



Investing in rural people

KINGDOM OF BHUTAN

COMMERCIAL AGRICULTURE AND RESILIENT LIVELIHOODS ENHANCEMENT PROGRAMME

Minutes/Proceeding of the AWPB preparation (2017-18) and RPIC, 2017.

Proceeding of the AWPB preparation of the FY 2017-18, conducted on 11th
to 12th February, 2017 and the 1st RPIC of CARLEP.

Rationale: Following the VC Validation workshop on 10th, the AWPB preparation for the fiscal year 2017-18 was conducted at Wangchuk Hotel, Mongar from 11th-12th February, 2017. It was participated by the sector heads, Planning Officers, Budget Officer and CARLEP Accountant of six Eastern Dzongkhags, representative from ARDC, RLDC, RAMCO, FCBL, DoA, PPD and DAMC along with the OPM staffs under the facilitation of the Programme Director of CARLEP. *(Refer Annexure 1 for the list of Participants).*

The main objectives of organizing the AWPB preparation were to:

1. Review the implementation progress of the past 2015-16 and current 2016-17 Fiscal Years;
2. To prepare AWPB for the Fiscal Years 2017-18 based on the recommendations from the recently completed two assessments, the Guiding Principles and the fund available; and
3. To discuss and resolve key issues related to programme implementation in the field.

1. Welcome speech/opening remarks by the Programme Director

-As always, as a part of the welcome speech, the Programme Director of CARLEP welcomed and acknowledged the participants and highlighted on the objectives and the agenda of the session. *(Refer Annexure 2 for the detail of the Agenda).*

2. Presentation on Review of AWPB 2015-16 by M&EO.

-The M&EO of CARLEP presented the sector wise achievement of 1st January 2016 till 30th June 2016; of CARLEP's first six months after its inception.

-In the presentation, it was reported that the major expenditure of the fund allocation was utilized by the Livestock Sector, followed by OPM, Agriculture and the RAMCO.

In the challenges part, 'Ineligible Expenditure' was the major issue. In the FY 2015-16, 13 millions of fund came out as an ineligible expenditure during the fund assessment by IFAD. This was because the activity implementation was not based on the AWPB. The fund allocated for certain activity in the AWPB has been used for some other activity which is not reflected in the AWPB.

Therefore, the major lesson that the OPM and the Implementing partners need to consider is that of 'Fund Disbursement and the Expenditure Statement.' The fund disbursement is not entertained by the IFAD. Whatever is allocated in the AWPB should be used only for that particular allocated activity. Moreover, the Expenditure Statement should be produced on an immediate basis to avoid the delaying of the next release. **(Action:** All CARLEP Implementing partners to take note to avoid the ineligible expenditure.)

3. Presentations from the Dzongkhag Sector Heads.

The Dzongkhag sector heads, each from Agriculture and Livestock made the presentation on the key achievements, issues and challenges of the fiscal year 2016-17 under CARLEP financing.

Since the achievements can be viewed online in the CARLEP APR, this report contains only the issues raised and the resolutions reached during the presentations:

1. Issues in Agriculture sector:

1.1 The DAO of Lhuentse inquired if the fund disbursement can be done within the activity that falls under the same Budget category.

To this, the FO of OPM cleared out that the fund disbursement should be kept at the minimal extent. But if it is not at all possible for the activity implementation without doing the fund disbursement, it is advisable to do the fund disbursement only within the activities that falls under the same fund category and the same component provided it is within the fund ceiling.

1.2 The actual fund to be allocated for the WUA of the Mongar Dzongkhag in the current FY 2016-17 is 0.015 USD. However, the actual release was 0.15 USD. And the Dzongkhag has used 75% of the actual released fund.

During the discussion it was resolved that the Mongar Dzongkhag will not be allocated with the fund for WUA from the coming FY.

1.3 Under the "Renovation of Irrigation Scheme", Mongar Dzongkhag has the highest fund allocation in the current Fiscal year. And the Dzongkhag has pursued the 'Community Contract' and divided the total fund into 3 packages, and without having to undergo the Procurement processes, the work has been started as a "Community Contract" work. However, in IFAD and CARLEP, complying any 'Works' with the 'Procurement Processes' is mandatory to avoid the Accountability issues.

