

## **Minutes of AWPB preparation and RPIC, 2018-19.**

**Date: 29/01/2018-02/02/2018.**

**Venue: Samdrup Jongkhar DT hall.**

The Annual Work Plan and Budgeting (AWPB) for the fiscal year 2018-19 and the Regional Programme Steering Committee (RPIC) for CARLEP was convened from 29<sup>th</sup> January, 2018 till 2<sup>nd</sup> February, 2018 at the Dzongkhag Tshogdu Hall in Samdrup Jongkhar Dzongkhag.

The five-day meeting was attended by the sector heads of both livestock and agriculture sector of the six programme Dzongkhags; heads and representatives of the regional central agencies (ARDC, RLDC, FCBL and RAMCO), CARLEP accountants and Procurement Officers. (*Refer Annexure 1 for the detail list of participants*). To further guide and support the AWPB planning and the procurement processes, the team from IFAD including the Country's Programme Manager, Miss Laxmi Moola; Mr. Shankar Achuthan Kutty, Senior Procurement Officer; and Mr. Nirajan Khadka, Senior Environmental officer joined the session from the 3<sup>rd</sup> day of the event.

The Regional Programme Implementation Committee (RPIC) was convened on 01/01/2018 to endorse the proposed AWPB for the fiscal year 2018-19. Dasho Dzongdag (s) of the Programme Dzongkhags honored the endorsement. (*Refer annexure 2 for the agenda*).

### **AWPB Formulation for FY 2018-19:**

Learning the lessons from the past years where the AWPB preparation was solely based on the cost tables, equitable distribution of the fund, redid and no focused activities, lack of need assessment and economic analysis, the AWPB preparation for the fiscal year 2018-19 was targeted to be converged and streamlined to the ultimate goals and objectives of CARLEP. The budget allocation was not necessarily based on the cost tables but aligned with the agencies 'implementing capacity and mandates.'

Further, the AWPB 2018-19 was prepared and synergized towards the market-oriented productions by considering the thematic areas of the programme like market-led commercialization, climate resilience, gender balance, and youth engagement. The following issues were discussed and resolved accordingly;

1. **Procurement plan** – During the last supervision mission, some inconsistencies were observed in procurement procedures or record keeping across the CARLEP implementing agencies. Hence in order to systematize and harmonize the procurement procedure with AWPB, the senior finance officer from IFAD, Mr. Mr. Shankar A. Kutty trained the Procurement officers and others on IFAD's procurement norms and processes. Although, the procurement plan is prepared to be as realistic as possible, changes, if any, in due course of implementation should be notified to OPM and sought No Objection from IFAD and thus update accordingly. Failure to do so and any deviation

from the procurement plan would be treated as mis-procurement and declared ineligible expenditure (**Action: All implementing agencies**).

2. **Result oriented planning** – Lessons from past AWPB show that the activity planning has been overridden by cost-tab rather than the output driven programme log-frame. Henceforth, M&EO will guide the implementing agencies in AWPB preparation so as to link the proposed activities to programmes output. Therefore, all implementing agencies were reminded of the need of strategic and realistic planning. For instance, installation of biogas should be in line with dairy shed constructions. (**Action: OPM & All implementing agencies**).
3. **Timely submission of SOEs** – In view of non-timely disbursement of funds to some of the implementing agencies, OPM once again reiterated the need for timely submission of SOE by all implementing agencies as noncompliance by any one of the agencies affect submission of withdrawal application for fund replenishment. Further, the training of focal accountants on SMART Statement of Expenditure (SSoE) is expected to resolve the issue in future. Therefore, all implementing agencies should submit SOE on quarterly basis (**Action: All implementing agencies**).
4. **RGoB contribution** – The contribution from RGoB towards CARLEP implementation has been limited to the operational costs for OPM and retraining activities. This leads to under reporting of RGoB contribution. Therefore, all implementing agencies are requested to clearly segregate RGoB contribution in future (**Action: All implementing agencies.**)
5. **Systematic and impact oriented reporting** – Notwithstanding the robust physical and financial progress reporting system (through Google sheet), the detailed narrative of the major achievements (or highlights) made by the implementing agencies has not been adequately captured. Therefore, in order to streamline impact-oriented reporting system, the Program Director, ARDC Wengkhari presented a sample of “Activity Completion Report”. Henceforth, all the implementing agencies are required to submit similar “**Activity Completion Report**” to OPM by end of July every year.

