

Umbrella Programme Meeting

Present:

Sonali Dayaratne – Policy and Design Specialist
Fadhil Bakeer Marker- Partnership Analyst
Yasas Thalagala – Project Coordination Associate
Roshan Raja- M&E Associate
Upul Ranaweera- M&E Assistant
Shyara Bastiansz- Project Manager/Programme Analyst

Programme Document:

As per the previous minutes, the changes discussed for the project documents (i.e. streamlining activities of outputs 1 & 2 under output 1 only and including the new output on innovation), will be reflected in the revised project document and AWP for 2018, and submitted to CD for approval and endorsement.

Project Budget Revision

The following changes to the budget were discussed and agreed with:

- In April, senior management agreed to allocate \$95,000 from the non-earmarked funds (30083) to the new output 5 (Citra lab/innovation), due to the delayed availability of GLOC. Given that the GLOC allocation is now available to the CO, the reserve allocation was revised to USD 55,000. (Yasas to do the necessary GLJE and changes to the atlas output budget, as part of the pending revision).
- Sonali informed the board that the services of a local consultant, who specialized in local governance sector, needed to be hired urgently. This was part of the proposal development of the new Gov/PB flagship programme under SDG 16. Accordingly, \$20,000 was allocated to support the hiring of this consultant, under a new activity titled 'Support to LG strengthening' under output ID 98227.
- The reserves available and currently programmed under outputs 1, 3 4 & 5 have been used for upgrades to the CO premises, as part of the restructure and re-integration process.
- Provisional funding support in the first quarter of 2019, for the new technical coordinators hired under the new SDG 16 flagship programme, and the project assistant supporting the policy specialists to be considered from the reserves.
- Changed reflected in the revised project document, will be captured in the RRF as well. A standard M&E framework is not feasible for this project, due to the nature of the programme activities at CO level, which are designed on a needs basis.

Documents for audit preparation

Shyara is currently completing the list of documents required as part of the readiness for the CO audit in November 2018.

Management:

2017 CDR (full year) to be forwarded to CD for endorsement.

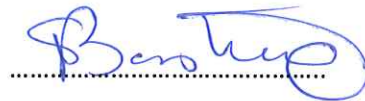
Action Points

Clean up of small c/fwd. balances remaining (under fund code 30000) will be done via a NTF to CD.

- Remaining balance from Norway funds: The final report to the donor has already been sent by Sonali, and confirmed that this money will not be returned- to be used for DPC if needed- Shyara to follow up with Manjula/Surangi

Shyara to finalize the budget revision documents, and forward for completion on the system.

Prepare by: Shyara Bastiansz



Approved by: Jorn Soerensen



