

**Strengthening PRS Monitoring Project  
Finance Division  
Government of Pakistan**

**Subject: Minutes of the Fifth Project Steering Committee Meeting – Strengthening PRS Monitoring Project**

The subject meeting was held on January 16, 2010 at 2.00 pm in Committee room, fourth floor of Finance Division, Pakistan Secretariat, Islamabad. List of Participants is at Annex A.

The PSC meeting was chaired by Mr. Saleem Sethi, Additional Finance Secretary (EF-P) Ministry of Finance, Government of Pakistan. The meeting opened with welcome remarks delivered by the Chairman. Mr. Sajjad Shaikh, National Project Manager, Strengthening PRS Monitoring Project presented the following agenda items which were discussed in detail.

1. Confirmation of minutes of the fourth PSC meeting and updated status on the decisions of the PSC meetings.
2. Project Progress update and Achievements – 2009
3. Approval of Revised Budget of 2009
4. Approval of Annual Work Plan & Budget for 2010
5. Approval of new positions of the Federal SPRSM Project

**Agenda Item 1: (a) Confirmation of minutes of the fourth PSC meeting  
(b) Updated status on the decisions of the PSC meetings.**

The minutes of Fourth Project Steering Committee ( PSC) circulated to all participants on May 26, 2009 were confirmed by all members of PSC. National Project Manager gave a detailed briefing on the update of the decisions taken in Fourth PSC. Project Steering Committee members expressed satisfaction that the decisions in Fourth PSC have been complied with.

**Agenda Item 2: Project Progress Update and Achievements – 2009**

National Project Manager (NPM) elaborated the activities already undertaken and the actions in implementation regarding Output A, B and C respectively. The members expressed satisfaction on the progress and following achievements.

**Output A; Management Capacity for PRS Monitoring in PRS Secretariats strengthened.**

While discussing the establishment and operationalization of the Provincial SPRSM Secretariats/Cells, PSC members were apprised about the status of respective provincial cells.

Members were informed that Punjab Secretariat was fully operational and functional. Poverty Monitoring & Evaluation Specialist position was filled in October, 2009

following interviews for the said vacancy in August, 2009. NWFP SPRSM secretariat was also functional and Provincial Steering Committee had approved and finalized the Annual Work Plan for the year 2010.

It was conceded by NPM that process of setting up of Sindh and Balochistan SPRSM secretariats was slow and lagging behind other two provinces. Provincial PD for Sindh, Dr. Noor-ul-Haq also expressed reservations about speed of the operationalisation and emphasized that the whole process should be fast tracked. NPM explained at full length that filling up the staff vacancies had already been actively pursued with the candidates having been short listed and the dates for conducting interviews of short listed candidates were soon to be announced.

**Output B: Public spending and allocations in pro-poor sectors analyzed and reviewed through a gender lens to better understand the contribution and needs of men and women:**

PSC members were apprised about a number of analytical studies, workshops and training programs conducted and being undertaken. It was informed that Dissemination workshops for First Nationwide Time Use Survey (TUS) and the Gender Budget Analysis and Gender Budget Statement for financial year 2008-09 were held in May and August, 2009 respectively.

Members were informed that Gender Analysis of Budget for Financial Year 2010-11 was being conducted by a Consultant, Dr. Rehana Siddiqui while Gender Budget Statement FY2010-11 would be an in-house activity to be undertaken by Monitoring and Evaluation Specialist of SPRSM, Mr. Nouman Ghani.

The Valuation of Unpaid care work based on TUS estimates was completed and compiled in a report. Workshop to disseminate the published report would be held in near future. PSC members were also informed that further research based on TUS data to inform Pakistan's National Social Protection Strategy, had been commissioned by Strengthening PRS Monitoring project and World Bank. It was explained that seven studies had been commissioned following the Call for Proposals and Review of the received proposals by Selection Committee. This activity would be fully funded by World Bank.

PSC members appreciated that SPRSM has held many training workshops/programs such as Training on SPSS (5 day training program), SAP R-3, training on Atlas software for capacity building of Project staff as well as PRSP Secretariat staff.

