

## CPMT Meeting Minutes

The fifth CPMT was held on the 17<sup>th</sup> April 2009 in New Delhi, right after the completion of the DEA/IFAD Portfolio Review Meeting. The meeting was chaired by Mr. Mattia Prayer Galletti, CPM India and was attended by representatives of the CPE team, ICO staff, project directors and project staff.

The main points discussed and decisions arrived at are given below:

- CPE members initially interacted with each project regarding the arrangements for their visits and the need for setting appointments for meetings with line ministries
- The CPM highlighted that the Country Programme Evaluation is the right time to raise critical concerns by projects and should be considered as an opportunity to identify the areas of improvement.
- The CPM pointed out that a number of recommendations made by the JRMs have not been acted upon by the projects. From now on, the rate of implementation of recommendations will be an indicator to management performance of the project.
- The CPM emphasised the importance of realistic work plan and budgeting where he pointed out and reminded the projects that huge gaps appear between allocations of funds and resources and the actual utilisation.
- During the PRW, it was observed that there were no representatives from the line ministries or respective State Governments. This might have been due to late or lack of invitations in some cases. The CPM urged the PDs to ensure that they take pro-active initiatives to invite govt. representatives to such meetings, so that the govt. is aware and emerging needs can be taken back to the govt. for action. However, he also mentioned that they could also take the support from the ICO to pursue matters with the ministries.
- It was suggested by a few participants that a specific slot can be provided in the meeting agenda for the state govt representatives to present their views regarding their respective projects.
- Some felt that MOTA, MOA, MoRD, Panchayati Raj, were not present in the DEA PRW. Hence, they all need to be represented in the future meetings. So that there is some focussed discussion involving line ministries.
- The CPM contended that it is the responsibility of ICO team to maintain relationship with various line ministries, and thereby ensure participation by line ministries to attend such meetings.

- Likewise, the PDs also need to maintain relationships with their relevant line ministries and ensure their participation.
- The projects insisted that the trainings organised by the ICO for project staff should be held in a project state. These trainings should be organised well in advance and should be communicated to projects, so that they can plan their activities accordingly. The system of link officers like in the ICO was suggested to the projects. This would help when an officer is on leave, travelling or if the position is vacant.
- The CPM mentioned that since we organise the trainings based on the project needs, the trainings would only be held if there were 80% confirmation of attendance by the projects.
- It was suggested by the projects that while having training in Delhi, other options besides hotels should be explored to have trainings and conferences, eg. State Bhavans, Ministries
- It was discussed and agreed that the each individual projects will develop their own HR policies as per the context of the project for contract staff. The new projects can take the help of HR policies as a guideline developed by older projects. It was also suggested that in future, these HR policies should be a part of the formulation and appraisal report. Once the project is implemented, a consultant needs to be hired to streamline the HR policies as per emerging human resource needs.

#### Agreements reached:

- The AWPB should incorporate recommendations agreed during last JRM. The AWPB is the appropriate tool to ensure flexibility and adjust the design, if needed, depending on the emerging needs during project implementation. Its narrative section though, should include proper explanations regarding any changes proposed by the Project
- The ICO will establish and monitor the new indicators for the purposes of assessing the performance of project management: i) gap between approved AWPB and its actual disbursements; ii) ratio of successful implementation of agreed JRM recommendation.
- Regarding future participations of State Governments and Central Line Agencies:
  - Project Directors will take the responsibility to follow-up on the invitations and ensure the participation of State Governments;
  - Likewise, ICO should follow-up on the invitations and ensure the participation of relevant GOI's Line Agencies. Each ICO staff will be

given focal point responsibility for each relevant line agency (i.e. MOA, MORD, MOTA, MWCD, MPI)

- DEA will be invited to attend future CPMT meetings as its full member
- Regarding future trainings:
  - The trainings would only be held if there were two-thirds (66%) confirmation of attendance by the projects;
  - This confirmation should be sought at least one month before the start of the training;
  - No projects should feel obliged to send staff if they don't feel it is necessary
  - Projects should utilize the evaluation session at the end of each training to provide their feedback
  - Trainings will be preferably organized in the field, with the support of one of the projects. When in Delhi, priority will be given to organize these events together with one of the IFAD grant-funded partners

**List of participants:**

<b>S. No</b>	<b>Name</b>	<b>Designation/ Project</b>
1	Mattia Prayer Galletti	Country Programme Manager, IFAD
2	Basil Kavalsky	Member, Country Programme Evaluation Team
3	Michael Macklin	Member, Country Programme Evaluation Team
4	D K Giri	Member, Country Programme Evaluation Team
5	Meera Mishra	Member, Country Programme Evaluation Team
6	P. Kotaiah	Member, Country Programme Evaluation Team
7	Kendra White	Member, Country Programme Evaluation Team
8	Vincent Darlong	Implementation Support Specialist, ICO
9	Shaheel Rafique	Implementation Support Specialist, ICO
10	Sriram Subramaniam	APO, India Country Office
11	Judith D'souza	Implementation Support Specialist, ICO
12	Ankita Handoo	Knowledge Management Specialist, ICO
13	Robert Lingdoh	CEO, LIFCOM
14	Daniel Ignty	Project Director, MLIPH
15	Jyotsna Sitling	Project Director, ULIPH
16	Rashmi Shukla Sharma	Managing Director, MVVN
17	Kusum Balsaraf	General Manager, MAVIM
18	S. Swarna	Project Director, PTSLP

19	Prakash Oraon	Project Director, JTDP
20	Anupam Trivedi	Deputy PD, CTD
21	James Kujur	Finance Deptt. CTD
22	Gauri Donde	Deputy Manager, Grassroots Institution Building MAVIM
23	K.M. Noordeem	Deputy Project Director