

**Minutes of the Board meeting on Enhancing Disaster and Climate Resilience in RMI through
improved Disaster Preparedness and Infrastructure Project,
Marshall Islands Resort, 9.00am, November 1st, 2019**

Present:

Executive

Dr. Winifereti Nainoca (Chairperson) Deputy Team Leader, Resilience and Sustainable Development, UNDP Pacific Office in Fiji

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Senior Beneficiary

Ms. Kino S. Kabua, Deputy Chief Secretary, Office of the Chief Secretary (OCS) to the President

Supporters

Mr. Reginald White, Director, National Weather Service Office (NWSO)
Mr. Timmy Langrine, Director, National Disaster Management Office (NDMO)
Mr. Yoshi Kaneko, National Telecommunications Authority (NTA)
Mr. Mack Capelle, National Telecommunications Authority (NTA)
Mr. Sef Korok, Acting OCS-Ebeye
Mr. Ariston Santiago, Kwajalein Atoll Development Authority

Development Partner

Ms. Mariko Senda, First Secretary, Embassy of Japan
Mr. Sho Matsumura, Economic Advisor/Researcher, Embassy of Japan

UNDP Project Management

Ms. Yoko Ebisawa, UNDP Project Manager
Mr. Subarna KC, UNDP Deputy Project Manager (online)

RMI in country project team

Mr. Kulendra Verma, UNDP RMI Country Project Coordinator
Mr. Akmaljon Topivoldiev, UNDP Procurement & Logistics Officer
Ms. Teresa White, UNDP Finance/Admin Officer

UNDP Staff - Observers

Ms. Jennifer de Brum, UNDP RMI R2R Project Manager
Mr. Francis Wele, UNDP R2R Project Deputy Manager

Opening Prayer:

1.0 Welcome

1.1 The Chairperson, on behalf of the UNDP Pacific Office Resident Representative, welcomed everyone and thanked for their participation in the Project Board meeting. The Chairperson briefly provided Project background and mentioned that the aim of the meeting is to review, endorse Project results achieved in 2019 and agree on Project plan of activities for 2020.

1.2 The Chairperson also conducted introduction session of meeting participants and all participants shared their expectations from the meeting.

2.0 Apologies - Mr. Katalino Kijiner, Secretary of Ministry of Works, infrastructure and Utilities.

3.0 Agenda Item 3: Agenda overview and adoption

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

09:00-10:00	<ol style="list-style-type: none">1. Welcome and Prayer2. Apologies3. Adoption of Agenda4. Confirmation of Previous Meeting Minutes5. Matters Arising
10:00-10:30	Morning Tea
10:30-12:30	<ol style="list-style-type: none">6. Presentation of project progress7. Annual Work Plan for 2020 and Revised timeframe
12:30-12:40	<ol style="list-style-type: none">8. Any other business and next steps<ul style="list-style-type: none">• Review of key agreements and recommendations• Scheduling of the next PB meeting9. Closing Remarks

3.2 The meeting members agreed on the Agenda and no additions were made.

Mr. Timmy Langrine, Director-NDMO, commented on previous meeting minutes item 3.5. He updated that the communication cluster issue is still under discussion and not endorsed by the government. Therefore, it was recommended to reword the item as “the communication cluster which is under discussion and yet to be established”. After discussion and clarifications from Ms. Yoko Ebisawa, Ms. Winifereti Nainoca, Mr. Kulendra Verma this change was agreed and endorsed by all board meeting members

3.3 The Chairperson and Meeting members reviewed all items of the Minutes of the 1st board meeting and it was endorsed with the change as stated above in line 3.2.

4.0 Agenda Item 4: Confirmation of previous meeting minutes mover/second

Meeting participants reviewed and discussed the previous Project Board Meeting Minutes line items

5.0 Agenda Item 5: Matters Arising

5.1 The Chairperson commented and suggested to establish a Technical Advisory Committee (Working Group) consisting of technical specialists not the Project Board members. The focus of the group is to discuss daily technical issues of project implementation and to provide advice. This is not a decision-making group but only to provide technical and advisory support. Mr. Reginald White, Director-NWSO informed that the Project is receiving all necessary support and advice from national counterparts through telephonic calls and emails and there is no need for forming another Committee. After discussion it was agreed to keep the process as it is now without involvement of technical specialists and forming separate Committee.