**Output C: Quality, Collection, analysis and management of PRSP data improved at national and provincial levels:**

PSC members noted with appreciation that Annual Progress Report Financial Year 2008-09 drafted by SPRSM is the first Annual Report after finalization of PRSP-II in FY2008-09 and that the printed report would be circulated among the stakeholders.

**Agenda Item 3: Approval of Revised Budget of 2009:**

The revised budget for 2009 was presented before the PSC and all the members of the Committee accorded approval for the same. It was indicated by the National Project Director, Mr. Mahmood Akhtar that the variation between the approved and revised Budget for 2009 was caused due to non-completion of certain activities such as a study tour planned in Capacity Building component. However, it was mentioned that those activities would be undertaken in the current year 2010 and hence the budget for the year 2010 will be enhanced to the extent of completion of these activities. NPM also clarified on the enquiry of Mr. Amir Goraya of Swiss agency for Development and Cooperation (SDC) that the budget for 2009 is in accordance with the already scheduled agreement.

**Agenda Item 4: Approval of Annual Work Plan & Budget for 2010:**

Annual Work Plan (AWP) and Budget for 2010 were presented before PSC members and all the planned activities under expected outputs were discussed in detail. PSC members actively participated in debating and commenting on planned activities and accorded approval to the AWP 2010. Minor comments/suggestions put forward by members were noted down by SPRSM to be fully incorporated in Revised Annual Work Plan (Annex B).

**Agenda Item 5: Approval for new positions of the Federal SPRSM Project:**

Agenda item 5 was partially approved by members of PSC to the extent that the position of Admin and Finance Assistant was accorded approval. For the position of Event Management Assistant, it was agreed among the members that there is a need to revisit and rethink the requirement of recruiting an Event Management Assistant and it might be decided in a meeting with UNDP officials by the NPD and NPM

**Agenda Item 6: Any other Agenda Item with the permission of Chair:**

Project Director Balochistan raised a point that the notification for Recruitment Committee for Balochistan Secretariat may be issued by Federal SPRSM Secretariat at the earliest. The request was duly considered by the members and agreed in principle.

**Decisions**

1. Revised Budget for year 2009 was approved by Project Steering Committee.
2. Annual Work Plan and Budget for the year 2010 were also accorded approval by the PSC.  
Regarding JPC activities highlighted and budgeted in Annual Work Plan for the year 2010, it was decided that these activities will be undertaken by SPRSM Project and will not be held in waiting for arrival of JPC Funds. In such case, project funds shall be used for this purpose.
3. It was decided that at present only one position of Admin and Finance Assistant be filled in while for the second Position of Event Management Assistant, it was agreed that the proposition will be considered later, on the basis of needs' assessment.

4. PSC decided to quicken the process of operationalisation of Sindh Secretariat and fast track the recruitment of staff after getting the notification of Provincial Project Director, Sindh.
5. It was also decided that the notification of the Recruitment Committee of Balochistan Secretariat will be issued by Federal SPRSM Secretariat.

Meeting was adjourned with a vote of thanks from the Chair, Mr. Saleem Sethi, Additional Finance Secretary (EF-P), Finance Division for the keen participation, interest and feedback of PSC members.

# Strengthening PRS Monitoring Project

## ANNUAL BUDGET SHEET 2010

Atlas BL	Promis BL	Description	Federal
72100	21.01	Awareness-Raising	68,000.00
72100	21.02	Capacity Building on GRB	415,000.00
71300	22.01	Gender Research & Analysis	20,000.00
71300	22.03	Research & Analysis	1,160,000.00
74200	22.02	Advocacy	106,000.00
72100	21.03	Indicator and data quality and coverage	20,000.00
72100	21.04	Data collection and analysis	15,000.00
<b>Total Program Cost (A)</b>			<b>1,804,000.00</b>
71400	17.01	Salaries- Technical Staff	150,000.00
71400	17.02	Salaries- Admin/Finance Staff	20,000.00
71400	13.01	Salaries- Drivers	12,000.00
74500	51.01	Connectivity Charges	12,000.00
72200	45.01	Equipment	10,000.00
73400	51.02	Operations & Maintenance	15,000.00
74500	52.03	Sundries / Miscellaneous	12,000.00
71600	15.01	Travel	12,000.00
<b>Total Operational Cost (B)</b>			<b>243,000.00</b>
<b>Sub total (A+B)</b>			<b>2,047,000.00</b>
GMS			102,350.00
<b>Grand Total</b>			<b>2,149,350.00</b>

