

SIMCAP Project
Quarter 1 Report 2016

Improved National, Provincial and Community preparedness and responsiveness to climate change and disaster risk and sustainable management of natural resources.

PROJECT CODE: 00079713	PROJECT TITLE: SIMCAP Project	EXECUTING AGENCY: UNDP
REPORTING PERIOD: January – March 2016		REPORT PREPARED BY: Rockson Orelly – Project Manager

SUMMARY OF OVERALL PROJECT PROGRESS

Quarter 1 started off slowly as we returned from holiday late January to finalized implementation plan and procurement plan.

This quarter we have 3 different categories of activities. The *first category aimed to improve MECDM Trainings*, the *second category aimed at improving MECDM Quality of Work* and the *third category aimed to improve SIMCAP Project Planning and Delivery*. The activities are summarized below and details information are also provided further down.

Category1: Contained activities aimed to improve MECDM Trainings.

A. Diploma in Quality Auditing, Southpac Aerospace – Wilson Saega.

This activity has been achieved as per implementation plan.

The project sponsored course tuition, Airline tickets and daily subsistence allowance (DSA).

This Diploma course in Quality Auditing improved officer’s skills and knowledge to perform his job effectively and efficiently. This training link to Meteorology training priorities and MECDM

Corporate Plan. Refer to Corporate Plan page 39, section (5.7) Strategies for Key Results Area (KRA): Meteorology: *Aviation weather services are improved*

B. SPC & APEC Regional Joint Workshop at Nukualofa - David Tufi.

David Tufi successfully attended the workshop as per implementation plan timeline.

SIMCAP project financed David Tufi's airline tickets and daily subsistence allowances to attend the SPC & APEC Regional Joint Workshop in Nukualofa, Tonga.

The MECDM Climate Change Division needs to participate in this workshop as it aims to strengthen the capacity of *Pacific Islands Countries and Territories* (PICTs) to effectively monitor and review their progress on *Sustainable Development Goal7* (Affordable and clean energy (SDG7) and their respective INDC energy and mitigation targets.

C. MECDM Officers Enrollment at SINU and USP.

This activity was partially achieved.

The long list of names given to HR Department at the end of 2015 was not able to study at SINU and USP mainly due to work commitment, shortage of staff and application was not successful.

However, only two women from Corporate Division was able to enroll (**Ruth Nuboa & Florence Bale**) at Diploma Business Administration at SINU. To promote gender balanced Training, the project decided to fund their school fees but yet to complete their documents due to some information required from SINU.

D. MECDM Training Committee - Meet with MDPAC Officers.

This activity was accomplished as the MECDM Training Committee met with the Ministry of Development Planning and Aid Coordination (MDPAC) on the 16th of March 2016 (Refer to the discussion summary on appendix section).

The project assisted by pushing the committee to look for outside scholarship opportunity to meet MECDM long Term Training Priorities.

For detail information see annex 1.

Category 2: Confined activities intended to improve MECDM quality of work:

A. MECDM Supervisors Workshop on PMP Evaluation Method.

This activity was not accomplished as per implementation plan.

The project financed the meeting venue (Kairos), catering services for the participants and coordinated with the MECDM HR Department and MPS staff. This workshop have been moved two times in quarter1.

This supervisory workshop is important for MECDM supervisors to use the same evaluation method when evaluating their officers.

B. Drafting TOR for MECDM Website Consultant.

This activity was accomplished.

This resulted from great team work and technical support delivered by the Environment Programme Team, UNDP Procurement focal person and UNDP SI Country Manager. The project team assisted in drafting the TOR and reviewed by the UNDP team before final draft.

MECDM need this website as part of its communication strategy to the general public to improve access of information, policies, legislation. Integration of SMS messages will improve information accessibility by the provincial centres and even villagers who have access of mobile phone. For instance villagers can receive text warning messages for Tsunami, Earthquake and Cyclone.

C. MECDM Training Committee Meeting

This activity was achieved as per implementation plan.

