

## Minutes of the meeting held on 4/4/2016

Chaired by Executive Director. Meeting started at 9:30 A.M. and concluded by Director A&F at 6:30 P.M.

### **Agenda 1: Regarding monitoring of consultants**

Decided to establish a system for work assessment of all consultants/ program managers. The software will have details to fill personal details, work assigned, tasks undertaken, daily report/ diary, innovations/ new initiatives and other relevant details.

Responsible person : Surabhi, Senior Software Engineer  
Supervisor : Dr. Salim, COO & PO (MF) and MIS  
Last date : 30/04/2017

### **Agenda 2: DMCs role in monitoring**

DMC is responsible for implementation of all programs in the district. Consultants should report to ADMC, and DMC is the review authority. Concerned PO will be the accepting authority in the state. DMC should assign duty/ sectors to ADMCs and consultants.

Suggestion:

*ADMC 1: Organization and Micro Finance and DDUGKY*

*ADMC 2: Social Development, Gender, Tribal and Balasabha*

*ADMC 3: Micro Enterprises and Marketing; and NRLM coordination*

*ADMC 4: Agriculture, Animal Husbandry and Urban (PMAY/ NULM)*

Responsible person : PO, Organization (To compile and upload work assignment of ADMCs in the website by 15/4/2017)  
Supervisor : Director, A&F  
Last date : 15/04/2017

### **Agenda 3: Change of name of consultants**

It was decided to submit the proposal for change of name of consultant in the next EC/ GB. Proposed names are “District Project Manager”, “District Program Manager” etc.

Responsible person : PO, Organization (To keep in the EC/GB urgently)  
Supervisor : Director, A&F  
Last date : 15/04/2017

### **Agenda 4: Plan for 2017 - 18**

Programs Officers/ COO should conduct team meetings in 14 sectors before 22/04/2017

1. Agriculture
2. Animal Husbandry
3. Social Development
4. Gender
5. Tribal
6. Balasabha
7. Organization
8. Micro Finance
9. Micro Enterprise, Collectives, and Producer Companies
10. Marketing
11. NRO
12. PMAY
13. NULM
14. Attappady Special Project
15. DDUGKY

At least 10 persons should be there in the state level planning workshop. It should contain DMC/ ADMC/ All state level consultants in the sector/ and a few district level consultants

It was decided to develop a small document in this team meeting with the following chapters

Chapter 1: What are the components of the program?

Chapter 2: What are the goals for the organization in this sector?

Chapter 3: What are the physical and financial targets for the program for the financial year 2017 – 18 (for each district, to achieve goals enlisted in chapter 2) Tables should be formed for uploading in “Monitor Progress” section

Chapter 4: Pool of innovations (suggestion to consultants) that can be taken up in the sector

Chapter 5: Based on the goals, what is the vision (s) for the program in the next 36 months?

Responsible person : PO/ COO (To conduct internal team meetings before 22/4 and to present the goals, physical and financial targets, and to share the vision in the roll out meeting to be held before 29/04. The final tables approved in the roll out meeting should be uploaded in the website under “Monitor Progress” section by 30/04)

Responsible person : DMCs (based on the roll out work shop, DMC should assign task/ duty to consultants, by conducting a district roll out workshop before May 15)

Supervisor : Director, A&F

Last date : 30/04/2017 (for state level goal setting and for uploading monitoring tables)

15/05/2017 (for conduct of district level goal setting workshop and for assigning tasks to ADMC’s and Consultants)

### **Agenda 5: Personal development of DMC/ADMC/Consultants**

It is suggested that DMC/ADMC/Consultants should

1. Implement one innovative project in 2017 -18
2. Attend one national conference or trade fair
3. Present a paper in conference/ write an article in journal/ magazine
4. Attend two trainings compulsorily (gender sensitisation/ tribal area visit/ leadership)
5. Adopt one Micro Enterprise and develop business

6. Adopt a CDS and make it self sufficient
7. Do an online course

These points will be finalised in the roll out meeting which will be held before 30/04

Responsible person : Director, A&F  
Supervisor : ED  
Last date : 30/04/2017

#### **Agenda 6: Web based monitoring**

New sections need to be added by web administrator (forum for discussion about the district, products, and activities – under district pages etc.) – By 10/04/17

PO MIS should issue a proceedings by assigning persons responsible in the districts and in the state mission for data entry from district/ state teams – Bu 10/04/17. The persons whose names will be included in the proceedings will be responsible for adding data/ photos/ media/ details etc. in the respective section/ district page – By 10/04/17

All DMCs should update the district pages with photos of all consultants. Further, they should upload details in all sections including the new sections created viz. about the district, products etc. – By 10/04/17

Districts and State mission teams are required to update the website on a daily basis or as and when there is a new activity/ program/ photo/ news report etc.

