

CRP-EP group should conduct two meetings to discuss and finalise the action plan and review. The first meeting of the month should be entirely devoted to reviewing previous work and planning of work for the next month.

While planning and reviewing work within the CRP-EP group, the following points should be kept in mind.

1. Monthly work plans are already made in the six-month Joint Action Plan. But, while working in the field it is observed that based on priority we often need to modify the monthly action plan.
2. The CRPs-EP should refer to the monthly plan written in the Joint Action Plan.
3. CRP-EP group should discuss among themselves and revisit the quantitative targets they have set in the Monthly Plan in the JAP. In case the targets require revision, they should do it practically. For example, they should take into consideration if any festival is coming up and additional work needs to be done; if any CRP-EP is going to be on leave for some time; if the rainy season is going to affect their mobility in the field; if harvesting season is on and SHG members will be engaged in that, etc.
4. Once everything is discussed, new targets against the activities should be recorded in the meeting, and reasons for deviation should be documented.
5. Then, CRP-EP should also divide that work among themselves based on the specialization area of the individual CRP-EP, and the distance of the CRP-EP's home from the field area, etc.
6. Once the plan is finalized, CRP-EP should submit the same plan in the BEPC with their signature and seal.
7. The review of the monthly work to be done by CRP-EP group should be done against the action plan. Each CRP-EP must give a presentation mentioning the number of activities they were given and the actual achievement. They should also provide reasons for deviations.
8. It is the responsibility of the President and Secretary to collate the individual work done by the CRP-EP group, and prepare a report of all the work done by the group against the Monthly Action Plan.
9. CRPs-EP should also flag the areas in which they have faced challenges in the field.
10. The group should indulge in discussions and identify the possible measures to tackle those challenges and address them in the BEPC meeting.
11. While preparing the action plan for the next month, the backlog of the earlier month should be taken into account.

SUGGESTED AGENDA FOR CRP-EP GROUP MEETING

Frequency of the Meeting: Once in a month preferably before the BEPC meeting

Quorum: At least ___% of CRP-EP Group including President and Secretary (As decided by the group)

Invitees: Mentor, BPM-SVEP, and NRO Professional

Chaired by: President of the CRP-EP Group

Minutes to be maintained by the Secretary of the CRP-EP Group

Suggested Agenda	Session Note	Facilitator
1. Prayer	A short prayer, not more than 2 minutes	Secretary of CRP-EP Group
2. Review of minutes of the last meeting (led by Secretary)	Read out the major discussion points recorded in the last meeting	Secretary of CRP-EP Group
3. Discussions on Joint Action Plan and last month's Monthly Plan prepared and progress achieved a. Individual work progress b. Progress on Phasing Plan	<ul style="list-style-type: none"> • Each CRP-EP to read out individual achievements against Monthly Work Plan prepared. • Group President to ensure that CRP-EP group compile details of the coverage completed during the month and compare the same against the Phasing Plan prepared for the period 	CRP-EP Group's President
4. CEF Repayment	<ul style="list-style-type: none"> • Each CRP-EP is to provide the details of CEF repayment data collected as part of their PTS (Include the date of disbursement; Expected Repayment; Actual Repayment) • The group will be required to compile a list of entrepreneurs who have paid their monthly instalments and those who have not and use the data for further meetings with CBOs. 	President of CRP-EP Group
5. Discussions on Enterprise Performance a. Performance trends of enterprises- business location-wise, type of enterprise wise b. Challenges faced leading to the poor performance of	<ul style="list-style-type: none"> • The group is required to review the Consultation Slip prepared based on the financial statements prepared for the enterprise • CRPs-EP to show income ranges of enterprises based on the location of the business (near markets, ample connectivity, remote area), type of business, etc. 	President to facilitate the discussion and ensure that data is compiled in the required format

