

Knowledge for Development Management (K4DM) for ERD Project

**Minutes of the Project Executive Board -6<sup>th</sup> Meeting**

**Chairperson** : Mr. Monowar Ahmed, Secretary, Economic Relations Division

**Meeting date:** 15 November 2018

**Time** : 3.00 pm

**Venue** : Secretary's Conference Room, ERD

The 6th meeting of the Project Executive Board of Knowledge for Development Management (K4DM) for ERD UN Wing Project was held on 15 November 2018 at Secretary's conference Room with Mr. Monowar Ahmed, 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:

**Agenda 1:** Approval of the minutes from the 5<sup>th</sup> meeting

**Agenda 2:** The implementation status of the decision taken during the 5<sup>th</sup> Board Meeting

**Agenda 3:** Review of the progress of the project implementation

**Agenda 4:** Human Resources of the Project

**Agenda 5:** Future activities of new Project

**Agenda 6:** Miscellaneous:

**Agenda 1: Approval of minutes of the 5<sup>th</sup> board meeting**

The 5<sup>th</sup> meeting of the Project Executive Board was held on 29 March 2018. The minutes of the meeting was distributed among all concerned. No comments/views was received till date. The minutes of the 5<sup>th</sup> meeting was endorsed by the Board members in this meeting.

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

The board was updated with the implementation status of of decisions of the 5<sup>th</sup> meeting of Project Executive Board which were as follows:

Decisions	Implementation Status
(i) The meeting endorsed the minutes of the 4 <sup>th</sup> meeting of the Project Executive Board.	The meeting minutes was duly distributed among participants
(ii) The meeting approved the proposed activities of the project to be implemented with project budget.	Activities are ongoing
(iii) The project will provide necessary support to the NRB Taskforce and pilot some initiatives of NRB engagement.	<ul style="list-style-type: none"> <li>• Taskforce meeting has been held on 8<sup>th</sup> August 2018;</li> <li>• Workshop on engaging NRBs in National Development of Bangladesh organized in KSA in October 2018.</li> <li>• Meanwhile 15 Projects have been received through website of NRB.</li> <li>• A firm has been hired for maintenance of the website;</li> </ul>
(iv) 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.	<ul style="list-style-type: none"> <li>• After receiving request form the UN south south cooperation office ERD sent 21 best practices but they have accepted 5 good practices and published;</li> <li>• In partnership with Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) an international workshop on South South cooperation will take place in January 2019;</li> <li>• Through the SSC platform project named South Asia centre for medical physics and cancer research in Savar have been approved and 1<sup>st</sup> batch of training completed;</li> </ul>
(v) 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.	<ul style="list-style-type: none"> <li>• Consultation on NHDR held.</li> <li>• Meanwhile discussion with H'ble finance Minister took place on the summary of NHDR and the completed summary will be shared with PM office;</li> <li>• An ERD official has been assigned to work on NHDR issues</li> </ul>

<p>VI) The project period will be extended for one year without any cost escalation. Necessary requirements will be fulfilled for receiving approval of the Planning Commission.</p>	<p>We have received approval from planning commission.</p>
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### Activity-wise Progress

#### Agenda 3: Review of Progress of Project Implementation

National Project Director of K4DM updated the board members on the progress of K4DM including budgetary utilization.

- **Utilization of Project Fund**

ADP allocation for the project in 2017-18 was BDT 272.00 Lakh and Project could spend BDT 219.39 Lakh which is 81% of the allocation. UNDP allocation for 2018 (calendar year) was \$170,000.00 and the delivery till date is \$ 112,636.85 and the progress is around 66%. But out of total allocation of the TPP which BDT 24.00 crore is (\$3 million), total utilization of fund is BDT 4.91 crore and the progress is 21%. Of course, physical progress of the project is much higher than the financial progress.

- **Activity-wise progress**

- ***Revision and Implementation of Programming Manuals-NEX and other Manuals (under Component -1)***

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 feedback on the manual to UNDP for necessary action. The comments would also be sent to UN Headquarters through the Bangladesh's Permanent Representative.

NPDs' workshop was organized in May 2018 under this activity and budget line. The workshop report is attached as an **annexure II**. Action needs to be undertaken according to the recommendations in collaboration with ERD.

- ***Operationalization of Information Repository in ERD (under Component -1)***

A document management software for the information repository has been developed and installed at ERD. Servers, scanners and other equipment were procured and installed. Around 120,000 pages of ERDOC documents have been digitized and uploaded in the software with the supports of the project. Total 133 officials and staffs of ERD have been provided training on use and administration of the repository. A User's Manual has been developed which is under process of printing. Focal points officials have been assigned at all the ten Wings of ERD for facilitation and coordination of the process.

Focal point officers assigned in all Wings of ERD for coordination and facilitation.

- ***Strengthening collaboration on resource mobilization (under Component -1)***

A study has been conducted on identifying areas and scopes and strategy and plan of action for ERD for resource mobilization. National Consultant Dr. Monzur Hossain, Senior Research Fellow of BIDS submitted the final report with a draft strategy and plan of action. The project organized an inter-ministerial consultation session on the report before it is finalized.

○ ***Supporting strategic research /collaboration with Eminent Persons***

A Consultative Group of ERD (CGE) established for strategic research. So far for thematic dialogues have been organized with four consultative groups. It is required that the dialogue need to be continued. Policy recommendations of these for thematic dialogues will be published.

○ ***Promotion of South-South and Triangular Cooperation (under Component -2)***

South-South Focal Points have been nominated by the respective ministries and divisions. So far three exposure visits organized at China and Malaysia where 17 officials participated from ERD, PMO, FD, M/o Commerce, GED and representative from UNDP.

