
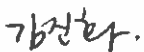




Meeting Minutes

Third Project Executive Board (PEB) of 'Value Chain Development of Fruit and Vegetables in Nepal' Project

Programme	PEB meeting of 'Value Chain Development of Fruit and Vegetables in Nepal' Project		
Date	10 April 2019	Time	9:00-10:30 AM
Chair	Mr. Tej Bahadur Subedi National Project Director	Venue	Value Chain Development Project Management Office, Hariharbawan

Attendees

S. No	Name	Position	Organization	Signature
Board Members				
1	Mr. Tej Bahadur Subedi	Joint Secretary/ National Project Director (NPD)	Ministry of Agriculture and Livestock Development (MoALD)	
2	Mr. Surya Prasad Paudel	Director General	Department of Agriculture	
3	Dr. Deepak Bhandari	Director, Crop and Horticulture Research	Nepal Agricultural Research Council (NARC)	
4	Ms. Jin Hwa Kim	Deputy Country Director	Korea International Cooperation Agency (KOICA)	
5	Ms. Ayshanie Labe	Resident Representative, a.i.	United Nations Development Programme (UNDP)	
6	Mr. Chiranjibi Adhikari	National Project Manager	Value Chain Development of Fruit and Vegetables Project	

Invitees

SN	Name	Position	Organization
1	Mr. Shankar Sapkota	Under Secretary	Ministry of Agriculture and Livestock Development (MoALD)
2	Mr. Anant Kumar Basnet	Under Secretary	Ministry of Land Management, Cooperatives and Poverty Alleviation
3	Ms. Kalpana Sarkar	Portfolio Manager	United Nations Development Programme (UNDP)
4	Mr. Dharma Swarnakar	Policy Advisor	United Nations Development Programme (UNDP)

5	Dr. Ramji Prasad Neupane	National Programme Manager	MEDPA-TA, Ministry of Industry, Commerce and Supplies (MoICS)
6	Mr. Nirmal Regmi	Crop Development Officer	Ministry of Agriculture and Livestock Development (MoALD)
7	Mr. Lal Kumar Shrestha	Senior Agricultural Economist	Ministry of Agriculture and Livestock Development (MoALD)
8	Mr. Binod Kumar Bhattarai	Senior Agricultural Economist	Ministry of Agriculture and Livestock Development (MoALD)
9	Mr. Balram Paudel	Program Management Analyst	United Nations Development Programme (UNDP)
10	Mr. Surendra Sob	Programme Associate	United Nations Development Programme (UNDP)
11	Mr. Umesh Gurung	Procurement Assistant	United Nations Development Programme (UNDP)
12	Mr. Oshin Rai	United Nations Trainee	United Nations Development Programme (UNDP)
13	Ms. Gi Un Kim	Technical Specialist	Value Chain Development of Fruit and Vegetables Project
14	Dr.. Raj Kumar Adhikari	Marketing and Value Chain Specialist	Value Chain Development of Fruit and Vegetables Project
15	Dr.Bishnu Kumar Dhital	Technology Extension Specialist	Value Chain Development of Fruit and Vegetables Project
16	Mr. Purushottam Khatiwada	Horticulture Specialist	Value Chain Development of Fruit and Vegetables Project
17	Mr. Suman Shekhar Manandhar	National Project Manager	CMDP Ministry of Land Management Cooperatives and Poverty Alleviation
18	Mr. Bhoj Raj Sapkota	Senior Crop Development Officer	Ministry of Agriculture and Livestock Development (MoALD)
19	Dr.Ishwori Prasad Gautam	Chief	Horticulture Research Division, NARC
20	Ms. Ritisha Sharma	Administration and Finance Officer	Value Chain Development of Fruit and Vegetables Project
21	Ms. Sunita Chaudhary	Administrative Assistant	Value Chain Development of Fruit and Vegetables Project

Agenda

S.N	Agenda
1	Review of the minutes of the second Project Executive Broad Mr. Chiranjibi Adhikari, National Project Manager
2	Presentation of project progress, quarterly work plan and next plan Mr. Chiranjibi Adhikari, National Project Manager
3	Open discussion and approval of work plan and budget
4	Remarks by: <ul style="list-style-type: none"> • UNDP representative • KOICA representative
5	Closing Remarks by National Project Director, Mr. Tej Bahadur Subedi

Discussion

Agenda 1: Review of the minutes of the second Project Broad

Mr. Tej Bahadur Subedi, National Project Director as the chair of the meeting, started the meeting welcoming all the executive board members and invitees. Before proceeding to the main agenda, a brief self-introduction of the participants was done. The Chair requested the National Project Manager, the Member-Secretary of the meeting to proceed with the agendas of the meeting.

Mr. Chiranjibi Adhikari, the National Project Manager presented progress status of the agreed points in the second Project Executive Board (PEB) meeting. To develop postharvest technologies as planned, the research proposals were received and being reviewed with NARC. The baseline survey has completed and the joint project workshop was held in February with Cooperative Market Development Programme and Micro-Enterprise Development Programme- Technical Assistance. A list of joint actions were produced.

