

Minutes of the Provincial Planning Committee Meeting Eastern Provincial Council

Venue : Conference Hall, EPC, Varothayanagar.

Date : 29th September 2016

Time : 9.30 a.m.

Participants: *List attached*

The Chief Secretary chaired the meeting & during his welcome address, he stated that this is the right time to conduct the review of status of development programme. He highlighted few important national task programmes and invite attention of all heads of department to work on them.

Chief Secretary informed that on direction of the Provincial Steering Committee on Resettlement, District Resettlement Plan for three districts in Eastern Province was produced by Provincial Planning Secretariat in consultation with respective District Secretariats with financial support from UNDP. He officially handed over the documents to the Secretary Ministry of Education & Resettlement, EPC and to the representatives from the relevant District Secretariats.

Chief Secretary made his observation briefly indicating slow progress of the development programme and also referred Hon. Chief Minister is very much keen on completion of all the activities before end of this year. He further insisted all the secretaries & heads of provincial agencies for appropriate measures to accelerate the implementation process, to complete the works for achieving the targets of AIP-2016.

1. Overview and Observations of AIP 2016

The Deputy Chief Secretary-Planning explained with short presentation on overview of the Annual Implementation Programme-2016 and its current status. He informed that only Rs. 434.5 mn reported as expenditure out of total Rs. 3,297.3 mn under PSDG, (13%). Similarly Rs.78.7 mn expenditure out of Rs.465.0 mn under CBG (17%) reported for 2016.

He further highlighted that under category of continuation work, total 179 works worth of Rs. 539.0 mn, but only 30 work items completed and expenditure Rs.101.8 mn., though the deadline for completion of continuation works is 30.06.2016. Under new works category 1,667 works worth of Rs. 3,075.3 mn. are already approved for implementation and expenditure reported for Rs.406.3 mn.

DCS-Planning expressed that there is huge gap in between expenditure forecasted and actual reported, which leads to a critical situation with poor performance of the sector programme, where only remaining 03 months for this financial year. In this ground, he advised Secretaries & Heads of Department and requested them to prepare Contingency Plan with Cash Flow Statement for the remaining 3 months period, aiming completion of all approved works and for optimum utilization of allocated funds.

Up to now, Provincial Agencies received Rs.760.0 mn imprest from Provincial Treasury, however only Rs.513.0 mn reported as expenditure. He explained that the less expenditure rate of agencies will lead difficulties for Provincial Treasury in requesting imprest from General Treasury.

Decision 1: *To prepare Contingency Plan for the balance 03 months period, taking consideration of maximum utilization of funds and completion of all works. Agencies should make appropriate internal arrangement for smooth implementation and fund management.*

Responsibility: All Secretaries & HODs

Decision 2: To develop proper mechanism and practice to complete all the continuation works before 31.10.2016. Secretaries & Heads of Department should take personal attention to complete all the continuation works before this date. Education Sector has to take maximum efforts in this target.

Responsibility: All Secretaries & HODs

Decision 3: To expedite the implementation of ongoing new works which have the larger portion (81%) of the total allocation. Special attention is highly expected from the Health and Education sectors as they have more provision than others and they should commit more in completing all the ongoing new works.

Responsibility: All Secretaries & HODs

Decision 4: Since it is not necessary for the concurrence of the Finance Commission and approval of PPC to implement the continuation works / balance works, as it is proposed under AIP in Form IV. The procurement process can be commenced in January without delays and all continuation works to be completed before end of June. All secretaries & Heads of Departments should adopt this practice considering the deadline.

Responsibility: All Secretaries & HODs

Decision 5: All relevant provincial agencies to involve seriously on National Programmes and Presidential tasks i.e. Food Security, Nutrition Promotion, Resettlement, Environmental Protection, Poverty Eradication Year- 2017 etc. and connected activities should be incorporated in next year Annual Development Programme of EPC agencies.

Responsibility: All Secretaries & HODs

2. Follow-up Action on PPC Decisions & Directions

The follow up actions on important decisions & directions in previous meetings were reviewed in a productive manner and necessary instructions were given to relevant authorities for immediate actions on pending issues, enabling for smooth implementation of provincial development programme.

General

(i) Submission of Forms 5 & 6 (Monitoring of AIP)

It was informed that sector agencies are not practicing the submitting Forms 5 & 6 (quarterly monitoring report of ARF). In the meantime, the preparation of Medium-term Development Plan and Agency Results Framework of Eastern Provincial Council has commenced through a consultation process with all provincial agencies and other relevant stakeholders. It is expected that the improved version will be finalized by mid December 2016.

