



HRRP District Coordination Meeting Minutes

Meeting Purpose:	Technical Coordination Meeting-Bhaktapur
Meeting Date:	01/28/2018
Meeting Time:	2:00 pm
Meeting Location:	DLPIU office, Bhaktapur
Meeting Facilitator:	
Minutes prepared By:	Kathmandu Valley District Team (HRRP)

Discussion:

Agendas:

- Welcome
- Shifting of engineers from one municipality to other and their mobilization
- Cases of pending files of beneficiaries
- AOB

Agenda 1

- Welcome

The technical coordination meeting of DLPIU Bhaktapur was held on 28 January 2017 at DLPIU Office, Bhaktapur. All the participants and guests were welcomed by Milan Acharya, Division Chief, DLPIU Bhaktapur.

Agenda 2

- Shifting of engineers from one municipality to other and their mobilization

In order to bring synergy in reconstruction efforts in Bhaktapur district and to fill the gaps of insufficient technical human resources particularly in Changunarayan Municipalities and DLPIU Bhaktapur, shifting of engineers within Bhaktapur was proposed as temporary solution until new engineers are deployed. Changunarayan Municipality with a total of 10,647 beneficiaries till date has highlighted the need of an engineer in each ward to effectively support the reconstruction efforts and to meet the deadlines set by Central NRA office.

Bhaktapur DLPIU Division Chief and M & E Consultant, CLPIU-MOUD interacted with the concerned engineers in their shifting within district and DLPIU office and vice versa. Two engineers were proposed for their shifting to Changunarayan Municipality based on the work load. Official letters of their shifting will be issued by DLPIU Bhaktapur addressing to the respective municipalities.

Agenda 3

- Cases of pending files of beneficiaries

Detail discussions on various cases of pending files of beneficiaries were done with engineers from various municipalities.

Following ways out were discussed to decrease the volume of pending files:

- Compliance cases should be forwarded from DLPIU engineer deployed in municipalities to DLPIU and from DLPIU to concerned agencies for tranche release.
- Complete filling of Annex 14 of the inspection form is mandatory while forwarding the file. Engineers were requested to thoroughly check the details of files in order to fill Annex 14 in order to avoid the errors.



HRRP District Coordination Meeting Minutes

Discussion:

- Engineers were informed to take the drawing of the building from the beneficiaries and check that the reconstruction is as per the drawing before recommending for the tranche. Engineers were also requested to inform the beneficiaries about the mandatory condition of “As Built Drawing” for the tranche release.

Miscellaneous Items / AOB:

- **DLPIU:**

Bhaktapur DLPIU, Division Chief, Er. Milan Acharya informed that District Cottage Industry is conducting mason training in Madhyapur Thimi Municipality. The need of conducting mason training at upper belts of Suryabinayak Municipality has been highlighted in order to assure effective reconstruction in time. Various POs and stakeholders such as NRA, DLPIU, Municipalities, NRCS etc.) have conducted mason training in various municipalities of Bhaktapur.

During the mason training in Bhaktapur district, the use of local language and practices has been in demand and needs to be incorporated during the sessions.

- **CLPIU-MOUD:**

Monitoring and Evaluation Consultant, CLPIU MOUD informed all the concerned engineers to strictly abide by the standard norms issued by NRA for checking of files of beneficiaries, filling of forms, annexes and forwarding the files for further tranche.

An interaction meeting is going to be held on 28 January 2018 at NRA Central office to review and discuss on the mason training provided by DLPIU.

If there are any queries or difficulties, please contact:

Narakanta Sapkota Monitoring and Evaluation Consultant Kathmandu and Bhaktapur CLPIU-MOUD Email: aashrayasap@gmail.com Contact no: 9851090721	Rabin Chaulagain District Support Engineer Kathmandu and Bhaktapur NRA-UNDP Email: rabinchaulagain2015@gmail.com Contact no: 9843717870
--	--

Decisions Made:

1. DLPIU Bhaktapur has decided to shift engineers to and from one municipality to another and to DLPIU and vice versa. Two engineers from DLPIU were shifted to Changunarayan Municipality, as per the work load in the area. Consent was taken from concerned engineers for their shifting and requested for their genuine contribution.
2. Compliance files will be forwarded to DLPIU and from DLPIU to concerned agencies for tranche release as soon as the possible.
3. Annex 14 will be completely filled by the engineers before forwarding the files.
4. Engineers will be monitoring the 'As Built Drawing', as a mandatory condition in order to forward the files for 3rd tranche release.
5. Two computer operators at DLPIU were informed to support the DLPIU engineers in PA verifications.

HRRP District Coordination Meeting Minutes



S.N.	Attendees	Organization	Phone No.	Email
1	Milan Acharya	Division Chief, DLPIU Bhaktapur	9851143963	dudbc.bhaktapur@gmail.com
2	Narakanta Sapkota	M & E Consultant, CLPIU-MOUD	9851090721	aashrayasap@gmail.com
3	Ambika Amatya	HRRP Nepal	9841356409	dc.ktm@hrrpnepal.org
4	Rabina Shrestha	DLPIU, Bhaktapur	9860017859	
5	Manita Shrestha	DLPIU, Bhaktapur	9841145936	shresthamanita123@gmail.com
6	Ranjana Suwal	DLPIU, Bhaktapur		
7	Manju Sukhupayo	Changunarayan Municipality	9851149474	manjusukhupayo@gmail.com
8	Supriya Pyakurel	Madhyapur Thimi Municipality		
9	Bibha Sainju	DLPIU, Bhaktapur	9843706842	bibha.sainju@gmail.com
10	Salina Shrestha	DLPIU, Bhaktapur	9841900709	salinashrestha20@gmail.com
11	Manisha Suwal	DLPIU, Bhaktapur	9801159682	ngemns@gmail.com
12	Manju Khadka	DLPIU, Bhaktapur	9849174011	khadkamanju99@gmail.com
13	Babita Neupane	DLPIU, Bhaktapur	9844482563	babita.neupane14@gmail.com
14	Rajani Shrestha	DLPIU, Bhaktapur	9861052705	rajani631163@gmail.com
15	Smarika Adhikari	DLPIU, Bhaktapur		
16	Samjhana Rijal	Changunarayan Municipality	9841564873	rijal.samjhana011@gmail.com
17	Saru Chyasi Shrestha	Suryabinayak Municipality	9849128662	chansi.saru@gmail.com
18	Sangita Baral	DLPIU, Bhaktapur		