

Project Board Meeting Minutes

Capacity Building for Mainstreaming MEA Objectives into Inter-Ministerial Structures and Mechanisms (CB2/CCCD) Project

Time: 3.30pm – 4.30pm	Date: 30 th November, 2017
Venue: Department of Environment, Conference Room	Meeting Number: 3
<p>Chairman: Mr. Joshua Wycliffe Permanent Secretary, Ministry of Local Government, Housing & Environment</p>	
<p>Attendance: Mr. Joshua Wycliffe – Permanent Secretary, Ministry of Local Government, Housing & Environment Ms. Sandeep Singh – Director, Department of Environment Mr. Rusiata Ratuniata – Resilience & Sustainable Development Unit ,Programme Analyst, Fiji CB2/CCCD Project Ms. Emma Mario – Resilient & Sustainable Development Unit Programme Analyst Mr. Isoa Talemaibua – Budget Division, Ministry of Economy Mr. Semi Qamese – Coordinator, Capacity Building for Mainstreaming MEA Objectives into Inter-Ministerial Structures and Mechanisms (CB2/CCCD) Project Mrs. Mere Bainimarama – Environment Officer, Project Management Unit - Department of Environment Mr. Sikeli Naiketeni – UNCBD MEA Liaison Officer, Department of Environment Ms. Peniana Wainiu – Administration Officer, CB2 Project, Department of Environment Mrs. Vilimaina Civavonovono – UNCCD MEA Liaison Officer, Land Resource Planning Division Ms. Rajeshni Lata – Secretary to Director of Environment</p>	
<p>I. Call to Order The Permanent Secretary welcomed those attended. Representatives from Ministry of Economy, Department of Environment and the United Nations Development Programme (UNDP), Suva Office attended the meeting. Quorum formed hence meeting proceeded. Ministry of Agriculture was not represented.</p>	
<p>II. Approval of the Agenda Project Board Meeting members were given time to examine the agenda and agreed that the agenda guides the project board meeting. (Agenda attached as Appendix 1)</p>	
<p>III. Approval of the Minute of the Last Board Meeting Project Board Meeting members were all in favor of the last board meeting minute (<i>Annex 2</i>) and reflected on these items:</p> <ul style="list-style-type: none"> • Page 1 resolution 'I' – UNDP inserted as project board member • Page 3 resolution 'V' – FIRAC to change to FIRCS • Page 3 resolution 'VI' – Ministry of Economy included also as representative to the core team that reviews AWP • Page 3 resolution 'VII' – Project Board Term of Reference changed to Project Board Terms of Reference • Page 4 3rd paragraph – the word "scrutinized" changed to "examined" 	

IV. Matters Arising of the last minute – Resolution Matrix

Members analyzed issues I to X on the Resolution Matrix and their respective proposed actions were accepted by the board while the following issues required actions.

Resolution	Issues raised	Decision made by PB	Actions
I	Project timeline extension	UNDP advised the board that there is possibility of the project getting an extension Chair advised that we await UNDP processes in getting the project timeline extended	Accept decision by the board *All documents including the multi-year work plan submitted to UNDP in September 2017 for 18 months project extension until October 2019.
II	Inclusion of Cartagena Protocol Work into CB2 AWP	Chair advised if it requires management interventions or negotiations between the project and BAF and FIRCS, than Chair and DOE can facilitate concerning the Cartagena Protocol.	Project coordinator advised the board that the Cartagena protocol is already included in the project through the UNCBD work plan and National Biodiversity Strategy Action Plan and Implementation Framework

V. Matters Arising from project update (Annex 2) – Resolution Matrix

Resolution	Issues	Decision made by PB	Actions
I.	All project reports to indicate the projects commitment either financial or technical especially on review of policy/legislations	Technical and financial support in reviewing of policy documents to be clearly reported, with co-funding, consultations and technical support (NBSAP&IF, NAP & NDC) If a draft, copy of NCCP circulated to Ministry of Environment for input.	All reports are now indicating the financial and technical commitment of the project. Draft National Climate Change Policy received. No comments made as the draft NCCP is shelved awaiting further consultations
II.	PMU doing its best to cover for time lost	Chair questioned project coordinator on how the project was covering on time lost.	Project coordinator advised that similar project activities are concurrently executed
III.	Delay in convening Project Board	The board has decided to have board meeting on January 18 (3rd week)	Date coincided with the International Year of the Reef celebration in Savusavu Project board meeting deferred to a later date.
IV.	Delay in the Government processes - Financial/ payments	The Project assistant and coordinator to escalate financial delays to Director of Environment and the Permanent Secretary Project Assistant to have access to FMIS on CB2 related financial activities.	PB advice noted. Minute has been raised for Project Assistant (Peniana) to have access to FMIS.
V.	Project activities are not aligned to line ministries activities/ work plan/work programme.	Chair advised that the statement required rewording.	Statement has been amended to: "Project activities should be aligned to line ministries activities/work plan/work programme"
VI.	Weak Internal Control Systems in place (record keeping), delay payments, miss posting, etc.) for the Ministry's Accounts Section.	Financial professionals have rectified this issue. Future cases to be escalated to the Director of Environment and PS The project Assistant to have full FMIS	PB advice noted. Minute has been raised for Project Assistant (Peniana) to have access to FMIS.

		access to continuously check CB2 accounts.	
VII.	Project Officers do not comply with deadlines.	The responsibility rest with the supervision by the Project Coordinator. Submission of individual weekly reports to Director of Environment and weekly meeting	The project officers submitting weekly reports and weekly meeting convened.
VIII.	Staff Turnover	To retain staff through comforting advice and encouragement to stay and complete the project term	Project Officers received their 3 years contract. Ilisapeci (UNFCCC MEA Liaison Officer resigned in December 2017), a replacement is sourced
IX.	Institutional Reforms	All nationally implemented projects to comply with the civil service reforms, as it is mandatory for all civil servants	Project officers have signed 3 years contract under the new institutional reform. Except project coordinator
X.	Delay in response from line ministries	Board had seen this as a generic issue that required consistent follow up with line ministries to timely execute tasks.	PB advice noted. Project officers to consistently follow up on project activities

VI. Other Matters

Resolutions	Issues	Board's Decision	Action
I.	Change of officer handling CB2 project at UNDP	Emma introduced Mr. Rusiate as new officer handling CB2 project at the Resilience & Sustainable Development Unit at UNDP. Mr. Rusiate welcomed by the board	Welcome Rusiate to the CB2 project Project queries are now raised with Mr. Rusiate
II.	Releasing project funds by Ministry of Economy	Allocated fund of \$35,000 is still with MOE, a new RIE to be raised with TOR of consultants	RIE raised with consultants TOR submitted to MOE
III.	Endorsement of Multi Year Work Plan	The 2018 Multi Year Work Plan has been discussed, endorsed and signed by Chair (PS LGHE) and submitted to UNDP for their endorsements	Follow up with UNDP on signed 2018 work plan
IV.	Status of National Action Plan (NAP) with Ministry of Agriculture - TOR still with Solicitor General's Office	This issue rests with the UNCCCD focal point (Ministry of Agriculture) however the UNCCD MEA Liaison Officer to follow up on this issue	The project organized the NAP consultation and review workshop. Project officers worked with UNCCCD focal point to amend consultants TOR and NAP structure. UNCCD focal point resubmitted TOR to SG's office.

I. Adjournment

The chair adjourned the meeting to January 2018

II. Next meeting date

18th of January, 2018 from 2:30pm to 4:30pm