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**Pre –Project Appraisal Committee (Pre -PAC)  
GEF 6 Integrating Biodiversity Safeguards and Conservation into  
Development in Palau Project**

***Date: Thursday 18 August, 2017***

***Venue: Gary Wiseman Conference Room, Level 7, UNDP***

**MEETING MINUTES**

**Title:** Integrating Biodiversity Safeguards and Conservation into Development in Palau

**Objective:** To mainstream biodiversity conservation into land and seascape governance, planning, and management in Palau

**Project Duration:** 6 years (starting 2018)

**Main Executing Agency:** Ministry of Natural Resources, Environment and Tourism

**Implementers:** States and Local Communities

**Project GEF Grant Budget:** USD\$4.23 Million

Project Objective: The project objective is to mainstream biodiversity conservation into integrated land and seascape governance, planning and management in Palau.

**UNDP-GEF PIMS ID number: 5645**

**GEF ID number: 9208**

**Project Budget:** USD\$ 4,233,562.00

**Project Timeline:** 2018 – 2024 (6 years)

**Executing Agency:** Ministry of Natural Resources, Environment and Tourism

**Proceedings**

Opening remarks and welcome by Kevin Petrini. The meeting was chaired by UNDP, represented by Kevin Petrini, Team Leader for Resilience and Sustainable Development (RSD) Team.

The meeting agenda is in Annex A.

The list of participants is in Annex B.

Floyd Robinson (Program Analyst) facilitate delivered presentation on project background and Quality Assurance.



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**Project Overview by UNDP**

**a) Proposed Objectives, Outcomes & Outputs**

<i>Comments</i>	<i>Responses</i>
Pre-PAC endorsed the project background	

**b) Governance and Management Arrangements - Project Organisation Structure**

<i>Comments</i>	<i>Responses</i>
<ul style="list-style-type: none"> <li>The Pre-Pac was advised of amended project structure which was endorsed by the LPAC</li> </ul>	Pre –Pac endorsed the amended project structure

**c) Proposed IRF and Budget**

<i>Comments</i>	<i>Responses</i>
The Pre-Pac endorsed Budget and IRRF	

**d) Monitoring and Evaluation Tools**

<i>Comments</i>	<i>Responses</i>
Project Audit threshold being once in a project life or annual delivery of US300,000 –US400,000	Pre-Pac advised that the level of risk is determined by the Micro Hact Assessment which will influence frequency of audits.
In light of the revised project	Clarification that primary responsibility of oversight and



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<p>structure, there was a query on roles of UNDP Coordination Specialist and focal point based at UNDP Pacific Office.</p>	<p>monitoring is undertaken by the UNDP focal point based at UNDP Pacific Office in Fiji with support from in-country coordinator.</p> <p>Based on revised project structure, the Pre-Pac recommended that consultants amend narrative descriptions to ensure that they are aligned to the new project structure.</p>
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**d) Quality Assurance**

<b>Comments</b>	<b>Responses</b>
<p>Pre-Pac query on capacity executing agency to implement project as well as manage finances</p> <p>Pre-Pac noted that questions 9,11,14,15, 20, 21, 25 and 26 had options of either yes or no. All these were rated Yes.</p> <p>Pre-Pac noted recommended that ratings for questions 1,2,7,8,10,12,16 &amp;17 were increased from 2 -3.</p> <p>Pre-Pac noted that for question 19 the project document defines roles of targeted groups.</p>	<p>Micro Hact Assessment conducted. UNDP has provided responses to findings and awaiting government responses. This is likely to be finalised within next two weeks. Finding of the assessment will lead to a Hact Assurance plan which will detail necessary monitoring/measures.</p> <p>Pre- Pac advised focal point to have evidence available in narrative description as this is needed when uploading Quality Assurance online.</p>



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**All other general comments & discussions:**

Comments	Responses
<ul style="list-style-type: none"> <li>▪ LPAC noted the unique nature of project implementation in Palau, having to coordinate/collaborate with national government and at least 7 state governments</li> <li>▪ Direct Project Cost allocation in project document (i.e. US30,000 allocated per year) and to be charged should government submit a request.</li> <li>▪ Pre –PAC advised about LPAC decision to allocated unused annual allocations for Direct Project Costs, to support implementation of activities under other outcomes.</li> <li>▪ Pre – Pac noted the value of thorough inception workshops given that this will be Ministry of Natural Resources, Environment and Tourism’s first experience of implementing UNDP supported projects</li> <li>▪ Pre –Pac noted possibility of Project Implementation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pre-PAC endorsed LPAC recommendations for project to undertake pre-inception workshop discussions with state government, communities (at demonstration sites), non-governmental organisations and state government.</li> <li>▪ Pre- PAC endorsed the Direct Project Cost</li> <li>▪ Pre –PAC acknowledged tracking of Direct Project Costs through Combined Delivery Reports</li> <li>▪ Pre- Pac endorsed LPAC recommendation for pre-inception workshops followed by inception workshop and an induction training for project implementation unit as well other stakeholders such as Ministry of Finance officers.</li> <li>▪ Pre – Pac advised of RSD Team facilitating project managers consultation/meeting (twice a year) and</li> </ul>



