

Eastern Provincial Council
Minutes of Special Review Meeting

Venue : Conference Hall, EPC, Varothayanagar.

Date : 14th November 2013

Time : 9.30 a.m.

Participants : *(list attached)*

The Chief Secretary presided the meeting and briefed the purpose of this special review meeting. He informed that this meeting was to provide overall guidance for successful implementation and completion of the Annual Implementation Programme-2013 of EPC by reviewing sector programme & its current status and for facilitating to prepare an effective AIP for 2014. The Deputy Chief Secretary-Planning briefed overall situation of AIP 2013.

The present status and implementation issues including financial positions discussed and the importance of monitoring practice at provincial & local levels was critically discussed. Further, CAIP database and its utilization, ensuring balance in investment among divisions, communities & programmes in each sector, issues of incomplete projects and necessity of completion of incomplete projects in next year as priority were also seriously discussed. Issues connected with implementation of development activities under Hon. Members' Programme were also discussed by respective agencies.

Necessary guidance and instructions for the preparation of Annual Implementation Programme-2014 were briefly presented and discussed constructively for successful implementation in next year, including preparation of special programmes i) Balanced Regional Development Programme and ii) Backward and Isolated Village Development Programme

The following decisions were taken at this meeting;

1. Secretaries and Heads of Departments should take appropriate and possible measures to carry over the works that are at Preparatory Level / not commenced stage to 2014 and implement those works on priority in 2014 without waiting for approval.

Responsibility: All Ministry Secretaries & HODs

2. Ministry of Local Government and Rural Development will take a leading role in implementing the Balanced Regional Development Programme and ensure that Department of Rural Development confine the implementation of work activities within Rs. 20.0 mn totally allocated for 2013 and continue the proposed balance works in 2014 within the allocation as directed by the Finance Commission.

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

3. As far as possible, avoid construction of boundary walls in future programmes under PSDG and to give priority to other urgent needs.

Responsibility: All Ministry Secretaries & HODs

4. Secretary, M/Education and Cultural Affairs to convene a meeting next week with Chairman, Urban Council and Officials of the Transport Authority to sort out issues related to construction of bus halts and stands.

Responsibility: Secretary-Education, CLG & DG Transport Authority

5. As there were no allocations for construction or improvements of agricultural roads and due to its necessity, it is suggested to link the works related to construction/improvements of agricultural roads with other suitable work activities/projects justifying results based approach.

Responsibility: Secretary-Agriculture & PD-Agriculture

6. Improve the CAIP Database to enable for departments inserting photographs showing updated physical progress of the approved project/work activity.

Responsibility: Deputy Chief Secretary-Planning

7. Strengthen monitoring practice by conducting regular Sector Coordination Meetings, district level meetings and Field Visits to project sites. Create reporting system with updated information

Responsibility: All Ministry Secretaries & HODs

9. Ministry level Planning Units should be made very active to further strengthen the monitoring practices. Director-Planning attached to the ministries should arrange regular monitoring visits, sector coordination meetings and confirm live updates of CAIP Database supported with photographs and reporting. It is necessary to send the Form (V) & (VI) quarterly to Finance Commission in 2014.

Responsibility: All Ministry Secretaries, HODs & Director-Planning

10. CAIP Database should be updated live. It should tally with ground situation/status and locations should be specified in respect of work items/projects. The awarded amount for each work activity and DS Division to be indicated clearly. The awarded amount includes contracted amount plus VAT Charges.

Responsibility: All Ministry Secretaries, HODs & Director-Planning

11. Conduct separate meetings with Ministry Cluster soon to review the project site situation based on findings in monitoring field visits reports. The dates of meetings would be informed.

Responsibility: Chief Secretary & Deputy Chief Secretary-Planning

12. Collect information on in-complete projects / works from all sector agencies for discussion and decision. A reasonable amount to be allocated in AIP-2014 of all sector enable to complete in-complete projects on priority.

Responsibility: Deputy Chief Secretary-Planning & All Ministry Secretaries

13. Take necessary efforts to occupy and utilize the productive assets (output of project) immediately to show the outcome of the project. Completed buildings to be brought under utilization as proposed and procured supply items to be installed for operation / handed over to the beneficiaries without delay.

Responsibility: All Ministry Secretaries & HoDs

14. The Department of Rural Development will prepare a comprehensive programme for Rs.16.0 mn allocated under PSDG 2014 to provide small scale basic community needs identified at village level. As per guideline, it shall include culverts, small causeways, village markets, small roads, small water schemes, libraries and cemeteries etc. After discussion, it has decided;

- a) Implement the works through RDSs & WRDSs and if necessary in collaboration with Local Authorities.
- b) 30 Pradeshiya Sabha areas will be selected using Poverty Head Count Ratio and allocate Rs. 500,000/= for each.
- c) Identify basic community needs in most vulnerable villages and select one or two prioritized activity and implement it with community participation.(Minimum Rs. 200,000/= for each activity)

Responsibility: Provincial Director-Rural Development

15. A Technical Committee consisting Deputy Chief Secretary-Engineering Services, Provincial Director-Buildings, Director-School Works and Director Planning-PPS will review the proposed civil works in Draft AIP-2014 submitted by sector agencies and take corrective measures before submitting AIP to Finance Commission for its concurrence. Relevant departments should support for this committee when necessity arise.

Responsibility: Deputy Chief Secretary-Planning & the Committee

16. Maintain balance among agencies in releasing imprest funds for implementation of Hon. Members' Programme.

Expedite the implementation and complete all works within 2013. Include this programme in the agenda of Sector Coordination Meetings and develop appropriate system to monitor the implementation.

Implement Hon. Members' programme on priority basis, utilizing the field level officers attached to the Divisional Secretariats and maintain balance among Hon. Members when utilizing available imprest at any time.

Responsibility: Deputy Chief Secretary-Finance, Secretaries & Relevant HODs

17. Arrange a meeting with Hon. Members and their secretaries with the participation of Heads of Departments. to discuss the issues and leanings for smooth implementation of successful programme.

Responsibility: Deputy Chief Secretary-Planning

18. Organize the Provincial Development Forum (provincial meeting) with the participation of all Hon. Members of EPC, Secretaries and Heads of Departments in December (after the Provincial Budget Sessions in the Assembly) to discuss the achievements in 2013 and direction & programme for 2014.

Responsibility: Deputy Chief Secretary-Planning

19. Prepare project proposals separately for Balanced Regional Development Programme and Isolated Village Development Programme for implementation in 2014 according to the guideline and instruction from the Finance Commission.

Responsibility: Deputy Chief Secretary-Planning & Relevant Secretaries and HoDs

20. AIP-2014 to be prepared according to the guidelines & instructions and decisions in past. The draft AIP to be submitted by agencies to the Provincial Planning Secretariat before 14.12.2013 for review and discussions to improve it. The final draft should be submitted by all agencies before 10.01.2014 to submit Finance Commission

Responsibility: All Secretaries & HoDs

In concluding remarks, the Chief Secretary reiterated that decisions taken at this meeting were important and need to be adhered to. He also requested all heads of departments to submit comprehensive AIP for 2014 in time and to streamline system for effective implementation and proper monitoring using appropriate mechanism. In addition, he requested Chief Internal Auditor to look seriously into all matters discussed and confirm effective & efficient implementation of programme.

He solicited cooperation and commitments from all for successful completion of implementation programme in 2013 and to prepare a quality programme for 2014 to achieve sector development targets.

Meeting was concluded at 12.30 p.m.

D.M.S.Abayagunawardana
Chief Secretary