

Guidelines for organizing Project Advisory Committee (PAC) Meetings

The provision of central and district level project advisory committees (CPAC\DPAC) is mandatory in the case of all project agreement documents which are signed as mutual agreement between Social Welfare Council, INGO and partner organization. Similarly conducting periodic meetings of CPAC and DPAC is also a compulsory requirement of Social Welfare Council/Nepal Government. It is the responsibility of the INGO and partner organization/s to initiate the above mentioned meetings at the center and the district levels respectively.

Objectives of meetings:

The prime objectives of the meetings are to review and analyze the progress and review the achievement of the concerned project/s. Likewise, the meetings will analyze the status of resource utilization status of the project and provide policy and operational feedback to the project stakeholders for fulfilling the desired results by the end of the project.

Composition of CPAC\DPAC:

Member Secretary of the Social Welfare Council will chair the central level meetings whereas representative/s of the concerned INGO in Nepal will co-chair the meeting. Other members for CPAC will be representatives from the Ministry of Women, Children and Social Welfare; National Planning Commission, Ministry of Finance, Ministry of Home, Ministry of Law and Justice, Ministry of Local Development and other representative/s from different ministries as per the nature of project. Similarly, Director and chiefs who are looking after the Planning and Program, monitoring and evaluation divisions of SWC will be invited as members in such meetings. At the district level, the PAC meetings will be convened and chaired by the Local Development Officer where representative/s of all the concerned government and NGO stakeholders will be invited as members of the project advisory committee.

Frequency of CPAC\DPAC meetings:

Both CPAC and DPAC will sit twice a year. Similarly minutes of CPAC meetings will be authenticated by the signature of Member Secretary of SWC and representative of INGO in Nepal. Minutes of meetings at the district level will be authenticated by the signature of the concerned local development officer of District Development Committee. Other members and signatories will be as decided by the DAPC meetings. Such minutes of the meetings will be circulated timely among all the concerned stakeholders.

Duration of CPAC and DPAC meetings:

Time duration for each meeting will be two hours. The presentation and discussions must include the following components.

- Target vs achievements as per the log frame which is stipulated in project agreement/s.
- Financial status of the project along with the administrative and programme cost ratio.
- Sustainability component of the project.
- Co ordination mechanism of the project.
- Changes/amendment made in project (if any).
- Overview of monitoring/evaluation/supervision of the project: planned and actual. (if any)
- Issues and challenges faced by the project in its implementation.
- Summary of the meeting held at central/district level.

Half an hour will be kept for presentation on the items as highlighted above and rest of the time of the meeting should be allocated for discussions/comments and suggestions from the stakeholders and concluding remarks by the co-chairpersons.

Note:

- A) If an INGO has more than one project agreement under a general agreement, each project will be presented separately and minutes will be recorded project wise accordingly.
- B) In the CPAC and DPAC meetings, additional persons can be invited as observer or guest or resource person according to need/s.
- C) INGO\partner organization will organize monitoring visits of teams consisting of the committee members at least once a year, both from the central and district levels. Findings of these visits will be shared among stakeholders.
- D) Venue for PAC meetings will be decided as per the convenience of the INGO\partner and with the consent of the co-chairpersons. However SWC prefers to conduct such meetings after or before office hours at SWC review hall at the center or at INGO\partners office at the center and/or district.
- E) These guidelines can be changed/ refined, if needed.