**First Project Executive Meeting of the**

**“Community Resilience through Early Warning (CREW)” Project**

Date: 26 April 2013

Time: 9.30-11.30

Place: UNIDO Conference Room

Participants:

* NADMO: Kingsford Asamoah, Sylvester Azantilow
* Government of Norway: Reidar Grevscott
* UNDP: Jeremias Blaser, Shoko Takemoto, Kareff Rafisura

Agenda:

1. Report on the technical inception workshop
2. Review of Q1 and Q2 progress and work plan
3. Approval of Q1 and Q2 progress and work plan
4. Any arising matters
5. Closing
6. REPORT ON THE TECHNICAL INCEPTION WORKSHOP
7. The Project Manager reported on the outcomes of the technical inception workshop (Annex 1). The PEB members expressed their appreciation of the good work done, particularly in terms of the workshop design, the level of participation from different agencies, and the overall organization of the workshop.
8. The PEB members said they are looking forward to receiving the report of the workshop.
9. REVIEW OF Q1 AND Q2 PROGRESS REPORT AND WORK PLAN
10. The ProjectManagerpresented the Q1 and 2 progress and work plan (Annex 2).
11. The Government of Norway commended the way the activities are organized and presented. He said it makes it easy for them to track project progress. In order to improve the presentation of the work plan, UNDP recommends that the deliverables should be organized along the outputs/outcomes reflected in the Project Document.
12. On project implementation support, the Government of Norway requested NADMO and UNDP to ensure that institutional memory is built since staff turn-over could not be completely ruled out.
13. UNDP recommended that the development of the M&E framework should be a priority in Quarter 2. He further recommended that the date of project staff reporting should be adjusted to July 1st to be more realistic. The recruitment process could be completed in June but most candidates would need at least a month’s notice to their current employers.
14. The Government of Norway recommended that the project activities should build into the investments made and the capacities built by the Africa Adaptation Project (AAP).
15. On the activities that are delayed, the Project Manager explained that the project will increase the speed of project implementation in Q3 and Q4 rather than push back the schedule. The Government of Norway cautioned that goals should be achievable and targets should be realistic.

1. APPROVAL OF Q1 AND Q2 PROGRESS REPORT AND WORK PLAN
2. The PEB members unanimously approved the overall work plan and reiterated that their comments will be reflected in the final records.
3. The Government of Norway said that he will sign the work plan for operational purpose but noted that this does not replace the Framework Agreement that the Government of Norway signed with UNDP.
4. ANY ARISING MATTERS
5. UNDP and the Government of Norway requested NADMO to expedite the release of the interim project vehicle and the office space for the project management unit. NADMO assured them that these matters will be addressed as soon as possible. NADMO requested UNDP to write a letter to the NADMO Coordinator to follow up and emphasize the urgency of making these facilities available to the project management unit.
6. UNDP explained that it has allocated $57,000 to the project this year to cater for the salaries of cost-shared staff members. In terms of rolling out the cost-sharing charges across the financial year, UNDP will charge the full amount of the staff’s salary either during the first or second half of the year for ease of accounting. The Government of Norway said that he supports this approach. He said that Norway does not want to interfere in project implementation but want to assure themselves that there is a good record of how the money is spent. When cost is incurred, this should be matched by activities and supported by reports.
7. It was raised whether the Steering Committee should be chaired by NADMO or its Ministry – the Ministry of Interior. NADMO said that they need to have further internal discussion on this matter. UNDP and the Government of Norway encouraged NADMO to consult with the Ministry of Interior. NADMO will report during the next PEB on its decision with regard to this issue.
8. For ministries that will be represented by one of their implementing agencies at the Steering Committee (e.g. Ministry of Communication), the project communication should still be addressed to the Ministry with attention to the implementing agency to keep it in the know.

1. CLOSING

 The meeting closed at 11.30 hrs.