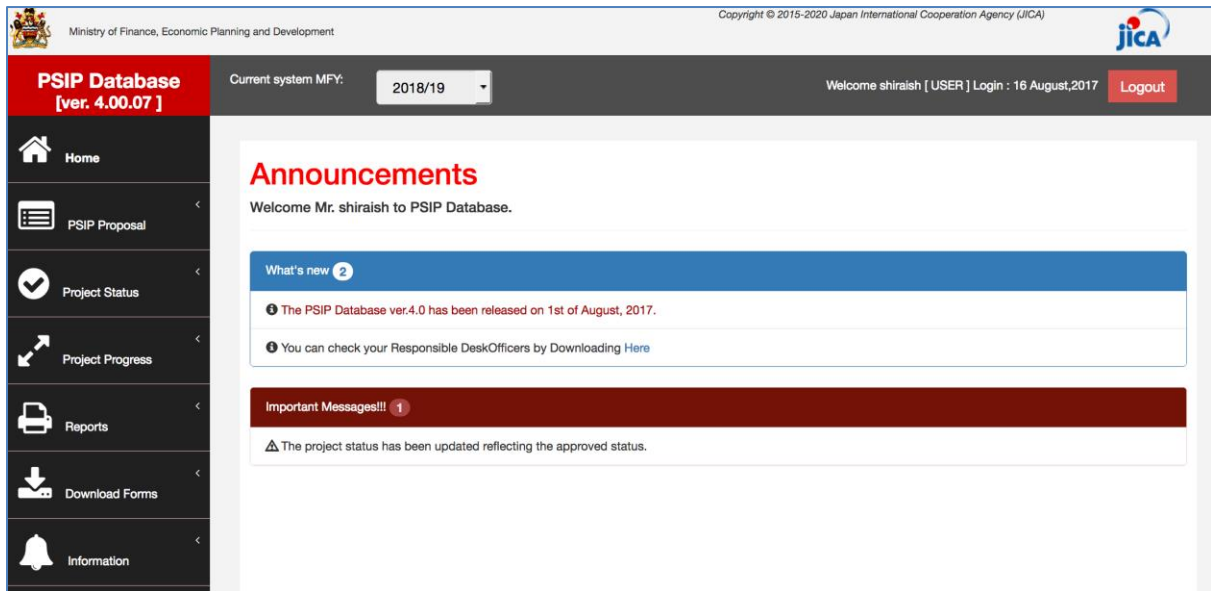


Figure 5: Announcements screen

4.3 How to obtain Login ID

A user is required to submit a User Registration form in Annex 1 to the PSIP Unit to obtain the Login ID. This form can be downloaded from the PSIP portal top page. After you fill in your profile and password, send it to the PSIP Unit who will register your account to the Database and provide you the temporary password. The first time your login, you are required to enter this temporary password and change it to new password.

5. PSIP Database features and functions

Let's see the main functions displayed on the menu of the left pain of the window. The menu has the submenus shown when you click the item.

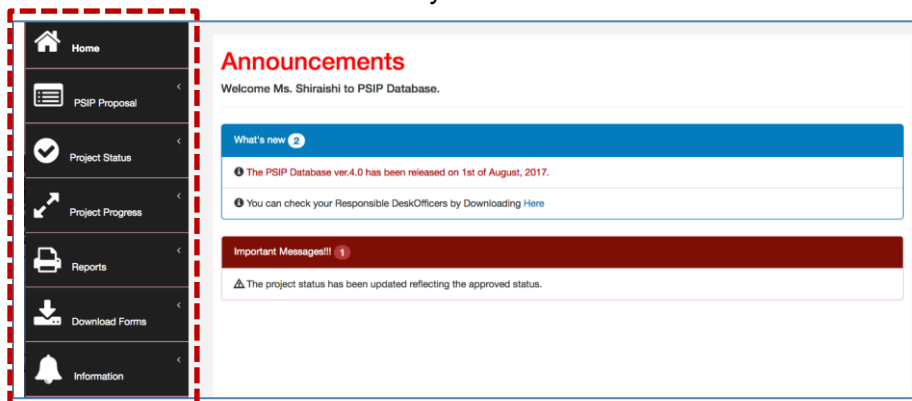


Figure 6: Database Menu

5.1 Home/Announcements

After your successful login to the system, the Announcement page of PSIP Database is on top. It displays the latest news and useful information regarding the PSIP activities and the system. It may sometimes display warning messages individually to your Ministry. It is

therefore recommendable for the user to every time check the announcements before using the system. The page also displays a feature of Desk Officers where you can download and see your PSIP desk officer.

5.1.1 View names of PSIP Desk-officers and their responsible MDA Portfolio

To view the names of PSIP Desk-officers and their MDA portfolio, click on the pop up in the announcements screen, which will navigate to matrix window of desk officers.

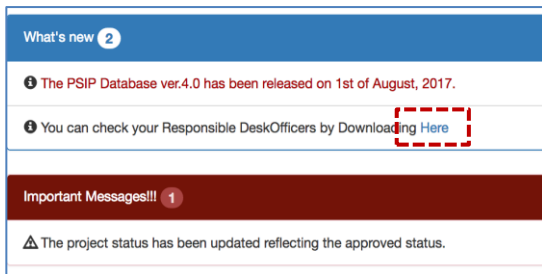


Figure 7: Announcements Screen

5.2 PSIP Proposal

PSIP Proposal menu contains the information regarding proposals, such as Project Proposal details, Summary of the submitted projects and Submission status of the proposals by MDAs.

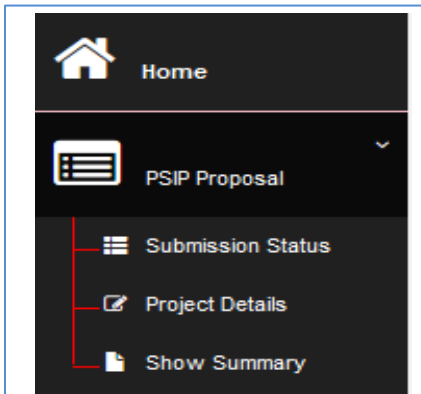


Figure 8: PSIP Proposal submenu

5.2.1 Submission Status

All the projects are shown in the Submission Status list presenting the submission and uploaded status.

Project Template Submission Status

Fiscal Year: FY2017/18 Vote: All Votes

Number of Projects: Submitted=301, Loaded=314

Vote: 050 - State Residences

| No. | Project Code | Project Title | Type | Submitted | Loaded |
|-----|--------------|--|---------|-----------|--------|
| 1 | 1100 | Construction and Rehabilitation of State Houses and State Lodges | Ongoing | 1 | 1 |
| 2 | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | Ongoing | 1 | 1 |
| 3 | 1456 | Rehabilitation of Roads and Drive Ways at State Residences | Ongoing | 1 | 1 |
| 4 | 1457 | Replacement and Rehabilitation of Plants and Equipment at State Residences | Ongoing | 1 | 1 |

Vote: 070 - The Judiciary

| No. | Project Code | Project Title | Type | Submitted | Loaded |
|-----|--------------|--|---------|-----------|--------|
| 1 | 1168 | CONSTRUCTION OF COMMERCIAL COURT | Ongoing | 1 | 1 |
| 2 | 1169 | CONSTRUCTION OF JUDICIARY HEADQUARTERS | New | 1 | 1 |
| 3 | 1700 | REHABILITATION OF COURT BUILDINGS | Ongoing | 1 | 1 |

Vote: 080 - National Assembly

| No. | Project Code | Project Title | Type | Submitted | Loaded |
|-----|--------------|--|------|-----------|--------|
| 1 | 1462 | Construction of Parliament Building-Phase 2 | New | 1 | 1 |
| 2 | 1897 | Modernization of Parliament for Effective Representation Project | New | 1 | 1 |

Vote: 090 - Office of the President and Cabinet

| No. | Project Code | Project Title | Type | Submitted | Loaded |
|-----|--------------|---|------|-----------|--------|
| 1 | 1929 | Project for the Enhancement of Capacity in Public Policy Formulation, Analysis, Monitoring and Evaluation | New | 1 | 1 |
| 2 | 1916 | Project for the Enhancement of Capacity in Public Policy Formulation, Monitoring and Evaluation | New | 1 | 1 |

Figure 9: Submission Status screen

The number “1” on the corresponding column means that it is already completed on each status. There are following two status of the submission.

