

Knowledge for Development Management (K4DM) Phase-II Project Minutes of the 2nd Meeting of the Project Implementation Committee (PIC)

Chairperson : Mr. Kabir Ahamed, Wing Chief (UN), Economic Relations Division & National Project Director, K4DM Phase-II Project
Meeting date : 10 August 2022
Time : 11.00 AM
Venue : Virtual Platform

A list of the attendees is attached in Annex-1.

The 2nd meeting of the Project Implementation Committee (PIC) of Knowledge for Development Management (K4DM) Project Phase-II was held on 10th August 2022 at 11.00 am via a virtual meeting platform. Mr. Kabir Ahamed, Wing Chief (UN), Economic Relations Division & National Project Director, K4DM Phase-II Project, presided over the meeting as the Chairperson of the PIC.

At the very outset, the Chair welcomed all the participants for joining the meeting. The Chair briefly shared the background of the project and introduced the project as a timely initiative for strengthening the capacity of ERD officials. He stated that the main objective of the 2nd PIC meeting is to endorse the implementation plan for 2022-23 as the first meeting of the fiscal year.

With the permission of the Chair, Mr. Md. Masudul Haque, Joint Secretary (UN-1), Economic Relations Division and Deputy Project Director (DPD) of K4DM Phase-II Project made a presentation as per the agenda mentioned below.

Agenda 01: Approval of Minutes of the 1st Project Implementation Committee (PIC) meeting;

Agenda 02: Follow-up status of the decisions made in the 1st PIC meeting;

Agenda 03: Reviewing the progress of implementation of the project;

Agenda 04: Endorsement of Annual Work Plan (AWP) and budget for July 2022-June 2023;

Agenda 05: Reviewing Procurement and human resources plans and confirming the procedures and progress;

Agenda 06: Endorsement of Prioritized activities for the next six (06) months;

Agenda 07: Miscellaneous.

Agenda 01: Approval of Minutes of the 1st Project Implementation Committee (PIC) meeting

The first meeting of the Project Implementation Committee was held on 27th March 2022. The minutes of the meeting were sent to all concerned members and no comments/views have been received to date. The minutes of the 1st PIC Meeting was endorsed by the committee members.

Agenda 02: Follow-up status of the decisions made in the 1st PIC meeting

The implementation status of decisions made of the 1st PIC meeting was presented in the 2nd PIC meeting for its endorsement.

Agenda 03: Reviewing the progress of implementation of the project

The meeting was informed on the progress of the project both in the areas of programmatic implementation and budgetary utilization.

The committee was informed that from April to July 2022, the project organized one inception workshop (06 April 2022), 17 Inter Wing Peer Learning Sessions (07 April 2022 to 03 August 2022), and two seminars namely *Economic Crisis in Sri Lanka: Lessons Learning for Other Countries* (11 May 2022) and *National Budget from the Perspective of ERD* (26 June 2022), one workshop on Annual Work Plan July 2022- June 2023 (9 to 11 June 2022). The committee was also informed that around 850 ERD officials enhanced their capacity through the Inter Wing Peer Learning Sessions.

The financial progress for 2021-22 of the project was also presented to the committee and the delivery was 71% of the total budget.

Agenda 04: Endorsement of Annual Work Plan (AWP) and budget for July 2022-June 2023

Mr. Haque updated the meeting on the Annual Work Plan (AWP) of K4DM Phase-II for 2022-23 which was based on the TAPP and Project Document and prepared in a participatory manner in discussion with the UN Wing of ERD. The total ADP allocation for the project in 2022-23 is BDT 1109.00 lakh (GoB: 26.00 Lakh and PA- UNDP: 1083.00 Lakh). The component-wise budget breakdown was presented to the committee for its endorsement.

It was mentioned in the meeting that UNDP would adjust the unspent budget from the previous fiscal year (2021-22) for this fiscal year's work plan (2022-23).

Agenda 5: Reviewing Procurement and human resources plans and confirming the procedures and progress

The DPD informed the committee that the project uploaded the procurement plan for the financial year 2022-23 in the Integrated Budget and Accounting System (IBAS). He summarized the procurement plan by presenting that the project will procure goods and services budgeted in a total of BDT 73.89 Lakh (Goods: BDT 21.00 Lakh, Services: BDT 52.89 Lakh) for 2022-23. He also updated that the K4DM Phase-II Project is running with 6 project personnel hired by UNDP and will continue for the project duration.

Agenda 6: Endorsement of Prioritized activities for the next six (06) months

Mr. Haque updated the committee with the list of prioritized activities with a timeline and budget planned for implementation in the next 6 months (till December 2022).

Discussions:

In this session, the Chair opened the floor for the members to discuss.