**Strengthening PRS Monitoring Project**

ANNUAL WORK PLAN BUDGET SHEET 2010

Strengthening PRS Monitoring - Federal

**Annex B**

S#	Expected Outputs	Planned Activities	Q				Responsible Party	Source	In USD		Explanations
			1	2	3	4			Amount	USD	
A	Management capacities for PRS monitoring in PRS Secretariats strengthened	<b>Activity #1: Oversight</b>									
		Convene the Federal PRS Monitoring Steering Committee	X			X	Fed	UNDP	2,500.00		To provide strategic guidance and review PRS progress/ budget revision ( if required)
		<b>Activity #2: Implementation</b>									
		Purchase of equipment	X	X	X	X	Fed	UNDP	10,000.00		Replacement of old Equipment
		Initiate establishment of PRS Secretariat ( Baluchistan & Sindh) and provide technical assistance to Provincial PRS Secretariats (as and when required)	X	X	X	X	Fed	UNDP	-		Only technical support
		Support to Provincial PMUs in preparation of Annual work planning exercises at provincial level	X	X	X	X	Fed / Pro	UNDP	-		Provide technical support to PPMs in preparation of annual work plan in line with the project document
		<b>Activity #3: Technical Coordination</b>									
		Activate and convene Technical Working Groups as and when required	X	X	X	X	Fed	UNDP	2,500.00		As & when required
		<b>Operational Costs</b>						Fed			
		Salaries- Technical Staff	X	X	X	X	Fed	UNDP	150,000.00		Salaries of NPM, Poverty Economist, M&E Specialist & Gender Economist , Research Officer
		Salaries- Admin/Finance Staff	X	X	X	X	Fed	UNDP	20,000.00		Salary of Admin and Finance Officer
		Salaries- Drivers	X	X	X	X	Fed	UNDP	12,000.00		Salaries of Driver (2)
		Salaries of Support Staff	X	X	X	X	Fed	GOP			In Kind
		Office Space & related utilities	X	X	X	X	Fed	GOP			In Kind
		Connectivity Charges	X	X	X	X	Fed	UNDP	12,000.00		Telephone bills/DSL/Courier
		O&M	X	X	X	X	Fed	UNDP	15,000.00		Vehicle Fuel /Maintenance
		Miscellaneous Expenses	X	X	X	X	Fed	UNDP	12,000.00		Stationary Project Office / Drinking water and other office expenses.
Regular monitoring missions and duty travel	X	X	X	X	Fed	UNDP	12,000.00		Federal PMU duty travel cost		
B	Public spending and allocations in pro-poor sectors reviewed and analyzed through a gender lens to better understand the contribution and needs of men and women	<b>Output B- Activity #1: Awareness-Raising 72100</b>									
		Raise Awareness and build Consensus on GRB among various stakeholders					Fed	UNDP			
		Newsletters prepared to highlight project activities	X	X	X	X	Fed	UNDP	-		Quarterly- In house
		Focus Group Discussions on GRB with different stakeholders/ MTBF	X	X	X	X	Fed	UNDP	1,500.00		
		Preparation of awareness and resource material for advocacy on different topics to be decide later ( briefs/ brochures/ booklets) including PRSP Secretariat demand	X	X	X	X	Fed	UNDP	5,000.00		To be prepared by Poverty Economist & M&E Specialist , material may also be prepared for the upcoming PDF (If required)
		Community & Stakeholder workshops on Time Use Survey	X				Fed	UNDP	15,000.00		Dissemination Workshop of valuation of unpaid care work.
		Community & Stakeholder workshops on Poverty Reduction Strategy and GRB		X			Fed	UNDP	15,000.00		
		Documentary on Gender Responsive Budgeting		X			Fed	UNDP	25,000.00		
		Newspaper Articles ( topic to be decide later) to highlight project activities	X	X	X	X	Fed	UNDP	500.00		As and when required

