# Project: Enhancing Disaster and Climate Resilience in Palau through improved Disaster Preparedness and Infrastructure

## **INCEPTION MEETING REPORT**

Date:	26 August 2019							
Location:	The Penthouse Hotel, Koror							
Participants:	<ul> <li>Governmental agencies involved in the project (9)</li> </ul>							
	- Other governmental and non-governmental agencies with potential							
	complementarities (5)							
	- UNDP (?)							
Agenda:	1. Project objectives and activities							
	2. Introduction of project team							
	3. Project progress and next steps							
	4. Revision and definition of proposals regarding:							
	<ul> <li>Main initiatives and key stakeholder to involve</li> </ul>							
	<ul> <li>Challenges and lessons learned to take into consideration</li> </ul>							
	- Sustainability conditions to addressed during project implementation							
	5. Revision of Risk log frame							
	6. Revision of results framework (indicators)							
	7. Revision of monitoring framework							

## Welcome

Mr. Waymine Towai as National Emergency Management Office (NEMO) welcomed participants and thanked UNDP for the efforts rendered thus far in the design, formulation and signing of the Project document. Ms. Karin Takeuchi as the UNDP Deputy Resident Representative thanked the Palau Government through NEMO for the kind hospitality extended to the UNDP here in Palau. She also mentioned that UNDP was very mindful of the 1-year tight implementation deadline and the need to deliver.

## Summary of main points of discussion:

# 1. Project objectives and activities (see presentation attached)

- Mr. Noud Leenders presented the project objectives and activities. He mentioned that Palau is the only country to have the project activities sorted without having UNDP officials in-country and that it got \$100,000 more than the other two North Pacific countries, FSM and Palau.
- The 1-year project (18 March 2019-17 March 2020) is organized in 3 components, including activities related to climate monitoring and communication, infrastructure and equipment improvement for disaster management, and strengthening of response capacities at community level.
- The project has established a technical advisory group and a project board. The technical advisory group is formed by all entities acting as implementing partners and those with the potential of developing synergies during project implementation. The project board will be chaired by the UNDP and membership include NEMO (in representation of all beneficiaries) and the Embassy of Japan.
- Discussions on the aspect of project visibility also surfaced and the meeting was informed that UNDP through its Project Communication Officer will be responsible for the media communication on all project activities across the Pacific.

 The Bureau of Aging, Gender and Social Inclusion raised the importance of considering gender and social inclusion not only as a balance in number of men and women in training events, but also mainstreamed in the implementation strategy in all activities, e.g. construction of infrastructure, communication to the public, procedures for disaster management assessment. The project has considered this comment and has incorporated this approach within the new version of the results framework.

# 2. Introduction of project team

- During the preparation and then the conduct of the inception meeting the project team was introduced. Ms. Yoko Ebisawa as Project Manager, Mr. Subarna KC, Deputy Project Manager and Mr. Murod Ruziev, Procurement Specialist. For the Palau Country Team, Ms. Aleyda Valdes as Country Project Coordinator, Mr. Dale Kacivi, Procurement & Logistics Officer and Ms. Rose Maidesil, Administrative & Finance Officer.
- The NEMO Director showed his concern about the changes in the team that has conducted the initiative since the preparation of the project proposal, signature and first phase of implementation. The UNDP Deputy Resident Representative mentioned that all efforts will be done for ensuring a smooth and quicly transition process.

## 3. Project progress and next steps

- It was highlighted the leadership of the NEMO and active participation of implementing partners in the whole process, from project formulation to the definition of implementation strategy and to put the activities into practice.
- By August 2019, major advances have been developed for the procurement of fire trucks (Call for bids), in coordination with the Department of Public Safety. Moreover, technical specifications are almost finalized regarding: VHF/HF radio equipment (in coordination with NEMO), AM tower (Department of Domestic Affairs), LIDAR study (PALARIS), Automated weather stations and wave rider buoys (NWSO), and storage facilities (NEMO).
- Pertinent information relevant to the preparation of tender documents for improvement of the NEOC (in coordination with NEMO) and provision of school solar panels (MOE) were also collected. Others include strategies prepared to develop vulnerability assessment of cultural heritage sites (BCHP), training programme (BAGD and BOA) and technical specifications related to fleet improvement for disaster management (NEMO).
- As next steps it was highlighted the need to finalize the procurement processes and have contracts signed by December 2019. This will require the active involvement of the implementing partners to define the technical specifications, terms of references or call of proposals. The intention is to organize the delivery and installation of the equipment during the first quarter of 2020. If required, the technical advisory group will request the project board to solicit a project no-cost extension in order to complete the installation of the required equipment.

