

UNPBF PROJECT BOARD MEETING MINUTES

Meeting # 1 for 2019

25 January 2019

Venue: Fujinoma Room, Mendana Hotel, Honiara Solomon Islands

Time: 9:20am – 11:25am

Purpose of the Meeting: To present the UNPBF Project AWP 2019 and seek approval from all board members.

Attendees:

1. Peter Mae – US, Policy Planning Programme Development, Ministry of National Unity, Reconciliation and Peace (MNURP)
2. Azusa Kubota – UNDP Solomon Islands Country Manager
3. Christian Nieng – Office of the Prime Minister
4. Adam Heal – Political Affairs Officer, United Nations Department of Political Affairs
5. Joanna Harvey – Peace and Development Advisor, Resident Coordinator's Office, Fiji
6. Tony Cameron – UNPBF Project Manager
7. Gaylyn Puairana – UNPBF Deputy Project Manager
8. Audrey Manu – UNPBF UN Women Coordinator
9. Andre Tipoki – Youth Division Director, Ministry of Women, Youth, Children and Family Affairs (MWYCFA)
10. Vaela Devesi, Women's Development Division Director, Ministry of Women, Youth, Children and Family Affairs
11. Alvina Erekali – UN Women Country Programme Coordinator
12. Meron Genene – UNPBF Gender and Peacebuilding Specialist
13. Regina Lepping – UNPBF Youth Empowerment & Engagement Officer
14. Mevalyn Atu – UNPBF Programme Assistant
15. Najib Baig – UNPBF Monitoring and Evaluation Specialist
16. Merinda Valley – UNPBF Communications

Apologies:

1. Justus Denni – Permanent Secretary, MNURP
2. Cedrick Alependava – Permanent Secretary, MNURP

Discussion:

1. MNURP Undersecretary Peter Mae said an opening prayer to begin the discussion.
2. UNPBF Project Manager Tony Cameron reviewed the meeting agenda and recapped the technical working group meeting held in December.
3. UNDP Solomon Islands Country Manager Azusa Kubota delivered opening remarks and introduced M&E Specialist Najib Baig, who recently joined the UNPBF team. She said his support will be valuable in monitoring the project's progress. Along with Gender and Peacebuilding Specialist Meron Genene, all staff positions are now filled

and will aid implementation through the current and final phase of the project. Ms. Kubota emphasized that the remaining five and a half months will be challenging in light of the upcoming national and provincial elections. She said she is looking forward to working closely with the project board to employ risk-mitigation measures for implementing the project light of the elections.

4. Ms. Kubota introduced visiting colleagues Joanna Harvey and Adam Heal from the Fiji office and UN Headquarters in New York, respectively.
5. Ms. Kubota also informed project board members that this will be her last project board meeting as she is leaving UNDP Solomon Islands soon to undertake a new assignment.
6. MNURP Undersecretary Peter Mae gave his opening remarks and highlighted progressive support for youth through activities such as the peacebuilding innovation forums and also highlighted achievements of the recent Malaita Land Summit.
7. Mr. Mae said the remaining months of the project will focus on areas that the ministry can continue working on after the project ends to ensure continuity. He said the results thus far have given the government a good base to build on, citing the reparations policy framework as an example.
8. MYWCFA Youth Division Director Andre Tipoki shared his opening remarks and commended the project staff for good collaboration on activities in 2018. He said policy development supported by the UNPBF project is a priority and reiterated the need for collaboration and engagement with permanent secretaries as well as provincial government officials when activities are done in the provinces. He stressed the importance of this in terms of ensuring consistent messages in order to deliver activities and adherence to government protocols.
9. Christian Nieng of OMPC delivered his opening remarks and emphasized the value that the government places on the UNPBF project. Mr. Nieng promised continued support to the ministries involved and said the Prime Minister wants the reparations policy and act in place this year, although his time in office is coming to an end.
10. Christian said the OPMC is excited about this project because the government also acknowledges the challenges in the country in terms of peacebuilding, stability and social cohesion.
11. UN Women Country Programme Coordinator Alvina Ereka delivered her opening remarks and acknowledged the UN agencies' partnership with the government through the project.
12. She said they will ensure that the remaining activities for the UNPBF project will align closely with the government's priorities.
13. Mr. Cameron reiterated that the purpose of the meeting was to review and approve the 2019 annual work plan, and he shared opening statements about the status of the project.
14. He said delivery is good, but there is not much time until the project is scheduled to end. As such, he said the work plan must include specific activities, for example, the end-line study.
15. Mr. Cameron presented graphs showing UN Women and UNDP expenditure against the 2018 budget. The data show that UN Women slightly underspent and that UNDP hit most targets — 97% delivery without commitments and 103% with commitments.