Dialogue/meetings with concerned departments and synergies with agencies working on poverty reduction and gender issues will be established.	X	X	X	X	Fed/Pro	UNDP	1,000.00	To establish linkage with PRSP Secretariat, CPRSPD, MoW, P&D Department, FBS, Provincial finance and P&D Departments; GRAP (Gender Reform Action Plan) Secretariats, development partners.
<b>Output B- Activity #2: Capacity Building on GRB 72100</b>					Fed	UNDP		
Assess emerging capacity needs update/modify training program					Fed	UNDP		
Capacity building of PRS Secretariats (Federal) / PRS Monitoring Project Staff (Federal Provincial) in data analysis, research and M&E techniques thorough relevant trainings/courses	X	X	X	X	Fed	UNDP	25,000.00	Study Tour to be organized in this regard / Training Courses through well reputed institutions
Training Sessions on GRB with Collaboration of GRAP	X	X	X	X	Fed		20,000.00	As and when required
Organizing technical competency oriented trainings (related to formulation, implementing and monitoring of pro-poor policies) for relevant stakeholders and partners.			X	X	MOF / PRS Sectt.	JPC	75,000.00	<b>Activity under sub-output 4.11 Total SPRSM = 75,000.00 (further distributed to provinces because activity focus is federal &amp; provincial level) Remaining 75,000.00 to CPRSDP (P&amp;D Division)</b>
Report / Study to assess quality of data sources and determine improvements in the current data collection methodologies and/or system at federal and provincial level to enable collection of gender disaggregated data	X	X	X	X	MOF / PRS Sectt.	JPC	20,000.00	
Assist PRSP secretariat in highlighting impact of pro-poor expenditures in selective social sector from gender lens	X	X	X	X	MOF / PRS Sectt.	JPC	150,000.00	Activities already budgeted i.e. GBS , GBA , PSIA with gender lens
Conduct Statistical Literacy Workshops for stakeholders with a focus on reporting and analyzing gender disaggregated data			X	X	MOF / PRS Sectt.	JPC	50,000.00	1. One workshop with MTBF already conducted 12 Dec. 2009. Other consultancy for training to MTBF already budgeted. 2. Training of District Account Officers (DAOs) to build ownership in poverty expenditure tracking.
Promote participation in and awareness of poverty reduction plans and monitoring from a gender perspective amongst diverse audiences.		X	X		MOF / PRS Sectt.	JPC	75,000.00	Dissemination through community workshops and other media outlets.

