

**MINUTES OF THE WORKSHOP HELD AT PUNE FROM 7-9 JANUARY 2013
TO OPERATIONALIZE THE GEF/UNDP SGP OP5 PROGRAM**

Participants: As per list attached – Annex 1
Agenda : Enclosed as Annex 2.
Venue: **Yashwantrao Chavan Academy of Development Administration, Pune**

Background:

With the signing of the Project Document for GEF/UNDP SGP OP5 program and in order to align GEF/UNDP SGP CEE's strategies; how now the analysis of the proposals needs to be done; what are the new ways and targets that need to be achieved in the project in respective thematic areas; and how innovation, replication and use of technology and scaling up needs to be done keeping in line with the outcomes and outputs of the project. It was mutually decided to have a three day workshop with all the Regional Coordinators of CEE and the team working on GEF SGP. It was also to use this as an opportunity to decide on the Regional Committees and the National Steering Committee members, revise formats and agree on common standard operating systems (SOPs). Understand the timelines, proposals that were received by the Central Program Management Unit at Delhi were handed over to the RCs, in case the copies were not available with them to start preparing for the Regional Committee meetings. The three-day activities also included exposure to new technologies for linking up with the projects in the field, followed by two field visits on 8th and 9th afternoon to closer project demonstration sites to expand the horizon of the participants on the quality of activities being done around Pune.

4 JANUARY 2013:

After a brief introductory session by **Mr. Prabhjot Sodhi** on the purpose of the workshop, the unveiling of the project document was done by **Sh Kartikeya V Sarabhai**, Director CEE; Dr. Ruchi Pant of UNDP. At the Outset he congratulated Mr. Sodhi for the untiring efforts to get this document going and the project agreed and signed, he added that at times it seemed we are not getting it. **Later Mr Sarabhai mentioned....**

- This is for the first time in the world that an NGO has been designated as the executing agency of GEF – CEE as a civil society organization.
- With this responsibility entrusted on us, CEE accountability to GEF and UNDP goes up tremendously. Therefore we need to be proactive in delivering the quality outputs becomes a challenge for us. He also briefed on the history of how we got the SGP in India as an NHI.
- He added therefore we all need to understand the nitty-gritties of GEF project monitoring and Systems and Rules & Regulations of UNDP. UNDP in this case will also play the project assurance role and will also focus on the quality outputs.
- He stressed that we need all who travel to send a report in the format you will agree timely and qualitatively. Different periodicities of reporting & monitoring and financial procedures will be followed with GEF– follows July-June; UNDP follows a calendar year whereas MoEF, GOI/CEE follows GOI financial year from April-March. He added in order to match with these expectations, we need to do monthly planning & reporting for which forms will be circulated to you by Mr. Sodhi.
- He added that the OP 05 program is much different from all the operational phases completed so far. We now need to have a direct outcome/outputs based approach and are expected to provide clear calculations like the amount of co2 emissions reduced through the projects and the amount of degraded land brought for additional cultivation. We no more can afford to deal with each single project in isolation. He added that complete details of expected outcomes are listed under the logical framework analysis in the project document, encouraged all colleagues should look at these expectations in greater details and work on the proposals at the project design stage keeping in mind these criteria. Lastly he welcomed and thanked one and all for successful workshop.

7 JANUARY 2013:

A brief talk was made by Mr. Sodhi, Country Program Manager (CPM), GEF/UNDP Small Grants Program and later **Ms Ruchi Pant** and **Ms. Shailaja Ravindranathan-CEE**; **Ms. Sanskriti Menon-CEE**; made their points as,

Dr. Ruchi Pant briefed that:

- Operational Phase 5 is a new start for SGP in India where UNDP will act as the GEF Implementing Agency and will act as a direct partner of GEF SGP and play the project assurance role.
- SGP India is one of the best performing programs across the world in the SGP network.
- GEF SGP is the only program where UNDP directly engages with the community and provides a great networking opportunity in the country.
- SGP is a significant program for UNDP as it is the only program where UNDP works directly with the civil society organizations.
- The SGP money, though small, acts as a catalyst that helps the NGOs to link up with bigger projects and the government programs.
- UNDP being the Executing Agency for many other GEF full/medium scale projects in India, can link up SGP with other such programs of GEF to bring larger impacts on the ground.
- UNDP is presently implementing about 40 GEF projects (FSPs/MSPs) and CEE's Regional Offices should look for future linkages. Hence, the SGP CPMU should share the list of all CEE Regional Offices so that they could be invited for the UNDP workshops/events in their regions. Dr. Pant assured that she will try to participate in the Regional Committee meetings to ensure quality linkages with the GEF/UNDP SGP.