Similarly, each implementing agency are encouraged to contribute information or article from the field for publishing in various platforms (Eg. 1-2 field updates either in the MoAF or CARLEP website on a quarterly basis; 1-2 uploads on a monthly basis either in CARLEP website of IFAD portal and 2-3 case studies in the *Sonam Drupdrey* which is to be led by KMO and CMs. (**Action: OPM & All implementing agencies**).

6. **Technical support to Dzongkhags** – Although Dzongkhags receive adequate technical support on crop production and management through regional center, it was expressed that the field staffs lack technical know-how on efficient water-use technology (especially the specifications of sprinklers head). In this regard, in country training on efficient water-

use technology would be provided to the Extension staffs through technical support from ARDC Wengkhhar (**Action: OPM & ARDC Wengkhhar**)

7. **Provision of small post-harvest equipment** – Since, the implementing agencies are not clear on the type & kind of small post-harvest equipment to be supplied under vegetable intensification program, the budget for the 2018-19 fiscal year, will be retained with OPM (although earmarked to respective agencies). This is to avoid the implementers from supplying pre-determined sets of the post-harvest equipment having minimal impact on CARLEP objectives. Therefore, it was agreed that the agencies will submit detailed proposal (on need basis) to OPM, as and when relevant post-harvest equipment are to be supplied. The proposal will be further reviewed by IFAD to ensure long-term sustainable benefits. Thus, the agencies can access the fund for activity implementation (**Action: OPM & All implementing agencies.**)
8. **Capacity development of the farm shop operators** – Concerns were raised by FCBL on the capacity development for farm shop operators from non-project areas through CARLEP funding. Although, the CARLEP fund should be focused in programme areas, the capacity developments of the operators from other regions are also crucial. This is in view of the long-term role of farm shops in vegetable & dairy value chains and to ensure smooth implementation of value chain activities in the east in the event of cross transfer of the operators. Nevertheless, in short term, FCBL should consider those operators having larger involvement in vegetable and dairy value chains and not others (**Action: FCBL and OPM.**)
9. **Budget allocation for the group up-gradation** – Due to the double activity of “**group up-gradation**” - one under the Component 1 and another under Component 2, concerns were raised by Dzongkhags and RAMCO on lead role. Since, the component 1 is more focused on production related groups and Component 2 on marketing related groups, it was resolved that the activity under Component 1 to be led by Dzongkhags through technical support, if necessary, from RAMCO while the activity under Component 2 will be led by RAMCO as focus is on marketing groups (**Action: Dzongkhags and RAMCO.**)
10. **Capacity development of the implementing staff** – Unlike in the past, henceforth the budget for in-country capacity development of implementing staffs will be proposed with the regional center (ARDC & RLDC). However, the budget for the ex-country training will be proposed under OPM. The ex-country training can be accessed by all implementing agencies through submission of detail proposals. Further, any ex-country training will be routed through the IFAD’s prior approval to ensure relevancy of both the training and staff availing training. This also ensures the promotion of the principle of transparency and equity. However, all training shall be strongly followed-up by the post-training activities. (**Action: OPM and Implementing agencies.**)

11. **Utilization of Vegetable Seed Growers in the region** – Although, the vegetable seed growers, trained through ARDC Wengkhār, has been producing substantial quantity of seeds, marketing has become a challenge owing to lack of formal certification. Hence, RAMCO to facilitate linking of 20 seed growers in the region with National Seed Center **(Action: ARDC and RAMCO)**.
12. **Work Plan for FCBL** – In continuation to the recommendation of the 2<sup>nd</sup> Supervision mission, until the roles of FCBL is made clear the proposed activities for 2018-19 under FCBL component shall not be considered final. The OPM will initiate dialogue with FCBL's new management and communicate to IFAD by April, 2018 for further finalization of AWPB under FCBL **(Action: OPM & FCBL)**
13. **Infrastructure Development** – In order to ensure sustainability and long term benefits and impacts of the infrastructure built under CARLEP, all the infrastructures and VC equipment need to obtain 'No Objection' approval from IFAD. Further, the infrastructure investment (including value chain equipment) should be submitted with “**CARLEP Infrastructure Information Sheet**” to justify the investment. **(Action: All implementing agencies.)**

### **Regional Programme Implementation Committee (RPIC) meeting**

The RPIC meeting for, which was honored by the Dasho Dzongdag (s) of Programme Dzongkhags (Lhuentse, Pemagatshel, Trashigang and Trashiyangtse).