The project assisted by pushing committee members to look for long term scholarship opportunity outside.

HR Manager shared the team on 4 direct nominations for long term scholarship given to MECDM by WMO, SIG and PICPA (Pacific Island Centre for Public Administration).

Director Meteorology was nominated for a Master Program at Leeds University (UK). Another Meteorology observers, was nominated for a post graduate diploma at Melbourne University.

The Director Climate Change was nominated for the SIG direct scholarship to do a post graduate diploma at USP.

HR Manager was nominated to do graduate certificate jointly provided by USP and IPAM and was sponsored by PICPA.

Ruth and Florence confirmed for SINU, so the committee endorsed those names.

Further mentioned, that other MECDM officers who indicated interest to study at USP SI Center was not able to enroll due to work load.

D. MECDM Performance Reward Committee Meeting to Finalized staff assessment results

This activity was not accomplished as per scheduled timeframe.

As the Supervisors and officers evaluation process was delayed that leads to Performance Reward Committee to meet as per scheduled. This mainly due to supervisors and staff's overseas and provincial trips. Also Human Resource officers were busy with their studies. However, timely assessment and evaluation and rewarding or incrementing staff on time will motivate staff and improve their work performance.

E. MECDM Water Bill

This activity is not achieved in quarter1.

The project have allocated USD\$5,000 to assist MECDM settle their water bills in quarter1&2 as SIMCAP is a DIM project but sits within MECDM and did not pay rental. MECDM Accounts Department have not given us water bill invoice to process the payments. Despite several reminders given to the accounts department, they have not submitted any water bill invoice to our office.

F. MECDM Officers set new objectives for 2016.

This activity is achieved.

MECDM officers have discussed their new personal objectives with their supervisors to be achieved by the end of 2016. The Project team assisted the HR department to ensure PMP new stage cycle improved from last year 2015.

Category 3: Consisted of activities expected to improve SIMCAP Project Planning and Delivery:

A. Project Procurement Plan uploaded on the UNDP Procurement Prompt.

This activity was accomplished as scheduled on the implementation Plan timeline.

The project drafted the Implementation plan and then develop procurement plan out from the implementation plan.

Procurement plan has been uploaded on the UNDP Prompt System and we are working towards accomplishing those dates. Those that cannot be achieved as per timeline will reschedule for another date.

B. Delivery of MECDM Uniform

This activity is finally achieved.

Despite challenges faced by Threads Ltd from delays due to Fiji cyclone and cargoes being off loaded from the flights.

The project assisted by funding the uniforms to build close relationship with the ministry. Also by wearing uniform, MECDM staff will take pride of their work place, improve their sense of unity and team work. It helps to identify them in the public

C. Project Board Meeting

The Project Board Meeting was convened on the scheduled timeline.

The AWP and Implementation plan for 2016, were presented to the board along with the progress report for 2015. See appendix2 for the meeting detail.

MECDM Male and Female Training participation in quarter1

Note: Total MECDM employees gender ratios population are 78% Male, 22% Female.

Activities	Male Participants (approx. %)	Female Participants (approx. %)
Direct Nomination Long Term Training (4)	100%	0%
Long Term Training SINU (2)	0%	100%
LT Distance Online Training FNU (1)	100%	0%
LT Training Aerospace (1)	100%	0%
SPC & APEC workshop (1)	100%	0%

The above table represents estimated training participation for both male and female. 78% of nominated MECDM employees are male and 22% are female. Therefore, in quarter1 the percentage of female participated in training have increased from 20% last year quarter4 to 22% in quarter1 2016. And male reduced from 80% in quarter4 2015 to 78% in quarter1 2016.

Under Output 4: To implement, monitor and evaluate key activities of the MECDM Human Resources Development Plan.

