

## Knowledge for Development Management (K4DM) for ERD Project

### Minutes of the Project Executive Board -5<sup>th</sup> Meeting

Chairperson : Kazi Shofiqul Azam, Secretary, Economic Relations Division

Date : 29 March 2018

Time : 12.00 pm

Venue : Secretary's Conference Room, ERD

The 5th meeting of the Project Executive Board of Knowledge for Development Management (K4DM) for ERD UN Wing Project was held on 29 March 2018 at Secretary's conference Room with Kazi Shofiqul Azam, Secretary, ERD in the Chair. List of the Board members attended the meeting is attached in 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 Dr. Kazi Anowarul Hoque made a presentation as per agenda of the meeting which were as follows:

1. Approval of minutes of the 4<sup>th</sup> board meeting
2. Review of the progress of project implementation
3. Preparation of the National Human Development Report
4. Extension of project period
5. Miscellaneous

#### **Agenda 1: Approval of minutes of the 4<sup>th</sup> board meeting**

The 4<sup>th</sup> meeting of the Project Executive Board was held on 31 July 2017. The minutes of the meeting was distributed among all concerned. No comments/views was received till date. The minutes of the 4<sup>th</sup> meeting was unanimously endorsed by the Board members.

#### **Agenda 2: Review of the progress of project implementation**

The implementation status of decisions of the 4<sup>th</sup> meeting of Project Executive Board was presented in the meeting which were as follows:

<b>Decisions</b>	<b>Implementation Status</b>
The meeting endorsed the minutes of the 3rd meeting of the Project Executive Board.	The meeting minutes was duly distributed among participants.
ERD would send a request to UNDP with an indicative tentative amount for the proposed six months extension of the project (January-June, 2018).	ERD sent the letter to UNDP on 31 August 2017.
Following the request from ERD, UNDP will	UNDP communicated its confirmation



communicate an indicative amount for the proposed six months extension period.	of no-cost extension for a period of 6 months from January to June 2018.
ERD would send its views on NIM manual to UNDP for necessary actions at their end.	ERD communicated the minutes of the discussion meeting to UNDP containing its views.
Consultations of the Thematic Groups of EPG would be arranged by ERD under the initiative of the project in a gradual manner.	ERD organized two dialogues in November 2017 and February 2018.
K4DM project will provide support to ERD in establishing the South-South Cooperation Cell.	The project has hired a consultant to develop a cooperation framework and Terms of Reference of the Cell.
While doing the internal exercise on the six months extension as well as cost reduction for TPP revision, project management would take actions accordingly.	Project management has been working in accordance with the decision.
ERD would ensure the availability of the knowledge products of the project in ERD's website for sharing the knowledge.	Actions have been undertaken to upload the knowledge products in ERD's website.
Following the indicative amount from UNDP's side for the proposed extension period, project management will initiate the TPP revision process for extension of six months with cost reduction.	TPP period was extended with approval of relevant authority of ERD for a period of six months.

### Activity-wise Progress

#### **1. Revision and Implementation of Programming Manuals-NEX and other Manuals**

ERD organized a sharing session on the NIM on 10<sup>th</sup> July where UNDP made introductory presentation on the manual followed by discussion. ERD shared the minutes with UNDP for necessary action at their end.

#### **2. Operationalization of Information Repository in ERD**

A Document Management Software (ERDPEDIA) has been developed and operationalized at ERD. Equipment such as server, scanner, computer etc. have been procured and around one lakh 30 thousand pages of ERDOC documents have been digitized and uploaded in the system. ERD officials have been trained and a user's manual has been published. The system is being used by ERD officers.

#### **3. Strengthening collaboration on resource mobilization**

A study has been conducted for identifying areas and scopes and strategy and plan of action for ERD for resource mobilization. Under this activity, the project organized two study visits for the officials of ERD and relevant line ministries to Philippines and India for exploring alternative means of resource mobilization including from diaspora engagement and Government cost-sharing.

#### ***4. Supporting strategic research /collaboration with Eminent Persons***

The project organized two thematic dialogues one on gender and another on governance in presence of senior government officials and relevant stakeholders. Another dialogue has been planned in early April in 2018 on the issue of 'inclusive growth and decent work'. The project will publish the reports and recommendations and will disseminate those among policy makers and stakeholders.

#### ***5. Promotion of South-South and Triangular Cooperation***

The project has hired a national consultant for providing necessary support to ERD in establishing a South-South Cooperation Cell. The project has collected and compiled the best practices of different Government and non-Government agencies for promotion of Bangladesh's development solutions.