The Dasho (s), IFAD team and the workshop participants cordially endorsed the proposed AWPB 2018-19 except of RAMCO. RAMCO shall appraise the Dasho (s) for the endorsement after all the technical plans are finalized. A total amount of ngultrum 263 million after summing up the proposed budget from all the implementing agencies was endorsed. However, there may have a slight change in the amount as RAMCO finalizes its work plan.

Following are the discussions and resolutions reached during RPIC:

1. Definite roles of RAMCO for the farmers who are facing market constraints – to ensure no farmers face the difficulties of reaching their produce to the markets, the roles of RAMCO is critical. Therefore, apart from the existing market facilitations role undertaken by RAMCO, there also need to have a definite system to address the market constraints faced by some of our farmers especially those from the far-flung and remote areas.
2. Strategic utilization of the Cold storage complex at Samdrup Jongkhar –the cold storage complex of Samdrup Jongkhar which was built with the support of previous IFAD Project- MAGIP is found to be not strategically utilized. Therefore, the concerned agencies especially the FCBL and RAMCO need to do the follow-up on this matter.

3. Identification of 'buyers' and 'sellers' to be made clear for MSP – the multi-stakeholder platform for the value chain development is tentatively planned to convene in the 1<sup>st</sup> week of March, 2018. For this event, there is a need of clear identifications of the 'buyers' and the 'sellers.'
4. Market sheds found to be lying ideal – some of the market sheds which were built during the past projects are found lying ideal and in some cases misused for the unintended purposes. To avoid the occurrence of similar matter, the market sheds to be constructed in CARLEP need to be substantiated with the proper feasibility studies and the location need to be strategic to benefit the nearby communities and the commuters.
5. Staff capacity development to be logically executed –the staff capacity development program especially for the ex-country training need to be logically, transparently and appropriately executed. Further, all of these training need to be coupled up by the post-training activities and initiatives.



*Figure 1: Participants on RPIC day.*

### Agenda 1: List of Participants

SL No.	Name	Designation	Agency
1	Dasho Thuji Tshering	Dzongdag	Trashiyangtse
2	Dasho Phuntsho	Dzongdag	Pemagatshel
3	Dasho Jambay Wangchuk	Dzongda	Lhuentse
4	Dasho Tharchen Lhendup	Dzongdag	Samdrup Jongkhar
5	Dasho Chekey Gyeltshen	Dzongdag	Trashigang
6	DC Bhandari	DAO	Trashigang
7	Dorjee	DAO	Lhuentse
8	Dr. Tshering Dorji	PD	RLDC
9	Kuenzang Peldon	DAO	Trashiyangtse
10	Sonam Phuntsho	Off. DAO	Samdrup Jongkhar
11	Tenzin Dorji	DLO	Mongar
12	Naina S Tamang	DLO	Trashigang
13	Phurpa Tshering	DLO	Trashiyangtse
14	Tashi Phuntsho	Sr. AO	ARDC
15	Tshering Dorji	Head	FCBL
16	Ugyen Lhendup	Procurement Manager	FCBL
17	Lhap Dorji	PD	ARDC
18	Dawa Tshering	Head, FAD	FCBL
19	Tashi Gyelmo	Assit. Accountant	ARDC
20	Samten Om	Assit. Accountant	Trashigang
21	Pema Deker	Accounts Officer	Trashigang
22	Sonam Gyeltshen	Researcher	ARDC
23	Khampa	DAO	Mongar
24	Pema Wangchuk	RM	FCBL
25	Rinchen Dorji	AFO	Trashiyangtse
26	Tshering Dorji	ADAO	Pemagatshel
27	Sangay Tenzin	ADLO	Pemagatshel

