

United Nations Development Programme

Papua New Guinea Country Office



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29th February 2020

**REF: Bougainville Referendum Support Project
Minutes of Board Meeting, 18th February 2020**

Dear Board members,

Thank you for attending the board meeting held on 18 February, below are minutes of meeting.

**Minutes of Board Meeting, 18th February 2020
Venue: UNDP Port Moresby and UNDP Buka**

In attendance:

Tracy Vienings, UNDP (in the Chair)
Thomas Raivet, Acting Chief Secretary, ABG (via telecon)
Desmond Tsinai, Acting CRO, BRC
Nicole Smith, Australian High Commission
Hiroki Fukumoto, Embassy of Japan
Alicia Kotsapas, New Zealand High Commission
Simon Burton, UK High Commission
Momenat Al-Khateeb, UNDP
Steven Liston, UNDP
Nia Poposan, UNDP
Kate Sullivan, UNDP

Minutes:

1. Provisional Financial Statement of the Project

- a. UNDP shared the Provisional Financial Statement of the Project, see Annex 1. A final report will be shared once the project closure is finalised.

2. End of Project report

- a. UNDP advised that the Narrative Report for the project is being prepared and will be circulated in due course.
- b. UNDP informed the meeting that the final report for the contribution from Japan will

ready by end of May/early June.

- c. UNDP advised that it has prepared the assets list and a handover ceremony will be held in Buka in early March. Representatives from both governments will be invited.

3. Asset Register

The Board received the report of assets returned to UNDP from BRC. The Board noted that some assets are still being used by BRC as part of its winding up phase. It was noted that 13 laptops are missing and that the BRC office in Buka is still working to locate them. This was confirmed by the Acting CRO present.

Comments from Australia:

- a. DFAT noted and appreciated the revised list of assets circulated by UNDP, in particular; assets to the ABG to support their operations and capacity in the post referendum period, e.g. transfer of the boat to the Disaster Coordination Office.
- b. Australia requested communication about the hand-over of assets. UNDP stated that this is planned for early March and will advise the Board members.

Comments from UNDP

- a. Printer - Tracy informed the meeting that the printer will be maintained for 2 years and ABG has been informed that it will take responsibility for its operations and maintenance thereafter.
- b. VSAT– UNDP will make further enquiries to see if a buyer can be found. All proceeds will return to the Project budget.

4. Proposed asset transfer

- a. The Board discussed the updated list of assets for disposal circulated on 18 December following the request from the Chief Secretary. It was agreed that the assets should be transferred as proposed to ABG and the OBEC.

5. AOB

- a. Extension of project to 31 March 2020
To allow for transfer and disposal of assets, UNDP sought an extension of the project to 31st March 2020 together with its 2020 workplan. Board Members present agreed for this extension.

Yours Sincerely,



Dirk Wagener

Resident Representative
UNDP Papua New Guinea