To achieve output4 results in quarter 1, following activities were planned to take place, however not all activities were achieved. And the key priorities areas to be achieved in quarter 1 are as follows:

- 1. Improve MECDM Training Gaps.**
- 2. Improve MECDM quality of work**
- 3. Improve SIMCAP Planning and Delivery.**

Hence, by the end of this year 2015, SIMCAP project planned to achieve those 3 Key Objectives as stated above.

1. Activities to improve MECDM Training.

The 4 activities outline below are aimed to improve MECDM Training and planned to happen in quarter1.

A. Diploma in Quality Auditing, Southpac Aerospace – Wilson Saega.

The first training achieved as per project implementation plan timings and already process documents for the second part of the course to be held in April 26-29 2016. The SIMCAP project assisted Wilson Saega by funding the course tuition, Airline tickets and daily subsistence allowance (DSA). This Diploma course in Quality Auditing will improve officer's skills and knowledge to perform his job effectively and efficiently. In particular, Wilson Saega joined the Quality Assurance Unit within the MECDM Meteorology Division in 2011, and part of his duties are to carry out Quality Audit and ensure they meet quality assurance requirements.

Secondly, it improves officer's knowledge and skills on Quality and Safety of the Aviation system, safety oversight functions and auditing related to aviation meteorology in accordance with the ICAO standards. Thirdly, it prepares him for the transition from ISO 9001:2008 to ISO 9001:2015 and be able to audit the QMS based on the new standard. Furthermore, this quality Audit Training is also linked to the MECDM Corporate Plan. Refer to Corporate Plan page 39, section (5.7) Strategies for Key Results Area (KRA): Meteorology: ***Aviation weather services are improved:***

Moreover, it linked to HRD plan, as stated in page 7, Key Result Area 4: Meteorology: ***Deliver timely professional meteorology services are provided for aviation, marine and the general public***

Outcome

The course has changed Wilson Saega's personal skills and knowledge. For example, before he has no proper education and proficiency only knowledge gained through work experience but after the first course he fully understand gain more confidence in Quality Assurance and Quality Audit. It totally changed his previous perception about Quality Aviation Safety and prepared him for the provincial upgrade training in ISO 9001:9015.

B. SPC & APEC Regional Joint Workshop at Nukualofa - David Tufi.

This activity was accomplished as per implementation plan timeline. The project funded David Tufi's airline tickets and daily subsistence allowances to attend the SPC & APEC Regional Joint Workshop in Nukualofa, Tonga.

The MECDM Climate Change Division needs to participate in this workshop as it aims to strengthen the capacity of *Pacific Islands Countries and Territories* (PICTs) to effectively monitor and review their progress on *Sustainable Development Goal7* (Affordable and clean energy (SDG7) and their respective INDC energy and mitigation targets.

Also, the workshop identify the SDG7 and *Intended Nationally Determined Contribution* (INDC) energy targets baseline of the PICTs. It will assist participants to:-

- Prepare and utilize energy data: the role of energy balance table for data analysis.
- Hands on learning about the fundamentals of demand side analysis and future forecasting with econometric method.
- Real life application of the fundamentals of supply side planning with optimization method.

Outcome

An eye opener for David Tufi. At first he thought the workshop would be just a presentation but they did some real life model based on country data. That has given him great learning by preparing energy data table and learn demand side analysis and supply side analysis learning.

C. MECDM Officers Enrollment at SINU and USP.

At the end of 2015, MECDM Training Committee and project team collaboratively encouraged MECDM staff who are interested to do one or two units at SINU and USP. This is a drive to improve staff's skills and knowledge to competently carry out their job to the required standards. The response was very good and a list of interested names (Less than twenty staff) was submitted to Human Resource Department. However, at the beginning of 2016, we contacted those whose names in the list if they have submitted their application at SINU and USP and found out that most of them could not make it due to work commitment and shortage of staff in their divisions. Others applied but their application was not successful. The rest did not submit their application due to workload, meetings and overseas trips. Thus only ***Ruth Nuboa & Florence Bale*** managed to enroll in Diploma Business Administration Program at SINU. To promote gender balanced Training, the project decided to fund their school fees but yet to complete their documents due to some information required from SINU.

