

MINUTES OF MEETING

WEEKLY REVIEW MEETING - MEETING NO. 16

Meeting Date:	03/12/2022	Time:	10:00AM –12:50 PM
Facilitator:	SPMU, KSWMP	Recorder:	PMC
Location:	Virtual/Zoom	No. of Pages:	

THE OBJECTIVE OF THE MEETING

The objective of the meeting was to review the progress of the KSWMP Project

DISTRIBUTION AND ATTENDEE LIST:

SPMU/DPMU	
Mr. U.V Jose IAS (Rtd), Dy. Project Director (Chair)	Ms. Nirmala Padmanabhan Capacity Building Expert
Mr. Anoop P: Project Head (Infra)	Mr Balachandra Kurup, Policy Expert, SPMC
Mr. Jayakumar JS, Urban Sanitation and Technical Expert,	Ms. Suma Issac, PE, SPMC
Environmental safeguard Expert	Mr Ajith Krishna, DC DPMC PKD
Mr. Hiran Krishna S N: M & E Expert	Ms. Resitha K G, SWM Engr, DPMC PKD
Mr. Thejus Thomas: IEC Expert	Mr Greena Jose, FME , DPMC
Mr Vyashakh M Chacko, S& CE	Ms Jincy Jose, Env Support team, SPMC
KPMG(PMC/DPMC)	Mr Sayi V, SWM Engr , DPMC TVM
Mr. S Rathish, Team Leader 1, SPMC	Mr. Shyju P George, District Coordinator Kozhikode
Mr. Jayanesh M K Social Safeguards, Gender and Comm Expert	Ms. Sheeba M S, Environment Safeguard Expert-DPMC
Mr. Sahuji K G, TL2 i/c & DC DPMC TVM	Mr. Rajmohan.K, Procurement expert, DPMC
Mr Jayachandran R, FME SPMC	Ms. Hazeena V A, FME DPMC
Mr. Amit Ramanan , S & CE , SPMC	Mr Jaganath M, Environment Safeguard Expert-DPMC
Mr Gopalakrishnan KR, DC EKM	Mr. Siva Prasad D-Social Safeguard Expert-DPMC
Mr Shyam Devadas , S&CE , DPMC EKM	Mr. Premlal C, S & CE DPMC KKD
Mr Kumar K, FME DPMC TVM	All ULB /PIU SWM Engineers

ANNOTATED AGENDA & MINUTES

DISCUSSION POINTS	DESCRIPTION
Context:	1. Year 1 investment in ULB 2. Model DPR Preparation 3. Additional year 1 investment 4. SWM Plan data Collection 5. SWM course Details 6. Weekly Status PMC 7. General Discussions 8. Progress on Vehicle sourcing and Office Building
General/Introduction	Sri.U V Jose IAS (Rtd), DPD welcomed all the participants to the meeting and gave introduction to all participants about the project activities carried out. Action taken report of the previous meeting was discussed. • Note on contract Management should be submitted on 9.12.2022 (Action PMC) • Uploading of minutes and other activities in Website should be done in time (Action IT Expert, SPMU / MEE) • Necessity of ADP process in additional proposal should be clarified (action Jayachandran R, Hiran, Ramesh K P)
Agenda 1	Status of SWM data collection, additional Proposal, Model DPR preparation status , Office building , vehicle hiring etc were presented in district wise • Amabalamedu survey should be completed at the earliest (action DPMU Ernakulam) • Status of Thalassery data collection should be reported to SPMU (action DPMU Kannur) • Rearrangement of SWM engineer to vacant ULB by Palakkad DPMU was appreciated by DPD. • Vacancy of SWM Engineers at Kannur and Mattanur will be expedited by SPMU
Agenda 2	• SWM data collection completed before 15.12.2022 by 30 ULBs • Additional Proposal of Year1 projects should be submitted by all ULBs before 15.12.2022 • Proposal of Year 2 projects should be fine tuned for Basic Grants (Action : DPMU & SWM Engineers) • Land identification for SWM facilities should be done (Action : SWM Engineers) • Model presentation for all 93 ULBs should be prepared. Service of DPMC also can be utilized for the framework. Framework should be prepared before 15.12.2022 (Action :- M&E E, S & CE of DPMUs) • Induction Training at KILA:- evaluation form and feedback should be done by all participants on or before 6.12.2022 . Reason for non-participants should be collected (Action : Vijeesh P)

DISCUSSION POINTS	DESCRIPTION
	All staff under KSWMP should complete online course on “Municipal solid waste management in Developing countries” within 45 days.
Agenda 3	- Model DPR status should be reviewed on 5.12.2022 (Jevik) - Total station survey should be done for the dumpsites (Action : - DPMU) - ESMF orientation training should be done on online - Environmental screening should be incorporated with google Earth file. - Ward level baseline data should be completed before 31.12.2022 - institutional Social data collection in all ULBs should be done before 24.12.2022 - detailed Site report of Cheemeni should be prepared (Action:- DPMU Kasargode & DPMC) - Circular regarding the familiarization of Harithamithram App to ULB officials should be done (Action : SPMU) - E & S activities : internal discussion by SPMC and SPMU should be done on 5.12.2022, 11 AM
Agenda 4	PMC review - A draft notes on guidelines and timeline of contract management should be done (Action: PMC) - Policy and framework discussion scheduled on 8.12.2022 , 10 AM - Discussion on Financial modeling framework done with DPD by PMC - Discussion on draft note on ToR of KILA should be done on 5.12.2022 , 3 PM (Action : Nirmala Padmanabhan) - Note on gap analysis should be refined (Action : Sahuji K G)
General Discussion	- PIU of each ULBs should be reconstituted - Fire and safety approval guidelines should be finalized (Action : SPMU , SPMC)

FUTURE MEETING SCHEDULE / AGENDA

Meeting	Date	Time	Location	Facilitator	Attendees
Weekly Progress Review Meeting	12 /12 /2022	10 AM	Virtual	SPMU	SPMU/DPMU/PIU/ PMC