

**Minutes of Meeting**  
**Budget Revision Plan 2022 and MTR Response**  
Strengthening Forest Area Planning and Management in Kalimantan Project  
*Jakarta, March 19<sup>th</sup>, 2022, 19.00 GMT+7*  
*New York, March 19<sup>th</sup>, 2022, 07.00 GMT-4*  
*Turkey, March 19<sup>th</sup>, 2022, 15.00 GMT+3*

**Participants**

1. Kaavya Varma, RTA
2. Hurshid Kalandarov, RPA
3. Riana Hutahayan, UNDP CO
4. Anton Sri Probiyantono, UNDP CO
5. Laurine Augustine Kaunang, UNDP CO
6. Laksmi Banowati, PMU KALFOR
7. Lusy Anggraini Sardi, PMU KALFOR
8. Alhamdi Yosef Herman, PMU KALFOR

**Opening**

Anton Sri Probiyantono opened the meeting by appreciating the attendance of Kaavya Varma, Hurshid Kalandarov, Riana Hutahayan, and all KalFor PMU in the meeting. He gave a brief information about the purpose of the meeting, i.e. budget revision plan and MTR response. He invited NPM KalFor to present the subject.

**Scope of Discussion**

1. Budget Revision Plan 2022
  - a. Referring to the 3<sup>rd</sup> KALFOR Project Board Meeting (30 October 2019) and the 5<sup>th</sup> KALFOR Project Board Meeting (15 December 2021), it would be essential for KALFOR PMU to address several challenging aspects to KALFOR budget.
  - b. Budget Line (BL) and required revisions:
    - 1) It is important for the project to consider required budget for Training, Workshops and Conference activities amounting USD 120,000 (Youth, Disable & Law Enforcement Training). Referring to (MTR recommendation) # 1.i.4 Allocate any required budget for the training and other capacity building activities including measurement of capacity improvement of the participants. (Report in PIR 2022) – see MTR Response.
    - 2) It is important to consider BL revision from International Consultants to National Consultants (additional USD 100,000 for national consultant on Biodiversity, law and policy, Capacity Building Assessment and 71400).
    - 3) Reallocation of Budget for Communication & Audio-Visual Equipment from Audio Visual Print Production cost (from USD51,500 to USD140,500) considering KALFOR Offices are

located in 3 Provinces and 4 Districts + Jakarta (Manggala Wana Bakti [MWB] Compound and Menara Thamrin Building [MTB]).

- 4) Reallocation of Budget Supplies from Budget Travel (USD39,000) to facilitate the 9 offices mentioned above (including MWB and MTB).
- 5) Unidentified Budget Line.
- 6) UNV – to consider it as International Consultant.

c. Budget Revision Plan 2022

COA	Account Description	Approved Budget AWP 2022	Adjustment	AWP Revision	
71200	International Consultants	70.000	10.000	80.000	<b>Additional for Social and Environmental Safeguards Expert Consultant for Projects</b>
71300	Local Consultants	30.000	(30.000)	-	<b>Due to the availability of the 2022 budget allocation has been adjusted, if the reallocation budget is approved, it will be recalculated.</b>
71400	Contractual Services - Individual	245.400	54.600	300.000	
71600	Travel	120.000	-	120.000	
72100	Contractual Services-Companies	190.000	75.000	265.000	<b>The budget addition relates to the 2022 adjustment of the plan implement activity.</b>
72200	Equipment and Furniture	6.500	-	6.500	
72400	Communication & Audio Visual Equip	40.000	-	40.000	
72500	Supplies	-	-	-	<b>The budget will be adjusted if the multi-year reallocation budget is approved.</b>
72600	Grants	10.000	426.000	436.000	<b>additional budget allocated from 2023-2024</b>
73100	Rental & Maintenance-Premises	3.000	-	3.000	
74200	Audio Visual & Print Prod Costs	40.000	(20.000)	20.000	
74500	Miscellaneous Expenses	25.500	-	25.500	
75700	Training, Workshops and Confer	250.000	(150.000)	100.000	<b>Due to the availability of the 2022 budget allocation has been adjusted, if the reallocation budget is approved, it will be recalculated.</b>
76100	Foreign Exchange Currency Loss	-	-	-	
	<b>Grand Total</b>	<b>1.030.400</b>	<b>365.600</b>	<b>1.396.000</b>	

2. MTR Response

Based on the MTR response, there is one action that should be agreed by Regional Technical Advisor (RTA), i.e.:

Evaluation Recommendation 1 (iv):

For, GEF, UNDP and the IP/PMU: Review the indicators and targets in the Results Framework so that they can more effectively and efficiently capture the results of the project can realistically achieve. More specifically Remove Outcome Indicator 2.4, “No. of district-level forest safeguarding plans approved and endorsed by key stakeholders”, and its mid-term and project-end targets. While the indicator is clear, it is repetitive of Indicator 2.3. And the mid-term and project-end targets were either formulated in error or are far too ambitious.

KALFOR PMU view that indicator 2.3 is not related to indicator 2.4. which is “No. of district-level forest safeguarding plans approved and endorsed by key stakeholders” is different from the Indicator 2.3. which is about local institution capacity building. Therefore, it is not repetitive. KALFOR has discussed the case with the Implementing Partner (IP) and agreed with the “no change (no revision) to the Project Document.”

### **Decisions**

1. On Budget Line, RTA and RPA agreed on: (a) reallocation of budget travel to Training, Workshops and Conference; (b) reallocation of budget international consultant to national consultant and service contract individual as long as the qualification is similar with international consultant; (c) Reallocation Budget for Comms & Audio Visual Equip from Audio visual print production cost; (d) Reallocation budget travel to Supplies.
2. RPA (Hurshid) suggested that the unidentified budget line can be put in miscellaneous, due to GEF’s policy not to consider the term “unidentified budget.” Project will send detail miscellaneous budget for RPA’s attention and advice.
3. UNDP CO will find further information about UNV budget to address the case. UNDP CO PA will share the information to RPA. In the meantime, RPA will communicate with Somaya on the history of UNV budget that usually appears in PIMS+.
4. On the 2022 Budget Revision plan, RTA and RPA have no objection.
5. On MTR response point 1.(iv) RTA agreed with the no change of the KALFOR project document. To respond the consultant’s advice, KALFOR PMU will ensure the progress and achievements.
6. The regular meeting between Project and RTA is very useful and should be planned. The next meeting could be planned on the end of April 2022.