Outcome

The course has not yet completed so the outcome can be reported at the end of the semester (June).

Challenge

While the project promoted LT training to improve skills and knowledge for the MECDM divisions, some of the technical divisions experience staff shortages. For example, Climate Change division, Environment Division and Disaster Management division. The solution would be distance online training.

D. MECDM Training Committee - Meet with MDPAC Officers.

The MECDM Training Committee were able to meet with the Ministry of Development Planning and Aid Coordination (MDPAC) on the 16th of March 2016 (Refer to the discussion summary on appendix section). This activity was accomplished and the project assisted by pushing the committee to look for outside scholarship opportunity to meet MECDM long Term Training Priorities.

This consultation meeting with MECDM Training Committee and MDPAC was to identify Training needs of the ministry and capture them to be included in the SIG Scholarship program, AUSAID & NZAID for 2017 or 2018. The outcome of the meeting as follows:-

Outcome

- SIG must provide scholarship for MECDM officers on the following Long Term Training Priorities for 2016 and 2017.
 - Chemical Management (P/Graduate level)
 - Disaster Management (U/graduate)
 - Climate Change (Master).
 - Oceanography specialist (P/Grad level)

- SIG must provide scholarship on Distance Online Training to the public service officers and ministries who experienced staff shortages. The MECDM will take advantage on this distance online training opportunity to improve their skills and knowledge and at the same time they may still continue to do their work.

- SIG must provide scholarship for SINU students and provide same allowance packages given to USP students or any other Universities.
- SIG must fund public service officers to do their studies in Australia, NZ & UK and provide same allowance given by AUSAID, NZAID & UKAID.

2. Activities to improve MECDM quality of work.

The next 6 activities below aimed to improve MECDM quality of work in the divisions and they were scheduled to happen in quarter1.

A. MECDM Supervisors Workshop on PMP Evaluation Method.

This activity was not accomplished as per implementation plan even though the project have done coordination with the MECDM staff and MPS team. The project have also funded the meeting venue (Kairos) and catering services for the participants. This workshop have been moved two times in quarter1. The first reschedule was made as our senior officers was on overseas trip. The second reschedule was that the MPS was not ready. Now our procurement focal person cancelled the Purchase Order.

This supervisory workshop is important for MECDM supervisors to use the same evaluation method when evaluating their officers. Secondly, the MPS will share during experience during the workshop on how best to provide fair evaluation before forwarded to the Performance Recognition Committee for final assessment and then forward to the MPS and MOF for payments.

Outcome

As MECDM supervisory workshop has not happened in quarter1, there this no outcome achieved.

B. Drafting TOR for MECDM Website Consultant.

The drafting of website consultant TOR was finally accomplished. This achievement was resulted from great team work and technical support delivered by the Environment Programme Team, UNDP Procurement focal person and UNDP SI Country Manager. MECDM need this website as part of its communication strategy to the general public to improve access of information, policies, legislation. For example, public can access divisional reports, project reports, weather reports, or public announcement and awareness from this website. Integration of SMS messages will improve information accessibility by the villagers. For instance villagers can receive text warning messages for Tsunami, Earthquake and Cyclone.

Outcome

The TOR (Website) clearly specify consultant scope of work and the deliverables.

C. MECDM Training Committee Meeting

This activity was achieved as per implementation plan. The key focus of discussion was to get any update or feedback from team members on long term scholarship opportunity. The project assisted by pushing committee members to look for long term scholarship opportunity outside.

Hence, HR Manager shared with the team 4 direct nominations for long term scholarship given to MECDM by WMO, SIG and PICPA (Pacific Island Centre for Public Administration).

Further explained that WMO requested two direct nomination from Meteorology division, SIG requested one direct nomination from Climate Change division and PICPA requested one direct nomination from Corporate Division. As a result, Director Meteorology was nominated for a Master Program at Leeds University (UK) starting September 2016. Another Meteorology observers, was nominated for a post graduate diploma at Melbourne University and have started. The Director Climate Change was nominated for the SIG direct scholarship to do a post graduate diploma at USP. HR Manager was nominated to do graduate certificate jointly provided by USP and IPAM and was sponsored by PICPA.

