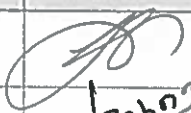

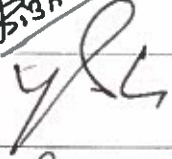


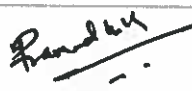
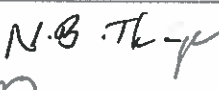

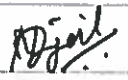


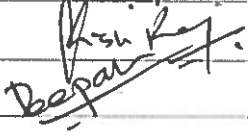
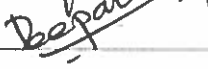




Minutes of Project Executive Board (PEB) Meeting, 20 Nov 2016

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| Project Name: | Comprehensive Disaster Risk Management Programme (CDRMP), UNDP | | |
| Date of Meeting: | 20-Nov-16 | Time: | 11:30 am to 02:00 pm |
| Chair: | Ms. Sophie Kemkhadze, Deputy Country Director, UNDP | Location: | Meeting Hall, Ministry of Home Affairs, Singh Durbar, Kathmandu |
| Co-Chair: | Mr. Krishna Bahadur Raut, Joint Secretary and Chief, Disaster Management Division, Ministry of Home Affairs | | |

Attendees

| Name | Title | Organization | Signature |
|--------------------------------|-----------------------------|---|---|
| Ms. Sophie Kemkhadze | Deputy Country Director | United Nations Development Programme |  |
| Mr. Krishna Bahadur Raut | Joint Secretary | Ministry of Home Affairs |  |
| Mr. Vijaya P Singh | Assistant Country Director | United Nations Development Programme |  |
| Mr. Tulasi Prasad Gautam | Joint Secretary | National Planning Commission Secretariat (NPCS) |  |
| Mr. Purushottam Subedi | Under Secretary | Ministry of Federal Affairs and Local Development |  |
| Mr. Pramod Krishna Karmacharya | Senior Divisional Engineer | Ministry of Urban Development |  |
| Mr. Parsu Ram Adhikari | Under Secretary | Ministry of Agriculture Development | |
| Mr. Narayan Thapa | Under Secretary | Ministry of Home Affairs (MoHA) |  |
| Mr. Shankar Hari Acharya | Under Secretary | Ministry of Home Affairs |  |
| Mr. Narayan Rijal | Section Officer | Ministry of Finance |  |
| Mr. Yagya Raj Joshi | Section Officer | Ministry of Home Affairs | |
| Mr. Parsu Ram Pokhrel | Section Officer | Ministry of Home Affairs | |
| Mr. Vijay Prasad Kesari | Environment Program Analyst | United Nations Development Programme |  |

| Name | Title | Organization | Signature |
|-------------------------|---------------------------------------|---|---|
| Mr. Ramraj Narasimhan | Technical Specialist (DRM) & NPM a.i. | United Nations Development Programme, CDRMP |  |
| Mr. Krishna Raj Kaphle | Senior Project Officer | CDRMP, UNDP |  |
| Mr. Deepak KC | Senior Project Officer | CDRMP, UNDP |  |
| Ms. Pragya Pradhan | Senior Project Officer | CDRMP, UNDP | |
| Mr. Kamlesh Kumar Yadav | Project Officer | CDRMP, UNDP |  |
| Mr. Ranjit Lama | Admin & Finance Officer | CDRMP, UNDP |  |

| Meeting Agenda | |
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| Topic | Presented by: |
| 1. Present follow up from last PEB meeting and updates on way forward. | Mr. Vijaya Singh, ACD, UNDP |
| 2. Review progress of Jan-Oct 2016 | Ramraj Narasimhan, Technical Specialist (DRM) & NPM a.i. |
| 3. Present proposed revised Annual Work Plan 2016 including HR and procurement plan | |
| 4. Present proposed plan of activities for 2017 | |

Opening Session:

Mr. Krishna Bahadur Raut, Joint Secretary and Chief of Disaster Management Division of the Ministry of Home Affairs (MoHA), welcomed all the participants to the first meeting of CDRMP Project Executive Board (PEB) since he joined the division. Mr. Raut shared that there have been frequent meetings bilaterally between UNDP and MoHA and other ministries on the ongoing priorities and issues related to the disaster risk management but today's meeting offered all the ministries representing the PEB to meet collectively and discuss the project. He acknowledged that CDRMP is a comprehensive programme and has contributed a lot in disaster risk management in the country and there is still a lot to achieve particularly in light of the Sendai Framework of DRR and other national and global commitments. Mr. Raut, welcomed the Joint Secretary of NPC, Under Secretaries, representatives of ministries and UNDP team, and requested all to actively participate in the PEB meeting on the agenda of: progress made by the project in 2016, key priorities of 2017 and other agenda. Mr. Raut requested UNDP DCD Ms. Sophie Kemkhadze for her opening remarks.

Ms. Kemkhadze thanked the Joint Secretary Mr. Raut for his opening remarks and extended her thanks to Joint Secretary of NPC, Under Secretaries and representatives from the ministries, and UNDP staff for joining the meeting. Ms. Kemkhadze welcomed Joint Secretary Mr. Raut and other Under Secretaries who recently joined the DMD and NEOC of MoHA. She also welcomed others who recently joined their ministries and representing as PEB members in the meeting on the day.