Table 3: Status of the submission

| Submission Status | Meaning | Remarks |
|-------------------|--|---------|
| Submitted | The proposal is submitted by the vote. | |
| Loaded | The proposal is uploaded to the database by the PSIP unit. | |

This list can also be used to confirm if your proposal is correctly stored in the PSIP database.

[note] This screen is visible only for MDA users, and not available for GUEST users.

5.2.2 Project Details

Project details will list the submitted project proposals, by selecting FY, Vote in a drop-down list or project status.

1) Select the conditions to list the projects

MFY; select the FY you are interested in. You can select not only corresponding year, but past proposals are also available.

Vote; choose the vote which project you want to filter.

Status; check/uncheck the project status to filter the projects. i.e. ending, completed and new.

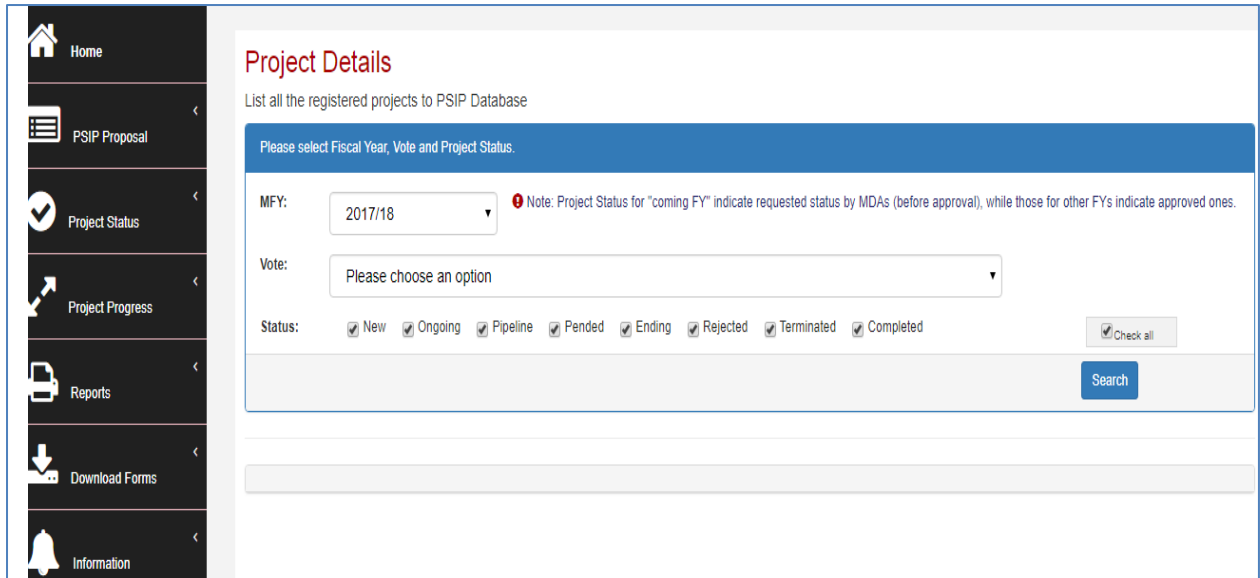


Figure 10: Project Proposal List search

- 2) Press the Search button and the corresponding projects are shown according to your conditions with the number of rows. The project status is also displayed in the list.

Results of the search: 305 data was found

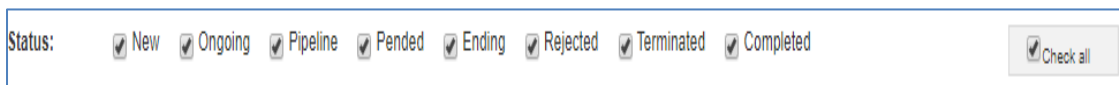
Copy CSV Excel PDF Print Show 10 entries Search:

| No | Vote Name | Project Code | Project Title | Project Period | Status |
|----|-------------------------------------|--------------|---|-------------------|---------|
| 1 | State Residences | 1100 | Construction and Rehabilitation of State Houses and State Lodges | 2015/07 ~ 2018/06 | ONGOING |
| 2 | State Residences | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | 2015/07 ~ 2017/06 | ONGOING |
| 3 | State Residences | 1456 | Rehabilitation of Roads and Drive Ways at State Residences | 2015/07 ~ 2018/06 | ONGOING |
| 4 | State Residences | 1457 | Replacement and Rehabilitation of Plants and Equipment at State Residences | 2015/07 ~ 2018/06 | ONGOING |
| 5 | The Judiciary | 1168 | CONSTRUCTION OF COMMERCIAL COURT | 2012/07 ~ 2018/12 | ONGOING |
| 6 | The Judiciary | 1169 | CONSTRUCTION OF JUDICIARY HEADQUARTERS | 2017/08 ~ 2021/07 | NEW |
| 7 | The Judiciary | 1700 | REHABILITATION OF COURT BUILDINGS | 2017/07 ~ 2020/06 | ONGOING |
| 8 | National Assembly | 1462 | Construction of Parliament Building-Phase 2 | 2018/09 ~ 2025/08 | NEW |
| 9 | National Assembly | 1897 | Modernization of Parliament for Effective Representation Project | 2017/07 ~ 2022/06 | NEW |
| 10 | Office of the President and Cabinet | 1929 | Project for the Enhancement of Capacity in Public Policy Formulation, Analysis, Monitoring and Evaluation | 2017/07 ~ 2019/10 | NEW |

Showing 1 to 10 of 305 entries Previous 1 2 3 4 5 ... 31 Next

Figure 11: Project Proposal List

[note] As a default, all the status is selected. If you want to unselect all, uncheck the “Check all” checkbox.



[note] Project Status for "coming FY" indicate requested status by MDAs (before approval), while those for other FYs indicate approved ones.

3) Other useful functions

- **Search by keyword**

After you list all the projects, if you want to filter more in detail with some keywords, enter the word into the “Search” textbox, and only the projects that hit with the corresponding keyword will be listed on the table.

Results of the search: 305 data was found

Copy CSV Excel PDF Print Show 10 entries Search:

| No ^ | Vote Name | Project Code | Project Title | Project Period | Status |
|------|------------------|--------------|--|-------------------|---------|
| 1 | State Residences | 1100 | Construction and Rehabilitation of State Houses and State Lodges | 2015/07 ~ 2018/06 | ONGOING |
| 2 | State Residences | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | 2015/07 ~ 2017/06 | ONGOING |

Figure 12: Search by keyword

- **Sort on the title of the table**

You can sort the list table clicking the title (No, PSIP Code, Title, Type, etc.).

Results of the search: 305 data was found

Copy CSV Excel PDF Print Show 10 entries Search:

| No ^ | Vote Name | Project Code | Project Title | Project Period | Status |
|------|------------------|--------------|--|-------------------|---------|
| 1 | State Residences | 1100 | Construction and Rehabilitation of State Houses and State Lodges | 2015/07 ~ 2018/06 | ONGOING |
| 2 | State Residences | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | 2015/07 ~ 2017/06 | ONGOING |

Figure 13: Sort function

- **Print function**

By clicking the printing function button, you can print the filtered table to print image, PDF, CSV (Excel) or “Copy and Paste” to where you want.

Results of the search: 305 data was found

Copy CSV Excel PDF Print Show 10 entries Search:

| No ^ | Vote Name | Project Code | Project Title | Project Period | Status |
|------|------------------|--------------|--|-------------------|---------|
| 1 | State Residences | 1100 | Construction and Rehabilitation of State Houses and State Lodges | 2015/07 ~ 2018/06 | ONGOING |
| 2 | State Residences | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | 2015/07 ~ 2017/06 | ONGOING |

Figure 14: Print function

- **Show entries function**

By selecting the Show entries button, you can specify the number of projects appearing on screen e.g. 50,100,200 or all.

