



**Government of Nepal**  
**Local Governance and Community Development Programme**

**21<sup>st</sup> Technical Assistance Sub-Committee Meeting**  
**Meeting Minutes**

**DATE: 14<sup>TH</sup> JULY 2017**  
**LOCATION: LGCDP MEETING HALL**  
**TIME START: 12:30- 2:00 PM**  
**COORDINATION: MR. RESHAM LAL KANDEL, UNDER SECRETARY**

**INTRODUCTION:**

Mr. RESHAM LAL KANDEL, National Programme Manager (NPM), welcomed representatives from development partners, MoFALD officials and PCU experts in the 21<sup>st</sup> TASC meeting. He highlighted on the agenda of the meeting and provided updates on implementation status of the 20<sup>th</sup> TASC meeting decisions, shared the progress, achievements and expenditure status of the 1<sup>st</sup> quarter of 2017. Further, he highlighted on the second quarter progress 2017, elaborated on the annual work plan 2017/18, and on the third quarter work plan 2017. He shared the observations from the orientation program conducted for elected Mayor, Deputy Mayor, Chairperson and Vice chairperson of province No. 3, 4 and 6. He also highlighted on PPSF emerging challenges and way forward. He also informed that 21<sup>st</sup> TASC meeting is the last meeting to be chaired by NPM and in future the meeting will be chaired by National Program Director (NPD) as per the TSNBP programme document. Following are the agenda and discussion in brief:

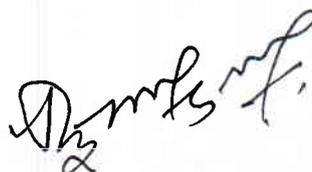
AGENDA	STATUS / DESCRIPTION
<b>Status of the 20<sup>th</sup> TASC meeting decisions</b>	
Update on the implementation of the 20 <sup>th</sup> TASC meeting decisions.	<ul style="list-style-type: none"> <li>• Approved revised AWP 2017</li> <li>• DANIDA fund was utilized for organizing the training for Mayors, Deputy Mayors, chair and Vice Chairs in the province 3, 4, 7.</li> <li>• Approved 2<sup>nd</sup> quarter work plan (April- June 2017).</li> </ul>
<b>2<sup>nd</sup> Quarter Progress Review</b>	
Progress under Pillar -1	<ul style="list-style-type: none"> <li>• Regional Coordination Units renamed as Provincial Support Units(PSU) and new PSU established in province No. 6 in Surkhet.</li> <li>• Social Mobilization directives and guidelines formulated</li> <li>• Organized orientation on local level service delivery and management for Mayor, Deputy Mayor, Chair and Vice Chair of local governments (562 participated).</li> <li>• GIS maps of 744 local levels developed and CFLG and EFLG declared in more number LGS.</li> <li>• Training on VERSP-MIS organized for LGs staff and MARS in 11 municipality officials.</li> <li>• GESI audit report prepared.</li> </ul>

