

Minutes of the 4th Board meeting on Enhancing Disaster and Climate Resilience in FSM
through improved Disaster Preparedness and Infrastructure (EDCR) Project
Department of Environment, Climate Change and Emergency Management
10.00am July 29, 2020

Present:

EDCR Partners

Embassy of Japan

H.E. Hidenobu Sobashima	Ambassador of Japan
Second Secretary Kenji Maki	Second Secretary

Department of Environment, Climate Change and Emergency Management (DECCEM)

Secretary Andrew Yatilman	DECCEM Secretary
Assistant Secretary Antholino Neth	Assistant Secretary, Emergency Management
Mr. Michael Yarofaitaor	Deputy Assistant Secretary, Response and Recovery Unit
Mr. Gordon Cornelios	Program Manager and Public Assistant
Ms. Menoleen Jacob	Program Manager

Kosrae State Government

Mr. Nena William*	Disaster Coordination Officer, Kosrae State Government
Mr. Rinson Phillip*	Chief of Police, Division of Public Safety
Mr. Hairom Livaie*	Director, Department of Transportation, and Infrastructure (T&I)

Chuuk State Government

Mr. Wilfred Robert*	Director, Chuuk State Emergency Management Center
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Yap State Government

Mr. Victor Bamog*	Director, Office of Planning and Budget
Mr. John Guswel*	Manager, Southern Yap Water Authority

Pohnpei State Government

Mr. Patrick Carl	Director, Department of Public Safety
Mr. Wendolin Lainos	Acting Chief, Pohnpei State Public Safety
Mr. Eden Skilling	OIC/Coordinator, FSM Weather Service Offices

UNDP

UNDP MCO Fiji

Mr. Kevin Petrini *	Deputy Resident Representative a.i.
Ms. Nasantuya Chuluun, *	Operations and Implementation Specialist
Ms. Yoko Ebisawa*	Project Manager
Ms. Merewalesi Laveti*	M&E and Country Coordination Analyst
Mr. Murod Ruziev*	Procurement Specialist
Ms. Shivani Devi*	Finance Officer
Ms. Ana Beramaisuva*	Project Assistant
Ms. Zayaan Jappie*	DRM Communications Specialist

UNDP FSM

Anthony de la Cruz
Victorina Loyola

Country Project Coordinator
Procurement and Logistics Officer

*virtual attendance

1.0 Agenda Item 1: Welcome and Prayer

1.1 Kevin Petrini, the Chairperson, on behalf of the UNDP Pacific Office Resident Representative, expressed gratitude and welcomed all the participants.

1.2 Eden Skilling from the Weather Service Pohnpei led the opening prayer.

2.0 Agenda Item 2: Adoption of Agenda

2.1 The Chairperson presented on the Overview of the meeting agenda items, which consisted of the following:

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| 10:00 – 10:30 | 1. Welcome and Prayer |
| | 2. Adoption of Agenda |
| | 3. Review and Confirmation of Previous Meeting Minutes |
| | 4. Matters Arising |
| 10:20-11:30 | 5. Presentation of project progress |
| | 6. Revised Annual Work Plan for 2020 and Revised timeframe |
| 11:30-12:00 | 7. Any other business and next steps |
| | • Review of key agreements and recommendations |
| | • Scheduling of the next PB meeting |
| | 8. Closing Remarks |
| 12.00 | 9. Lunch |

2.2 The meeting participants confirmed the agenda with no further additions.

3.0 Agenda Item 3: Confirmation of previous meeting minutes

3.1 Meeting participants reviewed and discussed the previous Project Board Meeting Minutes and adopted the minutes.

4.0 Agenda Item 5: Matters Arising

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4.1 No matters arising discussed.

5.0 Project Progress (please refer to presentation attached)

The Project Coordinator, Anthony De La Cruz presented on Project progress. Documents copies were recently shared to board members via email prior to meeting.

