

Knowledge for Development Management (K4DM) for ERD Project

Minutes of the Project Executive Board -7th Meeting

Chairperson : Mr. Monowar Ahmed, Secretary, Economic Relations Division

Meeting date: 28 April 2019

Time : 10 .00 am

Venue : UN Conference Room, ERD

The 7th meeting of the Project Executive Board of Knowledge for Development Management (K4DM) for ERD UN Wing Project was held on 28 April 2019 at UN Conference Room, ERD where Mr. Monowar Ahmed, Secretary, ERD Chaired the meeting. List of the Board members attended 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. Sultana Afroz made a presentation as per agenda of the meeting which were as follows.

Agenda 1: Approval of the minutes of 6th meeting;

Agenda 2: Implementation status of the decision taken in 6th Board Meeting;

Agenda 3: Review of progress of project implementation till date;

Agenda 4: Status of National Human Development Report (NHDR)

Agenda 5: Project evaluation;

Agenda 6: Project extension of K4DM from July – December 2019;

Agenda 7: Miscellaneous;

Agenda 1: Approval of the minutes of 6th meeting;

The 6th meeting of the Project Executive Board was held on 15 November 2018. The minutes of the meeting was distributed among all concerned. No comments/views were received till date. The minutes of the 5th meeting was endorsed by the Board members in this meeting.

Agenda 2: Review of the progress of project implementation

The board was updated with the implementation status of of decisions of the 6th meeting of Project Executive Board which were as follows:

Decisions	Implementation Status
(i) The meeting endorsed the minutes of the 5 th meeting of the Project Executive Board.	The meeting minutes was duly distributed among participants
(ii) The meeting approved the proposed activities of the project to be implemented with project budget.	Activities are ongoing
(iii) The project will provide necessary support to the NRB Taskforce and pilot some initiatives of NRB engagement.	<ul style="list-style-type: none"> • Taskforce meeting has been held on 8th August 2018; • Workshop on engaging NRBs in National Development of Bangladesh organized in KSA in October 2018. • Meanwhile 15 Projects have been received through website of NRB. • A firm has been hired for maintenance of the website;
(iv) The project will select some successful initiatives of Bangladesh's development solutions for show-casing in global arena and for promoting in other countries through South-South cooperation.	<ul style="list-style-type: none"> • After receiving request form the UN south south cooperation office ERD sent 21 best practices but they have accepted 5 good practices and published; • In partnership with Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) an international workshop on South South cooperation will take place in January 2019; • Through the SSC platform project named South Asia centre for medical physics and cancer research in Savar have been approved and 1st batch of training completed;
(v) The project will undertake necessary initiative for preparation of the National Human Development Report (NHDR). Approval of the Government will be obtained before preparation of the report. The theme of the report may be decided in consultation with relevant authorities and stakeholders.	<ul style="list-style-type: none"> • Consultation on NHDR held. • Meanwhile discussion with H'ble finance Minister took place on the summary of NHDR . • An ERD official has been assigned to work on NHDR issues

<p>Vi) The project period will be extended for one year without any cost escalation. Necessary requirements will be fulfilled for receiving approval of the Planning Commission.</p>	<p>We have received approval from planning commission.</p>
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Activity-wise Progress

Agenda 3: Review of progress of project implementation till date;

National Project Director of K4DM updated the board members on the progress of K4DM including budgetary utilization.

- **Utilization of Project Fund**

ADP allocation for the Project in 2018-19 was BDT 160.00 lakh and the Project could spend BDT 107.93 lakh which is 67.45% of the allocation. UNDP allocation for 2019 (January-June) was \$123,410 and the delivery till date is \$ 58,466 and the progress is around 47.38%. But out of total allocation of the TPP which BDT 24.00 crore is (\$3 million), total utilization of fund is BDT 6.71 crore and the progress is 27.95%. Of course, physical progress of the project is much higher than the financial progress

- **Activity-wise progress**

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

Within this reporting period (15 Nov to till date), no activity has been done under this component.

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

Within the reporting period, no activity has been done under this component. However, K4DM has planned to conduct a refresher training courses in the next quarter for newly posted officers on information repository. ToR for the review of current status and designing of a training module developed and procurement is in the process.

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

Within this reporting period, no activity has been done under this component.

- ***Supporting strategic research /collaboration with Eminent Persons***

A Consultative Group of ERD (CGE) was established for strategic research. So far four thematic dialogues have been organized with four consultative groups. It is required that the dialogue needs to be continued.

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

An international seminar will be organized in Bangladesh in June 2019 on South South Cooperation inviting 15 Centre on Integrated Rural Development for Asia and the Pacific

(CIRDAP) member countries. The conference will be jointly organized by K4DM, ERD and CIRDAP

In the conference, there is a plan to highlight the success stories of Bangladesh in rural development like Community Clinic, Amar Bari Amar Khamar and Union Digital Centres.

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

The report on NRB Workshop held in Jeddah has been finalized. The two-day workshop was held in Jeddah, Saudi Arabia on 20-21 October 2018 titled 'Engaging Non-Resident Bangladeshis in National Development of Bangladesh'.

