**Annex - 5**

**Guidelines for organizing Project Advisory Committee (PAC) Meeting**

The provision of central and district level project advisory committees (CPAC\DPAC) meeting is mandatory to all the projects as per the agreement among Social Welfare Council, INGO and partner organization. In the same way, conducting periodic meetings of CPAC and DPAC is also a compulsory obligation 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 central and the district levels respectively.

**Objectives of meeting**

The prime objectives of the meetings are to review and analyze the progress and achievements of the project/s activities.

In addition to this, the meetings will analyze the resource utilization status, policy and operational feedbacks from stakeholders in order to achieve the targeted goals and objectives by the end of project period.

**Composition of CPAC\LPAC**

Member Secretary of the Social Welfare Council will chair the central level meetings whereas representative/s of the INGO in Nepal will co-chair the meeting. Other members for CPAC will be representatives from the Ministry of Women, Children and Senior Citizen, Prime Minister's Office, National Planning Commission, Ministry of Finance, Ministry of Home Affairs, Ministry of Federal Affair and General Administration, Ministry of Foreign Affairs, and representatives including Ministry of Agriculture Development and Ministry of Health and Population as well as other line ministries as per the need of the project.

Similarly, Department Heads of SWC will be invited in such meetings as the members of CPAC. At the district level, the PAC meetings will be convened and chaired by the Local government head or deputy where representative/s of all the concerned government and NGO stakeholders will be invited as members of project advisory committee.

**Frequency of CPAC\LPAC meeting**

CPAC and DPAC meeting will be held at least once a year. Similarly, minutes of CPAC meeting will be authenticated by the signature of Member Secretary of SWC and representative of INGO in Nepal. Minutes of meeting at the district level will be authenticated by the signature of the Local government head or deputy. Other members and signatories will be as decided by the DAPC meetings. Minutes of the meetings will be disseminated in time to all the stakeholders.

**Duration of CPAC and LPAC meeting**

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.

• Financial status of the project along with the administrative and program cost ratio,

Partnerwise budget, total budget transfer to NGO partners.

• Sustainability components of the project.

• Coordination 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 will be submitted at the central and district level.

Way forward Half an hour will be kept for presentation on the areas 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 agreements each project should be presented separately and minutes will be recorded project wise accordingly.

B) In the CPAC and LPAC meetings, additional persons can be invited as observer or guest or resource person as per the need.

C) INGO and 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 organization and with the consent of the co-chairperson. However, SWC prefers to conduct such meetings after or before office hours.

E) These guidelines can be changed/ revised, if needed.