*Resham Lal Kandel*

Progress under Pillar-2	<ul style="list-style-type: none"> <li>Local Level information and resource book has been prepared</li> <li>CSO's peer review meeting conducted at Dulikhel, Pokhara and Dhangadi</li> <li>Local Governance Act drafted with the Model Directives.</li> </ul>
Progress under Pillar 3	<ul style="list-style-type: none"> <li>Joint Task Force expanded by including representatives from OPMCM, MoGA besides representatives from NPC, MoF , MoFALD, SDC, DFID and ADB with preparation of ToR.</li> <li>Preparation of ToR formulation of SNGP programme document and its approval.</li> <li>Audit arrears of LGCDP reduced.</li> </ul>
<b>Annual Work Plan 2017/18</b>	
General	<ul style="list-style-type: none"> <li>Annual Work Plan 2017/18 of PPSF is based on ASIP 2017/18. AWP 2017/18 has covered two outcomes out of three outcomes and 3 outputs out of 7 outputs of PPSF.</li> <li>Estimated budget for 2017/18 under PPSF is US\$ 2.735 million. PPSF budget on output 4 is USD 397,656, output 6 is USD 1,529,416 and output 7 is USD 536,498.</li> </ul>
Output 4:	<ul style="list-style-type: none"> <li>Development of transition management plan with focus on sectoral devolution plan, process of Functions, funds and functionaries (3Fs)</li> <li>Preparatory works on legal aspects, organizational restructuring, human resources requirements, work –process clarities, other logistic requirements and institutionalization</li> <li>Develop training manual, modules and handbooks and support for communication and dissemination of LG and other related bills.</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
Output 6	<ul style="list-style-type: none"> <li>Organize similar orientations in the remaining municipalities of remaining province that the elections will be held in and organize trainings\workshops for Mayor, Deputy Mayor, Chair, Vice- chair and EOs of LGs for strengthening its capacity and also organize consultative meeting at regional and national level to review progress, lessons learned , best practices and future plans.</li> <li>Develop roster of Coaching and Monitoring team for planning, budgeting, financial management and reporting and provided training to PSU team on sub national government functioning.</li> <li>Capacity assessment on sample LGs and organize training on NUNV.</li> </ul>
Output 7	<ul style="list-style-type: none"> <li>Conduct bi- annual programme review and prepare LGCDP-II completion report.</li> <li>Develop SNGP programme document</li> <li>Organize NSC, NEC, TASC meeting.</li> </ul>
<b>3<sup>rd</sup> Quarter Work Plan 2017</b>	
3 <sup>rd</sup> Quarter Plan and Budget	<ul style="list-style-type: none"> <li>Under the output 4 the total budget is USD 146,232.00 and the major activities are:             <ul style="list-style-type: none"> <li>➤ Develop transition management plan with focus on sectoral devolution plan, process of Functions, funds and functionaries (3Fs)</li> <li>➤ Preparatory works on legal aspects, organizational restructuring, human resources requirements, work –process clarities, other logistic requirements and institutionalization</li> <li>➤ Support OPMCM, MOF, and other agencies at the federal level to develop policies, laws and plans on sectoral devolution</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Development of basic information of LGs and policy, institutional setup of sub national training centers.</li> <li>• Under the output 6, the total budget is USD 384,664.00 and the major activities are:           <ul style="list-style-type: none"> <li>➤ Develop roster coaching and monitoring team for planning, budgeting, financial management and reporting etc.</li> <li>➤ ICT support and M and E activities.</li> <li>➤ Equipment and tools for smooth operation of PCU with undertaking monitoring and review of NUNVs activities.</li> </ul> </li> <li>• Under the output 7, the total budget USD 157,134,00 and the major activities are:           <ul style="list-style-type: none"> <li>➤ Provide operational support to DP cell and conduct bi-annual programme review.</li> <li>➤ Organize meeting with NSC, NEC, TASC and also develop the promotional materials for the local level and develop two innovative ICT products</li> <li>➤ Develop SNGP programme document.</li> </ul> </li> </ul>
<p>Emerging Operational Challenges and way forward</p>	<p>Challenges: Difficulties in receiving information/reports in absence of Pos/Engineers/ICTVs due to the lack of human resource, required ambiance and other facilities in local level such as internet</p> <p>Way forward: Establish appropriate mechanisms to address emerging operational challenges and support the national / sub nations governments in the areas such as capacity development, policy process, planning, budgeting, office management, reporting system, institutionalization process, information management, stakeholder education, ICT and etc. Acknowledging the need for flexibility in the changing environment.</p>
<b>Orientation Program for elected representatives of local government</b>	
<p>Key Highlights on Training /Orientation Program to local level representatives</p>	<ul style="list-style-type: none"> <li>• Trained/oriented Mayors, Deputy Mayors, Chairs and Vice Chairs of Province No. 3, 4 and 6 for 3 days in Dulikhel, Pokhara and Surkhet.</li> <li>• Total 562 local representatives oriented (44% Women, 60% Bramhan/Chettri, 37.5% Janajati, 2.5% Dalit) in 12 different important topics;</li> <li>• Participants have expressed training need for LGs' representative and staff on the following topics:           <ul style="list-style-type: none"> <li>➤ Role, responsibility, and activities of the Municipality/Rural Municipality and wards;</li> <li>➤ Budget formulation and planning;</li> <li>➤ Conflict management and Community Mediation;</li> <li>➤ Legal practices including formulating laws and regulation;</li> <li>➤ Information management system;</li> <li>➤ Resource identification and allocation;</li> <li>➤ Organizational management and administrative arrangements;</li> <li>➤ Coordination with federal and provincial level governments as well as development partners;</li> <li>➤ Devolution and effective service delivery;</li> <li>➤ Leadership development, public relation, communication and E-</li> </ul> </li> </ul>



