

**Knowledge for Development Management (K4DM) Project of ERD
Minutes of the 10th Meeting of the Project Executive Board**

Chairperson : Ms. Fatima Yasmin, Secretary, Economic Relations Division
Meeting date : 22 December 2020
Time : 2 .00 pm
Venue : Zoom Meeting Platform

List of the Board members attended the meeting is attached in Annex- 1.

At the very outset, the Wing Chief (UN), Additional Secretary and National Project Director of the K4DM project Dr. Nahid Rashid welcomed the members of the Project Executive Board and thanked them all for connecting with the Meeting. Upon her request, the Chair Ms. Fatima Yasmin, Secretary, ERD delivered an opening remark. The Chair welcomed the members of the Board and appreciated the role of K4DM project in supporting ERD to mobilize foreign assistance through strengthening the capacity of the officials and relationships with development partners. Further, she commended the steps of ERD taken to strengthening the partnerships towards attaining the SDGs aligning with the national policies such as 8th Five Year Plan and others. Later she mentioned the achievements of the K4DM project and wished a successful wrapping up of the project and a smooth inception of Phase II.

With the permission of the Chair, Mr. Rabbi Miah, Joint Secretary, UN Wing made a presentation as per the agenda of the meeting which were as follows.

- Agenda 1:** Endorsement of the approved minutes of the 9th Board Meeting.
- Agenda 2:** Implementation status of the decision taken in 9th Board Meeting.
- Agenda 3:** Achievements of K4DM and review of progress of project implementation till date.
- Agenda 4:** Status of K4DM Phase II Project Document approval.
- Agenda 5:** Status of K4DM Phase I closing.
- Agenda 6:** Status of TAPP formulation.
- Agenda 7:** Resource mobilization for 2nd Phase.
- Agenda 8:** Miscellaneous.

Agenda 1: Endorsement of the approved minutes of the 9th Board Meeting.

The 9th meeting of the Project Executive Board was held on 14th June 2020. The minutes of the meeting was distributed among the concerned members. As no comments/views were received, the minutes of the 9th meeting was endorsed by the Board.

Agenda 2: Implementation status of the decision taken in 9th Board Meeting.

The Board was updated with the implementation status of decisions of the 9th meeting of Project Executive Board which were as follows:

Decisions	Implementation Status
(i) The Board approved and endorsed the minutes of the 8 th Executive Board meeting;	The meeting minutes was duly endorsed and distributed among participants;
(ii) The Board agreed in principle that the Project will be extended for 6 months with no cost from July to December 2020;	<ul style="list-style-type: none"> ● K4DM received USD 425,250.00 for the period of January- December 2020. ● Out of this, K4DM received 2,38,000 USD from UNDP for July -December 2020 and ● BDT. 3.00 Lakhs for July -December 2020 from Government fund.

<p>(iii) The Board provided initial comments on the new ProDoc of Phase-II which will be shared with the members for validation.</p>	<ul style="list-style-type: none"> • The Project Document of the K4DM Phase-II have been developed and shared with respective officials of ERD including UN wing to further enrich the document; • The Validation workshop on the ProDoc was organized on 15th November 2020 for wider dissemination and inputs from the participants. • The Phase-II of K4DM Project Document has been validated.
<p>(iv) The formulation process of National Human Development Report (NHDR) should be continued and completed by early 2021. In this regard, meeting with advisors' pool and writers' pool should be organized;</p>	<ul style="list-style-type: none"> • Following the decision of 9th Board Meeting, two (2) meetings of the advisors and writers pool were held on 19 July and 8 August 2020 on NHDR formulation. • Following timeline of NHDR is in progress for publication.
<p>(v) The workplan, budget and timeline of extended period (July– December 2020) of K4DM will be revisited in a participatory manner along with UN wing officials, UNDP and K4DM project team;</p>	<ul style="list-style-type: none"> • The Annual workplan for the extended period (July– December 2020) was revisited, finalized and implemented accordingly.
<p>(vi) Board agreed to reallocate the GoB fund following the government procedure.</p>	<ul style="list-style-type: none"> • Additional Government fund BDT. 3.00 Lakhs is in reallocation process.