#### ***6. Platform for Non-resident Bangladeshis (NRB)***

The project organized an international seminar organized in December 2017 in presence of a number of NRBs and relevant officials and stakeholders. A study has been conducted to explore areas/modalities of engagement. A Taskforce has been constituted by ERD for development of institutional arrangement for NRB engagement in national development.

#### ***7. Support to Preparation of National Human Development Report (NHDR)***

The project organized an inter-ministerial meeting organized on 19 February 2017 in presence of Prof. Selim Jahan, Director of UNDP Human Development Report Office. The meeting has decided to prepare the NHDR with approval of senior management. HDR office of UNDP will provide supports in preparing the national report.

#### ***8. Capacity development programmes for officers of ERD and other Ministries/ Divisions in following subjects:***

The project has been organizing capacity development programmes for officers of ERD and other Ministries/Divisions from its beginning. The subjects of the training programmes organized recently include (i) Statutory Audit, (ii) Negotiation Techniques, (iii) Results-based management and Theory of Change, (iv) Aid management and Aid effectiveness, (v) Project Management, (vi) Orientation of young civil servants on SDGs and (vii) Right to Information.

The meeting expressed satisfaction over the progress of implementation of decisions of the previous meeting and implementation of planned activities.

#### **Agenda 3: Preparation of the National Human Development Report**

The meeting was informed that Bangladesh was the first country producing National Human Development Report (NHDR) in 1992. Component C of the K4DM Project in its Activity 8 suggests to establish 'Strategic mechanisms to review progress towards Human Development'. NHDR can examine how economic development and growth are contributing to human development. Global Human Development Report covers 188 countries where the analysis lacks local context. An NHDR can provide a different analysis with disaggregated

data and details of local contexts. NHDR can also enhance awareness of policy makers, researchers and the common people on human development.

While preparing the report, an Advisory Committee will be needed to be formed with representatives from senior Government officials, civil society, development partners and private sector for providing necessary advices. A small team or panel of experts comprising economists, sociologist, environmentalist, statisticians etc. can work under this Committee who will prepare the report. A theme for the NHDR needs to be developed to concentrate on the focus of the report. The meeting emphasized the need for preparation of a National Human Development Report (NHDR) in Bangladesh. Necessary approval of senior management needs to be obtained for preparation of the report.

#### **Agenda 4: Extension of project period**

The meeting was informed that the project will end in June 2018. The original period mentioned in the Pro-doc was September 2014 to December 2017, and the period mentioned in the TPP was January 2015 to December 2017. Following a decision of the fourth meeting of the Project Executive Board, no-cost extension was approved by ERD up to June 2018. Though initiated in 2014, the project implementation started actually in 2016. On 30 July 2018, the duration of the project will be 2.5 years, and three years period will come to end on 31 December 2018.

The project received \$7,26,000 so far from UNDP out of \$3.00 million committed in the Pro-doc. In spite of less allocation of resources, the project made good progress in last two years. A few activities have just been started which need to be continued. An extension of one year would be required for attainment of objectives of the project and for sustainability of the efforts. Several activities planned for the next one year were discussed in the meeting which include:

- Providing support to the South-South Cooperation Cell
- Providing support to the NRB Taskforce
- Develop dedicated website to facilitate NRB engagement
- Mobilizing philanthropy fund and utilization at field level
- Organizing workshop with NPDs to strengthen project implementation
- Organizing dialogue with civil society consultative group
- Conduct study on identifying challenges and opportunities of LDG graduation
- Organizing seminar with NRBs at Bangladesh and abroad
- Pilot project implementation in partnership with NRBs
- Conducting necessary activities for preparation of NHRD
- Continuation of unfinished activities initiated earlier etc.

The meeting appreciated the initiatives of the project by saying them as innovative and important. Considering significant delay in the starting phase and lower utilization of resources, the meeting acknowledged the need for extension of the project.

#### **Decisions:**

1. The meeting approved the proposed activities of the project to be implemented within budgetary provisions of the project.
2. The project will provide necessary support to the NRB Taskforce and pilot some initiatives of NRB engagement.



3. The project will select some successful initiatives of Bangladesh's development solutions for show-casing in global arena and for promoting in other countries through South-South cooperation.
4. The project will undertake necessary initiative for preparation of the National Human Development Report (NHDR). Approval of the Government will be obtained before preparation of the report. The theme of the report may be decided in consultation with relevant authorities and stakeholders.
5. The project period will be extended for one year without any cost escalation. Necessary procedure will be followed for receiving approval of the Planning Commission.

There being no objection and agenda, the chair concluded the meeting by thanking all.

  
(Kazi Shofiqul Azam) 8.4.2018

Secretary, Economic Relations Division  
&  
Chairperson  
Project Executive Board  
Knowledge for Development  
Management (K4DM) for ERD Project

