



**MINUTES OF THE THIRD PROJECT BOARD MEETING
IRIRIKI ISLAND RESORT CONFERENCE ROOM
PORT VILA, VANUATU, 27th NOVEMBER, 2017, 09:00 – 13:00hrs**

1. The third RESPAC Board meeting was held on Iririki Island conference facilities in Port Vila, Vanuatu. (Meeting agenda attached as Annex 1; participants list as Annex 2.)
2. **Opening Prayer** - Mr. Luke Koroisave, RESPAC Deputy Project Manager.
3. **Welcoming Remarks** - Ms. Salma Elhagyouisif, Regional Programme and SIDS Engagement Coordinator based at UNDP Pacific Office in Suva, Fiji chaired the meeting on behalf of UNDP and welcomed the board members, and representatives from partner agencies in the region. She further highlighted that:
 - Project implementation period for 2017 was only seven months since the annual work plan (AWP) was approved in May.
 - In order to ensure that the project team has a full year for implementation of activities in 2018, it was deemed appropriate to bring forward the Board meeting from February 2018 to November 2017 which will allow the project team enough time to consult and compile the AWP with the national partners.
 - Meteorological services are the first line of defence when it comes to hydro-meteorological hazards in the region, and it is RESPAC's objective to support these services to ensure the Pacific SIDS are well warned and informed of the risks so that advance action is taken to mitigate the impact of the disasters.
 - The tri-partite structure of the project board includes: i) the Executive or implementer (UNDP), ii) the Senior Supplier, which is the Government of Russian Federation - the main funding entity for RESPAC and, iii) the Senior Beneficiary, represented by all 15 countries covered by the project. The project board is the mechanism that brings all partners together so that they are all able to contribute to the successful management of the project.
 - As highlighted later (*in this minutes*), the representatives of the Russian Government were not able to participate in this board meeting, however, a separate meeting was held on November 21, 2017 between the Trust Fund for Development Board (representing the Russian Government & UNDP Russia) and RESPAC staff. The RESPAC Manager will elaborate on this further in the meeting.
4. **Board Members Introduction** - Mr. Koroisave facilitated the introduction of board members, partners and RESPAC team.
5. **Update on Donor Trust Board Meeting** - Mr. Noud Leenders, RESPAC Project Manager (PM) briefed the meeting on the meeting held with the Russian Government and UNDP Moscow colleagues on Tuesday 21 November via Skype. Salient points of the outcome of this meeting are as follows:
 - The Trust Fund for Development Board (TFB) includes eight government officials from the Russian Government and five officials from UNDP Russia.



- The TFB desires to work more closely with Pacific Island Countries and Territory (PICT) particularly in the area of climate change and disaster risk management specifically in collaboration with Hydro-Meteorological Services in Russia (Roshydromet).
 - Proposed the possibility of knowledge sharing missions and technical exchanges.
 - TFB emphasized the need for more project visibility and communication with clear demarcation between RESPAC and other donor funding particularly in areas where there is co-funding between multiple donors. In addition, the TFB wants to see feedback from countries using traditional communication methods or through utilization of social media, e.g., posted on project web page and twitter account and for them to see what the project has implemented in the countries.
 - The TFB wants to work closely with training programmes in the area of meteorology and hydrology and is keen to support preliminary or scoping missions for the establishment of a Regional Training Centre for the Pacific in line with the Pacific Ministerial 2014 Meeting Declaration held in Nuku'alofa, Tonga.
6. **Introductory Comments on behalf of Project Beneficiaries** - Mr. Jesse Benjamin, Director General, Ministry of Climate Change and Adaptation (Vanuatu), on behalf of Pacific Island Countries and Territory, made the following comments:
- Acknowledged the support of the Government of the Russian Federation and UNDP for organizing the meeting in Vanuatu. He also acknowledged support provided by SPREP, WMO, Pacific Community (SPC), Pacific Islands Forum Secretariat (PIFs), JICA, UNDP and member countries.
 - Noted that countries are at different stages of implementation, but have achieved a lot of what has been prioritized in the 2017 workplan. He appreciated the complementarities of different projects supporting national priorities.
 - Acknowledged the trainings provided to increase capacity for National Meteorology and Hydrology Services (NMHS) and National Disaster Management Office (NDMOs), the enhancement of early warning systems as well as disaster preparedness and recovery., for example, training of Met technicians, country preparedness plans and PDNA trainings.
 - Also noted the issues raised in the TFB meeting and request countries to address accordingly.
7. **Endorsement of Second Board Meeting Minutes**
- Mr. Koroisave (UNDP) reflected on the Second Board Meeting held on 15 March 2017. He highlighted that the main outcome of the meeting was the endorsement of the draft 2017 AWP with comments from member countries incorporated in the Annual Work Plan (AWP). The AWP was finally endorsed in May and presented to countries. The comments of members were incorporated in the minutes.
 - Mr. Llyod Tahani, Director Meteorological Services (Solomon) moved that the minutes captured the discussions of the Second Board Meeting.
 - Mr. Arona Ngari, Director Meteorological Services (Cook Islands) seconded the motion.
 - The Minutes of the Second Board Meeting was endorsed.
8. **RESPAC project 2017 Annual Report** – Presented by Mr. Noud Leenders, RESPAC Manager:



