


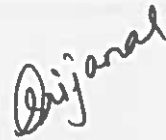
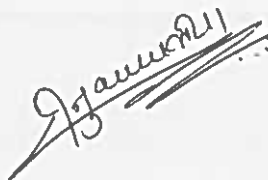
Minutes of 3rd Project Board Meeting

Project Name:	Green Climate Fund Readiness & Preparatory (GCFRPS) Programme		
Date of Meeting:	28 November 2019	Time:	9:45 – 11:00 AM
Co-Chairs:	Mr. Shreekrishna Nepal Joint Secretary & Chief International Economic Cooperation Coordination Division Ministry of Finance Mr. Bernardo Cocco Deputy Resident Representative United Nations Development Programme	Location:	IECCD Meeting Hall Ministry of Finance

Attendees			
Name	Title	Organization	Signature
Mr. Shreekrishna Nepal	Joint Secretary & Chief, IECCD	Ministry of Finance	
M. Bernardo Cocco	Deputy Resident Representative	United Nations Development Programme	
Mr. Kailash Raj Pokharel	Under-Secretary / Head	Ministry of Finance / Climate Finance Unit	
Mr. Vijaya Prasad Singh	Policy Advisor	United Nations Development Programme	

Dr. Chakrapani Acharya	Under Secretary	National Planning Commission Secretariat	
Ms. Srijana Shrestha	Under Secretary (Tech.)	Ministry of Forests and Environment	<i>Srijana</i>
Ms. Reenu Thapaliya	Section Officer	Ministry of Federal Affairs & General Administration	<i>Reenu Thapaliya</i>
Mr. Madhusudan Paudel	Section Officer	Ministry of Finance / Climate Finance Unit	
Mr. Apar Paudyal	Climate Change Policy Analyst	United Nations Development Programme	
Mr. Pragyajan Yalamber Rai	National Project Coordinator	Programme Management Unit, GCF Readiness Programme	<i>Pragyajan</i>

Meeting Agenda	
Topic	
1. Activities & Financial Progress for Q2 and Q3	
2. Proposed Annual and Quarterly Work Plan and Budget for 2019	
3. Revision of Annual and Quarterly Budget	



Discussion/ Decision and Action		
Topic (Discussion)	Action (Including time line to complete the recommended action)/ Decision	Responsible Person for Action
<p>In his opening remarks, Mr. Shreekrishna Nepal, Joint Secretary of MoF and the Co-Chair of the project board welcomed fellow Co-Chair Mr. Bernardo Cocco, the Deputy Resident Representative of UNDP and all members of the board, UNDP and Project Team. He made a remark on achievements of Nepal with Green Climate Fund (GCF) including accreditation of first national entity i.e. Alternative Energy Promotion Center (AEPIC) and a recent approval of a USD 38.9 Mil. proposal focusing on building resilient Churia by FAO. He shared that MoF as the NDA will prioritize proposals and programmes that are guided by the national climate change and development priorities. He shared appreciation for the Readiness Programme in facilitating the activities of the NDA to achieve project outputs. With this, the Project Manager, Mr Pragyajay Yalamber Rai was requested to present the Progress for April – September (i.e. Q2 & Q3) followed by quarterly plan for the fourth quarter.</p> <p>Agenda 1: Activity Progress April to September</p> <p>Mr. Rai shared the key achievements of the Readiness Programme for the reporting period that includes endorsement of Costed Capacity Action Plan and No Objection Procedure for Nepal, finalization of Privileges and Immunities Agreement between GCF and Government of Nepal and the national Environmental & Social Safeguard Guideline, implementation of refresher training on GCF policies and procedures, and consultations with multi-stakeholders at the national and sub-national level. A successful structured dialogue between NDA of Nepal and Government of Mongolia was organized along with Peer to Peer learning and sharing meeting between the</p>	<p>Key achievements includes accreditation of AEPIC and approval of USD 38.9 Million grant proposal.</p> <p>Readiness Programme has facilitated activities of the NDA.</p>	<p>MoF</p> <p>MoF / UNDP</p>
<p>Agenda 1: Activity Progress April to September</p> <p>Mr. Rai shared the key achievements of the Readiness Programme for the reporting period that includes endorsement of Costed Capacity Action Plan and No Objection Procedure for Nepal, finalization of Privileges and Immunities Agreement between GCF and Government of Nepal and the national Environmental & Social Safeguard Guideline, implementation of refresher training on GCF policies and procedures, and consultations with multi-stakeholders at the national and sub-national level. A successful structured dialogue between NDA of Nepal and Government of Mongolia was organized along with Peer to Peer learning and sharing meeting between the</p>	<p>Endorsement of Costed Capacity Action Plan and No Objection Procedure.</p> <p>Consultations with multi-stakeholders organized.</p> <p>Structured dialogue & Peer to Peer event organized.</p>	<p>UNDP</p> <p>UNDP</p> <p>UNDP</p>