	<p style="text-align: center;">government</p> <ul style="list-style-type: none"> <li>➤ Customer Service and Public Speaking etc.</li> <li>• It was observed that participant's capacity and interest areas are different so different types of capacity development program may require in future. Many have high level of expectation in terms of power and politics; so, it is biggest challenges to manage wisely.</li> </ul>
AOB	<p>NPM:</p> <ul style="list-style-type: none"> <li>• The PPSF audit conducted certified national audit firm assigned by UNDP has been completed. It is good news for LGCDP, as it turned out to be one of the best projects as per the PPSF which had few audit comments.</li> <li>• As we all know that most of the experts of LGCDP-II have their tenure till July 15, 2017. In a similar manner, Admin and Finance officer also have tenure till July 15. Since the recruitment process for Admin and Finance officer is not completed, the management has decided to extend the tenure of the current Admin and Finance officer for a month.</li> </ul> <p>UNCDF: Ms. Pragyan Joshi.</p> <ul style="list-style-type: none"> <li>• A draft report on RIAP is already completed and has received comments from different municipalities and is being translated. The decision was made to orient newly elected local representatives on RIAP, hence the workshop at the municipal level to finalize the RIAP reports took time, although it has been completed and well received in Waling municipality and Namabudha municipality. The update plan is to finalize the RIAP by the next month in the remaining municipalities, based on the municipality needs and requirements. UNCDF invites the interested colleague to join the workshops.</li> </ul>

**Key Discussion and responses by the Management**

Ms. Sophie Kemkhadze, UNDP noted that participants at the orientation programme for elected representatives are from different backgrounds so it is natural that some topics may be simple for some groups while that topic may be very relevant for other groups of elected representatives so this aspect needs to be considered while designing the orientation programme in the future?

Mr. Anil Chandrika, DP cell suggested it is important to categorize groups based on the understanding and knowledge level in the upcoming orientation programme. Similarly, it is important to capture those subjects which are relevant to all the local level representatives based on their interest. Further, he highlighted the major intention of the orientation was to build the relationship between government and local level representatives and the orientation programme has met that objective.

Mr. Gareth Rannamets, noted that it is the formal end of LGCDP-II and it is time to enter the transition phase, therefore DFID congratulates the whole team for their effort to make LGCDP-II successful. Further, he highlighted the allocation of PPSF funds and raised a question on the need to have an effective plan for transition phase management. He further advised on the need for systematic planning in capacity development and suggested to focus on lessons learnt from the orientation programme to provide more training and workshops to support local levels. In addition, he also put up queries related to the location of PSU in province number 2, roster

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of experts, next year budget and CB working group. He also suggested that the GIS maps should be made publicly available.

Mr Resham Lal Kandel, NPM that the PSU office for province 2 is decided to be located in Janakpur. Regarding the publicizing GIS maps, he assured that management will publish GIS maps soon. He also informed that a team in MoFALD is working in preparing plan of forthcoming training programs. The team is making ToR to prepare roster of local level experts that includes capacity, education skills and their roles. Based on the ToR, the provincial offices will search for the experts as per requirement. Further he also clarified that the PPSF budget for next year is more than estimated so there will not be any deficit of budget.

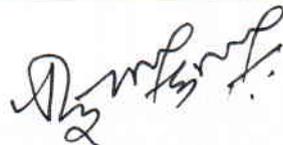
Mr. Raj Kumar Dhungana, Royal Norwegian Embassy, first congratulated team for their efforts to make LGCDP-II successful and highlighted the proactive role of experts had created vibration which was visible in the different departments of Ministry. He also highlighted that for capacity development in the next phase will have the biggest role and thus it requires collective care for the capacity substitution and it needs rethinking. He mentioned that the challenge is still the top down thinking, therefore it is important to think differently and plan strategically to mitigate this gap for federalization process and for this pedagogical part is crucial.

Mr. Prakash Regmi, SDC also reiterated on congratulating the team for the successful tenure. Moving forward he notified that it is important for the next phase to be participatory as much as possible for the better output. Suggestion is on doing periodic report in every quarter which will track the progress and will help in designing the future Sub National Local Governance (SNGP). The other suggestion is to formulate the strategy to form a CB task force which will coordinate all CB activities. Further, he also highlighted that the local government requires further learning on local governance and financial issues as there is still difficulties for the local governments to develop the budget. Therefore, there is requirement of ground level information for strengthening the local governance capacity. Moving forward he also raised the concern on addressing the audit arrears for the further support of SDC in future governance program.