Therefore, it was resolved that the concerned DAO will be responsible for all the accountability issues, if any, as a result of Community Contract. (**Action:** DAO of Mongar and OPM)

1.4 Dekiling Geog of Pemagatshel Dzongkhag has the fund allocation for the renovation of irrigation. During the visit of Prime Minister in the Village, the people have proposed/requested to construct the farm road, cancelling the need for the irrigation

renovation. However, the fund allocated for irrigation can never be used for the farm road construction complying the IFAD's financial rule.

Instead, the fund allocated can be used for the irrigation if needed in the other sites. But the fund used in the new site should be backed-up with proper procedures and the documentations.

The DAO of Pemagatshel was asked to submit the written proposal if the fund allocated for Irrigation of Dekiling is to use in another irrigation site. (**Action:** DAO of Pemagatshel and OPM)

1.5 CARLEP has no fund allocation for the electric fencing. However, for the enhancement of the vegetable production, electric fencing is unavoidable. Therefore, the DAO of Pemagatshel proposed if the 'electric fencing' can be considered as one of the sub-component of vegetable value chain and used the fund allocated for the vegetable VC for the installation of the electric fencings.

To this, the OPM opposed the proposal because the support to electric fencing is not reflected in the AWPB in the current FY.

However, this proposal can be made during the Mid-term review meeting with the IFAD and look for the possibility to include the 'electric fencing as the separate activity in the AWPB from next FY. (**Action:** OPM and Agriculture sector.)

1.6 Some of the Dzongkhags like Samdrup Jongkhar has received the irrigation innovation proposal in the name of 'converting the dry land to wet land'. But when the irrigation is been supplied, the conversion of dry land to wetland is not been done.

It was resolved that the concerning actor involved in the activity will perform periodic assessment and ensure that irrigation will be used based on the proposal. (**Action:** all the DAOs).

1.7 Samdup Jongkhar has used the fund allocated in land development in a place called 'Pangthang.' However, Pangthang is not the commercial site but it falls under the Targeted Intervention. It has been intervened as a 'Climate Smart Village' through Targeted intervention.

According to the CM agriculture, Land Development can be done only in the Commercial or vegetable Value Chain area.

However, the Land development is already been done and that the land is on the verge of the utilization. So, the OPM has accepted the activity. But it was reminded to the DAO of Samdrup Jongkhar to do the follow-up on how the land is utilizing and ensure that the developed land at Panthang is not kept unutilized. **(Action: DAO of Samdrup Jongkhar and OPM.)**

1.8 Taking account of the concern of no clear National Policy for the 'Cost Sharing Mechanism' in land development, the CARLEP implementing agencies will abide by the Cost sharing Mechanism of 'CARLEP' as designed in the 'Agriculture Implementation Guideline' as an 'Interim Measure', until the clear National Policy on the Cost Sharing mechanism for the Land Development is being generated. **(Action: All CARLEP Implementing Agencies)**

1.9 DAO of Samdrup Jongkhar asked/inquired the floor that if the estimation is really required in Climate Smart Irrigation Scheme. It is because, the budget is allocated only upon the estimation. And the estimation sometimes isn't sufficient to cover all the cost associated with the activities of Climate Smart Irrigation Scheme and sometimes it is exceeding the total requirement, in the actual implementation phase.

To this, the FO of OPM cleared out that the estimation requirement of the activities depends upon the budget category. If the activity falls under Budget category Goods, Inputs or Equipment, estimation is not necessarily required because the expenses will be determined through the procurement procedures. However, if the activity falls under the Budget category 'Works', estimation is required. **(Action: OPM and all the implementing agencies).**

1.10 In the current FY 2016-17, Trashigang Dzongkhag has proposed to renovate 4 irrigation schemes in the Dzongkhag. While the Samkhar Irrigation and the Rangshikhar irrigation can be renovated, the budget to renovate the other two schemes is insufficient. Therefore, the DAO of Trashigang Dzongkhag has proposed to use the fund of the Kangapara Irrigation scheme and Khaling Irrigation scheme to construct one water reservoir/storage tank at Lamai Goenpa. However, to construct the water storage tank at Lamai Goenpa is not been included in AWPB.