<p>enterprises and points to be taken up at monthly VO, CLF, and BEPC meetings</p> <p>c. Actions/Solutions to be taken</p>	<ul style="list-style-type: none"> • CRPs-EP to present this data VO wise which is to be compiled for their upcoming VO and CLF meetings. • CRPs-EP are required to discuss the reasons behind enterprises that are not earning sufficient income based on their expected income and based on the benchmark data that VE-IT App can provide (Expected income- can use the business plan as reference). If the reasons are business performance-related, then the group needs to discuss the suitable course of action (eg. PIP, revising business strategy- refer tools), if it is due to societal/cultural reasons, then these need to be discussed with the CLF/VO during the monthly meetings. 	
<p>6. Discussion on Enterprise Potential and points to be taken up at monthly VO and BEPC meeting</p> <p>a. Opportunities identified</p> <p>b. Support required from different stakeholders</p>	<ul style="list-style-type: none"> • CRPs-EP to discuss the details of Tool 1 results for their respective areas (if assigned). The group needs to review the opportunities identified and decide on those potential opportunities that require additional discussion and support from CBO and those potential options that require additional financial or skill training support. • The list needs to be compiled by the group (VO wise). Additional support that may be required needs to be added next to each identified potential opportunity. 	<p>President of CRP-EP Group</p>
<p>7. Prepare claim format with supporting documents and verify the same within the group before submitting for verification to Mentor and/or BPM SVEP</p>	<ul style="list-style-type: none"> • The group should ensure that all the completed activities are recorded with all the necessary formats. They are required to compile these activities and record the Individual Monthly Claim Format for each CRP-EP and further compile the same to record the Group's earnings for the month by recording in the Groups' Monthly Claim Format. President is required to then submit this to BEPC during the BEPC meeting 	<p>President and Treasurer of CRP-EP Group</p>
<p>8. Review of Viability and Business Plans- Group level Verification of Viability and Business Plans to be submitted to PSC (before review by Mentor and BPM-SVEP)</p>	<ul style="list-style-type: none"> • The Business Plans prepared after EDP needs to be reviewed for corrections by the Group. The Group is also required to check if the applications are substantiated with all the required formats. • The above activity needs to be facilitated through a Business Plan clinic where selected CRPs-EP who are experts in preparing Viability and Business Plans check each application with the 	<p>President and Secretary of CRP-EP Group</p>

	<p>respective CRP-EP before further process. The clinic will check</p> <ul style="list-style-type: none"> ○ Calculations in the Business Plan ○ If the application is complete with all required documents and formats ○ If the assumptions made are realistic <ul style="list-style-type: none"> ● The suggestions provided by the clinic need to be incorporated by the respective CRP-EP. ● The final version of Viability and Business Plan need to be recommended and signed by the CRP-EP Group. It will then be forwarded to the Mentor and BPM-SVEP for further review. ● Following this check, it will be distributed back to CRP-EP group who will attach the same with CEF application and present to SHG and VO for their recommendation 	
9. Disputes within-group or for specific group member-action to be taken for redressal	Any issues to be taken up with the CRP-EP group or BEPC need to be taken as per the redressal mechanism (as suggested in the guideline)	President of CRP-EP Group
10. Other discussions – Additional points to be discussed by Mentors/BPM-SVEP/BEPC/any other invitee	CRP-EP Group President to check with the invitees if any additional discussion needs to be taken up. Each topic may then be facilitated by the President for further discussion.	President of CRP-EP Group

Materials Required	
To be brought in	The outcome of the meeting
Minutes Book	Updated with decisions of the meeting
Joint Action Plan	
Monthly Work Plan	Actual achievements to be updated next to the plan. Backlogs to be added to next month plan
Monthly Work Report (group and individual)	Activities conducted along with the necessary formats to be compiled
PTS data (with financial statements and consultation slip)	VO wise PTS brief to be prepared which is to be discussed at VO and CLF meetings.
Village Survey (Tool 1)	Revised list of potential enterprises identified to be maintained VO wise. CRPs-EP to maintain the compiled list of potential enterprises with the support required (skill-based, market based, etc) to further proceed for discussion with BEPC, VO, or CLF
CRP-EP Group payment format and supporting documents	Based on the work report prepared, individual, as well as group claim format, need to be compiled with all the necessary supporting

	documents and formats.
Viability and Business Plans	Corrected and verified Business plans along with signature and authorization of the group will be distributed to the CRPs-EP which will be taken for a recommendation from SHG and VO
Repayment Status	List of entrepreneurs, the expected instalment amount (Principal+Interest), actual instalment amount (Principal+Interest), expected instalment number, actual instalment number, expected repayment- Cumulative (Principal+Interest), actual repayment- Cumulative (Principal+Interest)