Decision 1: All agencies should submit forms 5 & 6 for 3rd and 4th quarter of 2016 in line with existing MDP-ARF. From 2017, forms 5 & 6 to be submitted in line with new version of MDP-ARF of the EPC. The monitoring of MDP-ARF will be practiced through the forms 5 & 6 from 1st quarter 2017.

Responsibility: DCS-Planning, All Secretaries, HODs & DPs of the Ministries

(ii) Activities under Deposit Account

DCS-Finance informed the current status of the deposit account. Accordingly, up to now, only Rs.87.66 mn settled down out of total Rs.112.46 mn under deposit account. Balance Rs.24.8 mn (CM office - 20.72 mn & M/Agriculture- 4.08 mn) has to be reported. As this amount was already reported as expenditure as at 31.12.2015, relevant Secretaries should take prompt action to report the full expenditure immediately.

Decision 1 Complete all the activities as planned under deposit account and submit the completion report to PPS & final expenditure statement to the Provincial Treasury before 20.10.2016, as it cannot be permitted to keep the deposit money further for carrying out 2015 allocations.

Responsibility: DCS-Finance, Chief Internal Auditor, Relevant Secretaries

(iii) Imprest Management

It was noticed last years, differences in between imprest released to agencies and expenditure reported. Expenditure rate is low and when imprest available to meet the expenses of approved programme.

Decision 1: *Instructed all provincial agencies that reporting of expenditure through a single system and same information everywhere. Improve the progress of works and maximize the expenditure through regular meeting with contractors. Update information on imprest and expenditure timely in the CAIP database.*

Responsibility: DCS- Finance, All Secretaries & HODs

(iv) Coordination of Special Projects implemented by Provincial Agencies

It was informed that many special projects with high volume of investment are currently implemented by the different agencies without proper coordination & monitoring setup at provincial level. Lack of information on special projects and line ministry programme in CAIP database.

Decision 1: *Update necessary information of ongoing activities under Special Projects including line ministry programmes in CAIP data base and develop a monitoring system at Ministry/departmental level.*

Responsibility: All Secretaries & HODs

Decision 2: *UNICEF has signed agreement with EPC for implementation of their Annual Work plan. Works are implemented at District level and below, but no information sharing at provincial departments or above. The coordination and monitoring system to be streamlined through review meeting with UNICEF & relevant provincial departments for sharing updated information at all levels.*

Responsibility: DCS-Planning, relevant Secretaries & HODs

(v) Developing Master Plans for Major Service Delivery Institutions

As already decided, each sector should take steps to develop master plan for the major institutions based on current and future needs, enable to identify the real needs with clear scope for development investment and targeted service delivery. The proposal for annual development plan should be in line with the master plan. Observed few sectors have already taken initiatives.

Decision 1: *Take immediate action to develop master plans for major institutions in simple manner with the requirements and service delivery (not with detail design), considering present & future needs.*

Responsibility: Relevant Secretaries & HODs

(vi) Trilingual Policy

No improvement is observed in the provincial website in publish information in three languages even though strict instruction was already given to adopt the trilingual policy as instructed by the Official Languages Commission. Facilities are available in website to display information in three languages

Decision 1: *Requested all Provincial Agencies to strictly follow the trilingual policy and take action to publish information in three languages.*

Responsibility: All Secretaries & HODs

(vii) Revision of MDP- ARF of EPC

Eastern Provincial Council has taken steps to revise the existing MDP-ARF and produce new version for the period 2017- 2020 through consultative process with all sector agencies and other stakeholders. Series of workshops were conducted with facilitation from consultants hired for this purpose and follow up schedule dates were notified to all officials to complete this assignment before 25th December 2016.

Decision 1: *All secretaries and HODs should give priority to complete this task with the facilitator role of consultants as it is the development plan of EPC for next 4 years. Secretaries of the Ministries should take leading role in finalize the quality document of the sector under their purview and HODs responsibility for the sector plan result framework.*

Responsibility: DCS-Planning, All Secretaries & HODs

(viii) Procurement of Good & Services

It is noted that only few departments have published information on procurement of good & services in the EPC website and in newspaper. But many agencies have not yet followed.

Decision 1: All should submit the bid notice in time to PPS enable to publish them in the provincial website in view of good governance & the transparency. The Secretaries and HODs should confirm themselves by visiting web site that those information are published.