<p>direct access entities of Nepal i.e. AEPC, NTNC, NIBL and TDF with Xacc Bank, the accredited entity of Mongolia.</p> <p>Quarterly Financial Progress:</p> <p>The financial progress for the reporting period i.e. April – September is reported at 38% which represents Q2 delivery at 48% i.e. 75,142 and Q3 delivery at 30% i.e. USD 53,191.</p> <p>The overall project delivery for the year is at 23% i.e. USD 167,158.</p>	<p>Financial delivery at 23% of overall project budget.</p>	<p>UNDP</p>
<p>AGENDA 2: Proposed Annual & Quarterly Work Plan for 2019</p> <p>The key priorities for each of the outcomes were shared along with a proposed acceleration plan for the quarter. Many of the activities proposed indicated continuation of the ongoing work which included sub-national level consultations, discussion on the prioritization tool for the country programme, and consultation with private sectors on preparation of private sector engagement strategy. The Provincial level consultation on engagement and country priorities will be organized based on concurrence with the NDA.</p> <p>New and additional activities proposed for the fourth quarter included 1 advanced level training to the NDA and its technical committee members, publication of 'No Objection Procedure' and 'Costed Capacity Action Plan', and preparation of Standard Operating Procedure for Annual Review Process. A review meeting of the GCF related activities has also been proposed for December while key knowledge publications i.e. information briefs and newsletter will be published.</p> <p>Thus, the proposed budget for the fourth quarter is USD 136,090.</p>	<p>Continuation of the ongoing work planned for Q4.</p> <p>Additional activities for Q4 includes publication of procedural documents and preparation of SOP for annual review process.</p> <p>Proposed budget for Q4 is USD 136,090.</p>	<p>UNDP</p> <p>UNDP</p> <p>UNDP</p>

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<p>AGENDA 3: Revision of Programme and Annual Budget of 2019</p> <p>Nepal's recent transition from a unitary to a federal setup and non-existent policy mechanism on mobilization of development finance at the provincial and local level has affected the sub-national level consultations on prioritization of climate change investment priorities. Thus, the sub-national consultation is proposed for amendment with a national workshop on consultation in 2020.</p> <p>In view of the technicality of programme and GCF policy challenges resulted in deferment of many of the priority activities resulting in low project delivery. Thus, a budget revision for 2019 has been proposed at USD 298,476.</p> <p>In addition, with the utilization of initial tranche at 73% and the non-disbursement of the final tranche from GCF till date, the revision will also facilitate UNDP to accommodate other options to ensure that the programme implementation is not stalled in 2020.</p>	<p>The series of sub-national consultations stakeholder round table dialogues to be amended with a national-level workshop in 2020.</p> <p>Readiness Programme budget revision for 2019 approved.</p> <p>UNDP to facilitate internal budget provisions in case final tranche is not received by December.</p>	<p>MoF / UNDP / GCFRPS</p> <p>UNDP</p> <p>UNDP</p>
<p>AOB: NO COST EXTENSION</p> <p>Since its inception in July 2018, the Readiness Programme has made slow but satisfactory progress on delivery of the project and the projected delivery for the year will be less than 50%. The resource utilization of the first tranche is at 73% while estimated USD 300,000 is committed for early 2020. Thus, with only four months remaining in the project period, a 'No Cost Extension' might be required for the Readiness Programme to ensure it successful achieves the project outputs.</p> <p>Mr Vijaya Prasad Singh of UNDP shared that with only four months, it is unrealistic to assume that the project will delivery on the remaining 50% within four months. Thus,</p>	<p>'No Cost Extension' request to be discussed during the PEB meeting in January 2020.</p>	<p>MoF / UNDP</p>

