

MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT  
LGCDP II – TRANSITION TO SUB-NATIONAL GOVERNANCE PROGRAMME  
TECHNICAL ASSISTANCE SUB COMMITTEE (TASC)  
MEETING MINUTES

Date: 6<sup>th</sup> November 2017

Location: PCU, Babar Mahal

Start Time: 2:30-4:30 pm

Chair: Mr. Purusottam Nepal, National Programme Director/Joint Secretary

### Introduction

The 22<sup>nd</sup> Technical Assistance Sub Committee (TASC) meeting was held on 6<sup>th</sup> November 2017 under the chair of Mr. Purusottam Nepal, National Program Director (NPD). Mr. Nepal opened the meeting by welcoming the participants and extending a vote of thanks to immediate past NPD and currently the Secretary of the Government of Nepal, Mr. Reshmi Raj Pandey and Section Officer Mr. Ramesh Sharma for their invaluable contribution to the successful implementation of LGCDP II – TSNGP during their time with the Programme. Thereafter, Mr. Nepal asked Mr. Resham Kandel, National Programme Manager to briefly present the agenda and highlight the status of activities carried out under Policy and Programme Support Facility. The following are the discussion made and decisions taken:

Agenda Item No. 1: Update on the implementation of the 21<sup>st</sup> TASC meeting decisions

#### Progress status:

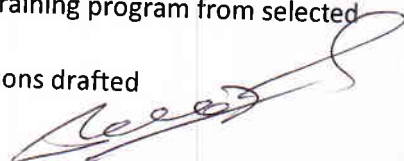
- Annual Work Plan 2017/18 approved
- Third Quarter Work Plan also approved
- Revenue Improvement Action Plan (RIAP) assignment extended until the end of August 2017 to allow the newly elected council to adopt RIAP strategy and plan
- The tenure of Mr Surendra Bhandari, Admin and Finance Officer, extended for one month

Agenda Item No. 2: Highlights on third quarter progress

Agenda Item No. 2.1: Progress under Pillar II (Outcome 2) - Improved policy advice and capacity support for development for better overall service delivery to the local levels

#### Major Achievements:

- Local Government Resource Book prepared (draft shared)
- Information book on Frequently Asked Questions being drafted
- Information book on 753 LGs with maps finalized in Nepali and being translated in English
- Technical inputs provided for the preparation of: (i) Local Government Operation Bill (now Act) 2074, (ii) Bills (now Acts) on six Constitutional Commissions (iii) Bill regarding the "Facilities of local level officials (iv) Bill on local services
- Preparation and dissemination of model local laws (local level financial procedure Act, Community Mediation Rules, FM/Radio and Operation Management Rules; Cooperative Operation Management Rules) supported
- An interaction programme organized for obtaining feedback on training program from selected elected representatives
- TOR for the development and updating of roster of resource persons drafted



- Social Mobilization exit strategy drafted
- Local governments facilitated by the Provincial Support Units (PSUs) for the extension of tenure of Local Service Providers and Social Mobilizers,
- Audit follow-up action plans for expediting of the audit arrears settlement prepared
- LGCDP-II- TSNGP progress reports (Annual, trimester, quarterly, monthly) regularly prepared
- 47 Information Technology officers recruited
- 16 programme staff recruited (PCU and PSUs)
- Consolidation of 4 ICT products supported (Interactive map with local level details, Mobile application for MOFALD, Knowledge Management Blog and Volunteer management system)

*Agenda Item 2.2: Progress under Pillar III (Outcome 3)- Efficient and effective liaison and strategic guidance provided to the DPs and the government*

Major Achievements :

- ToR for the formulation of Sub National Governance Programme prepared
- SNGP design team submitted an inception report
- Addendum to the JFA has been signed between the GoN and Dfid, SDC, Norway, UNICEF, UN Women and UNFPA

*Agenda Item 3: Financial Progress of third quarter*

Progress status:

Outputs	Q3 Planned Budget (USD)	Q3 Expenditure (USD)	% Delivery
Output 4	146,232	84,219	57.59
Output 6	453,764	314,592	69.33
Output 7	121,824	97,000	79.62
<b>TOTAL</b>	<b>721,820</b>	<b>495,811</b>	<b>68.69</b>

*Agenda Item 4: Highlights on the fourth quarterly work plan*

Major activities planned under Output 4 – Timely, targeted and flexible policy advice, research, implementation support and innovations provided to TSNGP (Budget USD 69,228)