- Highlighted that the project covers a wide geographical area covering 14 states and 1 territory with approximately 10 million beneficiaries, the area being disaster-prone given its geology, hydrology and atmospheric context.
- With regards to **Component 1: Strengthening Early Warning Systems and Climate Monitoring Capacity**, the compilation of NMHS profiles is slowly progressing with Vanuatu and Solomon in draft. The profiles attempt to identify gaps and target intervention. The met training facilitated by Fiji Meteorological Services (FMS) and JICA went well. Work on establishing sector working group in Fiji is progressing well between FMS and the Ministry of Health and Medical Services. In collaboration with SPREP, the Third Pacific Islands Climate Outlook Forum (PICOF -3) was conducted in Apia, Samoa in September.
- **For Component 2: Preparedness and planning mechanisms and tools to manage disaster recovery processes** were strengthened at regional, national and local level; the SOI Earthquake Recovery Plan was produced; PDNA training was conducted for Tonga; a regional PDNA review workshop was held in Suva; RESPAC collaborated with Pacific Humanitarian Team on early recovery works and PDNA review; and country preparedness plans for RMI were produced and zero drafts for Cook Islands and Tuvalu produced.
- **For Component 3: focuses on increased use of financial instruments to manage and share disaster related risks and fund post disaster recovery efforts.** The UNDP/UNCDF Pacific Financial Inclusion Programme (PFIP), in collaboration with the insurance industry, aims to develop and share innovative climate related insurance based solutions with consultations underway in Fiji with the Fiji Sugarcane Growers Association and the Fiji Dairy Farmers Association.

9. **Comments on the presentation of the 2017 Progress Report** are noted as follows:

- Mr. Anare Leweniqila (Fiji), enquired on the key challenges identified in the profiling of NMHS. Mr. Leenders cited existing reports from the Finnish-Pacific Project in collaboration with SPREP highlighting both technical and human capacities and critical challenges. Mr. Navin Bhan, RESPAC Associate Project Manager, added the major challenge is getting clarity from Met Directors on the various types and sources of assistance being received by the NMHSs. The gap analysis will ensure RESPAC will add value to the work being undertaken by other donors at NMHS rather than duplicating it.
- Mr. Arona Ngari (Cook Islands) advised RESPAC team to consult SPREP on the country profiles developed in consultation with NMHS to get some baseline information on the country needs. Mr. Leenders noted the comment.
- Mr. Leveni Aho (Tonga) commented on the issue of duplication. He stated that for Tonga it's not about duplication. It is about complementarity and addressing financing gaps to achieve the bigger picture and outcome. Tonga's AWP is explicit in terms for activity funding and can be shared with RESPAC for transparency and accountability purposes. He added that Tonga National Emergency Management Office would like RESPAC support in strengthening of the cluster systems and impact-based forecasting.