Results of the search: 305 data was found

Copy CSV Excel PDF Print Show 10 entries Search:

| No | Vote Name | Project Code | Project Title | Project Period | Status |
|----|------------------|--------------|--|-------------------|---------|
| 1 | State Residences | 1100 | Construction and Rehabilitation of State Houses and State Lodges | 2015/07 ~ 2018/06 | ONGOING |
| 2 | State Residences | 1453 | Construction of Security Fence at Kamuzu and Sanjika Palaces | 2015/07 ~ 2017/06 | ONGOING |

Figure 15: Show entries function

5.2.3 Project Detail Information

By selecting the Project Code on the list, it takes you to the project detail information page. Project Detail Information is grouped into several tabs. Clicking on the tabs will open a corresponding page according to the project status. New Project Registration has tabs namely General Info / Outline / Total Project Cost Matrix / Annual Project Cost Matrix / Financing/ Monitoring Evaluation/Proposal Applied FY/Project Management Structure, while On-going project has tabs; General Info / Outline/Project Performance / Annual Project Cost Matrix / Monitoring Evaluation / Proposal Applied FY/ Project Management Structure.

Basically, the contents displayed in the Project Details are the same as Excel Template format. On the top of the page the title, the status and selected year are always visible.

ONGOING Project: Construction of Security Fence at Kamuzu and Sanjika Palaces [1453]
 [Selected project year: 2017]

PSIP Database / PSIP Proposal / Project Details pdf print

General Info **Outline** Project Performance Annual Project Cost Matrix Monitoring Evaluation Proposal Applied FY Proj.Mngmt.Structure

General Information

| | | | |
|---|------------------------|--|--------------------|
| 1 | Project Code | Project Code | PSIP Previous Code |
| | | 1453 | 14-050-002 |
| 2 | Project Title * | Construction of Security Fence at Kamuzu and Sanjika Palaces | |
| | Project Type * | Development/Infrastructure | |
| | Readiness of Project * | <input type="checkbox"/> Ready to start designing <input type="checkbox"/> Feasibility study completed <input type="checkbox"/> Land Acquisition is completed <input type="checkbox"/> Hiring of contractors done <input type="checkbox"/> A design is available <input type="checkbox"/> Detailed engineering design and costing is done <input type="checkbox"/> Procurement Process has started <input type="checkbox"/> Procurement has been done | |

Figure 16: Project Detail screen

Print output function is available in each page with PDF format and Print image.

Selected project year: 2017

PSIP Database / PSIP Proposal / Project Details pdf print

Figure 17: Print function in Project Detail

5.2.4 Show summary

Instead of displaying the specific proposal information one by one, you can list all the projects in one table summarizing the submitted proposal information.

- 1) Go to PSIP Proposal-> Show summary from the left pain menu.

| No. | Vote | NEW/ONGOING (FY2016/17 Status) | Project Title | Project Purpose | FY2016/17 Start-End (Orig) | FY2016/17 Start-End (Revised) | FY2017/18 Start-End (Orig) | FY2017/18 Start-End (Revised) | FY2016/17 TEC (MK) |
|-----|------|--------------------------------|---|---|------------------------------|-------------------------------|------------------------------|-------------------------------|--------------------|
| 1 | | ONGOING (ONGOING) | 1100 - Construction and Rehabilitation of State Houses and State Lodges | To improve the accomodation and work environment for the Head state through rehabilitation of State Houses and lodges | Jul/2008 - Jun/2016 (8years) | Jul/2015 - Jun/2018 (3years) | Jul/2008 - Jun/2016 (8years) | Jul/2015 - Jun/2018 (3years) | 50,000,000 |
| 2 | | ONGOING (ONGOING) | 1453 - Construction of Security Fence at Kamuzu and Sanjika Palaces | To Construct and rehabilitate security fence at Kamuzu and Sanjika Palaces | Jul/2014 - Jun/2015 (1year) | Jul/2015 - Jun/2017 (2years) | Jul/2014 - Jun/2015 (1year) | Jul/2015 - Jun/2017 (2years) | 50,000,000 |
| 3 | | ONGOING (PENDEED) | 1456 - Rehabilitation of Roads and Drive Ways at State Residences | To improve passability of roads in State Houses and facilitate timely delivery of State house business through rehabilitation of roads and drive ways | Jul/2014 - Jun/2017 (3years) | Jul/2015 - Jun/2018 (3years) | Jul/2014 - Jun/2017 (3years) | Jul/2015 - Jun/2018 (3years) | 50,000,000 |

Figure 18: Show summary screen

This summary list is quite useful to compare all the projects since it shows TEC, Funding of the recent two years, information of donors and contacts at once.

- 2) To get the summary list in Excel format, you can click “Download” icon.

[Note] The project summary is one of the main tools for the appraisal. Be careful that if your proposal is not found here, it means that the project may be excluded from the appraisal. If your submitted project is not found in spite you have sent it to the PSIP unit, please contact to the PSIP staff.

5.3 Project Status Menu

5.3.1 Status & approved Budget

The Status and Approved Budget submenu shows the list of results of project status, approved budget, the appraisal decision, submission status and mid-year revision budget.

- 1) Specify the financial Year FY, Vote and Status as search conditions
- 2) The projects that meet the search conditions are listed in the table

Status & Approved Budget

List the results of project status and approved budget

Please select Fiscal Year, Vote and project status

MFY:

Vote:

Status: New Ongoing Pipeline Pended Ending Rejected Terminated Completed Check all

Results of the search: 10 data was found

Copy Excel Print PDF Show All entries Search:

| no | vote | Previous Code | Project Title | Submission Status | | | Appraisal Decision | Approved Budget | | | Mid Year Revision | | |
|----|---------------------------|---------------|---|-------------------|-------------|--------------|--------------------|-----------------|---------------|--------------|-------------------|--------------|--------------|
| | | | | Status | Part I(MKW) | Part II(MKW) | | Status | Part I (MKW) | Part II(MKW) | Status | Part I (MKW) | Part II(MKW) |
| 1 | [100] Ministry of Defence | 08-100-001 | [1104] Construction and Rehabilitation of Buildings and Structures | ONGOING | 0 | 296,000,000 | ONGOING | ONGOING | 1,000,000,000 | | | | |
| 2 | [100] Ministry of Defence | 14-100-001 | [1470] UP GRADING OF COBBE BARRACKS INSTITUTIONAL ROADS | ONGOING | 0 | 550,000,000 | ONGOING | | 800,000,000 | | | | |
| 3 | [100] Ministry of Defence | 14-100-002 | [1471] CONSTRUCTION OF 4112 NEW HOUSES IN SELECTED MDF UNITS ACROSS THE COUNTRY | NEW | 0 | 253,400,000 | PIPELINE | PIPELINE | | | | | |

Figure 19: Status and Approved Budget screen

The appraisal decision made by PSIP desk officer is shown in the appraisal decision column. First of all in the appraisal decision, the project has the proposed status submitted by MDA users through Excel Proposal Template. Then the status will have the result of appraisal. The following figure shows how the transition of the status of New, On-going and Pipeline goes.

