

Knowledge for Development Management (K4DM) for ERD Project  
**Minutes of the Project Executive Board -4<sup>th</sup> Meeting**

Chairperson : Kazi Shofiqul Azam, Secretary, Economic Relations Division  
Date : 30 July 2017  
Time : 03.30 pm  
Venue : NEC-2 Conference Room, ERD

The 4th meeting of the Project Executive Board of Knowledge for Development Management (K4DM) for ERD project was held on 30 July 2017 at NEC-2 Conference Room with Kazi Shofiqul Azam, Secretary, ERD in the Chair. List of the Board members and relevant officials attending the meeting is attached in Annex- 1.

The Chair welcomed the members in the meeting. With the permission of the chair, Additional Secretary (UN) and National Project Director of K4DM Project Ms. Shamima Nargis made a presentation as per agenda of the meeting which were as follows:

- Agenda 1; Approval of minutes of the 3<sup>rd</sup> board meeting**
- Agenda 2: Implementation status of decision taken in 3<sup>rd</sup> meeting**
- Agenda 3: Review of Progress of Project Implementation**
- Agenda 4: No-cost Extension of the Project**

**Agenda 1:Approval of minutes of the 3<sup>rd</sup> board meeting**

The 3<sup>rd</sup> meeting of the Project Executive Board was held on 31 January 2017. The minutes of the meeting was distributed among all concerned. No comments/views was received till date. The minutes of the 3<sup>rd</sup> meeting was endorsed by the Board members.

**Agenda 2:Implementation status of decision taken in 3<sup>rd</sup> meeting**

The implementation status of decisions of the 3<sup>rd</sup> meeting of Project Executive Board was presented in the meeting which were as follows:

<b>Decisions</b>	<b>Implementation Status</b>
(i) The meeting endorsed the minutes of the 2nd meeting of the Project Executive Board.	The meeting minutes was duly distributed among participants

(ii) The project management will ensure necessary consultation with relevant stakeholders before finalizing the Report on South-South/Triangular Cooperation and Resource Mobilization.	Consultation on both the reports organized at ERD. Representatives from line ministries were present in the consultation sessions.
(iii) The project may hire Communication consultant based on the future needs which should accordingly be reflected in the AWP.	Communication consultant has been hired with the help of UNDP procurement unit. The consultant has been working with the project team.
(iv) ERD and UNDP will work together to fast-track the NIM review process and do the needful in this regard.	ERD and UNDP is working together to review NIM. A joint meeting was held in July 2017. Follow-up meetings will be organized soon.
(v) The project will arrange consultation meeting with UNDP on NRB and National Human Development Report (NHDR) issue with a view to furthering these two activities under AWP 2017.	Consultation on NRB engagement held with UNCD as the presenter. Follow-up activities have been undertaken based on the consultation sessions. Consultation on NHDR will be organized soon.
(vi) The project management will explore other important areas of capacity development training in consultation with stakeholders including Planning Commission.	GED and other stakeholders have been consulted during preparation of capacity development plan for 2017.
(vii) The Annual Work Plan (AWP) for 2017 was approved in the meeting with resources amounting \$250,000. Initiatives need to be undertaken for implementation of the activities incorporated in the AWP.	Initiatives have been undertaken to ensure timely implementation of the AWP-2017. Additional resources of USD 75,000 has been allocated for the extended period of the project.
(viii) UNDP will extend its pro-doc closing date from August 2017 to December, 2017 which is in match with TPP closing date.	Request was sent to UNDP and UNDP extended the project period up to December 2017 which is in line with the TPP.
(ix) Reviewing the implementation progress in next Project Executive Board meeting around June, 2017, decision will be taken whether a no-cost extension is required.	An agenda has been included in the current meeting for discussion.

The meeting expressed satisfaction over the progress of implementation of decisions of the previous meeting.

### **Agenda 3: Review of Progress of Project Implementation**

#### **(a) Utilization of Project Fund:**

The meeting was informed that ADP allocation for the project in 2016-17 was BDT 243.00 Lakh and the project could spend BDT 235.84 Lakh which is 97% of the allocation. UNDP allocation for 2017 (calendar year) was \$325,000.00 and the delivery till date was \$144,807, and the progress is around 45%.

