

**Minutes of the Steering Committee Meeting
 of the Joint Programme
 “Inclusive transformation for youth and child-friendly local governance in Uzbekistan”**

Date: 22 November 2024

Time: 15:00–16:00

Venue: Online via MS Teams ([Link](#) | **Meeting ID:** 384 710 014 505 | **Password:** Po3cN7ZU)

Participants:

#	Full name	Position	Role in UN JP Management
Swiss Embassy / The Swiss Agency for Development and Cooperation (donor)			
1.	Ursula Keller Alazzawi	Deputy Head of Cooperation	Steering Committee Co-Chair
Yuksalish Movement (implementing partner)			
2.	Askar Mamatkhanov	Deputy Chairman	Steering Committee Co-Chair
3.	Shamshod Yunusov	Head of department	Management Team Member
4.	Dilorom Rozikova	Project Coordinator	Management Team Member
UNICEF Uzbekistan (PUNO, lead agency)			
5.	Geoffrey Ijumba	Deputy Representative	Steering Committee Co-Chair (on rotational basis)
6.	Tinatin Baum	Chief of Social Policy	UNICEF (lead agency) Technical JP Focal Point
7.	Saidbek Djurabekov	Social Policy Officer (PFM)	Management Team Member
8.	Inna Wolfson	Youth and Adolescent Development Officer	Management Team Member
9.	Rustam Abdumanov	Programme Associate	Management Team Member
UNDP Uzbekistan (PUNO)			
10.	Anas Fayyad Qarman	Deputy Representative	Deputy head of PUNO
13.	Bunyod Avliyokulov	Program Analyst on Effective Governance	Management Team Member

Key Discussion Points

1. Organizing the work of the Joint Programme Steering Committee (SC)

- **Review and approval of the Terms of Reference for the SC. Key highlights include:**

- SC ensures strategic oversight, risk management, and coordination for achieving Joint Programme results.
- Members include representatives from UNICEF, UNDP, SDC, Yuksalish, Ministry of Economy and Finance (MoEF), regions, youth advisory board, and civil society.
- The SC co-chaired by SDC, Yuksalish, and annual rotational co-chairing responsibilities among UNICEF and UNDP.
- The Secretariat, managed by the lead PUNO, is responsible for organizing meetings, documenting minutes, preparing progress reports, and ensuring timely communication with SC members and stakeholders.
- SC meetings will be conducted as follows:
 - Annual Meetings in June [in line with the timing of the reporting]: These will be convened to review progress and endorse the pre-final reports.
 - Quarterly Meetings: These may be organized to facilitate discussions at the technical level.
 - Ad-hoc Meetings: These can be arranged upon request by any of the SC co-chairs and members.

- **Delegation of Authority for Technical-Level Meetings**

- for meetings with highly technical agendas, enabling smooth discussions and timely resolutions, it was recommended to introduce the practice of granting the delegation of authority to the chiefs/heads of sections/clusters/units/departments to represent their agencies in SC meetings.

- **Decisions Taken:**

- The Terms of Reference (ToR) were unanimously approved, with the understanding that the following points will be incorporated (as outlined in Annex 1):
 - Clarification on Meeting Types and Frequency: A provision to define the types of meetings and their frequency.
 - Procedures for Member Invitations and Participation: Provisions to specify the procedures for inviting Steering Committee (SC) members and their participation in SC meetings. To ensure efficient participation and decision-making, Heads of agencies have delegated authority to chiefs/heads of the respective sections/clusters/units/departments to represent their agencies in SC meetings with highly technical agendas.
- the Minutes of technical level SC meetings to be reviewed and approved by the senior management of the SC member organizations.

2. Tranche Transfers and Fund Allocations

- **The allocation of the tranche transfers was discussed, highlighting followings points:**
 - The 60/40 split between UNICEF and UNDP for the overall budget.
 - Proposed allocations for the
 - First tranche: UNICEF 53%, UNDP 47%
 - Second tranche: UNICEF 57%, UNDP 43%
- **Decisions Taken:**
 - Tranche transfers allocations between UNICEF and UNDP agreed upon as follows (as per Annex 2):
 - First tranche: UNICEF 53%, UNDP 47%
 - Second tranche: UNICEF 57%, UNDP 43%
 - The decision on third, fourth and fifth transfer allocations will be discussed and agreed in the next SC meetings.

