

Government of the Peoples Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division

Local Government Initiative on Climate Change (LoGIC) Project

Minutes of the 1st Project Steering Committee (PSC) Meeting

Chairperson: S.M. Ghulam Farooque, Senior Secretary, Local Government Division
Meeting held on: 06 March 2019, 11:00 am to 12:30 pm
Venue: Conference Room, Local Government Division, Bangladesh Secretariat.
Participants: List of participants is attached.

The Chairperson at the outset welcomed all the honorable members and participants and requested them to introduce themselves. The Chair thanked the representatives from different ministries and the development partners- European Union (EU), Swedish International Development Cooperation Agency (Sida), United Nations Development Programme (UNDP) and United Nations Capital Development Fund (UNCDF)- for their support in climate change adaptation at Union Parishad and community level. Then, he requested the NPD to present the meeting agenda.

In his presentation, Mohammad Emdad Ullah Mian, Joint Secretary & National Project Director, Local Government Initiative on Climate Change (LoGIC), briefed the meeting on the initial project activities since it's approval. He also informed the meeting about the proposed workplan which will be performed during Fiscal Year 218-2019 (July 2018-June 2019) and Calendar Year 2019 (January to December 2019).

Following are the discussions and the decisions in the meeting:

Agenda 1: Observations of the Hon'ble Prime Minister on LoGIC

Discussion: In ECNEC meeting, the Hon'ble Prime Minister opined that in the DPP it was not clear that how this project will discourage people's migration from village to town, she also mentioned that the project can help climate change vulnerable coastal people through developing improved housing for them, plantation, sanitation etc. To address the comments of the Hon'ble Prime Minister, ECNEC meeting recommended to revisit the main activities of LoGIC project and finalize the activities after getting consent of Hon'ble Prime Minister.

In the PSC meeting, the NPD said that the project conducted baseline survey and Community Risk Assessment (CRA) and the findings are very much aligned with the Hon'ble Prime Minister's observations. Based on the study findings LoGIC project has made some changes in it's activities and now it reflects the expectation of the Hon'ble Prime Minister.

Decision: Project Management Unit (PMU) will send the revised action plan to LGD for getting final approval from the Hon'ble Prime Minister.

Agenda 2: Approval of Manuals and Guidelines developed by LoGIC

Discussion: Since the Project Document was signed in November 2016, the project accomplished the initial activities including developing manuals and guidelines which are mentioned in the project document. Those are as below:

Community Resilience Fund (CRF) and Performance Based Climate Resilience Grants (PBCRG) Operation Manuals, Adaptation Tracking and Measuring (ATM) System, Capacity Development Strategy and 36 nos. Training Manuals on climate change adaptive livelihood options, Revised Community Risk Assessment (CRA) manual, Project Strategic Result framework, Monitoring & Evaluation Framework, Accounting & MIS software of LoGIC, Project Gender Framework, Union Parishad Performance Appraisal and Fiduciary Risk Management Manual, Performance Based Climate Resilient Grant Investment Menu, Civil Society Organization (CSO) selection criteria and Environmental Screening tools for Local Development Plan (LDP).

The NPD mentioned that the manuals and guidelines were reviewed by national level renowned expert as well as those were shared with PIC members and development partners. Their comments and inputs have been incorporated. The meeting happily agreed on all the manuals and guidelines knowing that there were no adverse comments whatsoever. As those are living documents, project can incorporate if there are new ideas.

Decision: The meeting approved all the manuals and guidelines and advised to consider these manuals and guidelines as living documents for continuous improvement based on lessons from implementation.

Agenda 3: Highlights of Major Achievements since July 2017

The National Project Director (NPD) also shared that as the DPP approval of the project was delayed, since inception the project has completed some initial tasks which are as follows:

- The recruitment of all project staffs completed by UNDP.
- Project offices set up and motorcycles for field offices are completed.
- Conducted Community Risk Assessment (CRA) in targeted 72 Unions of project area.
- Developed Risk Reduction Action Plans (RRAP) in 68 Union Parishads to integrate climate and disaster risk reduction actions in Annual and Five years Development plan.
- Total 8,820 vulnerable households have been selected in 7 districts for Community Resilience Fund (CRF). A national level banking institution has been selected to ensure e-transfer of the CRF to the individual bank account of the selected beneficiary.
- Hired a NGO (Helvetas Swiss Inter-Cooperation) to implement project field level activities.
- The project baseline survey is completed, and the report is ready for final printing.
- Hired an auditors' firms (Howlader Yunus & Co) for performance audit of Union Parishads.
- Hired Institute of Remote Sensing (IRS) of Jahangirnagar University to do the scientific modelling (Digital elevation) and analysis of risk and vulnerabilities of LoGIC project area.
- Organized a 3-days training on Community Resilience Fund (CRF) and Performance Based Climate Resilience Grants (PBCRG) Operation Manuals for project and partner NGO's district level staff.