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<p>a No Cost Extension will need to be processed. However, it is mandatory for the Board to endorse it before formal communication by the NDA on the extension request.</p>			
<p>DISCUSSION SESSION</p> <p>Dr Chakrapani Acharya of National Planning Commission Secretariat informed that the delivery for project is low and it is important for the project to identify challenges and bottlenecks for the delivery of the project outputs. The project must certainly make efforts to identify issues and work with MoF to facilitate this.</p> <p>Mr. Bernardo Cocco of UNDP appreciated the projects progress in recent months, but enquired on the delays and the poor delivery of the project. In his response, Mr Pragyajan Yalamber Rai, informed the board that the delays were a result of lack of efficiency of decision-making and concurrence on Readiness outputs i.e. policy or strategy or guideline documents, technical understanding of GCF's policies and process and the capacity of the technical committee, the technicality of GCF processes and the ever changing policies and processes of GCF, in-adequate human resource at the project along with procurement delays as a result of limited national experts/firms in the market.</p> <p>Mr Vijaya Prasad Singh of UNDP in view addressing the bottleneck on decision-making/concurrence, proposed stated that a clear decision mechanism can certainly help facilitate smoothing procedures on readiness activities. He proposed that the Joint Secretary lead the critical components of the projects outputs i.e. provincial engagements and policy or guidance documents with technical inputs from the Technical Committee while other day to day activities and subsequent events be overseen under the guidance of Under Secretary of the Climate Finance Unit and Focal Person of the Readiness Programme.</p> <p>Mr. Kailash Raj Pokharel of Ministry of Finance and Climate Finance Unit confirmed that clear steps on effective decision-making is required particularly on engagement</p>	<p>Technicality of the GCF policies and procedures, bottlenecks on decision/concurrence of activities and limited national experts were key challenges.</p> <p>Clear decision mechanism is necessary to facilitate effective programme delivery.</p> <p>Joint Secretary with support from the Technical Committee to oversee critical components. CFU to oversee activity level engagements.</p>	<p>GCFRPS</p> <p>UNDP</p> <p>MoF / UNDP</p>	

<p>of the National Designated Authority. Thus, the critical components of the programme i.e. Country Programme, Private Sector Engagement Strategy, Stakeholders Engagement Strategy, SOPs (proposal development, annual review) should be led by the Joint Secretary with technical inputs from the Technical Committee. The CFU should handle the activity level decisions/concurrence in coordination with the Project Manager.</p> <p>A matrix for each activity level engagements will be prepared for the remaining period for prior approval of Joint Secretary and will be implemented under guidance from the CFU.</p>	<p>Matrix for each activity-level engagements prepared for prior approval (Annex 2).</p>	<p>MoF / UNDP</p>
<p>CLOSING SESSION:</p> <p>In his closing remarks, Mr Bernardo Cocco of UNDP extended appreciation to the Ministry of Finance, the National Designated Authority for Nepal for continued leadership in taking forward GCF Readiness Programme to harness resources for climate action in the country. He shared that despite of the technical and policy challenges, the project has made solid foundation in 2019 in engaging various national stakeholders in the GCF process, which now requires a more pragmatic approach to ensure we deliver our commitment. Thus, a concrete/immediate action plan and the decision-matrix will serve to prioritize activities as well as approaches to streamline efficient decision making is necessary. He is looking forward to reviewing the status of the project in January 2020 and decide to make a request to GCF for 'No Cost Extension'. He is confident that by the end of the project, the NDA is fully functional and achieve key desired outputs of the Readiness Programme.</p> <p>Mr. Shreekrishna Nepal, Joint Secretary and Chief of IECDD/ Co-Chair of the Project Board extended his appreciation to the Board Members for such an engaging meeting and requested working in synergy to ensure timely delivery of the Programme. Mr Shreekrishna Nepal shared that the NDA will certainly make efforts to streamline decision-making but, the GCF process is fairly new while the institutions themselves</p>	<p>Concrete Action Plan for Q4 and decision-matrix will facilitate the strong implementation of project outputs.</p> <p>Immediate action plan to be prepared for activity implementation (Annex 1).</p>	<p>UNDP</p> <p>MoF / UNDP</p>