28	Chophel	ADLO	Samdrup Jongkhar
29	Dorji Phurpa	Assit. Accountant	Trashiyangtse
30	Ngawang Dorji	Assit. Accountant	Lhuentse
31	Kezang Phuntsho	Assit. Accountant	Pemagatshel
32	Pema Dorji	Assit. Accountant	Samdrup Jongkhar
33	Tenzin Phuntsho	FO	Samdrup Jongkhar
34	Karma Jamtsho	Assit. Accountant	RLDC
35	Sherub Wangpo	Accountant	Mongar
36	Karma Tenzin	Off. BO	Mongar
37	Sangay Jamtsho	Off. RMC	RAMCO
38	Karma Tenzin	MO	RAMCO
39	Yezer	FO	Pemagatshel
40	Sangay Khandu	Procurement Officer	Samdrup Jongkhar
41	Chimi Dem	Procurement Officer	Mongar
42	Pema Dukpa	Procurement Officer	Pemagatshel
43	Tshering Penjor	Procurement Officer	Trashigang
44	Tempa Gyeltshen	Procurement Officer	Trashiyangtse
45	Dorji Wangchuk	PD	CARLEP
46	Kinley Tenzin	FO	CARLEP
47	Ugyen Wangdi	CM, Ag	CARLEP
48	Karma Tenzin	M&EO	CARLEP
49	Norbu	CM, Livestock	CARLEP
50	Karma Wangmo	KMO	CARLEP
51	Ugyen Wangchuk	Accountant	CARLEP
52	Sangay Cheoda	CM, VC & Marketing	CARLEP
53	Sangay Choda	PSO	CARLEP
58	Tshegay Norbu	LPO	Lhuentse
59	Cheten Zangmo	Accountant	RAMCO

## Annexure 2: Agenda

### WORKSHOP AGENDA (DRAFT)

**DAY 1: Monday, January 29, 2018 - PROGRESS UPDATE AND AWPB**

Facilitator: PD CARLEP    Minute Keeper: Karma Wangmo

Time slot	Sessions	Presenters
8:30 – 9:00	Registration	PSO
9:10 – 9:30	Opening Remark	PD, CARLEP
9:30 – 10:00	Presentation of Progress update by Dzongkhag Agriculture Sectors (5 mins/ppt.) <ul style="list-style-type: none"> <li>• Lhuentse</li> <li>• Mongar</li> <li>• Pemagatshel</li> <li>• Samdrup Jongkhar</li> <li>• Trashigang</li> <li>• Trashi Yangtse</li> </ul>	DAOs of Six Eastern Dzongkhags
10:00 – 10:30	Presentation of Progress update by Dzongkhag Livestock Sectors (5 mins per ppt.) <ul style="list-style-type: none"> <li>• Lhuentse</li> <li>• Mongar</li> <li>• Pemagatshel</li> <li>• Samdrup Jongkhar</li> <li>• Trashigang</li> <li>• Trashi Yangtse</li> </ul>	DLOs of Six Eastern Dzongkhags
<b>10:30 – 11:45</b>	<b>TEA/COFFEE BREAK</b>	
11:45 – 11:10	Presentation of Progress update by Regional Centres (5 mins per ppt) <ul style="list-style-type: none"> <li>• ARDC Wengkhar</li> <li>• RLDC Kanglung</li> <li>• RAMCO, Mongar</li> <li>• FCBL</li> </ul>	Representatives from ARDC Wengkhar, RLDC Kanglung, RAMCO Mongar and FCBL
11:10 – 11:30PM	Cumulative Progress Update by OPM	M&EO, OPM
11:30 – 12:15	Presentation on Financial Management and Budget Availability for FY 2018-19	AO, OPM





		PD PD RC/Marketing Specialist FCBL Representative M&EO, CARLEP (Running Tea/Coffee in between at 15:30)
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**DAY 3: WEDNESDAY, JANUARY 31, 2018 –PREPARATION OF AWPB 2018-19 (CONTINUE)**

Facilitator: PD CARLEP Minute Keeper: Karma Wangmo

Time slot	Sessions	Presenters & Facilitators
8:30 – 9:00	Registration	PSO
9:00 – 13:00	Prepare short write-up against each activity proposed by Implementing Agencies (Dzongkhags, ARDC, RLDC, RAMCO, FCBL and OPM).	DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO PD PD RC/Marketing Specialist FCBL Representative M&EO, CARLEP (Running Tea/Coffee in between at 10:30)
13:00 -14:00	<b>LUNCH BREAK</b>	
14:00 – 17:00	Presentation & Finalization of Draft AWPB FY 2018-19 <ul style="list-style-type: none"> <li>• Lhuentse Dzongkhag</li> <li>• Mongar Mongar</li> <li>• Pema Gatshel Dzongkhag</li> </ul>	DAO & DLO DAO & DLO DAO & DLO

