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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /001
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 30 APRIL 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR

Present: Angela Marques, Helena Gowases, David Beehuushona, HR Assistant

Absent: N/A

Agreed by:

David Beehuushona, HR Assistant
Date:

Helena Gowases , Finance Assistant
Date:

Angela Marques, Project Coordinator
Date:

Unit	Topic of discussion	Comments	Action points
Coordination	<ol style="list-style-type: none"> Reporting communication methodology - GFATM team Updates on Roadmap up to June 2018 	<p>Angela reports to Izumi. Helena and David report to Angela regarding the GFATM Project activities completion; and both report to Megan on Operations wise (HR, Procurement, Finance).</p> <p>Draft Roadmap presented.</p>	<p>Angela: complete roadmap with handover items still pending and send to team. Excel File presented becomes weekly workplan.</p>
Finance	<ol style="list-style-type: none"> Updates on Finance pending issues as per Mirian's handover notes Update on progress of the Budget Cleaning exercise (budget monitoring excel file completion and expect date to plan budget revision) 	<p>Pending items now reflected in the roadmap/workplan, Finance section.</p> <p>Provided actual expenditure per account code. Identified all accounts with expenditure that are not set up in ATLAS Project AWP 2018.</p>	<p>Helena: please check roadmap/workplan for pending issues.</p> <p>Helena: Exchange rate analysis and reversal to be done by 9 May 2018.</p> <p>Helena & Angela: Budget revision planning to be ready by 11 May 2018. Next meeting Finance-Programme meeting 9 May 2018 after Operations meeting.</p>
Procurement	<ol style="list-style-type: none"> Updates on Procurement pending issues as per Mirian's handover note. 	<p>Just 1 PO open (stationary).</p>	<p>Angela: follow up with Phiwokazi to confirm deliver of the 2 cartiges and with Hendrick to close the PO.</p>



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<p>HR</p>	<p>6. Updates on HR pending issues as per Mirian's handover notes</p> <p>7. Update on progress of the HR monitoring file completion</p>	<p>Pending items now reflected in the roadmap/workplan, HR section.</p> <p>HR monitoring file presented, however still needs updates on comments column.</p>	<p>David: finalize HR monitoring file as per meeting discussions. Next meeting HR-Programme: 2 May 2018, after Operations meeting.</p>
<p>AOB</p>	<p>8. Week workplan (according also to absence due to leave / public holiday)</p> <p>9. New issues ? Challenges?</p> <p>...</p>		<p>Tasks agreed upon in team. Workplan shared.</p>



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /001
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 30 APRIL 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	<ol style="list-style-type: none"> 1. Reporting and communication methodology - GFATM team 2. Updates on Roadmap up to June 2018
Finance	<ol style="list-style-type: none"> 3. Updates on Finance pending issues as per Mirian's handover notes 4. Update on progress of the Budget Cleaning exercise (budget monitoring excel file completion and expect date to plan budget revision)
Procurement	<ol style="list-style-type: none"> 5. Updates on Procurement pending issues as per Mirian's handover notes
HR	<ol style="list-style-type: none"> 6. Updates on HR pending issues as per Mirian's handover notes 7. Update on progress of the HR monitoring file completion
AOB	<ol style="list-style-type: none"> 8. Week workplan (according also to absence due to leave / public holiday) 9. New issues ? Challenges? <p>...</p>

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MEETING NAME
REFERENCE
CYCLE
DATE
CHAIR (ROTATIVE)
MINUTES (ROTATIVE)

GFATM WEEKLY MONITORING TEAM MEETING
GFATM /001
MONDAYS, 10H00 AM, UNDP ROOM 1-29
30 APRIL 2018
ANGELA MARQUES, PROJECT COORDINATOR
ANGELA MARQUES, PROJECT COORDINATOR

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	30-04-18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	30/04/18	
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	30/04/18	
Other Invitees	—	—	—	—	—



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /002
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 07 MAY 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR

Present: Angela Marques, David Beehuushona

Absent: Helena Gowases

Agreed by:

Angela Marques

Angela Marques, Project Coordinator
Date:

Helena Gowases , Finance Assistant
Date:

David

David Beehuushona, HR Assistant
Date:



