

Knowledge for Development Management (K4DM) for ERD UN Wing Project

Minutes of the Project Executive Board – Third Meeting

Chairperson : Kazi Shofiqul Azam, Secretary-in-charge, Economic Relations Division
Meeting date: 31 January 2017
Time : 3.00 pm.
Venue : NEC-2 Conference Room

The third meeting of the Project Executive Board of 'Knowledge for Development Management (K4DM) for ERD UN Wing' project was held on 31 January 2017 at the NEC-2 Conference Room. The meeting was chaired by Kazi Shofiqul Azam, Secretary-in-charge, Economic Relations Division. List of officials attending the meeting is attached, Annex -1.

The Chair welcomed the members in the meeting. With the permission of the chair, Additional Secretary (UN) and National Project Director of K4DM Project Ms. Shamima Nargis proceeded as per following agenda of the meeting:

- Agenda** : 1. Approval of minutes of the 2nd Project Executive Board meeting
2. Implementation status of decisions of 2nd meeting of Project Executive Board.
3. Implementation progress of AWP 2016.
4. Review and Approval of Annual Work Plan (AWP) 2017
5. No cost extension of the project
6. Miscellaneous

Agenda 1: Approval of minutes of the 2nd Project Executive Board meeting

The meeting was informed that the second meeting of the Project Executive Board was held on 2 October 2016 and the minutes of the meeting was sent to all members. Having no comments or observations received so far, minutes of the second Project Executive Board meeting can be endorsed in the present Board meeting.

Agenda 2: Implementation status of decisions of 2nd meeting of Project Executive Board

The implementation status of decisions of the 2nd meeting of Project Executive Board was discussed in the meeting which were as follows:

Decisions	Implementation Status
(i) The minutes of the First Project Executive Board was endorsed.	-
(ii) Draft ToR of Eminent Persons Group	The draft ToR was distributed among members. Draft ToR would further be discussed in the first

(EPG) will be shared with all members of the Project Executive Board.	meeting of EPG.
(iii) The process of reviewing draft NIM in connection with the existing NEX Manual would be initiated by ERD engaging UNDP in the process as well, and K4DM will provide necessary support in this regard.	Internal review has been initiated within UN Wing as NIM mainly relates to UN funded activities. After discussing it further with UNDP, ERD will officially communicate its views to UNDP.
(iv) The meeting endorsed the revised Annual Work Plan (AWP) of 2016 along with the proposed activities, services and budget amounting \$246,000.	Initiatives were undertaken to implement the activities proposed in the AWP. The project could spend \$ 177,185 till December 2016 which was 72% of the total amount. The expenditure of the project partially slowed down due to delay in supply of hardware by international vendors, postponement of the Eminent Persons Group meeting which was scheduled to take place on 29 December 2016.
(v) The project will initiate exploring how to engage the Non Resident Bangladeshis (NRBs) in the areas relevant to country context.	Activities have been incorporated in the draft AWP of 2017 for exploring scopes for engagement with the Non Resident Bangladeshi experts.

Agenda 3: Implementation progress of AWP 2016.

The meeting was informed that following the endorsement of AWP 2016 in the 1st meeting of the Project Executive Board held on 19 January 2016, activities under different components of the project started. Since the project had a late start following delay in TPP approval, actual implementation of project activities under its different components started under AWP 2016. As per directives of the second meeting of the Project Board, activities started following some priorities to deliver results with a view to address the initial delay issue. Activity wise, the following progress was presented in the meeting:

- (a) **Procurement:** The project made significant progress in line with approved procurement plan for 2016. Procurement of equipment, furniture and computers for the information repository has already been completed. Furthermore, subsequent procurement required for the repository like rack servers, rack, scanners etc. are in progress. Printing of several materials including a diary, brochure, flyer etc. has also been completed.
- (b) **Hiring consultant:** The project has hired an IT consultant and an IT firm for the repository, one national consultant for promotion of South-South cooperation and one for developing strategy for resource mobilization. Consultants are working as per plans outlined in their inception reports. One Communication consultant was hired for short term for specific purpose which has already been completed. Since the project would produce some knowledge products based on its specialized type of consultancy, the project would require communication consultant on future occasions also based on future needs.