She said that CDRMP is a unique project amongst the government and development partners because of its nature of working with different ministries and departments covering key priorities across a wide disaster risk management spectrum in the country. Ms. Kemkhadze also noted that the PEB meeting had been late due to the shift in priorities after the 2015 EQ and changes at DMD. She recalled the decision of the PEB held in Dec 2015 about the new project formulation in 2016- "Although we drafted the project document for new project, we could not finalize it through wider consultations" - she said. She noted that in light of the Post Disaster Need Assessment (PDNA), the priorities remained for reconstruction and recovery and that resilience building and resource mobilization for this priority has not an easy task. Mr. Kemkhadze shared with the board members that UNDP has prioritized this area of DRR in the country and requested MoHA and all other government agencies for proper advocacy with the donors for funding DRM priorities in the country. UNDP remains committed to this area and is willing to continue to allocate its own resources for DRM.

Highlighting the progress in year 2016, she shared that CDRMP completed three projects in the year-
i) DFID supported resilience building in the areas of safer construction and emergency preparedness;
ii) UNDP and Government of Korea funded Millennium Development Goals Trust Fund initiative

supported community based DRR in Sindhupalchowk and Chitwan; and, iii) UNDP supported Integrated Climate Risk Management component in Surkhet and Dolakha were completed successfully with support from all. She further appreciated the ongoing effort led by Joint Secretary Mr. Raut for formulation of the new National DRR Strategic Plan and Policy and noted with appreciation that the recent donor consultation was quite positive. She acknowledged the support from National Planning Commission, Ministry of Federal Affairs and Local Development, Ministry of Urban Development and others for their continued support and coordination for effective implementation of CDRMP.

Expressing the continued effort and commitment from UNDP side, she requested all members to provide suggestions in the proposed activities of 2017 to bridge the new project and closed her opening remarks.

Mr. Raut then opened the floor for presentations by the project. Mr. Vijaya Singh presented the key updates on the progress against the decisions made in the PEB held on 17 Dec 2015 and other ongoing effort for resource mobilization. After that Mr. Ramraj Narasimhan from UNDP shared the key progress made in 2016 and priorities for 2017.

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| Discussions and Decisions | | |
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| Topic (Discussion) | Action (including time line to complete the recommended action)/ Decision | Responsible Person for action |
| <p>Agenda 1: Present follow up from last PEB meeting</p> <p>Mr. Vijaya Singh delivered a presentation mainly on key progress on the decisions made in the PEB meeting held on 17 Dec 2015, key updates on the project initiatives and UNDP programming for 2017 onwards. He shared that the project has been able to implement the decisions made by the PEB of Dec 2015. He shared UNDP drafted the document for new phase but wider consultations and finalization of the document would be a priority for 2017. Mr. Singh highlighted some key achievements of the project such as formalization of electronic building permit system (e-BPS) by Kirtipur Municipality, approval of retrofitting guidelines, absorption of UNDP supported Engineers by the municipalities, ongoing joint effort by GoN and UNDP for development of national DRR strategic plan, establishment of community based early warning system in Dolakha, Chitwan and Surkhet and others. He also pointed out the need for further strengthening of EOC network, utilization of significance of SAHANA software for preparedness and others. On programming for 2017 and onward, Mr. Singh emphasized for use of learning and experience from implementation of CDRMP in different areas of DRM and enhancing linkages with donors and other partners for sustainability of the achievements. He also pointed out the need of wider stakeholders' engagement for the national strategic plan and noted the need for enactment of the DM legislation.</p> <p>Mr. Raut thanked Mr. Singh for his presentation. He shared that the new constitution (Annexes 7, 8, and 9) is particularly relevant for DRM in terms of allocation of subjects across the national, provincial and local levels in Nepal and suggested further study recommending practical disaster risk governance mechanisms for institutions, strategies and so on. Similarly, priorities for "Get Airport Ready for Disaster (GARD)",</p> | <p>The decisions were:</p> <ul style="list-style-type: none"> • Wider consultation to be held by UNDP for finalizing the next phase. • UNDP to allocate budget in AWP 2017 for formulation of next phase. • Comments/suggestions will be incorporated in the next phase document. | CO, PMU |

