



“Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar”

15th Technical Advisory Group Meeting

Meeting Minutes

Date:	6 June, 2019
Time:	09:00 – 13:00
Venue:	Sukuar Princess Hotel, Mandalay
Participant	Dry Zone Greening Department, Department of Meterology and Hydrology, Forest Department, Environmental Conservation Department, Department of Agriculture, Irrigation and Water Utilization Management Department, Department of Disaster Management, Livestock Breeding and Veterinary Department, Department of Rural Development, and UNDP (see participant list)

The 15th Technical Advisory Group (TAG) Meeting of the Adaptation Fund Project – “Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar” was held on 6th June, 2019 at Sakura Princess Hotel in Mandalay. As per AF Project document and decision of the first TAG meeting, TAG meetings are organized quarterly to present the progress of project activities and seek technical advice from the Technical Advisory Group, as appropriate. As usual, representatives from government departments were invited by DZGD and representatives of UN agencies were invited by UNDP.

1. Opening Session:

During the opening session, **U Zaw Win, Chairman of the meeting and Director of Dry Zone Greening Department** gave the opening speech. In his speech, he thanked TAG members and said that - as designated department under Ministry of Natural Resources and Environmental Conservation, DZGD is proud to implement the project together with UNDP. He also thanked the departments for their participation in the implementing of the project. U Zaw Win presented a brief history of the project - that the four-year project which started in Feb 2015 to Feb 2019 will terminate on 30th Jun 2019, after a four-months no-cost extension. He also stated that the project operated in five townships – Shwebo, Moneywa, Myingyan, Nyaung Oo, and Chauk Townships with the project target sites consisting of approximately 50,000 households from 280 villages. In addition, he briefly explained the arrangement of PSC and TAG for project oversight that PSC meetings were organized on a bi-annual basis and the TAG meetings were organized quarterly on a rotation basis in the 5 project townships. He also indicated that this 15th TAG Meeting was the last TAG Meeting and that he thanked UNDP and AF-project for the successful implementation of the project in the Dry Zone - where such projects are necessary. He also highlighted that DZGD hopes to continue working with UNDP in future too.

Mr. Karma Raptan, Technical Specialist of UNDP thanked the chairperson of the meeting and the participants for their time and attendance. He also thanked TAG members for the valuable advice, excellent support and effective cooperation for the successful implementation of the project. He also stated that that he was excited since this is the 15th as well as the last TAG meeting. He informed the participants that the lesson learned workshop was held on 17th May 2019 and the workshop was very productive and beneficial to UNDP and other stakeholders. He informed

that the final report of the workshop was already shared with the participants including TAG members and that UNDP will submit the report to AF Secretariat and UNDP CO shortly. He also informed that the project is currently producing the video documentary and when completed, the documentary will be shared on UNDP website and social networks. He also mentioned that the reports of Impact Assessment Survey and Terminal Evaluation were completed and thus, findings would be presented during this TAG Meeting as well as in the upcoming PSC Meeting. In addition, he informed that the project assets received from IPs were already transferred to Nyaung U and Monywa last week and detailed information would be presented in this meeting. With regards to the remaining activities of the project, he mentioned that NAG will be conducting patching activities and that their contract has been extended until end July. Regarding upcoming activities – he informed the meeting that the Project Team is preparing for the visit of Chief Minister of Magway Region. The team was just informed that the Minister of Agriculture, Livestock and Irrigation will visit instead of the Chief Minister due to other engagement. He also updated the meeting that the project team is preparing for the last PSC Meeting to be held on 18th June 2019. During the last PSC Meeting, findings of the Impact Assessment and terminal evaluation will be presented and the project documents will also be shared with the PSC Members. In addition to this, the Co-chairs of PSC will award the certificates of appreciation to the TAG and PSC members representing the relevant departments during the 9th PSC Meeting. Mr. Karma also presented that as requirements for project closure, the project team would submit the project completion report, project performance report, and quality assessment report through the Country Office. Mr. Karma also informed that the project will provide the TAG members a memory stick containing all the documents of AF Project. The documents in the stick would be: project document, project inception report, communication and quality assessment report, annual report, quarterly report, progress report from IPs, Mid-term and End Term Evaluation Reports, Baseline and Endline Assessment Surveys, PSC Meeting minutes, TAG meeting minutes, and Field Visit Reports.