3. Next Steps

- **Obtaining endorsement letter from the Government of Uzbekistan:**
 - It was noted that obtaining endorsement letter from the government is crucial for ensuring engagement and commitment of key national partners as well as to start implementation of planned activities.
 - Yuksalish has informed that the endorsement letter to be submitted to the Cabinet of Ministers on 27 November 2024, which need to be informed by the decisions taken during the first SC Meeting on 22 November 2024
 - It was recommended that PUNOs provide input to the endorsement letter by proposing a list of national partners, along with details on their roles and levels of engagement in the Joint Programme
- **Development of the detailed joint workplan:**
 - UNICEF and UNDP informed that workplans and budgets at activity levels have been prepared.
 - It was suggested to organize a workshop in participation of JP management teams of UNICEF, UNDP and Yuksalish. The aim of the workshop is to discuss and finalize a detailed joint workplan to ensure cohesive implementation of interconnected activities as well as for the most effective and efficient use of funds.
- **Launch event in participation of all stakeholders:**
 - It was highlighted the importance of the launch event. The aim of the launch event is to inform public about launch of the JP, inform and discuss with partners at national and local levels about the goals and planned activities, as well as to establish cooperation with other donors,

international organizations and IFIs, which are already implementing or planning to engage in this area.

• **Decisions Taken:**

- By 26 November 2024, PUNOs will have to provide inputs to the endorsement letter by proposing a list of national partners, along with details on their roles and levels of engagement in the Joint Programme
- Yuksalish will submit the endorsement letter to the Cabinet of Ministers on 27 November 2024 and keep informed the SC members about its status.
- The workshop to develop and finalize a detailed joint workplan in participation of JP Management teams of UNICEF, UNDP and Yuksalish will be organized in the second half of December 2024
- Detailed joint workplan will be submitted for review and approval of the senior management of SC member organizations in the mid-January 2024
- Subject to obtaining the endorsement letter, the launch event to be organized tentatively in the week of 20-24 January 2025

Prepared by:

Saidbek Djurabekov

Saidbek Djurabekov
Social Policy Officer
(PFM), UNICEF
Uzbekistan

Reviewed by:



Tinatin Baum
Chief of Social Policy,
UNICEF Uzbekistan

Bunyod Avliyokulov

Bunyod Avliyokulov
Program Analyst
on Effective
Governance,
UNDP Uzbekistan



Shamshod Yunusov
Head of department,
Yuksalish Movement

Inna Wolfson

Inna Wolfson
Youth and Adolescent
Development Officer,
UNICEF Uzbekistan

Approved by:

Geoffrey Ijumba

Geoffrey Ijumba
Deputy
Representative,
UNICEF Uzbekistan

Anas Fayyad Qarman askar mamatkhanov

Anas Fayyad Qarman
Deputy Resident
Representative,
UNDP Uzbekistan

Askar Mamatkhanov
Deputy Chairman,
Yuksalish Movement

Ursula Keller Alazzawi

Ursula Keller Alazzawi
Deputy Head of
Cooperation, The Swiss
Agency for Development
and Cooperation in
Uzbekistan

ANNEX 1

Terms of Reference for the Joint Programme Steering Committee for the implementation of the Joint program on Inclusive transformation for youth and child-friendly local governance in Uzbekistan

Purpose

The **JP Steering Committee (SC)** is accountable for strategic oversight, risk management, and effective coordination to ensure the achievement of the JP results. It provides guidance for the JP team from launch to closure, including adjustments to JP results and strategy, progress reports and learning, and evaluation.

Co-chairs

The SC co-chaired by SDC, Yuksalish, and UNCEF and UNDP on annual rotation basis. The co-chairs are responsible for ensuring alignment with the cooperation framework and SDG targets and providing leadership for the effective implementation of JP activities.

