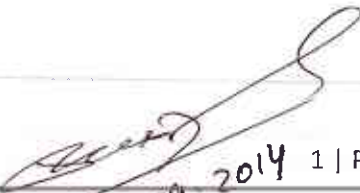


Ministry of Federal Affairs and Local Development
Local Governance and Community Development Programme
TASC Meeting Minutes

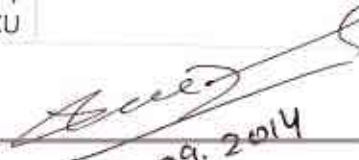
Meeting: TASC-6th. LGCDP-II
Date: 13 August 2014
Venue: PCU
Start Time: 10: 55 am. End time: 12:45
Chair: NPM

Agenda	Discussion	Actions
<p>Informal discussion (NPM and TASC participants)</p>	<ul style="list-style-type: none"> • It was expressed by TASC participants that there is a lack of understanding on LGCDP II approach at the central level. Hence, a central level orientation and induction is required before regional level. • It was also noted that DPs expectation is to institutionalize LGCDP structure into ministry. The role of DGEs and UGEs was envisioned to capacitate LBs and eventually phase out; not create a permanent DGEs and UGEs roles. It is therefore the role of output coordinators is required to be increased. 	<ul style="list-style-type: none"> • It was decided that several level of orientations is required. First orientation at the central level followed by regions and others.
<p>HR TA hiring updates (NPM)</p>	<ul style="list-style-type: none"> • It was updated altogether 181 positions announced and one additional position for DP cell. • At the Municipal level, there were 1 –NPPP III position, 4- NPPP II position and 53 NPPP I Positions. Out of the 53 positions, all fulfilled. For the 5 positions, offer letters were sent from alternate candidates. • At the district level, there were altogether 34 positions in NPPP II in which 13 positions are vacant. Out of the 41 NPPP-I positions, 39 positions fulfilled while offer letters sent to rests of the positions already. 	


17.09.2014 1 | Page

- At regional level, out of the 36 positions, 35 positions hired. Offer letter in process for one remaining position.
- At PCU, 8 positions fulfilled and 6 are on board while rest 2 still need to join. However 4 position still vacant. The vacant positions are that of Community Development (CD) expert, Fiscal Decentralization Expert (interview conducted), Governance Expert and Social Mobilization(SM) Expert. It was informed that the CD and the SM experts are joining by 25th August. For Fiscal Decentralization expert, it would be announced within a week.
- It was informed with regards to the **Governance Expert**; hiring committee was not satisfied with the governance expert candidates that sat for the exams. Instead, it was decided that candidate to be chosen from alternate means. Hence, Mr. Arun Regmi, Programme Manager at GIZ SUNAG programme will divide his time between GIZ and LGCDP as Governance expert until December as supported by GIZ.
- Dr. Horst from GIZ mentioned that Mr. Regmi may be available on full time basis from January 2015 onwards. It was suggested that his responsibilities and working days to be adjusted, and not to be overburden with tasks as he would be available only on part time basis and have commitments until December at GIZ. It was also advised to prepare a TOR with specific responsibilities and priorities to be undertaken by December for Mr. Regmi.
- TASC participants appreciated GIZ efforts and shared a common view that Mr. Regmi's specific priorities to be drawn out and a written agreement/MoU to be signed.
- NPM assured that a MoU is in process and work has been prioritized in consultation with Mr. Regmi. Specific tasks- Operatanalising of the human resources of TA, providing ministry with policy support and providing governance support to local bodies would be key responsibilities and rest of the tasks will be delegated amongst PCU

Decision: On the basis of the discussion regarding Governance expert at PCU, a trade off was made that Mr. Arun Regmi would be deputize by GIZ on part time basis to support LGCDP in fulfilling the Governance Expert's role until December. It was also noted that Governance expert's role will be considered for consultancy beyond January at LGCDP subject to UNDP HR policy review. The continuation of the contract would also be subject to performance of his key deliverables.


17.09.2014

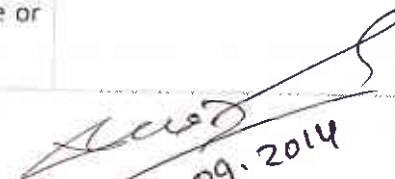
experts. It was also noted that NPM requested Dr. Horst during a bilateral discussion that these specific tasks to be included in an agreement/MoU between GIZ and LGCDP regarding Mr. Regmi's specific responsibilities so that there are no overlapping and confusions.

- It was concluded that thus, PCU and RCU positions are fulfilled for the time being.
- It was noted that TASC meeting should also include other DPs, aligned partners and MoFALD. However, TASC meeting invitees were based on relevancy of the agenda and specific mandated organizations by TASC. It was discussed that TASC is mandated for PPSF and invitees were based on the TASC guidelines.
- It was discussed that TASC was also envisioned at a higher authority to approve TORs
- It was informed that vacant positions of DGE/UGE were being discussed to be hired from alternate means. It was also noted that regularizing a post, a candidate needs to undergo a formal process as per UNDP HR policy.
- It was further discussed that 13 positions at DGEs are not fulfilled yet and special administrative decision may be required in fulfilling these positions. Three alternatives were discussed to fulfill the positions- vacancy announcement, short interview of an alternative candidate or headhunting for short period followed by re advertisement.

Decision: It was decided that all TA partners will be invited for TASC meeting every alternate month.