To this, the OPM has asked the DAO to submit the written proposal with the detail of the proposed activity. **(Action: DAO of Trashigang and OPM).**

1.11 Lungdirichu irrigation is been stretched off to two phases. While one phase is almost been done, the next phase at the source is likely to go as a spill-over activity in the next FY. In addition, the DAO of Trashiyangtse submitted to the floor that the budget allocated for irrigation in the current FY is not enough and that the additional fund is required even in the next FY.

Similarly, another 2.5 million is needed for the Wangrimo water pump. The existing water pump is dysfunctional.

To these two issues, OPM raised out that if the support is to go for the same activity in the same area, consecutively over the years, the number of beneficiaries would be very limited.

But it was resolved to have the fund allocate as proposed by the DAO to complete the Lungdirichu Irrigation scheme and the Water Pump at Wangrimo. (**Action:** DAO of Trashiyangtse and the OPM).

1.12 Agreement/MoU to establish between the FCBL and RAMCO with Programme Dzongkhags– a Memorandum of Understanding on the ‘Agriculture Marketing Agreement’ will be established between the FCBL and RAMCO with the Agriculture sector of the Programme Dzongkhag regarding the Market Assurance.

The MoU will generate the consensus that while Agriculture sector will ensure the bulk production of the vegetables that meets the market specification, FCBL and RAMCO will provide the Market Information and facilitate the marketing and distribution part. The AMA will be signed at the start of the coming Fiscal year 2017-18.

1 Issues in the Livestock Sector

1.1 Work charge is not included especially in the ‘Cattle out sourcing’. Only the unit cost is been calculated in the AWPB.

However, when the activity is implemented, particularly in Cattle sourcing, there involves heavy operational cost such as TA/DA and transportation cost.

In the discussion, it was resolved that the work charge involved in the Cattle out sourcing in the current FY can’t be borne from the allocation under ‘Cattle Outsourcing’ since it is not amounted in the AWPB.

However, this issue can be put-up in the coming Mid-term review, seeking the provision to include the work charge in the AWPB from next FY. (**Action:** OPM and Livestock sector).

1.2 In the first quarter release, RLDC was released with 3.96million. However, without producing the Expenditure Statement, withdrawal Application for another 4millions have been submitted.

To this, the OPM has withdrawn back the 4million because IFAD doesn't entertain the next release without producing the Expenditure statement of the first release.

Therefore, all the implementing partners are requested to produce and don't delay in producing the Expenditure statement in order to avoid the delay in the next fund release.

(Action: All implementing partners)

1.3 In the first six months of CARLEP, RAMCO has done nothing related to the groups and cooperatives because they have been waiting for the Value Chain Studies and the Group's Guidelines for the endorsement.

4. Presentation by FO of OPM on the 'Tentative Allocation of the fund ceiling for the FY 2017-18.'

-The overall total allocation of the fund ceiling for the FY is 207.385 million including the IFAD funds and the RGOB's contribution.

The FO also elucidated that comparing the number of activities under IFAD Loan and total budget allocated under IFAD Loan, there is still the gap of around 52m. This will result in the negative impact or effect on the release of IFAD Loan and also executing the all the activities as approved. For this, FO reminded every CARLEP Agencies to utilize the IFAD loan as much as possible and also OPM will process with the MoAF to see the possibility to increase the authorized ceiling under IFAD Loan

In the reminder, the FO emphasized not to book the ex-country training from the Loan Budget. The ex-country training should be entirely with the 'Grant Fund.' The FO also presented on the eligibility of expenditure under CARLEP financing with respect to IFAD standards and norms. For this, henceforth every CARLEP implementing agencies should be held accountable and responsible for settling and resolving and expenditure which will result in ineligible.

5. Presentation on Activity Implementation Plan (AIP) by CM, Livestock.

-AIP is a guide to a Procurement process. It is to streamline the procurement process in CARLEP, to ensure smooth release of fund, to assist in AWPB preparation and to develop the annual procurement Plan.

To develop a procurement plan, the procurement processes for 'works' usually can be completed within 3 months.

However, the implementing agencies has submitted to the floor that the procurement process won't be completed in 3 months because of the need to do the feasibility studies.