(c) **Implementation of major activities:** Activities related to promotion of South-South/Triangular cooperation, resource mobilization and establishment of an information repository has attained significant progress. Activities related to reviewing the National Implementation (NIM) corporate guideline is in progress as per decision of the 2nd meeting of the Project Board. ERD needs to have some initial discussion and clarification from UNDP's side regarding the basic differences between NEX and NIM which will be arranged under AWP 2017.

While discussing on the NIM guideline, UNDP Assistant Country Director (Business Development and Partnership) Ms. Shaila Khan suggested that UNDP and ERD may sit together for a broader consultation for identifying next course of action on the NIM. The Chair noted that this is an important activity under the project which should be done on fast-track basis.

The formation of an Eminent Persons Group (EPG) with a view to have consultation on the important development issues is in progress. Following an invitation letter sent to 48 eminent persons of expert level in different arena to join the group, the majority of them have gave their consent. Following the formation of the group, first plenary meeting would be arranged under 2017 where the next course of actions can be decided.

Mr. Md. Mafidul Islam of GED, Planning Commission suggested to review the list of eminent persons and for making clusters of experts based on their expertise. NPD informed the meeting that TOR of the group would formally be presented in the first plenary and based on the suggestions from the group, necessary changes can be accommodated, if required.

Agenda 4: Review and Approval of Annual Work Plan (AWP) 2017

Annual Work Plan (AWP) 2017 of the project has been developed with a budgetary provision of USD 250,000 (BDT 197.5 Lakh), an indicative amount from UNDP for 2017. The AWP has been prepared in consultation with UN Wing officials following UNDP's guideline for continuation of activities of the previous year and implementation of activities of the Pro-doc. A meeting was informed that a preliminary AWP 2017 has already been shared with UNDP for some administrative purpose at their end with a condition that it would be finalized after review and endorsement of the Project Board. During AWP 2016 which is in fact the first year of project implementation following a start-up delay, five activities out of nine were prioritized for implementation. Among the rest, developing platform for Non-resident Bangladeshi (NRB) experts and developing mechanism for preparing National Human Development Report (NHDR) have been proposed in AWP 2017. The meeting was informed that not much has been done regarding this two activities as previous Project Board meetings also directed that the matters should be reviewed first for taking any concrete action in this regard.

UNDP Country Director Mr. Sudipto Mukerjee appreciated incorporation of these two activities in AWP 2017. He assured that UNDP has some good experience related to NRB and Human Development Report which can be shared with ERD. This will be helpful in taking decisions in this regard.

Pertaining to capacity development programmes and trainings under the projects, Mr. Md. Mafidul Islam of GED, Planning Commission suggested that along with the proposed areas

of capacity enhancement training, some other important areas can also be incorporated which are critically important for the officials.

Agenda 5: No cost extension of the project

The meeting was informed that the project duration is from September 2014 to August 2017 as per Pro-doc, and as per the TPP from January 2015 to December 2017. But in fact following the TPP approval in 09 July 2015, activity-wise actual implementation started from 2016. Only some preparatory activities were taken in late 2015 like hiring project personnel, purchasing office equipment and furniture and others. As per both, TPP and Pro-doc, the project is in its final year which is 2017. Though significant progress have been made in spite of its start-up delay, the project needs to have at least one year extension (up to December 2018) in order to attain the project objectives in full. Some important activities like EPG, repository have already been initiated and will continue under 2017 but need a reasonable time to demonstrate good results. Furthermore, some innovative activities like preparation of National Human Development Report (NHDR), partnership with Non-resident Bangladeshi (NRB) experts have been just proposed under AWP 2017, which will now be initiated afresh. It may not be possible to complete these actions, especially the new ones by August 2017 which is the project closing date as per Pro-doc. Considering the above context, one year extension of the project was proposed in the meeting.

UNDP Assistant Country Director Ms. Shaila Khan mentioned that since the year just started, it may be too early to propose to UNDP management for the extension. But based on the need as the time approaches, UNDP may remain open to the extension request.

