

**Minutes of the 5<sup>th</sup> Quarterly Review Meeting with Sub recipients on 22<sup>nd</sup> April 2009.**

The Project Management Unit has convened quarterly stakeholders meeting on the 22<sup>nd</sup> April 2009 at the Ministry of Health conference with the following Aims & Objectives:  
The period covered was from January – March 2009.

1. Present the Updated status on the Programme implementation
2. Identify common bottle necks & challenges of implementation
3. Re - Sensitize the sub recipients on the Performance Based funding Vs Current status of implementation.

The following members were present for the meeting:

- Dr Ugen Dophu, Chairman
- Mr Kinley Dorji- Project Coordinator
- Mrs Rinzin Om- DYS, MoE
- Captain Dechen Choden, RBP
- Dr HP Chettri , RBA
- Mr Tshewang Dorji, ICB,MoH
- Mrs Deki Wangmo, RIHS
- Mr Sonam Dorji- BCCI
- Mrs Ugyen – NFED, MoE
- Mr Yeshay Dorji, LFA, UNOPS
- Mrs Choki Lhamo, MoLHR

\* Representative from GNH, NACP & Dratsahng Lhentshog was absent.

**Presentation on the overall Progress of the HIV/AIDS Round 6:**

The meeting started with a presentation from the PMT on the performance of the Round 6 HIV/AIDS grant. The Sub recipients were requested to expedite the implementation of the grant as TGF rating for the grant was not satisfactory. The presentation covered the fund utilization status vs the target achievements as reflected below. The PMT reiterated that to be eligible to go for the phase II of the project it is requirement to accelerate the project implementation. The SR's were also briefed on the target achievement against their achievement. Over all fund utilization was noted as 40% of the total cumulative budget available for 15 months (USD 953,640) the received from the Global Fund. The over all physical achievement was rated at 48%

The presentation below shows the cumulative financial utilization with respect to each SR. Amongst the SR's BCCI has the lowest financial utilization of 8.9% and the SR was urged to enhance the fund absorption as soon as possible.



## Financial Progress of SR's

**BUDGET FOR HIV/AIDS vs Expenses ( 15 Months)**

	Budget(USD)	Expenditure(\$)	% UTILIZATION
Education( DYS + NFE)	212,490	55,701	26.3
BCCI	47,560	4,271	8.9
ARMED FORCES (RBP+ RBA)	64,476	12,367	19.2
Dratshang	18,708	12,625	67.5
ICB	100,040	23,871	23.9
Labor	20,800	2,981	14.3
RIHS	41,050	16,240	39.6
TOTAL(SR)	505,124	113,342	28.25
NACP	448,516	189,210	42.2
TOTAL	953,640	317,264	40

Presentation by the Department of Youth & Sports:

### Completed activities:

- Development of Curriculum for HIV/AIDS life skill based was the main emphasis of the project. A consultative work shop was conducted with the stakeholders to assess the need to develop separate curriculum for life skills based approach to HIV/AIDS.
- Undertook a study visit to Bangladesh in May 2008 to see the life skills based approach to HIV/AIDS education.
- Procured a LCD through the GFATM funding.

### Ongoing activities:

- Procurement of DVD & TV sets for schools for edutainment purposes.
- Second round of study visit on life skills to Thailand was being planned.

### Not Conducted:

- TA for the development of the materials
- Training of ToT on the revised curriculum
- Printing of the materials
- KAP study

**Discussion & Issues;**

- It was proposed that the Technical Assistance recruitment for the development of the life skill based curriculum was seen as a major problem with the budgetary provision of USD 31,000 still unutilized. It reported to use the budget available for the TA to conduct ToT workshops on the existing curriculum and on other procurement aspects. It was also reported that there are so many already existing materials & curriculum available on life skills based approach to HIV/AIDS education. It was decided that a separate meeting will have to called involving the director of DoPH & the Director of DYS to re- programme on the planned activities at a later stage.
- It was noted that the target settings were quite ambitious and not proper consultation was done at the initial stage of the planning.

**Presentation by Non Formal Education Division:**

**Completed Activities;**

- Study visit on life skills based to Bangladesh.
- Consultative meeting for the development of material was conducted in September 2008.
- The budget available for TA was re programmed to conduct the ToT for NFE instructors.
- ToT for the 20 master trainers for the new curriculum was done in Oct 2008.
- Community activities by NFE learners were carried out in Dec 08 with the release of funds to 5 districts.
- NFE instructors trained as per the plan in Dec 2008

**Ongoing activities:**

- Second round of study visit on life skills being proposed and will be completed before financial year closing.
- Training of second batch of NFE instructors on the revised curriculum.
- Printing of the developed materials is ongoing.

**Not conducted:**

- KAP study on NFE learners due to non availability of M&E consultant in the MoH to develop protocols.

**Issues & Discussions:**

It was reported that PMT has not yet received the financial report from the NFE for the above activities as of date. It was reported that some of the funds have been disbursed as early as October 2009. As per the MoU the reports have to be submitted within two weeks after the completion of activities. PMT informed that an official letter was also sent requesting the accounts personnel to liquidate the advances for which no action was taken till now.

It was also mentioned that unless previous advances were liquidated, the PMT will not be releasing the subsequent releases which will hamper the project implementation. So a request was made to submit the financial reports as early as possible.

**Presentation by the RBA Hospital**

**Completed activities:**

1. Consultative meetings to develop integrated information package for uniformed personnel
2. Training of instructors on the developed information package
3. Procured one set of LCD for advocacy purposes.