Unit	Topic of discussion	Comments	Action points
Coordination	1. Updates	Burning issues: Narrative report Q1 2018 requested by MoHSS – done, pending confirmation on Procurement and financials.	Urgent rectification of budget is required. As per Roadmap update of 7 May 2018.
Finance	2. Updates	Absent. Action points from last week to be followed up.	Helena: please check roadmap/workplan for pending issues. Helena: Exchange rate analysis and reversal to be done by 9 May 2018. Helena & Angela: Budget revision planning to be ready by 11 May 2018. Next meeting Finance-Programme meeting 9 May 2018 after Operations meeting.
Procurement	3. Updates	Just 1 PO open (stationary).	Invoices received by Hendrik. PO to be verified and closed.
HR	4. Updates	Burning issues: documentation for the 8 SC ending 9 May 2018 and 3 SC central team ending 31 May 2018.	As per Roadmap update of 7 May 2018.



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /002
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 07 MAY 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	1. Updates
Finance	2. Absent 3.
Procurement	4. Updates
HR	5. Updates
AOB	N/A

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MEETING NAME
GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE
GFATM /001/2
CYCLE
MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE
07 MAY 2018
CHAIR (ROTATIVE)
ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE)
ANGELA MARQUES, PROJECT COORDINATOR

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	7/5/18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246		
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	07/05/2018	
Other Invitees					



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /003
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 14 MAY 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) DAVID UUSHONA, HUMAN RESOURCES ASSISTANT

Present: Angela Marques, Helena Gowases, David Uushona, HR Assistant

Absent: N/A

Agreed by:

Angela Marques
Angela Marques, Project Coordinator
Date: 28/05/18

Helena Gowases
Helena Gowases, Finance Assistant
Date:

David Uushona
David Uushona, HR Assistant
Date:

Unit	Topic of discussion	Comments	Action points
Coordination	Updates	Burning issue – Project Extension: Meeting with Irish done and PMU done. A consultation with Mr Mavhunga is necessary to confirm the TB DPS central team staff members critical to the survey finalization	Action: As per Roadmap.
Finance	Updates	Burning issue: Recover from salary of Cornelius to be deducted from May. Alert sent to Severiano. Await until June to recover others.	Helena: Exchange rate analysis and reversal to be done. Budget revision planning to be ready as soon as possible. Provide complete file DSA reconciliation to check mission order.
Procurement	Updates	Just 1 PO open (stationary).	Action: As per Roadmap. Helena: follow up with Phiwokazi to confirm deliver of the 2 cartiges and with Hendrick to close the PO.
HR	Updates	UNDP Processed the extension letters for the 8 SC. PME and monthly leave report submitted. Amendment letters already signed by the 2 SC extended. Notification of termination for Cornelius already delivered.	Leave balance and cards: system to update balance end of the month. Action: As per Roadmap.



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /003
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 14 MAY 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) DAVID BEEHUUSHONA, HR ASSISTANT

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	1. Updates
Finance	2. Updates 3.
Procurement	4. Updates
HR	5. Updates
AOB	N/A

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MEETING NAME
REFERENCE
CYCLE
DATE
CHAIR (ROTATIVE)
MINUTES (ROTATIVE)

GFATM WEEKLY MONITORING TEAM MEETING
GFATM /003
MONDAYS, 10H00 AM, UNDP ROOM 1-29
14 MAY 2018
ANGELA MARQUES, PROJECT COORDINATOR
DAVID BEEHUUSHONA, HR ASSISTANT

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	14/05/18	[Signature]
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	14/05/2018	[Signature]
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	14/05/2018	[Signature]
Other Invitees	_____	_____	_____	14/05/2018	[Signature]



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /004
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 21 MAY 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) HELENA GOWASES GANES, FINANCE ASSISTANT

Present: Angela Marques(AM), Helena Gowases Ganes(HGG), David Uushona(DU),

Absent: N/A

Agreed by:

Angela Marques, Project Coordinator
Date:

Helena Gowases Ganes, Finance Assistant
Date:

David Uushona, HR Assistant
Date:

Unit	Topic of discussion	Comments	Action points
<p align="center">Coordination</p>	<p>Updates</p>	<ul style="list-style-type: none"> - Narrative/financial report & forecast finalized and sent to PMU - Project Steering Committee meeting date proposed however PMU to decide - Data cleaning workshop taking place next week (DSA preparation) - Oliveti damage claim note to the file prepared and shared with OM - Omaheke car repair, Anatec still awaiting FACE & invoice - Email closure still ongoing Eugene to submit final invoice - Atlas access granted to AG and for HGG work in progress - Project extension need assessment will be clear after workshop - Merged position TOR finalized and note for single sourcing prepared for review by DRR 	<p>AM: as per roadmap</p>
	<p>Updates</p>	<ul style="list-style-type: none"> - DSA for cleaning workshop processed 	<p>HGG: As per roadmap</p>
<p align="center">Finance</p>			



	<p>& handed over to finance for paycycle - UNV charges GL for reversal processed and send for approval to DRR - New F10 claims received for Cornelius & lita for review</p>	<p>HGG: Reversal to be identified and submit to AM for review HGG: Budget revision planning to be identify and send to AM for review</p>
<p>Procurement</p>	<p>Updates Update</p>	<p>DU: As per roadmap DU: Follow up with Sev all pending documents to update personal files DU: Trace missing TOR</p>
<p>HR</p>	<ul style="list-style-type: none"> - Extension letters signed for 2 SCH - PME submitted for 8 SCH who exit on 9 May 2018 - Monthly reports received for 8 SCH - Employment confirmation is prepared for 9 exciting SCH and pending printing & signature by OM - PME for Cornelius still pending with Irish - Exit checklist for Cornelius for lita to follow up - Leave cards for 9 exciting SCH to be updated - Three positions information not in position file - Will review all files and update for audit 	



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /004
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 21 MAY 2018
CHAIR ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) Helena Gowases, Finance Assistant

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	1. Updates
Finance	2. Updates
Procurement	3. Updates
HR	4. Updates 5. PME – Logistic Coordinator 6. Audit filing: personal and position files
AOB	

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MEETING NAME
GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE
GFATM /004
CYCLE
MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE
21 MAY 2018
CHAIR
ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE)
Helena Gowases, Finance Assistant

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	21/05/18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	21/05/2018	
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	21/05/2018	
Other Invitees					



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /005
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 28 MAY 2018
CHAIR (ROTATIVE) HELENA GOWASES-GANES, FINANCE ASSISTANT
MINUTES (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR

Present: Angela Marques(AM), Helena Gowases Ganes(HGG), David Uushona(DU)

Absent: N/A

Agreed by:

Angela Marques
 Angela Marques, Project Coordinator
 Date: 4/6/18

Helena Gowases Ganes
 Helena Gowases Ganes, Finance Assistant
 Date: 4/6/18

David Uushona
 David Uushona, HR Assistant
 Date: 4/6/18

Unit	Topic of discussion	Comments	Action points
Coordination	Updates	<ul style="list-style-type: none"> - Reporting 2017 and 2018: completed, cleared by TB national programme and submitted to PMU; - PQA 2018: up to 31 August 2018, considering the extension approval; - Reversal and Budget Revision completed. To be presented in the PSC for the revised AWP to be endorsed; - AWP in ATLAS updated; - Opening cash balance of USD -6,232 to be cleared; - PSC od 7 June under preparation; - Request for Extension Letter approved by MoHSS PS being followed up by TB CMO and DSP Deputy Director. 	<p>AM: as per roadmap of 29 May 2018</p> <p>Priorities of the week: project extension negotiation and preparation of all required documentation; project extension budget planning finalization with TB team; PSC planning and preparation of all documentation; JUTA follow up; MoHSS GF Grants Review Workshop attendance; follow up on closure of VIVO ENERGY case; Meeting with Olivetti Car Rental Company; follow up on the outstanding payments and HR documentation; IC certification of payment</p>
Finance	Updates	<ul style="list-style-type: none"> - Reversal and Budget Revision completed; - Face Forms for Omaheke car accident and Anatech signed by PS submitted to UNDP; - DSA recovery for Cornelius on hold. 	<p>HGG: as per roadmap of 29 May 2018</p> <p>Priorities of the week: follow up payments of Omaheke car accident and Anatech; DSA recovery from 1 IC Central Team; payment of 3 ICs; follow up on closure of</p>