Decision: Though it is delayed to start, project achieved significant portion of works which will expedite the project implementation. The meeting expressed satisfaction for the achievements and appreciated the project team for the accomplishment.

Agenda 4: Approval of Annual Work Plan and Budget

The NPD presented the Annual Work Plan (AWP) of 2019 to the meeting for approval. The PSC members discussed elaborately the AWP in the meeting. The NPD also shared in the meeting the expenditures made during the inception phase till December 2018 and tentative budget for 2019.

The project has already lost almost two years. To create a momentum in implementation project team need to work very fast. The annual work plan has been prepared in line with approved DPP and it was also shared in PIC meeting.

Decision: As the PIC examined the budget, expenditure and work plan and recommended for approval the meeting has approved the expenditure till 2018 and the work plan & budget for Fiscal Year 2018-19 and Calendar Year 2019. The meeting also suggested UNDP to proceed for collecting required funds from development partners i.e. EU and MPTF.

Agenda 5: Any other Business

In the meeting some members commented that LoGIC project is innovative but also complex and challenging for measuring climate vulnerability, climate change adaptation and capacity development of community and local government institutions. Project needs a comprehensive baseline and monitoring tools to monitor, analyze and evaluate the results in a regular and periodic manner. In response to the comments Mr. Mamunur Rashid, Climate Change Specialist, UNDP said that the project had already completed the baseline survey by an independent research organization and they will also conduct the mid-line and end-line evaluation of the

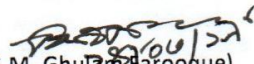


project. LoGIC has developed its monitoring and evaluation framework which includes MIS and Adaptation Tracking & Measuring (ATM) system. ATM is an ICT based monitoring tool for measuring adaptation, which is first time in Bangladesh.

Sheikh Mohammad Salimullah, Additional Secretary of Finance Division enquired about project initiative on scrutinizing the Union Parishad's climate adaptive/resilient schemes. The NPD mentioned that project has already adopted 'Social and Environmental Screening Template of Local Development Plan' from UNDP to screen the UP schemes. This kind of tool has been used by different project in many countries.

The representatives from development partners, Ms. Carin Zetterlund, First Secretary, Swedish Embassy and Md. Mahbubur Rahman, Environment & Climate Change Advisor, Sida said that project has already completed some key activities and hope now with the guidance of the PSC, implementation of the project activities will be expedited more. Mr. Manfred Fernholz, First Secretary, EU said that LoGIC is a very innovative project to work with community and local government on climate financing from bottom to top and top to bottom approach, hope it will make example for others. Ms. Kyoko Yokosuka, Deputy Resident Representative of UNDP said that project has done the preparatory works now they are ready to start all the field activities. Hope LoGIC will achieve good progress.

The Chairperson of PSC expressed thanks to all the participants for their active participation and comments. He expects that all the PSC members and development partners will extend their supports to implement the project in time. At last the Chair concluded the meeting with vote of thanks.


(S.M. Ghulam Farooque)
Senior Secretary
Local Government Division

List of Participants: (Not on the basis of the seniority)

1. S.M. Ghulam Farooque, Senior Secretary, Local Government Division
2. Masud Ahmed, Additional Secretary (UP), LGD
3. Md. Mahbub Hossain, Additional Secretary, LGD
4. Sheikh Mohammad Salimullah, Additional Secretary, Finance Division
5. Nikhil Ranjon Roy, Director General, MIE Wing, LGD
6. Mohammad Nazim Uddin, Joint Secretary, ERD
7. Md. Manjurul Anwar, Joint Chief, Planning Commission
8. Md. Siddiqur Rahman, DG, IMED
9. Robindranath Barmon, Joint Chief (Planning Wing), LGD
10. Md. Younus Mia, Deputy Chief, ECNEC, Planning Commission.
11. Abdur Rouf, Deputy Chief, LGD
12. Muhammad Anwar Uddin, Deputy Chief, Programming Division, Planning Commission
13. Md. Al-Amin Sarker, Sr. Assist. Chief, LGD
14. Kyoko Yokosuka, Deputy Resident Representative, UNDP
15. Manfred Fernholz, First Secretary, Food & Nutrition Security & Sustainable Development, European Union (EU), Dhaka
16. Carin Zetterlund, First Secretary, Swedish Embassy, Dhaka
17. Md. Mahbubur Rahman, Environment & Climate Change Advisor, Swedish Embassy, Dhaka
18. Khurshid Alam, Assistant Resident Representative, UNDP
19. A K M Mamunur Rashid, Climate Change Specialist, UNDP
20. Md. Mozammel Haque, Focal Person, LoGIC Project, UNCDF
21. Selina Shelley Khan, Project Coordinator, LoGIC
22. Mohammad Emdad Ullah Mian, Joint Secretary, LGD & National Project Director, LoGIC