

Minutes of GEF UNDP SGP, CEE and Wells for India meeting

Date: 28th June 2013

Venue : Wells for India – India Liaison Office, Udaipur, Rajasthan

Present: Mr. Prabhjot Sodhi, Mr. Om Prakash Sharma and Mr. Ramesh Savalia

1. Meeting started with a brief presentation on Wells for India by Mr. Sharma. He briefed on the genesis, philosophy and work of Wells for India in India.
2. All present shared and discussed current procedures on project management systems such as budgeting, grant receipt, expenditure statements, mid-term and final evaluation etc.
3. It was agreed that efforts will be made to develop common Programme/ Project reporting and monitoring formats. Mr. Sharma will review current reporting and monitoring formats of both the agencies and email draft common reporting and monitoring formats by mid July 2013.
Action: Mr. Sharma to draft common formats and share by mid July 2013.
4. Mr. Sodhi shared GEF UNDP SGP, CEE difficulty in making major changes in its various formats. Suggestion was given by Mr. Savalia to add as an Annexure if any extra information is required by both the agencies.
5. It was also agreed that common Project mid-term and final evaluation formats should be used under this collaborative Programme.
6. It was also agreed that all reporting and monitoring formats used for this collaborative programme must be very simple to understand and adhere by implementing partner NGOs/ CBOs.
7. It was also agreed that, looking to legal compliances separate Memorandum of Understanding (MoU) needed to be signed by both the agencies with implementing partner NGOs/ CBOs. Mr. Sodhi handed over a copy of GEF UNDP SGP, CEE, MoU to Mr. Sharma for perusal.
8. It was agreed that Joint Programme / Project Monitoring and Evaluation visits to implementing NGOs/ CBOs should be made by both the agencies. Visit report could be generated separately by both the agencies as per requirements.
9. In case of rejection of any proposal by any of the agency, it was agreed that either funding support could be provided individually or completely denied.