<p>VIVO ENERGY case; follow up DSA recovery of Corneilus and payment of remaining amount of the claim regarding March 2018 mission.</p>			
<p>AM and HGG: as per roadmap of 29 May 2018</p>	<p>2 new issues included in the team workload: outstanding payments 2017 and 2018; and MTC Air time for UNDP staff</p>	<p>Updates</p>	<p>Procurement</p>
<p>DU: as per roadmap of 29 May 2018</p> <p><u>Priorities of the week:</u> Finalize certification of employment for 8 SC that ended 9 May 2018 and for Logistics Coordinator; follow up on PME, approved leave request and monthly leave report for Logistics Coordinator; follow up issue of storage space; inform AM when all documentation of the 8 SC are secured so that e-mail accounts can be cancelled.</p>	<ul style="list-style-type: none"> - Exist checklist of Logistics Coordinator in UNDP; - Position file: TORs for all types of positions secured and being filed; - Personnel request approval form for Survey Coordinator position secured; - Personal file: verification ongoing for ad-hoc checking in preparation of Audit 8 SC that ended 9 May: e-mail accounts to be cancelled. 	<p>Update</p>	<p>HR</p>
<p>AM: provide Global Fund iLearn platform link</p>	<p>Possibility to engage in professional development and knowledge sharing (free training opportunities)</p>	<p>Globa Fund specialized Training – career development</p>	<p>AOB</p>



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Namibia

MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
 REFERENCE GFATM /005
 CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
 DATE 28 MAY 2018
 CHAIR Mrs. Helena B. Ganes, Finance Assistant
 MINUTES (ROTATIVE) Mrs. Ângela Marquis, Proj. Coordinator

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	1. Updates 7
Finance	2. Updates 7
Procurement	3. Updates 7
HR	4. Updates 7
AOB	- GF I learn training



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MEETING NAME
GFATM WEEKLY MONITORING TEAM MEETING

REFERENCE
GFATM /005

CYCLE
MONDAYS, 10H00 AM, UNDP ROOM 1-29

DATE
28 MAY 2018

CHAIR

MINUTES (ROTATIVE)

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	28/05/18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	28/05/18	
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	28/05/18	
Other Invitees					



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /006
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 04 JUNE 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) DAVID UUSHONA, HUMAN RESOURCES ASSISTANT

Present: Angela Marques(AM), Helena Gowases Ganes(HGG), David Uushona(DU),

Absent: N/A

Agreed by:


 Angela Marques, Project Coordinator
 Date:


 Helena Gowases Ganes, Finance Assistant
 Date:


 David Uushona, HR Assistant
 Date:

Unit	Topic of discussion	Comments	Action points
<p style="text-align: center;">Coordination</p>	<p>Updates</p>	<ul style="list-style-type: none"> - Request for extension letter submitted for approval - Email closure still ongoing - Eugene to submit final invoice - Project steering committee: preparation on going - Project closure and extension preparation ongoing - Plan for PQA (closure) 	<p>AM: as per roadmap</p> <p>Priority of the week: follow up on Engine to submit final invoice, prepare all the documentation for project steering committee, follow up on closure of VIVO ENERGY case, project extension negotiation and preparation of all required documentation.</p>
<p style="text-align: center;">Finance</p>	<p>Updates</p>	<ul style="list-style-type: none"> - DSA recovery for Cornelius completed - Original Invoice for Anatech received , with Meghan for approval - Omaheke to provide Updated good standing certificate - Reconcile the amount in fuel cards and reimburse from vivo - Pre-encumbered amount higher than the available budget 	<p>HGG: As per roadmap</p> <p>Priority of the week: Helena to follow up on Omaheke service provider; VIVO energy case finance CO expected to provide Helena with all documents requested by vivo by 5 June to proceed with reconciliation. Investigate on pre-encumbrance - meeting with Angela after findings from Hendrick to go through</p>

