

PROJECT BOARD MEETING – Friday 25TH September, 2009

“STRENGTHENING CAPACITIES FOR PEACE BUILDING IN POST CONFLICT SOLOMON ISLANDS”

Venue: Ministry of Nation Unity, Reconciliation and Peace conference room on the 2nd Level
Anthony Saru Building, Honiara. Solomon Islands.

Time: 14:00 - 16:45

Members: Ms. Joy Kere, Permanent Secretary. MNURP.

Mr. Evans Tuhagenga, Under-Secretary, MWYCA.

Ms. Christina Carlson, Deputy Resident Representative, UNDP.

Secretariat: Mr. Bernard Choulai. Project Coordinator. UNDP Peace and Youth PA.

Agenda

1. Approval of Minutes of previous Project Board meeting 04th March, 2009.
2. Project Progress Report.
3. Note to Files.
4. Financial Report.
5. Draft Budget Revision.
6. AOB.
7. Decisions.

Meeting Minutes:

The meeting was opened with welcome address from UNDP DRR, followed with a prayer, additional opening comments from MNURP and MWYCA representatives acknowledging the timeliness of the implementation of the project.

Agenda Item 1. Project Board Minutes of the 4th March.

Project Board Minutes of the meeting held on the 4th March were reviewed and following comments related to **Section 3 Recommendations**:

- a. 5. Civic education has been replaced by the need to shore up MWYCA budget shortfall for National Youth Parliament.
- b. 6. Upgrading of youth facilities no longer priority and funds to be utilized to install Resource Centre in MWYCA and balance allocated to supporting National Youth Parliament budget shortfalls.
- c. 7. Delivery of refresher training for Pacific Stars Life Skills training.
- d. 8. Project to ensure that MNURP and MWYCA staff have the opportunity to be introduced to the support that the project to their various activities and targets. A time to undertake this exercise to be agreed to with both Ministry's.

The Project was requested to action outstanding matters from the Project Board Meeting of the 4th March. The minutes were then approved as drafted with the (attached as Annex 1).

Agenda Item 2. Project Progress Report.

The 3rd Quarter Project Progress Report was explained by each Budget Line (attached as Annex 2). The following feedback and comments from members centered on:

- a. 2.2 MNURP to have only Resource Centre desktop connected to internet with software that allows time-bound access. List of staff to be connected to email to be provided by PS, connected to SIG email system and protocols. MWYCA will also be connected similar to MNURP.
- b. 2.3 Computer training for MNURP/MWYCA (12 staff) to start asap. Due to unavailability of staff on field visits and duty travel, negotiate with MASE Business Centre for suitable times for phased training before year end.
- c. 3.4 MNURP confirmed that reconciliation policy finalized in 2007 and requested that funds be utilized to undertake PCDA stock take as part of the formulization of longer term project.
- d. 4.2 MNURP has completed comprehensive field visits around Malaita and Guadalcanal and report will be completed shortly. Support from project will focus on supporting Reconciliation Task Forces and dialogue between. SIG, GPG, RSIP and Marau outstanding reconciliation issues.
- e. 4.3 MWYCA confirmed short-fall in their budget and requested that funds from the project be re-phased to support activities for holding National Youth Parliament in November. Project to discuss with MWYCA on financial gaps and draw up budget for UNDP support.

- f. 4.5/6 MNURP supportive of using the offices of the Permanent Secretary and Special Relations to RAMSI to bring together all stakeholders. On his return from Brisbane in mid-October project to initiate roundtable meeting with peace and youth stakeholders.
- g. 4.7 MWYCA confirmed that a refresher workshop for Pacific Stars life Skills will be held in October, less than USD5, 000 required and requested that balance of funds not used for this activity be re-allocated to support budget shortfalls for the National Youth Parliament.
- h. 4.8 MWYCA confirmed that a key outcome of the workshop for 4.7 will focus on developing a strategy to progress the development of the peace education module with the MEHD.
- i. 5.1 MNURP advised that they have recruited a national consultant to undertake an M&E on current reconciliation activities and requested that funds be allocated by the project to support possible consultations and workshop costs that the consultant may be required to undertake.

Agenda Item 3. Note to Files.

A signed minute of meetings held with MNURP and MWYCA Permanent Secretary's was noted by Project Board Members (attached as Annex 3 and 4).

Agenda Item 4. Financial Report.

Project Financial Report (attached as Annex 5) was presented and members noted:

- a. That BL did not correspond to activities as per the Annual Work Plan for 2009. Some appeared to be repeated (UNV BL's appeared three times under Activity 2), lacked clear definition to identify expenditure against activities;
- b. Members requested that UNDP CPR Analyst to "clean up" the Financial Report by General Ledger Journal Entries; and
- c. Once the anomalies of the Financial Report are corrected a revised delivery rate will need to be calculated.

Agenda Item 5. Draft Budget Revision.

The Draft Budget Revision (attached as Annex 6) was discussed based on Note to Files (see Agenda Item 3 above) and comments that arose during the meeting. The Budget revision was endorsed by the Project Board Members along with the suggested changes.

Agenda Item 6. AOB.

The issue of payment of Sitting Allowances for ministry staff (MNURP and MWYCA) is a contentious issue and this has been brought up at SMT/CTA meetings by the Project Coordinator. The PS MNURP suggested that comply with SIG General Orders and to minimize abuse, Public Servants are to paid SBD40 per sitting day for meetings/committees/boards that they are appointed to, that all future committee meetings/workshops/consultations undertaken by the project will require prior approval by the Permanent Secretary. Furthermore, ministry staff will not be eligible for the Sitting Allowance unless they have been appointed or directed by the PS to be members or attendees for any of the projects future activities.

Sitting Allowances for NGO/CSO and others outside SIG agencies should continue to receive the Sitting Allowance as this was normal practice.

MWYCA Under-Secretary also agreed that they will follow the same process.

UNDP will consult with the UNCT and other Development Partners to obtain agreement on a common position on eligibility for committing Sitting Allowances for SIG officers.

Agenda Item 7. Decisions.

The UNDP DRR then confirmed with the members present that the following discussions on the matters presented to the Board that the following decisions had been agreed to during the meeting (attached as Annex 7)



Ms. Joy Kere,

Permanent Secretary

MNURP



Mr. Evans Tuhagenga

Under Secretary

MWYCA



Ms. Christina Carlson

Deputy Resident Representative

UNDP



Bernard Choulai

Peace and Youth Project Coordinator

UNDP