Therefore, it was resolved that the implementing agencies can extend the time for the procurement process beyond 3 months. But they won't ask for the Fund Release until and unless all the procurement processes is been carried out. The OPM will also not release the fund especially with respect to procurement of heavy works and goods. For this, all the CARLEP agencies has to complete all the required tendering documents and fulfill the procurement norms before they request for the next fund release.

Moreover, when the next fund release is been proposed, it should be backed-up with the procurement documents. (**Action:** All Implementing agencies.)

6. Sector wise AWPB preparation for the FY 2017-18

Following are some of the Issues raised during the sector preparation of AWPB for the FY 2017-18:

6.1 Farm Record keeping- thus far, the budget for farm record keeping was accounted with RAMCO. However, RAMCO is lacking the technical capacity especially when the technical record has to keep under the vegetable and dairy value chain.

Therefore, it was resolved that the budget for 'Training on Farm record keeping' will be accounted to the respective Dzongkhag and the RAMCO will be hired by the Dzongkhag to give the training on need-basis. (**Action:** RAMCO and Dzongkhags)

6.2 The Hon'ble Minister of MoAF emphasized to the floor, especially the implementing agencies that the 'Expenditure' to be made at the best possible level and submit the 'Statement of Expenditure' to the OPM. This is to avoid the delaying of the next fund release. The Minister also reminded that since the Fund Release from the IFAD is 'Performance-based', the Expenditure Release should be concrete. The next release of

IFAD Fund after the first ceiling allocation will be solely based on the performance or utilization made by the CARLEP agencies. **(Action:** All CARLEP implementing agencies)

6.3 Lead Farmer in livestock sector to start- while the Lead Farmers in Agriculture sector led by ARDC is the full under operation, the lead farmers in Livestock was claimed to start, led by RLDC. However, the budget for lead farmers is all allotted under ARDC with the understanding that the Lead farmers' in Livestock will be carried out under the CAHW model. But the livestock sector wanted to have the Lead Farmers' stating the foreseen unsustainability of CAHW model.

Therefore, it was agreed that the Fund allocated to ARDC under 'Lead Farmer' activity will be shared with the Lead Farmer activity of Livestock in an equal proportions. **(Action:** ARDC and RLDC)

6.4 Out sourcing of cattle to reduce- Hon'ble Lyonpo expressed the concern on the cattle outsourcing. While cattle outsourcing is an expensive activity, the survival rate and the productivity of the out sourced cattle is not ensured. Therefore, the 'Domestic Breeding Programme' is encouraged which is of course not reflected in the AWPB. **(Action:** OPM and Livestock Sector).

Day 2 (12th February, 2017): AWPB Preparation continued...

-In the preparation of the AWPB, Programme Director of CARLEP urged all the implementing agencies to plan the AWPB taking on board the 'Value Chain' mandates, clearly delegating the responsibilities of each actor in the chain until the product reaches to the consumer.

Regarding the 'Vegetable Value Chain', the PD directed that the AWPB planning/preparation for the next fiscal year 2017-18 to focus on:

1. Staggered production; Staggered production of the vegetable should be targeted because 'Seasonality is not an issue' as reported in the Vegetable VC Report. Taking the advantage of the various agro-ecological zones that the 44 Vegetable VC geogs falls, there is need to aim for the staggered productions across the region.

2. Banned and major imported vegetables; the banned vegetable items and the major imported items should be capitalized and substitute the requirement domestically. The chillies, beans and cauliflower are nationally banned vegetable items and the onions and tomatoes are the two

majorly imported items. These banned and heavily imported items should be aimed to produce domestically.

3. Protected agriculture; promoting the 'Protected Agriculture' is also needed. Supplying the vegetable growers with the basic inputs for the production such as good seeds, water sprinkles, and low cost poly houses is likely to encourage the farmers for all-seasons-production.

4. Instilling the sense of business among the farmers: instilling the business concepts and making the farmers aware of the potentiality of business in agriculture will encourage the farmers to go for the mass plantation or the commercialization.

About the Dairy Value Chain, the livestock sector has the Road Map in place to guide the Value Chain activities. But the major limitation is regarding the market information and marketing strategy.

Therefore, the FCBL and RAMCO need to intervene in the Dairy Value Chain in terms of Market Information and the financial book keeping. In particular, FCBL, RAMCO and DAMC is required to:

1. Establish the Market information immediately;
2. Study the cost of production; and
3. Explore the boarder market at larger scale.

