





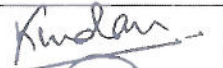

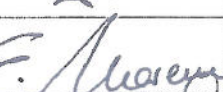






## Minutes of Project Executive Board for Third Quarter

<b>Project Name:</b>	Institutional Strengthening and Professional Development Support to the Election Commission of Nepal (Electoral Support Project- Phase II)		
<b>Date of Meeting:</b>	8-Jul-14	<b>Time:</b>	12:30 hrs.
<b>Chair:</b>	Ms. Shoko Noda	<b>Location:</b>	Election Commission of Nepal (ECN)

Attendees			
Name	Title	Organization	Signature
Madhu Prasad Regmi	Secretary	ECN	
Shoko Noda	Country Director	UNDP	
Sophie Kemkhadze	Deputy Country Director (Programme)	UNDP	
Yam Nath Sharma	Assistant Country Director	UNDP	
Andres Del Castillo	Project Manager/CTA	UNDP ESP	
Pragya Bashyal	Programme Analyst	UNDP	
Kundan Das Shrestha	Deputy Project Manager	UNDP ESP	
Dan Radulescu	Senior Electoral Advisor	UNDP ESP	
Enora Marenne	Governance Advisor	EU Delegation	
Bhola Prasad Dahal	Governance Advisor	Embassy of Norway	
Asbjørn Løvbræk	Governance Counsellor	Embassy of Norway	
Kavindra Subba	Programme Manager	DFID	
Manju Lama	Programme Officer	DANIDA	

<b>Meeting Agenda</b>	
<b>Topic</b>	<b>Presented by:</b>
1. Opening Remarks	Ms. Shoko Noda, Country Director, UNDP
2. Achievements of Quarter 2, 2014	Mr. Andres del Castillo, Project Manager\CTA, ESP
3. Presentation on Third Quarterly Workplan and Revised Annual Workplan 2014	Mr. Andres del Castillo, Project Manager\CTA, ESP
4. Remarks by ECN	Mr. Madhu Regmi, Secretary, ECN
5. Discussion	PEB members
6. Closing Remarks	Ms. Shoko Noda, Country Director, UNDP

Discussion/ Decision and Action		
Topic ( Discussion)	Action (including time line to complete the recommended action)/ Decision	Responsible Person for action
<p><b>Agenda 1: Opening Remarks</b></p> <p>Ms. Shoko Noda, Chair of the PEB meeting welcomed the representatives from the ECN, DFID, Norway, Denmark and UNDP. She congratulated the ECN for successfully conducting Constituent Assembly By-elections in four constituencies. She also informed about the recent audit of the ESP by OAI and shared that UNDP has already received the draft report from the auditor and the final report is anticipated to be received by August. She emphasized that once UNDP receives the final report, the ESP will call for an informal donors' meeting to share the findings.</p>		
<p><b>Agenda 2: Achievement of Quarter 2, 2014</b></p> <p>The ESP Chief Technical Advisor/Project Manager, Mr. Andres Del Castillo, presented the achievements of the quarter 2 of the year 2014. The key points presented were:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Strategic Planning (2015-2019) has been initiated</li> <li>• Continued capacity building and training programs on BRIDGE, Electoral Education for Social Studies teachers and use of EVM for By-Elections 2014</li> <li>• Completed first ESP's audit by an independent firm. No serious observations were found in the audit however some recommendations were made on procedural improvement</li> <li>• Completed CA By-Election 2014 mapping</li> <li>• CAE 2013 Gender Book and Voter Education assessment in a final stage</li> <li>• Ongoing operational support</li> </ul>	<p><b>Decision-</b> The audit report to be shared with PEB members once finalized</p>	

### Agenda 3: Third Quarterly Workplan

The ESP Chief Technical Advisor/Project Manager, Mr. Andres Del Castillo, presented the work plan for 3<sup>rd</sup> Quarter 2014. The key points presented were:

- SAARC level meeting on women's political participation jointly organised by UNDP Pakistan and Nepal, UNWOMEN and ECN
- Exchange visit between ECP and ECN on voter registration
- Strengthening EDR and Electoral Justice System in cooperation with other EMBs
- CAE 2013 Media Monitoring Report, voter education materials and documentary, EEIC extension,
- Feasibility study of Regional EEIC at Kaski (Pokhara), Kailali (Dhangadi), Morang (Biratnagar)
- Implementation of Web GIS based electoral mapping system down to DEO level
- Support ECN for 2nd Five Year Strategic Planning
- Strengthening the regional support focused on the capacity and institutional development
- Capacity building on GIS, BRIDGE and Voter Registration IT
- Social Studies teachers training on electoral education
- Auction of Assets

(Please refer to the PPP in attachment)

**Agenda 4: Remarks by Madhu Prasad Regmi, Secretary, ECN**

Mr. Madhu Prasad Regmi, Secretary, thanked the UNDP ESP and development partners for their support to the By-Election 2014 which was conducted in a free, fair and credible manner. With the technical assistance of the UNDP ESP, the ECN is in the process of developing its five year strategic plan. There are series of workshops planned in the coming months to complete this process this year. The ECN is also conducting the Forum of Electoral Management Body of South Asia (FEMBOSA) in early November, where the ECN will receive support in technical preparations as well as logistical assistance from the UNDP ESP. He also expressed the ECN commitment and readiness in conducting local elections once the Government of Nepal announces the date.

