





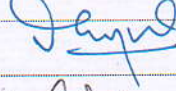
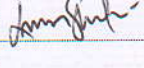



Project Board meeting (1st PB)

Project Name:	Technical Assistance for Micro Enterprise Development for Poverty Alleviation (MEDPA-TA)		
Date of Meeting:	09 January 2019	Time:	14:30-16.00 Hrs
Chair:	Mr. Dinesh Bhattarai	Location:	Babarmahal Revisited, Babarmahal

Project Board Members			
Name	Title	Organization	Signature
Mr. Dinesh Bhattarai	Joint Secretary and National Program Director	Ministry of Industry, Commerce & Supply	
Khim Kunwar	Under Secretary	Ministry of Finance	
Khem Joshi	Section Officer	MoFAGA	
Padam Bhusal	Livelihoods Program Manager	Australian Embassy	
Balram Paudel	Program Management Analyst	UNDP	
Dr. Ramji P. Neupane	NPM	MEDPA-TA	

Attendees B			
Name	Title	Organization	Signature
Ainsley Hemming	Head of Development Cooperations	Australian Embassy	
Ayshanie Madagongada - Labe	Deputy Resience Representative	UNDP	
Binda Acharya	Under Secretary and NPC	MoICS	
Bishnu Kumari Bhusal	Section Officer	MoICS	
Meghraj Acharya	MED Policy Specialist	MEDPA-TA	
Laxman Shrestha	AFO	MEDPA-TA	
Bickram Shrestha	MISO	MEDPA - TA	
Binda Magar	GESI Specilist	UNDP	
Saujanya Maskey	Finance Assittant	UNDP	
Kamala Karmacharya	Admin. Assistant	MEDPA - TA	

Technical Assistance for Micro-Enterprise Development for Poverty Alleviation (MEDPA- TA)
Agenda: 1st Project Board Meeting

Date: 9 January 2019; Time: 2:30 pm; Venue: Babarmahal Revisited, Babarmahal, Kathmandu


S. No.	Agenda	Responsible Person	Description/ Explanation	Purpose
1	Introduction and Welcome	NPD	Welcome and brief introduction of Participants and MEDPA-TA	Information
2	Presentation on MEDPA- TA	NPM	Present the MEDPA-TA (Project objectives and strategies)	Information
3	Presentation on AWP & QWP	NPM	Presentation on AWP 2019 and January -June QWP, 2019	For Approval
4	Inventory and Asset Management Plan	NPM	<ul style="list-style-type: none"> No bids were received during auction for 3 vehicles. Likewise, Ministry of Finance did not agree to handover three motorbikes and two vehicles to Government. Therefore, it is decided to undertake any of the options - handover, transfer, scrap or further auction for their disposal. In case of three motorbikes, they will be used by MEDPA-TA officials/personnel at MoICS as assigned by NPD (list attached). Excess inventory/assets retained for MEDPA TA team will be auctioned (attached list as annex). Relocation of retained motorbikes between the MEDPA-TA Provinces will be done as per the need. 	For Approval
5	MEDPA-TA expenditure mechanism		<ul style="list-style-type: none"> It is proposed to maintain a petty cash of Rs. 50,000 each at Federal and Provincial level MEDPA-TA for communication, stationery and petty office expenditures. To carry out program at provincial, district and local government levels, the Provincial MED Specialist (PMEDS) will be provided an advance up to 75% and will be settled as per NIM guidelines. 	For Approval
6	AOB	NPM	It is decided to take initiation to seek for additional resources for MEDPA	
7	Remarks	UNDP & DFAT	Remarks from Ayshanie Medagangoda-Labe, DRR, UNDP Remarks from Ainsley Hemming, Head of Development Cooperation, DFAT /Australian Embassy.	
	Closing Remarks	NPD		