16. He said there were no funds in the account at that time, so project staff were waiting for the second tranche payment, which was just deposited into the project account. Graphs comparing expenditure to the overall project budget were also reviewed.
17. Ms. Kubota said spending was excessive in certain areas and cited the Malaita Land Summit as an example. She said controlling expenditures in these cases requires careful planning and communication with key counterparts.
18. Mr. Cameron said imperative activities in the work plan include:
 - a. Follow-up to the perception survey and end-line survey — budget of \$180K reduced to \$100K
 - b. Final evaluation — \$40K
 - c. Project monitoring
 - d. Establish baselines to introduce trend analysis given data available
19. Mr. Cameron said there are some data sources available, but they are not focused on particular interventions and indicators. Finding relevant data sources that will directly inform progress in the project has been a challenge.
20. Ms. Kubota suggested setting a timeframe for removing irrelevant indicators and establishing a smaller set of indicators that speak to the results will allow trend analysis to be done. She said that is important given the limited time remaining for the project, and it will allow reporting based on results to begin.
21. UNPBF M&E Specialist Najib Baig said efforts have been made to develop indicators. He said over the next few weeks, there will be discussions with the ministry to get qualitative insights in addition to the quantitative insights that exist.
22. Mr. Baig said concrete indicators or analysis around strategic areas will be developed. He added that he has initiated quantitative results evaluation as part of the process evaluation.
23. Ms. Kubota suggested keeping it simple for the high-level results of the framework.
24. Mr. Cameron outlined the final steps, which include endorsing the AWP budget. He said the government's priorities were reflected in the AWP following technical working discussions in December. He said the UNPBF staff created a detailed budget and circulated it among project board members.
25. Mr. Cameron stressed that with a limited fiscal envelope this year, expenditures have to be based on government priorities, which include land and other areas. He said they have to think carefully about prioritization and which activities can be completed in the remaining five months.
26. Project board members reviewed the AWP in detail. The AWP discussion covered:
 - a. UN Women contribution to women's caucuses
 - b. Research on border issues and how the Bougainville independence referendum could affect Solomon Islands
 - i. Peter Mae suggested that the project should work with the government to do a scenario analysis
 - ii. Ms. Kubota said there was a previous request from the Prime Minister's Office to do a similar scenario analysis related to security risks. She suggested that the request from the PMO should be reconfirmed before moving forward with the analysis.
 - c. Reconciliation/reparations work and the Choiseul border
 - i. Mr. Cameron said reconciliation among the border communities is expected to be advanced this year.

- ii. Mr. Cameron explained the request from the government to use the Truth & Reconciliation Report to guide reparations work and explained that developing a simplified version of the TRC report that also clarifies what reparations entail is a prerequisite.
- d. Training and needs assessment for women and other victims of conflict on Guadalcanal's Weathercoast
 - i. Mr. Cameron said conflict resolution training that will be continued in the communities through training of trainers, per a request from the government.
 - ii. Mr. Mae said trained officials from MNURP and other ministries are using the skills they learned to mediate national conflicts and encourage development. He gave the example of tilapia farmers in Guadalcanal and their dispute with settlers that MNURP officials mediated. The officials were able to resolve the dispute without disturbing the project.
 - i. Mr. Mae and other government representatives will work with UNPBF communications and M&E officers to capture activities that show how lessons learned through the project are being applied.
- e. Land reform
 - i. Mr. Cameron said there are no plans to fund additional provincial land summits after the Malaita Land Summit. He mentioned that the agreed upon work plan from the Malaita Provincial Government has not been delivered.
 - ii. Mr. Cameron said they are working with the Ministry of Lands and possibly UNDP Innovation Specialist Johannes Schunter to create an innovate approach to land registration involving blockchain. UNPBF project staff are waiting for feedback from Mary Tegavota of the Ministry of Lands on a pilot project in West Guadalcanal.
- f. Integrity
 - i. Working with Transparency and Accountability Project on activities
 - 1. Mr. Cameron suggested the possibility of supporting the TAP project to engage a national consultant to assess the national anti-corruption strategy during the election period as it is related to integrity activities.
 - 2. Mr. Mae and Ms. Kubota expressed concerns and said the project should not support technical assessment of the anti-corruption strategy as the focus of the project is on civic awareness in terms of anti-corruption.
- g. Support to progress women's participation and support on the National Action Plan (NAP) and ensure NAP is mainstreamed in the different sectors of the government.
 - i. It was highlighted that four provinces (Malaita, Guadalcanal, Western and Central) have endorsed support for Temporary Special Measures
- h. Structures and inclusive space to address peacebuilding challenges

