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**MINUTES OF THE 3RD MEETING OF THE EXECUTIVE COMMITTEE,
APFBC SOCIETY HELD ON 06.09.2013**

In the chair- Shri Kumar Sanjay Krishna, IAS, Principal Secretary, Government of Assam, Environment and Forest Department

Members/ invitees present as per List appended

Record of proceedings:

On behalf of the chairperson Shri O. P. Pandey, Member Secretary welcomed all the members, invitees present in the meeting. After a brief self-introduction by members and invitees, the Member Secretary with permission of the chair proceeded to present issues listed in the agenda for deliberation.

- The Agenda wise discussions and decisions are given below:

Agenda item – I: Review of progress in implementation of activities under APFBC

The Member Secretary made a presentation regarding progress made in implementation of Assam Project on Forest and Biodiversity Conservation (APFBC) after 2nd EC meeting held on 28.06.2013, w.r.t. AWP-2012-13 and AWP- 2013-14 highlighting the details as below:

1. All vehicles including Motor Cycles and Cycles procured under the project, through payment of basic price by the AfD, were flagged off by the Hon'ble Minister, Environment & Forests, Panchayat and Rural Development, Government of Assam, Shri Rakibul Hussain, on 29th August, 2013.
2. Funds were released to 27 territorial divisions (**details at Annexure-I**) that had furnished geo- reference for the plantation sites. The total plantation area and total funds released is summarized below:

	Plantation (ha)				Total (for 27 divisions)
Plantation Type	ANR	MHW	NTPF	SAL	
					Total area (ha.)
Area (Ha)	1455	1635	1125	105	4320
					Total amount (Rs.)
Amount Released (Rs.)	143,46,300/-	171,67,500/-	132,75,000/-	20,87,400/-	468,76,200/-

3. A meeting of Senior Forest Officers was held under the Chairmanship of the P.C.C.F. & HoFF, Assam on 29.08.2013 at Assam Forest School, Jalukbari to deliberate issues regarding implementation of the APFBC. The EC was appraised that, after deliberations in the meeting, a decision was taken that requisite information would be furnished by the Wildlife wing, Addl.P.C.C.Fs in the Autonomous Districts/Councils and Circle conservators on dates mentioned in the Minutes of the meeting communicated to all concerned.
4. The following documents were forwarded to the Govt. of Assam and also to the AfD:
- i. Draft Procurement Plan for AWP 12-13 and AWP 13-14.
 - ii. Draft TOR for TA, M& E (including Standard Request for Proposals) and Draft EOI.
5. The following documents will be ready for submission to the State Government and to the AfD:
- Standard Format of Agreement, TOR for engagement of NGOs.
6. The EC was unformed that;
- i) Website design of the APFBC Society has been finalized by NIC free of cost.
 - ii) Accounting Software is also being developed by the NIC free of cost and is expected to be ready for testing by first week of October 2013.
- The Website of the APFBC Society designed by the NIC was presented before the EC and the Chairperson expressed satisfaction over the design.

Agenda item – 2: Deliberation on the Procurement Plan for the AWP 2012-13 and AWP 2013-14.

The Member Secretary described in brief salient features of the Procurement Plan for the AWP 2012-13 and AWP-2013-14(**Annexure-II**). and emphasised that the timelines proposed in the Procurement Plan would depend on the progress made by the FIUs and availability of fund.

Mr. Akande, Consultant, made a presentation regarding Procurement Plan and described in detail procurement by categories during the 18 months (AWP 2012-13 & AWP 2013-14), procurement methods, related AfD Prior Review thresholds for goods, works and consultancy services, other procurement methods and related thresholds, flow chart for Shopping Procedure as per WB Procurement Guidelines applicable to APFBC, progress in procurement against AWP 2012-13, and proposed for AWP 2013-14 State Fund Utilization, Consolidated Expenditure statement, Contents of Draft RFP Document, Technical Assistance to PMU (International), Technical Assistance to PMU (National), Technical Assistance -Suggested Procurement Packaging, M & E Agency, Audit Agency and Development of Accounting Software.

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Agenda item -3: Deliberation on draft of documents – TOR for TA Consultants, M&E Consultant and Audit Firm

The Member Secretary elaborated the salient features of draft of documents – TOR for TA Consultants, M&E Consultant and Audit Firm and mentioned that the same had been forwarded to the Government of Assam and also to the AfD

Agenda item -4: Draft of standard format of Agreement

The EC was informed that the draft standard format for Agreement for contract of various services has been prepared and it is based on the World Bank format with some modification made in the text so that issues specific to APFBC and THE PMU are adequately addressed. Therefore, the draft is being re-visited to make it an appropriate document and it will be communicated to the State Government and to the AfD.

