

**Table 3. Summary of Subproject Processing and Approval**

	<b>Action</b>	<b>Communication means</b>	<b>Duration (working days)</b>
1.	Line Agency / Executing Agency (LA/EA) prepares draft AF in consultation with ADB Project Team Leader and PCU Consultant Team	email	15 days
2.	LA / EA sends final draft AF to PCU Consultant Team	email	0 days
3.	PCU Consultant Team sends final draft AF to ADB Project Team Leader for endorsement	email	1 day
4.	PCU Consultant Team send Project Team Leader-endorsed AF to LA/EA	email	2 days
5.	LA/EA prepares official letter signed by LA/EA management and officially submits AF to PCU/MPI	Letter	15 days
6.	PCU Consultant Team reviews the AF and sends evaluation report to PCU / MPI	email	5 days
7.	PCU/MPI sends AF and evaluation report (letter signed by PCU Director) to ADB PPSSF Team (VRM) for review and endorsement	Letter	5 days
8.	ADB PPSSF Team sends ADB endorsement to PCU/MPI	Letter	5 days
9.	PCU/MPI reviews and approves the AF within 28 days from the date of receipt of receipt of ADB endorsement PCU/MPI issues approval letter to LA/EA attaching the subproject finance agreement form to be signed by LA/EA and returned to PCU/MPI.	Letter	28 days

