

Strategic Support to Comprehensive Disaster Management Programme (SS2CDMP), Climate Change Adaptation Project (C-CAP) and DATA Project

Minutes of the Project Board Meeting

Date & Time : 17th January 2017, 10 am
Venue : Conference Room, Ministry of Disaster Management
Chair : Mr. S S Miyanawala, Secretary, Ministry of Disaster Management (MDM)
Minute taker : Ms. Nilushi Kumarasinghe

Project Board Members:

1. Mr. S S Miyanawala, Secretary, Ministry of Disaster Management
2. Ms. Lovita Ramguttee, Deputy Country Director, UNDP
3. Dr. S. Amalanathan, Additional Secretary/National Programme Director (SLCDMP), and C-CAP
4. Mrs Wasanta Samaraweera Additional Secretary(Administration) & National Project Director Data Project
5. Representatives from NPD and ERD

Participants

1.	Mr. Lalith Chandrapala	Director General	DOM
2.	Dr. Asiri Karunawardhane	Director General	NBRO
3.	Mr. R.P. Samarakkody	Additional Director General	DMC
4.	Dr. Vishaka Hidellage	Assistant Country Director	UNDP
5.	Mrs. Sureka Perera	Programme Analyst	UNDP
6.	Mr. Chaminda Pathiraja	Director	NDRSC
7.	Mrs. L.A.Y.D de Silva	Director	ERD
8.	Mr. H.U.R Fonseka	Chief Accountant	MDM
9.	Mrs. Sepali Rupasinghe	Director Planning	MDM
10.	Mr. Prageeth Gunasekara	Assistant Director	ERD
11.	Mr. Sachith Fernando	Assistant Director	NPD
12.	Mr. M.D. Nandana Cooray	Assistant Director	MDM
13.	Dr. B. Hapuarachchi	Technical Advisor	UNDP
14.	Mr. Kalana Cooray	Technical Coordinator	UNDP
15.	Mr. Sampath Abeyratne	Technical Coordinator	UNDP
16.	Mr. U.W.L Chandradasa	Consultant	UNDP
17.	Mr. C. Edirisinghe	Consultant	UNDP
18.	Mr. Manjula Bandara	Consultant	UNDP
19.	Mrs. Madushani Nawarathna	National Consultant	UNDP

20.	Mr. Harinda Prashad	Development Officer	MDM
21.	Mrs. Pushpika Nilanthi	Development Officer	MDM
22.	Mrs Hasanthi Cooray	Management Assistant	MDM
23.	Ms. Shashika Iroshini	Project Associate	UNDP
24.	Ms. Nilushi Kumarasinghe	DRR Associate	UNV

Mr. Miyanawala welcomed all the participants to the first Project Board meeting of 2017. He briefly summarised the outcomes of the SLCDMP for the 2016, highlighting that the project teams were able to, achieve the targets for 2016. He indicated that work in the SLCDMP continued well last year despite the difficulties faced in the latter part of 2016.

He went on to welcome all new personnel from UN and the Ministry, to the project team of SLCDMP and C-CAP.

He ended his welcome speech by conveying his appreciation and thanks to the entire project staff at MDM, as well staff members at UNDP, DOM, NBRO and NDRSC for their participation and valuable contributions to the projects. Mr. Miyanawala emphasised that with the on-going drought, their assistance is further needed to complete project activities undertaken by the Ministry in the year 2017.

Following the Secretary's welcome speech, Ms. Lovita Ramguttee thanked the Secretary and the SLCDMP team for their contribution, and shared her comments on some important issues, including the on-going drought. She continued to state that although recovery aid is very important, following the Post Disaster Needs Assessment (PDNA) report, many long term needs have been identified for disaster risk reduction and stressed the importance of addressing these needs as well. Ms. Lovita also mentioned the importance of establishing data sharing platforms. She further requested ERD to address the issue of arrears on membership payments to UN and stated that the UNDP has agreed in principle to use this funds to support SLCDMP to continue the technical assistance provided to the Ministry and agencies under the purview.

She ended her speech by briefly discussing C-CAP and emphasising that 2017 is a crucial year for C-CAP. She was pleased with the initial findings from the recently conducted Mid Term Review and advised recommendations made to be taken very seriously, including the modification of the log-frame.

The following are topics discussed at the meeting.

Discussion point	Discussion
Transfer of funds to UNDP country office	<ul style="list-style-type: none"> • Ms. Lovita Ramguttee stated that the UNDP is able to contribute a minimum of USD 20,000 to the SLCDMP project in 2017 • The amount is subjected to revision during the year, depending on discussions with the ERD • Mr. Prageeth Gunasekara (AD, ERD), stated that they have received the green light to direct the funding to the UNDP country office, however