	findings and agree on action to be done in the system.
<p>Procurement and Finance</p>	<p>Updates</p> <ul style="list-style-type: none"> - Outstanding payment to be finalised by 15-20 june
<p>HR</p>	<p>Update</p> <ul style="list-style-type: none"> - Central team Monthly reports received - Missing TOR secured - PME for Cornelius submitted - Exit checklist for Cornelius Submitted to UNDP - Leave cards for 9 exiting SCH to be updated next week from 11 june 2018 - Personnel request Signed by Izumi - Cornelius termination from the atlas payroll system. - Eugene informed for the email cancelation; Cornelius email to wait till june end. <p>DU: As per roadmap Priority of the week: fille TOR and personnel request in the position file and follow up with megan on position which are missing in the position file. Follow up with Phiwokazi on termination of Cornelius</p>



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
 REFERENCE GFATM /006
 CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
 DATE 04 June 2018
 CHAIR AM
 MINUTES (ROTATIVE) DU

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	1. updates on last week priorities 2. Feedback from the workshops attended
Finance	3. updates
Procurement	
HR	4. updates
AOB	



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MEETING NAME
REFERENCE
CYCLE
DATE
CHAIR
MINUTES (ROTATIVE)

GFATM WEEKLY MONITORING TEAM MEETING
GFATM /006
MONDAYS, 10H00 AM, UNDP ROOM 1-29
04 June 2018
AM
DU

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	04/06/18	<i>[Signature]</i>
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	04/06/18	<i>[Signature]</i>
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	04/06/18	<i>[Signature]</i>
Other Invitees					



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /007
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 18 June 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) DAVID UUSHONA, HUMAN RESOURCES ASSISTANT

Present: Angela Marques(AM), Helena Gowases Ganes(HGG), David Uushona(DU),

Absent: N/A

Agreed by:

<i>Angela Marques</i> Angela Marques, Project Coordinator Date:	<i>Helena Gowases Ganes</i> Helena Gowases Ganes, Finance Assistant Date:	<i>David Uushona</i> David Uushona, HR Assistant Date:
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Unit	Topic of discussion	Comments	Action points
Coordination	Updates	<ul style="list-style-type: none"> - Project extension was approved – amendment documents under preparation - Project steering committee: done and minutes available - Project assessment to be discussed mid July 	<p>AM: as per roadmap</p> <p>Priority of the week: project extension documents, project closure (report Q2), PQA, Solar for Health, meetings with partners, UBRAF, follow up with Finance on closure on Operations regarding GFATM.</p>
Finance	Updates	<ul style="list-style-type: none"> - Cornelius DSA was recovered from the payroll - Repairing of Omaheke ongoing - MTC vouchers approved - Cornelius F10 Claim which was underpaid - Medical bills to be done by Wednesday - Email account payment 	<p>HGG: As per roadmap</p> <p>Priority of the week: Helena to follow up with Euene on email account payment, follow up with Irish (Wednesday) on Omaheke car if it is done with the repairing than certification should be prepared, Helena to follow up on VIVO refund and inform Angela about status on Wednesday.</p>
Procurement and Finance	Updates	<ul style="list-style-type: none"> - Outstanding payment to be finalised by 15-20 June 	<p>GL done for 2017 (May-Dec) and 2018 (Jan-May) telephone bills; and 2017</p>



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Project coordinator monitoring visit		
HR	Update	- Leave card balance not yet updated in the system
		DU: As per roadmap Priority of the week: finish with filing and identify missing documents, follow up with Phiwokazi on contract amendment for 7 central team to be printed and submitted for signature ; Extension request for IC MoHSS to be done and submitted for signature; TOR and personnel request to be filed in position file.



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Namibia

MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /007
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 18 June 2018
CHAIR Ángela
MINUTES (ROTATIVE) David

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	Updates
Finance	updates
Procurement	updates
HR	updates
AOB	—

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MEETING NAME
REFERENCE
CYCLE
DATE
CHAIR
MINUTES (ROTATIVE)

GFATM WEEKLY MONITORING TEAM MEETING
GFATM /007
MONDAYS, 10H00 AM, UNDP ROOM 1-29
18 June 2018
Angela
David

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	18/6/18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	18/6/18	
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	18/06/18	
Other Invitees					



