



**Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology
Capacity Development Project (SIMCAP).**

Project Board (PB) Meeting Minutes

Date: 09thFebruary 2017, Time: 9am – 12:00noon

UNDP Honiara Sub-Office, ANZ Building, Ranadi, Honiara, Solomon Islands

Board Members Present:

1. Dr. Mataki Melchior – MECDM Permanent Secretary (Chair)
2. Ms. Azusa Kubota – UNDP Pacific-Solomon Islands Country Manager (Co-chair)
3. Mr. Allan Rangı – MECDM Human Resources Manager

Support Staff:

1. Mr. Rockson Orelly – SIMCAP Project Manager
2. Ms. Deltina Solomon – UNDP RSD Programme Associate
3. Ms. Wendy Wara – SIMCAP Project Assistant

Quality Assurance

1. Thomas Jensen – Energy Programme Specialist, UNDP Pacific-Fiji Office

Meeting Agenda:

Time	Description	Speaker	Facilitator
09:00-09:05	Registration		Secretariat
09:05-09:15	Welcome and Opening Remarks	Dr. Mataki Melchior (Chair)	Secretariat
09:15-09:20	Adoption of the Agenda	Ms. Azusa Kubota (Co-Chair)	Secretariat
09:20-09:45	Matters arising and Adoption of PB Minute (9 th August 2016)	Mr. Rockson Orelly	Secretariat

09:45-10:00	Draft Project Progress Reports for Q3 & Q4 2016	Mr. Rockson Orelly/Mr. Jensen	Secretariat
10:00-10:15	Draft TOR for consultancy to review MECDM Organization structure	Mr. Rockson Orelly/Mr. Jensen	Secretariat
10:15-10:45	Review of Corporate Plan 2015-2017	Mr. Rockson Orelly/Jensen	Secretariat
10:45-11:15	Draft 2017 Annual Work Plan	Mr. Rockson/Jensen	Secretariat
11:15-11:20	Propose date & Venue for the next board meeting	Mr. Rockson	Secretariat
11:20-11:45	AOB Open Discussion	Mr. Rockson	Secretariat
11:45-11:55	Closing Remarks	Ms. Azusa Kubota (Co-Chair)	Secretariat
12:00	Closing Prayer	Ms. Deltina Solomon	Secretariat

1.0 Matters arising and Adoption of PB Minutes (9th August 2016)

Chair MECDM Permanent Secretary (Dr. Mataki) asked SIMCAP's Project Manager (Rockson Orelly) to present matters arising from the 2nd PB meeting minutes held on 9th August 2016. The chair suggested to review the action points to see if there were any outstanding issues. The minutes was tabled and approved. (Refer to table for action points raised).

2.0 Draft Project Progress Report for Q3 & Q4 2016

Project Manager presented key achievements for the third quarter 2016 as follows:

- **Refresher training for Meteorological Forecasters in Honiara**
- **Development of MECDM Website**
- **HR & M&E consultant contract was signed during this quarter**
- **Environment & Conservation training on chemical disposal**
- **Training for MECDM Meteorological IT Officer**

He highlighted their actual costs and budget, indicating which activities have been delivered and which ones not.

He later presented key achievements for the 4th quarter 2016 as follows:

- **MECDM Website launch**
- **M&E Framework prepared**
- **PRINCE 2 Training for MECDM officers**
- **M&E Trip done by MECDM PMCU Team to Lata, Temotu Province**
- **Short-term training completed by few officers at SINU and FNU**

Project Manager also highlighted key issues and lessons learnt in the third and fourth quarters. A lesson learned IN quarter 4 is to seek guidance from Procurement officer to keep track of activities processed as well as the requirement and process it takes for a planned activity. Below are some key points raised.

Key points

- Activities that requires Ministerial staff engagement should be done early in the year (Q1, Q2 and Q3). Reason being staff tend to be busy during the last Q4 due to year end closure and official missions. Project to note when planning the activities
- Some officers withdrew from short-term training due to work commitments. To minimize this a regular screening process need to be in place alongside regular spot checks.
- Project Management Unit must closely monitor the implementation progress to ensure project is on track and can deliver planned activities. This must be monitored through proper planning by the beginning of the year and during each quarters.

Chair sought clarification on the relocation of resources for other activities falling under outputs not really from the project document. He asked whether this is flexible. UNDP Country Manager stated that the UNDP Project Management guideline indicated that as long as they are within the scope of the project including its outcome and objectives. There is flexibility to relocate activities within the budget lines. Within 10% can be a Project Management decision but more than that, would require a board decision.

3.0 Draft TOR for consultancy to review MECDM Organizational structure

Thomas Jensen who provides oversight to the project presented initial thoughts regarding MECDM's organizational restructuring and Chair, PS Dr. Mataka further elaborated on the background for restructuring, seeking to get clarification on the need for restructuring before delving into details.

