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| **Activity** | **Discussion** | **Agreements/Next Steps** | | | **Date** |
| **T&D 2016: Plans and Policy Development** | | | | | |
| Courtesy Call with the Regional Director | Regional Director’s Thrust and Priorities  RD Emphasizes   * PDOs should move away from SEA-K style of Projects; * Individual MD projects are prohibited with minor exemptions (referrals, special projects, etc);   RD Initiatives   * Capacity Building for C/MAT for enhanced convergence; * Provide Capacity Building to PCs regarding partnerships activities   Should the PAMANA Capacity Building for C/MAT prove successful, similar activities may be conducted specifically for the Capacity Building of the C/MAT | Feedback to RD re: PAMANA Capacity Building  Emphasize the importance of the 3D roll-out training for PDOs | | | 6 May 2016  Continuous |
| RPMO Meeting with PAMANA PDOs and Convergence | FO IX Initiated Financial Workshop for SLPAs   * Divided into 2 parts: Workshop proper, and amending signatories of SLPAs for banking transactions * Isabela City conducts this on April 26-29 * Salug Municipality conducts this on May 2-4, but will conduct the amendment of signatories on May 10-13   PAMANA Turn-over Workshop  Clarified C/MAT Roles   * MLs and ACTs monitor and address social concerns * PDOs Provide TA on entrepreneurial and organizational concerns   Pre-work from the Field Office   * Coordinate with all parties re: program and venue and   Technical Concerns   * Banking signatory options to be discussed with RD’s discretion (Resolved)   + Option 1: President-Treasurer-MAT Leader-MSWDO   + Option 2: PDO-ML-President-Treasurer w/ communication to MSWDO (RD’s Choice) | FO IX Initiated Financial Workshop for SLPAs   * PAMANA PDOs of Salug will follow on May 4 right after the workshop   PAMANA Turn-over Workshop  Pre-work from the Field Office   * Coordinate with the C/MAT to bring the C/MAT Plans for revisions * Coordinate with the staff covering:   + Salug: 5 PDOs; 3 MLs; 3 ACT members   + Isabela 4 PDOs; 11 MLs * Coordinate with all parties for the final venue at least 4 working days before the activity * Arrange Field Office Travel Orders * Identify Qualified Documenter * PAMANA PDO’s draft program for May 10-13 turn-over   Pre-work from the NPMO   * Produce Certificates of Appreciation * Confirm and Coordinate with OPAPP * Arrange Central Office and OPAPP Travel Orders   Workshop Proper   * Training Officer as Main Facilitator | | | N/A  April 25-29  May 4-6 |
| **T&D 2016: Program Implementation** | | | | | |
| Meeting with the RPMO, PCs, and ZDN PDOs regarding the 1st Quarter Implementation | Identified Factors Affecting 1st Quarter Accomplishment   * Category A targets were not validated during 4th Quarter 2015; many identified high school graduates were below 18 and targets need to be validated * Validated targets refuse to leave provincial residence due to * RD’s strict standards for project proposals with an inclination to EF; PPDAW schedules were pushed back due to proposals dominantly MD; * RPMO staff changed and provided different directions (such as physical and financial targets); PCs were not familiar with final 2016 targets * Caseload was not turned over properly last 4th Quarter of 2015 * Familiarity with the new templates took time *(but PDOs now are already familiar with the templates)* * PDOs not familiar with financial and physical milestones which should have been discussed by the PCs at year’s start * In ZSP, during C/MAT Planning, C/MAT Leader prioritizes Level 1 Participants, contradictory to SLP’s “low hanging fruit” of Level 2   Financial Accomplishment   * 0% have been disbursed for grants; the Php 150k are admin costs * The remaining downloaded grants were transferred to the FO’s Common Funds account to avoid lapsing | Identified Factors Affecting 1st Quarter Accomplishment   * PDOs are to identify all high school graduates 18+, communicated clearly to the C/ML’s; * PDOs are to innovate on employment generating enterprises; * PDOs should take the templates seriously as it justifies the project through feasibility studies; RPMO proposes PC TA every other week on proposal drafting; * This was clarified to all during the meeting with the submitted physical and financial plans; MEO to provide the submitted Physical and Financial plans to the PCs * Resolved; * Resolved; * Resolved; * RPMO to discuss with ZSP C/MATs regarding Program Design;   Financial Accomplishment   * The 1st Semester expectation for disbursement sums to Php 99M is expected for implementation on June. | | | June-July  May-June  2nd Quarter  April 25-29 |
| Proposals   * Only ZDN was able to conduct PPDAW by 3rd week of April and have proposals approved * None have been encoded in the Project tracker; only RPMO approved Projects are encoded in the Project Tracker * Discussed schedules for PPDAW to disburse remaining cash allotted for SLP in the common fund account * PDOs not familiar with El Nino guidelines for implementation; * Identified participants are for continual validation * ZSP Cluster find it difficult to focus on employment | Proposals   * MEO/F to encode all approved proposals from April to June * PPDAW has been scheduled:   + 1st Semester Allocation (Php100M) PPDAW on May   + 2nd Semester Allocation (Php260M) PPDAW on June to July * Resolved; NPMO to re-send the 2 guidelines for livelihood El Nino projects and the template for reporting (done); * PDOs commit to serve the identified participants, and include disaster sensitive livelihood interventions * ERO to fast-track Provincial Opportunity Maps to all provinces | | | April 25-29  April 25-29  May  2nd Quarter |
| Meeting with the RPMO, PCs, and ZDN PDOs regarding the Catch-up Planning | Catch-up Planning  2016 GAA Inventory Of Funded Projects   * There are none   2016 GAA Inventory of Unfunded Projects   * Encode ZDN’s proposals by April 29   Project Implementation Plan   * Planning template will be taken up during 2016 IPC crafting workshop for submission on May 6   Disbursement Plan   * 1st Semester PPDA will serve as basis for the revised 2nd Semester Disbursement Plan   NPMO to provide the planning guides and templates (done) | Mo | Wk  4  1  2  3  4  1  2  3  4 | Activity  SLPIS Roll-out  IPC Crafting Workshop  PPDA for 1st Semester  “  Review and Approval RD  Implementation of 1st Semester PPDA;  Approval of 2nd Semester proposals for implementation by September 30 | |
| April |
| May |
| June to July |
| **T&D 2016: Social Marketing and Knowledge Management** | | | | | |
| Ground Breaking Ceremony at Liloy, ZDN | Best Practices (SLPA)  Sustainable Livelihood Program Microfinance Federation Inc. (SLPMFI), Liloy   * Former BK 2015 entry * Currently constructing SLPMFI office and training center through CBLA funds and ECBU for purchased land totaling Php 8.7M (estimated completion by August) * Expanding services to contract-out other producer SLPAs, and linking to nearby markets to aid micro-enterprises and boost employment facilitation * Expanding business requires office personnel w/c are taken from Pantawid pool for employment | Best Practices (SLPA)  Recommended for KM unit documentation | | |  |

Other Concerns:

RCC is following-up the SWDI Toolkit