Discussion/ Decision and Action	Topic (Discussion)	Action (including time line to complete the recommended action)/ Decision	Responsible Person for action
	<p>Agenda 1: Introduction and Welcome</p> <p>The National Program Director Mr. Dinesh Bhattarai started the meeting by welcoming Project Board (PB) members and asking PB members and attendees to introduce. In his opening remarks, NPD briefed the MEDPA-TA background and mentioned that this is the 1st Project Board Meeting for MEDPA -TA. The NPD then directed NPM, Dr. Ramji Neupane to do the combined presentation on MEDPA overview, MEDPA –TA; Annual Work Plan and Quarterly Work Plans for 2019.</p>	Informed	NPD/NPM
	<p>Agenda 2: Presentation on MEDPA- TA</p> <p>NPM presented on the broader context, relevance, challenges and institutional arrangement of MEDPA implementation for institutionalization of MED under federal context. The presentation also included the MEDPA – TA objectives and results, program progress so far, and procurement process at Provincial and District levels. The NPM informed the PB about the importance of MEDPA-TA support for institutionalization of MED at all three levels of governments- the Federal, Provincial and Local- with request from PB for additional resources owing to institutionalization of MED at Provincial and Local Governments and demands from districts (DCSIO). The presentation is attached with this minutes.</p>	Informed	NPM
	<p>Agenda 3: Presentation on AWP 2019 & January – June, QWPs 2019</p> <p>NPM presented on the Annual Work Plan (AWP) and Quarterly Work Plans (Jan-March and April – June) 2019. The presentation was focused on the budget allocation for AWP, and QWPs 2019 for Jan-March and April – June 2019. The presentation also highlighted on MEDPA – TA main focus areas for 2019 as well as main activities for 2019, ranging from providing technical assistance to implement</p>	<p>Approved</p> <p>The AWP 2019 resources is US\$ 649,565 (US\$ 366,401 from UNDP TRAC; US\$ 283,164 from DFAT). The QWPs 2019 resource is US\$ 146,283 (US\$ 63,556 from TRAC;</p>	NPM

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<p>MEDPA, support for integration of MED into relevant acts, policies, plans and guidelines, to capacity building and collaboration for human resource development on entrepreneurship. The presentation is attached with this minutes.</p> <p>Decision: The PB approved the Annual Work Plan 2019 and Quarterly Work Plans (January – March and April-June) 2019.</p> <p>Agenda 4: Inventory and Asset Management Plan</p> <p>NPM informed the PB on a need to either handover or auction remaining assets that were retained for MEDPA-TA.</p> <p>Decisions:</p> <ul style="list-style-type: none"> • Excess assets retained for MEDPA TA team from MEDEP IV will be handed over to Government institutions (Local, Provincial and Federal) and/or entrepreneurs' organizations- the District Micro-Entrepreneurs Group Associations (such as DMEGA Sindhuli, Kavre, Dolakha, Rasuwa and Sarlahi)- (attached assets list as annex). • Relocation of retained motorbikes between the MEDPA-TA Provinces will be done by MEDPA – TA management team as per the need. 	<p>US\$ 82,727 from DFAT) for Jan – March and US\$ 191,322 (US\$ 107,923 from TRAC; US\$ 83,399 from DFAT) for April–June 2019.</p>	<p>NPM</p>
<p>Agenda 5: MEDPA-TA expenditure mechanism</p> <p>NPM informed to the PB that there will be only one cost center for MEDPA- TA at the Federal level and no cost center will be operational at Provincial MEDPA -TA level. In order to facilitate smooth operation at federal level, the following arrangements will be made.</p> <p>Decisions:</p> <ul style="list-style-type: none"> • Maintain a petty cash of Rs. 50,000 each at Federal and Provincial level MEDPA-TA for communication, stationery and petty office expenditures. A brief Guidelines will be prepared for its operation in consultation with UNDP and approved by NPD before implementation. 	<p>Approved</p>	<p>NPM</p>


<ul style="list-style-type: none"> To carry out program at provincial, district and local government levels, the Provincial MED Specialist (PMEDS) will be provided an advance up to 75% of the particular activity based on the program plan and its associated expenditure plan proposed for any activity for the province and will be settled as per NIM guidelines. As much as possible MEDPA TA will establish longer term agreement with vendor and payment will be made to vendor directly from MEDPA TA central office rather than paying through advance to provincial MED Specialist. 	
<p>Agenda 6: AOB NPM proposed PB to take initiation to seek for additional resources for MEDPA TA</p>	
<p>Agenda 6: Remarks and Closing Remarks Ayshanie Medagangoda, DRR, UNDP and Ainsley Hemming, Head of Development Cooperations, DFAT made some final remarks. The NPD with his final remarks, thanked all and closed the PB meeting (the detail discussions/comments presented in annex 1).</p>	


 Dinesh Bhattarai
 Joint Secretary, Ministry of Industry, Commerce and Supply (MoICS)
 National Program Director, MEDEP


 Padam Bhusal,
 Livelihoods Program Manager
 Australian Embassy

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 Khim Kunwar
 Under Secretary
 Ministry of Finance (MoF)


 Balram Poudel
 Program Management Analyst,
 UNDP


 Khem Joshi
 Section Officer, Ministry of Federal Affairs and General Administration (MoFAGA)


 Dr. Ramji Prasad Neupane
 National Project Manager
 MEDPA-TA

Annex 1. Detail discussions under different agenda items

Topic (Discussion)

Agenda 2 & 3: Presentation on MEDPA context, MEDPA-TA and AWP 2019 & QWPs (January – June) 2019.