During this meeting, HR Manager revealed to the committee members that only 2 applicants managed to get enrolled at SINU (**Ruth and Florence**) so the committee endorsed those names.

Further mentioned, that other MECDM officers who indicated interest to study at USP SI Center was not able to enroll due to work load.

Outcome

Four MECM officers have been given direct scholarship from WMO (2) SIG (1) and PICPA (1).

Ruth and Florence enrolled at SINU, while no one managed to enroll at USP Centre.

D. MECDM Performance Reward Committee Meeting to Finalized staff assessment results

This activity is part of PMP stage cycle and was not accomplished as per scheduled timeframe. The Performance Reward Committee's meeting was delayed, as supervisors and employee's evaluation has not happen yet. This mainly due to supervisors and staff's overseas and provincial trips. Also Human Resource officers were busy with their studies. However, timely assessment and evaluation and rewarding or incrementing staff on time will motivate staff and improve their work performance.

Outcome

No result as this activity has not been accomplished.

E. MECDM Water Bill

MECDM PS requested all projects who are housed by MECDM to contribute funds to meet their water bill. This request was forwarded to the UNDP program office to look into it and after several analysis was made before decision was reached to only contribute USD\$5,000 for quarter1&2 and another USD\$5,000 for quarter3&4. SIMCAP is a DIM Project but sits within MECDM and does not pay rental.

This activity is not achieved in quarter1 as MECDM Accounts Department have not given us water bill invoice to process the payments. Despite several reminders given to the accounts department, they have not submitted any water bill invoice to our office.

This contributions helps relieve MECDM budget shortfall and will improve their capacity to meet utilities obligation.

Outcome

No payment made as the Accounts Department yet to give us their invoice.

F. MECDM Officers set new objectives for 2016.

This activity is achieved as most officers have discussed their new personal objectives with their supervisors to be achieved by the end of 2016. This activity is part of PMP new cycle stage but project team assisted HR department by ensuring it happens at the right timing of PMP cycle to improve from last year 2015

Outcome

The new PMP stage 1 cycle has started as most officers have completed their objectives for 2016.

3. Activities to improve SIMCAP Project Planning and Delivery.

The 3 activities outline below are aimed at improving SIMCAP Project Planning and Delivery.

A. Project Procurement Plan uploaded on the UNDP Procurement Prompt.

This activity was accomplished as scheduled on the implementation Plan timeline. This resulted from forward planning and preparation of Project Implementation Plan. Also, technical guidance provided by procurement team and environment program team on how to upload on the prompt system. This new system helps to track activities documentation flow timeline and the expected time of delivery. Unless the project encounter non controllable challenges to prepare documents on time then a new due date is set.

Outcome

All procurement plan for quarter1 & 2 have been uploaded on the prompt system.

B. Delivery of MECDM Uniform

This activity is finally achieved. The supplier have shipped across shoes from Fiji and New Zealand. While the ladies skirts and men shirts to arrive in few weeks' time depending on the airline flight from Nadi to Honiara. However, airlines only delivered 5 cartons and off loaded the rest. Again, because of Cyclone Zena all flights from Fiji was cancelled. This caused more delays until today. We have received message from the supplier that they will dispatched all cartons by 17th April 2016.

The project assisted by funding the uniforms to build close relationship with the ministry. Also by wearing uniform, MECDM staff will take pride of their work place, improve their sense of unity and team work. It helps to identify them in the public.

Outcome

The uniform have now been delivered and ready to be distributed to all divisional heads.

C. Project Board Meeting

The Project Board Meeting was convened on the scheduled timeline. This meeting is very important for the Project Board to review the progress of the project. Also, the project team highlighted the outputs and outcome accomplished in 2015 and gave reasons why other outputs and outcomes were not achieved in 2015. To justify our deviations from original timeline, the project put forward challenges that the project encountered in 2015.

