Minutes of the Local Project Appraisal Committee (LPAC) meeting
held in the UNDP Conference room, on 16th May 2008.

1. Present at the meeting:
   - Vincent Itangayenda, Programme Specialist/CEPEX
   - Alexis Karani, Director in charge of Planning/MININFRA
   - Camille Marara, Expert, Urban Planning and Housing/ MININFRA
   - Théophile Ruberangeyo, Expert, Urban Planning and Housing/ MININFRA
   - Jacques Nsengiyumva, National Project Officer/MININFRA
   - Safiou Esso Ouro-Doni, Deputy Country Director/Operations
   - Monique Sevumba, Habitat Programme Manager/UN-HABITAT
   - Doreca Musenga, Programme Associate, Environment Unit/UNDP
   - Agnes Mukabisetso, Programme Associate, Environment Unit/UNDP

2. Objective of the meeting:
   Validation of the Project Document:
   « Amélioration des Quartiers Précaires des villes secondaires de la Province de l’Ouest »

3. Final comments on the project document:
   - Presentation of funds allocation on page 16 should include UN-HABITAT and not UNDP only
   - Resources to be mobilized for the second year (2009) should be anticipated to make sure of the activities continuity. In this regard, the project document should show contribution from GoR. For UNDP, a tentative amount should be determined before the end of the year; then additional funds will be mobilized through the One Fund
   - The Government contribution should be clearly detailed in terms of funds allocation (TIG, Umuganda, Office equipments etc..) and it should include the resettlement expenses
   - There should be in the project document an evaluation activity of the project and it should be budgeted in the Annual Work Plan
   - The meeting recommended that recruitment of staff of the project coordination unit should be anticipated since terms of reference are ready as the recruitment should allow the quick implementation of the project activities
   - There should be mentioned in the Project document the manner and method of cost-recovery on mobilized resources for support services provided to the project activities by UN-HABITAT and UNDP
   - There should be specification of quality of the signing partner at the bottom page 2 of the project document
• The project document should contain a list of acronyms and pages numbers where they are missing
• MININFRA brought up the request for UNDP to review the possibility of extending the project to Rubavu district as earlier planned in the study. The answer was that, based on the delivery for the first year and availability of funds, UNDP may review the request of extending the project’s scope to include the Rubavu district
• The meeting sets the following deadlines to speed up the implementation of the projects:
  a) One week for circulating and signing Minutes by participants
  b) Monique and Camille to finalize the document ASAP
  c) Agnes to get the project number in Atlas ASAP
  d) One week for getting the project document signed

The meeting concluded by expressing the wish that the project staff recruitment should be speeded up so that the project implementation starts no later than mid of July 2008.

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