	<ul style="list-style-type: none"> <li>• Samdrup Jongkhar Dzongkhag</li> <li>• Trashigang Dzongkhag</li> <li>• Trashigang Yangtse Dzongkhag</li> <li>• ARDC Wengkhar</li> <li>• RLDC Kanglung</li> <li>• RAMCO Mongar</li> <li>• FCBL Phuntsholing</li> <li>• OPM CARLEP</li> </ul>	<p>DAO &amp; DLO</p> <p>DAO &amp; DLO</p> <p>DAO &amp; DLO</p> <p>PD</p> <p>PD</p> <p>RC/Marketing Specialist</p> <p>FCBL representative,</p> <p>OPM, CARLEP</p> <p>(Running Tea/Coffee in between)</p>
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**DAY 4: THURSDAY, FEBRUARY 1<sup>ST</sup> 2018 - REVIEW & ENDORSEMENT OF AWPB FY 2018-19 AND ISSUES**

Facilitator: PD CARLEP, Minute Keeper: GKMO and CMs.

<b>Time slot</b>	<b>Sessions</b>	<b>Presenters &amp; Facilitators</b>
8:30 – 9:00	Registration	PSO
9:00 – 9:10	Welcome Words	PD, CARLEP
9:10 – 9:25	Opening Remarks	Chairperson
9:30 – 10:20	<p>Presentation &amp; endorsement of AWPB FY 2018-19(Dzongkhags): (3 mins per ppt. plus 5 mins discussion)</p> <ul style="list-style-type: none"> <li>• Lhuentse Dzongkhag</li> <li>• Mongar Dzongkhag</li> <li>• Pema Gatshel Dzongkhag</li> <li>• Samdrup Jongkhar</li> <li>• Trashigang Dzongkhag</li> <li>• Trashigang Yangtse Dzongkhag</li> </ul>	DAOs of Six Programme Dzongkhags
<b>10:20 – 10:35</b>	<b>TEA/COFFEE BREAK</b>	
10:35 – 11:25	<p>Presentation &amp; endorsement of AWPB FY 2018-19 and Procurement Plan (Dzongkhag Livestock Sector) (5 mins per ppt. plus 5 mins' discussion)</p> <ul style="list-style-type: none"> <li>• Lhuentse Dzongkhag</li> </ul>	DLOs of Six Programme Dzongkhags

	<ul style="list-style-type: none"> <li>• Mongar Dzongkhag</li> <li>• Pema Gatshel Dzongkhag</li> <li>• Samdrup Jongkhar</li> <li>• Trashigang Dzongkhag</li> <li>• Trashi Yangtse Dzongkhag</li> </ul>	
11:25 – 12:00	<p>Presentation &amp; endorsement of AWPB FY 2018-19 and Procurement Plan (Regional Centers and OPM), (5 mins per ppt.)</p> <ul style="list-style-type: none"> <li>• ARDC Wengkhar</li> <li>• RLDC Kanglung</li> <li>• RAMCO Mongar</li> <li>• FCBL</li> <li>• OPM, CARLEP</li> </ul>	Representatives from Regional Centers and OPM
12:00 – 12:45	Issues and Challenges facing the Programme Implementation (Summary from the field)	PD, CARLEP
12:45 -12:55	Closing Remarks	Chairperson
12:55 – 13:00	Vote of Thanks	GKMO, CARLEP
13:00 – 14:00	<b>LUNCH</b>	
14:00 – 17:00	Training on Procurement	Mr. Shankar A. Kutty, IFAD

### DAY 5: FRIDAY, FEBRUARY 2<sup>ST</sup> 2018 - TRAINING ON PROCUREMENT

Facilitator: PD CARLEP and Sr. Procurement Officer, IFAD,

Time slot	Sessions	Presenters & Facilitators
8:30 – 9:00	Registration	PSO
9:00 – 13:00	Training on Procurement	Mr. Shankar (Tea/Coffee break at 10:30)
13:00 – 14:00	<b>LUNCH</b>	
14:00 – 17:00	Preparation of Procurement Plan FY2018-19 by Implementing Agencies	DAO & DLO

	(Dzongkhags, ARDC, RLDC, RAMCO, FCBL and OPM)	DAO & DLO DAO & DLO DAO & DLO DAO & DLO DAO & DLO PD PD RC/Marketing Specialist
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