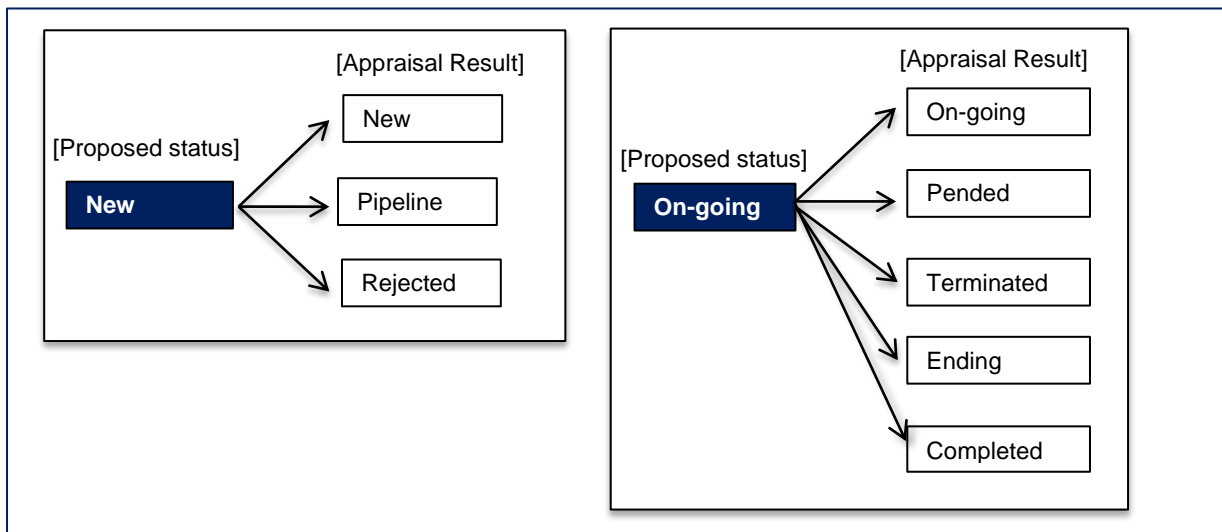


Figure 20: Transition of Project Status

The Proposed status by submission is set as project status after the proposal submission of the projects by MDA users. After the appraisal, its decision is set around mid-February overwriting the original status. The approved status column after the Parliament is inserted

into the table as shown in the figure below. This means that the approved status column represents the decision of the project which will be set around August.

| Status | Submission Status | | Appraisal Decision | Status | Approved Budget | | Mid Year Revision | | |
|---------|-------------------|---------------|--------------------|---------|-----------------|--------------|-------------------|--------------|--------------|
| | Part I(MKW) | Part II(MKW) | | | Part I (MKW) | Part II(MKW) | Status | Part I (MKW) | Part II(MKW) |
| ONGOING | 0 | 400,023,956 | ONGOING | PENDED | | | | | |
| ONGOING | 0 | 299,824,000 | ONGOING | ONGOING | | 100,000,000 | | | |
| ONGOING | 0 | 2,232,850,000 | PENDED | PENDED | | | | | |
| ONGOING | 0 | 887,723,364 | ONGOING | ONGOING | | 300,000,000 | | | |
| NEW | 0 | 0 | | | | | | | |

Figure 21: Four status of the project

5.4 Project Progress

5.4.1 Project Quarterly Progress Report Status

As a reporting function, you can list all the status of Project Quarterly Progress Report selecting the year and vote. All the projects with project status “On-Going”, “New” or “Ending” is retrieved according to your specified filter, showing which quarterly period of the report is already submitted and which is yet pending.

| no | Vote | VoteName | Project Title | Latest Status | Status of submission | Extension Request |
|----|------|--|---|---------------|----------------------------------|-------------------|
| 1 | 093 | Department of Human Resources Management and Development | [1706] The Rehabilitation of Access Road at Staff Development Institute | ONGOING | 1Q: OK ✓ 2Q: --- 3Q: --- 4Q: --- | Requested |
| 2 | 100 | Defence | [1104] Construction and Rehabilitation of Buildings and Structures | ONGOING | 1Q: --- 2Q: --- 3Q: OK ✓ 4Q: --- | |
| 3 | 100 | Defence | [1470] U/P GRADING OF COBBE BARRACKS INSTITUTIONAL ROADS | ONGOING | 1Q: --- 2Q: --- 3Q: OK ✓ 4Q: --- | |
| 4 | 100 | Defence | [1474] EXTENSION OF DWELLING UNITS AT MARINE UNIT | ONGOING | 1Q: --- 2Q: --- 3Q: OK ✓ 4Q: --- | |
| 5 | 100 | Defence | [1478] Construction and Rehabilitation of Water Works - Mvera | ONGOING | 1Q: --- 2Q: --- 3Q: OK ✓ 4Q: --- | |
| 6 | 180 | Sports Development and Culture | [1183] Construction of National Stadium | ONGOING | 1Q: OK ✓ 2Q: --- 3Q: --- 4Q: --- | Requested |

Figure 22: Quarterly Progress Report screen

[note] The MFY will be selected with the year of the project which Quarterly Progress Report corresponds to. For example, if you submit the report for year 2016/17 project, select the year

2016/17 and the table shows all the 2016/17 projects that are supposed to submit report with project status New, Ongoing, Ending checked as a default.

If “show only submitted projects” checkbox is checked, only project who submitted Quarterly Progress Report will be listed.

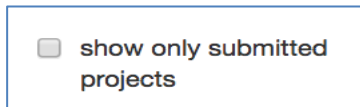
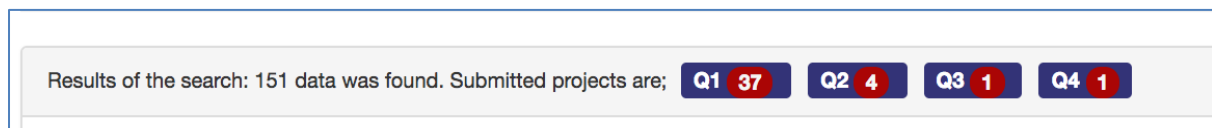



Figure 23: Show only submitted projects check button

The result of the search will be displayed after the search button is clicked with the specified conditions. The red number in the square represents the number of submitted reports each quarter.



5.4.2 Report Detail

If the report is submitted, you can click the blue OK button  to see the detail of the report corresponding to the project. There are tabs such as Main, Project Performance, which information is the same as Excel Project Quarterly Report. Please refer the Excel Manual for the detail information.

5.4.3 Extension Request

The submitted Extension Request information is available selecting "Extension Request" tab on the Quarterly Progress tab. The content is displayed with the same information as Excel Format.



5.4.4 Completion Report

If the project is completed and the report is submitted by Excel format, the content is also displayed on the "Completion Report" tag.



5.4.5 How does the system decide if the report is submitted or not

The system employs the following two conditions to see if the quarterly report is submitted.

- It checks if information on finance issues/ performance issues/ actions/ others is/are not empty.
- All above issues are empty but performance is not empty.

5.4.6 Feedback of Extension Request

On the Extension Request column, the "Requested" or "Show Result" button is displayed if the project has submitted the extension request.

The red "Requested" means that the project has submitted the request, while the green "Show Result" represents that the result is already done.

| Latest Status | Status of submission | | | | Extension Request |
|---------------|----------------------|-------------|-------------|------------|-------------------|
| ONGOING | 1Q: OK ✓ | 2Q: --- | 3Q: --- | 4Q: --- | Requested |
| ONGOING | 1Q: --- | 2Q: --- | 3Q: OK ✓ | 4Q: --- | |
| ONGOING | 1Q: --- | 2Q: --- | 3Q: OK ✓ | 4Q: --- | |
| ONGOING | 1Q: --- | 2Q: --- | 3Q: OK ✓ | 4Q: --- | |
| ONGOING | 1Q: --- | 2Q: --- | 3Q: OK ✓ | 4Q: --- | |
| ONGOING | 1Q: OK ✓ | 2Q: --- | 3Q: --- | 4Q: --- | Show Result |
| ONGOING | 1Q: OK ✓ | 2Q: OK ✓ | 3Q: --- | 4Q: --- | |
| ONGOING | 1Q: OK ✓ | 2Q: --- | 3Q: --- | 4Q: --- | |
| ONGOING | 1Q: OK ✓ | 2Q: --- | 3Q: --- | 4Q: --- | Requested |
| ONGOING | 1Q: OK ✓ | 2Q: --- | 3Q: --- | 4Q: --- | Requested |

Figure 24: Extension Request feedback

Clicking the button shows popup window where you can observe the detail of the request and its result.

| Request contents | |
|-------------------------|--|
| Approval Status | Approved |
| Project Period | Original From Jul 2012 To Jun 2016 |
| | Request From Jul 2017 To Jun 2021 |
| | Approve From Jul 2017 To Jun 2021 |
| TEC | Original 22,500,000,000 |
| | Request 200,000,000 |
| | Approve 200,000,000 |
| Reason for Request | After construction the Bingu National Stadium needs to undergo maintenance period for four years |
| Reason for the Decision | |

Figure 25: Detail of the extension request

5.5 Reports

5.5.1 Project List

This function shows the project summary based on the TEC and Donor by specifying the responsible ministry and MDA.