At this point, the meeting was apprised that the total allocation for the project as per approved TPP is US\$ 3 million (BDT 24.00 crore ) but till date the fund utilization stands at BDT 2.82 crore and the progress is 12%. However the project has made relatively good physical progress as financial expenditure was not always required with some of the activities. But overall financial progress is a point of concern for project management especially keeping in view the upcoming project closing in December 2017. A number of factors contributing to this low financial progress was discussed in the meeting which includes late start of the project following the delay in the TPP approval. Furthermore as the project is being implemented from the core source of UNDP, there has been some difficulties felt at UNDP end resulting from various factors and UNDP has signaled fund constraint from the very start. And therefore in fact around Taka 2 crore was allocated annually whereas the amount was supposed to be around Taka 8 crore each year as per approved TPP. However, the highest efforts were made to ensure the full utilization of the fund available both from UNDP and GOB end which is evident in the fund utilization status of the ADP fund in 2016-2017.

The meeting observed that the utilization of ADP fund in 2016-17 was quite satisfactory. But simultaneously concern was expressed over cumulative progress of utilization of project fund as per approved TPP. The meeting was of the opinion that if the project can't utilize a significant percentage of its total allocated as has been approved in the TPP, it would affect the project's performance in the long run. Once again from UNDP's end, it was made clear that UNDP is not in a position to provide total \$3 million as was committed during the project signing due to shortage of its track fund. The meeting suggested that if UNDP can't provide the committed fund fully, the project needs to be revised by components and objectives and by allocation with a reflection of available fund. However with the discussion on need of no-cost extension of the project for one year for completing the remaining activities which are in progress, the meeting observed that it would be more practical to extend the period for six months (upto June 2018) and curtail some of the activities based on the resource available from UNDP's side during the proposed extended period. Furthermore, the meeting observed that it would be better to reduce the cost based on indicative probable fund in one go during the TPP revision. While informing the meeting the difficulty of UNDP procedure in confirming the amount for the proposed extension period of six months, Country Director, UNDP agreed to convey an indicative probable amount for the proposed extended period (January-June, 2018) based on a request from ERD's end with indicative amount. UNDP assured to inform ERD about an indication of the fund it would be able to allocate in favour of the project in 2018.



**Decision:** (i) ERD would send a request to UNDP with an indicative tentative amount for the proposed six months extension of the project (January-June, 2018).

(ii) Following the request from ERD, UNDP will communicate an indicative amount for the proposed six months extension period.

**(b) Activity-wise progress**

- ***Revision and Implementation of Programming Manuals-NEX and other Manuals (under Component -1)***

ERD organized a sharing session on the NIM on 10<sup>th</sup> July where UNDP made introductory presentation on the manual followed by discussion. ERD would send its feedback on the manual to UNDP for necessary action at their end.

**Decision:** ERD would send its views on NIM manual to UNDP for necessary actions at their end.

***Operationalization of Information Repository in ERD (under Component -1)***

The meeting was informed that a document management software for the information repository has been developed and installed at ERD. Servers, scanners and other equipment were procured and installed. Around 120,000 pages of ERDOC documents have been digitized and uploaded in the software with the supports of the project. Total 133 officials and staffs of ERD have been provided training on use and administration of the repository. A User's Manual has been developed which is under process of printing. Focal points officials have been assigned at all the ten Wings of ERD for facilitation and coordination of the process.

The meeting appreciated the initiative and suggested ERD to encourage its officials to ensure maximum utilization of the Information Repository system.

- ***Strengthening collaboration on resource mobilization(under Component -1)***

A study has been conducted on identifying areas and scopes and strategy and plan of action for ERD for resource mobilization. National Consultant Dr.Monzur Hossain, Senior Research Fellow of BIDS submitted the final report with a draft strategy and plan of action. The project organized an inter-ministerial consultation session on the report before it is finalized.