- Mr. Leenders commented that RESPAC will also share its workplan with SPREP and SPC to enhance collaboration and complementarity. He added that donor coordination meeting was organized after the March board meeting to address the same. Unfortunately, due to costs and logistics the donor meeting cannot be organized in Vanuatu. As part of the 2018 AWP, RESPAC will work with WMO, SPC and SPREP to support impact-based forecasting.
 - Mr. Loti Yates (Solomon) advised that any discussion on disaster insurance should be treaded cautiously with the Solomon Islands government since they have their reservation on the subject. Mr. Leenders noted the advice.
 - Mr. Henry Taiki (WMO) commented that he noted in the TFB meeting minutes the TFB was concerned about the PMU budget. He enquired how the issue was addressed in the meeting. He noted that some achievements for 2017 were attributed to the established collaborative mechanisms in place. For instance, between Japan International Cooperation Agency (JICA), SPREP and Fiji Met Services. He also noted that some activities that RESPAC is addressing, these are also being addressed by other Agencies. To develop country profiles is a huge task and he suggested that country profiles should be categorized in components. In the SPREP NMHS profiles, the specific components and agency responsible for its implementation. For example, WMO is responsible with the status of climate observation and communication, JICA is responsible for training for equipment maintenance. He added that protocols for information sharing with some NMHS are lacking which also needs to be addressed.
 - Mr. Leenders, in response to Mr. Taiki's comments noted that the PMU cost is within the approved budget in the project document and it also includes the standard UNDP general management service fee. He further acknowledged the comments from Mr. Taiki and confirmed that RESPAC will collaborate with WMO and other partners to address the issues raised by sharing information and workplans, however, he also hoped that UNDP's efforts to be inclusive can be reciprocated by other agencies that are working in the same areas so that every agency is fully aware of each other's programme.
 - Mr. Henry Taiki (WMO) highlighted that education and training for NMHS staff is always a challenge because of different professional levels and staff turnover. In addition, there is no Pacific training institution. NMHS relies on India, Philippines, UK and NZ for training which are usually very expensive. Collectively countries must find a sustainable way of training and retraining of staff for all aspects of climate services to maintain capacity. Mr. Leenders stated that the Meteorology component will be supported by Russian experts and the project will also explore the feasibility of a regional training center.
 - Mr. Salesa Nihamei (SPREP) commented that an outcome of the Third Pacific Climate Outlook Forum is the establishment of collaboration between Met and Health sector at the country level. He added that SPREP is working with Tonga in the area of traditional knowledge and looking forward to work with UNDP on the same. The expert panels established during the Pacific Met Council can also be consulted on the country needs of NMHS. Mr. Leenders noted that collaboration and information sharing with SPREP is essential and there is an existing Letter of Agreement with SPREP which can be further explored.
10. **Concept note of the Pacific Early Recovery Fund (PERF)** - Presentation by Mr. Noud Leenders, RESPAC presented as per follows:



- PERF will support early recovery. It would be useful during the response phase in helping communities to reestablish community infrastructure. He stated that PERF will not compete with the Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI). RESPAC will provide a seed fund which may be replenished by donor partners and could be also fed into by the general public including the private sector. A direct media feedback link on the activities implemented on the ground will be established. The Fund will be administered by UNDP and is intended to be sustainable due to a mechanism of crowd funding in combination with bi-lateral partners. The latter will also be members of the PERF Advisory Board, which decides on Early Recovery project's eligibility.
 - Mr. Anare Leweniqila (Fiji) enquired on the trigger to PERF support. Mr. Leenders advised that a state of national disaster declaration by government would be the trigger in principle, but there can be exceptions. Mr. Leweniqila added that PFIP is collaborating with government agencies with regards to disaster insurance and is also in constant discussion with the Reserve Bank of Fiji and the Fiji Crop and Livestock.
 - Mr. Jesse Benjamin (Vanuatu) sought clarification on the sustainability of PERF in post RESPAC timeframe. Mr. Leenders informed the meeting that the fund is intended to be seed-funded and will have a mechanism, including Advisory Board, outside of the project and can thus sustain itself as long as Bi-Laterals and/or "the Crowdfunding" find it worthwhile to invest in it.
11. **Draft 2018 AWP** - Mr. Noud Leenders, RESPAC Project Manager presented the workplan and stated that the focus for 2018 will be the profiling of NMHS, training of Met officers, involvement of Russian experts in the capacity building of NMHS, procurement of climate early warning systems, Country Preparedness Plan (CPP) and PDNA trainings, cluster support and establish prototype insurance subject to regional consensus.
- Mr. Jesse Benjamin (Vanuatu) requested support for PDNA, Disaster Recovery Framework (DRF) and training for SMEs to have business continuity plans. Mr. Leenders highlighted that lessons from previous PDNA administration will be factored in terms of period to conduct assessment, budget and resource mobilization.
 - Mr. Timmy Langarine, Director NDMO (Marshall Islands) enquired how countries can access support from the 2018 AWP. Mr. Leenders stated that countries may identify entry points in the AWP through existing reports for institutional strengthening, national development plans and other strategic documents. However, it is preferable to hear directly from countries about their needs and how the AWP can be aligned with National priorities. Mr. Langarine added that RMI does request for support in cluster formation and coordination.
 - Mr. Doug Ramsay, Manager Pacific RIM (NIWA) enquired on the details of the training programme that will be provided by the Russian experts. He advised that it is critical for staff to be trained on equipment that they are using in their respective countries. The trainings should add value to existing capacity building programmes. Mr. Leenders agreed that Russian systems may be different from what is used in the Pacific and added that our Russian partners will be invited to come to learn about the Pacific context. There is also the intend to invite them to attend PMC and PICOF meetings.
 - Ms. Faamanatu Nielsen, Principal Officer, NDMO (Samoa) enquired how will the country work plans developed inform the draft AWP. Mr. Leenders stated that countries need to refine the work plans in terms of cost and timelines as some seem to be slightly unrealistic.



- Mr. Ueneta Toorua, Director Met Services (Kiribati) acknowledged the training support provided to Kiribati Meteorology Services. They will revise their workplan and would like to emphasize that an AWS is a priority item. Mr. Leenders confirmed that issues raised by beneficiaries are being accommodated within the allowable space of the Project Document and different activities can be added if these are aligned to Regional, National and sectoral priorities.
 - Mr. Loti Yates, Director NDMO (SOI) stated that SOI would seek support for PDNA in terms of harmonizing it with sector assessment plans conducted nationally. On a separate note, the Director added that the challenge for disaster insurance in SOI is the land tenure system, where 90% of land is owned by tribes.
 - Mr. Leveni Aho (Tonga) added that there is appetite for disaster insurance in Tonga both with informal and formal SMEs, however, the eligibility criteria need to be clearly spelt out. Referring to PDNA training he pointed out that despite its focus on post disaster activities the main challenge is access to and obtaining quality baseline data. PDNA could be used as a catalyst to initiate baseline data collection. RESPAC PM noted the comments, adding that baseline data is critical to assess disaster impacts.
 - Mr. Aho added that Fiji NDMO has comprehensive baseline data and enquired the possibility of South-South Cooperation (SSC) between Fiji and Tonga to support establish baseline database. Mr. Leenders stated that SSC could be explored to support the same.
 - Mr. Leenders stated that PFIP in collaboration with PNG has just set up an insurance scheme for health insurance and takes micro bits from mobile phone balance nearly 450,000 subscribers. On the prototype insurance, he added that variety of products will be trialed and successful and viable products will be put in the market through the private sector.
 - Mr. Henry Taiki (WMO) highlighted the potential of Russian experts to add value to existing training programmes in terms of equipment, protocol and information exchange. He added that WMO would like to collaborate with RESPAC to support NMHS and Ministry of Health to support sector linkages. WMO is also working with the World Bank and SPC in the PREP project on impact based forecasting.
12. The Board, in principle, endorsed the 2017 annual report and 2018 work plan. Countries are to submit requests and suggestions in line with Regional, National and Sectoral Priorities in the form of a draft National AWP to RESPAC team between the Board Meeting and 9 January 2018. After the 9th, the AWPs will be consolidated and sent to countries for confirmation on 11 January. Countries will have 5 working days to endorse the final 2018 AWP.
13. In summarizing the discussions of the meeting, the Chairperson Ms. Salma Elhagyouf, noted that the objectives of the meeting were successfully achieved with the endorsement of the 2nd Board meeting minutes, the sharing of and comments received on the 2017 annual report and the draft 2018 AWP. She noted whilst achievements for 2017 were impressive it could have been better and noted the intend to accelerate implementation. Continued collaboration with NMHS and regional partners in terms of information sharing is critical for the successful implementation of the project. Education and training of meteorology and hydrology officers needs to be enhanced to ensure sustainability of weather services at national and regional centers. Complementarity between projects need to be enhanced with clear visibility and demarcation of donors. The Russian expertise will add value to existing trainings and meetings conducted in the region. Countries should stay



