

## Reports of the Oversight Committee visit

**SR** : Bhutan Chamber of Commerce & Industries  
**Date** : 21<sup>st</sup> June 2011 (**time: 2:00pm – 4:00pm**)  
**Venue** : General Secretary's Chamber  
**Upon request** : Principal Recipient (13<sup>th</sup> PR-SR Coordination Meeting)

Sl#	Participants	Present	Signature
<b>Oversight Committee members</b>			
1	Dr. Gepke Hingst, Chair	•	
2	Mr. Pema Tenzin, Vice Chair	X	
3	Dr. Ugen Dophu, Member	•	
4	Mr. Wangda Dorji, Member	•	
5	Mr. Kinley Tenzin, Member	•	
6	Mr. Bikash Thapa, Member	X	
<b>CCM Secretariat</b>			
5	Mr. Karma, CCM Coordinator	•	
<b>Principal Recipient (PR)</b>			
7	Mr. Jigme Thinley, Asst. M&E Officer	•	
<b>Bhutan Chamber of Commerce &amp; Industries (Sub-Recipient)</b>			
8	General Secretary, BCCI	•	
	Mr. Sonam Dorji, Business Development Officer	•	
	Mr. Kezang Wangdi, Dy. Secretary	•	

### Objective of the oversight visit:

#### 1. Outstanding issue

- PR-MOH didn't receive the program /financial report or the liquidation of the advance payment of **USD 8,610 and USD 5,675 respectively** to SR-BBCI.
- For quarter 9 (Feb, March, April 2010) and quarter 10 (May, June, July 2010), the BCCI as Sub-Recipient has received a total approved budget of **USD 8,610 and USD 5,675 respectively**. The amount USD 8,610 for quarter 9 has been disbursed against disbursement request dated 20<sup>th</sup> September 2010 to implement the following activities mentioned below. The USD 5,675 is still pending due to absent reporting.
  1. **Printing of education materials and products**
  2. **Ex-country training for the focal person on HIV programming**

#### 2. Guidance for the future

- The SR-BCCI has a total approved budget of **USD 63,985** for the Phase 2 of the Global Fund Grant Round 6, starting as of Feb 2010 for implementation in phase 2 covering year 2010, 2011, 2012. Therefore it is important for BCCI to implement the activities as per agreed work plan and timeline and adhere to the agreed reporting.

## OUTCOME

SL#	FINDINGS	ACTION
	During 13 <sup>th</sup> PR-SR Coordination meeting held on 8 <sup>th</sup> June 2011, the office of Project Implementation Team highlighted that BCCI has not submitted the narrative and financial report nor liquidated the advance disbursed amount of USD 8,610 and USD 5,675 despite repeated reminder and requested. Thus, the oversight committee was requested to intervene.	The oversight committee comprising four members of six has visited the HIV/AIDS program managed through BCCI (Sub-Recipient) and met with focal person on 21 <sup>st</sup> June 2011.
1	<p>The USD 8,610 has been disbursed for quarter 10 to implement</p> <ol style="list-style-type: none"> <li>1. Printing of educational materials</li> <li>2. Ex-country training for the focal person on HIV programming</li> </ol> <p>Member came to notice that the Ex-country training for the focal person on HIV programming has completed. But the narrative and financial report has not submitted for liquidation since the focal person did not received a document from one of the participant who left for studies, the member suggested to use other alternative ways to get the document form her and submit at the earliest for the next disbursement. Accordingly, the management agreed to submit both the report by the end of this month (June 2011). In regard to the printing of educational materials, it was not printed start as they were fully engaged with some other works such as the Expo.</p>	<p>the management agreed to submit both the report by the end of this month (June 2011).</p> <p>The printing of educational materials will start shortly.</p>
2	<p>The BCCI has total budget of USD 63,985 in phase 2 of the Global Fund round 6, starting as of Feb 2010 until 2012.</p> <p>The BCCI has took almost one year to spent USD 8,610, the member has highlighted that are they able to implement the activities worth of seven time more than the disbursed amount.</p>	<p>The members have recommended that the BCCI could implement the awareness activities together with their meeting rather than conducting separately. Accordingly, the management has agreed to proceed as suggested. Besides, it was also highlighted that the BCCI has a plan to restructure the working arrangement of BCCI across the country after the Local Government election, if it may be possible, there would greater opportunity to implement the activities as planned.</p>
	The BCCI management advised the project Focal person to prioritize the project activities and actively engage the regional center in the implementation.	<p>Focal point to engage the Regional centers to enhance and improve the implementation.</p> <p>Dr. Ugen Dophu, Director, Department of Public Health and also the member of oversight committee shared that the Ministry of Health is willing to provide any sort of technical assistance if BCCI come across any technical difficulties during implementation.</p>

### CONCLUSION:

The oversight committee has found out that project implementation was slow and that the SR-BCCI agreed to address the problem and accelerate implementation. They agreed to:

- Submit the outstanding report & liquidation by end of June 2011
- Implement the activities as per the agreed work plan
- Submit the disbursement request two weeks before the end of the agreed quarter
- Submit the required narrative and financial reports to the office of Project Management Team (PMT) within 30 days after the completion of the each quarter

The oversight chair highlighted the importance for the Sub-Recipient to attend the quarterly PR/SR-Coordination meetings as an avenue for pro-active problem-solving to address any potential difficulties or delay in implementation.