Agenda 2: Presentation of project progress, quarterly work plan and budget

Mr. Chiranjibi Adhikari, National Project Manager presented the project progress during the first quarter of 2019. The project team visited 48 local government officials (13 female and 35 male) from 22 local governments to explain the project approach and seek coordination and collaboration. Two capacity building training for Junior Technicians of *Palikas* took place, inviting a total 48 technicians (19 female and 29 male). For the postharvest technology development, a Letter of Agreement was signed between the project and NARC. A total of eight research proposals were put forward, which are currently being reviewed. The revolving fund operation guideline has been drafted and circulated for review by government officials. The two separate MoUs with the Institute of Agriculture and Animal Sciences (IAAS) of Tribhuvan University and the Agriculture and Forestry University were made to provide internship and research opportunities to post-graduate students. One round of introductory interaction with five potential cooperatives was conducted as part of identification of cooperatives.

A glimpse of findings of the baseline survey was shared. A total 1,135 households growing fruit and vegetables were interviewed and 228 pocket areas were identified.

Based on the approved project document, the project delivered 63% of the Q1 target (\$115,651 out of \$183,186) and 8% of the 2019 target.

Quarterly plan for the second quarter includes continuation of cooperative identification, development of monitoring and evaluation tools, intern recruitment, agricultural planning workshop for Deputy Mayors and Vice Chairpersons, materials support to marketing cooperatives, and vehicle procurement.

Organization of the Project Board meetings on a half-yearly basis was suggested as part of effort to reduce administrative procedures. If there is an urgent need of organizing the Board for making strategic decisions, it can be arranged in addition to the regular half-yearly

organization. Regular update meetings on technical matters and progress could be arranged in different forms.

Agenda 3: Open discussion and approval of workplan and budget

Upon completion of the presentation, **Mr. Tej Bahadur Subedi**, NPD thanked Mr. Adhikari for his presentation and welcomed the suggestions and inputs from the meeting participants.

Dr. Ishwori Gautam, HRD, NARC

Mr. Gautam made an inquiry of the types of postharvest research support, given that some research proposals requested capital items like citrus grader. Mr. Chiranjibi Adhikari responded that it could be included if the proposed research demands such support within the limit of project resources. Such capital items at the end of project will be handed over to the cooperatives in the tested site

Mr. Binod Bhattarai, MoALD

Mr. Bhattarai commented that the expenditure could be further expedited. He appreciated the project's effort in developing the monitoring and evaluation tool and its upcoming plan to consult it with MoALD.

Ms. Jin Hwa Kim, KOICA

When it comes to the postharvest research proposal review, the selection of research subjects is to be made based on needs of farmers and cooperatives, said Ms. Kim. She also reminded the importance of conducting needs and capacity assessment of farmers and cooperatives and making annual project performance targets.

Mr. Ananta Basnet (NPC of CMDP)

He asked for clarification on the selection criteria of collaborating cooperatives. He suggested continuous collaboration between the Value Chain project and Cooperative Market Development Programme. For instance, the Value Chain project can share information on the baseline survey process to the Cooperative project, while the Value Chain project can be benefitted with the Cooperative's criteria developed for cooperative selection.

Nirmal Regmi Crop Development Officer MoALD

An inquiry was raised on the specific types of ICT the project will advocate for or support for sharing market information at cooperatives level. Mr. Chiranjibi Adhikari shared that the types

of ICT materials will be determined after needs assessment with cooperatives. He also mentioned the project's plan to work with MoALD's information centre on this matter.

Agenda 4 and 5: Concluding Remarks

Ms. Ayshanie Labe, Resident Representative, a.i., UNDP

Ms. Ayshanie Labe thanked MoALD and the project team for keeping the active momentum for the successful project implementation. Regarding the frequency of Project Board organization, its organization every six month can be beneficial when the Board functions as platform to review the strategic direction and separate technical level meetings and updates are arranged on a regular basis. Ms. Labe congratulated the completion of the baseline survey and suggested a half-day discussion to share findings with a wide range of stakeholders and partners. She also added that data disaggregation according to gender equality and social inclusion needs to be sought when finalizing the baseline report as well as in the project result. She echoed the CMDP NPD's comment that two projects can benefit each other by sharing cooperative selection criteria and baseline survey experience. Regarding risk logs, she clarified that the project addresses risks that impact the project implementation. They have to be reviewed and updated on a quarterly basis. She welcomed Mr. Bhoj Sapkota for his new assignment as focal person for this project. She also introduced Ms. Kalpana Sarkar, Portfolio Manager, as UNDP focal person for the project. In addition, Ms. Labe mentioned that the project could make use of UNDP field offices for project implementation and monitoring purposes. One field office is in Butwal covering Gandaki Pradesh.

Mr. Tej Bahadur Subedi, NPD

Mr Tej Bahadur Subedi concluded the meeting with his concluding remarks. He thanked all meeting participants for their active participation and constructive suggestions. Mr. Subedi requested the project team to follow up on suggestions.

Summary of the Decisions Reached at the PEB Meeting

S. No	Decisions	Status	Responsible for implementation
1	Review of minutes of 2 nd PEB meeting	Appreciated the progress	Not applicable
2	Quarterly work plan and budget	Approved	Project Management
3	Focal person from MoALD (Mr. Bhoj Sapkota) and UNDP (Ms. Kalpana Sarkar)	Appreciated	Not applicable
4	Project Board meeting organization to be held on a half-yearly basis	Agreed	To organize the Project Board on a half-yearly basis, while organizing frequent technical update meetings are encouraged.
5	Workshop organization on the review of baseline survey findings and monitoring and evaluation indicators	To be organized	To finalize M&E tools

