



MINUTES OF PROJECT BOARD MEETING

“Local Governance Support: Participation and Partnership” Project (LGSP) jointly implemented by UNDP and Cabinet of Ministers of the Republic of Uzbekistan

Date: Wednesday, July 20, 2011, 11:00 – 12:20

Location: Conference Hall, UNDP Country Office, T. Shevchenko str., 4.

Participants:

№	Organization	Name/Surname	Initials	Position
1	Cabinet of Ministers	Bakhrom Kuchkarov	BK	Head of Department on International Treaties and Legal Expertise
2	UNDP	Jaco Cilliers	JC	UNDP Resident Representative a.i.
3	Djizak region Khokimiyat	Buriboy Kalandarov	BKa	Deputy Khokim of Djizak region
4	Djizak city Khokimiyat	Asror Kobilov	AK	Khokim of Djizak city
5	Zaamin district Khokimiyat	Sheroziy Juraev	SJ	Deputy khokim of Zaamin district
6	Namangan city Khokimiyat	Rustam Isakov	RI	Head of the State inspection on registration of entrepreneurs
7	UNDP	Akmal Bazarov	AB	Programme Coordinator, Good Governance Unit
8	UNDP “LGSP” project	Dilshod Isroilov	DI	Project manager
9	UNDP “LGSP” project	Azizkhon Bakhadirov	ABa	Task manager on legal issues
10	UNDP “LGSP” project	Ayder Gafarov	AG	Task manager on public private partnerships
11	UNDP “LGSP” project	Bakhtiyor Saifiddinov	BS	Task manager, Namangan region
12	UNDP “LGSP” project	Sherzod Qurbonov	Sh.Q	Task manager, Djizak region
13	UNDP “LGSP” project	Ruslan Ramanov	RR	National Consultant on Public Administration
14	UNDP “LGSP” project	Sheroz Khaydarov	SK	Specialist on E-governance
15	UNDP “LGSP” project	Saidbek Jurabekov	SJ	PR specialist

PB Meeting opening:

JC: Welcomed participants and thanked everyone for participating at the meeting, introduced Mr. Bakhrom Kuchkarov as Co-Chairman and proposed for everyone to briefly introduce him/herself.

BK: Welcomed participants and announced the opening of the regular meeting of the Project Board. Speaking about the project implementation during past period, pointed out the importance of the project, the need for joint action plans with regional Khokimiyats, and activities of working groups in the field. Welcomed the commitment of

additional funding for the establishment of Information Centers (Press Services) through DGTTF, and the conduct of Functional analysis of five public services. Proposed to refine the Concept of One-Stop-Shops (OSS), taking into account the real needs of the population, providing a phased introduction of the first stage through the OSS which will be provided by public services departments of city khokimiyats. With regard to implementing the 6th Activity pointed to the need to intensify project efforts to assist in preparation legislative initiatives to facilitate public-private partnerships (PPP). Currently, there are a few draft laws, in particular, the draft Law of Uzbekistan "On social partnership" and the draft Law of Uzbekistan "On management of state property," where project can work. Proposed to take an active part in preparing the necessary analytical materials, surveys, recommendations, and proposals for the introduction of PPP under these laws, taking into account the existing international experience in UNDP and practice in the regions of Uzbekistan, and to present a package of recommendations to the Cabinet of Ministers for consideration in the near future. Then opened the floor to the Project manager Mr. Dilshod Isroilov for project report on achieved results in the 1st half of 2011 and planned actions plans for the 2nd half in 2011.

DI: Thanked all colleagues for their participation in the project activities, outlined the objectives of the project in 2011, informed the participants about the achieved results in the first half of 2011, planned activities for the second half of 2011, budget delivery in 2011, and proposed amendments in the project document.

Questions and answers

BK: Thanked Dilshod Isroilov for presentation and invited everyone to discuss the project implementation.

JC: Recognized the importance of works towards the creation of two OSS, which complied with real needs of the local population, as it was highlighted during the visit of UNDP Administrator Helen Clark to Sergeli OSS. pointed to the existence of a protocol decision of the Cabinet of Ministers on the replication of OSS; agreed with the suggestion of Mr. B.Kuchkarov on step-by-step implementation process on OSS establishment.