Ms. Kemkhadze, acknowledged on the completion of local level representative orientation program in province in 3, 4 and 6 and highlighted the importance to maintain the upcoming orientation programme for other provinces with understanding the challenged faced in first phase. Further, she said on importance to think about what could be changes for getting better outcomes from the orientation programme and also provide local level officers the platform regarding this discussion as it is time for involvement of local level government for better local governance.

Moving forward, she recalled the need to have a wider perspective to the orientation program and highlighted on Ministry level coordination as every Ministry is thinking to orient the local level officers and representatives. The major concern raised is on the need of coordination between agencies as per the need and requirement of local government.

She further added that in regards to audit arrears, most of audit arrears have come from procedural issues and UNDP is working on its resolving process. Related to UNDP audit of LGCDP PPSF, she reiterated words of NPM and congratulated the team for having few finding in PPSF audit issues. In addition to this, she also reflected on the field visit and requested all to share



their observation and reflection so that ground level situation of project could be better known.

Finally, appreciating the efforts of all experts of LGCDP-II and wished best for the their future and also Mr Resham Lal Kandel, NPM for his leadership for leading the TASC force meeting as this was the last TASC meeting under his leadership.

#### Decisions

1. Approved Annual Work Plan 2017/18.
2. Approved 3rd quarter work plan (15th July- September 2017)
3. Agreed to extend the RIAP assignment until 31<sup>st</sup> August 2017 to allow the new elected council to adopt the RIAP strategy and plan.
4. Agreed to extend the tenure of Mr. Surendra Bhandari, Admin and Finance Officer for one month (16 July 2017 to 15 July 2018) because his tenure is ending from 15 July 2017 and selection of candidate for the said post is in process.

#### LIST OF PARTICIPANTS

S.N	Name	Designation	Organization
1.	Mr. Resham Lal Kandel	National Programme Manager	LGCDP
2.	Mr. Hari Pangi	Accounts officer	LGCDP
3.	Mr. Gareth Rannamets	Governance Advisor	DFID
4.	Mr. Raj Kumar Dhungana	Governance Advisor	Royal Norwegian Embassy
5.	Mr. Prakash Regmi	Program Officer	SDC
6.	Ms. Archana Aryal	Programme Analyst	UNDP
7.	Ms. Pragyan Joshi	Programme Officer	UNCDF
8.	Ms. Martina Voss	PO	UNV
9.	Mr. Anil Chandrika	DP Cell coordinator	DP Cell
10.	Ms. Sophie Kemkhadze	DCD	UNDP
11.	Mr. Quentin FAYET	Youth Volunteer Coordinator	UNV
12.	Mr. Raghu Shrestha	CM Specialist	DP Cell
13.	Mr. Barun Kanta Adhikari	M&E Specialist	LGCDP
14.	Mr. Yam Nath Nyeupane	PFM Specialist	LGCDP
15.	Mr. Parashuram Upadhya	Fed. Gov. Specialist	LGCDP
16.	Mr. Hem Raj Lamichane	Fiscal. Decen. Specialist	LGCDP
17.	Mr. CP. Sigdel	SM Specialist	LGCDP
18.	Mr. Ek Raj Sigdel	Environment Specialist	LGCDP
19.	Ms. Nirmala Thapa	GESI Specialist	LGCDP
20.	Mr. Birendra Parajuli	Accountability Specialist	LGDP



21.	Mr. Jagannath Adhikari	Planning Specialist	LGCDP
22.	Mr. Mohan P Dhakal	PFM Specialist	LGCDP/DP Cell
23.	Mr. Surendra Bhandari	AFO	LGCDP
24.	Ms. Prakriti Nepal	PA	LGCDP-DP Cell
25.	Mr. Nagesh Badu	ICT Associate	LGCDP/MoFALD
26.	Mr. Apurwa Singh	ICT Coordinator	LGCDP/MoFALD
27.	Mr. Supritam Raj Shrestha	ICT Associate	LGCDP/MoFALD
28.	Mr. Jashmin Sthapit	ICT Associate	LGCDP/MoFALD
29.	Mr. Umanga Niraula	ICT Associate	LGCDP/MoFALD



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