Mr. **Simantha Kalita** briefed about the mainstreaming of SGP initiatives with the Government of Tripura on waste management through the Municipality of Agartala.

Ms. Shailaja put forward the following points:

- For CEE, GEF/UNDP SGP is an education used at the ground level and education gained from the ground level.
- There is a need to standardize various formats for reviewing project proposals.
- The volume of the SGP program vis-a-vis finance is one of the major concern areas.
- Networking is required with external/thematic institutions and the capacity building of CEE's internal staff and the NGOs.

Ms. Menon stressed that the:

- Project management is one of the most important components of the SGP program.
- Flow of communication is very important for the success of the program.
- Evaluation of the proposals should be done keeping the larger picture in mind.
- Strong and quality inputs to NGOs and CBOs in particular and their hand-holding are required, therefore we all need to work hard. She at the outset congratulated Sodhi and the SGP team in Delhi for their strenuous efforts in making this program happen.

Mr. Sodhi shared with the participants about the sad demise of **Mr. Danielius P** and a two minutes silence was observed by all the participants in his memory and as a mark of respect.

Mr. Sodhi took the workshop proceedings forward by giving a presentation on the GEF/UNDP SGP OP5 that covered mainly the following points:

- Project details of the GEF SGP OP 5, with various dates/milestones and details of cash co-funding linked at the Program level by private sector partners, MoEF and UNDP.
- The project Organogram was shared with the roles of MoEF, UNDP, NSC, RCs, CPMU and the Regional Advisory Committee defined.

- The primary Outcomes and Secondary Outputs, as defined by UNDP were explained.
- Explained that OP5 is a Full Scale project in place of the annual RAF Grants and UNDP's Core funding.
- GEF now brings in the concept of QQT (Quality, Quantity and in-Time) in their projects.
- Develop linkages with vast range of stakeholders, like State Biodiversity Boards, State Renewable Energy Departments, Watershed Departments, Land Development Boards/Agriculture/KVKs/Director-Research & Director-Extension, Water Managements, Municipal Commissioners, State Pollution Control Boards, Research & Test Labs., etc.
- There should be more focus on national priorities and links should be established with national institutions, programs and there is a need to understand clearly the "Concept of Leveraging" resources.
- Link with good CSR Actions/Foundations.
- Work with Industry Associations – on energy efficiency in small scale sectors (eg. Foundry, Copper, Glass, Ceramics, Metal Etc.).
- Work with UNDP and link up the GEF/SGP projects with their MSPs and FSPs, as explained by Ruchi.
- We and the NGOs must learn about building business models for programs.
- Thematic-area wise fund allocation was explained (which fall under three different Conventions) for developing new proposals.
- He explained that mentoring; monitoring and hand-holding of CSOs is a continuous process.
- He insisted that in order to achieve the above, we should respond quickly, with flexibility, adopt simple-low cost measures and innovative ways of working, that could involve risk taking.
- Biggest challenge is to be active, enthusiastic and pro-active all the time, with high expectations. Relation building is the most important and is a win-win-situation, though it is easy to form but is difficult to maintain.
- He explained the importance of Village based agreements.
- Briefed about the Inception Workshop that is proposed to be held in March 2013.

The post lunch session commenced with a presentation on "What Is Different – Expectations from OP5 Pro doc" **by Mr. Anil Arora**. Mr. Arora highlighted the following points on the difference in GEF UNDP SGP OP5 project over the earlier Operational Phases 1 to 4:

- UNDP is the GEF Implementing Agency
- CEE is the GEF Executing Agency (Implementing Partner in the UNDP terms).
- The program will follow the UNDP rules, procedures, financial management, operating and reporting systems.
- For dealing with project funds, CEE procurement and other administrative procedures will be followed.
- The NSC will be the deciding body and act as the Program Board.
- The National Coordinator will be designated as the Country Program Manager as per the designation provided to all the Managers of the Ten Upgraded Countries.
- The new donors are Satoyama Initiative, WFP, SDC, Bajaj Foundation, in addition to the funding from UNDP and MoEF.
- Expectations and quality of proposals and the geographical focus for each donor may differ, although these projects will fall within the overall SGP-funding modality and will be governed by the SOPs established by GEF.
- The reporting periodicities vary as GEF follows July-June period; UNDP follows the calendar year (January–December) and MoEF follows the Gol financial year (April- March).