- Carry out stock taking and prepare a white paper on the transfer of 3 Fs (Funds, Functions and Functionaries)
- Develop transition management plan with focus on sectoral devolution plan, process of Functions, funds and functionaries (3Fs)
- Preparatory works on legal aspects, organizational restructuring, human resources requirements, work –process clarities, other logistic requirements and institutionalization,
- Finalize and disseminate training manuals, modules and handbooks
- Provide support services to the communication and dissemination of LG and other related bills/Acts
- Draft model laws/regulations/ guidelines/framework
- Support OPMCM, MOF, and other agencies at the federal level to develop policies, laws and plans on sectoral devolution

- Carry out studies, research and national and international knowledge-sharing visits on federalization
- Develop innovative ways of service delivery
- Develop policy and institutional set up of sub national training centers

Major activities planned under Output 6 – Capacity of federal and sub-national institutions to manage transition into federal form of governance (Budget USD 411,586)

- Organize orientations to Mayor, Deputy Mayor, Chair, Vice- chair and EOs of LGs
- Organize consultative meeting at provincial and national level to review progress, lessons learned, share best practices and plan future priorities and interventions
- Develop roster of Coaching and Monitoring team for planning, budgeting, financial management and reporting etc.
- Provide training to PCU and PSU Team including NUNVs
- Conduct capacity assessment on sample LGs and Develop frameworks and model CD plans of LGs,
- Procure office equipment for PSU office,
- Undertake monitoring and review of activities

Major activities under Output 7 – Efficient and effective liaison and strategic guidance provided to the DPs and the government (Budget: USD 207,840)

- Prepare LGCDP II completion report
- Conduct bi-annual programme review
- Organize meeting (NSC, NEC, TASC meeting, etc.)
- Develop promotional materials and innovative ICT products for local level
- Develop SNGP programme document

Agenda Item 5: Issues and challenges and way forward

*Issues and challenges:* Due to upcoming provincial and federal elections, some of the activities may need to be deferred.

*Way forward:* Review and revise the fourth quarter work plan accordingly.

Agenda Item 6: Any Other Business

- Change budget code on international consultant (DANIDA Funds) to contractual services for supporting LGs (12 municipalities) to prepare RIAP.
- Handover of LGCDP II assets to relevant sections of MoFALD.

**Discussion**

Ms. Sophie Kemkhadze, UNDP suggested that the programme management needs to carefully consider feedback that it has received from elected representatives who participated in training/orientation programmes organized by MoFALD in order to make the upcoming ones even more effective and fruitful. She also suggested that the PSU also need to highlight the activities that could not be completed as per the plan with sufficient justification. Mr Nepal, NPD, responded to this by saying that constructive feedback from a number of elected representatives of local governments who had participated in orientation programme has been taken and acknowledged that in the future the orientation/training programmes will focus more on practical aspects of local governance than on theoretical ones. He further added that being guided by the Constitution of Nepal and Local Government Operation Act 2074 the future capacity building programmes shall be



concentrated upon: (i) operation of judicial committees, (ii) generation and mobilization of local revenues, (iii) financial management, and (iv) provision of swift services to service seekers.

Mr. Gareth Rannamets, DfID noted that effective training programmes can be only conducted through competent resource persons. Hence, a roster of experts needs to be immediately established and updated regularly. He further suggested that in the present context the Provincial Support Staff (PSU) staff need to have clear priorities and work-plan which will have to be monitored regularly.

Mr. Yam Nath Sharma, UNDP, noted that the Programme had produced different "on-line" templates and had drafted a number of documents (e.g. resource books, FAQs, etc.) but showed his concern if all of them had been timely shared with the DPs and suggested that they be shared and templates demonstrated to the DPs as well.

Mr Anil Chandrika, DP Cell, also reflected that training on social mobilization can be given to women representatives in the local governments as a basic training.

Mr. Prakash Regmi, SDC acknowledged the vast number of activities conducted by the LGCDP II – TSNGP but was concerned whether all these programmes truly reflected the needs and demands of the local governments. Mr Regmi opined that DPMAS had a certain function under a certain development phase in Nepal but he was not quite sure if its integration into LGPMAS was as meaningful or as fruitful. He further apprised the participants in the meeting that because of the fluid nature of governance system in Nepal, the Programme enjoys the leverage of much flexibility and that the Programme Management should not shy away from revising the proposed activities in the next quarter to truly reflect the felt needs at the local governments.