Afternoon session with Hon'ble Lyonpo and Dasho Dzungda of the Programme Dzungkhags

Hon'ble Lyonpo of MoAF with the Dasho Dzungda of five Eastern Dzungkhags (Trashigang, Mongar, Trashiyangtse, Lhuenste and Samdrup Jongkhar) honored the 1st afternoon of AWPB preparation session.

Coinciding the commemoration of the 1st birth anniversary of the Royal Prince on 5th February 2017, Hon'ble Lyonpo remise the Royal Speech of 109th National Day, 2016 and reiterated the Royal concerns on empty rural households, increasing of fallow land, expansion of rural financing and youth in agriculture.

Of all, Hon'ble Lyonpo acknowledged the efforts of all the CARLEP implementing agencies and further requested for the continuous efforts. Dasho Dzungas of the programme Dzungkhags were requested to continuously guide the CARLEP implementation. At the extent, Lyonpo suggested

Dasho Dzongdas to organize a periodic meeting within the Dzongkhag to update the progress and performances of the CARLEP activities.

Lyonpo also highlighted to produce the Expenditure statement of each implementing agency of the first quarter release and reiterated to have the optimum utilization of the fund allocated from CARLEP in the first release in order to avoid the delaying of next fund release.

Lyonpo also requested the Dasho Dzongda of each Dzongkhag to guide the implementation of the CARLEP financing activity. In addition, Lyonpo said that there is the provision to add or delete the AWPB activity during the Mid-Term Review.

RPIC meeting, 13th February, 2017

On 13th February, a day long RPIC (Regional Programme Steering Committee) workshop was organized. It was the 1st RPIC after the inception of CARLEP which will be an annual event hence forth.

It was honored by the Dasho Dzongdas of the six Programme Dzongkhags and the sector heads (DAO and DLO), PO, BO and CARLEP Accountant of the six Eastern Dzongkhags, representative from four implementing agencies (ARDC, RLDC, RAMCO and FCBL), representative from FMCL, Bumdeling Park along with the OPM staffs.

The RPIC meeting was basically to endorse the AWPB and budget proposal for the next FY and resolve the key issues and challenges in the CARLEP implementation phase. In the honor of the Dasho Dzongdas, the AWPB for the FY 2017-18 and the Budget proposal from all the implementation agencies were been endorsed.

From OPM, the proposal for the SIF (Social Inclusion Fund) and PSF (Production Support Fund) and the guidelines were presented. In the guideline of SIF as per the PDR, the maximum grant support for SIF is Nu. 5000 per member. However, in the meeting, it was resolved that this grant limit will be based on the seriousness of the requirement. In apparent, the two guidelines (PSF and SIF) were also been endorsed.)

Key Issues and Agreed Resolutions & Actions:

1. Work charge for Cattle Outsourcing is not incorporated in the Budget allocation at AWPB in the last and current Fiscal Year. It just has the unit cost. The TA/DA is not accounted in the budget allocation in the AWPB for the Cattle out sourcing.

Therefore, this issue will be put up in the mid-term review with IFAD to include the work charge for the Cattle Outsourcing in the AWPB from the next Fiscal Year. For the charges incurred in the Cattle out sourcing at the current Fiscal Year, the Dzongkhags can managed and borne from other funding sources. **(Action: Livestock sector and OPM.)**

2. Statement of Expenditure to produce on an immediate basis- since CARLEP is a performance-based funding, the next fund release will entirely be based on the expenditure statement. Higher the expenditure and comprehensive the expenditure statement, higher is likely to have more next fund release.

Moreover, producing the expenditure statement on time is also required to avoid the delaying in the next fund release.

There is need of proper 'Budget Utilization Plan' to get the timely fund release according to the Withdrawal application. **(Action: All implementing agencies)**

3. Avoidance of ineligible expenditure – to avoid the 'Ineligible Expenditure', fund re-appropriation shouldn't be done especially for the activities that's not been included in the AWPB. Whatever is been allocated in the AWPB should be used only for that particular activity. Activities not included in the AWPB shouldn't be funded from the CARLEP's financing in order to avoid the ineligible expenditure. **(Action: All implementing agencies.)**

4. Procurement processes to be completed for the 'works' category- while proposing the withdrawal applications especially for the activities that falls under the budget category of 'Works', the procurement processes should be followed.