Mr. Jensen said with restructuring, whether it be government, international organizations or private organizations, there are various reasons as to why there's need to reconsider the formal structure of an organization and do a redesign or adjustment. This reasons have to be reflected in the TOR. He emphasized, that a restructure it a long process and requires input from everybody in the ministry. He also mentioned institutions like the Ministry of Public Service, Ministry of Finance can have an impact on the restructure. Mr. Jensen continued that the main aspect in the draft TOR's is objectives. Mr. Jensen stated that if this work is initiated, it will be a key activity for the Ministry this year for SIMCAP in particular.

PS stated that this work is important for the Ministry. He mentioned that this is important for a number of reasons. From his observation, for the past 3 years, the Ministry has grown bigger in terms of staffing and it is one of his concerns to manage the growth. He added that in the current structure, they stand the risk of bringing in new staff and duplicating the same roles. Hence, he wants the growth managed, targeting important areas, existing as well as new ones. He provided examples of the work done within the divisions stating gaps identified. He mentioned, there are areas that needs addressing however, they are not, thus posing gaps within the divisions. For instance within the Meteorological division they focused more on atmospheric observations but not ocean observations. Within the Environmental and Conservation division, one of the key gaps they have is with the enforcement of compliance. This is a division that is in-charge of 3 laws as they are one of the regulators of the environment. They issue permits for development consent, permits for exports, but nothing

was done when it comes to compliance enforcement. These are potential areas that needs consideration. Likewise, he adds, there are mandatory areas for the Ministry that are not covered or done.

PS stated objectivity 1 & 2 are fine, however, suggested to reword objective 3. SIMCAP to provide necessary background analysis rationale to make this submission but not to the extent of approval.

3.0 Review of Corporate Plan 2015-2017

Thomas Jensen stated, that the project decided to review the corporate plan end of last year and update of the corporate plan 2015-2017 but this did not happen. Mr. Jensen suggested to revise the scope of the corporate plan and not updating it as was previously agreed. Instead he suggested a review of the 2015-2017 and preparing the next plan covering 2018-2020. A proposed revised TOR was shared. He also mentioned timing issues for the new corporate plan vis-à-vis the restructuring - whether to do the new corporate plan first and then the restructure.

PS Dr. Mataki stated that the corporate plan will not have a significant impact on the structure. He stated that the two processes can be undertaken in parallel.

4.0 Draft 2017 Annual Work Plan

Project Manager explained the proposed draft Annual Work Plan for 2017. He presented Output 1 (**MECDM Corporate Plan**) indication for an International Consultant review of MECDM Corporate Plan and the estimated amount allocated for the activity is USD \$40,000.00. He wish to seek the board's decision on the total amount allocated for this work. The other activity allocated is the review of organizational structure with an estimated amount for this activity is USD \$61,000.00, however mentioned if USD \$100,000.00 should be allocated for the work.

He presented component 2 which is the HRD Plan and its total budget is \$9,000.00. Component 3 MECDM Coordination Unit total budget allocated was \$8,000.00 and it is to monitor the PMCU.

PS Dr. Mataki expressed his concern that since the M&E Framework is completed, he wants to see it implemented, so ministerial staff could understand the framework and apply it. He suggested, if it's possible to bring in Ms. Sue (Consultant) who did the M&E Framework to provide guidance on how to operationalize it and then the PMCU can take over from then.

PS Dr. Mataki also raised a concern regarding staffs understanding of the SIG budget process, stating it's a potential training that needs to be done, that is with the bidding process and all the different forms that are associated with it. Hence, would like to see staff trained to understand the budget process as it's a challenge in the division when it comes to submissions of the budget bidding, when the senior staff who understood such areas are absent. Hence, a training for staff especially from Directors down to senior staff is needed. Hence, he seeks to revise the budget allocated for training under PMCU Unit.

Agreed that the resources under the HRD Plan workshop and travel to be allocated for the M&E Framework and training and bring in Sue (Consultant) to do awareness training on the framework.

Project Management recurring budget. UNDP Country Manager has reintroduced the cost sharing of the procurement staff within the office. It was cost shared among several projects to support the implementation of procurement activities.

PS raised an issue with regards to international processes participation in the international DRR conference and COP conference. He requested if support can be provided to overseas conferences especially meetings like the COP and DRR. PS raised this in relation to the integration of DRR and climate change adaptation. Likewise having the opportunity to discuss issues with the directors.

He also raised the issue with uniforms. He requested if uniforms for new staff can be supported.

UNDP Country Manager raised that it is important for the Project to document results of activities, for example, the highlights presented by PS Dr. Mataki in relation to the positive effects associated with participation in regional and international high level events.

