



*Empowered lives.
Resilient nations.*

BUILDING MUNICIPAL CAPACITIES FOR PROJECT IMPLEMENTATION

First Project Board Meeting

February 1st, 2019, UNDP

MINUTES OF PROJECT BOARD MEETING

Attendees:

- Mrs. Narine Sahakyan, Resident Representative, UNDP (Project board chair)
- Mrs. Biljana Dzartova-Petrovska, Senior Programme Manager, Sida (Project board member)
- Mrs. Andrijana Stojanovska, State Councilor, Ministry of Local Self-Government (Project board member)
- Mrs. Irena Stameska, Associate, Ministry of Information Society and Administration (Project board member)
- Mr. Emil Angelov, Programme Analyst, UNDP
- Mr. Filip Nelkovski, Project Manager, UNDP
- Mr. Marijan Djima, Project Assistant, UNDP (note taker)

Absent:

- Mrs. Ivana Serafimova, Training Advisor, Association of the Units of Local Self-Government of Macedonia-ZELS (Project board member)

Agenda:

10:00 – **Welcome remarks**

Narine Sahakyan, UNDP Resident Representative

Biljana Dzartova-Petrovska, Sida Senior Programme Manager

10:10 – **Presentation of the project and the Annual Work Plan**

Filip Nelkovski, UNDP Project Manager

10:35 – **Thematic discussion**

10:55 – **Closing remarks**

Welcome remarks

Mrs. Sahakyan welcomed the attendees and shortly introduced project rationale expressing gratitude for Sida supporting the project. She stressed the project addresses major development issues previously identified through lessons learned. The UNDP experience on related projects is an important adding-value element in the whole project cycle. Introducing the project team, she pointed out their competences and willingness to achieving results. Talking about the project, the Resident Representative specifically noted the importance of **cross-cutting issues** such as the economic growth and gender equality. She pointed out the relevant support to SDG's to all phases of development of the project.

Mrs. Sahakyan expressed appreciation to all Project board member stakeholders for their trust in UNDP and continuous support to the reform processes in the project domain.

Mrs. Dzartova-Petrovska stressed appreciation of UNDP as a competent and reliable supplier in the field. She reaffirmed Sweden's dedication to support decentralization reforms in the country. She has specifically pointed out the importance of issues of resilience to climate change, gender mainstreaming and transparency. She stressed the mismatches and large disparities *Sida* had noted as created by decentralization on municipal level, with rural municipalities now being most in need. She further pointed out that UNDP proposal for this project, although somewhat ambitious, seemed to methodically address key points in reducing those disparities, especially by enabling final beneficiaries to ultimately receive and maintain ownership of project action results. She further stressed Sida's a firm stance on: conflict prevention, climate change, anticorruption, gender mainstreaming, transparency and partner cooperation, and requested they be incorporated throughout project implementation. She also advised that regular coordination is maintained with other implementing parties and donors in the field in order to avoid overlapping of efforts.

Presentation of the project and the Annual Work Plan

Mr. Nelkovski briefly presented the project explaining its background, components and related activities. Going over the Annual Work Plan (AWP; see Annex 1) he pointed out: that most of the efforts during the project's first year will be dedicated to developing of the Municipal Development Index (MDI), in order to secure sound basis for establishing of the Technical Documentation Fund (TDF); That the Functional Analysis (FA) of MLSG is planned to be done by June 2019, while the FA of municipalities will depend on MLSG's setting the required depth of the analysis. Outlining the three (3) outcomes he stated that the MDI would be calculated (maintained regularly; revised annually) for all municipalities and is planned to be made publicly available by June 2019; that FA findings will be presented to all stakeholders and wider public; and that ideally the TDF would be established as a UNDP-managed fund.

Mr. Nelkovski has informed the Board's strategic role in making decisions and recommendations, as well as approving AWP and its' modifications when necessary.

Mr. Angelov continued by briefly detailing project management structure (see Annex 2). He stressed that the project is structured in line with UN SDG's to address beneficiary needs and initiate change applying as a general methodology the theory of change. In line with the *Project Quality Assurance and SESP rules* approved in UNDP, he described in details UNDP's quality assurance obligations on global corporate level, and how they include *Sida's* mandatory principles.