6.0 Agenda item 6: Presentation of project progress

6.1 Mr. Kulendra Verma presented on the General Overview of RMI Project, current Progress Summary on the activities within Components 1-3 of the RMI Project document, Risks, Challenges & Actions, Lessons learned and Proposed changes to the Activities and Results Framework for the Board approval with the timelines.

6.2 Mr. Kulendra Verma informed that UNDP is currently working on the Letter of Agreement (LOA) with the University of Hawaii on supply and installation of Chatty Beetles and Wave rider buoys in reference to activities 1.1 and 1.2. UNDP could not manage to make a direct contracting with the University of Hawaii because they didn't accept the UNDP's General Terms and Conditions. Therefore, it was decided to make program approach in the form of LOA. However, there are still some clauses in the LOA which are not acceptable to the University of Hawaii. UNDP will continue working to finalize the required agreement. If UNDP will not be able to reach to an agreement, UNDP would proceed with the option of requesting NWSO to act as a responsible party to contract out these activities to University of Hawaii so that the funds could be routed through them. Mr. Reginald White confirmed that they have had similar successful arrangement and experience for an Australian Government funded project.

On this issue Ms. Kino S. Kabua and Ms. Winifereti Nainoca recommended to set timelines on the progress. It was agreed and endorsed that if UNDP will not succeed by the end of November 2019, the option through NWSO will be considered.

6.3 In reference to Project activities 1.3 and 1.4 Mr. Kulendra Verma informed that as a result of recent confirmation from Director-NDMO, the World Bank Funded PREP II project has an activity for supply and installation of HF/VHF radios and therefore as requested by the Director-NDMO it is prudent to cancel the procurement of HF/VHF radios and divert the funds towards the construction of Emergency Operations Center (EOC)-Majuro. In this regard, the Project Board agreed to cancel part of 1.4 (Provide appropriate and improved disaster preparedness and response communication and other equipment to GOB/EOC to ensure a

fully equipped and functional Centre linking to the main communication media used in RMI by the main Ministries for baseline disaster data collection and transmission to NDMO and line Ministries and vice versa for dissemination of warnings, with software and training). The Project Board also agreed to cancel the activity of 1.3 (Link the Northern Meteorological Offices with HF radio as per Pacific Island Communication and Infrastructure (PICI) Panel Workplan 2019) which the Director NWSO confirmed has already been done by National Oceanic and Atmospheric Administration (NOAA). The funds released would be reallocated to the Output 2.1 (construction of EOC in Majuro) as well as the costs required to operate the project after the project extension. Some funds in the amount not exceeding 100K USD remain under 1.4 in order to procure necessary equipment and furniture for the EOC.

6.4 In reference to the activities of Output 2, Mr. Kulendra Verma informed board members on the current progress. The Consultant hired to develop TOR for Architecture & Engineering Consultant for construction works in Majuro and Ebeye has already submitted a draft ToR, which is currently under review by the Project team. The following major issues related to the construction works in Majuro were highlighted:

- NTA space requirement exceeds budgeted space and this may lead to budget deficiency when the tender is conducted
- Funds would also be required for the site supervision as it was not included in the budget for this activity. Therefore, NTA representatives were requested have an internal discussion and come back to us to finalize issue.

The Project Board was informed that UNDP will initiate procurement of A&E Consultant for civil works in November 2019 for both sites.

For the activity to construct the EOC in Majuro, the board agreed to set aside \$110,000 for NTA data center. NTA will inform UNDP if they agree on this suggestion. In case that the data center requires more funds, then Ms. Kino Kabua, Acting Chief Secretary will coordinate among the government counterparts to decide the activity for which the budget allocation would be reduced to release the extra funds required.