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MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /008
CYCLE MONDAYS, 10H00 AM, UNDP BOARDROOM
DATE 25 June 2018
CHAIR (ROTATIVE) ANGELA MARQUES, PROJECT COORDINATOR
MINUTES (ROTATIVE) Helena Gowases Ganes, FINANCE ASSISTANT

Present: Angela Marques(AM), Helena Gowases Ganes (HGG), David Uushona(DU),

Absent: N/A

Agreed by:

Angela Marques, Project Coordinator
Date:

Helena Gowases Ganes, Finance Assistant
Date: 29/06/2018

David Uushona, HR Assistant
Date:

Unit	Topic of discussion	Comments	Action points
Coordination	Updates	<ul style="list-style-type: none"> - Project Extension: Prodoc update done and submitted to PMU and HQ for review before submission to PS - UNDP official acceptance for project extension sent to PS - Extraordinary steering committee meeting taking place on 5 July 2018 - Preliminary financial report for Jan to Jun 2018 to be submitted the final & narrative report to follow on later stage - Project assessment to be done for closure - UNDP PPM changes webinars ongoing – team to kindly join 	<p>riority of the week: Follow up with Megan on email accounts COA provided on the way forward ; Working on implementation strategy for JUTA budget under UNDP; Health facility selection for feasibility study for solar for health project; Extension documents; reporting Q2 and closure</p>
Finance	Updates	<ul style="list-style-type: none"> - All SC outstanding F10 claims recovered from June 2018 payroll and Hilya the last portion to be done this period - Repair of Omaheke car to be 	<p>Priority of the week: Review PBB and prepare final budget revision and submit by 2 June 2018 Prepare Q2 financial Report & submit for review</p>

		<p>completed today as per guidance from JA repair</p> <ul style="list-style-type: none"> - Data cleaning workshop DSA vouchers done submitted for pay cycle - MTC prepaid vouchers request for central team to follow up on the request for quote - VIVO refund not received to date to follow up today - Cornelius F10 Claim which was underpaid finalized and send for paycycle - Medical bills verification of outstanding statement with Dr. Morkel to be follow up by Wednesday if no response - Outstanding fuel consumption for mobile clinic to follow up with Irish today 	
<p>Procurement and Finance</p>	<p>Updates</p>	<ul style="list-style-type: none"> - IC extension in progress for Hilya & Helena 	
<p>HR</p>	<p>Update</p>	<ul style="list-style-type: none"> - PME for Hilya done and ready for collection today - Contract amendment for 7 central team finalized 	<p>Priority of the week: Secure outstanding signatures; Delivery and collection of all pending documents; Prepare HR handover note hard/soft copies; Leave balances for 9 SC ended in May to secure</p>



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			<p>confirmation by 2 July (Phwio); Outstanding leave records for Jun 2018 to be submitted before 5th July 2018; Contact ex S/M regarding outstanding police clearance or otherwise prepare note to the file; Outstanding short-list information on position file to be follow up with Megan tomorrow; Prepare a folder with beneficiary forms to be signed by Megan; Prepare certification for IC salaries by Thursday ; Prepare a hard copy & digital file for HR handover during the meeting on 29 June 2018 09H00</p>
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Namibia

MEETING NAME GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE GFATM /008
CYCLE MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE 25 June 2018
CHAIR DU
MINUTES (ROTATIVE) HGG

PROPOSED AGENDA:

Unit	Topic of discussion
Coordination	Updates
Finance	Updates
Procurement	Updates
HR	Updates
AOB	

United Nations Development Programme



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MEETING NAME
GFATM WEEKLY MONITORING TEAM MEETING
REFERENCE
GFATM /008
CYCLE
MONDAYS, 10H00 AM, UNDP ROOM 1-29
DATE
25 June 2018
CHAIR

MINUTES (ROTATIVE)

ATTENDANCE LIST:

Unit	Name	Position	Contacts	Date	Signature
Coordination	Angela Marques	Project Coordinator	angela.marques@undp.org + 264 61 204 6209	25/6/18	
Finance	Helena Gowases	Finance Assistant	tsukhoeh@yahoo.com + 264 61 204 6246	25/6/18	
HR	David Beehuushona	HR Assistant	beehuushonadavid@gmail.com + 264 61 204 6246	25/6/2018	
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