Figure 26: Show project summary report

To view by Vote, select MFY, the vote, check on the TEC or donor, then click show button. Once that is done, the table below is shown.

| [050 State Residences] 3 Projects | | | | Submission | | | Approved | | |
|--|---|---------------------|---------|------------|---------------|---------------|----------|-------------|-------------|
| NO | Project Name | Project Period | Status | Part I | Part II | Total | Part I | Part II | Total |
| 1 | [1453] Construction of Security Fence at Kamuzu and Sanjika Palaces | Jul/2015 - Jun/2017 | ONGOING | 0 | 299,824,000 | 299,824,000 | 0 | 100,000,000 | 100,000,000 |
| 2 | [1456] Rehabilitation of Roads and Drive Ways at State Residences | Jul/2015 - Jun/2018 | ENDING | 0 | 2,232,850,000 | 2,232,850,000 | 1,456 | 1,456 | 2,912 |
| 3 | [1457] Replacement and Rehabilitation of Plants and Equipment at State Residences | Jul/2015 - Jun/2018 | ONGOING | 0 | 887,723,364 | 887,723,364 | 0 | 300,000,000 | 300,000,000 |
| Sub Total | | | | 0 | 3,420,397,364 | 3,420,397,364 | 1,456 | 400,001,456 | 400,002,912 |

Figure 27: Show project summary

[Note]

When the MGDS Theme or Priority is selected by user, the grand total does not match as the whole project grand total, since there are projects which do not have the MGDS Theme or Priority.

[Note]

If you are using **Microsoft Office 2013/2016** or **Office 2010** versions, when downloading the report, you might have noticed the problem of protected mode which disables to display the contents. Whenever you try to open an Office document (Word, Excel or PowerPoint file) which was downloaded from Internet or was attached in an email, Microsoft Office program opens it in **Protected View** which is also known as **Read Mode** or **Restricted Mode**.

You can turn off Protected View feature in Office 2010 or Office 2013/2016 version, check out following simple steps:

1. First launch any Office program such as Microsoft Word and then click on File menu present in the ribbon.
2. Now click on Options tab present in the left sidebar.
3. It'll open Options window. Now click on "Trust Center" tab given at the end in left-side pane and then click on "Trust Center Settings" button.

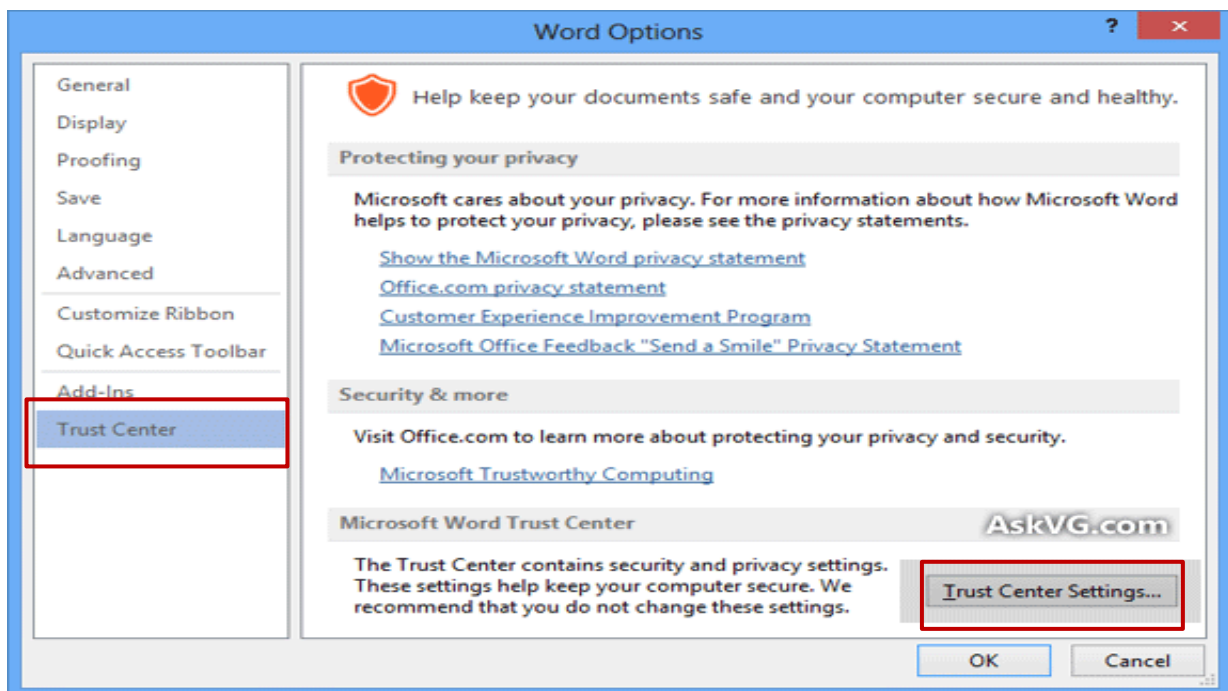


Figure 28: Show protected view window

4. Click on "Protected View" tab and in right-side pane, you'll see following options:
"Enable Protected View for files originating from the Internet"

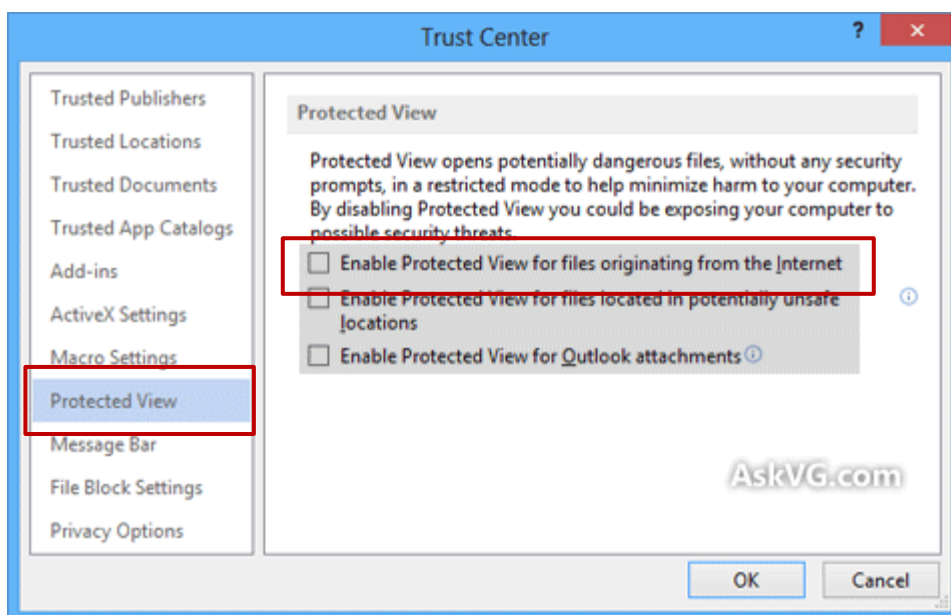


Figure 29: Show trust center window

5.6 Download Forms

MDA users can download Project Proposal for;

- New Project Proposal (Blank format)
- New Project Proposal (Pipeline project)
- On-going Project Proposal
- Quarterly Progress Report
- PFM-IT

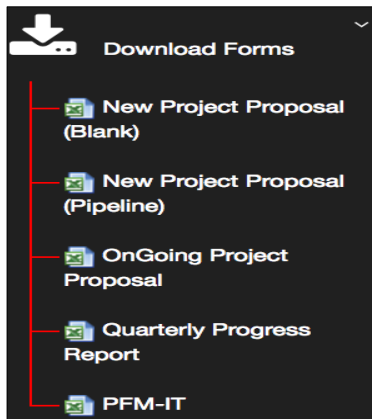


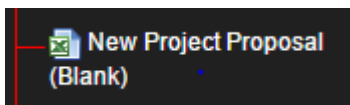
Figure 30: Shows sub menus of download forms menu

[note] This download menu is visible only for MDA users, and not available for GUEST users.

5.6.1 How to download the PSIP templates

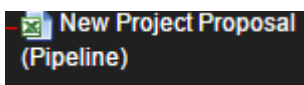
(1) New project proposal (Blank)

Once the sub menu of download new project proposal (Blank) is clicked, the save as window pops up and then the file can be saved.



