

**PROGRAM SUPPORT UNIT
SINDH DEVOLVED SOCIAL SERVICES PROGRAM**

Subject: MINUTES OF 4TH MEETING OF THE PROVINCIAL STEERING COMMITTEE (SDSSP) HELD ON 28.12. 2004 UNDER THE CHAIRMANSHIP OF ACS (DEV)

Meeting started with the name of the Allah the most merciful and the most beneficent. While opening the discussion on the agenda points the Chair appreciated the efforts of the Secretary Finance and Program Director in getting the program approved from the ECNEC. He hoped that with the approval the implementation would start at full pace and the province would be able to achieve the targets for the second tranche.

Item - 1

Review of Progress on PSC decisions regarding Policy Outcomes by PLDs

PSC reviewed progress on decisions regarding Policy Outcomes / Areas 1, 3 and 5 of Program with special reference to (i) preparation of the Delegation Plan, putting a monitoring framework in place to ensure implementation of the devolution plan and removing the inconsistencies; (ii) updating the restructuring plan for PLDs (PLD Concept Papers) laying down their role and responsibilities in new system as policy maker, facilitators and supporters for the LGs; (iii) comprehensive proposals of the PLDs in consultation with the LGs for integrating community in the service delivery at grassroots. The Chair observed that it was mandatory for the GoS to fulfill all the conditions to be eligible for the release of the 2nd tranche of US \$70 million in April 2005.

PD apprised that in last meeting of the PSC on November 5 the ACS (Dev) / Chairman PSC has extended the date for the submission of these plans from 15 to 30th November on the request of the PLDs. Technical Group consisting of the Focal Persons from PLDs has reviewed the progress and regretted that PLDs did not move an inch from earlier position. However, the health department has provided draft copy of PPP. These documents are to be prepared by the PLDs, shared with DGs and then approved by the concerned Secretaries before being adopted as policy guidelines / documents for the LGs.

Decision:

The Committee while endorsing the proposal directed PSU officers to personally contact the administrative secretaries and other relevant officers in the PLDs for ensuring progress on these objectives.

Item – 2

Approval of procedure for accounting and transfer of SDSSP funds to DGs & TMAs for budget Year 2004-05

The Nazim Khairpur observed that in the implementation of the reform programs the initiative is lost because of the protracted procedures involved in the transfer of the funds. PD apprised that the PSU has prepared Procedural guidelines for transfer of SDSSP funds to DGs & TMAs in consultation with DAG Sindh and District Accounts Officers.

Decision:

After a detailed discussion the committee approved following procedure to be adopted by the Finance Department for release of the funds in accordance with the share approved by the PFC.

- i. The funds of above program will be released as tied grants for utilizations strictly in accordance with the plan approved by the respective councils*
- ii. EDO (F&P), will issue release budget, schemes wise and within the scope of the plan, to concerned EDOs for incurrence of expenditure as per budget rules*
- iii. The EDOs Education & Health will be declared drawing and disbursing officers (DDO) for incurring the expenditure for salary and non-salary components*
- iv. EDO (Works & Services) will be declared as drawing and disbursing officers (DDO) for incurring the expenditure of Civil Works duly pre-audited but the Divisional Accountant of PW Division concerned*
- v. District Accounts Officers will ensure the booking of expenditure under DSSP grants separately.*
- vi. For monitoring and tracking, the expenditure under DSSP grants will also be reflected in monthly statement of Civil Accounts*

Supplementary Item

Sharing for four newly created districts

While discussing the share of the LGs the PD raised the issue of creation of new districts which was likely to upset the sharing formula for those four districts from which the new districts have been created and that a new PFC arrangement would be required for allocations for the new districts. He also suggested that the existing arrangement be continued for the current year. Secretary Finance was of the view that these funds can be utilized on the pattern if the decision taken by the government for the regular development funds. ACS development observed that since the boundaries of the talukas have not been disturbed therefore there will be no problem in disbursement of

share for the TMAs. However, he emphasized that the division of population in the old as well as new districts will determine the new sharing for these eight districts.

Decision:

The PSU with the help of relevant agencies collect the required data for these districts and submit proposals for revised sharing accordingly.

ITEM – 3

Recruitment of Program Coordinator

Giving the background of the issue the PD informed that the matter regarding recruitment of an International Consultant was raised by Government team during Loan Negotiations with the ADB team. Finance Department had argued that since substantial internal staff capacity exists in GoS as such the services of an International consultant as a Co-director for the Program was not be required. The approved RRP document now specifies that the Program Support Unit (PSU) will have a Program Coordinator (PC) who may be a civil servant or may be engaged on contract basis from market. While presenting rationale for hiring a civil servant he suggested that it would be appropriate for the Sindh Government to hire a civil servant or an expert from the open market for this position and designate accordingly.