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| | <p>capacity building of community SAR and Light SAR and preparation of training manual in line with INSARAG, implementation of the new DRR strategic plan should be considered in new programming by UNDP- said Mr. Raut. Under Secretary of MoHA Mr. Narayan Bahadur Thapa suggested that it was a good opportunity for UNDP and CDRMP for prioritizing risk governance in line with the Sendai Framework in the next programming.</p> <p>Joint Secretary of NPC Mr. Gautam thanked Mr. Singh for the presentation and acknowledged the comprehensive work and contribution of UNDP through CDRMP project in mainstreaming D/CRM in the national planning process. He suggested for further support to make practical guidelines for planning by sectoral agencies as the current guidelines is general one. He also highlighted that there should be combined code for addressing climate change budgeting and DRR budgeting rather than to have separately. He also emphasized on the need for coordination between various organizations as well as integration of various sectors like agriculture, forestry through consultation and dialogues.</p> <p>Mr. Purushottam Subedi, Under Secretary of MoFALD, acknowledging the long history of support from UNDP to MoFALD, emphasized for institutional support for implementation of national building codes in the new municipalities as well as 'Gaunpalikas' that will be designated after the restructuring. He also shared about implementation of Urban DRR guidelines and expansion of e-BPS in other municipalities under coordination of MoFALD and capacities building of institutions and communities including training and certification of contractors and masons to be considered while developing new projects.</p> <p>Mr. Pramod Krishna Karmacharya from the Ministry of Urban Development shared that KVDA has developed a good RSLUP with UNDP's support and recommended further support for its implementation.</p> |
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| <p>He also emphasized the need to tie up RLSUP with land use plan as well as its replication in other municipalities and continue support in conduction of trainings of GIS applications.</p> <p>Mr. Singh, acknowledging all the comments and suggestions, said that UNDP will try its best to incorporate those suggestions in 2017 as well as in the next programming of DRR.</p> | | |
| <p>Agenda 2: Review progress of 2016</p> <p>Mr. Ramraj Narasimhan shared about the revision in AWP 2016 and presented the key achievements of the project in 2016 (presentation attached). The following discussions were held on the presentations:</p> <p>Joint Secretary Mr. Raut suggested to include some studies in 2017 which could be useful while formulation of the new phase as well as implementation. He said - "Let's have some strategic studies that could help in formulation of new phase as well as in working in new/federal systems, which will be useful background studies that will help us in the new institutional set up".</p> <p>Joint Secretary Mr. Gautam emphasized need for further effort for local level capacity building for DRM mainstreaming in planning and implementation of DRM plans/programs.</p> <p>Mr. Thapa of MoHA acknowledged the progress made by CDRMP and continued support of UNDP in overall DRM in Nepal. He suggested for further detailing of activities for ongoing national strategic plan and to emphasize resource pooling from different actors and stakeholders for sustainability of the project achievements including EOCs network strengthening, linking CB EWS with EOCs and others. He emphasized on the transformation of the governance experience of UNDP into DRR governance.</p> <p>Under Secretary Mr. Purushottam Subedi thanked Mr. Narasimhan for his good presentation and suggested to incorporate a study on 'integrating DRM into policy and functioning of local bodies'.</p> | <ul style="list-style-type: none"> • Approved the revised AWP 2016, HR plans and procurement plans. • Approved the progress of 2016. | PMU |



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| <p>Agenda 3: Present the proposed Annual Work Plan (AWP) 2017 Mr. Ramraj Narasimhan presented the Annual Work Plan (AWP) 2017 (attached presentation). JS Mr. Raut suggested to incorporate some strategic studies and reviews in 2017 work plan that could be useful for future programming and implementation. He further advised to document the effectiveness of Mobile Van initiatives for further mobilization of resources in 2017 to make it more effective. In the session, Mr. Kemkhadze also requested the board for approval of auction plan, handover of project goods (of MDGTFI project's field offices in Melamchi and Maadi) to the respective District Agriculture Development Offices/Agriculture Service Centers and deviation tolerance of project budget upto 15% to the project manager. The board members provided their consent to the agenda items and these were approved.</p> | <ul style="list-style-type: none"> • Work plan 2017 was approved • Suggestions will be incorporated. • Auction plan was approved. • Handover of MDGTFI field level goods including two motor bikes to the respective DADOs/ASCs approved. • Budget deviation tolerance upto 15% by Project Manager approved. | PMU |
| <p>Agenda 4: Extension of project Based on the presentations followed by the discussions, Mr. Raut suggested that extension of project is justified to complete the ongoing projects and to develop new phase that can be brought into operation from beginning of 2018. Other members also agreed to the suggestions from Mr. Raut.</p> | <ul style="list-style-type: none"> • Extension of CDRMP has been done till end of 2017. | UNDP/CO |

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Closing

Wrapping up the PEB meeting agenda and discussions, Mr. Singh said that the progress made by the project in 2016 was more focused on recovery in post-EQ context and the project also concluded three projects including DFID funded and the Government of Korea supported MDFTFI. He shared that UNDP would consider all the comments and suggestions with wider consultations for next phase formulation. He further said that the consideration of federalism in the country is the concern of all and support for evolving risk governance mechanisms consistent with the federal provisions would definitely be an area for UNDP in the days to come, and recommended creation of a task force in this regard.

Joint Secretary Mr. Raut thanked all the members for providing invaluable comments and suggestions to UNDP for annual work plan of 2017 as well as for development of new project. He reiterated that the learning of this project should be documented and utilized in the new phase and for consideration of the restructuring of states.

Ms. Kemkhadze thanked all the board members and meeting participants for their constructive suggestions and feedback for implementation of CDRMP activities in 2017 and formulation of new phase.

In closing, Ms. Kemkhadze again expressed her gratitude to Mr. Raut, Joint Secretary, MoHA and all the participants for making the PEB meeting very productive and fruitful.