- The targets, outcomes and indicators are clearly pre-defined and the budget is also defined thematic-area wise.
- An Inception Workshop will be held within two months of Prodoc becoming operational to brainstorm on the concepts, viewing the overall strategy for thematic-area-wise attention, policy linkages, linkages with State & Central Government policies, etc. The purpose of this workshop is also to identify roles of each entity and bring ownerships for quick take-off of activities. The representatives of GEF Headquarters and UNDP Regional Office may also participate. Each outcome, output and possibly activity listed out in the Prodoc will be discussed and the LFA will be reviewed to arrive at the work planning.
- Outcomes and outputs are pre-defined and approach to address them will be adopted rather than randomly taking up proposals, unlike the practice in the past.
- Base-line of each proposal needs to be developed in line with the overall outcomes defined in the prodoc. Each single project needs to be integrated in the overall strategy and results based framework and consequent linkages to be brought on thematic-area-wise projects.
- New application form for OP5 defines the linkages with GHG emission reduction and this aspect needs to be looked at closely while developing and assessing the new proposals.
- There is a requirement for flow of information from each project in the field to link up with the projects of upgraded countries with the global SGP program.
- Any unique model project should be highlighted for information sharing with those programs and bringing linkages with them.
- Mid-Term and Terminal Evaluations will be done on the entire 5-year duration of the project.
- The UNDP audit will take place every year. Selected audits at NGO level can also take place.
- As UNDP will release funds on a quarterly basis, RCs should give an estimate of fund requirement for their NGO partners on a quarterly basis for arranging funds in advance. This is all the more required as different resources need to be accessed from different donors at different intervals.
- The reporting formats, i.e. Annual Work Plan (AWP), Annual Project Implementation Report to GEF (PIR), FACE, QPR were also explained.
- The Logical Framework was explained to the participants and they were asked to include more project indicators, if required.

Mr. Sodhi continued with the session by explaining the details on the number and the type the projects will happen:

- Showing a table called "Sodhi's Table" giving an indication of the number of total projects that are envisaged in OP5, the amount of co-financing focused at, the number of SHGs/villages/households targeted and the amount of CO2 emission reduction envisaged.
- Considering the past program experience and proposal entries, the major allocations are in the Southern, Central and Eastern regions respectively.
- Each project budget would range from Rs.18-20 lacs and the maximum limit would be Rs.25 lacs.
- The administrative and overhead expenses for the Regional Offices are also calculated and the details were shared with the participants.
- The JSW is also looking forward for co-financing up to Rs. 2 crores. However this will be restricted to the States of Maharashtra and Rajasthan.
- UNDP hopes to co-finance the activities worth Rs.1 million to the project.
- Based on the outcomes and success of the OP5, UNDP shall look forward to OP6.
- Quarterly Work Plans, linked to Outcomes/Outputs are expected from the Regional Cells by the first week of every first month of the quarter and the Quarterly Progress Report by the last week of every last month of the quarter. The format for this was circulated to all participants.

