



## Minutes of meeting - Capacity Strengthening Initiative (CSI)

Ministry of Planning – 29 August, 2012

### I. Attendees:

Ministry of Planning: Mr. Esam Garba, Director of Technical Cooperation Department  
Mr. Abdel Razzaq Joha, Technical Cooperation Department  
Mr. Moataz Sheikhi, Technical Cooperation Department

- It is noteworthy to mention that Mr. Ali Saleh, Deputy Minister for Planning apologized for not being able to attend due to unforeseen engagement at the Ministry.

UNDP-Libya: Mr. Eric Overvest, UNDP Country Director  
Ms. Dima Al-Khatib, Deputy Country Director  
Ms. Lily Habash, Senior Governance Advisor/ A.I.M for the CSI  
Mr. Osama Matri, UNDP Governance Programme Manager

### II. Meeting Agenda:

1. Welcoming Remarks: Mr. Esam Garba/ Director of Technical Cooperation – Ministry of Planning
2. Introduction: Mr. Eric Overvest, UNDP-LIBYA Country Director
3. Progress to date: UNDP + MoP
4. Presentation of work plan: Lily Habash / Senior Governance Advisor – UNDP  
At Interim Project Manager for CSI
5. Recommendations
6. AOB

### III. Minutes of Meeting:

#### 1. Welcoming Remarks:

Mr. Garba welcomed UNDP to the meeting and apologized on behalf of Mr. Ali Saleh, Deputy Minister for Planning for not being able to attend the meeting due to unforeseen engagement in his office.

#### 2. Introduction:

- **Background:** Mr. Overvest explained the historical background of the CSI, recalling that the project was split into two projects "Capacity Development Initiative in Libya and the Rapid Deployment Assistance Framework" signed with the Ministry of Planning on the 14<sup>th</sup> of January 2012 but were not implemented. Consultation to revisit and redesign both project documents began in February 2012 with the support of Ms. Lily Habash who was on SURGE mission as a governance advisor for UNDP. A new project document "the Capacity Strengthening Initiative" combined both budgets in one "00074531" was signed on the 31<sup>st</sup> of May 2012. The revised project document included outputs that reflect the ministry's priorities in capacity development during the transitional period.
- **CSI Board Meeting:** Mr. Overvest highlighted the fact that this is the first CSI Board meeting and the main objective is to discuss and approve the Annual Work Plan and that has been prepared in full consultation between the Ministry of Planning and UNDP. He also reiterated the fact that the new project document will be implemented under the DIM modality while there are some pending issues under the NIM modality and that governed the previous project documents; i.e. the Ministry's request for the English Language Training for two of its staff in the USA. He further added that there is a need to accelerate delivery of planned activities during the next period whereas both sides the Ministry of Planning and UNDP will be able to cooperate together in order to achieve the desired outcome.

#### 3. Progress to date: Ministry of Planning and UNDP:

Both sides agreed that the past activities have paved the way for a more consolidated and coherent support to the development of the Ministry of Planning institutional and individual capacities. There was also an agreement that the Technical Cooperation Department will also involve the Ministry's specialized departments in the work and discussions so that the benefit is widened and institutionalized. The Technical Cooperation Department will arrange for meetings with the Department of Institutional Development and Human Resources.

#### 4. Presentation of the 2012 work plan:

Ms. Habash explained the rationale behind the design of the annual work plan for the CSI;

- It covers all of 2012 before and after the signing of the revised project document of the CSI on the 31<sup>st</sup> of May 2012. During Q1+2, a number of activities were implemented upon the

request of the Ministry of Planning such as the workshop on Monitoring and Evaluation, and the seminar on "Delivery" in addition to covering the monthly salaries for three technical staff who supported the Department of Technical Cooperation.

- During Q3+4, the work plan will focus on a number of activities to be initiated within the three main outputs (see attached CSI AWP 2012). The planned activities will focus on supporting capacity of the ministry in policy formulation and development of the national development plan, training, and technical and policy advisory services. In addition the development of the roster will enable the Ministry of Planning to tap on existing expatriate, regional and international experts on an ad hoc basis and upon the need and requests from the line ministries. In this respect, Ms. Dima Al-Khatib introduced the concept of the UNDP TOKTEN programme (Transfer of Knowledge Through Expatriate Nationals) and that proved success in countries such as Lebanon and the oPt, and suggested that UNDP supports the Ministry of Planning with a scoping mission asap. To this effect, she informed the Board that she has already explored the possibility of inviting Mr. Mounir Kleibo, currently working as the ILO Representative in the oPt and who has actually initiated the TOKTEN programme at UNDP-PAPP, with the ILO Regional Director. Mr. Kleibo has expressed his willingness to come on mission to Tripoli. In this respect, the Board agreed that a TOKTEN scoping mission to be included under Output 2 of the AWP and the UNDP contact Mr. Kleibo to move forward with this issue.