	<b>Output B- Activity #3: Gender Research &amp; Analysis 71300</b>											
	Develop, implement and update GRB tools including research review and dissemination											
	Gender Analysis of the Budget ( 2009-10)	X					Fed	UNDP		8,000.00		
	Further Research on TUS data in collaboration with World Bank Including Dissemination Workshops	X	X				Fed	World Bank		-		To be funded by World Bank (USD 100,000.00)
	Gender Budget Statement - Federal to be undertaken	X	X				Fed	UNDP		-		In-house activity ( to be prepared by M&E /Specialist)
	Support introduction of gender sensitive amendments in provincial and district level budget processes						Fed / Pro	UNDP		-		On request of Provincial PMU
	Briefing/ training of relevant officials on gender sensitive amendments in BCC (in collaboration of MTBF Secretariat) Collaboration with UNIFEV	X	X				Fed	UNDP		12,000.00		Consultant for MTBF
	Provide technical support to provincial secretariats in introducing gender sensitive amendments in the BCC & Provide Technical Assistance MTBF	X		X	X		Fed / Pro	UNDP		-		On request of Provincial PMU
	<b>Output B- Activity #4: Advocacy 74200</b>											
	Develop, update and translate easy-to-read IEC material in local languages using media as the primary platform for dissemination											
	Regular updation of the project website	X	X	X	X		Fed	UNDP		1,000.00		Maintenance contract with local company for regular updation and Maintenance of project website
	Printing of Gender Budget Statement		X				Fed	UNDP		2,500.00		
	Printing of Gender Analysis of Budget ( 2009-10)		X				Fed	UNDP		2,500.00		
	Printing of awareness and resource material for advocacy on different topics to be decide latter ( briefs/ brochures/ booklets , News Letter)	X	X	X	X		Fed	UNDP		10,000.00		
	Dissemination workshop of Gender Budget Analysis 2009-10 & Gender Budget Statement		X				Fed	UNDP		8,000.00		
	Printing of PRSP Secretariat Annual Progress Report				X		Fed	UNDP		5,000.00		
	Printing of PRSP Project Annual Progress Report (2009)	X					Fed	UNDP		4,500.00		
	Printing of PRSP Secretariat Quarterly Progress Report	X	X	X	X		Fed	UNDP		5,000.00		If required by PRSP Secretariat
	Printing of Poverty and Social Impact Analysis (PSIA) Reports & Dissemination Workshops				X		Fed	UNDP		10,000.00		As and when required
	Workshop with parliamentarians on findings of Gender Analysis of Budget ( 2009-10) and Gender Budget Statement		X	X			Fed	UNDP		7,500.00		
	<b>PRSP II Communication Strategy</b>						Fed	UNDP				
	Documentary on PRSP						MOF / PRS Sectt.	JPC		20,000.00		
	Preparation of PRSP II Communication Strategy						MOF / PRS Sectt.	JPC		20,000.00		
	PRSP II Communication Strategy Workshops						MOF / PRS Sectt.	JPC		10,000.00		Printing Cost also included
<b>C</b>	Quality, collection, analysis and management of PRS data improved at national and province levels											
	<b>Output C- Activity #1: Indicator and data quality and coverage 72100</b>											
	Study to review indicator sufficiency, identify gaps, determine action plans to address them at both federal and provincial levels ( Under JPC)	X	X	X	X		MOF / PRS Sectt.	UNDP		20,000.00		
	<b>Output C- Activity #2: Research and Analysis 71300</b>											
	Develop a research plan, and conduct (1) analysis of survey results (2) impact evaluations (3) specific studies and surveys											
	Conduct two PSIA studies (Education & Health).	X	X	X	X		Fed	UNDP		20,000.00		

	MDG Costing based on revised Macroeconomic Framework to support GoP in its budget making process with a pro-poor focus		X	X	X	X	MOF / PRS Sectt.	JPC	100,000.00		
	Study/report on review of effectiveness of national Labor policy in poverty eradication			X	X		MOF / PRS Sectt.	JPC	40,000.00		
	Provide support to national stakeholders on poverty monitoring mechanisms, gender responsive budgeting and strengthening of PRS Sectts. at federal and provincial levels through interactive workshops, etc. Develop macroeconomic modeling tools, policy research and analysis tools, labor market information system etc.	X	X	X	X		MOF / PRS Sectt.	JPC	1,000,000.00	<b>GRB component with MTBF and strengthening of PRS Sectts. At federal &amp; provincial levels to be conducted by SPRSM (MOF)</b>	
	<b>Output C- Activity #3: Improve coordination and provincial ownership on data collection and analysis</b>										
										-	
<b>D</b>	National engagement in the PRS monitoring process	Promote participation and awareness of poverty reduction plans and monitoring amongs diverse audiences	X	X	X	X	Fed		15,000.00		
										2,047,000.00	-
	GMS @ 5% of Total Annual Budget (UNDP & GoP)									102,350.00	
										<b>2,149,350.00</b>	-

One UN JPC Program	1,580,000.00
GMS on JPC @ 5%	79,000.00
<b>TOTAL JPC</b>	<b>1,659,000.00</b>
SPRSM Project	467,000.00
GMS on SPRSM Project	23,350.00
<b>TOTAL SPRSM</b>	<b>490,350.00</b>
<b>GRAND TOTAL</b>	<b>2,149,350.00</b>