Agenda item – 5 : Standard Draft of Request For Proposal

The Member Secretary elaborated the salient features of Standard Draft of Request For Proposal and mentioned that the same had been forwarded to the Govt. of Assam & also to the AfD.

Agenda item – 6 : Issues raised by the AfD Supervision Mission in the Aide Memoire of the Mission (July 2013).

The Member Secretary referred to the Aide Memoire of AfD's Supervision Mission and drew attention of the EC to the observations of the Mission mentioned below and appraised the EC about issues raised therein

- Delay of about 6 months between procurement of goods by the project Society and their delivery to PMU
- Delay of about 10 months between GB approval of the FY 12-13 budget of the society and actual release of fund.
- The mission was not given the opportunity to review associated tendering files.
- Holding Workshop to define stepwise approach for proper definition of the Component -2 operational Planning.
- Giving priority to JFMC/EDC related issues
- The AfD has accepted PMU's proposal to reduce and reorganize the TA budget. However, the AfD Mission is of the opinion that (i) the

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TA needs be shortly reassessed and(ii) Individual TA consultancy should be packaged separately and separate bids be invited

- Holding meetings of the GB and the EC at regular interval
- Providing agenda and documents supporting different agenda items in advance
- Progress made be reported in the same format in all meetings
- Designation of a Nodal Officer from Govt in APFDC
- Deputation of senior FAO to the PMU
- Full Staffing of the PMU
- Effective selection of TA, and implementation of the Auditing procedure
- Monitoring
- Formation of Research Advisory Committee:

The Chairperson, while appreciating the concern expressed by the Afd Supervision Mission, expressed hope that many issues would be addressed expeditiously. He also requested the Member secretary to address the issues and resolve it as far as possible before the next GB meeting and bring it up in the next meeting of the GB

In context of designating a Nodal officer, Principal Secretary & Chairman of the EC expressed that the role and responsibility of the Nodal Officer is already communicated to the APFDC and AFD. He advised the member Secy of APFDC to bring about the necessary amendments so that it can be placed in the next Governing Body meeting

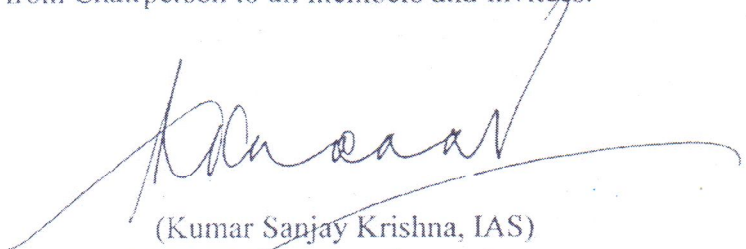
Agenda item – 7 : Miscellaneous issues with permission of the Chair

- The Member secretary informed the EC that provision of Rs. 36.00 lakhs is made in the AWP 12-13 to be provided to the ASBB as per decision taken in the 2nd meeting of the GB, APFBC Society would be provided to the Assam State Biodiversity Board (ASBB) as per the Action Plan proposed by Shri A. K. Johari, IFS, Member Secretary, ASBB (**Annexure-III**). Sh. Johary has made request for some more fund as shown in the action plan and also proposed engagement of some technical hands. The EC consented to the proposal of the ASBB with direction for making available additional fund to ASBB to the extent possible with approval of the GB.
- A presentation was made on the contents of the Web Site designed by NIC.
- The matter of increasing duration of engagement Shri Ekande, Consultant by two more months was put forth by the Member Secretary who explained the need for

Sh. Ekande's engagement for the extended period. The EC consented to the proposal and directed that the matter be put up to the GB for approval in the next meeting.

- The Member secretary informed that the estimates for the PMU office refurbishing at the Forest school, Jalukbari and the same has been communicated to the AID for consent as required for procurement of Works under Force Account. Consent of AID is Awaited.
- Procurement of office furniture for the PMU was brought to the notice of the EC and it was informed that furniture would be procured with the help of a Committee constituted by the PCCF & HoFF, Assam. It was proposed to procure cost effective branded furniture by shopping method to ensure quality and reliability. The EC approved the proposal.
- Regarding the conversion rate for Euro to rupee currently, Shri Bhatia, AID representative informed that the effective rate would be the one prevailing on the date of signing of the CFA.
- Since the Chairman of the Executive Committee was proceeding on training it was proposed that the proposal of procurement of goods and services urgently needed e.g. TA consultancy, M& E consultancy, procurement of Auditors etc. may be put up to the Chief Secretary and Chairperson, GB for approval and post facto approval of GB may be taken subsequently.

The meeting ended with thanks from Chairperson to all members and invitees.



(Kumar Sanjay Krishna, IAS)
Principal Secretary, Govt. of Assam
Environment & Forest Department
And
Chairperson, Executive Committee
APFBC Society