#### **5. Discussion and Recommendations:**

- The Board extensively discussed the planned activities and recommended that a number of additional activities are carried out to support the Ministry of Planning; among those activities is to hold a workshop on the "lessons learnt in the government machinery during the transitional period".
- The board noted the ambitious nature of the workplan for the coming 3 months and recommended the enhancement of the delivery on the project taking into account the pressing needs of the Ministry of Planning during this transition phase.
- Mr. Esam Garba made the following comments:
  - The need for the AWP to be flexible and open to modification on activities and adjustment of budget allocations
  - The need to modify the expenditure covering the cost of travel of Mr. Aladeen Shawa who provided support to the Ministry of Local Government and that was covered by the CSI COA to be re-charged from the Transitional Government COA.
  - Enquired about the actual cost of the Conference Facility and how the estimate cost was decided. UNDP explained that this is based on the LTA procurement procedure followed for the establishment of the UNDP conference facility. In general, this would help accelerate the process of installing the facility in the Ministry of Planning while going through a transparent procurement process. Once the actual cost is paid, the exact expenditure will be filed in the periodical and annual expenditure report.

- Mr. Garba suggested that the project prepares to hold a series of workshop during the next month and that would benefit the upcoming government and new national congress on issues such as change management and lessons learnt from the experience of the government during the transitional period.
- The need to start with the Capacity Assessment exercise in the Ministry of Planning and the need to introduce the CSI to the Ministry's staff. In this respect, Ms. Dima Al-Khatib suggested that it will be important to benefit from the HNEC experience in conducting a capacity assessment exercise, as they are currently undergoing an internal evaluation with the support of UNDP, to draw lessons learnt in preparation for the next elections .
- Mr. Garba also responded to UNDP enquiry regarding the current organizational structure of the Ministry. Currently the main departments are: central planning, national accounts, feasibility studies, institutional development and management of human resources, budget and administration in addition to the National Statistics Department that is temporarily part of the Ministry of Planning.
- Mr. Garba enquired about the significance of having the government provide funds to UNDP while under the NIM modality, the full responsibility of managing the project lies under the Ministry. UNDP explained that this ensures a long process of capacity building for the ministry's staff in project management, transparent and credible procurement processes, etc.
- Mr. Garba reiterated the fact that there are certain activities to be implemented within the NIM modality under the LOA part of the revised CSI document. In this respect, it was agreed that UNDP will not need an official request by the Ministry to transfer the USD1m for the LOA from the 888 account to the CSI.

**Board decisions:**

**1. Work plan:**

The board formally approved the work plan. CSI project management to add the following:

- Under output 1, to add a new activity / workshop on Lesson Learnt in the public administration during transition and immediate functional review for the Ministry of Planning with an introductory session for the exercise
- Capacity Assessment exercise for the Ministry
- Under output 2, to add a new activity for a scoping mission to introduce the concept and application of the UNDP TOKTEN programme previously implemented in countries such as Lebanon and the oPt.

**2. CSI Project Manager:**

The board decided that the position is re-advertised for one more week, while the Ministry of Planning will encourage potential candidates both at the diaspora and national levels to apply. In case no potential candidate is applying, the board decided to look into other possibilities to encourage highly qualified professionals to work on the project on an IC basis with a contract focused on delivery. In this case, the Ministry of Planning will ensure the appointment of a

national counter-part as well as direct interaction with the Ministry's staff at the various departments' level.

**3. Pending issues from the NIM project:**

- With regards to the Ministry of Planning request for Direct Payment to cover a course of English Language Training for two Ministry's staff. An official reply letter to the Deputy Minister was handed over to Mr. Esam Garba. Accordingly, Mr. Osama Matri, UNDP Governance Specialist will follow-up on the support to the Ministry with regards to procurement requirements. Once the selection of the service provider and the procurement process is completed, the Ministry will send a request to transfer the fund to the selected institution.
- The Board agreed that a training session for the staff of Technical Cooperation staff in the Ministry of Planning and the line Ministries on the NIM – DIM modality be held as soon as possible to further enhance their capacity in project management and follow-up with UNDP on such matters.

**4. UNDP-Ministry of Planning Governance Advisor:**

The board agreed to include the salary of the Governance Advisor in the 2012 work plan.

**5. Modality of payment for certain activities under the CSI's LOA:**

The board agreed that Mr. Osama Matri will present best practice modality options to the Ministry of Planning in this regard.

**6. Modification of expenditure cost of travel and accommodation for Mr. Aladeen Shawa to be re-funded from the COA of Transitional Government.**

Attachments: CSI Board Meeting Agenda

CSI progress Report Q1+Q2 2012

CSI AWP 2012

CSI Signed Documents

Agreed and signed on ...../September/2012

For the Ministry of Planning

Mr. Esam Garba



For UNDP-LIBYA

Mr. Eric Overvest

Director of Technical Cooperation

UNDP Country Director