The project implementation plan for 2016 was shown, which consists of all activities the project plan to spend the budget in 2016. Furthermore, the project team emphasized on how to achieve its outputs that leads to achieve project outcomes. See appendix for further information.

SIMCAP IMPLEMENTATION PLAN - JANUARY to DECEMBER 2016.

No	Activities/Output	Expenditure in SBD\$	Atlas Activity	Target Date	Status Progress	Required Action	Drivers	Expected Results	Follow Up Action Plan
1	Procurement Plan uploaded on the UNDP Prompt system			Jan 18-29 2016	Completed	a. Inputting date to start submit required documents. b. Input closing date for all documents to be submitted to the procurement office and Costs of activities if needed.	Wendy/Rocks	a. Activities that requires Procurement processes must be uploaded on the prompt in advance. b.To avoid procurement workload congestion and reduce delays in implementing project activities.	a. Check with service providers if the dates are not changed.
2	Scholarship opportunities Search (AUSAID, NZAID, EU, British High Com, ROC, Jap Embassy, Korea Consular & SIG) both LT & ST.			Jan 22 2016	Progressing since October 2015.	a. Communicate with the scholarship providers and find out scholarship opportunities for 2016/2017. b. Communicate with MECDM divisional staff on scholarship and if interested to apply.	Rockson/ Allan	a. Secure Scholarship for MECDM long term & short term training for 2016 or 2017.	a. Get update from intended applicants on the progress. b. Meeting with scholarship providers if requested. c. Distribute CP & HRD Plan to the scholarship agencies as and when requested.
3	MECDM Training Committee Meeting			Jan 28 2016	Completed	a. Discuss with HR Manager and team on staff's long term & short term training as per divisional training priority. b. Approve Staff training applications/acceptance letter given to SINU & USP students.	Rockson/ Allan	a. MECDM draft short term training list for 1st quarter should be ready. b. Long term training updates results if any.	a. Back to office report. b. Presentation to the Projects team. c. Supervisor to monitor & evaluate performance (Results/grades, PMP).
4	MECDM Performance Reward Committee meeting to finalized assessment results for 2015.			Jan 29 2016	Progressing.	a.MECDM Divisional Supervisors and officers fairly completed their assessments. b. PRC Members received all staff records and meet to finalized the results.	Rocks/Allan	List of MECDM staff to be promoted/Incremented is ready and forwarded to the MPS/MOF.	a. MECDM Divisions use same evaluation method. b. Performance measurement is fairly done.
5	MECDM PMP - Supervisor Evaluation			Feb 17 2016	Progressing	Inform all divisional supervisors and employees to meet.	Rockson/ Allan	a. Fair evaluation by supervisor. b. Honest feed back from subordinates.	a. Employees learn how to set SMART objectives for 2016. b. Prepare questions to ask MPS on PMP. c. Next, schedule supervisors & subdmates meetings in February 2016. d. Set new dates.
6	SIWA-MECDM Water Bill	40,000.00		Feb 23 2016	progressing	MECDM January Invoice & Procurements documents requirements	Rocks/Rose	Improve MECDM capacity to meet their utilities obligations.	a. Another allocation maybe given in quarter2
7	PMP Supervisory Workshop	40,000.00		Feb 29 2016	Progressing	Communicate with MPS, MECDM Supervisors and staff and book a venue ready for this training training on PMP method of evaluation.	Rocks/Wendy	a. MECDM Divisions use same evaluation method. b. Performance measurement is fairly done.	a. MPS Feedback. b. Employee feedback. c. Supervisor feedback
8	Scholarship opportunities Search (AUSAID, NZAID, EU, British High Com, ROC, Jap Embassy, Korea Consular & SIG) both LT & ST.			Mar 01 2016	Progressing since October 2015.	a. Communicate with the scholarship providers and find out scholarship opportunities for 2016/2017. b. Communicate with MECDM divisional staff on scholarship and if interested to apply.	Rockson/ Allan	a. Secure Scholarship for MECDM long term & short term training for 2016 or 2017.	a. Get update from intended applicants on the progress. b. Meeting with scholarship providers if requested. c. Distribute CP & HRD Plan to the scholarship agencies as and when requested.