(2) New project proposal (Pipeline)

Clicking on the sub menu navigates to the download window where a vote of choice is selected from the drop-down list. Once the vote is selected then the list of projects appears. If select/unselect all button is checked, all the projects are downloaded. But you can also check the project you want to download and once checked, you can click on the "download selected files" button



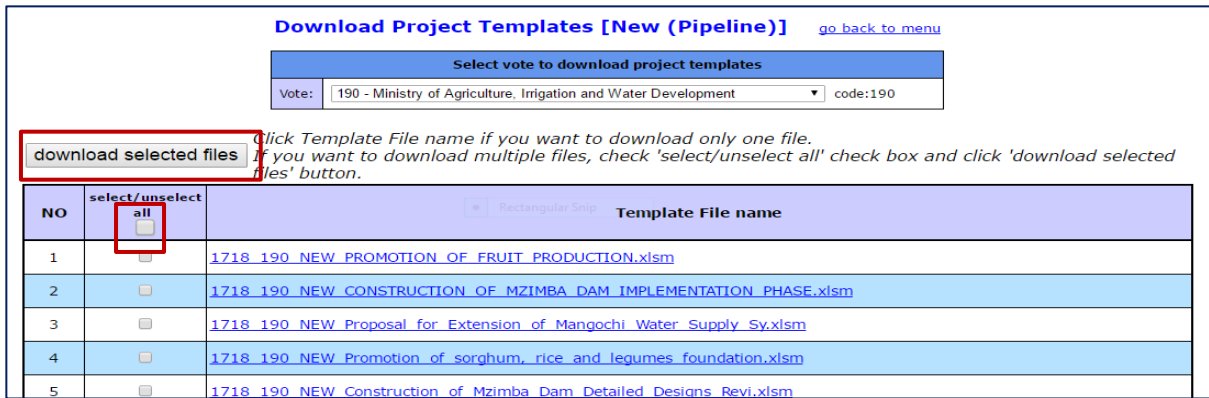


Figure 31: Shows download function for pipeline projects

(3) Ongoing project proposal

Clicking on the sub menu navigates to the download window where a vote of choice is selected from the drop-down list. Once the vote is selected then the list of projects appears. If select/unselect all button is checked then all the projects are downloaded. But you can also check the project you want to download and once checked you can click on the download selected files button

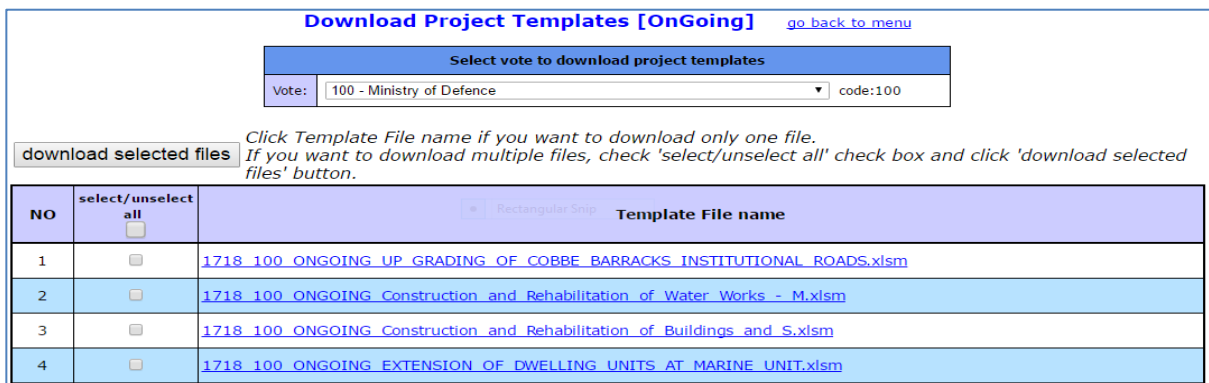
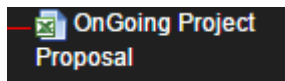
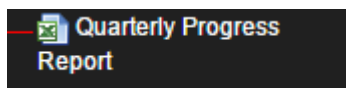


Figure 32: Shows download function for ongoing projects

(4) Quarterly progress reports

Clicking on the sub menu navigates to the download window where a vote of choice is selected from the drop-down list. Once the vote is selected then the list of projects appears. If select/unselect all button is checked then all the projects are downloaded. But you can also check the project you want to download and once checked you can click on the download selected files button.



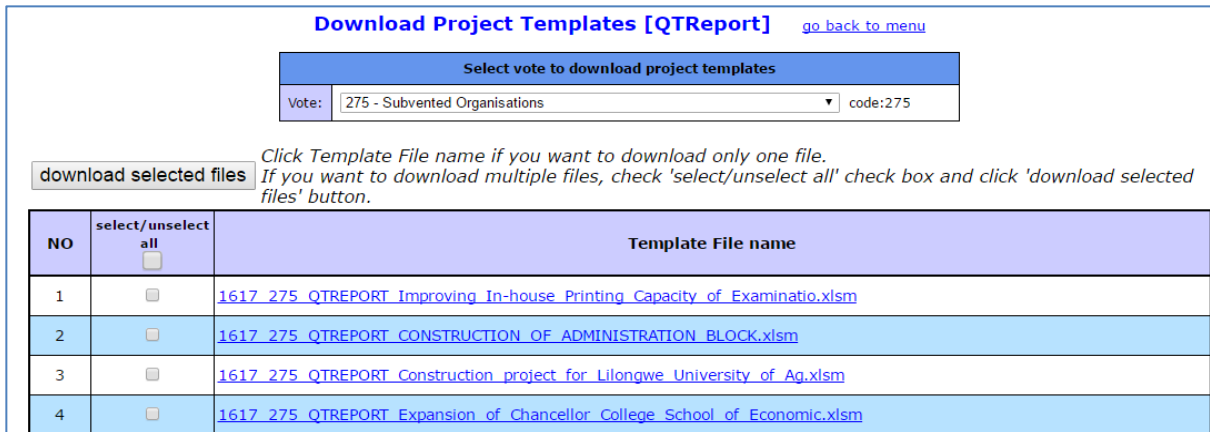


Figure 33: Shows download function for Quarterly reports

(5) PFM-IT

Clicking on the sub menu navigates to the download window where a vote of choice is selected from the drop-down list. Once the vote is selected then the list of projects appears. If select/unselect all button is checked then all the projects are downloaded. But you can also check the project you want to download and once checked you can click on the download selected files button.

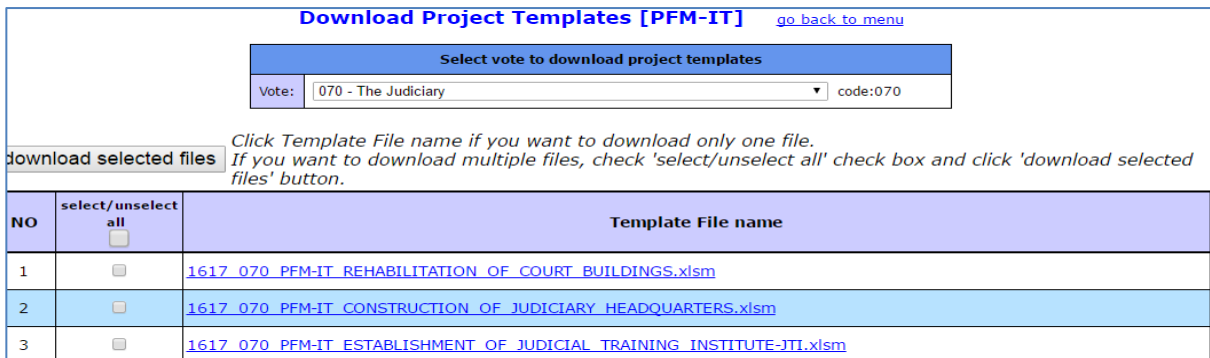
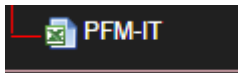


Figure 34: Shows download function for PFM-IT

5.7 Information

This is an information function which shows the announcements made by PSIP and PSIP Newsletter.

