

Minutes of the Project Executive Board -8th Meeting

Chairperson : Dr Gauranga Chandra Mohanta ndc, Additional Secretary and wing chief (Europe), Economic Relations Division

Meeting date: 08 December 2019

Time : 12 .30 pm

Venue : UN Conference Room, ERD

The 8th meeting of the Project Executive Board of Knowledge for Development Management (K4DM) for ERD UN Wing Project was held on 08 December 2019 at UN Conference Room, ERD where Dr Gauranga Chandra Mohanta ndc, Additional Secretary, and Wing Chief ERD chaired the meeting with the instruction of Secretary, ERD due to his other important engagement.

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

The Chair welcomed the members in the meeting and requested Ms. Sultana Afroz, Additional Secretary, Wing Chief (UN) and National Project Director of K4DM Project to make a presentation as per agenda of the meeting which were as follows.

Item 1: Confirmation of the minutes of 7th meeting;

Item 2: Implementation status of the decision taken in 7th Board Meeting;

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

Item 4: Project evaluation;

Item 5: Future of the K4DM;

Item 6: Miscellaneous;

Item 1: Confirmation of the minutes of 7th meeting;

The 7th meeting of the Project Executive Board was held on 28th of April 2019. The minutes of the meeting was distributed among all concerned. No comments/views were received till date. The minutes of the 7th meeting was confirmed by the Board members in this meeting.

Item 2: Review of the progress of project implementation

The board was updated with the implementation status of of decisions of the 7th meeting of Project Executive Board which were as follows:

Decisions	Implementation Status
(i) The board endorsed the minutes of the 7th Executive board meeting;	The signed meeting minutes was duly distributed among participants;
(ii) The board endorsed the achievements so far of the Project activities;	The project has accomplished most of the planned activities for the extended period (July-December 2019) and Some activities are ongoing.
(iii) The responds from GED on NHDR issue to be placed to Honorable Finance Minister;	<ul style="list-style-type: none"> • UN Wing of ERD has been working on developing the NHDR with the technical support from K4DM Project; • A joint meeting of Advisory committee and writers' pool held, where decisions were made to develop small email group for the writers' pool have been formed; • Meanwhile, a letter was issued in favor of each writers' pool member with a request to inform their area of interest for writing on the selected thematic areas. A meeting will be organized with a view to finalizing the writer for each thematic area. This will expedite one step forward towards the development of the NHDR. • The NHDR will be published during the celebration of country's golden jubilee of the independence in 2021.
(iv) The report of the final evaluation of K4DM will be shared with Honorable secretary and therefore based on the recommendation a new phase should be designed.	<ul style="list-style-type: none"> • The consultants submitted final draft of the final evaluation and feedbacks were provided by both UNDP and ERD (NPD, DPD and the team members of K4DM); • The consultants presented the outcomes and shared their recommendations at both UNDP and ERD. Finally the consultants submitted the Final Report incorporating relevant feedbacks.
(v)The board agreed in principal that the Project can extend till December 2019	<ul style="list-style-type: none"> • The Annual Work Plan (AWP) of K4DM project was revised based on the



<p>which is also subject to half a day brain storming session to add few more additional different activities to be implemented by K4DM.</p>	<p>outcomes of a half day planning workshop.</p> <ul style="list-style-type: none"> ● K4DM Project received 247,400 USD in total from Jan- December 2019. From July – December K4DM received 1, 23,990 USD. ● The utilization of funds in the extended period is given below.
--	---

Activity-wise Progress

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

Deputy Project Director (DPD) of K4DM updated the board members on the progress of K4DM including budgetary utilization.

- **Utilization of Project Fund**

ADP allocation for the Project in 2019-20 was BDT 80.00 lakh and the Project spent BDT 53.24 lakh which is 66.55% of the allocation. UNDP allocation for 2019 (January– December) was \$263,000 and the delivery till date is \$217,078.00 and the progress is around 83.22%. But out of total allocation of the TPP which BDT 24.00 crore (\$3 million), total utilization of fund is BDT 8.11 crore (\$.96 Million) and the progress is 32.25%. Of course, physical progress of the project is much higher than the financial progress.

The table below shows the financial status of 2019:

Year	Total Budget	Expenditure as of 30 ,November 2019	Forecast expenditure December 2019	Total Exp. (Actual + Forecast)	Balance
GoB (2019-20)	05.00 (BDT LAKH)	1.5 (Lakh)	3.00 (Lakh)	4.5 (Lakh)	.5 (Lakh)
UNDP 2019	\$263,000	\$217,078	\$ 37,000.	\$254,000	\$9,000

- **Activity-wise progress**

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

Within this reporting period (June-December 2019), no activity has been done under this component.

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

K4DM project initiated updating the system of the ERDPEDIA, identified challenges officials were facing in using it and based on the findings a refresher course for the current focal points and alternative focal points was organized on 23 June 2019. Also the user manual has been revised and shared with the participants, so that they can use the system effectively.

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

A study was conducted to identify the scopes and areas of resource mobilization for ERD and as follow up of the study a training on economic diplomacy organized for the ERD and other ministry officials on 1st October 2019.

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

Strategic partnership has been developed with the eminent persons of the country and the Eminent Persons Group (EPG) conducted four thematic dialogues those helped the policy makers in making new policy decisions. But within the reporting period no activity was initiated.

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

A South-south cooperation cell has been established within the UN Wing. A high level task force has been formed and the first meeting of the task force held on 24 November. A workshop for building capacity of ERD officials will be held by the 1st week of December 2019.