	<p>informed that due to administrative and procedural work, it can take up to 3 months. Ms Lovita agreed to transfer the said funds to carry out the balance activities of SLCDMP.</p> <ul style="list-style-type: none"> • Ms. Lovita and the Secretary requested the ERD to give priority to this activity.
Donor Forum	<ul style="list-style-type: none"> • Mr. Prageeth Gunasekara stated that the Ministry of Finance has approved the donor forum and the kick off meeting is scheduled to be held on 20th of January 2017. He stated that funding requirements, priority project lists and implementation mechanisms should be identified before the meeting . • Furthermore, the funding gap for projects listed in the SLCDMP should be identified in order to inform the donors at the forum • Ms. Lovita informed that there may be other donor forums being planned by other high level government agencies, which this team is not aware of, and to be cautious of such activities
SLCDMP	<ul style="list-style-type: none"> • Dr. S. Amalanathan, Additional secretary welcomed the participants to the meeting and presented a short presentation on the overall SLCDMP progress in 2016 and the work plan for 2017. • He stated that approximately 103 billion LKR is required to implement the mid and long term recovery plan of PDNA • Mrs. Wasantha Samaraweera, Additional secretary commented that the next National Disaster Management Plan for 2018-2023 should be developed incorporating PDNA requirements, balance work of SLCDMP and the action plan prepared to achieve national targets outlined in SFDRR and SDG. • She requested assistance from UNDP to develop the plan • The project board provided their concurrence to PMU to implement the SLCDMP work plan for 2017
DATA Project	<ul style="list-style-type: none"> • Mrs Samaraweera presented a brief presentation on the activities implemented and the progress of the DATA Project for the year 2016 • Furthermore, she explained and shared the list of consultancies plan to be hired in 2017 • Mr. Chandradasa stated that the project proposes to develop a META data portal for Ministry of Mahaweli Development and Environment and Ministry of Disaster Management as an initial step

	<ul style="list-style-type: none">• The portal will be expanded to store collected data from the agencies sharing data• The project has developed a draft Agreement/MOU to facilitate the sharing of data between the Land degradation division and data generating agencies as an initial step• Furthermore he stated that the data sharing policy has been drafted by the Technical Working Committee and submitted to obtain final comments from committee members• Mr. Chaminda Pathiraja Director (NDRSC) requested consultation to prepare a database to monitor and report on the progress of achieving the SFDRR targets. He requested to include this requirement in the 2017 action plan• He further emphasised the importance of identifying data required to report on SFDRR and requested the project to arrange a consultative meeting with data generating agencies to facilitate the sharing of data required to report in 2017• The project board provided their concurrence to PMU to implement the Data Project's work plan for 2017
C-CAP	<ul style="list-style-type: none">• Mr. Chaminda and Mr. Sampath presented C-CAP progress, the results from the Mid Term Review, the action plan for 2017, board papers and the HR map• With regards to the board paper for the payments to the GAAs administration fee, the Secretary suggested that when payments are made, it should be mentioned as a payment for their contribution and support for the entire project duration• He further stressed that evaluation criteria should be made against physical targets• Dr Buddika Hapuarachchi informed that the CCAP project has identified small scale land mitigation projects in Rathnapura District and requested the assistance of NBRO to implement these projects. The Project also planning to establish an agro-met station in Kurunegala or Puttalam District as a pilot activity and requested the support from Meteorological Department to identify a suitable location• With all suggestions made above, the project board provided their concurrence to implement C-CAP's work plan for 2017
Project Management /	<ul style="list-style-type: none">• Mr. Miyanawala emphasised the importance of establishing and implementing a mechanism to coordinate and monitor all components of the

Monitoring	<p>SLCDMP projects</p> <ul style="list-style-type: none"> • Dr Buddhika Hapuarachchi stated that the web based project monitoring system has been developed and officers from implementing agencies have been trained. Ministry is awaiting DMC to upload the monitoring database in to the DMC servers. • Mr. Prageeth Gunasekara suggested to include all government stakeholders at initial project agreement level and identify a lead agency to report the progress • NPD requested and agreed to arrange a meeting with senior officers of agencies who are implementing projects under SLCDMP.
Food for Work Programme	<ul style="list-style-type: none"> • Dr. Vishaka requested the help for the successful implementation of the Food for Work Programme • She continued to state that CCAP project could develop guidelines for tank rehabilitation under food for work programme based on the experience of the tank rehabilitation work completed by the project • Ms. Lovita suggested the importance of having a proper plan at the design stage itself • The Secretary suggested that in addition to the MDM, recommendation and advice from the irrigation department and agrarian services should also be obtained to develop guidelines

Decisions made:

Discussion Point	Decisions made
Transfer of funds to the UNDP country office	<ul style="list-style-type: none"> • The UNDP will have discussions with the Ministry of Finance and the ERD on matters of co-financing SLCDMP • ERD will prepare cabinet papers to address the payment transfers to the SLCDMP through UNDP.
Donor Forum	<ul style="list-style-type: none"> • MDM project heads has to be requested their funding requirements at the kick-off meeting • The WB and EU is to be involved with UNDP in the Donor Forum activities
DATA Project	<ul style="list-style-type: none"> • A MOU will be signed between agencies for data sharing • Support to the ministry to develop data base for the Ministry to report on SFDRR will be included in the 2017 action plan,.
C-CAP	<ul style="list-style-type: none"> • NBRO to play an important role in activities 3.1 and 3.2 for the C-CAP

**Project Management /
Monitoring**

project relating to the mitigation of Landslides in Ratnapura district, as indicated in the 2017 action plan.

- Department of Meteorology to assist in providing locations and criteria for establishing an agro-met station as per activity 3.8 of the action plan
- All implementing agencies to share their achievements within the SLCDMP project to facilitate the monitoring mechanism
- National Planning Department to provide direction to implementing agencies to conduct overall assessments (including monitoring) of the SLCDMP projects
- A meeting should be held with the Project Monitoring and Management Department to highlight the importance of monitoring projects

**Food for Work
Programme**

- MDM to develop guidelines for engagement of people in drought prone areas in Food for Work programme based on lessons learnt and recommendations made in rehabilitating village tanks

The Secretary concluded the meeting by encouraging the SLCDMP team to continue working as a team and do their best to narrow the financial gap within the project. He finally thanked everyone for their participation and attendance during the project board meeting.

Approved by:

Date: 01/02/2017



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Mr. S. S. Miyanawala,
Secretary
Ministry of Disaster Management (MDM)