Thematic discussion

All Project board members have focused on the most important outcomes of the project. Thematic and detailed discussion was initiated with following outcomes:

- i) There being seemingly high volume of work to be done under the FA component and whether it would include all municipalities (Mrs. Dzartova-Petrovska).
- ii) There being apparent similarity and overlap of certain project activities with those already implemented under a midterm review of the implementation of the decentralization process, as well as under an on-going process of functional analysis of the Ministry of Local Self-Government-MLSG (Mrs. Stojanovska).

Mrs. Sahakyan has informed that the FA would follow *top-down* the organogram of the Local self-government sector and will be based on the existing functional analysis of the public administration. She stressed that there are already massive data available. She has also noted that the same previously used FA methodology with the Ministry of Information Society and Administration (MISA) would be followed.

Mr. Angelov followed outlining the two aspects assumed by the FA project component: FA of the MLSG, and analysis of the local self-government system. In that view, he further informed about the details underlying the projected goals and objectives in each area were currently being specified. Based on those information specific requirements would be formulated for the professional consultants (companies, individual contractors) that would do the work required; The ToRs for the professional consultants in all activities are aligned with the Project document.

There is a full awareness about the activities and information pertinent to the midterm review. Mr. Angelov assured there would be no overlapping or reworking. All aspects outlined will be included and properly covered, including new data generation and relevant information. Results will be gathered from all related activities and all practitioners in the field; The project would fill in the gaps and complement the lacks in prior projects. As an example, he pointed on-going activities related to the development of a Quality of Life Index, as well as other relevant parallel activities, projects, findings, results and outcomes that could contribute in developing the MDI.

Closing remarks

In closing of its first meeting the Project Board concluded the following:

- The information and clarifications presented are in line with the Project Document and are satisfactory in content and detail.
- The members of the project board accept their duties and obligations as explained.
- The Annual Work Plan as presented is adopted and approved.
- MoM will be sent to all participants.

Minutes approved and signed by Members of Project Board:

Chairperson




Mrs. Narine Sahakyan,
Resident Representative, UNDP

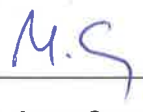
Project Board Members:



Mrs. Biljana Dzarտova-Petrovska
Senior Programme Manager, Sida



Mrs. Andriјana Stojanovska
State councilor, Ministry of Local
Self-Government



Mrs. Irena Stameska
Associate, Ministry of
Information Society and
Administration

ANNEX 1 - ANNUAL WORK PLAN (Y1)


Draft Annual Work Plan

YEAR 2019

Project title: "Building Municipal Capacities for Project Implementation"

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
COMPONENT 1												
Creating clear and simple index of municipal development												
1. Development of MDI methodology	X	X										
2. Data availability assessment		X	X									
3. Methodology applied on all municipalities			X			X				X		
4. Assessment of comparative experiences			X	X								
5. Policy discussions			X	X					X			X
6. Public presentation of the index					X	X						
COMPONENT 2												
Functional analysis of the local governance system												
1. Functional analysis of MLSG and municipalities.		X	X	X								
2. Functional analysis of the local governance system			X	X	X							
3. Policy paper for institutionalisation of recommendations					X	X						
4. Public presentation of the analysis						X			X			
5. Consultation events		X			X	X						X
COMPONENT 3												
Establishment of a technical documentation fund for local development projects												
1. Establishing fund management structure					X	X						
2. Design and approval of fund statutes, documents and forms						X						
3. Creation of evaluation criteria						X	X					
4. Consultative events						X			X			X
5. Call for applications									X			
6. Grants agreements and reporting procedures							X	X				X
7. Tendering and preparation of technical documentation										X	X	X

ANNEX 2 – PROJECT ORGANOGRAM

<p>Project board</p> <p>Governance mechanism</p>	<p>Senior Beneficiary</p> <ul style="list-style-type: none"> -Ministry of Local Self-Government (Lead institution) -Municipalities (represented by ZELS) -Ministry of Information Society & Administration 	<p>Executive</p> <p>UNDP Resident Representative</p>	<p>Senior Supplier</p> <div style="text-align: center;">  </div> <p>SIDA representative</p>
<p>Project Assurance</p> <p>UNDP Programme Analyst Good Governance Unit</p>	<p>Project team</p> <ul style="list-style-type: none"> Project Manager Project Assistant Gender Specialist Communication 	<p>Project Support</p> <ul style="list-style-type: none"> UNDP Operations Department (finance and HR) UNDP Communications Officer 	<p>Short term experts consultants</p> <p>According to needs</p>