9	PMP - MECDM Staff set objectives for 2016.			Mar 03 2016	Progressing	MECDM Divisional Supervisors and staff discuss and agree on objectives for 2016.	Rocks/ Allan	a. MECDM Divisions staff use SMART objectives. b. Supervisor agree and sign the objectives.	a. Supervisor must continuously give feed back to Staff on weekly/monthly basis as agreed. b. Any issues must be communicated in advance to the supervisor.
10	Wilson Saaga-Training on Quality Auditing in Soutpac Aerospace, Australia.	100,000.00		Mar 07-11 2016	Completed	a. Prepare TOR, Govt release letter, Travel Itinerary, DSA b. Terminal reimbursement & Report,		Improve knowledge and skills before: a. provincial refresher training as prioritized in their training 2016. b. External Auditing later this year.	a.In preparation to do transition from ISO 9001:2008 to ISO 9001:2015 and upcoming external audit later this year. b. Trainings for this transition will take place this year covering the Provincial Met. Stations as well.
11	David Tufi to attend SPC & APEC Regional Joint Workshop in Nukualofa, Tonga	80,000.00		Mar 14-18 2016	Completed	a. Prepare TOR, Govt release letter, Travel Itinerary, DSA b. Terminal reimbursement & Report,	Rocks/Wendy	a. Meet Climate change short term training prioritise for 2016. b. Improve their skills and knowledge in climate change mitigation for energy.	a.Developing energy balance table for data analysis. b. Knowledge on demand side analysis and supply side planning.
12	Board Meeting	5,000.00		Mar 29 2017	Completed	Budget Review, Implementation Plan, Progress Report.	Rocks/Wendy	Budget approval, Implementation Plan Approval.	Continuously Review of budget and implementation Plan by PM.
13	Human Resource Specialist-International	400,000.00		Mar 31 2017	Progressing	TOR, Travel Itinerary, DSA & Contract	Rocks/Wendy	a. Develop MECDM Training Program. B. Develop MECDM Training Indicators to measure and monitor all training.	Work with HR Unit and strengthen any areas that require attention.
14	Microsoft office Word 2013-IPAM			Apr 04-07 2016	MPS	Communicate with all divisional heads, supervisors and employees to identify staff and reduce divisional generic skill gaps.	Allan/Ro	a. Improve employee word processing basic skills.	a. Employees feed back. b. Supervisor feed back. c. Supervisor to monitor his performance.
15	Wilson Saaga-Training on Quality Auditing in Soutpac Aerospace, Australia.	100,000.00		April 26-29 2016	Completed	a. Prepare TOR, Govt release letter, Travel Itinerary, DSA b. Terminal reimbursement & Report,		Improve knowledge and skills before: a. provincial refresher training as prioritized in their training 2016. b. External Auditing later this year.	a.In preparation to do transition from ISO 9001:2008 to ISO 9001:2015 and upcoming external audit later this year. b. Trainings for this transition will take place this year covering the Provincial Met. Stations as well.
16	Training on Words, Excel, Power Point & Publisher			May 03 2016	Not yet	Climate Change Division training on Micro soft words, Excel, Power point & Publisher.	Rockson/Allan	a. Attain basic skills on excel, words, power point & publisher. b. Improve employees work performance in graph, tables & presentations.	a. Employees feed back. b. Supervisor feed back. c. Supervisor to monitor his performance.
17	LATA-Meteorology Provincial Weather Observers Training and Assessments			May 11 2016	Not yet	Meteorology Trainers to upgrade Lata Weather Observers on new requirements and assessment to the new requirements.		a. Assessments of Weather observers. b. Cascaded new ISO requirements to other staff members.	a. Back to Office Report UNDP/ Meteorology Division. b. Dairy and Feedback report. c. Recommendation for Promotion to MPS for the assessed staff.
18	Bulk purchase of (Stationaries & Tonners)			May 17 2016	Not yet	Sending Payments.	Rocks/Wendy	Reduce costs, improve out of stock.	a. Monitor stock usage/life span/warranty.
19	TARO/MUNDA- Meteorology Provincial Weather Observers Training and Assessments			May 25 2016	Not yet	Meteorology Trainers to upgrade Weather Observers on new requirements and assessment of failed staff.		a. Assessments of Weather observers. b. Cascaded new ISO requirements to other staff members.	a. Back to Office Report UNDP/ Meteorology Division. b. Dairy and Feedback report. c. Recommendation for Promotion to MPS for the assessed staff.
						Monitoring & Evaluation-Discuss			a. Review staff objective and link it to the new

