**FOURTH PROJECT EXECUTIVE BOARD MEETING OF THE**

**“COMMUNITY RESILIENCE THROUGH EARLY WARNING (CREW)” PROJECT**

Date: 15th December 2014

Time: 11– 11.40am

Place: NADMO HQ Conference Room

Participants:

* NADMO: Dr. Kofi Portuphy, Dr. Kingsford Asamoah, Israel Fiagbe
* UNDP: Mrs. Christy Ahenkora
* Norwegian Embassy: Mr. Per Mogstad

**AGENDA**

* Minutes of Previous Meeting
* Corrections, Comments, and Approval
* Old Business: Report on 2014 Q1&2 Work plan, Budget and Exp.
* Discussions on 2015 Q1 and Q2 Work plan and Budget
* Approval and Signing of 2015 Q1 and Q2 Work plan and Budget
* Upcoming Events: Steering Committee Meeting
* Other Business
* Next Meeting

**1. REVIEW OF MINUTES FROM PREVIOUS MEETING**

* The National Coordinator welcomed representatives from Norwegian Embassy and UNDP
* Mrs. Christy Ahenkora offered the opening prayers
* Previous minutes was shared and reviewed in part only due to time constraint
* The meeting agreed that since members did not have enough time to read, discuss and approve the 2015 Quarter One, and Quarter two Work plan and Budget, it would be prudent for the meeting to be re-scheduled to Tuesday 23rd December 2014 at the same time and venue.
* To enable members prepare their comments and inputs on the 2015 Quarter One, and Quarter two Work plan and Budget preceding approval the PMU was asked to share the progress report and draft budget and work plan prior to the next meeting

**2.** **DISCUSSIONS ON YEAR 3 Q1 AND Q2 WORK PLAN AND BUDGET**

* PM was asked to share the progress report and 2015 Q1 and Q2 budget and Work plan ASAP.
* The National Coordinator, NADMO expressed the need for the project to cover expenses for the procurement of Additional WEBEOC hardware and software for disaster Early Warning communication which includes: Wide Area Network Internet ($166,527.01), WEBEOC Professional Software ($107,460.00), and WEBEOC Conferencing Furniture ($110,066.00), totaling up to $384,053.

**3. WORK PLAN APPROVAL**

* Discussions and approval of the 2015 Q1 and Q2 Work plan and Budget would be done at the next meeting, 23rd December 2014.

**4. AOB/ STEERING COMMITTEE MEETING**

* The Friday 20th December 2014 planned date for the Steering Committee Meeting was mentioned as a reminder to members.
* The National Coordinator led the PEB to take a firsthand look at the equipment(s) installed so by other collaborating agencies at the NADMO WEBEOC. Members were taken to the workstations, conference room, presidents’ office and Web/Data Based Server rooms respectively. The project Manager emphasized that without the installation of the items procured by CREW and the subsequent procurement of the additional WEBEOC software mentioned by the NADMO Coordinator the WEBEOC will not be functional.

**5. ACTION POINTS:**

* PM was tasked to share all relevant reports ASAP prior to the next meeting.

**6. ADJOURNMENT:**

* The next meeting was scheduled for Tuesday 23rd December 2014 at the same time and venue.