Discussions:

Khim Kunwar: inquired on the government contribution to the project and whether the work plan presented is based on the approved Project Document for MEDPA-TA and this PB need to approve it.

Dinesh Bhattarai: The work plan presented is based on the multi-year work plan approved in the Project Document. The PB needs to approve the AWP/QWP. Out of the total contribution of NRS 2 crores from Government for MEDPA-TA, the Hon. Minister, Ministry of Finance has said that half of the committed amount will be released this fiscal year (2075/76) and remaining half for next year. However, the work plan does not include government contribution and is based on the resources from TRAC/UNDP and DFAT.

Padam Bhusal: PB needs to approve the AWP and QWP, which are based on the broader work plan presented in project document and agreed by all. There could be changes as well as elaborations on the activities/work plan based on the ground realities and context of project implementation.

Ramji Neupane: The budget and activities proposed in the AWP/QWP are as per the approved MEDPA-TA Project Document and PB needs to approve the AWP and QWPs 2019.

Bal Ram Paudel: AWP/QWPs are prepared as well as further elaboration of the multi-year work plan of the approved Project Document.

Agenda 4 & 5: Inventory/Asset Management Plan and

Discussions:



Padam Bhusal: Whether MEDPA –TA PB can take any decisions on those 3 vehicles for which no bids were received during auction carried out as per MEDEP PB decision. Same with other 2 vehicles and 3 motorbikes which were supposed to be handed over to the Government. As they do not belong to MEDPA –TA, this PB cannot decide on proposed options - handover, transfer, scrap or further auction for those vehicles and motorbikes.

Ayshanie: UNDP can write a letter of authorization to dispose those vehicles and motorbikes.

Ramji Neupane: We proposed for PB decision on different options for disposal of those vehicles and motorbikes as it is mentioned in the MEDPA – TA project document that “the existing MEDEP vehicles, equipment, and computers will be used by the MEDPA – TA project team”.

Dinesh Bhattarai: We will put for decision in next PB meeting for different options and further action on disposing those vehicles and motorbikes when we receive authorization from UNDP.

Agenda 5: MEDPA-TA expenditure mechanism

Discussions:

Padam Bhusal: Is it allowed by UNDP rules to have petty cash maintained at Federal and Provincial levels?

Ayshani: It is fine with UNDP to have petty cash maintained at Federal and Provincial levels with said amount.

Bal Ram Paudel: The project need to have in place a clear but concise guidelines on the use of petty cash. Project develops a Guidelines and forwards to UNDP for comments/inputs and it will be approved by NPD. The PMEDS need to submit the expenditure plan to receive advance up to 75% to carry out any activity and settle accordingly. The project can use vendors having long term agreement with UNDP as far as possible for program implementation in the field.

Khim Kunwar: How the financial system/cost center were managed previously under MEDEP?

Ramji Neupane: Under MEDEP, the financial systems were done at 8 Area Program Support Offices across the country and at National Program Support Office in Kathmandu, thus there were 9 cost centers. Regarding the use of petty cash, we will prepare brief guidelines with clear instructions for its use at the Provincial level as per the NIM Guidelines.



Agenda 6: Remarks and Closing Remarks

Ayshanie: Congratulations to all involved in bringing on board 20 plus MEDPA-TA staffs through recruitment process carried out in last 3 months. I had the opportunity of visiting MEDEP/MEDPA entrepreneurs in Pokhara and Surkhet/Dailekh areas and found them working as well as having with lots of expectations. Local Governments (LG) want youth's job and diversify entrepreneurship. It is too much to ask from one person at the Province to fulfill demands from LGs and PG. Moving from micro to small enterprise is a huge challenge as well as opportunity for us. We should be realistic, in talking about providing TA support to PG and LGs for the creation of 27,000 new micro-entrepreneurs and upscaling of 17,000 existing MEs during 2019 (MEDPA target of the year). UNDP is ready to work with DFAT and other Ministries such as MOFAGA to diversify resource mobilization. There is an opportunity to link up with what is happening with other Government Ministries, for example the skill development project with Ministry of Education.

UNDP is ready to support functional capacity development incentives to Government Officials (such as: NP, NPC) who are directly involved in managing MEDPA TA. Based on the capacity need assessment, She said that, we can discuss further on this.

