



Ministry of Federal Affairs and General Administration  
Provincial and Local Governance Support Programme

## Event Reporting Template

☐ Training | ☐ Workshop | ☒ Meeting | ☐ Orientation  
(Check appropriate event type)

<b>Name of Event: Annual Plan &amp; Budgeting Interaction Program for ASIP Preparation of Province 1- PLGSP</b>	
Date From: 08/05/2021	Date to: 08/05/2021
<u>Venue</u> Province: Province 1 District: Morang Local Government: Biratnagar Metro Hotel Swagatam, Biratnagar	<u>Targeted organization</u> <input checked="" type="checkbox"/> Provincial Government <input type="checkbox"/> District Coordination Committee <input type="checkbox"/> Metro <input type="checkbox"/> Sub-Merto <input type="checkbox"/> Municipality <input type="checkbox"/> Rural Municipality <input type="checkbox"/> Ward <input type="checkbox"/> Other

### Background:

The provincial and local governance support programme (PLGSP) is a national flagship programme of the Government of Nepal (GoN) and development partners (DPs) which aims to strengthen provincial and local governance systems and procedures; and intergovernmental relationships to maximize benefits of cooperative federalism. The ministry of federal affairs and general administration (MoFAGA) is the executing agency while the offices of the chief ministers and council of ministers (OCMCM) is the implementing agencies of the PLGSP. The primary focus of PLGSP is on the local governments given the principle of subsidiary as local governments are closest to the people and service delivery mechanisms that impact most peoples' lives on a daily basis.

PLGSP was formally approved and initiated in 2019, with recruitment for technical assistance

staff positions underway till early 2020. However, due to the global COVID-19 pandemic and the evolving situation in Nepal, including a nation-wide lockdown in place since 22 March 2020, recruitment processes and programme implementation has faced many challenges. GoN, development partners, and the technical assistance service providers are continuously engaged in regular dialogue to ensure that the future consequences for programme implementation are minimal, and that relevant contingency measures are adopted.

The Annual Review Meeting (ARM) was organized by PPIU unit under the leadership of OCMCM and took place at Hotel Eastern Star, Biratnagar. Staffs from PPIU, PCGG and OCMCM of province 1 were present. Apart from the provincial level participants from the federal ministries i.e MoFAGA /PCU unit representative were also present in the meeting. The ARM had the objective of assessing the progress being made in relation to the implementation of 2020-21FY and identify issues/challenges in the implementation of the program and discuss on the way forward for the program.

A keynote address and way forward were made by Chiranjivi Timsina (National Program Manager) & Gopi Krishna Khanal (National Program Director), and an closing key note remarks were made by Honorable Suman Raj Aryal (Chief Secretary-OCMCM) and Saroj Prasad Guragain (Secretary-OCMCM & Program Director PLGSP-P1).

The meeting session was moderated by PCGG Team Leader. The methodology used during the meeting include PPT Presentations followed by discussion among participants. This report aims to summarize the highlights of the meeting, discussions and recommended way forward points.

Considering & complying all the precautionary measures recommended by provincial government for COVID-19 pandemic, this event was conducted.

With the aim to share/review the PPIU & PCGG program implementation, issues/challenges faced during implementation of FY 2020-21 and also sharing and discussion of Annual Procurement Plan of PPIU & PCGG for the current FY 2021/22, it was deemed important to have an annual review meeting. Thus, a half day review meeting was organized by PPIU in coordination with OCMCM, Province 1 at Hotel Eastern Star with high level government officials from OCMCM, PLGSP/PCU & PLGSP-PPIU & PCGG Province 1 team.

## Objectives

The major objective of the review programme was as follows:

- Review & share the progress status of PPIU & PCGG of FY 2020/21
- Presentation and discussion of Annual Procurement Plan of PPIU & PCGG for the current FY 2021/22
- Sharing good practices, issues, challenges and opportunities in PPIU & PCGG implementation
- Recommend way forward to expedite the implementation of P/ASIP 2021/22

## Outputs Delivered:

- Half day's review and discussion successfully completed with over 25 government officials representing from OCMCM, PCU, PPIU & PCGG. to reflect and discuss on the PLGSP program **progress towards achieving outcome** completed in FY2020/21, issues & challenges & way forward recommendation.
- Clarity on different issues/challenges in implementation of program and its way forward recommendations to expedite future implementation
- Presented and discussed Annual Procurement Plan of PPIU & PCGG for the current FY 2021/22

## Methodology (brief on process opening closing, presentation / discussions etc.).

The formal program was started with the warm welcome by PCGG-Province 1 Team Leader to all the participants followed by chairing session of the chief guest OCMCM- Principal Secretary -Suman Aryal, Kishor Kumar Chaudhary (PG- Secretary), Gopi Krishna Khanal (NPD), Ganesh Timsina (PTC-Director), Saroj Guragain (PD), Chiranjibi Timsina (NPM), Dipak Dahal (PM)secretary and all PPIU & PCGG team.