Responsibility: All Secretaries & HODs

(ix) Awareness on Pre-procurement and Procurement Process of Civil Works

The delays in implementation of civil works were discussed and observed non-attendance of pre-procurement process in advance by the sector agencies. It was advised that, once the sector agencies finalized the civil work items to include in Form -3, they should commence the pre-procurement process & preparation of connected documents. Not waiting for the concurrence of the FC and approval of PPC. If preparatory works done in advance, the implementation could commenced quickly once the approval is granted.

Decision 1: DCS- ES will produce a procurement guidelines with checklist to for awareness and guidance for senior officials for improve the capacity and smooth implementation of civil works.

Responsibility: DCS-ES,

Decision 2: Arrange a workshop to all senior officials of EPC on procurement of works & related subjects.

Responsibility: DCS-ES, DCS-F & DCS-P

Specific

(i) Women Affairs

Reported very slow progress of the construction of the women sewing centre in Trincomalee, which commenced in 2015. It was discussed that the works financed under other source of fund without proper cost estimate. But necessary equipments were already purchased under PSDG 2015 expecting to complete the building. Now it is realized the TEC for ground floor is Rs.7.46 mn and they need additional allocation Rs. 3.0mn to complete ground floor.

Decision 1: The ministry should complete the ground floor at earliest, utilizing funds from other source and the allocation Rs. 3.0 mn available this year under women affairs (CBG) and commence operation of this centre within the year with the equipment purchased already. The ministry should find funds to complete entire building as it is not in the approved AIP of EPC and from other sources of funds.

Responsibility: Secretary- Road

(ii) IT Education Programme

No proper responds and action by relevant two ministries for a long time on IT equipment purchased for two IT Education Centers at Allainagar & Central Camp (Rs.2.0 mn worth of equipment for each center). Two buildings constructed under PSDG and necessary equipment purchased under CBG. But both centers are not in operation.

Decision 1: The Chief Internal Auditor should investigate and submit special audit report early as Chief Secretary already instructed.

Responsibility: Chief Internal Auditor.

Decision 2: Secretary M/ Education should take prompt action to operate these 02 IT Education Centres with the all equipment purchased by ministry of health and submit status report to provincial planning secretariat.

(iii) Utilization of Beneficiary Contribution in Deposit Account – Agriculture

The Department of Agriculture is repeatedly requested to submit the programme and status report in usual format for the fund collected as 50% beneficiary contribution and kept under deposit account.

Decision 1: *As already instructed, the agriculture department should submit the programme in given format and approval process followed as well as the current status of the programme.*

Responsibility: Secretary- Agriculture & PD-Agriculture

3. Implementation of AIP - 2016

The performance status of works under deposit account-2015 and implementation of continuation & new works in AIP-2016 were thoroughly discussed & reviewed and necessary direction were given to the secretaries and HODs for appropriate actions.

In addition, current status of the two special programmes (Balance Regional Development Programme & Underserved Village Development Programme) and implementation issues in some sectors were discussed in detail for corrective measures.

It was highlighted that there are 3 different sources of funds (including funds under deposit account) utilized for implementation of BRD programme this year. The progress and expenditure rate is very poor.

<i>Sources</i>	<i>Fund available</i>	<i>Expenditure</i>	<i>Balance</i>
Deposit account	29.47mn	6.15 mn	23.32 mn
PSDG	25.0 mn	7.81 mn	17.19 mn
CBG	30.0 mn	5.29 mn	24.71 mn

Decision 1: *Requested for special attention to develop an appropriate mechanism to utilize all source of funds (deposit money, PSDG & CBG) and complete the activities before end of this year. Expenditure to be reported fully by completing activities under Deposit account before 20.10.2016.*

Responsibility: Secretary- Local Government & PD- Industries

FC concurrence & PPC approval were given on conditional for implement activities in underserved village development programme with sensitive approach, targeting rural villages with special needs and complete all activities within this year.

Decision 1: *As instructed, the department of rural development should implement approved activities in the programme and complete within the year and the works cannot be permitted to carry over to next year.*

Responsibility: Secretary- Local Government & PD-Rural Dev.

Decision 1: *Take special attention and expedite implementation to complete all the activities within this year as most of the civil works are still at initial stage.*

Responsibility: Secretary- Local Government & GM-Tourism

4. Implementation of Special Projects

It was suggested that proper system for coordination and monitoring of special projects at provincial level to be strengthened and streamlined in line with CAIP database.