Agenda 3: Achievements of K4DM and review of progress of project implementation till date.

Mr. Rabbi Miah, Joint secretary, UN Wing updated the Board members on the progress of K4DM including budgetary utilization.

• Utilization of Project Fund

Utilization of Project Fund (2020-21) shows in detail that RADP allocation for the Project in 2020-21 was BDT 241 lakhs and Project spent BDT 240.00 lakhs which is 99.58% of the total allocation.

From 2014-2020, the total budget allocation for the project was 24000 Lakhs among which the GoB funded 60 Lakhs and UNDP funded 2350 Lakhs (USD 3 Million) as develop partner. Throughout the project implementation, the cost incurred from GoB Fund was 39.98 Lakhs and from UNDP fund was 1073 lakhs (USD 1.31 Lakhs). After all the expenditure, total balance remaining was 20.02 Lakhs from GoB fund and 1267 Lakhs (USD 1.69 Million) from UNDP Fund. The project has utilized 47.00% of the total allocation.

• Activity-wise progress:

Strengthening collaboration on resource mobilization (Under component 1)

Two Resource Mobilization studies have been conducted which added value to the government's knowledge pool. A study was conducted to identify and address the scopes and areas of resource mobilization for ERD and a training on economic diplomacy was organized for the ERD and other ministry officials.

Supporting strategic research/collaboration with Eminent Persons (Under Component 1)

Four policy briefs on LDC Graduation, Good Governance, Societal and related services for the working mothers, inclusive growth, and decent works were developed by the Eminent Persons Group (EPG) during the project period.

Promotion of South-South and Triangular Cooperation (Under component 2)

A South-South Cooperation Cell has been established with a focal person assigned from ERD and a consultant from K4DM project. A SSTC national network has been established engaging 27-line ministries and BRAC. 57 members of the National Network, ERD and line ministries officials had a “Common Understanding on South-South and Triangular Cooperation” through a day long training in January 2020. Respective official from ERD UN Wing participated in the regional strategy development on averting the health hazard caused by COVID-19 and overcome the economic shock organized by UNOSSC Regional Office. A meeting of National South-South Cooperation Network on sharing the updates and future planning was held in November 2020, where the network members expressed their commitment to strengthen the network in future.

NRB Engagement in National Development Facilitated (Under component 2)

An NRB Cell has been established in ERD ; An NRB portal was established at www.nrb.gov.bd through which NRBs are submitting project proposals. So far, 14 proposals have been received and out of those 06 proposals are in process within respective ministries. A partnership has been developed with Ministry of Expatriates’ Welfare and Overseas Employment and with Civil Aviation Authority (CAA) to establish NRB booths in Dhaka.

National Human Development Report (NHDR) to be published by ERD with the support of K4DM project. (Under Component 3)

To complete the NHDR publication within specified time, two joint meeting of Advisors’ pool and writers’ pool held on 19th July and 8th August 2020; Along with five thematic areas, the report will contain information on post COVID-19 human development scenarios, possible challenges, and potential future opportunities. NHDR is supposed to be launched in March 2021 in the celebration of golden jubilee of the independence of Bangladesh.

Capacity Development Programmes (Component Cross cutting)

A day long training for developing a common understanding on South-South and Triangular Cooperation among ERD officials and focal persons from 27 different line ministries was held on January 12, 2020. More than 650 government officials have been provided with capacity development training on 19 issues.

Agenda 4: Status of K4DM Phase-II Project Document approval:

- Following the recommendations from 8th and 9th Executive Board Meetings held on 8 December 2019 and 14 June 2020, K4DM project initiated the process of developing project documents for K4DM Phase-II.
- The new Phase project document was designed on the basis of consultation with different stakeholders.
- The draft K4DM Phase II project document was shared with the UN wing in the pre-validation workshop and updated with their input.
- The project document was validated on 15 November 2020 through a validation workshop with the participation of the ERD, UNDP and relevant ministries and division.