Mr. Kulendra Verma noted that the biggest problem related to the construction site in Ebeye is land identification issue and Lease agreement was not yet signed. This issue holds the UNDP to initiate a tendering process. The Project Board decided to give the Government of RMI a period of two weeks starting from November 04, 2019 to provide the Ebeye Land Lease. Signed Lease agreement document shall be provided by November 18, 2019 to consider construction works. If the land issue will not be resolved within two weeks, the Project Board agreed that this activity may be cancelled in order not to delay the EOC in Majuro. Mr. Kulendra Verma noted that this activity initially has been included to the project activities with the condition as support construction of building subject to funds availability and approval of Government of Japan.

6.5 Considering mentioned circumstances and progress update by the presenter in terms of current expenditures the Chairperson requested Board members to approve budget revision reflect actual 2019 spending in the amount of USD 298 K. Ms. Yoko Ebisawa recommended to

increase the amount up to 1 million USD taking into consideration contract amount with University of Hawaii. Board members supported the budget revision.

6.6 Mr. Kulendra Verma also presented Risk log along with their impact and mitigation measures. After short discussion the Project Board members agreed on the following updates of the risk matrix:

- Put deadlines and update the status.
- Indicate mitigation actions taken.
- Add land lease agreement issue into the Risk item 1.
- Remove Risk item 9.

6.7 Ms. Yoko Ebisawa continued presentation with the challenges and actions. Namely, she noted budget issue for some activities, challenges related to procurement of chatty beetles and wave rider buoys, long-lasting negotiations with NTA and EOC Ebeye delaying civil works.

Mr. Reggie White requested to support NWSO and allocate 30K USD from savings for transportation of wave rider buoys. Ms. Yoko Ebisawa clarified that this was already considered by the Project and under discussion with University of Hawaii.

6.8 Ms. Yoko Ebisawa informed that cancellation of some Project activities also requires to make changes to the Results Framework. Proposed revised Results Framework was also endorsed with the condition to specify 9 beneficiary islands (atolls) instead of departments.

Mr. Reggie White also requested to make correct rewording (Ar instead of Aui) and replace Arno by Namo as Arno atoll will be equipped with a chatty beetle through other initiative.

7.0 Agenda Item 7: Annual Work Plan for 2020 and Revised timeframe

7.1 Ms. Yoko Ebisawa presented detailed Annual Work Plan for 2020 to the attention of meeting participants requested support for non-cost extension. To support the extension Mr. Reginald White informed that deployment of buoys can be done only in June-July 2020 due to the climate risks. Mr. Yoko Ebisawa also commented that this request will be officially made by the UNDP to the Government of Japan for their approval. Considering issues and timelines, the Project Board also agreed to suggest the Government of Japan to request no-cost extension until March 2021.

8.0 Agenda Item 8: Any other business and next Steps

8.1 Ms. Winifereti Nainoca suggested that no additional meeting of the Board is required on the land issue in Ebeye and email communication is sufficient.

8.2 Ms. Yoko Ebisawa provided summary of key decisions endorsed by the Board, which are following:

- Rewording of item 3.5 to “the communication cluster which is under discussion and yet to be established”.
- Technical Working Group discussions continue as it is now.
- If the LOA with University of Hawaii will not succeed by the end of November, the project will approach to NWSO to make an agreement.

- Outputs 1.3 is cancelled and 1.4 is partly cancelled and only USD 100k is left under this output for procurement of equipment and furniture for EOC-Majuro.
- Output 2. Land issue shall be resolved within 2 weeks and 110K USD allocated to NTA data center.
- The change of the Results Framework was approved.
- The AWP for 2020 is endorsed.
- No-cost extension until March 2021 is supported by the Board.

8.3 Next Project Board meeting is scheduled for February 07, 2020.

9.0 **Agenda Item 9: Closing Remarks**

9.1 The Chairperson thanked on behalf of UNDP the RMI Government for the guidance thus far and the positive collaboration with the Embassy of Japan to date.

Close: The Meeting ended at 12.40pm

Chairperson..... *Winifereti Nainoca*
Winifereti Nainoca
Deputy Team Leader, RSD, UNDP Pacific Office

Date..... *6/2/20*

Secretary..... *Teresa White*
Teresa White
Finance & Administration Officer, Japan EDCR Project, RMI Office

Date..... *03/02/2020*