#### **Agenda 7: Feedback from DMC/ ADMC**

It was decided to take detailed feedback from DMC/ ADMC in the first PRM which will be held in the last week of May. DMCs are required to present innovative projects undertaken by consultants in the meeting. Also, opportunity will be given to share best practices by DMCs in the meeting.

#### **Agenda 8: Review of expenditure**

DMC's brought detailed table with expenditure details. ACO to compile this table by 05/04 and submit in file. It was noted that even though strict direction was given to DMCs to settle all pending bills before 30/04, more than 1 crore plan fund is available in some of the

districts. Efforts done by some DMCs to expedite fund disbursement is appreciated, and all others need to complete the process by 20/04 without fail.

DMC's should give all pending bills on all previous years (except interest subsidy of 2016 -17, agricultural production incentive of 2016 -17, agricultural incentive of 2016 -17, and matching grant of 2016 -17) before 20/04/2017.

It should be ensured that

1. All the previous bills are given using fund available in the state plan fund
2. All the bills/ applications for subsidy etc. for the year 2016 -17 are compiled and the final fund requirement is clearly given by DMCs by 20/04/2017. After 20/04, no further fund requirement of 2016 -17 or previous years should be presented.
3. Once the final fund position of districts is received by 20/04, Executive Director will take decision regarding permission to give pending bills of the four category mentioned above.

Responsible person : DMC's (to disburse all pending payments by 20/04 and to generate all demands of 2016 -17 in interest subsidy, agriculture interest subsidy, production incentive, and matching grand by 20/04) and ACO (to reconcile accounts; to finalise balance fund available and to streamline the accounting procedure in 2017 -18)

Supervisor : Director, A&F

Last date : 20/04/2017 (for DMC) and 25/04/2017 (for ACO)

### **Agenda 9: Innovations**

Each DMC/ ADMC/ PO/ COO/ PM/ Consultant should implement one innovative project in 2017 -18. The project should be presented by DMCs in the PRM that will be held on May last week. Also, POs should present innovative projects that will be implemented by state mission team in the same meeting.

Responsible person : DMC's and COO/ PO

Supervisor : ED

Last date : 20/05/2017

**Agenda 10: DMC/ PO should do/ monitor implementation of the following projects/ tasks in the next one month**

Plan and implement by May 15<sup>th</sup> by Districts

1. Complete all recruitment
2. Select ME agencies
3. Fund reconciliation and status updating
4. Sports and Arts festival conduct
5. LIFE data entry completion
6. MIS data entry completion (Identify a charge officer; and ensure completion of data entry by 30/04/2017)
7. NRLM Aadhar seeding should be over
8. Magazine subscription – all NHGs should be covered
9. Expenditure of this financial year (2017 – 18) should be booked only to this years' receipts
10. Data entry & web updation
11. ASHRAYA project - submit all pending projects (claims for second instalment; and new projects from panchayats where its pending). Excuses from DMCs for further extension of date will not be accepted.
12. Liaison with Panchayat and start/ identify to start at least 2 BUDS schools per district (target of starting 100 BUDS schools in 2017 - 18)
13. Read vulnerability mapping report; and identify 5 areas of intervention. DMCs may start implementing the interventions also.

**Agenda 11: Documentation**

Data compilation and Documentation is important. Also, web based monitoring is to be strictly followed. So, all the team leads should ensure to do the needful to document (audio/ video/ text) all the programs/ projects/ tasks/ innovations.

First **Plan Review Meeting** of **2017 - 18** to review the decisions taken in this meeting will be held on **May 25, 26**