## 4. Proposal of synergies, risks mitigation measures and conditions for sustainability

Organized in three groups by component, the participants discussed:

(i) initiatives and stakeholders to include during project implementation;

- (ii) main challenges and mitigations measures; and
- (iii) conditions for sustainability.
- Potential synergies have been identified, based on the initiatives in place and key stakeholders. It was highlighted the complementarities with: (1) the Palau National Communication Corporation (PNCC), for the installation (by using the human resources and existing structures) and subsequent maintenance of the telecommunication equipment; (2) the Palau Energy Authority (PEA), for the installation of solar panels in the 3 schools in the Southwestern islands and the potential use as pilot initiative for renewable energy; (3) the Palau Community College (PCC), for the training of technical staff from government entities and young technicians from specializations related to telecommunication; (4) the UNEP project oriented to enhance capacities of the NWSO for inundation modelling and monitoring; (5) the NWSO and University of Hawaii (e.g. TASI and PacIOOS) for the installation and management of communication and climate monitoring equipment; and (6) the joint disaster management initiative implemented by the PRCS and government counterparts, with the support of UN Women.
- As main challenges, during the inception meeting it was emphasized: (1) the short time period of implementation, which may require a permanent monitoring and continued relationship with the donor; (2) Challenges in logistics for delivery, transportation and installation of equipment in further islands, which required to programme a detail joint plan of intervention taking into consideration the weather conditions; (3) clash of functional roles between different government entities, which require to establish clear protocols and procedures to switch this potential duplication in complementarities.
- To ensure the sustainability of the project activities, the participants proposed: (1) Ensure budget for maintenance of the equipment and for continue training end-users; (2) All technical specifications for equipment should be based on local knowledge and climatic condition; (3) the project should be connected to government policies and plans, in order to institutionalize and ensure ownership of the processes encouraged by the project; (4) Strengthen and maintain the partnership within the counterparts and implementing partners; (5) Establish procedures and clear mechanisms for asset management/security including the National and State government entities.

# 5. Revision of risk-log framework

Considering the results of the groups discussion, the technical advisory group has proposed to add the risk and subsequent mitigation actions (highlighted and in italic):

Risk	Mitigation Action						
Natural Disasters in the North	Preparedness activities will need to be activated and cease project						
Pacific	implementation in the event of warnings issues by the National						
(no change from the Project	Emergency Management Office (NEMO).						
document)							
Engagement and coordination	Consultation space need to be very open, frank and						
within Palau and Development	accommodative being mindful of the parameters of the funding						
Partners	modality, contingencies and allow room for flexibility.						
(no change from the Project							
document)							
Change in Government Leadership (new risk identified)	Appropriate steps are taken within federal government level that commitments/obligations endorsed by government are followed through in good faith.						
Asset Management (new risk identified)	Government commitment to provide the resource requirements for training, recurrent maintenance and institutional support. Training of trainers for local technicians based on need in PCC.						
Availability of Equipment from Suppliers and procurement details. (new risk identified)	Mapping of preferred supplies and/or existing suppliers and internal arrangements can still be made based on best practices consistent with UNDP Procurement guidelines.						
Staff Turnover (no change from the Project document)	Need to ensure at least three or four personnel from the relevant government line Ministries are part of the project design, conceptualization and implementation for ownership and sustainability purposes.						

# 6. Results & Resources Framework (RRF)

The results framework was revised for updating the indicators with information collected during the scoping mission in May 2019 and for including more clear considerations regarding gender and social inclusion. During the inception meeting this new version was revised in order to be presented to the project board in the meeting held on 04<sup>th</sup> August 2019. The table below contains the new indicators and targets. The previous version can be found in Annex 3.

At the inception meeting, one additional change was proposed. This included the revision to Indicator #3.1 since the solar installation will benefit the entire community members instead of students alone. On the issue of validation, the meeting was informed that all proposed changes to the Results and Resources Framework (RRF) will be presented to the Project Board for consideration and concurrence thereafter.