Lesson Learned

Improve communication with the Procurement Department and MECDM staff

Creating better relationship is vital for this project to improve project implementation and coordination. Building better relationship may improve the process and team work. As more communication was done this quarter1, it will strengthen feedback and cooperation.

Conclusion

SIMCAP Project would like to thank UNDP team and MECDM colleagues for their support that resulted in achieving results in quarter1 2016. Without your support SIMCAP will not be able to deliver those activities as reported above, and we look forward for the same support in quarter 2 2016.

4. Annexes

Annex 1 MDPAC & MECDM Training Committee Meeting

Date: 16 March 2016

Attendees:

1. Eron (MDPAC)
2. Ravo (MDPAC)
3. Allan (MECDM)
4. Ruth (MECDM)
5. Rockson (SIMCAP)

Venue: MECDM PS Office

Meeting Title: MDPAC & MECDM Training Committee Meeting

MDPAC Consultation with Ministries - To identify Training needs and capture them to be included in the SIG Scholarship, AUSAID & NZAID.

Meeting Outcomes:

- MECDM Training Committee and MDPAC Officers agreed that SIG will provide scholarship to MECDM on the following Long Term Training Priorities in 2016 or 2017.
 - Chemical Management (P/Graduate level)
 - ,Disaster Management (U/graduate)
 - Climate Change (Master).
 - Oceanography specialist (P/Grad level)
- MECDM Training Committee and MDPAC officers concurred that SIG to provide scholarship on Distance Online Training to MECDM Divisions experienced staff shortages. The MECDM officers will take advantage on this distance online training opportunity to improve their skills and knowledge and at the same time they may still continue to do their work.

- MDPAC and MECDM Training Committee conceded that SIG to provide scholarship for SINU students and provide same allowance packages given to USP students or any other Universities.

It was established by the two parties that SIG must fund students to do their studies in Australia, NZ & UK and provide same allowance given by AUSAID, NZAID &

Annex 2

Time	Description	Speaker	Facilitator
1:00-1:30	Registration & Afternoon Tea		Secretariat
1:35- 1:40	Opening Prayer	Ms. Wendy Wara	Secretariat
1:40- 1:45	Welcome and Opening Remarks	Ms. Azusa Kubota	Secretariat
1:45 – 2:15	Tabling of Minute (2015)	Mr. Rockson Orelly	Secretariat
2:15 - 2:30	SIMCAP Project Progress and Challenges	Mr. Rockson Orelly	Secretariat
2:30 – 2:50	Review and Adopt Annual Work Plan for 2016	Mr. Rockson Orelly	Secretariat
2:50- 3:10	Project Implementation Plan 2016	Mr. Rockson Orelly	Secretariat
3:10 – 3:20	Open discussion and AOB	Ms. Azusa Kubota	Secretariat
3:20 – 3:30	Closing remarks	Chanel Iroi (UST)	Secretariat
	Closing Prayer	Mr. Rockson Orelly	Secretariat