Discussions

- 5.1 Nena Williams from Kosrae State confirmed that the tree clearing equipment has arrived and is stored with Department of Transportation and Infrastructure (T&I) in Kosrae. Hairom Livaie of Kosrae T&I inquired whether it is possible to arrange a virtual training for the equipment. Anthony De La Cruz of UNDP answered stating that there has been communication with the Supplier for online training, once the dates are confirmed notification will be made to Kosrae.
- 5.2 Victor Bamog from State of Yap inquired whether the specification of drilling rig was changed due to increase of the prices. If so, the State is recommending the possibility of getting it from the US, Australia, or Japan due to difficulty of obtaining parts. Another concern being some of the delays are due to insufficient data that should be provided by the engineer which can be mentioned in the lessons learnt. Yoko Ebisawa of UNDP extends gratitude for help on bill of quantity. For the procurement of the drilling rig, the original specifications were bounded by the specific US brand, which was not allowed in accordance with our rules and regulations. Changes were made to increase potential vendors. UNDP are not able to limit the tender to specific countries. However, preferred areas for after sales support can be mentioned in the tender document.
- 5.3 Eden Skilling of the National Weather Service Station raised a concern about possible increase of the maintenance if UNDP purchases three chatty beetles. They would like to have three chatty beetles; however, the problem is how they will maintain the cost. They are on a fixed contract, so a financial challenge on the maintenance thus enquiring if there is budget for maintenance costs. Anthony De La Cruz of UNDP answered that UNDP understands the activity requires subscription costs for operating chatty beetles. He further mentioned that subscription costs have been included in the budget for limited time. Although only 16% has expended for the entire EDCR project budget, the funds have already been committed to the other activities such as Emergency Operating Centers and other procurement activities.
- 5.4 Regarding the design of Pohnpei EOC Director, Patrick Carl of Pohnpei State raised a question why the other contractors did not find the bid design attractive and whether the ones that bid were over the budget, also what the budget for the design for Pohnpei EOC was. Anthony De La Cruz from UNDP responded the bids received were over the budget, and the prices proposed were at a price that were equal to the cost of the building itself. The price difference was probably because they were charging international rates, etc. Yoko Ebisawa of UNDP added, the content of the design also included tasks that the vendor was not able to address locally. Most of the bidders were international and there was a big gap in the offered price and estimated budget. Based on the budget and assumption of the estimated amount, we thought to focus on local market. Therefore, we decided to remove some of the elements that the local vendors cannot address locally.
- 5.5 Nena William of Kosrae State commented, that considering the current situation and all the restriction related to COVID-19, whether we can consider looking at the list of projects, some of the islands in the project we may not be able to materialize. If so, is there a possibility of agreeing in using the funds for something else. Specifically looking at the training we are not able to implement. He asked whether we are able to reprogram activities of chatty beetles or any of the activities, if it is hard to implement them.

- 5.6 The Chairperson suggested UNDP and Embassy of Japan to comment on this, as we are in a very unprecedented situation with COVID-19 with a lot of uncertainty, and part of the uncertainties are the delays. As presented by Anthony De La Cruz, requesting an extension for more time for the projects to be implemented. Extensions, even if they are at no cost, they still have costs associated with the administration of the extension. He added that he would be a bit weary to redirect fund to another activity, that would be needed more to maintain the administrative structure for the extension. His view would be to look towards an extension, the discussion could then be re-opened.
- 5.7 His Excellency, Hidenobu Sobashima, Ambassador of Japan, responded first about the extension. They are aware of the request and reasons and the decision would be made when the current expiry date approaches. Secondly, about reprogramming the funds, emphasis is placed on what makes this project successful, ensuring the project EDCR objectives be kept. Goal is to avoid project failure, considering the current objectives of the project.
- 5.8 Honorable Secretary Andrew Yatilman, DECEM commented that the presentation by Anthony was very clear and he would like to also echo what the Ambassador mentioned about the proposed extension. We are far from completion and from what we are supposed to accomplish. He also agreed to discuss on the extension towards close to expiry date and not in a position yet to talk about an extension at this meeting.
- 5.9 The Chairperson mentioned that we have a clear way forward. This is not the time to decide or call on the extension. We recognize that the project management unit is forecasting and at this point communicating to the board that even under the best circumstances we might need the extension. We will go with the consensus to hold on the decision of the extension and discuss at the next board meeting.
- 5.10 Honorable Secretary Andrew Yatilman – agreed on the decision.