The forum was then passed to Mr. Dipak Dahal (PM) who shared PPIU progress status of the FY 2020/21, Issues/challenges, some exemplary works and detail presentation and discussion of Annual Procurement Plan of PPIU for the current FY 2021/22. The PCGG progress status, issue/challenges and detail annual procurement plan of the current FY 2021/22 was presented by Ganesh Timsina (PTC director).

After presentation from both PPIU & PCGG – an overall review and planning meeting reflections along with the key progress of program, budget and future way forward recommendation to expediate the implementation of current FY 2021/22 PLGSP program was presented by Chiranjibi Timsina (NPM), followed by key remarks from Gopi Krishna Khanal (NPD), Suman Aryal (Principal Secretary) and closing remarks by Saroj Guragain (PD).

***Some key remarks by Province principal secretary Mr. Sumanraj Aryal***

*“I am committed to PLGSP program as its work is mainly focused on improvement/progress of strengthening Province 1 governance system and it’s my responsibility. I have given authority to the PD & PM of PLGSP Province 1 to implement all the activities in this Province”.*



- PPIU and PCGG has helped to enhance good governance system
- Province Government has already issued its program details of current FY 2078/79 and we also need/has included PLGSP in our program because it has high demand.
- Also, good governance basic things need to be addressed in province annual plan and activities.
- Federal “3S” principle i.e., Samambyaa, Sahakarya & Saha Astitwa (Cooperation, collaboration & coordination) need to be in place. Also, the three layers of government-Federal, Provincial & Local need to be effective following “3S” principle.
- We need to focus on Province 1 capacity development of LG and need to prioritize activities.
- Also, as the whole world is adapting digitalization of programs at their workplace, so at the province level also government has implemented digitalized system especially in financial system like implementation of MTEF, RIAP, SuTRA etc., but at provincial level we lack technical persons to operate /utilize such systems in their work.
- As in this meeting- federal government staff /PLGSP NPD & NPM are also present -I request to send at high level of technical staff to implement MTEF, RIAP, SuTRA etc., at LG & PG level and also to capacitate these staffs to operate it smoothly.

*Note: Key Progress of PPIU, PCGG and Issues/challenges of FY 2020/21- please refer power point presentations of Annual review meeting Province 1 at Annex 4*

Key recommendations as a way forward from delegates/high officials are as follows:

**Overall, in both the unit's slow delivery / low expenditure in the FY 2020/21 was observed and hence to increase financial delivery following points were recommended:**

- Development of deliverable acceleration plan, regular tracking and follow up.
- Preparation of procurement plan by TA team, follow-up by PPM/PPD/ED
- Timely preparation of procurement related documents
- Update M&E framework on at least trimester basis– sharing status on achieving the targets with PPM/PPD/ED status of the targets

**To strengthen the coordination between PPIU and PCGG:**

- Monthly review meeting at PPIU and PCGG (combined and separate meeting, team-wise). Also, monthly plans of the staff in line with PASIP and monthly work sheet on progress against agreed plan
- Prepare, review, update and track delivery acceleration plan by each implementation units (PPIUs and PCGGs) and report the progress to PCU. Provincial level joint calendar for activity implementation would be great.
- At least monthly coordination meeting between PPD, PPM, ED, and both team & also monthly meeting with TLs including PCU team.
- Assign focal person at PPIU and PCGG to track and follow up deliverables
- Sharing of joint action point/meeting note with PCU by PPIU.
- Inform PCU, and discuss with PPD/PPM/ED on any issues that might arise during implementation
- EDs to report to OCMCM on capacity building component of PLGSP at province level