Hence, she suggested to strengthen this especially presenting of feedbacks from adhoc events or trips. This can also help determine UNDP's support. Hence, expressed to strengthen substantive engagement with the Ministry. Ms. Azusa also stressed that communication be strengthened in this regard.

5.0 Proposed Date & Venue for the next board meeting

Next board meeting scheduled for October 2017.

6.0 AOB Open Discussion

UNDP Country Manager Ms. Kubota raised a concern regarding the MECDM web page launched with regards to an email circulation on the SMS alert that has been going around. The Ministry has since rectified the situation.

PS asked when the new Procurement Assistant will come on board. Ms. Kubota stated the person will come on board soon, just pending medical clearance and should be onboard by the end of the month.

7.0 Closing Remarks

- Project team to finalize the minutes and share to all in a week's time.
- 2017 Work Plan to be revisited and revised with the comments expressed.
- Consultation with the directors and PS on the priority training activities.
- To share the revised work plan for first quarter 2017 by Monday and circular for final endorsement to board members.
- Agreed to combine the board meeting with other relevant projects to allow for outcome review and planning. Suggestions for the next board meeting to be organized for one morning on a single day.

Signature: _____

Date: _____

Dr. Melchior Mataki

Permanent Secretary (PS) – Ministry of Environment, Climate Change, Disaster Management and Metrology (MECDM)

Honiara, Solomon Islands

Signature: _____

Date: _____

Ms. Azusa Kubota

Country Manager - UNDP Solomon Islands Office

Honiara, Solomon Islands

Annex 6. Quarter 3 Key Results and achievements.





Key Achievements Q3 2016



- Refresher Training for Honiara Weather observers
- MECDM Website designed and developed
- HR & M&E Consultant contract signed
- Environment & Conservation employees trained on Chemical disposal
- Meteorology IT Officer Trained on internet access security

Quarter 4 Key Results and achievements.

Key Achievements Q4 2016

- MECDM Website online and launched.
- MECDM M&E framework prepared
- 13 Participants passed PRINCE 2 Foundation Course
- Projects Monitoring and Evaluation trip to Lata
- Short Term Trainings at SINU & FNU Completed

Annex 1: Proposed Work-Plan & Budget for Quarter 1 2017.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	QUARTER		RESPONSIBLE PARTY			Source of Funds	Budget description	Budget (US\$)
		Q1	Q2	Q3	Q4				
		1	2	3	4				
Output 1: MECDM Corporate Plan 2015-2017									
<i>Baseline: Annual Report</i>									
<i>Indicators: Progress Report and Monitoring and evaluation</i>									
<i>Targets: Year 3 1) Annual Report on Corporate Plan submitted</i>									
Corporate Plan, Performance Indicators, p. 70: 'Corporate Planning and Monitoring' • Corporate and project plans are up-to-date and implementation closely monitored with periodical reports sent to the Permanent Secretary, senior management and the Minister;	1.1 Undertake internal consultation as part of review and update of Corporate Plan (Directors, US & PS)					HRM	SIMC AP	71200 – Inter Consultant	40,000
	1.2 Undertake external consultation as part of review and update of Corporate Plan (MPS, IPAM and MDPAC).					HRM	SIMC AP	75700 – Inter Consultant	

<p>• Corporate plans are realistic given resources available to the Ministry;</p>										61,000
						HRM	SIMC AP			
TOTAL OUTPUT 1										101,000
Output 2: MECDM Human Resource Development Plan										
<i>Baseline: Annual Report</i>										
<i>Indicators: Progress report & Monitoring and Evaluation</i>										
<i>Targets: Annual Report on HRD Plan submitted, Evaluation of MECDM Corporate Plan</i>										
TOTAL OUTPUT 2										
Output 3: MECDM Programme Management & Coordination Unit										
<i>Baseline: Annual Report</i>										
<i>Indicator: Progress report on Monitoring and Evaluation Trips</i>										
<i>Target: Year 3, Quarterly reports of the status of PMU</i>										
<p>MECDM 2016 Annual Work Plan, PROGRAMME MANAGEMENT & COORDINATION UNIT, pp. 12-13, Output 6: Short Term Training and Capacity Building (MECDM Corporate Plan Key Result Area (KRA) 5 and SIMCAP Output 3): '6.1. In consultation with SIMCAP and the HRM team, seeking short- term training opportunities in M&E, Project Management and in relevant areas where capacity should be strengthened</p>	<p>3.1 Prince2 Foundation and Practitioner in house course. To train 3 PMCU staff, 13 MECDM staff, including Projects staff.</p>					PMCU		75700 - Training		22,000
Total Output 3										22,000
Output 4: Key activities of the Human Resources Development Plan										
<i>Baseline: Annual Report on Training and Development</i>										
<i>Indicator: Progress Report on Short term and long term trainings</i>										