UNDP Country Director Mr. Sudipto Mukerjee also assured that UNDP will have no problem to extend the project closing date in line with TPP closing date which is December 2017 and assured that initially UNDP will consider extending it up to December 2017. The meeting was informed at this point by the NPD and Additional Secretary (UN) in case of extending the project closing date initially up to December 2017, UNDP needs to extend its Pro-doc. No extension of TPP will be required as the project closing date as per approved TPP is December 2017.

The Chair stated that extension of project period is justified, as the project has a late start. However, he suggested that initially the project closing date may remain both from UNDP and GOB side December, 2017 which will require UNDP to extend its project closing date from August 2017 to December 2017. Following a review in the next meeting around June 2017, decision can be taken whether further extension is required.


Decisions of the meeting:

Based on the discussions of the meeting, the following are the decisions:

- (i) The meeting endorsed the minutes of the 2nd meeting of the Project Executive Board.
- (ii) The project management will ensure necessary consultation with relevant stakeholders before finalizing the Report on South-South/Triangular Cooperation and Resource Mobilization.

- (iii) The project may hire Communication consultant based on the future needs which should accordingly be reflected in the AWP.
- (iv) ERD and UNDP will work together to fast-track the NIM review process and do the needful in this regard.
- (v) The project will arrange consultation meeting with UNDP on NRB and National Human Development Report (NHDR) issue with a view to furthering these two activities under AWP 2017.
- (vi) The project management will explore other important areas of capacity development training in consultation with stakeholders including Planning Commission.
- (vii) The Annual Work Plan (AWP) for 2017 was approved in the meeting with resources amounting \$250,000. Initiatives need to be undertaken for implementation of the activities incorporated in the AWP.
- (viii) UNDP will extend its pro-doc closing date from August 2017 to December, 2017 which is in match with TPP closing date.
- (ix) Reviewing the implementation progress in next Project Executive Board meeting around June, 2017, decision will be taken whether a no-cost extension would be required.

Having no other agenda in the meeting, the chair concluded the meeting by thanking all.


(Kazi Shofiqul Azam)
Secretary-in-charge


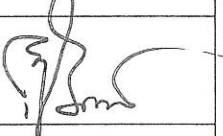
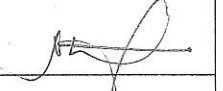

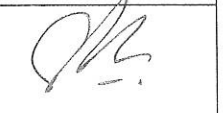
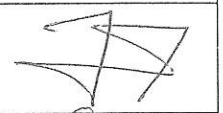
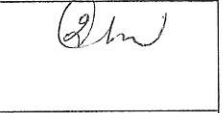
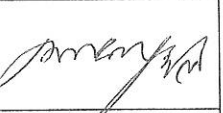

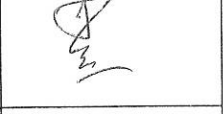

**Knowledge for Development Management (K4DM) for ERD UN Wing Project,
Economic Relations Division (ERD)**

Third Meeting of the Project Executive Board of the 'Knowledge for Development Management (K4DM) for ERD UN Wing' Project

Date : 31 January 2017, Time : 3.00 PM

Venue : NEC Committee Room-2, Planning Commission

Attendance

SL #	Name and Designation	Ministry/Division/ Organization	Phone & E-mail	Signature
1	MONOWAR AHMED Addl Secy.	DEW, ERD	01711522543	
2	Md. Mafidul Islam Joint Chief	GED	0155296624	
3.	SUDIPTO MUKERJEE	UNDP	017300 56188	
4.	A.B.M Rakiz Hossain Addl. Sec	SID	01726099699 rakizrabhi@ yaker.com	
5	SWAILA KHAN ACD	UNDP	01730217030	
6	Mahmuds Afroz Team leader (interim)	UNDP	01714161353	
7	MD. ANWAR Hossain Additional Sec	UN-2 ERD	01711454705	
8.	Md. Mokammel Hossain Joint Secretary	UN-1 ERD	01712856809	
9.	Mohammad Nazim Uddin Deputy Secretary GPP	ERD	01711-178274	
10	Abu Shahin M. Ashaduzzaman National Project Manager	K4DM, UNDP	01720572886	
11.	Mohammed Iftekhar Hossain Deputy Secretary	UN-4 ERD	01715947700 iftekhaz2025@gmail.com	
12.	Shamimuzza Ara Begum MPD/Additional Secy	UN ERD	0173 76 86 901	