**To increase quality of training and other products:**

- Outsourcing resource persons to conduct CD activities
- Increase monitoring to ensure the quality of the activities
- Mobilize resource person from other sectoral ministries/departments
- Update roster in CDMIS. Horizontal sharing among PPIU and PCGG of other provinces

**To increase coordination with development partners:**

- Mapping of development partners working in the areas of governance in the province to reduce the duplication in programme activities and resources in some provinces
- Clustering of development partners by working objectives
- Share planning and review calendar to share priorities and learnings
- Identify and strengthen the complementarity and synergies

**To response COVID-19 Pandemic:**

- Flexibility and adaptability of PLGSP program implementation is needed. Also prepare Contingency plan (Plan-B to PASIP)
- Closely monitor the context and follow-up the plans

## Annex 1: Participants List

SN	Full Name of the Participant	Official Information of the Participants			Address	Area		Sex			Social Inclusion								Remarks
		FG/PG/LG	Staff/Elected representative (Participants)	Name of the Organization		Hill	Teral	M	F	Others	Dalit	Janajati	Madhesi	Muslim	BC	Others	Disability	Total	
1	Suman Arayal	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
2	Gopi Khanal	FG	Staff	PCU	Kathmandu	√		√							√			1	Participant
3	Saroj Guragain	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
4	Chiranjivi Timsina	FG	Staff	PCU	Kathmandu	√		√							√			1	Participant
5	Ganesh Prasad Timalisina	LG	Staff	PCGG 1, Kalbaguri	Jhapa	√		√							√			1	Participant
6	Hari Guragain	FG	Staff	PCU	Kathmandu	√		√							√			1	Participant
7	Shambhu Kumar Shaha	PG	Staff	OCMCM	Province 1,Biratnagar		√	√					√					1	Participant
8	Kiran Dhakal	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
9	Pradip Ghimire	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
10	Rajendra Parajuli	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
11	Xhitij Bhattarai	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
12	Paranay Sharma	PG	Staff	PLGSP, PPIU 1	Province 1,Biratnagar	√		√							√			1	Participant
13	Yogya Prasad Rai	PG	Staff	OCMCM	Province 1,Biratnagar	√		√				√						1	Participant
14	Suresh Bhattari	LG	Staff	PTC	Province 1, Jhapa	√		√							√			1	Participant
15	Dipak Dahal	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
16	Anita Guragain	LG	Staff	PLGSP, PCGG 1	Province 1, Jhapa	√			√						√			1	Participant
17	Balaram Sharma	LG	Staff	PLGSP, PCGG 1	Province 1, Jhapa	√		√							√			1	Participant
18	Bidhya Gautam	LG	Staff	PLGSP, PCGG 1	Province 1, Jhapa	√			√						√			1	Participant
19	Kala Adhikari	PG	Staff	PLGSP, PPIU 1	Province 2,Kathmandu	√			√						√			1	Participant
20	Punam Chaudhary	PG	Staff	PLGSP, PPIU 1	Province 1,Biratnagar		√		√			√						1	Participant
21	Jhabindra Thapa	LG	Staff	PTC	Province 1, Jhapa	√		√				√						1	Participant

SN	Full Name of the Participant	Official Information of the Participants			Address	Area		Sex			Social Inclusion								Remarks
		FG/PG/LG	Staff/Elected representative (Participants)	Name of the Organization		Hill	Terai	M	F	Others	Dalit	Janaati	Madhesi	Muslim	BC	Others	Disability	Total	
22	Tshering Yodin Sherpa	LG	Staff	PLGSP, PCGG 1	Province 1, Jhapa	√			√			√						1	Participant
23	Prem Prasad Acharaya	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
24	Khagendra Pokhrel	PG	Staff	OCMCM	Province 1,Biratnagar	√		√							√			1	Participant
25	Shova Rai	PG	Staff	PLGSP, PPIU 1	Province 1,Biratnagar	√			√			√						1	Participant
26	Niraj Dahal	PG	Staff	PLGSP, PPIU 1	Province 1,Biratnagar	√		√							√			1	Participant
27	Sumdibung Rai	LG	Staff	PLGSP, PCGG 1	Province 1,Jhapa	√			√			√						1	Participant
28	Anup Lopchan	LG	Staff	PLGSP, PCGG 1	Province 1, Jhapa	√		√				√						1	Participant
29	Tank Bastola	PG	Staff	PLGSP, PPIU 1, Office supporter	Province 1,Biratnagar	√			√						√			1	Participant