For the completion of the procurement processes, it may take around 3 months. However, the time limit can be exceeded beyond 3 months but the procurement processes should be completed.

It was agreed that the Withdrawal Application of the Budget under 'Works' category will be backed up by the documents of completed procurement processes. This is to ensure the accountability and avoid the misuses of the funds. **(Action: All Implementing Agencies.)**

5. Feasibility study to be conducted for the major value chain such as infrastructures and equipment – although there is no separate fund allocated to conduct the feasibility studies

in the AWPB, the feasibility studies is required in order to ensure that the particular intervention is made to the optimum utilization.

It was agreed that all the implementing agencies will conduct the feasibility study when investing in the huge infrastructures and the equipment. The fund for the feasibility study will be managed from the total allocation of that particular activity. **(Action: all implementing agencies).**

6. Memorandum of understanding (MoU) to establish between the FCBL and Dzongkhags on the consensus to ensure physical marketing- physical marketing is a challenge both in vegetable and livestock production owing to the transport limitations and insufficient market information.

In the discussion, it was resolved that a MoU on the 'Agriculture Marketing Agreement' will be established between the Dzongkhags with the consensus that the Dzongkhag will have the bulk production that meets the market specification while the FCBL will ensure the physical marketing of whatever is produced. **(Action: FCBL and Dzongkhags.)**

7. Engagement of all the relevant agencies in the beginning of the work- it is critical to involve all the relevant agencies in performing any kind of public work. It is to have the collective views and the collective ownership. It also is to ensure all the works are the product of everyone thereby reducing the risk of fund misuses in between **(Action: All Implementing Agencies)**

8. RAMCO in collaboration with Dzongkhags to work out the cost of production – as per the requirement of the Dzongkhags to have the market information, it was agreed that the RAMCO in collaboration with Dzongkhags will work out in establishing the comprehensive 'Cost of Production' and also establish a concurrence/reliable market information strategy. **(Action: RAMCO and Dzongkhags)**

9. Land development in Targeted Intervention Area and usage of wetland irrigation schemes for the non-farm activities to be supported by the proper documentation if any accountability issues arises in- as per the PDR, the land development has to be done only in the commercial VC sites. However, if the Land development is been carried out in the Targeted Sites and that it is not been under the full operation, the concerning Dzongkhags

should be responsible and be backed up by the supporting documents if any accountability issues arises in.

Similarly, the fund allocation for the wetland irrigation scheme should be used only for the wet land irrigation scheme. In some Dzongkhags, it has happened that the activity proposal to convert the dry land into wet land has been received. However, when the irrigation scheme is provided, the land conversion is not done. This issue has to be given serious monitoring. **(Action: Dzongkhags)**

10. Need to take up the study on the 'dysfunctional FGs/Coops'- there are several FGs/Coops which are not functional. It is one of the concern in CARLEP because while some FGs/Coops are doing well, some FGs/Coops are defunct.

Therefore, there is a need to study the reasons for the under operational FGs/Coops so that if there is a willingness to re-start the group, CARLEP has the support provision through PSF and SIF. **(Action: RAMCO, OPM and Dzongkhags)**

11. Need to do the feasibility of study of the Cold storage in every region as a part of VC/VC implementation model- as per the directives of Hon'ble Lyoenpo of MoAF, there is a need of cold storage in every Strategic location to ensure a ready market to the farm produces. For this, there is need to take up the feasibility study considering the fact that the farm shops are mostly located in the rural areas.