He emphasized the need for the continuous capacity building of the ECN through trainings and also continue preparation for local elections through voter registration and voter education.

Mr. Regmi also shared that the ECN is planning of establishing a long term partnership with the Election Management Body from Mexico (INE) in the area of Electoral Dispute Resolution by sharing lessons learned and best practices. He expressed his anticipation of receiving support from UNDP ESP in this regard.

He also congratulated the UNDP ESP for completing the Audit process and coming up with unqualified audit report.

**Agenda 5: Discussion**

**Mr. Asbjørn Løvbræk**

In addition to the narrative of the quarterly work plan and revised AWP, Mr. Løvbræk asked the ESP to provide the updated risk matrix and quarterly progress report prior to the PEB meetings in the future. He reiterated that PEB documents should be sent with sufficient time to review those documents. He also expressed the usefulness to get regular updates on funds received and expenditure on quarterly or half yearly basis that would help donors in its planning for next funds disbursement.

Mr. Løvbræk stressed that UNDP should initiate the process of conducting the mid-term review of the UNDP ESP. He requested the Project to start drafting the TORs and share it with PEB members in the next PEB meeting, so that the consultants could be on-board by early 2015 to start the review process. He further added that the UNDP ESP duration should be aligned with UNDAF (2013-2017) period.

**Ms. Enora Marenne**

Ms. Marenne asked UNDP ESP to send the narrative of work plan little earlier and also to provide regular financial updates so that it will be easier for DPS to forecast their financial disbursements. She added that in the last meeting a separate meeting for baseline survey study was decided but because of most of the colleagues were out it could not be held. She shared that EU would still be interested to look into the findings of baseline survey in-depth. Similarly, she also expressed the interest to learn more about voter education survey findings.

**Mr. Kavindra Subba**

Mr. Subba also emphasized the interest of knowing the expenditure of the Project on a quarterly basis based on annual plan. Since ESP has to spend approximately USD 3.8 million from DFID and the Agreement is till December 2014, he stressed that if not spent then there might be some financial implications. He also enquired if UNDP ESP has conducted lesson learnt exercise for 2013 CA elections. If conducted the findings has to be shared with development partners.

▪ HQ certified financial report to be shared with the developing partners.

▪ Risk Matrix to be revised quarterly and to be shared along with progress report and narrative of quarterly workplan and revised annual workplan

▪ Informal PEB meeting\donors meeting to be organized for presenting baseline survey findings, voter education assessment and audit findings etc.

▪ Exchange program with the Election Management Body–

Mexico to be established to study feasibility to set up an electoral dispute resolution mechanism.

▪ The ToR of mid-term evaluation to be finalized next quarter and to be shared with PEB members

▪ Findings of 2013 CA lesson learnt to be re-circulated

▪ Expenditure against annual budget planned should be presented in the PEB meeting

<p><b>Ms. Manju Lama</b></p> <p>Ms. Lama highlighted that it was discussed during the last PEB that the ECN is developing a master manual on the directives, therefore it would be useful to get updates on that.</p> <p>She also shared that in addition to capturing lessons learnt of 19 November 2013 CA elections, it would also be interesting to capture the lessons learnt of By-elections that would help in future planning.</p> <p>Ms. Lama also emphasized to include lessons learned \challenges in the presentation of quarterly progress in the PEB meeting.</p> <p>She agreed with other PEB members in conducting a Mid-term review of the UNDP ESP based on which the Exit Strategy should be developed.</p> <p><b>Dr. Bholu Prasad Dahal</b></p> <p>Mr. Dahal shared that the Project Advisory Committee (PAC) should be held twice a year therefore the meeting should be held in the future. He also enquired about the HQ certified financial report of 2013 and requested UNDP to share it if it is finalized.</p>	
<p><b>Closing Remarks: Ms. Shoko Noda, Country Director, UNDP</b></p> <p>Ms. Noda, the Chair of the PEB meeting concluded by announcing the endorsement of 3<sup>rd</sup> QWP and revised AWP 2014. She emphasized that the ToR of the mid-term evaluation will be shared with PEB members once finalized and the process of hiring consultant will be initiated following that. The findings of three studies: baseline survey, voter education assesment and audit findings will be presented to the development partners in the next quarter through an information donors' meetings. As requested, quarterly progress report, narrative of quarterly workplan, revised AWP, the risk matrix and financial updates will be shared in advance with the PEB members.</p>	<p>Endorsement of third Quarterly Workplan ( including auction of assets ) and revised Annual Work Plan 2014</p>