8 JANUARY 2013:

- Mr. Sodhi briefly touched the Agenda for the day and invited **Mr. Navin Panchal**, Chief Accounts Officer, CEE-Ahmedabad to share the CEE-Ahmedabad's view points on the OP5 program and the accounting systems/procedures, in general. Mr. Panchal discussed the following points:
- He gave a brief introduction of his past assignments/responsibilities to acquaint himself with the participants. He urged the participants to concentrate on generating new proposals and accessing funds as there is lots of money available in govt. sector, Women & Child Department, Health, Urban Development etc. As Govt. is running so many missions JNNURAM, NREGA funds, and there are many other donors, like World Bank etc, such opportunities should be availed of. We need to concentrate on the Outcomes as the OP5 funds are outcome-oriented and the Government is also looking for the benefits that accrue to the people, in general. There would also be TPA (Third Party Assessment) and audit which we should keep in mind. The administrative cost in the proposals should be minimum and then only the proposals get approved.
- He discussed about the problems he faces when the Tally doesn't get updated till the last moment and he does not get a clear picture of the accounts. He requested that whatever is spent should be entered in Tally on day to day basis. Complete information relating to accounts is required from all the CEE offices from time to time. During COP 11 he found a lot of difficulties with Ministries for not submitting the vouchers on time.
- We shall devise an excel sheet where we can keep our daily records of expenses. He also made one and would also like to share.
- We should generate 4 times more the amount of projects than are being currently available to reach the breakeven point for CEE for sustaining the organization.
- Committed liabilities should be calculated in advance as it becomes an actual expenditure later on.
- For one of the projects, there is no data found in Tally from July onwards. Quarterly tax deduction of employees should be done and regular TDS Certificates issued. If the TDS is not deposited by 7th of the month, there are penalties imposed by the Income Tax Department.
- He suggested that we should deal with parties for purchases/supplies who have a track record of at least 3 years. We should also collect information like Pan Number, VAT and TAN number and Proof of Identify for purchase orders. For any service related activities, we should insist on Service Tax Number from the supplier.
- There are many past TA/DA related claims which are pending. He informed that he will shortly clear them as CEE has not received grants from the Ministry since September.
- Sanction letter should be issued and kept on record prior to the project implementation.
- Liaison with the Government Departments, NBA, Biodiversity Board, Pollution Control Board, District Collector, Resident Collector, etc should be maintained to sell ideas and obtain new projects. We need to have relationship with operation level and top level of all these departments. Also we should continue to refer to the State Government Website.

Question Answer Session:

Mr. Simanta: Will clear all the accounts backlogs by Jan end. For FC funding projects they have signed agreement but have not got the funds from the CEE-Ahmedabad. Mr. Panchal replied that if it is FC, they have kept it aside and would disburse when required. Due to low connectivity of internet in North-East, the synchronization of Tally is suffering but will try to fix it soon. He also said that he will send the details of the income tax deductions to all concerned.

Mr Sodhi

The following documents should be collected while purchasing any goods:

- a) Estimate/Quotation
- b) Bills/Invoice
- c) Cash Receipt

Mr. Panchal added the additional list related to financial transactions:

1. Income Tax Pan number
2. Vat Number for Goods
3. Service - Tax number
4. Complete Address
5. Complete address with Pin Code number, with Village name should be listed whenever any activity is carried out.
6. Any receipt should have with clear details of date, place/village, etc.
7. Revenue stamp for should be used for Cash Receipts for Rs. 5000 and above.
8. Cheque should be issued only after entering in tally to avoid mismatch.
9. If payment is made to contractor/Tax is deducted under Section 194 C.
10. 194 J payments for professional and consultancy services.

The total fund allocation for Five year duration to Regional Coordinators/CEE Ahmedabad was discussed. Details of UNDP and CEE codes for Tally were distributed.

Presentation by Madhulika Singh:

She gave a presentation on **the INTEL** supported Website, **“Together We can – Coolcalculator”** that has been developed with the help of the low carbon lifestyle toolkit which was designed during the Commonwealth Games. This website is for students, schools and individuals. The Schools register themselves and then the Students register. Thereafter would be the mail flows for teachers and back to CEE office. Individuals can register under the heading “Others”. She explained the use of the website to take a survey using username and password and choosing the types e.g., “Student”, “schools” or “individual”.

Suggestions from the audience:

- Provision for calculating the CO2 reduction on regular basis should be there.
- Exact options are there but there should be options open for “other” categories too.
- Online Provision for Certificate should be there for those who come ahead for emission reduction, by following conservation practices.
- Feedback mechanism of Intel site (where there is a summary) can be viewed as and when desired.
- Classification of prizes should be there.
- Targets/Incentives should be given to CEE Regional Cells whosoever covers more schools and students.
- Mr. Sodhi urged everyone to be a member of UN’s Solution Exchange – a Community of Practice for Climate Change site, managed by Mr. Ramesh Jalan.