- i. Ms. Kubota requested an update on the radio program for the project board and inform them of the air times and allow them to review program content.
- i. Project management
- i. Mr. Cameron said the TWG discussed ways to reduce the cost of the follow-up perception survey, which is extremely expensive via an external international company. He added that one suggestion from the TWG was to engage with government counterparts at the sub-national level to assist the researchers. He said the previous perception survey might be used as a baseline, though there are limitations to that.
 - ii. Mr. Cameron said the 2017 perception survey was a national survey, but the follow-up survey should have a sub-national focus.
 - iii. Ms. Kubota suggested collaborating with University of the South Pacific and/or Solomon Islands National University to use students as enumerators. She also suggested that there might be opportunities to work with other surveys and research that is being carried out this year. Ms. Kubota said there should be focused discussions on the scope of the survey as UNDP is working on two similar nationwide surveys that could guide what is done with the perception survey.
 - iv. Mr. Baig said the perception survey should be conducted at the community level based on the expected results in the project document.
 - v. Ms. Kubota said the perception survey was intended to gauge trends and progress in terms of peacebuilding at a national level and was not intended as an M&E tool specifically for the UNPBF project, although some questions can be tailored for the project. She said the continuity of the RAMSI survey and the perception survey has to be maintained to a certain degree so that high-level trends can be monitored.
 - vi. Mr. Cameron reviewed the project management costs and called for final comments or questions on the AWP and discussion points.
 - vii. Ms. Devesi reiterated the importance of gender mainstreaming in all activities. She said in recent activities, women and youth were given a session, but considerations for women and youth perspectives need to be addressed from the preparatory stage through to implementation phase of the different PBF activities. Women and youth and the respective ministries that represent them need to be part of the planning and designing of the activities calling for strengthening of collaboration between key partners/implementers of the PBF project.
 - viii. (Ms Kubota reminded the Board that one of the key aspect of the project is to see all the partners work together to meet its goal and therefore the need to strengthen linkages/connections between partners/implementers.)
 - ix. Ms. Kubota asked about how to improve communication and coordination with provincial governments and other stakeholders in the provinces.

- x. Mr. Tipoki said activity planning needs to be a collaborative effort from the start, and that will help determine who is supposed to communicate with whom and whether there should be joint communication, etc.
 - xi. Ms. Erekali shared how UN Women communicates with provincial counterparts, including updating provincial government officials and ministry staff at the provincial level.
 - xii. Ms. Kubota said this type of communication with provincial counterparts will be increasingly important with the new UNPBF empowering youth project, which is much more focused on provincial activities
27. All board members endorsed the work plan.
28. All board members agreed that the next project board meeting should be held in March.
29. Ms. Erekali said a prayer to close the discussion.
30. Meeting ended at 11:25 a.m.

Matters to consider include:

1. Eliminating irrelevant indicators and establishing a smaller set of indicators that speak to the results will allow trend analysis to be done.
2. Follow up on the request from the PMO to conduct a scenario analysis related to the upcoming Bougainville referendum and develop a concept note and TOR for a consultant/task force to carry out the analysis, if confirmed
3. Scope and procedure for the follow-up perception survey
4. UNPBF project staff working with government representatives to capture stories that highlight how government staff are using peacebuilding/mediation skills they learned through UNPBF trainings
5. Update on the radio program

Minutes approved



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Permanent Secretary MNURP, Justus Denni