<p>are learning as they are in process to establish themselves. He highlighted that the technicality of the GCF policies, processes and procedures is a challenge for the NDA but, there is a need to review activities critically to ensure it is not affected next year. Further, the Programme should prepare an immediate Action Plan to highlight priorities moving forward. The No Cost Extension will be reviewed during the next board meeting to be held on second week of January 2019.</p> <p>With this, Mr Nepal thanked the members for their active participation and formally closed the meeting.</p>	<p>No Cost Extension decision during next board meeting proposed on 2nd week of January 2020.</p>	<p>MoF / UNDP</p>
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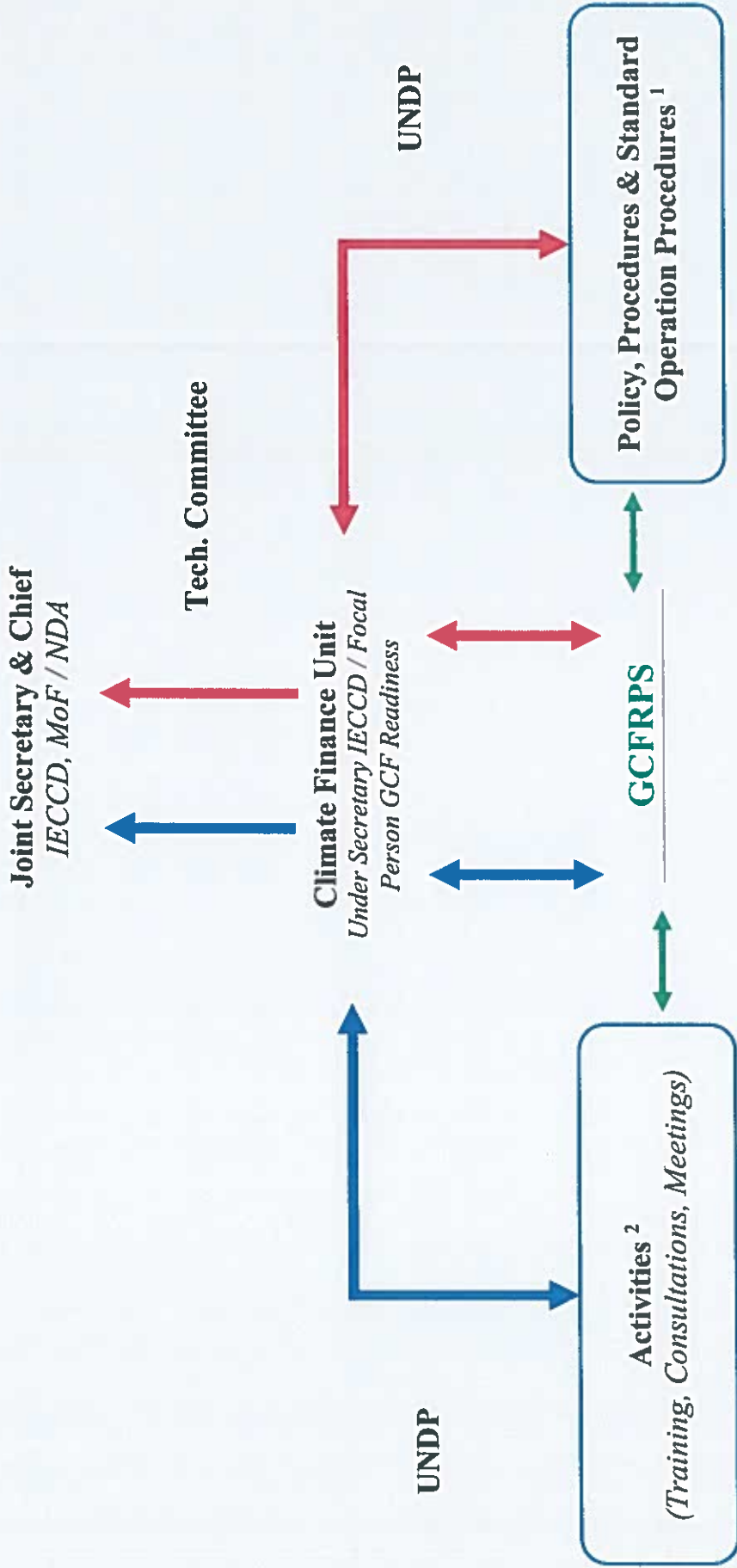