The transition of MEDEP to MEDPA is very important, I think we have to change the message that MEDPA now is in full phase at the time when MEDEP phased out. Thank you to our colleagues from DFAT for your continue support. MEDEP has shown a significant breakthrough and technical trainings are the strong part of MEDEP. Technical Assistance in institutionalization of MEDPA in federal system is very important because MEDEP was designed for unitary structure and in the changing context provincial and local governments need more support.

Ainsley: I congratulate to new members of MEDPA –TA team as well as old MEDEP team members. I have lot of faith on highly energized project team, Ministry. Confident that partnership works with significant results. For Australia, private and public sector partnership for economic growth is important. We have limited resources available now, in terms of human, financial and time. We recognize it's hard to meet all field level expectations (specially from PG and LGs) and thus need to be focused. Getting additional resources for MEDPA TA would be great which needs additional efforts. I appreciate the amount of pressure the Provincial MED Specialist are getting. This is a small project and bit of coordination required by all. I am delighted to see all the faces here and Good luck to all of us.

Dinesh Bhattarai: I would like to thank all the PB members, DFAT, UNDP, MoF, MoFAGA, staffs from MoICS, and the Project team to make this PB meeting successful. The government of Nepal is committed to provide its contribution to the project and Hon. Minister, MoF has already given words to MoICS leadership to provide 50% of the committed amount for this



fiscal year. Lots of resources are committed at PG and LG levels on enterprise development. We are helping to implement MEDPA and not in the driver's seat. Policy lobbying at PG level is required. Though cannot leave other LGs, the project document says to focus on 70 DEMO LGs. There is opportunity for resource pooling as other GoN agencies are interested in MED model. Lots of work is required despite limitation of small project team- 21 members, 3 or 4 volunteers (GoN staffs). The MED model is really effective model to change the lives of poor people. More resources required to make TA project effective as we cannot leave everything at once, we have to provide some support. We are leaving everything to PG but they are not known to MED model. Thus PG need some demonstrative type of project. We should also think of specific product, for example rubber products. Previously Government Rubber industry was producing rubber tires and farmers were involved in rubber production. But we did not work with farmers to become rubber entrepreneurs. If we are able to invest say NRs. 25 lakhs in a machine, then entrepreneurs can make different rubber products, such as globes, slippers, erasers and so on. We have not yet taken into account of such new and innovative things. But if we have more resources then we can go into such innovations. Thank you Ayshanie and Ainsley for internalizing the feeling of government employees.

Finally, I would like to thank everyone again and close this PB meeting.