Covid-19 responses:

K4DM equipped ERD officials with 1300 units of COVID-19 protective gears in June 2020. It has also distributed 1800 units of protective gears to the officials of 27-line ministries, the members of South-south National Network. Besides, A number of people were supported with hand sanitization within the ERD office compound and 27-line ministries. Several number of people were made aware through 03 types of posters, leaflets and stickers and number of MythBusters videos shared in K4DM Project’s social media page (<https://www.facebook.com/k4dmproject>).

Agenda 5: Status of K4DM Phase-I closing

As per the schedule, K4DM will be formally closed on 31 December 2020, including its financial and operational closure. The majority of K4DM Phase I assets needs to be transferred to the ERD via ToT (TRANSFER OF TITLE). However, the meeting has agreed that since K4DM Phase II is a continuation of Phase I, the existing assets could be used in the next Phase.

Agenda 6: Status of TAPP for Phase-II

The TAPP formulation process is undergoing by a National Consultant and after signing of the Pro Doc for K4DM Phase-II, the TAPP approval process by the Planning Commission will be initiated within the soonest possible time.

Agenda 7: Resource mobilization for Phase II

The projected cost for K4DM is USD 4,500,000/BDT 381,600,000, with a program cost of 68%, staff cost of 21% and an operational cost of 11 %. The GOB is projected to contribute 3% of the overall budget (less than the Phase-I contribution) and the remaining budget will be arranged by the UNDP and other donor partners

UNDP Bangladesh has been partnered with the UNDP Seoul Policy Center under its “SDG Partnership on Development Cooperation” initiative supported by the Government of the Republic of Korea (RoK). K4DM Phase-II has received a seed fund with an amount of US\$ 28,000, to support web-based knowledge sharing.

In addition, a series of meetings held between ERD and the Swiss Agency for Development and Cooperation (SDC) for mobilizing resources for K4DM Phase-II. Based on the discussion a Business Plan with a proposed budget USD 1,025,017.00 has been submitted to SDC with the objective to strengthen institutional capacity of ERD through upskilling the ERD officials on evidence-based policymaking.

Agenda 8: Miscellaneous:

I. Lesson Learned Study:

A lesson learned study of the K4DM Phase-I is undergoing by a consultant. The outcome of the study will pave the pathway of smooth implementation K4DM Phase-II. The report will be shared with ERD by organizing a workshop.

II. Newsletter of K4DM:

A newsletter containing the project updates and relevant information for the period (July-December 2020) will be published in January 2021.

III. Annual Report:

After completion of the project on 31st December 2020, an Annual Report will be published.

IV. Workplan for 2021:

To keep the Project up and running from 2021, K4DM will develop Annual Work Plan (AWP) in consultation with ERD and necessary approval will be taken from the respective authorities by January.

V. Digitalization of Two Meeting Rooms within ERD:

K4DM project has taken initiative to digitalize the meeting room of ERD Secretary’s office and the UN Wing Conference room to facilitate smooth functioning in the changed situation caused by COVID-19. The project has provided advanced communication and IT equipment along with a licensed ID of ZOOM Meeting Platform in this regard.

Discussions:

In this session, Ms. Fatima Yasmin, Secretary, ERD raised a question on how financing of the publication of NHDR will be divided into the two Phases of the project and the work plan of the next Phase. In answer to that, Ms. Marina Shawkat Ali, National Project Manager, K4DM stated that, the total cost of NHDR has been booked for this year as committed and will be delivered within 31st December 2020.

Being directed by the Honorable Chair of the meeting a short demonstration of the major planned activities of the K4DM Phase-II was made by Mr. Rabbi Miah.

Ms. Noorjahan Khatun, Joint Secretary, Statistics and Informatics Division, appreciated the achievements and looked forward to embracing the Sustainable Development Goals and other national issues through the project.

Mohd. Enamul Hoque, Joint Chief, GED, opined that since the 8th Five Year Plan is yet to be finalized, whether it would be needed to wait till the completion of the 8th FYP since the revised version could be helpful to address issues the project would like to address. The Chair responded that the Planning Commission has already shared the draft of 8th Five-year Plan with ERD and the overall scope of the K4DM Phase-II is fully aligned with that, therefore, there is no need to wait for the finalization of the project document.