The fund for the cold storage construction can be managed and mobilized by OPM from RAMCO and FCBL. **(Action: FCBL, RAMCO, Dzongkhags and OPM.)**

12. Regarding the Value chain implementation model, for the vegetable value chain, the Agriculture sector can emphasize on: Staggered production; Banned and major imported vegetables; Protected agriculture; and instilling the sense of business among the farmers. For the Dairy value chain, they have the 'Road Map' in place for the value chain. However, they are in need of Market information, cost of production and boarder market to be explored by the RAMCO to commit in the Value chain processes. **(Action: Dzongkhags and RAMCO)**

13. Youth farmers to encouraged in the Vale Chain activities – the general understanding is that youth farmers may not be able to do much in the production part. But they can play a major role in the value chain processes especially coming to the transportation, post-

harvesting, product-diversification etc. Therefore, the youth farmers will be put in the front line in the value chain processes. **(Action: All implementing Agencies.)**

Annexure 1: List of Participants for AWPB Preparation (11th February)

Sl. No.	Name	Designation	Agency	Day 1	Day 2	Day 3
1	Hon'ble Lyoenpo	Minister	MoAF		P	p
2	Dasho Thuji Tshering	Dzongdag	Trashigang			P
3	Dasho Jambay Wangchuk	Dzongdag	Lhuentse			P
4	Dasho Ugyen Sonam	Dzongdag	Mongar			P
5	Dasho Tharchen Lhendup	Dzongdag	Samdrup Jongkhar			P
6	Dasho Chekey Gyeltshen	Dzongdag	Trashigang			P
7	Mr. Bhim Raj Gurung	Marketing Adviser	FCBL	P	P	P
8	Ms. Phub Dem	PAO	DoA	P	P	P
9	Mr. Nima Phuntsho Sherpa	PO	PPD	P	P	P
10	Mr. Sonam Wangdi	MA	DAMC	P	P	P
11	Mr. Dorji Rinchen	Marketing Specialist	RAMCO	P	P	P
12	Mr. Karma Tenzin	Marketing Officer	RAMCO	P	P	P
13	Mr. Dorji Wangda	Accountant	RAMCO	P	P	P
14	Mr. Lhap Dorji	Program Director	ARDC	P	P	P
15	Mr. Kinley Tshering	Dy, RO	ARDC		P	P
16	Mr. Tashi Phuntsho	RO	ARDC	P	P	P
17	Ms. Tashi Gyelmo	Accountant	ARDC	P	P	P
18	Dr. Tshering Dorji	Program Director	RLDC	P	P	P
19	Mr. Karma Jamtsho	Sr. Accountant	RLDC	P	P	P

20				P	P	P
21	Mr. Dorjee	DAO	Lhuentse	P	P	P
22	Dr. Norbu Doelma	DLO	Lhuentse	P	P	P
23	Mr. Dawa Tshering	PO	Lhuentse	P	P	P
24	Mr. Pema Wangchuk	AO	Lhuentse	P	P	P
25	Tshetrim Dorji	BO	Lhuentse	P	P	P
26	Ms. Choden	CARLEP Accountant	Lhuentse	P	P	P
27	Mr. Khampa	DAO	Mongar	P	P	P
28	Mr. Tenzin Dorji	DLO	Mongar	P	P	P
29	Mr. Chhimi Namgyal	PO	Mongar	P	P	P
30	Ms. Tshering Yangdon	AO	Mongar	P	P	P
31	Mr. Ugyen Wangchuk	BO	Mongar	P	P	P
32	Mr. Sherab Wangpo	CARLEP Accountant	Mongar	P	P	P
33	Mr. Kinzang Tshering	DAO	P/Gatshel	P	P	P
34	Mr. BN Sharma	DLO	P/Gatshel	P	P	P
35	Mr. Kinley	PO	P/Gatshel	P	P	P
36	Mr. Yeezer	AO	P/Gatshel	P	P	P
37	Mr. Tshering Dhendup	BO	P/Gatshel	P	P	P
38	Mr. Kezang Phuntsho	CARLEP Accountant	P/Gatshel	P	P	P
39	Mr. Dorji Gyeltshen	DAO	S/Jongkhar	P	P	P
40	Mr. Thinley Rabten	DLO	S/Jongkhar	P	P	P
41	Mr. Tenzin	CARLEP Accountant	S/Jongkhar	P	P	P