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Annex 1

Handover Asset list to DMEGA

SN	Acquisition Date	Item Description	Item Code	Condition	Item Location	US \$ Value	Handover To
1	20-Aug-10	White Board	MEDEP.WB.1	Good	ESP	52.94	DMEGA Dolkha
2	20-Aug-10	White Board Chainees (3.5'x 5')	MEDEP-Sboard-002/10	Good	ESP	45.70	DMEGA Dolkha
3	28-Dec-14	Revolving Chair	MEDEP-RevChair-05-2014	Poor	ESP	229.91	DMEGA Dolkha
4		Chair	MEDEP Rev. Char-004	Good	ESP		DMEGA Dolkha
5	12-Nov-13	Heater Austra	MEDEP Heater-06/2013	Good	ESP	107.76	DMEGA Dolkha
6	11-Mar-14	Inverter 1500 VA with 2 Battries	MEDEP Inverter 001/2014	Fair	ESP	191.82	DMEGA Dolkha
7	16-Dec-12	HP 4440S Probook Laptop	MEDEP Laptop 010/2012	Poor	ESP	882.85	DMEGA Dolkha
8	29-Dec-14	Printer Canon (Color Printer)	MEDEP Printer 13/2014	Good	ESP	427.26	DMEGA Dolkha
9		Wodden Rack (Small)	UNDP RELRP FUR 24	Fair	ESP		DMEGA Dolkha
10		White Board	MEDEP-SB-7	Good	ESP		DMEGA Kavre
11	28-Dec-14	Revolving Chair	MEDEP-RevChair-03-2014	Good	ESP	229.91	DMEGA Kavre
12	31-Dec-14	Conference cal set- Poly com Device station 2	MEDEP-Conferenceset-01/2014	Good	ESP	919.63	DMEGA Kavre
13		Sanyo Heater		Poor	ESP		DMEGA Kavre
14	16-Dec-12	HP 4440S Probook Laptop	MEDEP Laptop 012/2012	Poor	ESP	882.85	DMEGA Kavre
15	4-Aug-10	Newspaper stand (45"x40"x20")	MEDEP-NP-Stand-001/10	Good	ESP	79.28	DMEGA Kavre
16	14-Mar-10	Panasonic TDSA 190/TDA 191	MEDEP-TDA -001/10	Good	ESP	483.63	DMEGA Kavre
17	2010	Open Rack	MEDEP-Oprac-04/10	Good	ESP	35.44	DMEGA Kavre
18		Meeting Hall Table	UNDP RELRP FUR 38	Good	ESP		DMEGA Kavre
19		Office Table	FUR 1401	Poor	ESP		DMEGA Kavre
20	8-Dec-14	UPS Sukam 1500 KVA	MEDEP-UPS-04/2014	Fair	ESP	97.66	DMEGA Kavre
21		White Board	MEDEP-SB-7	Good	ESP		DMEGA Rasuwa
22	28-Dec-14	Revolving Chair	MEDEP-RevChair-01-2014	Poor	ESP	321.87	DMEGA Rasuwa
23		Chair	UNDP RELRP-FUR-22	Good	ESP		DMEGA Rasuwa
24	20-May-10	Dell Optilex 380 MT	MEDEP-Dellcom-025/10	Good	ESP	679.00	DMEGA Rasuwa
25	12-Dec-10	Gas Heater	MEDEP-GH-004/10	Good	ESP	110.12	DMEGA Rasuwa
26	11-Oct-12	HP Laser Jet 1102 Printer	MEDEP Printer 001/2012	Good	ESP	80.94	DMEGA Rasuwa
27	8-Dec-14	UPS Sukam 1500 KVA	MEDEP-UPS-06/2014	Fair	ESP	97.66	DMEGA Rasuwa
28	20-Aug-10	White Board	MEDEP.WB.03	Good	ESP	52.94	DMEGA Sarlahi
29		Chair	UNDP RELRP-FUR-27	Good	ESP		DMEGA Sarlahi
30		Chair	UNDP/CPP 2013 FUR-176	Poor	ESP		DMEGA Sarlahi
31	4-Aug-10	Electrict Stand Fan 16"	MEDEP.SF-12	Fair	ESP	44.43	DMEGA Sarlahi
32	2015	Stand Fan	RELRP-2015-099	Fair	ESP	41.41	DMEGA Sarlahi
33	18-Feb-10	10 Kg Fire Extinguisher	MEDEP-FE-001/10	Fair	ESP	103.70	DMEGA Sarlahi
34	18-Feb-10	10 Kg Fire Extinguisher	MEDEP-FE-002/10	Fair	ESP	103.70	DMEGA Sarlahi
35	11-Oct-12	HP Laser Jet 1102 Printer	MEDEP Printer 002/2012	Good	ESP	80.94	DMEGA Sarlahi
36		Wodden Rack (Small)	UNDP RELRP FUR 33	Fair	ESP		DMEGA Sarlahi
37		Open File Rack	MEDEP-Stab-003/10	Fair	ESP		DMEGA Sarlahi
38		Tea Table	MEDEP-TT-3	Good	ESP		DMEGA Sarlahi
39		Soft Board	MEDEP.SB.2	Good	ESP	59.39	DMEGA Sinduhli
40	20-Aug-10	White Board	MEDEP.WB.02	Good	ESP	52.94	DMEGA Sinduhli
41	8-Jun-15	Camera Digital	MEDEP Camera 07/2015	Poor	ESP	205.18	DMEGA Sinduhli
42	28-Dec-14	Revolving Chair	MEDEP-RevChair-04-2014	Fair	ESP	229.91	DMEGA Sinduhli
43		Chair	UNDP RELRP-FUR-50	Fair	ESP		DMEGA Sinduhli
44	20-May-10	Dell Optilex 380 MT	MEDEP-Dellcom-022/10	Good	ESP	679.00	DMEGA Sinduhli
45	4-Aug-10	Electrict Stand Fan 16"	MEDEP.SF-13	Poor	ESP	44.43	DMEGA Sinduhli
46	28-Jun-10	Samsung Mobile 259	MEDEP-Mob-001/10	Poor	ESP	158.24	DMEGA Sinduhli
47		Open Rack	MED-F(BR1)	Good	ESP		DMEGA Sinduhli
48	31-Dec-14	Sofa Set	MEDEP-Sofaset-02/2014	Good	ESP	660.99	DMEGA Sinduhli
49	24-Nov-13	1.6 M L type Table	MEDEP table 01/2013	Poor	ESP	316.33	DMEGA Sinduhli
50	24-Nov-13	1.6 M L type Table	MEDEP table 03/2013	Poor	ESP	316.33	DMEGA Sinduhli
51	8-Dec-14	UPS Sukam 1500 KVA	MEDEP-UPS-01/2014	Fair	ESP	97.66	DMEGA Sinduhli

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