Dr. Md. Taibur Rahman, Joint Secretary & Director, Implementation Monitoring and Evaluation Division, Planning Commission, suggested conducting the Training Need Assessment using an online questionnaire and creating a database of the trainees which can also be used to monitor the effectiveness of the training courses. He also added that the project should consider including national-level experts in the module development process on macroeconomics and debt concepts. Mr. Rahman also emphasized inviting PSC and PIC members to the seminar, workshops, and discussion sessions that the project is organizing and sharing the outcome documents with them. He raised concern about the planned activity to revise the ERD Handbook, whether it is to be completed by hired consultants or by ERD officials as previously prepared.

The DPD responded that the Handbook would be revised through 5 to 6 sub-committees that will conduct rigorous reviews and consultations with experts and officials who previously worked in ERD. The project

has planned to compile and publish a high-quality Handbook addressing all the weaknesses which exist in the current version.

Mr. Mohammad Asaduzzaman Sarker, Deputy Chief, General Economic Division, Planning Commission inquired about the process of developing the module on macroeconomics and debt concepts; whether the three-member committee will develop the module formed already, or external consultants will be hired.

In response, the NPD informed that the committee consisting of experts on the subject matters from ERD will decide on the modality of formulating the module. Mr. Sarker also added that the project should avoid duplication while conducting the studies and ensure timely completion by consultants.

Ms. Mahbuba Hasin, Deputy Secretary, Coordination and Nordic Wing, Economic Relations Division, added the module development committee should have a minimum of two members from the senior officials of ERD with long years of experience in the subject matter to enhance the ERD officials' need-based capacity.

Dr. Nurun Nahar, Joint Chief, Programming Division, Planning Commission, enquired about the modality of the mentioned studies and ensuring the quality of the study reports. Dr. Nahar also opined that the project should engage the Local Consultative Group (LCG) through workshops and seminars. Dr. Nahar informed that the FAMS software had been decided to be incorporated into the AMS (ADP Management System) for data related to Project Aid. She asked the committee if the project plans to upgrade the software for overall improvement or only for UN wing-related issues. Moreover, she enquired about the budget for this activity.

In response to Dr. Nahar's Queries, the NPD replied that qualified subject matter experts would conduct the studies, and enough time will be allocated to ensure high-quality outputs. He also assured that a study evaluation committee will be formed to review the ToR of the consultants and validate all sorts of study reports to ensure the quality of the studies planned for K4DM Phase-II. The committee will be consisting of 3 members with experts on the subject matter. The NPD also assured that the project will engage LCG.

In response to the question regarding the up gradation of FAMS software, the DPD answered that the project would primarily focus on ensuring the availability of the UN Wing's data and then replicate those changes for other wings. In addition, the DPD informed the committee that a separate software/spreadsheet will be developed for UN Wing to analyze the development partner's grant flow. Moreover, the NPD added that the software would be upgraded based on the need of FABA wing and the budget will be adjusted accordingly. A meeting will be organized with FABA Wing and based on the discussion; their demands will be accommodated within the project's scope.

Ms. Sheela Tasneem Haq, the Senior Governance Specialist of UNDP, opined that UNDP is happy to provide support in developing strategy papers as the outcome of Inter Wing Peer Learning Sessions. She added that along with this, the strategy paper might be useful in developing an external resource mobilization strategy (under output 3) for ERD. The NPD appreciated the suggestion from UNDP and assured that the outcome documents of Inter Wing Peer Learning Sessions are being prepared and compiled. It may be shared with all stakeholders through a separate workshop.

Decisions:

1. The PIC endorsed the minutes of the 1st Project Implementation Committee (PIC) meeting.
2. The PIC endorsed the Annual Work Plan(AWP) for 2022-2023 and recommended submitting to PSC for final approval. The total budget of the proposed AWP is BDT 1109.00 lakh (GoB: BDT 26.00 Lakh

and PA- UNDP: BDT 1083.00 Lakh). UNDP would adjust the unspent budget from the previous fiscal year (2021-22) for this fiscal year's work plan (2022-23).

3. The PIC suggested ensuring effective delivery of the planned activities within the proposed timeline.
4. The PIC recommended forming a study evaluation committee to ensure the quality and validate the study reports. The committee will be consisting of 3 members with experts on the subject matter.
5. The PIC suggested organising a meeting with FABA Wing regarding upgrading the ERDPEDIA and FAMS software. Based on the discussion, their demands will be accommodated within the project's scope.
6. The PIC recommended developing a separate software/spreadsheet for UN Wing to analyse the development partner's grant flow.
7. The recommendations of the PIC meeting will be submitted for the consideration of PSC.

Having no further agenda, the Chair concluded the meeting by thanking all.


(Kabir Ahamed)

Wing Chief (UN), Economic Relations Division &
National Project Director, K4DM Phase-II Project

Knowledge for Development Management (K4DM) Phase-II Project
2nd Meeting of the Project Implementation Committee
Venue: Via Zoom Meeting Platform
Date: 10 August 2022

List of Participants

SL	Name & Designation	Ministry/Division/ Organization	Email
1	Mr. Kabir Ahamed Wing Chief (UN) & National Project Director, K4DM Phase-II Project	Economic Relations Division, Ministry of Finance	wingchief04@erd.gov.bd
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