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TAR	GETS (	DATA COLLECTION				
		SOONEL	Value	Year	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	FINAL	METHODS & RISKS
Output 1 Strengthened gender sensitive Disaster Communication and Climate and	1.1 # of States with upgraded (i.e. redundancy, marine grade, energy efficient, gender sensitive) climate and tsunami early warning system installed and operational <sup>1</sup>	Quarterly progress Reports	0	2019	N/A					16	Procurement and installation report Guidance note including gender sensitive information
Tsunami Monitoring Systems <b>GEN 2</b>	1.2 # of men and women with access to early warning information through the upgraded gender sensitive disaster communications, climate and tsunami early warning systems	Quarterly progress Reports	0	2019	N/A					17,661 <sup>2</sup> Male=9,433 Female= 8,228	Early warning coverage report
	1.3 # men and women with potential access to AM radio broadcasting coverage	Quarterly progress Reports	0	2019	N/A					17,661 <sup>3</sup> Male=9,433 Female= 8,228	AM tower coverage report Guidance in gender DRM

<sup>&</sup>lt;sup>1</sup> The equipment to be provided as part of the Early Warning Systems comprises VHF/HF marine grade radio and antennas, and sirens network. Currently, the equipment in incomplete and/or deteriorated due to deficiencies in the type of equipment. No sirens are installed in the country.

<sup>2</sup> Population of Palau according to the Census, 2015

<sup>3</sup> Population of Palau according to the Census, 2015

Output 2 Enhanced gender sensitive National and State Disaster Preparedness capacity GEN 2	Em Na hav info coo	staff and members of the nergency Operational Centre and itional Emergency Committee ve improved their capacities in formation management and ordination (i.e. infrastructure, ysical base data, equipment and nder sensitive guidelines)	Quarterly progress Reports	0	2019	N/A					33 (Women=8)	EOC report Topographic map Training reports
	Na Cei inf fac	ale (%) of upgrading of the itional Emergency Operational ntre with appropriate frastructure and equipment to cilitate information management d effective coordination	Quarterly progress Reports	0	2019	N/A	10% tender doc.	25% procur <i>ement</i> processed	75% Constructio n in process	100% Building finalized	100%	EOC report
	pro hui uni	emergency storage facilities ovided/installed, including manitarian assistance supplies der gender and age sensitive quirements	Quarterly progress Reports	0	2019	N/A					5	EOC report
Output 3Enhanced Community Disaster and Climate Resilience	acc fac en So	men and women with access to cess to educational / evacuation cilities provided with renewable ergy services within 3 uthwestern islands (2 states: nsorol and Hato Hobei)	Quarterly progress Reports	0	2019	N/A					65 Male= ## Female= ##	MoE report
through improved energy, water, food and cultural resources management GEN 2	vul str	cultural heritage sites with Inerability assessment and DRR rategies owned by the Palau overnment	Quarterly progress Reports	0	2019	N/A					10	BoCHP report
	inc pre	umber of men and women with creased capacities in food eservation, GESI in DRM, DNA/DRF	Quarterly progress Reports	0	2019	N/A					90 (women= 36 <sup>4</sup> )	Pre and post tests for trainings

<sup>&</sup>lt;sup>4</sup> Number of women participating in the training sessions will be emphasized expecting to achieve a 40% of the total number of participants

## 7. Revision of monitoring framework

During the inception meeting it was proposed to maintain the close relationship between the government counterparts and other agencies. It is recommended to develop the following activities to ensure a close monitoring of project implementation:

- Monthly progress tracking prepared by the project team in coordination with the respective activity counterparts
- Quarterly reporting prepared with the participation of the technical advisory group and presented to project board
- Final report presented to the project board and donor

Close: Meeting ended at 4.12pm

## List of Annexes:

Annex 1: List of participants

- Annex 2: Detail results of group discussions:
- Annex 3: Results and Resources Framework as in PRODOC (April 2019):
- Annex 4. Photos of the inception meeting