Mr. Raj Kumar Dhungana, Norwegian Embassy argued that the Provincial Support Unit should be made more relevant to support the new provincial governments for which they may need re-orientation. He further highlighted the risk of undermining the role of province and local governments if we continue to consider district as the centre of attention by continuing to organize activities at the district level. He stressed that the support be provided directly to the municipalities and provincial governments.

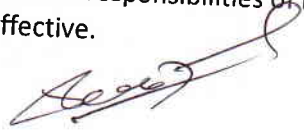
Ms.Vivan Opsvik, Norwegian Embassy raised the issue of audit arrears and highlighted the importance of a strategic Action Plan on Audit Arrears for the programme in co-ordination with 9<sup>th</sup> NAC decision and the Addendum-I of LGCDP II – TSNGP, JA Agreement. She also requested that the Trimester Fiduciary Mitigation meeting be held as soon as possible.

In the final minutes of the meeting Ms. Sophie Kemkhadze, UNDP, welcomed the new NPD Mr. Purusottam Nepal and appreciated the former NPD Mr. Reshmi Raj Pandey for his contribution. She also pleased that almost the entire LGCDP II – TSNGP technical team was onboard now and expected that low delivery will be substantially improved in the days to come. While she appreciated a number of works executed by the Programme, she was also concerned about the mechanisms of assuring quality of the Programme products. Finally, she expressed her satisfaction on the progress of the design of the new project.

Mr. Purusottam Nepal closed the meeting by expressing thanks for active participation and for valuable suggestions. He also thanked the Programme team for diligently preparing for the meeting.

#### **Decisions:**

1. Review and revise the proposed fourth quarter work plan (Oct- Dec 2017) to address the needs of local governments in the changed context.
2. Review the roles and responsibilities of Provincial Support Units to make them more relevant and effective.



3. Share with development partners and relevant stakeholder's model laws of LGs, resource books, audit action plan, and templates developed by MoFALD.
4. Regarding the transfer of the equipment purchased for different sections under MoFALD by LGCDP, prepare an inventory of the goods in accordance with relevant regulations and submit for approval before the next TASC.
5. Expedite the process of preparing the roster of resource persons for capacity development and provide them with required training.
6. Change budget code on International Consultant to contractual services for supporting LGs (12 municipalities) to prepare RIAPs.
7. The MoFALD to share strategic Action Plan on Audit Arrears with DPs and call for Trimester Fiduciary Mitigation meeting.

### Participants

S.NO	NAME	DESIGNATION	ORGANIZATION
1.	Mr. Purusottan Nepal, <i>Chair</i>	Joint Secretary/NPD	MoFALD/LGCDP
2.	Mr. Resham Kandel, <i>Member-Secretary</i>	Under Secretary/National Programme Manager	MoFALD/LGCDP
3.	Mr. AmritLamsal	Under Secretary	MoFALD
4.	Ms. Sophie Kemkhadze	Deputy Country Director	UNDP
5.	Ms. Vivion H. Gpsvily	Governance Advisor	Norwegian Embassy
6.	Mr. Gareth Rannamets	Governance Advisor	DFID
7.	Ms. Pragyantoshi	PO	UNCDF
8.	Ms. Martina Voss	Programme Officer	UNV
9.	Mr. Hari Pangyani	Account Officer	LGCDP
10.	Mr. Raj Kumar Dhungana	Governance Advisor	Norwegian Embassy
11.	Mr. Yam Nath Sharma	ACD	UNDP
12.	Ms. Archana Aryal	Programme Officer	UNDP
13.	Mr. Anil Chandrika	DP Coordinator	LGCDP
14.	Mr. Prakash Regmi	SPO	SDC
15.	Mr. Parshuram Upadhyay	FGS	LGCDP
16.	Dr. Raghu Shrestha	ME Specialist	LGCDP
17.	Mr. Mandip Rai	DNPM	LGCDP
18.	Mr. Mohan P. Dhakal	PFM Specialist	LGCDP
19.	Mr. Barun K. Adhikari	M & E Specialist	LGCDP
20.	Mr. Surendra Bhandari	AFO	LGCDP
21.	Mr. Nagesh Badu	E Governance Specialist	LGCDP
22.	Mr. Apurwa Singh	UNC ICT coordinator	LGCDP
23.	Mr. Pravin Poudel	ITO	LGCDP
24.	Mr. Pranaya Nakarmi	ITO	LGCDP
25.	Mr. C.P. Sigdel	SM Specialist	LGCDP

