
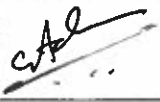


Meeting Minutes

2nd Project Executive Board (PEB) of 'Value Chain Development of Fruit and Vegetables in Nepal' Project

Programme	2 nd PEB meeting of 'Value Chain Development of Fruit and Vegetables in Nepal' Project		
Date	24 th December 2018	Time	3:30-4:30 PM
Chair	Mr. Tej Bahadur Subedi National Project Director	Venue	Ministry of Agriculture and Livestock Development (MoALD), Singha Durbar

Attendees

S. No	Name	Title	Organization	Signature
Board Members				
1	Mr. Tej Bahadur Subedi	Joint Secretary/ National Project Director (NPD)	Ministry of Agriculture and Livestock Development (MoALD)	
2	Mr. Surya Prasad Paudel	Director General	Department of Agriculture	
3	Dr. Deepak Bhandari	Director, Crop and Horticulture Research	Nepal Agricultural Research Council (NARC)	
4	Ms Nima Acharya Adhikari	Program Officer	Korea International Cooperation Agency (KOICA)	
5	Mr. Vijaya Singh	Assistant Country Director	United Nations Development Programme (UNDP)	
6	Mr. Chiranjibi Adhikari	National Project Manager	Value Chain Development of Fruit and Vegetables Project	

Invitees

1	Mr. Iswar P Rijal	Joint Secretary	Ministry of Agriculture and Livestock Development (MoALD)
2	Dr. Yogendra K Karki	Joint Secretary	Ministry of Agriculture and Livestock Development (MoALD)
3	Dr. Ishwari Prasad Gautam	Chief, Horticulture Research Division	Nepal Agriculture Research Council (NARC)

4	Mr. Kheem Kunwar	Under Secretary	Ministry of Finance
5	Mr. Ananta K Basnet	Under Secretary	Ministry of Cooperative and Land Management
6	Mr. Shankar Sapkota	Senior Agriculture Economist	Ministry of Agriculture and Livestock Development (MoALD)
7	Mr. Lal K Shrestha	Senior Agriculture Economist	Ministry of Agriculture and Livestock Development (MoALD)
8	Mr. Binod Bhattarai	Senior Agriculture Economist	Ministry of Agriculture and Livestock Development (MoALD)
9	Mr. Bhoj Raj Sapkota	Senior Crop Development Officer	Ministry of Agriculture and Livestock Development (MoALD)
10	Mr. Narendra Lakhe	Procurement Associate	United Nations Development Programme (UNDP)
11	Ms. Giun Kim	Technical Specialist	Value Chain Development of Fruit and Vegetables Project
12	Mr. Purushottam Khatiwada	Horticulture Specialist	Value Chain Development of Fruit and Vegetables Project

Agenda

S.N	Agenda
1	Review of the minutes of the first Project Broad Mr. Chiranjibi Adhikari, National Project Manager
2	Presentation of Project progress, annual work plan and budget for 2019 Mr. Chiranjibi Adhikari, National Project Manager
3	Open discussion and approval of work plan and budget
4	Remarks by: <ul style="list-style-type: none"> • UNDP representative • KOICA representative
5	Closing Remarks by National Project Director Mr. Tej Bahadur Subedi

Discussion

Agenda 1: Review of the minutes of the first Project Broad

Mr. Tej Bahadur Subedi, National Project Director as the chair of the meeting, started the meeting welcoming all the executive board members and invitees. Before proceeding to the main agenda, a brief self-introduction of the participants was done. The chair requested the National project Manager, the Member-Secretary of the meeting to proceed with the agendas of the meeting.

Mr. Chiranjibi Adhikari, the National Project Manager presented progress status of the agreed points in the first Project Executive Board (PEB) meeting. Actions were taken on the all decisions made in the first PEB. Staff recruitment, deployment of Horticulture Specialist in NARC and procurement of baseline study service were completed. Budget transfer to NARC,

interaction with other similar project working in the areas and possibility of resource leveraging are initiated and will be continued in 2019.

Agenda 2: Presentation of Project progress, annual work plan and budget for 2019

Mr. Chiranjibi Adhikari, National Project Manager presented the project progress between the date of agreement and December 2018. Staff hiring (except drivers), office set up and office equipment and furniture procurement, inception workshop, visibility materials preparation and re-printing a manual are completed. Vehicle procurement process is initiated, and laboratory equipment ordered for NARC will be delivered by the end of December 2018. These will result about 80% utilization of the planned budget.

Based on the approved project document, annual work plan for 2019 with a total budget of US\$ 1,290,025 was presented. Similarly the total budget of US\$ **183,186**, activities planned for the first trimester of 2019 was also presented in the meeting.