6.0 Revised Annual Work Plan for 2020 and Revised timeframe (Please refer to presentation attached).

- 6.1 The Chairperson noted the request for the board to approve the revised budget of \$2.8 million for year 2020. Honorable Secretary Andrew Yatilman of DECEM and His Excellency, Hidenobu Sobashima, Ambassador of Japan agreed to the revised budget. On a consensus basis, we have adopted the 2020 revised budget.
- 6.2 Yoko Ebisawa of UNDP requested the approval of the way forward regarding procurement for the state of Yap. In Yap, we have two procurement lots to enhance water management capacity. One is for procurement of materials which the project has engaged UNDP Procurement Support Unit in Malaysia to handle after we were not able to attract enough bidders. The other is for providing labor. Although it will be an international tender in accordance with our procurement rules, UNDP would like to arrange some procurement training in order to attract local companies. She would like to discuss an alternative solution in case our procurement does not work and suggested if we seek an option to conclude a Letter of Agreement (LOA) with a government organization, such as Southern Yap Water Authority (SYWA), which could implement this activity. The Chairperson explained that in case the project makes a LOA with a government counterpart, the board needs to approve. Yoko Ebisawa of UNDP requested confirmation if UNDP should proceed with the tender first or straight to the LOA and would like opinion from the board.
- 6.4 Victor Bamog of Yap State agreed with the contingency plan, it is much faster for Yap to order from outside vendors. They have had similar and familiar experiences with other projects. They noticed

for the communications equipment they have people on the island who can install and maintain them. He inquired whether this has been awarded. Yoko Ebisawa of UNDP responded, explaining that HF/VHF will be relaunched. While waiting for this we would like to launch another bid for installation, and we are aware that some local company are able to do that. However, with the estimated contract size, we are not able to limit to the local market.

- 6.5 Victor Bamog from Yap agreed that about the labor procurement, Southern Yap Water Authority (SWYA) will do the tender as a last resort.
- 6.6 Honorable Secretary Andrew Yatilman stated that if Yap can do that, then no problem with it as a contingency plan.
- 6.7 The Chairperson commented that we will continue but will keep this as something to do in the coming months.

7.0 Any other business and next steps

7.1 Key agreement

- 7.1.1 Acceptance of the revised 2020 workplan from \$5.8 million to \$2.8 million
- 7.1.2 Agreed to conclude a LOA with SYWA in case UNDP is not able to conclude the procurement of labor for the activity in Yap
- 7.1.3 Noted that the Board is not in a position to decide now if the extension is warranted or not. The board will discuss on this to our next meeting if necessary.

7.2 Scheduling of next board meeting

It was suggested to hold in next three months and agreed.

8.0 Closing Remarks

- 8.1 Honorable Secretary Andrew Yatilman thanked the Chairperson for presiding over the board meeting today. Also thanking colleagues joining from Suva during this zoom conference, and the good Ambassador and his staff during this board meeting. He also thanked Anthony and Yoko for the presentations which are very clear, that did not require too many questions. He thanked colleagues from the states, Yap, Chuuk and Kosrae. He thanked everyone for making this meeting a success, it has been a challenging year due to COVID-19 thus acknowledging the project management unit, with the progress made despite all the challenges. He awares that travelling for monitoring purposes is not possible due to travel restrictions, but states to update on progress of activities on the ground. As Ambassador mentioned, these are challenging times and we are in a time that we are doing things differently and we should do our best to overcome challenges and make sure we achieve our goals for the project.
- 8.2 His Excellency, Hidenobu Sobashima, Ambassador of Japan also echoed that Honorable Secretary Andrew Yatilman mentioned earlier. He agreed with Secretary. We had a good presentation, a good chair, and good discussions. This is his first time to join this kind of meeting and is glad he participated.
- 8.3 The Chairperson stated that it is a true honor to work with the States, National Government, and the Government of Japan. With our dedication and partnership, we will be able to achieve the objectives of this project.

End of Meeting.

K. Petri
Chairperson:

Kevin Petrini
UNDP Deputy Resident Representative a.i.,
UNDP Pacific Office

17-Nov-2020
Date.....

Loyola
Secretary.....

Victorina Loyola
UNDP Procurement and Logistics Officer, Japan EDCR Project
FSM Office

17-Nov-2020
Date.....

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