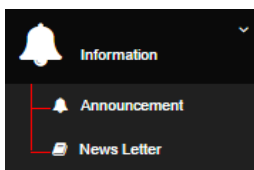


Figure 35: Show the information menu

5.7.1 Announcement

- (1) Click on the announcements to navigate to the announcements screen

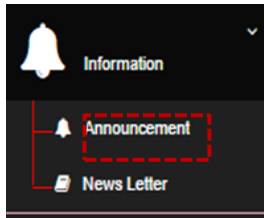


Figure 36: Announcements sub-menu

- The announcements Page

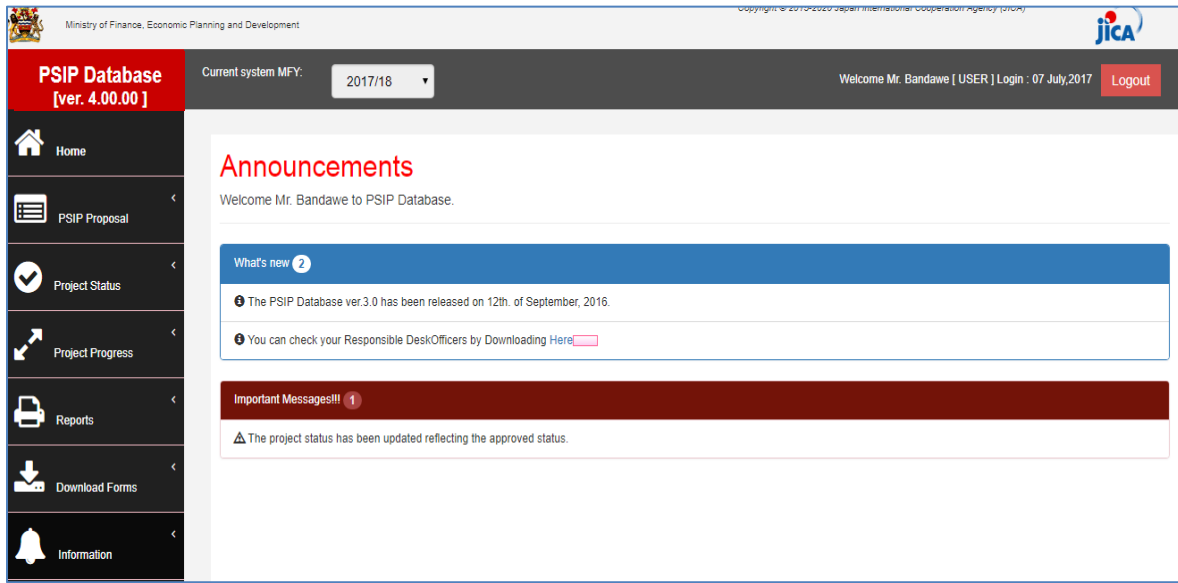


Figure 37: Announcements page

5.7.2 Newsletter

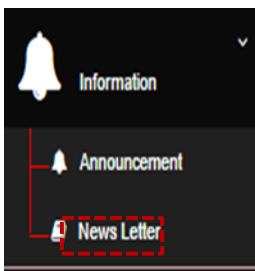


Figure 38: Newsletter sub-menu

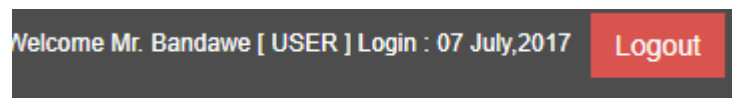
- Newsletter page



Figure 39: Newsletter Page

5.8 Logout

A connection called a session is established each time a user login. To terminate that session the user may logout of the system.



6. User Privileges

Some restrictions have been placed on the user accounts, which will vary according to the type of user group and the stage of the Public Sector Investment Programming (PSIP) cycle. The access permissions are as follows.

Table 4: Roles and privilege

| User Group | Rolls and privileges | Targets |
|---------------|---|--|
| Guest User | Guest user can view proposal submissions but cannot download nor view the submission status. | Registered users interested to see the PSIP information including donors |
| MDA Users | MDA users can view proposal data and download, but no right to edit documents. | MDA users registered to database |
| PSIP Unit | PSIP officers can edit all Ministries' information such as the project status or appraisal status | The PSIP Officers |
| Administrator | Administrators will be able to edit all data and manage accounts, database, etc. | IT Officials assigned to maintain the system and database. |

7. Proposal submission and PSIP Process

7.1.1 Proposal Submission flow

Most information of the Proposal and Quarterly Report is “Read only” on the PSIP Database. The original Project Proposal and Quarterly Report are filled in Excel file which MDA users send to the PSIP unit by mail. The PSIP Unit is responsible for the registration of the sent information into the database. If you need to modify the information, please change the contents of the Excel Template and send it again to the PSIP unit.

The following figure represents the proposal submission flow.

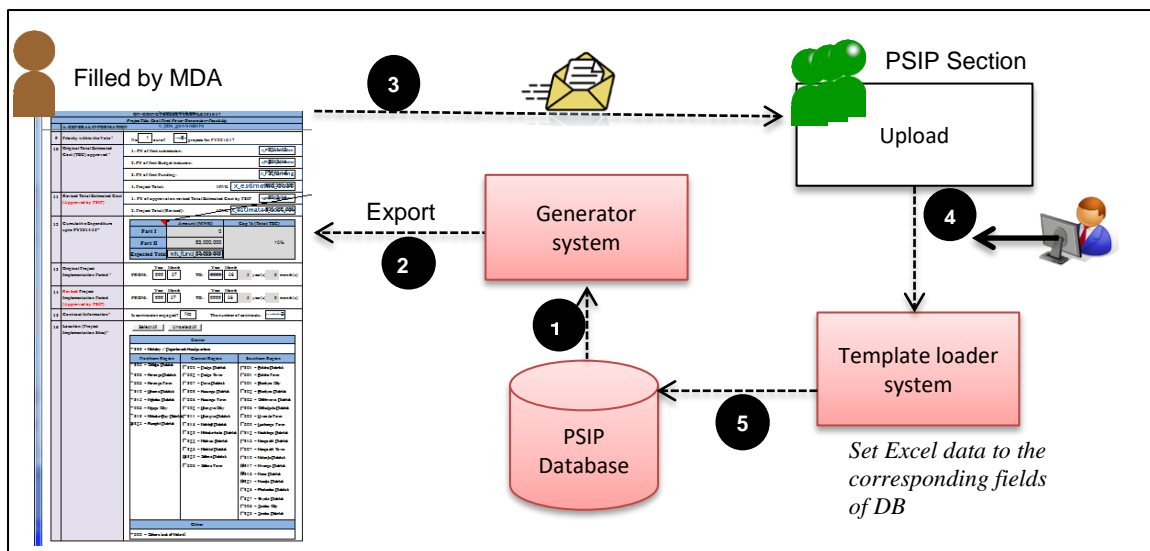


Figure 37: Proposal Submission flow

- 1) The proposal information already registered to the database is retrieved from the system (in case of On-going).
- 2) The retrieved data is exported to the corresponding fields of Excel Template (in case of On-going).
- 3) After MDA users fill in the information in Excel Template, they send it to PSIP Unit.
- 4) At PSIP Unit, the Excel Template is loaded to the system.
- 5) The system finally registers the proposal information to the PSIP Database.

7.1.2 During PSIP Process

As described above, MDA users can create information by Excel Template for New and On-going Projects which is after the announcement of Circular No1 and for a certain period until the project submission deadline. If a user needs to change project details of the already submitted project, it is required to contact the PSIP Unit and justify their reason for change. Changing project life span will need authorization by way of Extension Request from MFEPD and hence data revision will be approved by MFEPD.

The MDA users will be given about one month to prepare their proposals. During this period, the PSIP Unit will give them technical assistance on how to fill in the template where necessary. To secure enough time for the proposal appraisal by the PSIP Unit, the proposals must be submitted on time.

8. Questions and Answers

Below is a list of questions that a user might ask. If you encounter any problem beyond your control, contact the PSIP Unit on **01 788 888 (Ext: 150/164)** or psipsubmissions@gmail.com.