Annex 5. Signed list of participants

# ANNEX 1: List of participants

NAME	ORGANIZATION	DESIGNATION	CONTACT DETAILS(EMAIL/PH)
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GAMARRA			

# ANNEX 2: Detail results of group discussions:

<ul> <li>Potential complementarities wi Incident Management Structure (IM members: Ministry of Justice (VHF/I radios) and Ministry of Health (VHF, n completely operational /HF radio)</li> <li>PNCC Project to expand satellite phot communication, including Southwester islands.</li> </ul>	S) HF ot	<ul> <li>The equipment of the EWS with monitoring and communication instruments can be complemented with the training process developed by NEMO, State Governments and PRCS to prepare the Community based disaster management plans.</li> <li>Previous training in Gender In Humanitarian Action(GiHA) tools – three trainers in Palau: Calvin Johanes, Meked</li> </ul>				
isianus.		Besebes and Sharon Sakuma. Potential to				
Early Warning System		develop the training for the National				
<ul> <li>Inundation modelling to be funded</li> </ul>		Emergency Committee (NEC members) and				
UNEP/NOAA can be complemented wi		other entities (approx. 20 / January 2020)				
the information coming from the wa rider buoys and LIDAR study.	/e					
<ul> <li>UNEP will procure WeatherApp f improved weather/climatic da dissemination of data transmissic NIWA and PacIOOS will train NEMO an NWS.</li> </ul>	ta n.					
■ The Bureau of Maritime, Fish & Wildli	fe					
can be involved in training f						
maintaining the wave rider buoys.						
<ul> <li>MOU between NEMO and State Office</li> </ul>	rs					
NWS specifically on the transmission a						
information sharing.						
What challenges and risks can be foreseen and	d what mitigation strategies might be undertaken?					
Component 1	Component 2	Component 3				
<ul> <li>Recurrent maintenance costs.</li> </ul>	<ul> <li>High costs of logistics (delivery and transportation</li> </ul>	n Maintenance of the equipment				
	to final location), high cost in infrastructure					

<ul> <li>Changing Govt Leadership and priorities.</li> <li>Weather conditions that makes transportation more difficult, particularly to Southwestern islands.</li> <li>Conflict of interests between different States</li> <li>Cultural dynamics.</li> <li>Clash of functional mandates</li> <li>Technical understanding/ scientific terminology interpretation for improved awareness</li> <li>Asset maintenance and security (wave riders).</li> <li>Short timelines for project implementation -1 yr</li> </ul>	<ul> <li>transf</li> <li>Chang LIDAR LIDAR topog limita It is pl topog</li> <li>Mitiga and o activit disast</li> </ul>	enance; long procedures for equipment fer; asset management; ges in activities – PALARIS is taking the lead in a mapping. Initially the plan is to conduct a survey for both bathymetric and graphic for Palau. This is not feasible given the tion in the allocated budget for this activity. roposed that the LIDAR survey to only cover graphic for all of Palau. Ation strategies: Advance planning is crucial coordination of other national maritime ties. Planning to be informed by natural er's peak period and availability of the ime transportation.	<ul> <li>Mitigation measure: training of local people and government officers, provision of spares to be stored in close environment.</li> <li>Transportation difficulties to the Southwestern Islands         <ul> <li>Mitigation measure: Organize joint missions between the different components avoiding the windy season (December – February)</li> </ul> </li> <li>Logistics for provision of the equipment on time and shipment to Palau</li> <li>Monitoring of project implementation and the contribution to the National DRF         <ul> <li>Mitigation measure: Continue joint counterpart meetings (quarterly meetings) for project monitoring</li> </ul> </li> <li>Data collection for disaster risk management (disaggregated by vulnerability groups)         <ul> <li>Mitigation measure: Work within the NEC and Census and Statistics for revising the tools including gender and social inclusion consideration             <ul> <li>Clear procedures for data sharing, joint analysis and identification of data gaps</li> </ul> </li> </ul></li></ul>			
What considerations are required for ensurin	ng sustaina	ability of the outcomes proposed by this com	ponent?			
Component 1	0	Component 2	Component 3			
<ul> <li>Community outreach to ensure the effection</li> </ul>	ive use of	■ Palau Community College to be	•			
the monitoring and communication equip		engaged throughout the project under				

