

UNDP in Turkmenistan

Minutes of the Coordination Meeting for the launch of a joint project

Date: 02.12.2019

Project Name: “Strengthening the Trade Capacity of Turkmenistan”

Venue: Building of the Ministry of Trade and Foreign Economic Relations of Turkmenistan, c. Ashgabat

List of participants:

Representatives of the Ministry of Trade and Foreign Economic Relations of Turkmenistan

Myrat Myradov - Head Foreign Economic Relations Department

Bayram Durdyev - Chief specialist of the Department of Foreign Economic Relations

Representatives of the UNDP

Akmyrat Danatarov - Programme Analyst in Management, Economic Development and Social Policy, UNDP

Muhommet Hommayev - Project Manager, UNDP

Ogulshirin Yazlyyeva - Program Assistant, UNDP

Agenda:

1. Presentation of the goals and objectives of the project
2. Discussion of goals and objectives, budgetary resources and planned activities in work plans for 2019-2021.
3. Discussion of the composition of the Project Coordination Council
4. Other questions

The participants noted the importance of this trade project between the Ministry of Trade and Foreign Economic Relations of Turkmenistan in accordance with the Presidential Program of Socio-Economic Development for the period 2019-2025. UNDP representatives in Turkmenistan presented to the Ministry the project management structure, planned activities described in the Annual Work Plan and financial reporting requirements.

During the meeting, the planned activities were considered in accordance with the project document. As the first activity of the project, it was agreed to start with activity 1.1. Conduct a certified professional development course in trade. It was noted that with a slight delay in the start of the project, the activities were not carried out as planned for 2019, and the meeting participants agreed to postpone the planned activities of the project from 2019 to 2020. Regarding the financial obligations of the ministry to finance project activities in accordance with the project document, UNDP representatives asked the ministry to make a payment in the

amount of USD 90,590, which was to be transferred to the UNDP account by 15.05.2019, as well as payment for the second installment. The ministry agreed to track all payments and take appropriate action.

Myrat Myradov, Head of the Foreign Economic Relations Department of the Ministry, was previously appointed as the national coordinator of the project. The importance of the Project Board was discussed during the meeting, as the Board is responsible for initiating, directing, reviewing and finally closing the project. It was noted that according to the project document, a meeting of the Project Board should be scheduled at least twice a year. The meeting participants agreed to hold the first meeting of the Project Board Meeting in early 2020. The organization of the Project Board Meeting and the date must be agreed in written form.

The newly selected project specialist was introduced to the Ministry representatives. The responsibilities of the project specialist have been defined in accordance with the Project Document. UNDP representatives emphasized the need to provide an office for the project specialist together with an Internet connection to work effectively on day-to-day project issues in close cooperation with the national partner. Representatives of the ministry asked to write a letter to the Minister on this issue.

Conclusion:

1. To follow up payments by the Ministry of Trade and Foreign Economic Affairs in accordance with the agreed project document.
2. To write a letter in the address of the Minister to request an office at the building of the Trade Complex of Turkmenistan and an Internet connection.
3. To oversee the organization of the Project Board Meeting in early 2020.