Mr. Prabhjot Sodhi:

Presented a short description of Satoyama Initiative under COMDEKS – a program worth US \$ 250,000, being taken up in Almora District of Uttaranchal at medium altitudes. 5-6 grants will be disbursed under this program. He desired, if we can develop similar projects with Bajaj Foundation and JSW etc.

Mr. Sodhi also urged the RCs to hire interns for Rs.3000-4000 per month which is allowed by CEE. He stressed that for every project, a Brochure and a documentary/video should be prepared, and urged everyone to read the SGP Guidelines.

Presentation by Dr. Rajendra Jagdale , Director General of Science and Technology Park, Pune:

Dr. Jagdale was invited specially to keep the participants aware of the new technologies and to link up with the OP5 program.

- Mr. Jagdale explained that the mission of their Organization is to transform knowledge into wealth. They also provide consulting services to the government. The government projects are driven by consultants and hence whatever is recommended by the consultant it is implemented without carrying out any feasibility study. They help the govt. to make DPRs (Detailed Project Reports). They also do technology forecasting for development projects and provide policy guidance to the government.
- They also worked with **Mr. Sam Pitroda**. Also set up lots of consultancy services for GIS, environment, etc. They did Open PRP (Public Resources Planning) through GIS for Municipalities/Corporations. They started with 7 boys full time employees for 7 years and now they generate their own grants. Created alternate low-cost building material, paint materials and are building sustainable ventures etc.
- “India is shamed by mal-nutrition” – the PM said but this can be solved by giving children milk-drink made of Soyabean which is also one of their innovative projects.
- To resolve, we not only need disruptive technology but also great financial and social engineering on a scale that should rather be exponential. So they need Exponential Innovations.
- Another innovative technology they have devised is generating water from atmospheric moisture through condensation. The cost of this Magic water generator is Rs 26000/- but can be brought down to Rs. 12000/-.
- Another technology – “Membrane filter technology for Safe drinking water” in rural areas which is a personal water filter, looks just like a straw.
- Jaldoot (Water Messenger), a project which is carried out in a few districts of Maharashtra is a clean water delivery system to households. It caters to problems of access to safe drinking water.
- Various other technologies were introduced, like biomass based pallets, bamboo strengthening, low cost houses, etc.
- For more details, his email address is Rajendra.jagdale@gmail.com

In the afternoon Session, Mr. Sodhi briefed the participants on the following:

Closure of all OP-04 projects should be done by Mar 2013 and the impacts should be monitored and reported through the Final Report before closing them.

Asked the participants to use the new account codes provided during the Workshop hereafter for any expenses incurred by them.

- If visiting another CEE project and the visit is clubbed with SGP project, then the charges should not be booked to SGP. Rather reflect the other cost (in cash or kind) as contribution of CEE to the project.
- Projects like Dharohar Samiti, CTRD, Schumacher Centre etc. need to be closed by Mar 2013, but the fund can be released now in good faith.
- Project brochures should be made for all OP-04 projects.
- Standard brochure style should be adopted with logos as is the practice so far. No UNOPS logo should now be there. UNDP logo should henceforth be printed on all SGP publications. The sequence of Logos may be - MOEF.....GEF.....UNDP.....NGOCEE.
- **Mukesh C** raised that video documentation have been made by him during his field visits. Mr. Sodhi told that video films made by Pradip can be seen in the evening which should be taken up for which the links to the software will be provided in the evening – which was done.

- Mr. Sodhi again insisted to take Interns at the Regional Offices to use them for various documentations and other work.

Project Proposals: Mr. Sodhi insisted all participants to read the SGP project guidelines as without going through these we will be able to guide the NGOs. Everyone should go through the guidelines from the GEF/SGP website.

- Detailed discussions were held on the guidelines and the Budget lines in the project proposals. Mr. Sodhi informed that the capital items are discouraged in the proposals.
- Details were provided as to how to access co-financing in GEF UNDP SGP projects.
- Bank loans received by SHGs are also co-financing to the projects.
- Mukesh gave the co-funding example of Savitri Devi Phule NGO.
- Mr. Sodhi explained how to calculate the co-financing using the time of the community.
- **Kalinga** shared the experience from “Access to Energy project” about the continuity of the Village Energy Committees after the project conclusion also.
- Mr. Sodhi also shared the experience of Auditors “Deloitte” visiting the SGP project office at Delhi and giving satisfactory report to India and showed the report to all present.
- Mr. Sodhi shared the photo story videos of PHD.