The project has planned to organize two study visits for the officials of ERD and relevant line ministries to Philippines and India for exploring alternative means of resource mobilization including from diaspora engagement and Government cost-sharing. The meeting suggested to share experiences of the study visits as well as the findings of the study with stakeholders for dissemination of knowledge attained.

- *Supporting strategic research /collaboration with Eminent Persons(under Component -2)*

An inaugural meeting of Eminent Persons' Group (EPG) was held on 4 June 2017 where 22 EPG members and 17 officials from ERD and different ministries and divisions participated. Much enthusiasm was seen among EPG members on developing partnership with ERD on different policy issues. The ToR of the Group was finalized in the meeting. The minutes of the inaugural meeting has already been sent to the members. Several thematic consultation sessions need to be organized involving the line ministries for attaining the targeted results of the EPG.

**Decision:** Consultations of the Thematic Groups of EPG would be arranged by ERD under the initiative of the project in a gradual manner.

- *Promotion of South-South and Triangular Cooperation(under Component -2)*

The meeting was informed that a study has been conducted on South-South and Triangular Cooperation and its best practices in Bangladesh and global perspective. Dr. AK Abdul Momen, former Permanent Representative of Bangladesh to the UN conducted the study as a national consultant. The study findings were shared in an inter-ministerial consultation session on 27 July 2017. The meeting was further informed that Formation of a Forum of the Finance and Development Ministers of global south is also under process.

The meeting was informed that ERD has been working with the Prime Minister's Office on the issue of South-South cooperation. ERD has initiated the process of establishing a cell for coordinating the matters related to South-South and Triangular cooperation. UN Wing of ERD has been assigned as a focal desk in this regard through an official order. One consultant needs to be hired by the K4DM Project to support the establishment of the cell initially.

**Decision:** K4DM project will provide support to ERD in establishing the cell.

- *NRB Engagement for National Development(under Component -2)*

The meeting was informed that two sharing sessions on best practices of diaspora engagement were organized by the project. UNDP Country Director Mr. Sudipto Mukerjee shared UNDP's experience in promoting diaspora engagement in different countries. A national consultant has been engaged to conduct a study to identify potential areas and possible modalities of NRB Engagement. Dr. Mobasser Monem of University of Dhaka is already on board to conduct the study.

- *Support to Preparation of National Human Development Report (NHDR) (Component 3)*

The meeting was informed that there has not been much progress for implementing this activity. Although Bangladesh was the pioneer in preparation of NHDR long time back, there is no institutional memory at UNDP and ERD end on the methodology and the process of that



initiative. It was planned under the project that the project can explore the initiative on a pilot basis in consultation with other stakeholders which can be a good reference point at the national as well as international level.

UNDP Country Director expressed his interest in preparation of a National Human Development Report for Bangladesh. He assured for additional support from UNDP, if required in implementation of this activity. He further informed the meeting that the Director of UNDP's Global Human Development Report Professor Selim Jahan is a Bangladeshi national, and ERD can take this advantage of his guidance in preparation of the NHDR. UNDP expressed its interests to facilitate a meeting of ERD and relevant Ministries/Divisions/Organizations with Professor Selim Jahan to discuss on the NHDR process and identify next course of action in this regard.

The Chair directed the project management to explore whether it would be feasible within the timeframe of the project and take actions accordingly

**Decision:** While doing the internal exercise on the six months extension as well as cost reduction for TPP revision, project management would take actions accordingly.

- ***Capacity Development Programmes***

The meeting was apprised that the project organized six training sessions and three workshops in 2016 where more than three hundred officials of ERD, line ministries and UN Agencies participated. The project organized 4 training programmes in 2017 on Rules of business, Project Management (Delegation of Financial Power and Fund Release Procedure), Aid Effectiveness, Use and Administration of Information Repository system. Several other training programmes will be organized on 'Youth Engagement on SDG Implementation', 'Prevention of Corruption', 'Gender Empowerment', 'Foreign Debt Management', 'Preparation of Legal Instruments and Agreement Documents', Negotiation', 'Leadership and Strategic Management' etc. in the next few months.