The lead PUNO represents and acts on behalf of the UNCT. The Secretariat, provided by the lead PUNO and is responsible for organizing meetings, documenting minutes, preparing progress reports, and ensuring timely communication with SC members and stakeholders.

UN RCO will work closely with the JP team and provide strategic guidance and support to the project to ensure the alignment with cooperation framework and global SDG ambitions.

Members

Members of the Steering committee include representatives from UNICEF, UNDP, SDC, Yuksalish, MoEF, representatives from participating regions, a youth advisory board representative, representatives from civil society.

Frequency of meetings

The JP SC meetings will be organized as follows:

- Annual Meetings: Convened to review progress and endorse pre-final reports.
- Quarterly Meetings: May be held to discuss technical matters as required.
- Ad-Hoc Meetings: Can be arranged upon the request of any of the co-chairs or SC members to address specific issues.

Procedures for Member Invitations and Participation

To ensure effective participation and inclusive representation, the following procedures will govern the invitation of Steering Committee (SC) members and their engagement in SC meetings:

1. Invitation Process:

- Invitations for SC meetings will be issued by the Secretariat in consultation with the co-chairs.
- Invitations will be sent at least 10 working days prior to scheduled meetings for annual and quarterly meetings. Ad-hoc meeting invitations will be issued at least 5 working days in advance.

- Each invitation will include the meeting agenda, relevant documents, and logistical details to facilitate member preparation and informed participation.

2. Confirmation of Attendance:

- SC members are required to confirm their attendance within 5 working days of receiving the invitation.
- For ad-hoc meetings, confirmation is required within 3 working days.

Tasks

1. Review and endorse the JP document, including the integrated results framework, work plan and budget. Under a pass-through FMM the SC approves fund allocations to PUNOs.
2. Review, as needed, JP resource mobilisation needs and recommend and support opportunities to address funding gaps.
3. Review and endorse the annual results-based report to identify achievements, constraints and opportunities, and to recommend measures to adapt and strengthen JP strategy and results for greater relevance and effectiveness.
4. During the annual progress review¹: (1) Review progress information, lessons and good practices, including any adjustments made by JP team, (2) Compare actual progress against expected JP results, (3) Consider the *contribution* of JP results to CF outcome(s), country priorities, and related SDG targets; and (4) Review the sustainability plan and exit strategy and make adjustments (as needed).
5. Review and approve any *substantive changes* that affect expected JP results and the theory of change, involve a no-cost extension, or that **exceed 25 percent** of the annual budget.
6. Review and endorse the rolling JP workplan and budget for the next year and approve Fund allocations to PUNOs².
7. Initiate and approve the results of the mid-term review of the JP after 25 months of implementation.
8. Share updates and reports with relevant stakeholders.
9. Scan the programme environment for changes and monitor assumptions and risks.
10. Facilitate the resolution of any external challenges that the JP team may face during the JP cycle.

Review and endorse the proposed management response to the findings and recommendations from the joint evaluation.

¹ This may be timed to coincide with CF annual review

² Under a pass-through FMM the SC approves fund allocations to PUNOs.

ANNEX 2

Tranche transfers and fund allocation between PUNOs

	Description	1 st tranche	2 nd tranche transfer (USD)	3 rd tranche transfer (USD)	4 th tranche transfer (USD)	5 th tranche transfer (USD)	TOTAL
-	Date of transfer	November/December 2024	15 August 25	15 June 26	15 June 27	15 June 28	-
-	Tranche utilization periods	November/December 2024 - July 2025	August 2025 – May 2026	June 2026 – May 2027	June 2027 - May 2028	June-December 2028	-
A	Amount transferred by donor	500,000	225,000	445,000	445,000	385,000	2,000,000
(B)	Less 1% AA fee	(5,000)	(2,250)	(4,450)	(4,450)	(3,850)	(20,000)
C=A-B	Available for allocation to PUNOs	495,000	222,750	440,550	440,550	381,150	1,980,000
D=C-E	UNICEF	262,500	126,375	264,330	264,330	270,465	1,188,000
		53%	57%	60%	60%	71%	60%
E=C-D	UNDP	232,500	96,375	176,220	176,220	110,685	792,000
		47%	43%	40%	40%	29%	40%