After tea break, Mr. Sodhi shared the “Project Proposal” template and asked for any changes to be incorporated.

- As per suggestions of the participants, necessary details were added and changed. A new project proposal template was circulated to all participants after the Workshop.
- **Mr. Bibhu T** raised a query on whether a same proposal rejected earlier in the NSC can be reconsidered to which it was expressed that it can come again in the next NSC also depending upon the reason for rejection.
- Discussions were held on whether to advertise or not the “Requests for Proposals”. It was decided that Proposals will be invited from January to June 2013 and an Ad will be put up in the UNDP website facilitated by Dr. Ruchi & Mr. Arora.
- Dr. Ruchi raised the query that the output Indicators in the proposal need to be matched against those in the PRODOC.
- The “Proposal Summary form” was then discussed with the participants in detail.
- After discussions on the RC’s /NC’s comments, it was agreed that the format to be used is: **Recommended for Approval/Revision/Rejection**. The new “Proposal Summary Form” was circulated to all participants.

A live demonstration was given by our GEF/SGP project partner from Latur on converting the waste from the Kitchen of YASHADA into manure. It is a simple cost-effective method, and provides employment to many persons and simultaneously also disposes off the kitchen waste from the households/societies/hotels, etc. on the spot, with the help of a mobile van where the small size portable equipment is mounted. It is a good example that can be replicated in other towns.

9 JANUARY 2013:

On 9th morning, the third and the final day of the meeting, **Mr. Pradeep Das** shared with the group an interesting video making software which could be easily downloaded from www.nchsoftware.com

With the help of this useful software we can make short footages of the ongoing projects and would help in highlighting best practices. Software does not require proficiency in multimedia or graphic designing and can be easily used to make video clips using the available collection of photographs and footages. Short captions could also be added to show pre and post intervention affects.

At the end of the information sharing by Mr. Pradeep, It was reinforced by Mr. Sodhi and was decided that all the Regional offices are expected to prepare and send at-least 2 good quality videos using the software by the end of February2013.

In the next session Mr. Sodhi facilitated project proposal analysis in the groups of pairs of two where in all the pairs were given a proposal to analyse for about an hour which was shared and listed at the end with all the participants. This session was done to give the participants a hands-on-understanding as to how to analyse a proposal and how each group brings out issues that should be looked into the proposals. A massive long list of observations came out for the participants to understand the vast areas of interventions. The list of criteria for analysing project proposals was made based on the observations presented by each pair which is as follows:

Criteria for analysing project proposals:

Mr. Anil & Ms. Madhulika

1. The proposal was a cut/paste proposal and no format was used
2. Without defining technologies – actually no link between activities and technology
3. Thinking not doable from the farms to farmers
4. No links between activities and deliverables
5. No GEFability in the proposal
6. Budget analysis – co-financing not defined.

Mr. Simanta & Ms. Swarnmayee

1. Analysis of organization profile, 8/9 years; turnover of Rs 1 lac, financial capability
2. Analysis of project handled - figures mismatch.
3. Duration of project not clearly defined
4. Innovation not defined
5. Total cost in Admin – 50%
6. Community contributions not adhered/costing on land degradation very high and the baselines not defined
7. Links with agriculture Dept. missing
8. Analysis of transitional mode
9. Tech links weak – details of villages and current practices not provided
10. Knowledge mgmt/comm. Strategy
11. Risk analysis missing
12. Activities budget inappropriate/cost inappropriate
13. No GEFability
14. Livelihood component missing

Mr. Bibhu & Mr. Gurpreet Singh

1. Not followed format/guidelines
2. No co-financing/Budget inappropriateness
3. No quantitative analysis
4. Admin cost is 20%
5. High capital costs; Consultants;
6. Activities/Technology link inappropriate
7. Institutional/Sustainability weak
8. Not sure about actions
9. Calculating GHGs exists in the project.

Mr. Pradeep & Mr. Kalinga Chand

1. Institutional support exists,
2. Not followed format
3. Budgeting not linked to activities
4. Admin cost is 16% which is high
5. No co-financing
6. No quantitative data, low in institutional building and co-financing, low in sustainability strategy
7. No thematic areas covered
8. Current Statue/ Rationale/ Timeline all issues missing.