The meeting observed that these are very commendable initiatives of the project and capacity development programmes need to be continued during the rest of the period of the project. For strengthening knowledge sharing, the meeting emphasised for making available the K4DM knowledge products such as study report, publications, presentations of training etc. in ERD's website.

**Decision:** ERD would ensure the availability of the knowledge products of the project in ERD's website for sharing the knowledge.

#### **Agenda 4: No-cost Extension of the Project**

The meeting was informed by the National Project Director that in order to complete some ongoing activities with a view to attain the targeted results, the project needs to be extended for one year. Furthermore, as it has already been discussed, the TPP also needs to be

revised in the context of non-availability of committed Project Assistance (PA) from UNDP side. Otherwise, it will have a negative impact on the implementation progress of the project in completion of the project. In this connection, the meeting was informed that that the project was designed for three years covering September 2014 to December 2017 (as per Pro-doc). But due to delay in approval of TPP (in July 2015), it started its implementation in late 2015. Project staffs were hired in December 2015 and the implementation process actually started from 2016. Out of committed resources of \$3.00 million, UNDP till date provided \$577,000 so far.

The meeting was further informed that in spite of a late start of about two years, the project made good progress in last one and a half year. An extension would be required for attaining the targeted results which would help in sustaining those efforts. A few activities have just started and need to be continued which have already been discussed under different activities in previous sections. The National Project Director proposed no-cost extension of the project for a period of one year for attainment of project objectives, implementation of major activities and sustainability of the initiatives taken under the projects.

The meeting acknowledged the need for extension of the project since there was significant delay in the starting phase. The meeting further observed that in the absence of firm commitment of the approved TPP amount from the UNDP's side, it would be better to curtail some of the activities as it requires and extend the project period for six months (upto June 2016) for completing a number of on-going important activities for attaining the targeted results. The meeting suggested both UNDP and ERD to identify priority activities to be undertaken during the proposed extension period (January to June, 2018) and to conduct necessary exercise for estimation of budget required for that period.

The Chair directed at this point to immediately start the TPP revision process so that timely revision can be ensured.

Finally, the meeting observed that a lot of praiseworthy activities have been accomplished by the project within a short period of time. Priority needs to be given on the unfinished activities to be completed in the current year and to be incorporated in the work plan for the period of January-June in 2018 for attainment of project's objectives.

**Decision:** Following the indicative amount from UNDP's side for the proposed extension period, project management will initiate the TPP revision process for extension of six months with cost reduction.

Having no further agenda, the chair concluded the meeting by thanking all.

Signed/-  
10/08/2017  
(Kazi Shofiquil Azam)  
Secretary







**Knowledge for Development Management (K4DM) for ERD UN Wing Project,  
Economic Relations Division (ERD)**

Fourth Meeting of the Project Executive Board of the 'Knowledge for Development Management (K4DM) for ERD UN Wing' Project

Date : 30 July 2017, Time : 3.30 PM

Venue : NEC Committee Room-2, Planning Commission

Attendance

SL #	Name and Designation	Ministry/Division/ Organization	Phone & E-mail	Signature
1.	SUDIPTO MUKERJEE	UNDP	01730056188	
2	SHAPILA KHAN	"	01711893035	
3.	Md. Mafidul Islam Joint Chief	GED	01552466221	 30/7/17
4.	Mahmuda Akther Additional Secretary	SID	01715430434	 30.7.2017
5	Saleha Binte Siraj Deputy Secretary	ERD	01720800164	 30.7.17
6.	Aparna Baidya Senior Assistant Secretary	ERD	01712827641	
7.	Kamalish Km. Das JS	ERD	01854645467	 30/7/17
8.	AFTAB AHMED JS, AEW	ERD	01727208955	 30/07/17
9	Mohammad Nazim Akter ASG, EPD, K4DM	ERD	01711-178276	
10	Abu Shahin M. Ashaduzzaman NPM	K4DM	01720572856	
11	SM Moshed	K4DM	01755627120	
12.	Shamima Nargis	K4DM- ERD.	01715-992277	
13	Biplab Banik	K4DM	01712681396	