abreast of the complementing projects to support their country needs, e.g. PREP, GEF, GCF, India EWS and RESPAC. After the clear interest from the attendants, RESPAC needs to develop and discuss the PERF initiative further, the latter with bi-laterals and decision makers. It should also stay exceptionally clear that the PERF concept is not a form of disaster insurance but focuses on early recovery in a post disaster response phase.

14. Mr. Anare Leweniqila (Fiji) on behalf of the senior project beneficiaries acknowledged the support provided by the RESPAC project and reassured the continued collaboration with NMHS, NDMOs and regional partners in 2018.
15. The meeting was successfully concluded at 13:00hrs.

Endorsed by:

A handwritten signature in black ink, appearing to read 'Salma El Hag Housif', is written over a horizontal line.

Ms. Salma El Hag Housif, Chairperson

Date: 1 Feb. 2018

Disaster Resilience for Pacific SIDS



Venue: Port Vila, Vanuatu

Date: Monday 27th November 2017

Time: 08:30– 12:30

	<u>Agenda Items</u>	<u>Time Allowed</u>
1.	Welcome Address by Board Chairperson – Ms. Salma Elhagyouisif , (UNDP)	10 Minutes
2.	Introduction of Board members, Observers & RESPAC Staff Mr. Luke Koroisave	10 Minutes
3.	Feedback on the Trust Fund Board Meeting with RESPAC Team on 21 November – Mr. Noud Leenders	10 Minutes
4.	Introductory Comments on behalf of “Beneficiaries”, Mr. Jesse Benjamin – Director General, Ministry of Climate Change and Natural Disasters	10 Minutes
5.	Confirmation of Meeting Minutes from Second Board Meeting, Mr. Luke Koroisave	15 Minutes
6.	<p>Presentation on 3 components of RESPAC Project, 2017 Annual Report, Monitoring and Evaluation Indicators and Risk Log by Mr. Noud Leenders</p> <p>Component 1 – Strengthening Early Warning Systems and Climate Monitoring Capacity</p> <p>Component 2 – Preparedness and planning mechanisms and tools to manage disaster recovery processes strengthened at regional, national and local level</p> <p>Component 3– Increased use of financial instruments to manage and share disaster related risk and fund post disaster recovery efforts</p>	30 Minutes
7.	Plenary Q & A	30 Minutes
8.	Coffee/Tea Break and group photo	20 Minutes
9.	Presentation of draft 2018 Annual Workplan and Pacific Emergency Recover Fund (PERF), Mr. Noud Leenders	20 Minutes
10.	Plenary Q & A	30 Minutes
11.	Summary of Key Points and Recommendations – Chairperson, Ms. Salma Elhagyouisif	20 Minutes
12.	Vote of thanks – Mr. Anare Leweniqila , NDMO Director, Fiji	10 Minutes