Decision 1: *Ensure the primary data of subprojects in CAIP database under projects with various sources funds including line ministry as well as updating performance data.*

Responsibility: DCS-Planning, All Secretaries & HODs

5. Implementation of Provincial DCB Programme -2016

The current status on Provincial DCB programme discussed briefly. It was observed slow progress in implementation. Few departments has larger portion of this programme and requested them to make necessary arrangement for quick implementation. In this, it was suggested to clustering activities within the sector and district and follow centralized purchase at provincial/district level.

Decision 1: Requested Secretary-Council Secretariat to coordinate with the provincial council members who have not yet submitted the proposal and to assist the PPS in getting the pending proposal with correct supportive documents.

Responsibility: Secretary- Council Secretariat

Decision 2: Direction given to all relevant ministries and departments to expedite the implementation of the programme for complete all the activities within this year, as this programme is very much sensitive.

Responsibility: Relevant Secretaries & HODs

7. Any Other Matters

Provincial Development Forum

It was discussed the necessity of Provincial Development Forum which will help PPC and sector agencies in the way of development policy direction and priorities.

Decision 1: Chief Secretary informed that the date for the Provincial Development Forum will be confirmed soon. PPC requested to conduct this forum before the date of budget 2017.

Responsibility: Chief Secretary & Secretary to the Chief Minister

Absence of Members at PPC Meeting and Special Review Meeting

It was observed that few members of PPC are not attending the meeting continually for long period. This matters was discussed seriously and requested to take corrective action on it, since the committee could not discuss and take decision on related subject and also discourages others too.

Decision 1: Take necessary corrective action to participate the PPC meeting and other review meetings regularly in future as it is important the participation of sector/ ministry heads

Responsibility: Chief Secretary & Secretary to the Governor

Chief Secretary concluded the meeting with thanking all for their participation & contribution at the meeting and requested for additional commitments and responsibility to achieve the targets within the limited timeframe referring the contingency plan for each sector and monthly cash flow statement.

The meeting ended at 12.35 p.m.

D.M.S. Abayagunawardana
Chief Secretary, EPC.

List of Participants:

1. Mr. D.M.S. Abayagunawardana Chief Secretary & Chairman of PPC
2. Mr. V. Mahendrarajah Deputy Chief Secretary- Planning & Secretary of PPC
3. Mrs. J.J. Muraleetharan Secretary to the Governor
4. Mr. K. Karunaharan Secretary, Ministry of Health & Social Services
5. Mr. J.S.D.M. Asanka Abeyawardana Secretary, Ministry of Education, Sports, & Cultural Affairs
6. Mr. K. Sivanathan Secretary, Ministry of Agriculture, Animal Production & Irrigation
7. Mr. I.K.G. Muthubanda Secretary, Ministry of Road & Land Development
8. Mr. N. Meenadchi Sundaram Deputy Chief Secretary- Finance
9. Eng. A. Velmanickam Deputy Chief Secretary- Engineering Services
10. Mr. A.H.M. Ansar Deputy Chief Secretary- Administration
11. Mrs. K. Pathmarajah Deputy Chief Secretary- Personnel & Training
12. Mr. H.M.M. Rasheed Chief Internal Auditor
13. Mr. S. Abeywickrama Chairman, Transport Authority
14. Mr. S. Amirthalingam Deputy Director- Planning, District Secretariat, Batticaloa
15. Mr. R. Rohan Asst. Director- Planning, District Secretariat, Trincomalee
16. Dr. K. Muruganandan Provincial Director, Health Services
17. Mr. M. Y. Saleem Provincial Commissioner, Local Government
18. Eng. S. Mahinthan Provincial Director, Road Development.
19. Eng.S.Thilagarajah Provincial Director, Irrigation
20. Eng. K. Chandramohan Provincial Director, Buildings
21. Mr. S.M. Hussain Provincial Director, Agriculture
22. Dr.M.A.M.Fazi Provincial Director, AP&H
23. Mr. K. Arunthavarajah Provincial Director, Rural Development
24. Mr. K. Kunanathan Provincial Director, Rural Industries
25. Dr. R. Srithar Provincial Commissioner, Indigenous Medicine
26. Mr. S. Suthesnar Provincial Commissioner, Probation & Child Care
27. Mr. V.T. Sharma Provincial Commissioner, Co-Operative Development
28. Mrs. V. Raveendran Provincial Commissioner, Motor Traffic
29. Mrs.V.Shivapiriya Provincial Director, Cultural Affairs
30. Mr. A. Vijayananthamoorthy Addl. Provincial Director, Dept. of Education
31. Mr. W.M.H.Udayakumara Director General, Transport Authority
32. Mr. A.S.M. Fayis General Manager, Housing Authority
33. Mr. A. M. Anif Lebbe Chief Legal Officer
34. Mrs. U. Kavitha Director, MDTU
35. Mr. S. Suthaharan Director, Fisheries
36. Mr. U. Sivaraja Asst. Secretary, Council Secretariat
37. Mr. M.C.Ansar Secretary, Co-op. Employees Commission
38. Mr. M.I.M. Mahir Deputy Commissioner, Revenue
39. Eng. M. Vadivel Deputy Director, Irrigation
40. Mr. N. Thamichelvan Director - Planning, M/ Local Government
41. Mr. S. Suntharalingam Director - Planning, M/Education & Sports
42. Mr. V. Gowritharan Director - Planning, M/Health & Social Services
43. Dr. R. Gnanasegar Director - Planning, M/Agriculture
44. Mr. I.U.K. Senevirathne Director - Planning, M/Road
45. Mrs.S. Punniyamoorthy Director - Planning , PPS
46. Mr.S. Parameswaran Chief Accountant, Chief Minister's Secretariat
47. Mrs. I. Mohan Chief Accountant, Finance
48. Mr. B.Ketheeswaran Chief Accountant, Dept. of Education
49. Dr. V. Premananth MO Planning, Dept. of Health Services
50. Dr. M. Niranjana MO Planning, Dept. of Indigenous Medicine
51. Mr. S.P. Jayasena Director (Administration), Transport Authority
52. Mr. R.Hariharan Deputy Director, Dept. of Agriculture