8.1 System

Q1. I cannot connect to the Database by GWAN connection

A: Firstly, confirm that you are on the GWAN network with your Network Administrator. If you are on the GWAN network, check if your network cable is properly connected. If your cable is connected, check if there is a connection by looking for an icon of network at the bottom right corner of your screen.

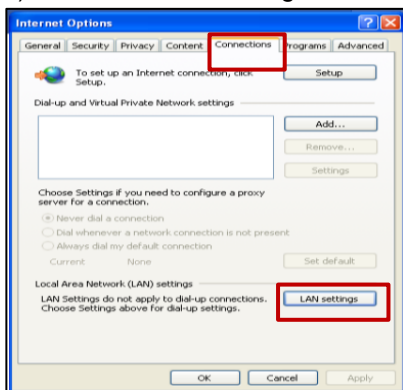
If you are connected and still cannot access the database, call the PSIP Unit to inform that the database is not connected.

Q2. My connection is slow (Only for GWAN Users)

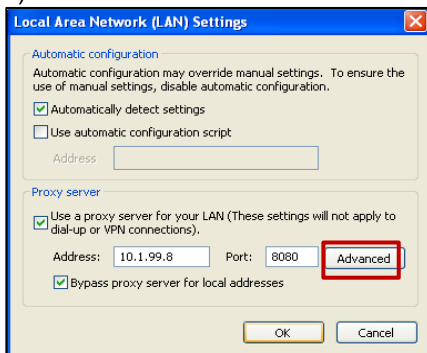
A: On the GWAN Network each command goes via the Proxy Server. This sometimes slows the speed with which the user accesses the database.

The users can bypass the GWAN Proxy server for the PSIP Database which allows them a direct connection to the database. This will also enable them to access to the database even when the Proxy Server is down. To bypass the Proxy you can configure the following settings (in case of Internet Explorer):

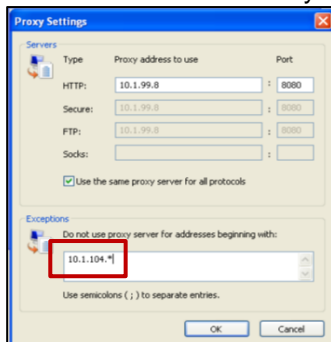
- 1) Go to Tools on the Internet Explorer menu bar.
- 2) On the Drop down list select Internet Options.
- 3) From the window click on Connections on the tabs at the top of the window
- 4) Click on LAN Settings on the window



- 5) For the GWAN connection, you may have already proxy setting with the proxy IP address.
- 6) Click on Advanced.



- 7) Type "10.1.99.*" on the Exceptions box under "Do not use proxy for addresses beginning with:" which will allow you to bypass the proxy Server.

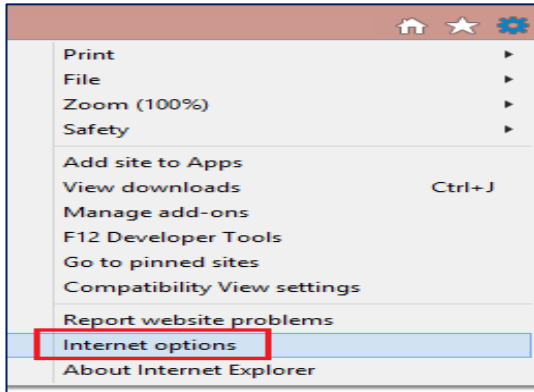


- 8) Click **OK** on the three pages to activate the settings.

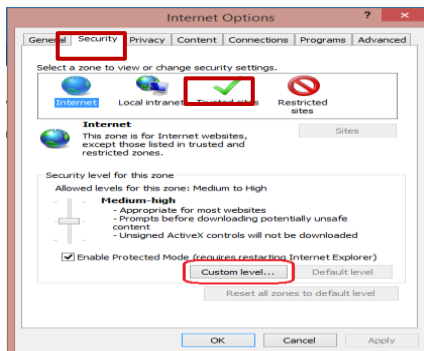
Q3. How can I enable JavaScript in internet explorer

A: The system requires JavaScript enabled since in some pages the JavaScript function is applied. The following procedure explains how to enable JavaScript in Internet Explorer.

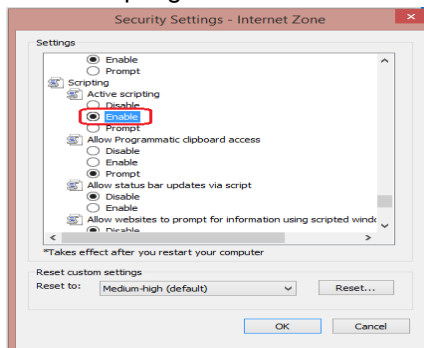
- 1) On the web browser menu, click Tools or the "Tools" icon (which looks like a gear), and select Internet Options.



- 2) When the "Internet Options" window opens, select the Security tab.
- 3) On the "Security" tab, make sure the Internet zone is selected, and then click on the "Custom level..." button



- 4) In the Security Settings – Internet Zone dialog box, click Enable for Active Scripting in the Scripting section.



- 5) When the "Warning!" window opens and asks, "Are you sure you want to change the settings for this zone?" select Yes.
- 6) Click OK at the bottom of the Internet Options window to close the dialog.
- 7) Click the Refresh button to refresh the page and run scripts.

8.2 User account

Q4. How can I obtain my user account?

A: Please submit a User Registration form in Annex 1 to the PSIP Unit. This form can be downloaded on the intranet or website.

Q5. I have forgotten my password

A: Please contact to the PSIP administrator, who will reactivate your account. You can renew your password.

Q6. What is the session?

A: For each user who logs into the system, a connection called a session will be created. The session will expire after maximum session time and require the user to login again. The idle state will occur if the user does not press any button nor click on the option.

8.3 Project Proposal

Q7. What is the project code? Where can I get it?

A: A project code is the code that the database will assign to uniquely identify each project. The user does not have to worry much about the code because the database will give you for all new projects.
The project code is a four-digit number.

Q8. What is a donor code? Where can I get it?

A: A user may refer a Donor Code for the main donor that is funding the project. This code is taken from the donor or the Debt and Aid Division, Ministry of Finance.

Q9. How can I remove a project from the list

A: Once the project is registered, it is not allowed to delete. If you want to delete the project, please contact the PSIP unit.

9. Definitions and acronyms

Below is a list of definitions, acronyms and abbreviations that have been used in this document.

9.1 Definitions

Table 5: Shows definitions

| Word | Definition |
|-------|--|
| MySQL | An open source database engine used to manage data in a relational database management system. |
| PHP | Is a scripting language used to write web applications. |
| User | A person who makes use of a system. |

| | |
|----------|--|
| Database | Consists of an organized collection of data for one or more multiple uses. |
|----------|--|

9.2 Acronyms and abbreviations

Table 6: Shows acronyms and abbreviations

| Acronyms and abbreviations | Definitions |
|----------------------------|---|
| Admin | Administrator of the system |
| CEPSIP | Capacity Enhancement for Public Sector Investment Programming |
| DAS | Development Assistance Strategy |
| GWAN | Government Wide Area Network |
| JICA | Japan International Cooperation Agency |
| MFEPD | Ministry of Finance, Economic Planning and Development |
| PSIP | Public Sector Investment Program |
| URL | Unified Resource language |

10. Annexes

Annex1: Registration Form

| PSIP Database User Account Registration Form | |
|---|--|
| <i>If users need an account they are required to fill in the form bellow and hand it in to the PSIP Unit.</i> | |
| Date: | |
| User ID: (Up to 20 characters) | |
| First Name: | |
| Last Name: | |
| Ministry: | |
| Position: | |
| Office Location: | |
| P.O Box: | |
| E-mail 1: | |
| E-mail 2: | |
| TEL 1: | |
| TEL 2: | |
| Fax: | |
| Cell 1: | |
| Cell 2: | |
| Signature | |

Official Use only

| | |
|-------------------|---|
| Approved: | <input type="checkbox"/> Yes <input type="checkbox"/> No [Reason: _____] |
| Approved Date | |
| Initial Password: | |
| Approved By: | |
| Registered By: | |
| Signature: | |