

# Myanmar Sector Coordination Groups

# Operating Guidelines

26 July 2017

---

This document has been prepared by the Development Assistance Coordination Unit and the Foreign Economic Relations Department (FERD) of the Ministry of Planning and Finance. Please provide comments via [ferd.mopf@gmail.com](mailto:ferd.mopf@gmail.com)

## Sector Coordination Groups Operating Guidelines

### 26 July 2017

#### 1. Introduction

- 1.1. Sector Coordination Groups (SCGs) aim to facilitate effective and coordinated development assistance within designated sectors.
- 1.2. The following are the basic operating guidelines that all SCGs shall follow.
- 1.3. Beyond these guidelines, individual SCGs shall have flexibility and autonomy to operate in ways that most effectively meet their specific requirements.

#### 2. Accountability

- 2.1. Union Ministers shall be appointed as SCG Chairs by the Development Assistance Coordination Unit (DACU) Chair. SCG Chairs shall be accountable to the DACU Chair for the effectiveness of their SCG, and its adherence to these basic operating guidelines.
- 2.2. SCG Chairs may appoint a Deputy Chair (at the Deputy Minister-level) to support him/her in carrying out his/her responsibilities.
- 2.3. DACU shall monitor SCG adherence to these SCG Operating Guidelines.
- 2.4. SCG Chairs shall provide bi-annual reports on their SCGs activities to the DACU as per a standardised template.

#### 3. Meetings

- 3.1. SCG Chairs shall personally chair SCG Meetings *at least* once every four months.
- 3.2. SCGs may choose to meet more often, with or without the presence of the Chair, and in plenary or smaller/sub-group formats, as per operational requirements.
- 3.3. SCGs may form sub-sector groups as required. Such groups shall be chaired at the level of Deputy Director General or above. SCGs shall inform DACU of the formation of sub-groups, and their chairing and membership arrangements.

#### 4. Membership and Attendance

- 4.1. SCGs shall operate in a spirit of openness and transparency with regard to membership.
- 4.2. Relevant Line Ministries and Union-level bodies shall be represented at all SCG meetings, and participate actively as SCG members.
- 4.3. Representatives from State and Regional Governments may be invited to join SCGs as members, or to attend SCG meetings, as required.
- 4.4. Partners in Development shall, with the agreement of the Chair, jointly identify one or two Facilitators to impartially assist in the running of the SCG.
- 4.5. Bilateral and multilateral Partners in Development active in the sector shall be considered SCG members.

- 4.6. Private sector, civil society, INGO and philanthropic organisations can nominate respective representatives to participate in the SCG as members.
- 4.7. SCG Chairs shall consider inviting relevant Hluttaw Committee representatives to observe meetings.
- 4.8. DACU shall be informed of formal SCG meetings in advance, and DACU members may attend from time-to-time.

## **5. Tasks and Responsibilities**

- 5.1. SCG Chairs shall share prioritised and costed sector plans with SCG members within six months (from the date that these guidelines are issued). SCG members shall be invited to provide inputs into the drafting and ongoing improvement of the plans, but the ownership of the plans shall rest with the relevant Government entities.
- 5.2. All development assistance to the sector must directly support implementation of the sector plan.
- 5.3. SCG members shall present proposed development assistance initiatives relevant to the sector and seek feedback from SCG members.
- 5.4. SCG members shall be responsible for tracking development assistance to the sector, ensuring timely, accurate and comprehensive reporting to the Myanmar Aid Information Management System (AIMS), and for addressing gaps, overlaps and potential synergies.
- 5.5. SCGs shall encourage monitoring and evaluation of projects and programmes within the sector, and the sharing of findings with SCG members, the Myanmar Development Institute (MDI) and the Project Appraisal and Progress Reporting Department (PAPRD). Data sets shall also be shared with the Central Statistical Organisation (CSO) where appropriate.
- 5.6. SCGs shall encourage consolidation of development assistance portfolios and the use of country systems.
- 5.7. SCGs shall identify analytical needs, coordinate studies, and ensure debriefings of findings to SCG members.
- 5.8. SCGs shall ensure that their activities contribute toward national reconciliation, democratic values, human rights, inclusive economic growth, and gender equality.

## **6. SCG Secretariat**

- 6.1. SCGs shall establish Secretariats to support their effective operation based within the lead Government Ministry.
- 6.2. SCG Chairs shall appoint a Permanent Secretary or Director General to serve as SCG Secretary. The Secretary shall be responsible for the effective running of the SCG Secretariat.
- 6.3. SCG Secretariats shall be responsible for securing the necessary resources for the operation of their respective SCGs.