2. Presentation on Final Project Results and Achievements (including lessons learnt)

U Kyaw Zin Aung Soe, Interim Project Manager, presented Final Project Results and Achievements. In addition to this, he also made a brief presentation on the findings of Impact Assessment Survey, Terminal Evaluation and outputs of the Lesson Learned Workshop held on 17th May 2019. After that, he informed the participants that the Project would share the documents of AF project with all participating departments in project implementation.

Discussions:

There was no discussion on the presentation as the Chairman requested to skip it so that the participants could enjoy the coffee break earlier than the planned schedule in the agenda.

3. Presentation on Update on asset disposal (for assets recovered from IPs)

U Kyaw Zin Aung Soe, Interim Project Manager presented the proposal for disposal of Project Assets. During the presentation, he highlighted that transferring assets from one project to another could save resources and could also benefit project beneficiaries in terms of cost effectiveness and resource efficiency. In this regard, he presented a proposal of transferring some assets of AF project such as: office car, laptops, camera and copier machine, etc. to the new Oredoo project under UNDP.

Discussion

Regarding the proposal on asset disposal, **U Zaw Win** mentioned that DZGD is the focal department for this project and so his department would need the car to do field monitoring visits for the project plantations after the project. In addition, he also asserted that, from his experience with other projects of international organizations, when a project ended, the project assets were usually transferred to his department - DZGD. He suggested that the decision for the disposal of project car be deferred to the upcoming PSC meeting.

U Kyaw Zin Aung Soe explained that this was just a proposal, not a decision and so, he encouraged other TAG members to discuss too.

Mr. Karma pointed out that the project team is proposing this to TAG members since the last PSC meeting instructed the project team to present these issues first to TAG Meeting for discussion and then PSC members will make a decision based on TAG members' suggestions.

U Zaw Min Naung discussed that although it has been proposed that the PSC meeting will decide on the project car, TAG members should recommend disposal/transfer of other assets during this TAG meeting.

After that, the participants considered the assets and made the following recommendation:

Sr	Decision			
	Description	Quantity Unit	Tansfer to	Remarks
1	Motorbike	7	ECD-2, DMH-1, DAR-1, DDM-1, IWUMD-1, DZGD-1	2 in Nyaung U
2	Car	1	To decide at 9th PSC meeting	
3	Laptop	8	DMH-3,DDM-2, DOA-1, DRD-1, IWUMD-1	
4	Monitor+ Keyboard and mouse	8	DMH-3,DDM-2, DOA-1, DRD-1, IWUMD-1	
5	UPS	10	DMH-5,DDM-2, DOA-1, DRD-1, IWUMD-1	
6	Prolink – Modern	1	DRD	
7	Router	1	DRD	
8	D-Link 16 Ports + Network Shorage Share + Seagate 1 TG Share Point	1	DRD	
9	HDD 2 TB	1	Transfer to UNDP CO Office with Project Data	
10	Air Con 1.5 hp	3	DZGD	
11	Watercooler	2	DMH-2	
12	Transformer (regulator) 15 KV	1	DZGD	
13	Fan	1	FD	
14	Sony Recorder	1	FD	
15	Panasonic Camera	3	LBVD-1, DRD-1, DOA-1	
16	Canon Camera (Professional)	1	DZGD	
17	Canon Camera	2	ECD-1, FD-1	
18	Projector	2	IWUMD-1, LBVD-1	
19	Wall Screen (Project)	2	IWUMD-1, LBVD-1	
20	Safe Box (Lecco)	1	DZGD	
21	Scanner	1	DOA	
22	Colour Printer	1	DOA	
23	Copier and Inner Finisher	1	DOA	
24	Printer (Multifunction)- Canon	1	FD	NYU
25	Printer canon Laser	1	LBVD	
26	Meeting table	1	DZGD	
27	Office Wooden Table	9	DZGD	4 in DZGD Office
28	Office Desk with 7 drawers	1	DZGD	
29	Office Desk with 4 drawers	5	DZGD	
30	Cupboard,Leeco	2	DZGD	
31	File Shelf, Leeco	2	DZGD	