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

- A workshop held on “Engagement of Non-Resident Bangladesh in National Development-The Way Forward” at Grand Ball Room, La Guardia Marriot Hotel, New York, USA on 14 July 2019. The outcome of the workshop provided the way forward for the NRBs living in USA to be engaged in National Development.
- A divisional workshop on “Engaging Non-Resident Bangladesh in National Development” held on 22 October in Sylhet. This workshop has opened a new window for engaging NRB in National Development from the divisional level.
- 19 Project proposals were received from the NRBs and processed through the web portal.
- The NRB Taskforce meeting was held at PMO on 24 November 2019

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

- Accelerating coordination activities of publishing National Human Development Report (NHDR) and making the report more time worthy, a meeting was held on 17 September 2019 at NEC-2 Conference Room of Planning Commission in Dhaka.

- It was decided that the report will contain information on present human development scenario, possible challenges and potential future opportunities for human development in Bangladesh. The NHDR is expected to be published in 2021 as a part of the celebration of 50 years independence of Bangladesh.
 - In the meeting, participants discussed on five thematic areas of NHDR which include Climate Change, Employment for Youth Groups, Teenager's Dream for Future Bangladesh, Inequality and Human Development and Peace & Prosperities. They also discussed to select specific themes, chapters and the size of the report.
 - Another consultation meeting of the Advisors' committee and the Writers' pool will be organized with an aim to distribute the works among the writers' pool, so that they can start development of the NHDR contents.
- **Capacity Development Programmes**

The project in this reporting period organized number of trainings and one workshop where more than hundred officials of ERD, line ministries and UN agencies participated. The training programmes were as follows:

- Training on Negotiation Skills;
- Training Leadership and Change Management Skills;
- Training Economic Diplomacy skills;
- Half day brain storming workshop on sharing the achievements and the future of K4DM project was held on 17 June 2019 at BICC in Dhaka.
- Refresher course on ERDPEDIA for the ERD Officials;
- A seminar was held in partnership with the government's Economic Relations Division (ERD), a2i and Bridge to Bangladesh (B2B), organized a daylong seminar on Engagement of Non-Resident Bangladeshis (NRB) in National Development-The Way Forward on 14 July 2019, at La Guardia Marriott Hotel in New York. The seminar was chaired by Sultana Afroz, while Planning Minister M A Mannan was present as chief guest.

Plan for November and December 2019

The following planned activities have been designed for November and December:

1. NRB booth in Dhaka and Sylhet airport;
2. Follow up divisional level workshop with NRBs;
3. Workshop on SSC with the focal persons of relevant ministries;
4. NHDR Writers Pool meeting;
5. Workshop with UN Wing officials to design the second phase of K4DM;
6. Publication of Newsletter (for 02 quarters).



Item 4: Project evaluation;

The final evaluation of K4DM project has been completed and the consultants submitted the final draft incorporating the feedback from the K4DM project and UNDP. Now the consultants will present the final outcomes of the study in UNDP and ERD accordingly. Findings of the study reveal that the project management has been able to spend 81% of the fund released by the UNDP and 72% of the funds released by the GOB. However, majority of the survey respondents (63%) termed the pattern of expenditure against the allocated money as “moderately satisfactory- satisfactory”. “Value for money” that the Project achieved was found to be moderately high. Project activities were also found to be relevant to the Project objectives which evince that the funds were judiciously spent. As to effectiveness the project has been able to produce a set of significantly tangible and non-tangible results within a short span of time. With regard to relevance, the Project objectives were found to be relevant to national, international development goals. The Project has a great potentiality to be sustainable since the Government has already owned many of the Project ideas and results. Some of the Project initiatives namely NRB and SSC have already been considered by the policy makers as the national development priorities. On the other hand, delayed start and lower disbursement of fund than committed, weaknesses in project design, repeated extension of the project period acute workforce shortage and lack of government support influenced the non-accomplishment of a good number of initiatives.

One of the major outcomes of the final evaluation was shared with the board that there should be no break between project end date (December 2019) and the new phase of K4DM project.

(Recommendations from the Final Evaluation are attached as Annex-II)

Item 5: Future of K4DM:

National Project Director explained that even the Project period has already been extended 3 times (1st: From January to June 2018; 2nd: July 2018 to June 2019; and 3rd: July to December 2019) and will be completed in December 2019. But discontinuation of some of the good practices of K4DM such as SSC and NRB platforms, development of NHDR may lose the momentum already created. Specially, the NHDR development work requires continued support in order to be completed by 2021. Further innovative ideas can be incorporated to have wider impact of the Project to enhance the affiliation between ERD and UNDP.

Taking the momentums created by the project and in order to keep the partnership between ERD and UNDP it was agreed in principal to extend the project (K4DM) period for another six months starting from January till June 2020. In addition, it was agreed, ERD will prepare strategic action plan for the extended period. During the extended period, the project will mainly implement some strategic activities especially focusing on hiring a mission for developing the Project Document for the next phase of the project.




Item 6: Miscellaneous:

- A video documentary on K4DM project displayed which was appreciated by the Board Members.

Decisions:

1. The board confirmed the minutes of the 7th Executive board meeting;
2. The board endorsed the project achievements so far;
3. The board agreed in principal that the Project will be extended for 6 months from January till June 2020. -

Having no further item for discussion, the chair concluded the meeting by thanking all.



18.12.19

(Dr Gauranga Chandra Mohanta ndc)
Additional Secretary and Wing Chief, Europe
Economic Relations Division