



Quarterly Report IDB project

“Institutional strengthening of the agricultural innovation system”

Output: Modern media unit established and operational

1st quarter 2018 (January - March 2018)

A. January 2018

Preparation of year plan 2018 and plan for 1st quarter 2018

Responsibility: Ch. Kesharie

Preparation of budget 1st quarter 2018

Since December 2017 preparation were started to compile an excel data file with all the procurement items needed for the execution during the first quarter of the project. Therefore visits to the suppliers, enterprises and internet of specific items has carried out by Ch. Kesharie.

B. February 2018

Continue and finalization of budget 1st quarter 2018

Meeting with Mr. Danillo of Public Relation (PR) for further specifications of the equipment's of the Media Unit. Visit some other suppliers, enterprises and internet website to compare the prize and specifications of the equipment's.

C. March 2018

Finalization of budget 1st quarter 2018

Cross check with Adron for the specification of the equipment's that is needed for the Modern Media Unit. The budget of “Modern Media Unit” was finalized and submitted to the sub-coordinator (Ms. M. Dipotaroen). Prepare a letter for the official working room where the Media Unit will be install at ODL. The letter was accorded by Mr. A. Ramdin LLB., Deputy Director of Agriculture.

Start working on the second quarter plan and budget.