The NRB Taskforce meeting was held at PMO on Feb 11, 2019 where Principal Secretary to PMO Mr. Md. Nojibur Rahman and Chief Coordinator for SDG Affairs Mr. Md. Abul Kalam Azad were present. The Convention of NRB Engineers (CONE) was organized by ERD, a2i and B2B in Dhaka on February 26-27 where K4DM gave technical supports.

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

1. A summary for the development of NHDR has been approved by the former Finance Minister, Mr. Abul Maal Abdul Muhith
2. An advisory committee consisting 22 members have been formed to provide guidance toward NHRD publication including selection of themes, contents and other relevant issues.
3. A panel of authors/writer's pool comprising economists, sociologists and environmentalists and statisticians (in total 10 members) will write the report.
4. Proposed NHDR themes were discussed which include climate change, employment for youths, peace and prosperity, teen-ager's dream for future Bangladesh and inequality and human development
5. But, current Finance Minister Mr. A H M Mustafa Kamal has said that NHRD should not be ERD's component rather it should be the component of GED

○ ***Capacity Development Programmes***

The project in this reporting period organized five trainings and one workshop where more than hundred officials of ERD, line ministries and UN agencies participated. The training programmes include SDGs Implementation, Monitoring and Evaluation: Challenges and Way forward; Managing Change for Innovation; Communicative English; Project Planning and Management and Gender and Development, Negotiation Skills and Leadership and Change Management Skills. The workshop held in Jeddah, Saudi Arabia dated on 20-21 October 2018 was on Engaging Non-resident Bangladeshis in National Development of Bangladesh. The workshop was organized to enhance the relationship with the NRBs in Saudi Arabia and facilitate their participation in the development efforts of Bangladesh. The delegation team consisted of 6 participants headed by former EDR Secretary.

Plan for April-June 2019

- Recruitment of project assistant and 2 interns
- Printing of newsletter
- Conduction of Executive Board Meeting
- Workshop on recommendations of NRB workshops and way forward;
- International Seminar on South South Cooperation
- Refresher training on repository
- A workshop on monitoring and evaluation of UNDP projects in collaboration of with UNDP and other agencies
- Thematic dialogues with eminent persons
- Board meeting

Agenda 4: Status of NHDR

The board members of the meeting were informed that the Honorable Minister of Finance Mr. A H M Mustafa Kamal decided that developing NHRD should be GED's responsibility thus ERD will not take responsibility to develop NHDR which is one of the major components of K4DM. As budget for NHDR was allocated for K4DM by UNDP, a decision is required to reallocate the budget to other activities. Very recently GED informed ERD that they are unable to take on this task. Honorable Secretary of ERD advised to place the summary with the recent development to Honorable finance Minister.

Agenda 5: Project evaluation:

NPD, K4DM explained as no midterm evaluation was undertaken for K4DM Project, it is crucial to conduct an end-line evaluation/ impact assessment of the Project. The advertisement for hiring of a consultant has been published and the hiring is under process.

It was decided the report of the evaluation should be shared with Honorable secretary and therefore based on the recommendation a new phase should be designed.

Agenda 6: Project extension of K4DM from July – December 2019;

National Project Director explained that even the Project is small, but the impact of the project is wide therefore it is important to continue the existing activities including South-South Cooperation, NRB engagement and innovation to create a transformational result towards the development of Bangladesh.

The board agreed in principal that the Project can be extended till December 2019 which is also subject to half a day brain storming session to add few more additional different activities to implement through K4DM.

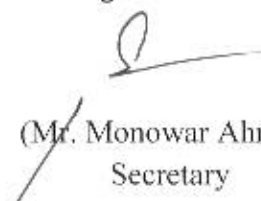
Projection of budget from July – December 2019 is as follow:

Activity as per AWP 2019	Forecast Budget USD July-December 2019
Activity # 1: Programming Manuals Revised and Implemented	4,000
Atlas Activity # 2: Project Information repository platform Operationalized	1,500
Atlas Activity # 3: Collaboration on resource mobilization strengthened	2,000
Atlas Activity # 4: Strategic research/collaboration supported	1,000
Atlas Activity # 5: Platform for engagement with NRBs established	15,000
Atlas Activity # 6: South-South / Triangular and Public-Private Partnership Promoted	15,000
Atlas Activity # 8: Strategic mechanisms to review progress towards Human Development Established	-
Atlas Activity # 10: (Project Support Costs): Administrative, operational and technical support provided	51,000
Total: USD	89,500

Decisions:

1. The board endorsed the minutes of the 6th Executive board meeting;
2. The board endorsed the achievements so far of the Project activities;
3. The responds from GED on National Human Development Report (NHDR) issue to be placed to Honorable Finance Minister;
4. The report of the final evaluation of K4DM will be shared with Honorable secretary, ERD and therefore based on the recommendation a new phase should be designed.
5. The board agreed in principal that the Project can ^{be} extend ^{to} till December 2019 which is subject to half a day brain storming session to ^{explore} to further opportunities to add on to the existing project to implement.
6. The UNDP will review the additional cost as projected covering the period July - December 2019 is approximately 89,500 USD and will inform on the possibility to fund.

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


(Mr. Monowar Ahmed)
Secretary