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## MINUTES OF IP CAPACITY ASSESSMENT MEETING

**Date:** February 7, 2017

**Venue:** UNDP

**Document reviewed** IP Capacity Assessment check list submitted by MOIT/VINACHEMIA and SDO

**Evaluation Panel:**

Nguyen Thu Hoai, Implementation Support, UNDP

Bui Phuong Tra, PO, Governance, UNDP

Nguyen Ngoc Han, PO, SIEU, UNDP

Truong Thi Quynh Trang, CCEU, UNDP

Following UNDP CO's Guidelines issued 4 November 2012 on "Moving toward HACT compliance in the new programme cycle: Guide on IP Capacity Assessment, Micro Assessment and Spot Checks", the panel for IP capacity assessment is comprised as its members are randomly selected from 4 different programme and operation units.

The panel met on February 7, 2017 to review and discuss the submitted checklist thoroughly, and provided specific comments on following Mandate and constituency, Procurement, Financial management, internal control, Accounting & Financial Reporting sections issues.

Conclusion: The evaluation panel members agreed that:

- The checklist used by MOIT/VINACHEMIA and SDO follows the currently applied UNDP format;
- The checklist was filled with due diligence. All questions have been responded appropriately.
- As the IP HACT micro assessment result 2014 for VINACHEMIA/MOIT is "medium risk" and the IP have not much experience on UNDP project implementation, the project will have 2 spot checks and 1 independent audit per year. Besides that, the IP and PMU should be guided and close monitored by UNDP.
- SDO/MOIT hasn't yet had IP HACT micro assessment and no previous experience on ODA project management, activities in charge by SDO will apply either direct payment by UNDP or advance through VINACHEMIA/MOIT.

The checklist will be put in files for record and for package of supporting documents to be submitted to LPAC if so required.

IP Capacity Assessment Panel



Nguyen Thu Hoai



Bui Phuong Tra



Nguyen Ngoc Han



Truong Thi Quynh Trang