Mr. Mukesh & Mr. Manoj Mohanta

1. S/E profile of community; tribal; geographic location.
2. Innovation/risk
3. Problem analysis
4. Sustainability/ Quantitative analysis
5. Alternative livelihoods 'Awareness/CB less on actions
6. Innovativeness less/ Anonymous idea of plantations
7. M&E is weak
8. Conforming sources not defines, limited convergence and links
9. Admin costs reasonable

Mr. Bijoy & Ms. Rashmi Gangwar

1. Address of Institution not clearly defined
2. Annual turnover (verify with audit reports)
3. Technology is unrealistic
4. Co-financing not appropriate
5. Demonstration Plot to be owned by the NGO
6. Small farmers - Proposal has contradictions
7. PRA done
8. Rice varieties shown- requires revision
9. Pure line/Link to agricultural University/ICAR
10. Revolving seed bank concept explained
11. Leasing of land can they do/fencing the crops by co-financing should be done

Mr. Ramesh Savaliya & Mr. Jitesh

1. 4 basic areas - Organization profile/GEFability/Implementation strategy/Financial aspects
2. Lack of experience in implementation as per profile/experience.
3. Concept clarity with regards to objective – vague/lack of variety/ Output/Strategy of doing things
4. GEFability
5. No details of activities defined-lump sum budget
6. Lacks QQT
7. High Admin costs 40%
8. No document attached
9. No details as per GEF

Towards the end of this session Mr. Sodhi shared some critical points which need to be considered while analysing a project proposal:

4 areas of analysis

1. Institutional
2. Project demography, vision, objective, strategy, institution, co-financing (What to do?)
3. Technology links to Govt. /partnerships (How to do?)
4. Financial / Individual achievements

Project strategy should be based on:

1. Rapport building
2. Institutional building
3. Selection

While analysing proposals try to find out:

1. Hidden costs
2. Idea
3. Biases
4. Co Financing, Experience, Innovation, and Partnerships

Mr. Sodhi also shared:

Criteria applied to DFID-funded projects

- Livelihood and Enterprises Management (Cooperatives Vs Producer Company)
 - Do Document what you are doing...
 - Objectives are very important
 - Area of operation
 - Membership
 - Share transferability
 - Sharing of profits
 - Management style
 - Interface with Govt.
 - Extent of Autonomy

Simple Technology Introduction

- Community exposure and training

Vision as a Team for projects

- Consistently successful in addressing developmental concerns of needy.

Mission as a team for projects

Process Planning

- PRA to be done for social mapping
- Planning exercise – Technology
- Facilitator, Documenter,

Technologies:

- Greenhouse
- Recharge wells, etc.

The morning session of the meeting ended with a **Fire mock drill** at the YASHADA Campus followed by lunch break and visit to Gangotree Eco Technologies Pvt. Ltd. engaged in making Biomass pallets.

Followed by the Forenoon Session, the CEE team visited Gangotree Eco technologies Pvt. Ltd., Pune to get an exposure about **Garbage Management System**. The CEE Team oriented about the following systems –

- Procedures of making **cooking pallets** made **from garden and kitchen wastes**.
- **Energy efficient cook stoves** which are **40%** energy efficient along with environment friendly made by that organization.
- **Recycling** of non-biodegradable wastes.

After getting exposure the CEE team returned back to YASHADA for attending the last session of SGP workshop. These following are discussed in the last session – Mr. Sodhi briefed about the selection of the SGP project proposals and discussed that, the Inception Workshop would be held in Delhi on 11th March 2013 and the NSC meeting would held in the end of March 2013. It was also discussed that, within the month from May to August 2013, CEE will organize SGP meetings in each Regional Cells and the NGO partners would be invited to that meeting. The three day Workshop came to an end with vote of thanks by Mr. Sodhi.