53. Mr. M.A.Munazir	Asst. Director- Planning, PPS
54. Mr. V.I.G. Johnpillai	Asst. Director- Planning, PPS
55. Mr. T. S. D. Peiris	Asst. Director , Dept. of Education
56. Mr. K. Kantheepan	Asst. Director, Dept. of Social Services
57. Eng. C. Vasudevan	Engineer, M/Health & Social Services
58. Eng. L. Chitradevi	Engineer, Dept. of Local Government
59. Eng. N. Satheeshkumar	Engineer, Dept. of Health Services
60. Mr.A. Rathakrishnan	Accountant, Chief Secretary's Secretariat
61. Mrs.J.Thushyanthan	Accountant, M/Road Development
62. Mr.T. Sivasenthinathan	Accountant, Dept. of Agriculture
63. Mr. P. Priyatharshan	Accountant, Dept. of Indigenous Medicine
64. Mr. A. Uthayarajan	Accountant, Dept. of Land Administration
65. Mr. N. Balanathan	Accountant, Dept. of Cooperative Development
66. M. B. Konesh	Accountant, AP& H
67. Dr. (Mrs). G. Saththiyaseelan	Veterinary Surgeon, Dept. of AP & H
68. Mrs. B. Anantharany	Development Officer, PPS
69. Mrs. T. Pratheepa	Development Officer, PPS
70. Ms. V. Thadshayini	Development Officer, PPS
71. Mrs.M.M.Murshidha	Development Officer, PPS
72. Mr. S. Sajeeshankar	Development Officer, PPS
73. Mr. S. Subas	Development Officer, PPS
74. Ms. K.B.C. Erangika	Development Officer, PPS
75. Mrs. S. F. Nasly	Development Officer, PPS
76. Mr. T.M. Rifan	Development Officer, PPS
77. Mr. F.M. Marintran	Development Officer, PPS
78. Mrs.U.Jamuna	Development Officer, Dept. of Building
79. Mr. E. Thileepan	Development Officer, Dept. of Sports
80. Mrs. N. Indrapraba	Development Officer, Dept. Indigenous Medicine
81. Mr. T. Pahirathy	Development Officer, Dept. of Building
82. Mr. V. Chandrebawan	Development Officer, Co-op. Employee Commission
83. Ms. N. Thanusha	Development Officer, Legal Unit
84. Mrs. K. Kogularanjan	Financial Assistant, Pre School Education
85. Mr. V. Sathiyasothy	Financial Assistant, Dept. of Sports
86. Mr. S. Malarchelvan	Management Assistant, Pre- School Education