32	Transformer Frame (Wood Stand)	1	DZGD	
33	Cabinet, Leeco	2	DZGD	DG Office
34	Chair , Leeco	6	DZGD	
35	Swivel Chair with gas lift	5	DZGD	
36	Chair	19	DZGD	4 in Nyaung U
	Total	115		

4. Way forward and next steps

U Kyaw Zin Aung Soe, Interim Project Manager of UNDP, informed the participants that the the 9th PSC Meeting will be held on 18th June 2019 and only after that meeting project assets will be disposed/transferred. In addition, the assets recovered from implementing partners (IPs) have already been transferred to the township offices on behalf of the Government and so the TAG member should make arrangements for distribution within the respective departments and record in their asset inventory.

5. AOB and Vote of Thanks

U Kyaw Zin Aung Soe, Interim Project Manager of UNDP highlighted that this is the final and last TAG Meeting of the project and he requested participants to make comments and suggestions, as well as share their experience with the previous TAG meetings and AF project. Then, one after another, each participating TAG member made remarks and shared their experiences. They expressed positive feedback and experience on project implementation.

6. Closing Remark by Chairperson

U Zaw Win, Chairman of the meeting and Director of Dry Zone Greening Department, acknowledged UNDP and the project management team for the good work. He also thanked the TAG members from relevant departments for their continued support to the project and valuable technical advices and suggestions during the project period.

After Photo Session, the meeting was adjourned at 13:00.

7. Summary of the important decision points are as follows:

#	Decision	Responsibility
1	The TAG members recommended that the decision on disposal/transfer of project car will be deferred to the final/9 th PSC meeting on 18 June 2019.	UNDP Project Team
2	For other assets, the Tag recommended disposal/transfer arrangements as per the attached list – which will be presented to 9 th PSC Meeting for final approval.	UNDP Project Team

Recorded by

Kyaw Zin Aung Soe, PM, UNDP
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Participant List

#	Department	Name	Position
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1	Dry Zone Greening Department	U Zaw Win	Director
2	Dry Zone Greening Department	U Myo Kyaw Han	Staff Officer
3	Department of Meterology and Hydrology	U Kyaw Lwin Oo	Director
4	Department of Disaster Management	Daw Zar Mon Oo	Assistant Director
5	Department of Rural Development	U Zaw Min Thike	Deputy Director
6	Livestock Breeding and Veterinary Department	Dr. Khin Myat Nwe	Deputy Director
7	Irrigation and Water Utilization Management Department	U Min Min Zaw	Assistant Director
8	Department of Agriculture	Daw Lwin Lwin Htun	Deputy Director
9	Forest Department	Daw Moe Theingi Oo	Staff Officer
10	Environmental Conservation Department	U Min Thein	Deputy Director
11	Environmental Conservation Department	U Maw Maw Ko	Assistant Director
12	UNDP	U Zaw Min Naung	Chief of Mandalay Office
13	UNDP	Mr. Karma Lodey Rapten	Technical Specialist
14	UNDP	U Min Zaw	Project Manager of R2R Project/ Detailed Assignment to AF Project
15	UNDP	U Yan Naing Tun	Soil and Water Conservation Specialist
16	UNDP	U Kyaw Zin Aung Soe	Environment and Forestry Specialist
17	UNDP	Daw Seng Mai	Project Assistant