Since Gross Margin Analysis is the main tool of project's progress measurement, need of service procurement for Gross Margin Analysis was tabled in the meeting.

Agenda 3: Open discussion and approval of workplan and budget

Upon completion of the presentation, **Mr. Tej Bahadur Subedi**, NPD thanked Mr. Adhikari for his presentation and welcomed the suggestions and inputs from the meeting participants.

Mr. Kheem Kunwar, MoF

Mr. Kunwar suggested to consider the end market of the commodities to be promoted by the project. Likewise, he suggested to further detailed out the activities proposed for 2019. It was advised to the team to circulate the agenda with basic information before few days of the meeting. Mr. Chiranjibi Adhikari responded that the project will look on value chain approach and details of the activities are portrayed in the project proposal. He further informed the floor that confusion has raised due to not presenting the project details to the meeting participants. To mitigate such type of issue, Mr. Tej Bahadur Subed suggested the project team to put all documents in USBs and provide to the board members and invitee before meeting.

Dr. Yogendra Kumar Karki, MoALD

Dr. Karki opined that the project has made very good progress within very short span of time. Hiring project staff, office set up and getting inception report of survey within 4 months period are commendable job of the team. Regarding annual work programme, he suggested to re-share the detailed activities and plan budget based on the detailed activities.

Mr. Surya Prasad Paudel, DoA

Mr. Surya P Paudel cautioned the project team that there might be chance of duplication of the works since other projects are also operational in the project's area. In this regard, Mr.

Chiranjibi Adhikari responded that the project is aware about the situation and started dialogues with projects like Cooperative Market Development Project and SAHAJ/Swiss Contact.

Dr. Deepak Bhandari, Crop and Horticulture Research Director, NARC

Dr. Deepak Bhandari opined that planning of on-farm research from 2020 would fall in logical sequence. Mr. Chiranjibi Adhikari clarified that on-farm research planned in 2019 are action research and/or verification test of the results developed outside the country or technologies which has not reached in the field.

Mr. Binod Bhattarai, MoALD

Mr. Binod Bhattarai informed the floor that project implemented under on-budget off-treasury fund flow mechanism need not to report its physical and financial progress to the ministry on trimester basis, so as the project.

Mr. Shankar Sapkota, MoALD

Mr. Shankar Sapkota suggested the project team to take reference of existing norms, regulations and operational guidelines while implementation of the activities. In case of deficit, the project adapts or develop the guideline and take approval from the system. He further asked to detail out the activities putting the quantity and the unit cost. In this connection, Mr. Tej Bahadur Subedi suggested the team to revisit the annual plan and circular among the PEB members.

Mrs Nima Acharya Adhikari

Mrs Nima Acharya Adhikari, Program officer KOICA advised to the team to circulate the agenda with basic information before few days of the meeting. She further suggested to postponed and circulate the AWP and QWP to members for review and feedback rather than deciding instantly in the meeting.

Agenda 4 and 5: Concluding Remarks

Mr. Vijaya Singh, Assistant Country Director, UNDP

Mr. Vijaya Singh thanked MoALD for partnering with UNDP for the development of agriculture sector in the country and this project will be instrumental to tighten the relationship. The learning of the project should penetrate in the ministry level perspective, hence, suggested to present the progress in regular basis though it is not mandatory.

Mr. Singh suggested the project team to take caution of activities duplication, formation of editorial committee for quality assurance of publications, uploading of project information in appropriate websites like MoALD, UNDP and KOICA and formation of a platform of all stakeholders working in value chain development. With the words of appreciation for quickly picking up the progress, he suggested to hasten process of fund transfer to NARC taking considerations of conflict of interest as the PEB member and grant receiver.

Mr. Tej Bahadur Subedi, NPD

Mr Tej Bahadur Subedi concluded the meeting with his concluding remarks. He thanked all meeting participants for their active participation and constructive suggestions. Mr. Subedi informed that the preparatory tasks have already been completed in 2018 and the project is ready to activities implementation in 2019. Since, working modality with NARC is not yet finalized, rigorous exercise is needed. He advised to share Annual and Quarterly Work plan by email to all PEB members within the first week of January 2019 and share agenda of the meeting well in advance in future. Finally, with thanking all participants and the Chair closed the meeting.

Summary of the Decisions Reached at the 2nd PEB Meeting

S. No	Decisions	Status	Responsible for implementation
1	Review of minutes of 1 st PEB meeting	Appreciated the progress	Not applicable
2	Annual and quarterly work plan and budget and budget of 2019	Submit the revised detailed activities and seek approval from email	Project team
3	Make MoU with NARC	Prepare an MoU and finalize it upon consultation with NARC	Project team and NARC
4	Identify similarities and complementarities with similar agriculture projects	Prepare a joint workshop with the Cooperative Market Development Programme	Project team