ANNEX 1: Action Plan Matrix for December¹

EVENTS				
#	ACTIONS	PRIORITY	PROPOSED DATE	REMARKS
1.	Advanced level training on GCF proposal development and project prioritization for NDA, CFU & Line Agencies	H	16 – 20 Jan 2020	- Waiting for confirmation of dates from Consultant <i>(Note: 2 international consultants)</i> - Most potential – 2 nd wk of January
2.	Consultation with NDA on Proposal Prioritization Tool (Country Programme)	H	21– 22 December	- NDA, along with members of technical committee & CFU - Day 1: Training - Day 2: Call for Concept/Project Idea Review
3.	Steering Committee Meeting	M	December last wk	Review of GCF Related activities
4.	Review of Finalized 'No Objection Procedure' & Costed Capacity Action Plan	H	27 December 2019	Review of the contents of the 'NO Objection Procedure' and its publication
5.	Consultation workshop on Preparation of Standard Operating Procedure for Annual Review Process	H	December 2019	Consultation event on Participatory Review Process
ROLLING BASIS				
6.	Review of Country Programme by NDA	M	December 2019	Tech. Comm & NDA to be circulated 2 nd Draft of the Country Programme
7.	Consultation events on Private Sector Engagement	M	December – March	Participation of NDA/CFU representative during the consultations events
8.	Review of knowledge products	M	December 2019	Review of knowledge products by CFU; - Information brief - Bi-annual reports
9.	Technical Committee Meeting	M	December 2019	-As per need Potential Meeting agendas; - Natl' ESS Meeting - 'pipeline of concept/project ideas' approval

¹ The action matrix is prepared based on the decision by the 3rd Project Executive Board meeting held on 28 November 2019.

ANNEX 2: Decision Matrix for Readiness Programme & Action Plan¹



NOTE:
 NDA: All policy level interventions¹ will be overseen by NDA. NDA will provide authority to CFU on activity level decision or concurrence.
 CFU : will coordinate with Project Manager to implement activities and day-to-day activities
 UNDP: will provide technical guidance and quality assurance of all activities

¹ Decision-matrix is prepared based on the decision by the 3rd Project Executive Board meeting held on 28 November 2019.

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1. Policy, Procedures & Standard Operation Procedures

The following documents will need endorsement from NDA once finalized.

#	ACTIONS	PRIORITY	DATE	APPROVAL
A.	POLICY/STRATEGY DOCUMENTS			
1.	GCF Country Programme	H	February 2020	Endorsement/Approval from NDA
2.	Comprehensive Engagement Strategy for GCF	H	February 2020	
3.	GESI Strategy on GCF processes	M	March 2020	
4.	Private Sector Engagement/ Financing Strategy	M	April 2020	
B.	PROCEDURAL DOCUMENTS			
1.	Natl. Env. Social Safeguard Guidelines for GCF proposal	H	December 2019	Endorsement/Approval from NDA
2.	Climate Finance Information Management System	H	April 2020	
C.	STANDARD OPERATION PROCEDURE DOCUMENTS			
1.	Annual Review Tools for Country Programme and GCF related activities	H	March 2020	Endorsement/Approval from NDA
2.	Guidelines for development of funding proposal for GCF	H	February 2020	
D.	MEETINGS			
1.	Technical Committee Meetings	H	One per quarter	Meeting to be called once agenda is finalized with NDA
2.	Steering Committee Meetings (One review workshop in December & one in 2020)	H	One per calendar year	A review meeting proposed for December.

2. ACTIVITIES (Trainings, Consultation, Workshops, Meetings)

The following activities will implemented based on consultation with CFU.

#	ACTIONS	DATE	REMARKS
A. TRAININGS			
1.	1 Advanced Level training on GCF Proposal to develop action plan on evaluation, selection and decision making of proposal as per GCF criteria for NDA, and technical committee members	January 2020	Approval on training dates & nominations of training participants
2.	Training on SOP on Annual Review Process	February 2020	
3.	Training for DAEs on funding proposal development	Marc 2020	
B. CONSULTATION WORKSHOPS			
1.	Review of Call for Ideas & Proposal Prioritization Tool	21-22 December	Approval on event dates
2.	Private Sector Consultation Workshops	April 2020	
3.	Consultation workshops on GESI strategy (2)	Jan & Mar 2020	
4.	Sharing & Validation Workshop on SOP of Annual Review Process	March 2020	
5.	Consultation workshop with AEPC and TDF on concept note preparation	January 2020	
6.	1 National Sharing Workshop on Engagement Strategy	February 2020	
C. KNOWLEDGE PRODUCTS / PUBLICATIONS			
1.	No Objection Procedure	December 2019	Review of knowledge products by the Climate Finance Unit
2.	Natl. ESS Guideline	January 2020	
3.	Information Brief on GCF	December 2019	
4.	Bi-annual newsletters	December 2019	
5.	GCF Country Programme	March 2020	
6.	Standard Operation Procedures on Annual Review Processes	March 2020	

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