Meanwhile a Request letter has been sent to MoFA for initiating process for passing of a resolution in the UNGA for formation of a Forum of the Finance and Development Ministers of global south. AS a result after receiving request form the UN South South Cooperation Office, ERD sent 21 best practices in which they have accepted 5 good practices and published ;

An international conference will be organized in partnership with Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) on South South cooperation which will take place in January 2019;

Through the South South Cooperation platform a project named “South Asia centre for medical physics and cancer research” have been approved and 1st batch of training completed in Savar.

A Study has been completed by National Consultant (Dr. AK Abdul Momen) for establishing a south south cell in ERD. For purpose this Project support continued towards establishing a south south cell and SSC activities;

○ ***NRB Engagement for National Development (under Component -2)***

Two sharing sessions on best practices of diaspora engagement were organized by the project. UNDP Country Director Mr. Sudipto Mukerjee shared UNDP’s experience in promoting diaspora engagement in different countries. A national consultant was engaged to conduct a study to identify potential areas and possible modalities of NRB Engagement. Dr. Mobasser Monem of University of Dhaka. The study has been completed and report has been published.

A two-day workshop, held in Jeddah, Saudi Arabia on 20-21 October 2018 titled ‘Engaging Non - Resident Bangladeshis in National Development of Bangladesh’ was organized by Knowledge for Development Management (K4DM) Project of the United Nations

Development Programme (UNDP) in association with the Economic Relations Division (ERD) and Bangladesh Embassy in Riyadh.

The workshop was fruitful and so far we have received interests (15) through the NRB website. The report of the workshop is under the process of finalizing and will be shared with everyone.

- **Support to Preparation of National Human Development Report (NHDR) (Component 3)**

Component C of the K4DM Project in its Activity 8 suggests establishing '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.

In the process of developing the NHDR report so far 3 consultation meetings held. Summary of developing NHDR has been approved by Mr. Abul Maal A Muhith, Honourable Finance Minister. With the appreciation of this initiative he also advised to have a consultation meeting on NHDR as soon as possible.

A designated official from ERD has been assigned to work on NHDR.

- **Capacity Development Programmes**

The project so far organized six training sessions and three workshops in 2016 where more than three hundred officials of ERD, line ministries and UN Agencies participated. The project organized 4 training programmes in 2017 on Rules of business, Project Management (Delegation of Financial Power and Fund Release Procedure), Aid Effectiveness, Use and Administration of Information Repository system. Several other training programmes will be organized on 'Youth Engagement on SDG Implementation', 'Prevention of Corruption', 'Gender Empowerment', 'Foreign Debt Management', 'Preparation of Legal Instruments and Agreement Documents', Negotiation', 'Leadership and Strategic Management' etc.

In 2018 till now the Project organized trainings on Promotion of leadership in public sector, Communicative English for ERD officials, managing change for innovation for the ERD officials.

#### **Agenda 4: Human Resources of the Project**

The meeting was informed that K4DM Project has no permanent officials in place. National Project Manager (in charge) is responsible to manage the Project. Moreover, there is no permanent admin & finance officer thus one admin & finance official from other UNDP Project is providing additional support to K4DM. This arrangement is not viable therefore affecting the implementation of Project activities.

In this situation an individual consultant should be hired to provide overall support to the project. Moreover admin & finance position is very crucial to recruit for smooth implementation of Project activities.

#### **Agenda 5: Future activities of new Project**

NPD, K4DM explained the need of the continuation of the existing activities such as South-South Cooperation, NRB engagement in national development of Bangladesh and NHDR Publication.

As agreed in the last PSC meeting held on 29<sup>th</sup> March and as agreed by UNDP K4DM project's timeline has been extended till June 2019. Nevertheless, the fund has been secured from UNDP till December 2018.


In this situation a discussion took place on the fund allocation of the project period from January- June 2019. The Country Director of UNDP agreed in principal that a no cost extension of project for the period of Jan- June 2019 can be approved for attainment of project objectives, implementation of major activities and sustainability of the initiatives.

It was also discussed that a new phase of K4DM will be designed in the extended period in 2019.

#### **Decisions:**

1. The board endorsed the achievements so far of the Project activities.
2. The Project will hire one Program Support consultant and one Logistic Facilitator as Individual Consultant modality.
3. The project will develop a ToR to hire a consultant for rapid evaluation of the Project and to design a second phase of K4DM.
4. Fund allocation for the extended period (Jan – June'19) was not possible to commit at the moment as this is UNDP TRAC allocation.
5. The report of NRB workshop in KSA should be soon;
6. A two pages summary on the way forward of the recommendations of NRB consultations will be compiled and shared with H'ble Prime Minister;
7. Good practice on NRB in India to be followed in Bangladesh as well;

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

  
18.11.2018  
(Mr. Monowar Ahmed)  
Secretary.



The Six meeting of the Project Executive Board of "Knowledge for Development Management (K4DM) for ERD UN Wing" Project






Date: 15 November 2018

Time: 3.00 pm

Venue: Secretary's Conference Room, ERD

List of Participants

Sl.	Name & Designation	Ministry/Division/Organization	Phone & E-mail	Signature
01.	Dr. Karim Anwarul Haque	ERD		
02.	MD. Anwar Hossain Additional Secretary ERD	ERD	01711454705	 15.11.2018
03.	Mst. Asiakhatoon Additional Secretary, ERD	ERD	01552424194 mak_29@yahoo. Com	
04.	Mr. Musul Alam JS statistics and Informatics Div.	SID		
05.	SUDIP MUKERJEE UNDP			
06.	Masum S. Ali, PM K4DM,			
07.	Sakha Binte Siraj DS,	UN-4 ERD	01720800164 kppadmin@ gmail	
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10.				
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15.	Melvinia Ali NPM	K4DM UNDP		
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