

VII. Planning and Organizing

The purpose of this section is to help you to plan and organize your pursuit of ADB markets. Ask yourself the following questions. Have you...

In Canada

- contacted the ADB project representative in the Africa Trade Development Division (GAT) of External Affairs and International Trade Canada — tel: (613) 990-8133 — or the International Trade Centre in your region?
- consulted the following documentation: the annual lending program, the latest *Quarterly Operational Summary*, and the project evaluations?
- discussed your market development plan with the ADB project representative in the Africa Trade Development Branch (GAT)?
- contacted the responsible Canadian mission as well as the Canadian Embassy in Abidjan — telex: 23593 or fax: (011-225) 32-7728 — to obtain information on the latest project stage, and the schedule for preparation and probable execution of the project?
- contacted, if necessary, the Canadian embassies or their offices in the ADB project countries to inform them of the purpose of your visit and to arrange a meeting with those responsible for carrying out the project?
- consulted with the authorities in Canada (embassy, consulate, etc) of the countries receiving the ADB loan to gain information about the entry requirements for these countries (visa, vaccination, etc.)?

In the Project Country

- presented the professional references of your company to the project director, left a “letter of intent” officially expressing your desire to participate in the project, along with your company’s brochures and informed the Embassy in Abidjan and the ADB of your interest?
- explored, identified and started discussions to associate yourself with a local company or to find an agent?
- followed up your meetings with the Canadian trade commissioner accredited to the country receiving the loan?