To establish preventative maintenance mechanisms in order to extend the life time of the equipment to be provided.	the capacity building components (i.e. train of trainers & assets maintenance)	<ul> <li>Increase local capacity at technical level and raise awareness of the sector authorities</li> </ul>
<ul> <li>Addressing long –term sustainability aspects of project. MOU on interoperability aspects of asset management/security.</li> </ul>		<ul> <li>Provide appropriate resources within the agencies annual budget to maintain the equipment, furniture, infrastructure and services to be provided</li> </ul>
<ul> <li>Ensure budget for maintenance of the equipment to be provided and for continue training end-users. Need, affordability and Sustainability (NAS) aspects to be adhered to in good faith.</li> </ul>		<ul> <li>Strengthen and maintain the partnership within the counterparts and implementing partners (at least quarterly meetings)</li> </ul>
<ul> <li>Ownership and practical applicability of these initiatives is key.</li> </ul>		
<ul> <li>Managing change in government Leadership incl of State Leadership (30 days transition &amp; honoring obligations).</li> </ul>		
<ul> <li>Technical specifications for equipment should be based on local knowledge/climatic condition for infrastructure installation projects</li> </ul>		
<ul> <li>Institutionalizing Palau culture of asset management.</li> </ul>		

#### ANNEX 3: Results and Resources Framework as in PRODOC (April 2019):

Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets: RBAP Regional Programme Document- Outcome 3. Countries are able to reduce the likelihood of conflict, and lower the risks of natural disasters, including from climate change

Intended SDG the project will support: Goal 1: No poverty, Goal 2: zero hunger, Goal 5: gender equality, Goal 6: clean water and sanitation, Goal 13: climate action.

Regional priority: Pacific people, societies, economies, cultures and natural environments are resilient to changing conditions and extreme events resulting from climate change, climate variability and geological processes, to enhance the well-being of the people and to promote their sustainable development (Framework for Resilient Development in the Pacific (FRDP)

Applicable Output(s) from the UNDP Strategic Plan: Output 3.2. Preparedness systems in place to effectively address the consequences of and response to natural hazards (geo-physical and climate related) and man-made crisis at all levels of government and community.

Project title and Atlas Project Number: "Enhancing PALAU Resilience Capacity to Disasters"

EXPECTED OUTPUTS	OUTPUT INDICATORS <sup>5</sup>	DATA SOURCE			TARGETS (by frequency of data collection)						DATA COLLECTION
		Jooner	Value	Year	Year 1					FINAL	METHODS & RISKS
Output 1 Strengthened Disaster Communication and Climate and Tsunami Monitoring Systems	1.4 # of disaster communication, climate and tsunami early warning systems upgraded & operational 3:	Quarterly progress Reports	0 No upgrad e and not operati onal	2019	3					3	Desktop literature review, Government liaison, stakeholder input
GEN 1	<b>1.2 number of people</b> in targeted vulnerable sites (disaggregated by women and men) benefitting from the upgraded disaster communications, climate and tsunami early warning systems	Quarterly progress Reports	0	2019	100%					100%	

<sup>&</sup>lt;sup>5</sup> It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Output 2 Enhanced National and State Disaster Preparedness capacity GEN 1	<ul> <li>2.1</li> <li>1. No of EOCs retrofitted</li> <li>2. Availability of maps &amp; other useful information gathered through LIDAR</li> <li>3. No of emergency supply/equipment storage established</li> <li>4. Effective Radio coverage for information dissemination.</li> </ul>	Quarterly progress Reports	1	2019	100%		100%	Desktop literature review, Government liaison, stakeholder input
Output 3 Enhanced Community Disaster and Climate Resilience through improved water and food resource management, inclusive livelihood diversification GEN 2	3.1 No of Infrastructure/equipment installed.	Quarterly progress Reports	0	2019	100%		100%	Desktop literature review, Government liaison, stakeholder input
	<i>3.2.</i> Number of beneficiaries, disaggregated by sex, with improved water and food security measures	Quarterly progress Reports	0	2019	100%		100%	
	3.3 Number of people with increased capacities (disaggregated by sex) on GESI, DRM, PDNA and DRF	Quarterly progress Reports	0	2019	30		30	Pre and post tests for trainings

## ANNEX 4. Photos of the inception meeting



Photo 1. Ms. Karin Takeuchi, UNDP Deputy Resident Representative, in opening session



Photo 2. Plenary discussion

#### ANNEX 5. Signed list of participants

## ANNEX 6. Article in media

#### Island Times: http://islandtimes.us/key-agencies-lay-out-plans-for-implementation-of-7-5-m-disaster-resilience-projectt/



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