

## **DISTRICT PLANNING & COORDINATION MEETING**

### Location:

Government District Meeting Hall

### Chairman:

District Governor or vice-district governor

### Participants:

Kum ban representatives, Provincial concerned Departments and District concerned Offices, Other Development agencies and NGO, private sector, PRF staff at all level.

### Objectives:

- Presentation and discussion of Long-Range Kum ban Development Plans by Kum ban representatives;
- Presentation and discussion by district technical offices about services to be provided in the Kum bans;
- Review of PRF Investment Plans, in particular the sub-project proposals for the first and second year of PRF II;
- Discussion with district technical offices about sub-projects' feasibility and their possible contributions to sub-projects' long term O&M;
- Agreement on sub-project ideas that will move ahead to design phase (survey and elaboration of sub-project proposal);
- Agreement reached on the possible integration of sub-projects (ie. joining priority sub-projects among villages or Kum bans where this makes economic);
- Any feedback on cycle to date, either from the Feedback and Resolution System or otherwise.

### Expected outcomes

- Agreement on integration of any PRF Investment Priorities into existing District development plans;
- Agreement on Year 1 and year 2 sub-projects selected for design phase, subject to any required final technical approvals;
- Commitments in principle from District Technical Offices and line ministries on contribution to sub-project services (for example, teachers or health workers will be provided if PRF builds schools or health centers);
- Commitments in principle from District Technical Offices and line ministries on contribution to sub-project sustainability.

### Activities and responsibilities

- Reconfirm PRF process: principles, cycle, funding availability and limitations, menu of options and types of prohibited activities, Social and Environmental Guidelines (FRALA, compensation system, physical cultural resources, inclusion of vulnerable ethnic groups);
- Present the KDPs;
- Review the budget estimates for PRF Year 1 and year 2 sub-project ideas against available Kum ban budget;

- District authorities (and other NGOs/donors, if present) advise if there is overlap with any current activities or short-term plans to carry out similar investments or if there are funds/programs available outside of PRF to support the KDP;
- Confirm which PRF Year 1 and Year 2 sub-projects will proceed to design phase, subject to any required final technical approvals.

#### Notes for District Coordination Meeting

- Prior to the meeting, PRF Technical Engineering Division to confirm budget estimates as presented in the Investment Plans within KDPs the cost of each sub-project (using the Unit Cost Database).
- Prior to the meeting, PRF staff will confirm that Year 1 Sub-projects meet the selection criteria (ie. 75% of proposals must benefit poorest villages).
- The sub-project identified in the KDP will be considered and approved unless they overlap or duplicate district development or the district considers this sub-project not feasible, otherwise the District authorities should endorse this plan.
- In the event that a sub-project proposal is dropped for any reason at this meeting (for example, the government or other donors already planned to fund that specific sub-project investment), Kum ban representatives may ask for a priority proposal from Year 2 of the Investment Plan to be considered for PRF support. Some sub-project proposals can be merged if a joint sub-project can benefit different villages or Kum bans who have submitted similar proposals. However, the amount of one sub-project activity cannot exceed \$60,000. However, entirely new sub-project ideas cannot emerge at this meeting.
- Village Delegates and KFs will be responsible to disseminate the outcomes of this meeting to all villages in their Kum ban via Village Report Back and Validation meeting (see next Section) and by posting results on the Kum ban Information Board.
- Considerations about **operations and maintenance** be reviewed and discussed during the meeting. If the prospects for a sustainable operation and maintenance of a desired facility are too limited, Kum ban Representatives should drop it from the list of proposals. During this meeting, the Kum ban Representatives should review with district sectoral offices the possibilities for long-term operation of proposed public service facilities in terms of staffing (teachers for schools, nurses for health centers) and operating costs (staff salaries, renewal of equipment and consumables like medicines).

#### Duration of Meeting

One day, to take place within two weeks of completion of all Kum ban Development Plan meetings