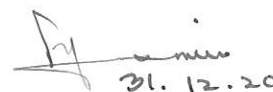
Ms. Nguyen Thi Ngoc Van, Deputy Resident Representative, UNDP Bangladesh, extremely praised the accomplishments of the project as well as the support of ERD. She also highly appreciated the initiative to publish the NHDR and acknowledged it as a 'great achievement'. She underscored the need for expanding and strengthening the partnership and working relationship among ERD, UNDP and other development partners.

Lastly, Mr. Ashekur Rahman, Assistant Resident Representative, UNDP Bangladesh, expressed his vision to position the K4DM Phase-II as 'think tank' for the ERD to enable the government of Bangladesh fulfilling its aspiration in line with the LDC graduation. He emphasized that immediate actions for the ProDoc Signing will be taken and the TAPP formulation and approval process will be fast tracked accordingly. He also sought ERD's continuous support in the upcoming Phase of the project, especially in mobilizing resources from the potential donor partners

Decisions:

1. The Board approved and endorsed the minutes of 9th Board Meeting;
2. The total cost for NHDR has been booked for this year. There shall be no split in the budget between the two Phases;
3. K4DM Phase-I shall be closed by 31st December 2020 maintaining all procedure of GoB and UNDP;
4. The inception of the K4DM Phase-II shall be commenced from 1st January 2021;
5. The assets shall be kept for the next Phase.

Having no further agenda, the National Project Director concluded the meeting by thanking all.



31. 12. 20

(Ms. Fatima Yasmin)

Secretary

Economic Relations Division,
Ministry of Finance

Annexure-1

**Knowledge for Development Management (K4DM) Project of ERD
10th Meeting of the Project Executive Board**

Venue: Via Zoom Meeting Software

Date: 22 December 2020

Attendance Sheet

SL	Name & Designation	Organization	Phone & E-mail	Signature
1	Fatima Yasmin Secretary, Economic Relations Division	Economic Relations Division	secretary@erd.gov.bd	
2	Dr. Nahid Rashid, Additional Secretary & Wing chief (UN) and National Project Director. K4DM	Economic Relations Division	wingchief04@erd.gov.bd	
3	Md. Enamul Hoque, Joint Chief, General Economic Division	Planning Commission	dc.ie.ged@plancomm.gov.bd enamh326@gmail.com	
4	Nur Jahan Khatun, Joint Secretary, Statistics and Informatics Division	Statistics and Informatics Division	mstnurjahan@yahoo.com	
5	Farid Aziz Joint Secretary & Wing Chief, Development Effectiveness Wing	Economic Relations Division	aziz00952@alumni.itc.nl wingchief-de@erd.gov.bd	
6	Amal Krishna Mandal Joint Secretary (UN- 1) and Deputy Project Director, K4DM	Economic Relations Division	un.br1@erd.gov.bd	
7	Rabbi Miah Joint Secretary (UN-2), Economic Relations Division	Economic Relations Division	un.br2@erd.gov.bd	
8	Athin Kumer Kundu Deputy Secretary (UN-3) Economic Relations Division	Economic Relations Division	un3@erd.gov.bd	
9	Bidhan Baral Deputy Secretary (UN-4) Economic Relations Division	Economic Relations Division	un4@erd.gov.bd	

10	Baby Rani Karmakar Deputy Secretary (UN-6) Economic Relations Division	Economic Relations Division	un6@erd.gov.bd	
11	S M Mahbub Alam Deputy Secretary (UN-5) Economic Relations Division	Economic Relations Division	un5@erd.gov.bd	
12	Nguyen Thi Ngoc Van Deputy Resident Representative, UNDP Bangladesh	UNDP	nguyen.thi.ngoc.van@undp.org	
13	Ashkur Rahman Assistant Resident Representative, Governance Cluster.	UNDP	Ashkur.rahman@undp.org	
14	Marina Shawkat Ali National Project Manager, "Knowledge for Development Management (K4DM) for ERD UN Wing" project, UNDP	UNDP	marina.ali@undp.org	