Disaster Resilience for Pacific SIDS



Annex 2: Participants List & Contact 2.1 Nominated Country Delegates

	Name	Title	Organization	Phone Contact	Email
1.	Mr. Jesse Benjamin	Director General			
2.	Mr. Arona Ngari	Director	Cook Islands Meteorological Service, Ministry of Transport	(682) 20603 - Landline	arona.ngari@cookislands.gov.ck
3.	Mr. Michael Foon	Director	Policy Unit, Office of the Beretitentii, Kiribati	(686) 21183	mfoon@ob.gov.ki
4.	Mr. Timmy Langrine	Director	National Disaster Management Office, Office of Chief Secretary, RMI		
5.	Mr. Loti Yates	Director	Solomon Islands National Disaster Management Office		
6.	Mr. Leveni Aho	Director	National Emergency Management Office (NEMO), Ministry of MEIDECC	(676) 26-340 - Landline	
7.	Mrs. Loata Vakacegu	Deputy Secretary	Ministry Rural of Development, National Disaster and Meteorological Services		
8.	Mr. Robin Hekau	Director	Niue Disaster Management Office		Robin.Hekau@mail.gov.nu
9.	Mr. Elifaleti Ene	Aerology Officer	Tuvalu Weather Service, Ministry of Transport and Communications		eneearl@gmail.com
10.	Mr. Penehuro Lefale	Climate Adviser	Tokelau Administration		pene.lefale@outlook.com
11.	Ms. Faamanatu Nielsen	Principal Officer	National Disaster Management Officer		
12.			Federated States of Micronesia (FSM) – No representation		
13.			Nauru – No representation		
14.			Palau – No Representation		
15.			PNG – No representation		

Disaster Resilience for Pacific SIDS



2.2 Observers

	Name	Title	Organization	Phone Contact	Email
1.	Mr. Bouchard Solomon	Officer	Cook Islands Meteorological Service, Ministry of Transport		
2.	Mr. Ueneta Toorua	Chief Meteorological Officer	Kiribati Meteorological Service Office of the Beretitenti	(686) 26511, 26459, 25444	uenetat@gmail.com cmo@met.gov.ki
3.	Mr. Lee Jacklick	Deputy Director	Majuro Weather Office, NOAA Affiliate, Majuro, RMI		lee.jacklick@noaa.gov
4.	Mr. Moleni Tu'uholoaki	Chief Meteorological Officer	Tonga Meteorology Office, Ministry of MEIDECC		molenit@met.gov.to
5.	Mr. Waisale Naqiolevu		Secretariat of the Pacific Community, SPC, Fiji		waisalen@spc.int
6.	Ms. Yoko Asano	Project Formulation Advisor	JICA Vanuatu		
7.	Mr. Anare Leweniqila	Director	National Disaster Management Office		
8.	Mr. Lloyd Tahani,	Deputy Director	Solomon Islands Meteorological Services		
9.	Mr. Henry Taiki	WMO Representative	WMO Office collocated with SPREP, Samoa		htaiki@wmo.int
10.	Mr. Doug Ramsay	Manager Pacific Rim	National Institute of Water and Atmospheric Research		doug.ramsay@niwa.co.nz
11.	Mr. Salesa Nihamei	Meteorology & Climate Officer	Secretariat of the Pacific Environment Programme	(685) 21929 ext. 275	salesan@sprep.org

Disaster Resilience for Pacific SIDS



2.3 UNDP Representatives

	Name	Title	Organization	Phone Contact	Email
1.	Ms. Salma Elhagyouisif, UNDP Fiji Office	Regional Programme and SIDS Engagement Coordinator	UNDP Pacific Office, Suva Fiji		salma.elhagyouisif@undp.org
2.	Mr. Noud Leenders	Project Manager (RESPAC)	UNDP Pacific Office, Suva Fiji	(679) 9999388	Noud.leenders@undp.org
3.	Mr. Luke Koroisave	Deputy Project Manager (RESPAC)	UNDP Pacific Office, Suva Fiji		Luke.koroisave@undp.org
4.	Ms. Anne Milbank	Programme Officer Samoa Multi Country Office	UNDP Pacific Office, Suva Fiji		anne.milbank@undp.org
5.	Ms. Sofaia Waqavonovono	Project Assistant (RESPAC)	UNDP Pacific Office, Suva Fiji		sofaia.waqavonovono@undp.org
6.	Mr. Navin Bhan	Associate Project Manager	UNDP Pacific Office, Suva Fiji	679 - 9027811	navin.bhan@undp.org