**Not Conducted:**

- The budget for the Local Consultancy was not used as they had the in-house capacity to develop the materials.
- Printing of the materials was not carried out as the materials were yet to be finalized by ICB.
- KAP survey for the armed forces not conducted.

**On going activities;**

1. Procurement of Lap top for RBA is under process.

**Issues & discussions:**

- To utilize the unspent budget available for the TA for training of counselors, this has to be in the form of written proposal from the RBA so that appropriate actions can be taken up.

- The accounts & bills for the conduct of ToT by the RBA has to be re- submitted to the PMT as per the official letter written to RBA. Unless the accounts are liquidated, PMT cannot make subsequent disbursements to the RBA.

**Presentation by RBP:**

High physical achievement of the targets with very low budget absorption:

**Activities Completed:**

- 4 rounds of sensitization of armed forces personnel's & their families conducted by the RBP.
- Procured 1 No of LCD

**Not Conducted:**

- Capacity building of Women Police volunteers.

**Issues & discussions:**

- PMT to follow up on the procurement of laptops for both RBA/PBR.

**Presentation by RIHS**

**Completed activities:**

- Workshop for the Development the materials for pre-service trainees conducted
- Short terms training for 4 staffs completed.

**Ongoing activities;**

- Procurement of teaching aids & equipments has been processed with the ministry of finance. The fund release was sent to DPA for USD 15,500.
- Printing of the materials is ongoing.

**Not conducted:**

The budget for the TA was utilized for the procurement of teaching materials for RIHS as per the approval from the PCM.

**Issues & discussions:**

- Though the activities for RIHS have been planned for only in the year 1, it has spillover to year 2 mainly due to delay in the procurement of teaching materials and printing of the materials. The procurement was supposed to be done in 2<sup>nd</sup> quarter of year 1, however due to non availability of the local supplier for the scientific equipments; an approval had to be sought from the ministry of finance for the direct procurement of the equipments.
- To identify the savings from the planned activities if any and then to re programme it for some activities within the same SDA for accelerating the fund utilization.

**BCCI Presentation :**

**Completed;**

- Sensitization of the BCCI staffs
- Sensitization of Proprietors on HIV/AIDS.

**Ongoing :**

- Training of employees
- Quarterly exchange of experience
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**Not Conducted:**

- Printing of the Materials not done as it was agreed that NACP/PMT will print and distribute the materials. (USD 8000)

**Issues & discussions:**

- Target setting was not done properly at the initial stage of designing the project.
- To re- appropriate the budget available for printing for sensitization on HIV/AIDS.
- The training of employees & exchange visit will be conducted before the financial year closing in June 09.
- NACP will assist BCCI in designing the training materials on HIV/AIDS
- To Decentralize some of the budget to the BCCI members in districts to conduct the activities.

### Presentation by the MoLHR

#### Completed activities:

- 3 days consultative meeting to develop information package for the unemployed youths done in April 2009.

#### Ongoing:

- Printing of the information packages.

#### Not Conducted:

- Training of staffs at dept of employment
- Training of VCT teachers on the information package developed.

#### Issues & discussions:

- To expediate the implementation of the activities not conducted before the financial year closing.
- To submit the financial reports to the PMT for the consultative meeting conducted.

### Presentation by ICB

#### Completed:

- Capacity development in BCC
- Consultative meeting to plan and develop messages for BCC and IEC campaign
- Signing of contract with BBS for radio & tv spots

#### Ongoing:

- BCC campaign ( TV, radio and print media )
- Development of Flip charts on STI for VHW planned

#### Not conducted:

BCC workshop for the MSTF members and health workers in the districts

**Issues & Discussions:**

- To decentralize the conduct of BCC work shops for the MSTF members to the districts rather than centrally executed.
- ICB plans were over budgeted, for instance the a budgetary provision of USD 54,000 was kept for signing contract with BBS for airing radio & tv spots. The actual cost of signing the contract amounts to less than Nu 150,000. The plans were budgeted too much and the fund cannot be absorbed within the stipulated time frame. There is need to re – programme some of the activities for rapid fund utilization.

**Other Pertaining Issues:**

- It was mandatory to timely report to the PMT for compilation & preparation of the PUDR on time by the SR's so that fund disbursement is not affected.
- With limited time for implementation, there is a need to rapidly absorb the available funds to be eligible for Round 9 and also to move to the phase ii of the project.
- There is a need to expedite the Procurement of goods & services as this has need seen as major hurdle in the project implementation.
- The next quarterly progress meeting will be held on the 15<sup>th</sup> June 2009.



5<sup>th</sup> Quarterly Meeting with Sub-recipients on 22<sup>nd</sup> 2009  
Venue: Conference Hall, Ministry of Health  
Chairman: Director, DoPH, MoH

Agenda

10:00 Hrs at conference Hall of the Ministry

1. Opening Remarks by Director, DoPH
2. Presentation by PMT on the quarterly progress & indicator
3. Presentation by the Sub-Recipients
  - a. Presentation by Department of Youth and Sports
  - b. Presentation by Non-Formal Education
  - c. Presentation by Royal Bhutan Army
  - d. Presentation by Royal Bhutan Police
  - e. Presentation by RIHS
  - f. Presentation by BCCI
  - g. Presentation by Department of Labour
  - h. Presentation by ICB, MoH
  - i. Presentation by Dratshang Lhentshog

Discussion on the issues & challenges

Tashi Delek