In the end, we thank the following colleagues who became the moderators and noted down the minutes of the meeting:

7th (morning session) Ms. Madhulika Singh/Mr. Mukesh Chowdhury
(afternoon session) Mr. Bijoy Goswami/Ms. A. Swarnamayee

8th (morning session) Mr. Pradip Das/Mr. Satya Ranjan Mahakul
(afternoon session) Mr. Bibhu Tripathi/Mr. Dileep Chakravarty

9th(morning session) Mr. Jitesh Yona/Mr. Joseph Kujur
(afternoon session) Mr. Ramesh Savalia/Mr. Kalinga Keshari Chand

LIST OF PARTICIPANTS

1. Ms. Madhulika Singh
2. Mr. Pradip Das
3. Mr. Dileep Chakravarty
4. Mr. Gurpreet Singh
5. Mr. Joseph Kujur
6. Mr. Jitesh Yona
7. Ms. Shailaja R.
8. Mr. Bijoy S. Goswami
9. Mr. Simanta Kalita
10. Ms. Rashmi Gangwar
11. Mr. Satya Ranjan Mahakul
12. Mr. Kalinga Keshari Chand
13. Mr. Manoj Kumar Mohanta
14. Mr. Ramesh Savalia
15. Mr. Bibhu Prasad Tripathi
16. Ms. Mario Banmann
17. Mr. Mukesh Chaudhury
18. Ms. A Swarnamayee Das
19. Ms. Sanskriti Menon Mr. Navin Panchal
20. Ms. Shyamala Nayak
21. Mr. Kapil Sahasrabuddha Mr. Crispino Lobo, WOTR
22. Mr. Jayprakash Paradkar
23. Dr. Rajendra Jagdale Dr. Ruchi Pant Mr. P.S. Sodhi Mr. Anil Arora

Annex 2

WORKSHOP AGENDA – OPERATIONALIZATION OF GEF/UNDP SGP OP5 PUNE, 7-9 JANUARY 2013

DATE	DESCRIPTION	REMARKS
6 JAN 13	<p>Morning/Afternoon - Visit to Shaniwarvada and Pune – Self arranged by participants</p> <p>8.00 PM Dinner – at Hotel Yashada</p> <p>9.00 PM - Registration and Kit distribution to participants</p>	<p>Arrive and settle down at YASHADA Rajbhawan Complex Baner Road, Pune Ph: 25608000</p>
7 JAN 13	<p>9.30-10.30 – Introduction to the GEF OP5 Program - PS Sodhi and Ruchi Pant</p> <p>10.30-11.30 – Session on Differences between two project Phases OP 04 - OP 05 – Anil Arora</p> <p>11.30-12.00 Tea</p> <p>12.00-13.30 -- Interactive discussion on the Project Results Framework - SGP Team</p> <p>13.30-14.30 Lunch</p> <p>14.30-15.30 – Reporting Formats – QPRs/PIRs linked to Outcomes/Outputs - Sodhi/Anil</p> <p>15.30-16.30 -- Record Maintenance and Links at Ahmedabad – Navin Panchal/Toral Joshi/Sodhi</p> <p>--Budget management at each RC point, work plans development – SGP team</p> <p>16.30-17.00 Tea</p> <p>17.00– 18.00 Zero Garbage Maharashtra Mission 2020 – Jayprakash Paradkar – Field Demonstration</p>	<p>Pradip Das and Gurpreet Singh, Mukesh along with Shyamla are coordinating the program....</p> <p>-One to one discussions by the CPM with RCs/Teams</p>
8 JAN 13	<p>9.30-11.00 – Introduction to INTEL Project with Schools – Madhulika Singh</p> <p>--Monitoring and closing of OP4 projects. -- SGP Team</p> <p>11.00-11.30 Tea</p> <p>11.30-13.30 – Discussions on Entrepreneurs - Rajendra Jagdale</p> <p>--Operationalization of COMDEKS;</p> <p>13.30-14.30 Lunch</p> <p>14.30-18.00 – How to analyze Project Proposals, Revision of the Formats for the GEF SGP – SGP Team</p>	<p>-One to one discussions by the CPM with RCs/Teams</p>
9 JAN 2013	<p>9.00 – 13.00 – Finalization of RC members and RCMs – SGP Team</p> <p>-- Presentation on Technology Options and Choices</p> <p>PS Sodhi</p> <p>13.00-14.00 - Lunch</p> <p>14.00-16.00 – Visit to the NGO for technology transfers on the Cookstoves, Biomass Briquettes’.</p> <p>16.00-18.00 - SOP Writing to be completed –SGP Team</p>	<p>-One to one discussions by the CPM with RCs/Teams</p>