**Introduction to Using CS-DRMS for External Debt Management**

**Course Information Sheet**

This module introduces the software systems knowledge, procedural skills, and problem-solving skills that learners require in order to be competent users of CS-DRMS for recording and managing external debt. The learning in this module is both procedural knowledge learning and problem-solving learning. The delivery of this course may require exercises outside the e-learning portal for the calculations and computations of various debt management indicators. The course will be run by a tutor and expected to run for a period of six weeks.

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| Prerequisite  No pre-course materials are recommended. Learners are however expected to be working in a Debt Management Office or plan to work in a Debt Management Office. You will need to have access to CS-DRMS in order to complete the final assessment | Learning Outcomes  On completion of the module, learners will be able to:   * + Describe the scope, functionality, and key benefits of using CS-DRMS.   + Log in to CS-DRMS, navigate using Instrument Explorer, and create debt participants.   + Define, describe, and use codes and rates.   + Describe the reporting capabilities of CS-DRMS and produce selected debt reports   + Record and manage the various characteristics of loans and securities: Details, terms, process instruments, and generate and interpret selected debt reports.   + Describe the processing, aggregation functions in CS-DRMS and prepare data for period end processing.   + Record and manage actual transactions (manually or through auto-generate process)   + Generate Repots   + Understand some of the advanced features in CS-DRMS ( i.e. Liability Management Operations, Reorganisation*)* |
| Essential Reading  Users are encouraged to get a copy of both the 2013 External Debt Statistics: Guide for Compilers and Users (2013 EDS Guide) as well as the IMF - Public Sector Debt Guide (2013). |
| Assessment  Learners will demonstrate their successful achievement of these objectives by completing a comprehensive case study in which they will enter and process a loan agreement, enter transactions, and generate relevant reports. Satisfactory completion of this case study will confirm that they are a competent user of CS-DRMS for recording and managing loans in CS-DRMS. The final assessment should take about 1 ½ hours to complete. In addition, assessment questions are contained in each lesson. |
| Course Syllabus  The course is divided into eleven (11) modules  Module 01: Getting started with CS-DRMS  In this module, learners will understand how CS-DRMS fits with the Commonwealth Secretariat's other debt management solutions and also how and why CS-DRMS was developed. The module will also discuss (i) the benefits of using CS-DRMS, (ii) what you can do in CS-DRMS, (iii) how to use CS-DRMS to manage the loan cycle and, (iv) the CS-DRMS architecture and security.  Module 02: Using Instrument Explorer  The module introduces the instrument explorer and discusses how the explorer can be used to access and organize information in CS-DRMS.  Module 03: Managing Participants  Managing participants in CS-DRMS is one of the core functions of portfolio management. The module will discuss the different types of participants involved in instrument agreements and their roles and how the basic participant details should be recorded in CS-DRMS.  Module 04: Managing codes & rates  At the end of this module, learners will understand why exchange rates, interest rate and other rate series data need to be maintained and how the rates are recorded, modified and deleted in CS-DRMS.  Module 05: Recording loan details  This module will introduce learners how to read and identify the relevant loan details information from the loan agreement and Data Entry Sheets (DES) forms that is required to record and maintain the loan in CS-DRMS. Learners will then be shown how to record the basic terms of the loans in CS-DRMS.  Module 06: Entering forecast rules  This module will introduce learners how to read and identify the relevant loan details information from the loan agreement and Data Entry Sheets (DES) forms that is required to record and maintain the loan in CS-DRMS. Learners will then be shown how to record the borrowing terms of the loans in CS-DRMS.  1  Module 07: Entering sovereign bond details  The securities module caters for a wide range of debt securities including sovereign bonds that are issued on the international market and held by external investors. These securities should be recorded and managed in the securities module under external debt. Although the module is not modelled around the entire process of issuing a sovereign bond, sovereign bonds, once issued and contracted, can be easily recorded in CS-DRMS. Recording securities in CS-DRMS adopts a three level structured style covering instrument, tranche and bid details. This module will discuss how a sovereign bond can be recorded in CS-DRMS.  Module: 08 - Processing, aggregation and period end processing  At the end of this module, you will be able to understand the significance of the cut-off date and locate the old and current cut-off dates in CS-DRMS. The concept of the cut-off date is critical to how processing takes place in CS-DRMS and how actual transactions, exchange rates are treated in CS-DRMS.  Module: 09 - Recording actual transactions  At the end of this module, learners will understand (i) the debt service process, (ii) recording actual transactions for loans (ii) managing arrears and recording bills for loans and securities, (iv) recording actual transactions for sovereign bonds, (v) Auto-generation of actual transactions  Module: 10 - Generating and understanding reports in CS-DRMS  This module will introduce learners to the various reporting tools in CS-DRMS and also how to run the available Standard Reports in CS-DRMS.  Module: 11 - Advanced features  In this module, learners will understand the following advanced features of the CS-DRMS,   * the difference between pooled and non-pooled multi-currency instruments * how to record actual transactions made in a currency different from the commitment currency * manage multi-tranche instruments in CS-DRMS. * the different types of restructuring actions available for loans and securities in CS-DRMS * the different liability management options available in CS-DRMS   2 | |