BK: Noted the need to use an experience and lessons learned from Sergeli OSS during establishment of OSS in pilot regions. Recommended to define the stages of implementation of OSS in the regions in close cooperation with pilot khokimiyats. At the same time, commenting on the first stage, advised to determine the list of public services to be provided by OSS at the initial stage, while the second phase should be concentrated on detailed outline of procedures for these services, which would avoid duplication of efforts. Later it needs to be determined which public services can be implemented in following phases of the work. Particular attention should be paid to the quality of services and improvement of capacities of civil servants. In case of positive outcome of the work on creation of OSS, the relevant proposal may be submitted to the Government for consideration.

DI: Establishment of two One-Stop-Shops is one of the main objectives of the project in 2011. Experience of Sergeli OSS establishment was analyzed, and certain challenges had been identified - the legal status of OSS and its funding had not been determined, full-time staff positions were not created, and local area network between the OSS and state agencies was not installed. Expressed hope that during the establishment of two OSS in the pilot areas, there would be possibility to avoid similar issues in order to reach sustainability of the project.

AB: Agreed that the Concept of OSS should be re-developed, for which the project team members should go to the regions to determine the public services in the field provided by city khokimiyats, examine the practical procedure of the services, and identify public services to be provided in OSS in the first and subsequent phases.

JC: Stressed the need to guide the efforts of the project to achieve specific tasks taking into account the views of beneficiaries and gave them the floor to speak.

BKa: Agreed with the need for OSS in the field, but mentioned about certain organizational problems, in particular the creation of five full-time staff positions in the OSS. In addition, there is a need to determine types of public services that will be provided by OSS at the initial period. In great demand among the population are the services

provided by state cadastre agency, the waste disposal services, and other public utility services.

- BK: Agreed with Mr. B.Kalandarov, but noted the need for separation of citizens' appeals to khokimiyat into two categories: treatment of individual complaints and applications to khokimiyat to obtain public services. At the same time, he stressed that people coming to OSS primarily wanted to get the information that should be of good quality.
- AK: Briefed on the progress of renovation works in the OSS in Djizak city, official opening was expected until September 1, 2011, but it was still conceptually vague in what format OSS would function, and offered to hold a meeting of project staff and personnel of khokimiyat on organizational and other issues.
- BK: Additionally noted the need for daily monitoring of the OSS for its effective work. The success of the further spread of OSS in the region depends on the successful implementation of plans for two OSS in the pilot areas, the provision of qualitative public services through the OSS.
- BKa: Raised the issue of inclusion in the first phase the service on state registration of entrepreneurs, as well as services beyond the control of khokimiyats at the first place, but which were important for the people - providing water, gas, heat, electricity, etc.
- BK: Noted that it was not recommended to include the state registration of entrepreneurs for first phase, since the original target groups of OSS were citizens who received public services by khokimiyat departments, and state registration of businesses had already formed a "one window", where business was provided with public services.
- BKa: Noted difficulties in creating 5 staff positions and identifying funding sources for OSS.
- BK: Agreed with the existence of certain problems. In particular, within the framework of implementation of protocol decision of Cabinet of Ministers, the issue of establishing OSS under the State inspections for registration of entrepreneurship entities in khokimiyats had been discussed, but due to the reduction of registration fee rates for this service, it eliminated the possibility of considering this opportunity as a source of additional funding. Therefore, the project must determine the legal status and source of funding for OSS, to develop model regulations on OSS, so later the proposals on creation of OSS can be submitted for consideration of the Cabinet of Ministers of Uzbekistan.
- DI: Pointed to the need to intensify efforts to create Local Government Information Centers (LGIC) and OSS and need of full-time staff positions in accordance with the Joint Action Plan, as the procurement of equipments for the LGICs and the OSS would be soon completed. It is needed to begin training employees in these structures – thus, it is necessary to accelerate the selection of employees, and to complete renovations of identified buildings and premises.
- JC: Noted that if the specific initiatives were successful, UNDP would be always ready to support with additional funding for the initial stage to ensure sustainability of these initiatives. One can always agree on key items for which the project must submit these initiatives, taking into account the needs of beneficiaries, and it is encouraging that there is productive and good practice to discuss the progress of the project with representatives of the Cabinet of Ministers and khokimiyats of pilot regions.
- SK: Pointed out the OSS Charter, developed by Uzbek Agency on Communication and Informatization, which mentioned establishment of OSS under Centers of Computerization of regional khokimiyats.
- JC: Proposed to the project team to carefully discuss and concretize goals and tasks for 2011 till the next PB meeting.
- BK: Again noted the need to refine the Concept of establishment of OSS, taking into account the views of