Decision:

The committee agreed with the rationale and approved following:-

- a. *Change of the status of Program Coordinator in PC-I from consulting position to staff position, to be paid from the GOS share and re-designated this position as Deputy Program Director (DPD)*
- b. *Circulation of the position of DPD amongst the mid career Civil Servant through SGA&CD with TORs and other selection criteria*
- c. *Constitution of a committee for the selection of DPD and other support staff to be hired from the market through advertisements.*
 - i. *Member Public Service Commission - Chairman*
 - ii. *Secretary Services*
 - iii. *Representative from IBA or any other institution*
 - iv. *Program Director SDSSP*

ITEM – 4

Approval of Guidelines for the Preparation of the Annual Sector Plans

Secretary finance said that at this stage the primary objective was the distribution of the DSSP funds to the local governments. He, however, observed that the local governments are required to devise their own Annual Sector Plan in order to be

eligible for DSSP financing but due to capacity problems it was imperative for PSU to provide some kind of technical assistance to district governments. He was of the view that the funds should be released to all those districts and TMAs who prepare and get their plans approved from the respective councils. The Chair asked for the opinion of the Nazims on the proposed arrangements. The Nazims agreed with the proposal of getting the plans approved from the councils. Nazim Khairpur observed that the delay has occurred due to the non-availability of the sector experts who are to be provided by the PSU in the districts. She demanded hiring of sector experts on the fast track basis. The PD informed that the guidelines for preparation of the Annual Sector Plans have been drafted by the PSU and reviewed by the Technical Working Group are submitted for approval before circulation to LGs.

Decision:

Guidelines approved for circulation amongst the local Governments.

ITEM – 5

Composition of PSC

Decision:

Keeping in view the overall role of the Provincial Steering Committee in steering the Sindh DSSP the committee decided:-

- i. That the proposal alongwith the particulars of a suitable female member from civil society be presented to the chairman for selection as per criteria*
- ii. Expansion in the composition of the committee by including Director General, Local Government Commission by designation, keeping in view the role of the LGC in reporting and monitoring of the system*

ITEM – 6

Confirmation of District / TMA Focal Persons and approval of TORs for Focal Persons and Technical Working Group

PD informed that in accordance with the earlier decision of the PSC a Technical Working Group consisting of the Focal persons from all PLDs has been constituted to assist the PSC in the disposal of matters requiring technical review. He apprised the forum regarding feedback from ADB and districts on the proposed nomination of EDOs CDD as focal persons for DSSP and suggested that since the program mainly focuses on the finance, budgeting, planning and governance reform therefore the nomination of EDOs (F&P) would be appropriate. He also requested for the review and approval of the TORs for the TWG and the Focal persons. PD also proposed for an honorarium of Rs.2500 per month for the members of the Technical Working Group for their contribution towards the achievement of the SDSSP objectives.

The Chair invited the members for their views. Nazim Khairpur and Mirpurkhas were of the view that the honorarium may also be given to the focal persons at districts for doing extra work. The committee viewed the proposed honorarium for members of the TWG favorably, however it was decided that PSU would workout the budget of honorarium for district and TMA focal persons as well and submit a separate proposal.

Decision:

- i. *Committee approved the nomination of EDOs (F&P) and TO (I&S) as district / TMA Focal Persons for DSSP*
- ii. *Committee approved TORs for Focal Persons for districts and TMAs*
- iii. *Committee approved the constitution of Technical Working group with proposed TORs*

ITEM - 7

Approval of Performance Management System

Describing the performance management system the PD informed that program will have a comprehensive management and appraisal system which is being envisaged on the scientific lines for ensuring the smooth implementation and achievement of targets / objectives.

Decision:

The committee appreciated the objectives of the performance management system and approved the proposal.

The meeting ended with vote of thanks to and from the Chair.

LIST OF PARTICIPANTS

Mr. Ghulam Sarwar Khero Chairman
Additional Chief Secretary,
Planning & Development Dept.

Malik Asrar Hussain,
Secretary, Finance & Cooperation Dept.

Muhammad Hashim Laghari
Secretary, Education Dept.

Muhammad Ishaque Lashari
Special Secretary, Local Govt. Dept

Mr. Siddique Memon,
Zila Nazim / DCO Mirpurkhas

Ms. Nafisa Shah,
Zila Nazim, Khairpur

Ms. Farzana Saleem,
Director, Women Development Dept.

Muhammad Yahya Memon
Deputy Director, (P&M) Education

Mr. Zulfiqar Ali Shah
Assistant Chief (Environment) P&D

Mr. Abdul Kabir Kazi,
Program Director, SDSSP

Mr. Rafique Mustafa Shaikh,
Program Officer, SDSSP

Mr. Imtiaz Bhatti
Program Officer (M &E) DSSP

Mr. Naveed Ahmed
Program Officer, Education - DSSP