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<p>Unit (PIU) being assigned ATLAS access and associated costs with this option.</p> <ul style="list-style-type: none"><li>▪ Pre – Pac advised of LPAC recommendation for an increase the Mid Term Evaluation Budget of US\$30,000 to US\$40,000. LPAC minutes documents three opportunities to seek the additional US\$10,000 to top up budgetary allocation for Mid Term Evaluation</li><li>▪ Query on co-financing from government and states</li><li>▪ Pre –Pac advised that under outcome 3 tourism featured strongly as southern states hosted rock island -a tourism attraction and world heritage site.</li><li>▪ Pre – Pac advised that LPAC was held on August 10, with meeting chaired by Sharon Sakuma (UN Coordination Specialist). An electronic Pre –Pac organised earlier but as proper process not followed this was re-scheduled to August 18.</li><li>▪ Kevin Petrini noted lesson learnt - to avoid formulating complicated</li></ul>	<p>possibility of discussing ATLAS access at next meeting scheduled for October.</p> <ul style="list-style-type: none"><li>▪ Pre –Pac endorsed recommendation to increase additional US\$10,000 for Mid Term Evaluation</li><li>▪ Pre –Pac informed that co-financing all in the form of in kind contributions and these were being forwarded to the consultants which are formulating the project.</li></ul>
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Project Identification PIFs.	
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**Next Steps and Way Forward**

The Pre - Pac Committee endorsed the Project Document on conditions that amendments requested were updated.

The chairperson thanked all for their participation and informed that Amelia would submit minutes on Monday 21st August.

Pre-Pac endorsed way forward:

- **October 19 – project document submitted to Global Environment Trust (GEF)**
- **1<sup>st</sup> Quarter 2018 – approval by GEF, advertisement of Project Management Unit (PIU) positions**
- **2<sup>nd</sup> Quarter 2018 - PIU appointed, pre –inception workshop discussions, inception workshop**
- **3<sup>rd</sup> Quarter 2018 onwards –implementation of activities**

***Meeting Minutes Endorsed:***

Pre-PAC minutes prepared by:

  
Secretary (24/08/17).

Pre-PAC minutes are approved by:

 24/8/17.  
(Chairperson of the Meeting)



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**Annex A**

**AGENDA**

**LPAC Meeting Objectives:**

- Presentation of Project Document and formulation process to date;
- Facilitate dialogue and allow feedback on key sections including as log frame, budget, implementation modality, project management structure.
- Discuss and appraise UNDP Quality Assurance Assessment (Design and Appraisal)

**Expected Outcomes:**

- Identification and justification of any recommended amendments/changes to the project document
- Endorsement of Project Document

<b>Time</b>	<b>Agenda Item</b>	<b>Whom</b>
9:30am – 9:45am	Welcome, introduction, appointment of Secretary and purpose of Pre-Pac Meeting	<b>Chairperson – Kevin Secretary – Amelia</b>
9:45am – 10:10am	Presentation of Background of Project	Floyd
10:10am – 10:30am	Question and answer/discussions on background presentation	Kevin
10:30am – 10:55am	Quality Assurance & Discussion	Floyd
10:55am-11:00am	Discussions of wayward and endorsement of project document	Kevin/Floyd



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**Annex B:**

**Meeting Participants Attendance List**

<b>Name</b>	<b>Email</b>
Vinay Sharma (Finance Team Leader)	<a href="mailto:vinay.sharma@undp.org">vinay.sharma@undp.org</a>
Josua Turaganivalu (Program Associate)	<a href="mailto:josua.turaganivalu@undp.org">josua.turaganivalu@undp.org</a>
Kevin Petrini (RSD Team Leader)	<a href="mailto:kevin.petrini@undp.org">kevin.petrini@undp.org</a>
Velavela Serukalou (RSD Associate)	<a href="mailto:velavela.seru@undp.org">velavela.seru@undp.org</a>
Salanieta Matakibau	<a href="mailto:salanieta.matakibau@undp.org">salanieta.matakibau@undp.org</a>
Jone Feresi (RSD Tuvalu Coastal Adaptation Project)	<a href="mailto:jone.feresi@undp.org">jone.feresi@undp.org</a>
Salma Elhagvousif (Regional Programme and SIDS Engagement Coordinator)	<a href="mailto:salma.elhagvousif@undp.org">salma.elhagvousif@undp.org</a>
Floyd Robinson (Environment Program Analyst)	<a href="mailto:floyd.robinson@undp.org">floyd.robinson@undp.org</a>
Amelia Raratabu (RSD Program Associate TA)	<a href="mailto:amelia.raratabu@undp.org">amelia.raratabu@undp.org</a>
Mahezabeen Khan (IRMU Analyst)	<a href="mailto:mahezabeen.khan@undp.org">mahezabeen.khan@undp.org</a>