

Prepare the Public Administration for State Reform

First Project Executive Board Meeting

Thursday, 6 June 2013, MOGA

Attendees

Chair, Executive Secretary: Mr Durga Nidhi Sharma, Secretary, MOGA

Senior Supplier: Mr Jorn Sorensen, DCD, UNDP

Sr. Beneficiaries: Mr Ramesh Kumar Sharma, Joint Secretary, PSC

Project Director: Mr Mukunda Raj Panthee, Joint Secretary, MOGA

Project Manager: Ms. Shalini Tripathi

Project Assurance: Ms Bandana Risal, Sr Programme Specialist, Governance Unit,
UNDP

Others: Mr Yam Nath Sharma, Assistant Country Director, UNDP
Ms Kalpana Sarkar, Programme Analyst, UNDP
Mr Dinesh Pant, Sr National Advisor, PREPARE project

Mr. Durga Nidhi Sharma, Secretary and the Chair of the board welcomed the board members and thanked them for attending the first Board meeting. He gave a brief background on how Ministry of General Administration steered the formulation process of the project right from the beginning. He also welcomed the newly joined project staff.

Mr Jorn Sorensen, DCD, UNDP, welcomed the Board members and reflected on the relatively long formulation phase of the project. He further pointed out about the possible contribution of PREPARE in the present context particularly drawing some of the UNDP global experiences on public service reform and emphasized on drawing some expertise from UNDP's ongoing initiative such as SPCBN(Support to Participatory Constitution building in Nepal) project. He also highlighted the relevancy of the project in the present context in spite of state restructuring and its many more challenges ahead. He also assured the Board of UNDP commitment of USD 900,000 for two years and indicated the possibility of its continued and increased support in 2015 as well. He thanked the Ministry for providing office space and expressed his hope that the elections will be held soon, the Constitution will be drafted and that this project would move ahead smoothly.

Mr Mukunda Panthee, Joint Secretary and the National Project Director of PREPARE, made a presentation about the project to the board members. He discussed the overall project objectives, the project management structure and the budget. Ms Shalini Tripathi, National Project Manager PREPARE, presented the progress update of the project till date and also the work plan for the 2nd and 3rd quarters of 2013.



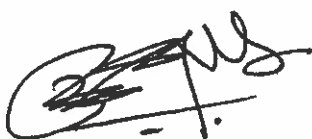
Mr Jorn Sorenson reminded the Board of the importance of delegating the work of the NPD, in case he is traveling and will be away from work for a duration that can hamper the activities of the project. Mr Durga Nidhi Sharma expressed his commitment to ensure that the work is delegated on time.

Mr Durga Nidhi Sharma in his closing remarks assured that the project will neither face a cost overrun nor time overrun and that it will deliver meaningful results. He also sought an assurance from the UNDP that even though the project budget has been reduced in the year 2013, the overall financial commitment of UNDP should remain the same till the end of 2014.

Summary of Decisions

1. The following documents have been adopted:
 - The annual work plan
 - The quarterly work plan(s) for 2nd and 3rd quarter
 - The project risk log
 - The project HR and procurement plan

2. A decision to open the PREPARE bank account at the Nepal Rastra Bank, Thapathali Bank, with the National Project Director, Mr Mukunda Raj Panthee and National Project Manager, Ms Shalini Tripathi, as joint signatories, till the time AFA is recruited. Once AFA is recruited, NPM will be the alternate signatory. In the absence of the National Project Director, another senior official from MOGA will be designated based on the decision of the executive chair.



Durga Nidhi Sharma
Chair of Project Executive Board, and
Secretary, MOGA

Project to Prepare the Public Administration for State Reform (PREPARE)

First Project Executive Board meeting

6 June 2013

Time: 12:30-2:00

Draft Agenda:

1. Introduction
2. Opening by Honorable Secretary, Durga Nidhi Sharma
3. Opening remarks by UNDP, DCD Jorn Sorensen
4. Project Introduction by Joint Secretary and NPD for PREPARE , Mukunda Raj Panthee
5. Progress Update (April-June) BY NPM, Shalini Tripathi
6. Sharing Key activities (2nd and 3rd quarter) By NPM, Shalini Tripathi
7. Documents to be endorsed:
 - Annual and Quarterly Work plans (2nd quarter and 3rd quarter)
 - HR and Procurement Plan
 - Risk Log
8. Bank Opening (Signatories)
9. Remarks by the Board members
10. AOB
11. Final remarks by UNDP DCD, Jorn Sorensen
12. Closing remarks by the Honorable Secretary , Durga Nidhi Sharma