khokimiyats. Regarding Information Centers – there must be a concrete plan, under which the LGICs will be created in the field. With respect to PPP – to consider work on drafting laws that define the regulatory framework for the implementation of public-private partnerships. In accordance with the project document PPP is an important component of the project that provides an opportunity to strengthen the capacity of regions by attracting investments in tourism.

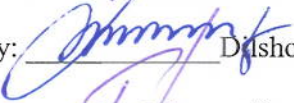
- AB: Stressed the active participation of UNDP projects in the drafting of legislation of Uzbekistan "On social partnership" and "On the management of state property." Also noted that UNDP's "Inclusive Employment and Social partnership" project was directly involved in the drafting of the Law "On social partnership" and LGSP could take an active part in this process for the inclusion of certain provisions on PPP into the draft laws.
- BK: Proposed to evaluate the project work in 1st half of 2011 as positive, and to approve the proposed amendments in the project document.
- JC: Thanked participants and thanked project staff for achieved results. Noted that for the UNDP it was important to witness the support of the project by the Government of the Republic of Uzbekistan.

PB Meeting decisions:

1. To take into consideration the information provided by Mr. D.Isroilov, Project Manager, on the project activities in the 1st half of 2011;
2. To evaluate positively the project work in the 1st half of 2011;
3. To approve the proposed amendments in the project document:
 - Chartak district instead of Yangikurgan district as a pilot region for the implementation of the PPP project in the tourism sector in the 6th activity, to make changes to other documents related to the activities of the project accordingly;
 - Re-titling individual positions within the project, namely: the National Consultant on Legal Issues as Task Manager on Legal Issues and National Consultant on Public-Private Partnerships as Task Manager on Public-Private Partnerships.
4. The inclusion of the regulation on transfer and temporary use of ICT and media equipment to the relevant khokimiyats of pilot regions till the end of 2013. For effective introduction of e-governance initiatives and providing citizens with access to information within the Activity #.3, it is necessary to ensure the proper and secure use of IT and media equipment by project beneficiaries until the title transfer after the completion of the project in accordance with UNDP rules and procedures;
5. It was advised for project team to:
 - revise concept (practical part) on establishment on OSS and submit it to the Cabinet of Ministers and khokimiyats of pilot areas;
 - together with khokimiyats of pilot regions to develop a plan of establishment of Local Government Information Centers;
 - undertake analytical work and expertise of drafting laws in the framework of Activity 6 to implement PPP in the prepared draft laws, including participation in the legislative work of the working group;
 - and generally speed up the process to achieve the goals for this year.
6. To khokimiyats of Djizak and Namangan regions, cities of Namangan and Djizak, districts of Zaamin, Chartak, and Yangikurgan:
 - take measures to ensure the increase of work activities and the opening of two OSS in the cities of Namangan and Djizak, such as registration of OSS, creation of at least five staff positions in each OSS, completion of OSS renovation works and allocation with equipment and furniture before September 1, 2011;
 - take measures to ensure the increase of work activities and the opening 6 LGICs with the creation of at least 2 staff in each LGIC, repairing, and allocating furniture and communication lines before September 1, 2011.

Closure of PB meeting

Minutes taken by:  Ruslan Ramanov, National Consultant on Public Administration, UNDP LGSP

Approved by:  Dilshod Isroilov, Project Manager, UNDP LGSP

Agreed with:  Akmal Bazarov, Programme Coordinator, Good Governance Unit, UNDP in Uzbekistan

Approved:



Bakhrom Kuchkarov
Head Of Department
on International Treaties and Legal Expertise
Cabinet of Ministers of the Republic of Uzbekistan
National Project Coordinator
21 July 2011

Approved:



Jaco Cilliers
Resident Representative, a.i.
UNDP in Uzbekistan

21 July 2011