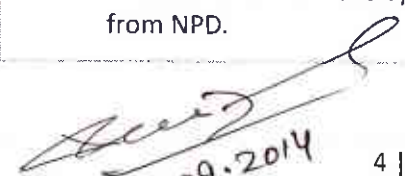
Decision: TOR followed from output group meeting to be circulated to all TASC members instead of discussion in the TASC meeting. If no comments within a week, then it is considered to be approved.

Decision: It was agreed that administrative decision was to be taken to fulfill vacant DGEs positions. A task force comprising of NPM-MoFALD, Mr. Bishnu Adhikarki- DFID, Mr. Rafeeque Siddhique-UNDP was formed to decide on recruitment process asap.

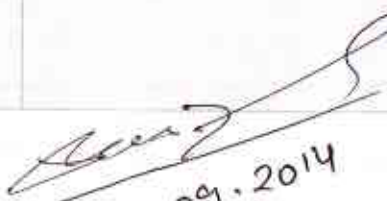

17.09.2014

Following are agreed points of the TASK force on alternate candidates at DGEs
(“Below agreed points have been taken as an input to the Ministry. It is under discussion in the Ministry. Decision will be taken after examining pros and cons of other possible alternatives also.”- NPD)

- I. All 13 vacant positions will be fulfilled from the waiting list approved from DGE-I on the merit basis. It means that top 13 candidates from the waiting list of DGE-I will be sent job offer letter for short term period as consultant effective from August 22 to December 31st 2014.
- II. The VA will be done immediately in the national newspaper for DGE-II positions. The deadline for the VA will be kept for 14 days only. A signed request memo for VA will be sent from the Ministry to UNDP by tomorrow (15 August).
- III. The districts/duty station will be assigned in close consultation with NPM and NPD.
- IV. The DP’s representative Bishnu-Ji will share this arrangement to DPs and NPM will take approval from NPD.


17.09.2014


<p>Exposure visit</p>	<ul style="list-style-type: none"> • It was discussed that Federalism exposure visit for MoFALD officials is pending. Earlier, it was planned tentatively for South Africa lead by the honorable minister at MoFALD. Owing to Ebola epidemic in Africa, Brazil is planned as the next alternative country. It was noted that change in the country mean higher budget for the visit and hence, additional budget may be required. 	<ul style="list-style-type: none"> • Decision: It was agreed that principally the budget for the exposure visit was already planned in the annual budget. Any increase in budget should be justified. NPM to follow up.
<p>Trainings</p>	<ul style="list-style-type: none"> • It was discussed that if the budget for procuring vehicle is not ensured by the DPs in the next annual plan, the budget set aside for vehicle in this annual plan cannot be mobilized towards capacity building trainings at RCUs as discussed in LGCDP staff consultative meeting. • Regarding Consultative meeting, it was urged that it should be conducted on LGCDP approach and vision and held at central level first in order to have a common understanding followed by regions. It was proposed that meeting at central to be held prior to Dashain festival. • At PCU level, participants to include: PCU, RCU and outcome coordinators, output managers, section officers. DPs to be invited in the training as observers. Ram Krishna jee to lead training at central level. • At RCU, participants to include: LDOs, SDOs, POs, DTOs, Governance experts, EOs, ICT Vs. The training to be held for 3-4 days. 	<ul style="list-style-type: none"> • Regular staff induction training to be held from 1 Sep (<i>in absence of NPM</i>)
<p>Annual Work Plan</p>	<ul style="list-style-type: none"> • It was informed by Mr. Rafeeqe Sidhique that budget calculation reflects 1 million deficits. Additional budget may be required. It was discussed that funding towards tentatively planned trainings at RCUs could take up 1.2 million funding. Hence, additional funding could be sourced from DPs?? A concept note to be developed to source additional funding from DFID. Rudra jee/Rafeeqe jee/Arun jee could be in the task force preparing the concept note. 	<p>Mr. Bishnu Adhikari to discuss with DFID on additional funding proposition and get back.</p>


17-09-2014

	<ul style="list-style-type: none"> It was also discussed that SP Shrestha, SM expert's contract to be extended until December as livelihood expert. 	Decision: SP Shrestha to be appointed as Livelihood expert until December.
Others	<ul style="list-style-type: none"> It was discussed that assessment of 13 vacant position to be conducted immediately. The issue of motorbike to be discussed at DPs consultation. It was also suggested that annual work plan to be revised by the end of the week. It is to be ready by Monday, 18 August. 	

Participants List:

S.N	Name of the Participants	Designation	Organization
1	Purusottam Nepal	Under Secretary. NPM-LGCDP	MoFALD
2	Ram Krishna Lamichhane	Section Officer-Admin Officer-LGCDP	MoFALD
3	Bhola Pd Dahal	Governance Advisor	Norway
4	Saroj Nepal	Sr. Programme Officer	Denmark
5	Horst Mattheus	Programme Manager	GIZ
6	Rafeeqe A. Siddhique	Programme Officer	UNDP
7	Reshu Karki	Communication and Documentation Officer	LGCDP
8	Rudra Sapkota	RBM/S	LGCDP
9	Surendra Bhandari	AFO	LGCDP
10	Sangeeta Shrestha	Programme Officer	DFID
11	Tatianne Prokhorova	Programme Officer	UNV
12	Pragya Bashyal	Programme Analyst	UNDP
13	Pragyan Joshi	Programme Officer	UNCDF
14	Bishnu Adhikari	Governance Advisor	DFID
15	Yam Nath Sharma	ACD	UNDP


07.09.2014