

Government of the People's Republic of Bangladesh
Cabinet Division
Social Security Policy Support (SSPS) Programme
Development Coordination Section
www.cabinet.gov.bd

Memo no. 04.00.0000.722.14.034.15.110

Date: 26 May 2016

Notification

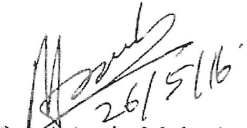
The Project Implementation Committee (PIC) of the 'Social Security Policy Support (SSPS) Programme' supported by the UNDP, has been formed as follows:

A. Composition:

1.	Member, General Economics Division, Planning Commission	Chairperson
2.	Secretary (Coordination and Reforms), Cabinet Division	Co-Chair
3.	Chief, General Economics Division	Member
4.	Representative of the Coordination and Reforms Unit, Cabinet Division (not below the rank of Deputy Secretary)	Member
5.	Representative from Concerned Sector (SEI) of Planning Commission (not below the rank of Deputy Chief)	Member
6.	Representative from IMED (not below the rank of Director)	Member
7.	Representative from the Ministry of Social Welfare (not below the rank of Deputy Secretary/ Deputy Chief)	Member
8.	Representative from Finance Division (not below the rank of Deputy Secretary/ Deputy Chief)	Member
9.	Representative from the Local Government division (not below the rank of Deputy Secretary/ Deputy Chief)	Member
10.	Representative from the Programming Division (not below the rank of Deputy Chief)	Member
11.	Representative from the Economic Relations Division (not below the rank of Deputy Secretary/Deputy Chief)	Member
12.	Representatives from UNDP	Member
13.	National Project Director of SSPS Programme	Member Secretary

B. Terms of Reference:

- Oversight of the project will be provided by a Project Executive Board/ Project Implementation Committee (PIC), which is responsible for consensus management decisions for the project when guidance is required, including approval of project plans and revisions.
 - Project Board/PIC oversight should ensure accountability, transparency, effective project management and best value for money.
 - Annual reviews, work plans and budgets will be prepared and presented by the Project Management to the Executive and other members of the Project Board/PIC for review and approval.
 - Quarterly reports will be prepared by the Project Manager, under the guidance of the National Project Director, and submitted to UNDP, who will share narrative and financial reports with co-funding development partners.
 - The PIC will have bi-annual meetings, chaired by the Member, General Economics Division and bi-monthly meetings chaired by the National Project Director.
02. The PSC can co-opt any member as and when necessary.


(Md. Ashfaqul Amin Mukut)
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Distribution (not in order of seniority):

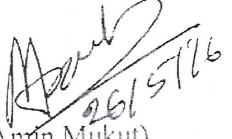
01. Senior Secretary, Finance Division.
02. Senior Secretary, Economic Relations Division.
03. Secretary, Ministry of Social Welfare
04. Secretary, Local Government Division.
05. Secretary, Implementation, Monitoring, and Evaluation Division.
05. Member, Programming Division, Planning Commission.
06. Member, General Economics Division, Planning Commission.
07. Member, Socio Economic Infrastructure Division, Planning Commission.
08. Secretary (Coordination and Reforms), Cabinet Division.
09. Chief, General Economics Division, Planning Commission.
10. Country Director, UNDP-Bangladesh.
11. National Project Director, Social Security Policy Support (SSPS) Programme.

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For necessary information (not in order of seniority):

1. Additional Secretary (Coordination), Cabinet Division.
2. Additional Secretary (Reforms), Cabinet Division.
3. Personal Secretary to the Cabinet Secretary, Cabinet Division.
4. Personal Secretary to the Secretary (Coordination and Reforms), Cabinet Division.


(Md. Ashfaquul Amin Mukut)
Senior Assistant Secretary