Targets: Year 31) MECDM Capacities increased based on targets established in the MECDM Human Resource Development Plan								
MECDM 2016 Annual Work Plan, CORPORATE SERVICES, p. 6, Output 1: Improved Registry and Filing System & Data Management: '11. Improved HR Data Management (Database)'	4.3 Award contract & work commence to do the scanning of documents.						71300 –Local Consultant	3,000
MECDM 2016 Annual Work Plan, ENVIRONMENT AND CONSERVATION DIVISION, Output 3: Develop or Strengthen and Implement Mechanisms for Solid Waste Management and Pollution Control: <ul style="list-style-type: none"> P. 23, '9. Support GEFPAS Pacific Pops Release Reduction Project on hazardous waste management, safe disposal of unwanted pesticides and school laboratory chemicals and used oil management - AFD Trainings'; or, P. 24, '11. Implement waste and chemical management in selected provinces (Honiara, Buala, Gizo, Taro) 	4.5 Provide financial Support to ECD –				ECD	SIMC AP	75700-Training	20,000
•								
Corporate Plan 2015-2017 page 39, subsection 6.7 Corporate Service <ul style="list-style-type: none"> Training- Each staff to undergo technical training on their area of work each year. 	4.7 Support training for Corporate EPS SINU- Diploma Admin				CSD/E CD/ND MO	SIMC AP	75700 -Training	300
•								
Corporate Plan 2015-2017 page 39, subsection 6.7 Corporate Service <ul style="list-style-type: none"> Training- Each staff to undergo technical training on their area of work each year. 	Support training for Principal Operation Officer NDMO – Post grad(FNU)						75700 -Training	500
Corporate Plan 2015-2017 page 39, subsection 6.7 Corporate Service <ul style="list-style-type: none"> Training- Each staff to undergo technical 	Support training for PMCU officer-SINU						75700 -Training	500

training on their area of work each year.									
•									
Total output 4									24,300
Cost Recovery GMS +7%									
TOTAL									147,000

Action Points

Action Points	Responsibility	Due Date
<ul style="list-style-type: none"> Project Team clearly summarize the minutes, (especially action points) and share with board members for review and comments within a week and have it signed. 	Project Team	1-2 weeks after board meeting
<ul style="list-style-type: none"> Regular electronic updates and any issues or changes that needs the board's attention. Hence, the importance of sharing quarterly progress report with the board members every quarter and the minutes be shared immediately was stated. If there are changes to any agreed item then the Project Manager should notify the board members (instead of requesting updates from the Project Team by board members). 	Project Team	Q1, Q2, Q3, Q4
<ul style="list-style-type: none"> The Project Board meets around October. 	Board Members	October
<ul style="list-style-type: none"> Minutes are to be signed off. 	Rockson & Wendy	After minutes are approved
<ul style="list-style-type: none"> Reword objective 3 of the TOR, putting together the justification, financial budget and cost benefit analysis needed for this restructuring. Brain storm the TOR, enriched the Terms of Reference to be clear of what should be in the 	Rockson & Thomas	Q2

<p>package and can also initiate the recruitment process.</p>		
<ul style="list-style-type: none"> • Change the scope of the TOR to including preparing a new corporate plan 2018-2020. Suggested if there are any comments on the wording with regards to the TOR, then they can be added and shared electronically. • Project Manager to collect comments from the Ministry on the draft TOR by end of next week - 17th February 2017 and then send them to Thomas to revise and send the final version for approval. Also keep all the stakeholder partners, MDPAC, MoFT and MPS informed of the initiative as the Corporate Plan is part and parcel of the wider National Development Strategy. 	Rockson	Q2
<ul style="list-style-type: none"> • Look at the scope of the Terms of Reference for the Corporate Plan review and the Restructure review. After decide on the amounts. 	Rockson & Thomas	Q2
<ul style="list-style-type: none"> • To contact the consultant who did the M&E Framework and ask if she is interested to run a training for staff to understand operationalization of the M&E Framework. 	Rockson & Wendy	Q2
<ul style="list-style-type: none"> • Rockson to rephrase the wording for Output 3 monitoring of PMCU to 'monitoring of the development projects in the provinces'. 	Rockson	Q2

<ul style="list-style-type: none"> • Invite trainers from Finance and Treasury to do training on SIG budget process for MECDM staff and this can be budgeted under the US37,000 proposed for component 4. 	Allan, Rockson & Wendy	Q2
<ul style="list-style-type: none"> • Outline the priority key strategic training needs for 2017. Suggestions to have strategic planning sessions with the directors and PS to get their views on what areas to be prioritized. 	Allan & Rockson	Q2
<ul style="list-style-type: none"> • Clarify the additional number of uniforms MECDM requested SIMCAP to support 	Allan, Rockson & Wendy	Q2