42	Mr. DC Bhandari	DAO	Trashigang	P	P	P
43	Mr. NS Tamang	DLO	Trashigang	P	P	P
44	Mr. Wangchuk	PO	Trashigang	P	P	P
45	Mr. Jigme	AO	Trashigang	P	P	P
46	Ms. Pema Dekar	BO	Trashigang	P	P	P
47	Ms. Samten Om	CARLEP Accountant	Trashigang	P	P	P
48	Ms. Kuenzang Peldon	DAO	T/Yangtse	P	P	P
49	Mr. Phurpa Tshering	DLO	T/Yangtse	P	P	P
50	Mr. Lam Dorji	PO	T/Yangtse	P	P	P
51	Mr. Rinchen Dorji	AO	T/Yangtse	P	P	P
52	Mr. Kezang	BO	T/Yangtse	P	P	P
53	Mr. Dorji Phurpa	CARLEP Accountant	T/Yangtse	P	P	P
54	Mr. Karma Tempa	Park Manager	Bumdeling Park		P	P
55	Mr. Jetsuen Wangchuk		FMCL		P	P
56	Mr. Tashi Wangdi	Program Director	OPM, CARLEP	P	P	P
57	Mr. Kinley Tenzin	Accounts Officer	OPM, CARLEP	P	P	P
58	Mr. Karma Tenzin	M&E Officer	OPM, CARLEP	P	P	P
59	Mr. Ugyen Wangdi	CM-Agriculture	OPM, CARLEP	P	P	P
60	Mr. Norbu	CM-Livestock	OPM, CARLEP	P	P	P
61	Mr. Sangay Choeda	CM-VC & Marketing	OPM, CARLEP	P	P	P
62	Mr. Sangay Choda	PSO	OPM, CARLEP	P	P	P
63	Ms. Karma Wangmo	G&KMO	OPM, CARLEP	P	P	P

Annexure 2: Agenda of the session

WORKSHOP AGENDA		
Time	Session	Presenters & Facilitators
DAY 1: Friday, 11 February 2017		
8:30 – 9:00AM	Registration of participants	PSO & Adm. Assistant, CARLEP
9:00 – 9:15AM	Welcome and Introduction to the Workshop	PD, CARLEP
9:15 – 9:30AM	Presentation on Review of AWPB FY 2015-16	M&EO, CARLEP
9:30 – 10:00AM	TEA/COFFEE BREAK	
10:00 – 11:30AM	<p>Presentation on Implementation Progress of AWPB FY 2016-17 (What has been done, What needs to be done and when & Key Issues/challenges):</p> <ul style="list-style-type: none"> • Lhuentse Dzongkhag • Mongar Mongar • Pema Gatshel Dzongkhag • Samdrup Jongkhar Dzongkhag • Trashigang Dzongkhag • Trashi Yangtse Dzongkhag • ARDC Wengkar • RLDC Kanglung • RAMCO Mongar 	<p><i>Note: Very brief presentation only</i></p> <p>DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO PD PD RC/Marketing Specialist</p>
11:30 – 11:50AM	Presentation on Financial Management & Procurement and Budget Availability for FY 2017-18	AO, CARLEP
11:50 – 12:30PM	Presentation on Activity Implementation Plan	CM (Livestock), CARLEP
12:30 – 1:00PM	Presentation on Guiding Principles for AWPB Preparation	PD, CARLEP
1:00 – 2:00PM	LUNCH BREAK	
2:00 – 5:00PM	Preparation of AWPB FY 2017-18 by Implementing Agencies (Dzongkhags, ARDC, RLDC, RAMCO, FCBL and OPM)	<p>Refer Working Groups</p> <p><i>Running Tea/Coffee at 3:30PM</i></p>
5:00PM	End of Day 1	

SEGMENT 2: PLANNING & BUDGETING SEGMENT

DAY 2: Sunday, 12 February 2017		
9:00 – 1:00PM	Preparation of AWPB FY 2017-18 (Continue)	<i>Running Tea/Coffee at 10:30AM</i>
1:00 – 2:00 PM	LUNCH BREAK	
2:00 – 5:00PM	Presentation & Finalization of Draft AWPB FY 2017-18: <ul style="list-style-type: none"> • Lhuentse Dzongkhag • Mongar Mongar • Pema Gatshel Dzongkhag • Samdrup Jongkhar Dzongkhag • Trashigang Dzongkhag • Trashy Yangtse Dzongkhag • ARDC Wengkhar • RLDC Kanglung • RAMCO Mongar • FCBL Phuntsholing • OPM CARLEP 	DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO PD PD RC/Marketing Specialist Marketing Adviser, FCBL M&EO, CARLEP