### Annex 3: Schedule of the Event

प्रदेश सरकार  
मुख्यमन्त्री तथा मन्त्रिपरिषद्को कार्यालय  
प्रदेश तथा स्थानीय शासन सहयोग कार्यक्रम  
प्रदेश नं १  
वार्षिक कार्यक्रम समिक्षा २०७७/७८

मिति: २०७८/०४/२१ गते विहान: ११.०० बजे  
स्थान: होटेल इस्टर्न स्टार, बिराटनगर

#### विषय/प्रस्तावहरु

- PPIU र PCGG को आ.व. २०७७/७८ को कार्यक्रम प्रगति समिक्षा
- चालु आ.व. २०७८/७९ को वार्षिक खरिद योजना प्रस्तुति तथा छलफल
- चालु आ.व. २०७८/७९ को स्वीकृत वार्षिक कार्यक्रम कार्यान्वयन योजना निर्माण
- विविद

कार्यक्रम संचालक: श्री अनिता गुरागाई

#### समय तालिका

क्र.सं.	कार्यक्रम	समय	जिम्मेवारी	कैफियत
१	वार्षिक कार्यक्रम समिक्षा २०७७/७८			
१.१	आसन ग्रहण र उद्देश्य माथि प्रकाश	११.००-०११.०५	<u>अध्यक्षता:</u> प्रादेशिक कार्यक्रम निर्देशक श्री सरोज कुमार गुरागाई ज्यू <u>प्रमुख अतिथि:</u> प्रमुख सचिव, प्रदेश नं १ श्री सुमन अर्यालज ज्यू <u>विशेष अतिथि:</u> राष्ट्रिय कार्यक्रम निर्देशक श्री गोपी कृष्ण खनाल ज्यू – प्रदेश सचिव श्री किशोर कुमार चौधरी ज्यू – राष्ट्रिय कार्यक्रम व्यवस्थापक श्री चिरिन्जीवी तिमिसिना ज्यू – मुख्यमन्त्री तथा मन्त्रिपरिषद्को कार्यालयका महा/शाखाका कर्मचारीहरु	
१.२	आ.व. २०७७/७८ को कार्यक्रमको प्रगति प्रस्तुति- PPIU	११.०५-११.२५	प्रादेशिक कार्यक्रम व्यवस्थापक श्री दिपक दाहाल	
१.३	आ.व. २०७७/७८ को कार्यक्रमको प्रगति प्रस्तुति- PCGG	११.२५ - ११.५५	प्रशिक्षण केन्द्रका कार्यकारी निर्देशक श्री गणेश प्रसाद तिमिसिना	दुवै प्रस्तुति माथि छलफल सहित

क्र.स.	कार्यक्रम	समय	जिम्मेवारी	कैफियत
१.४	चालु आ.व.२०७८/७९ को वार्षिक खरिद योजना प्रस्तुति तथा छलफल – PCGG र PPIU	११.५५-१२.३०	सार्वजनिक वित्त व्यवस्थापन विज्ञ श्री पुनम चौधरी र सबै सहभागीहरु	
१.५	चालु आ.व.२०७८/७९ को स्वीकृत वार्षिक कार्यक्रम कार्यान्वयन योजना सम्बन्धि छलफल -PPIU र PCGG	१२.३०-०१.४५	सबै सहभागीहरु	सामुहिक कार्य – २ समूह
१.६	सुझाव,पृष्ठपोषण र मन्तव्य सहित समापन	०१.४५-०२.१५	<ul style="list-style-type: none"> <li>– प्रमुख सचिवज्यू</li> <li>– राष्ट्रिय कार्यक्रम निर्देशक ज्यू</li> <li>– प्रादेशिक कार्यक्रम निर्देशक श्री सरोज कुमार गुरागाई ज्यू</li> </ul>	
१.७	चिया नास्ता			

**Annex 4: Presentations** (share link or attach/copy each presentation)

Link to the presentation here: <https://bit.ly/ppiuprovince1>

Annex 5:- Event Photos



Figure 1Principal Secetary,National Progreame Director and Province Program Director at opening session



Figure 2Annual Progress presentation by PPM Dipak Dahal



Figure 3Presentation and Remarks from National Program Manager of PLGSP Chiranjibi Timsina



*Figure 4 Closing Remarks from Province Principal Scretary Sumanraj Aryal*