**UNPBF PROJECT TECHNICAL WORKING GROUP (TWG) MEETING MINUTES**

**MEETING # 1**

**Date:** 31ST January 2018

**Venue:** Mendana Hotel

**Time:** 10:00 am – 12:00 pm

**Present: -**

1. Mr. Reuben Lilo – Director MNURP
2. Mr. Morris Maitangi – Deputy Director MNURP
3. Ms. Pauline Soaki – Director MWYCFA
4. Mr. Agus Wandi – UNPBF Project Manager
5. Ms. Audrey Manu – UNWomen/ UNPBF Coordinator
6. Mr. Erick Hale – UNPBF Project M&E Officer
7. Ms. Sandra Barrows – UNPBF Communications Officer
8. Ms. Mevalyn Atu – Programme Assistant

**Agenda: -**

1. Presentation of UNPBF Project Phase II Outcomes and Outputs
2. Presentation of UNPBF Annual Work Plan (AWP) 2018
3. Facilitation of discussions on UNPBF Project activities as per the AWP 2018

**Purpose of the TWG Meeting: -**

* The TWG meeting was held purposely to deliberate on the UNPBF Project AWP 2018. This is to ensure that members of the TWG provide valuable input and technical advice in areas of strategic importance to the project.

**Presentations of UNPBF Project Outcomes and Outputs**

1. Opening prayer was made by Ms. Audrey Manu
2. Agus Wandi welcome and appreciate all governmental partners and project staff for making all efforts to attend the first Technical Working Group Committee meeting. In his remarks, he highlighted that the TWG was established based on recommendations from the MNURP during the last project board meeting in 2017. In addition, he mentioned that the TWG will ensure to meet once a month this year to provide guidance and advice on the implementation of all project activities.
3. Mr. Wandi also shared with TWG in his opening remarks that on the 28th February 2018 UNPBF Phase 2 will be officially launched at the Heritage Park for which PM Rick Hou has consented to attend
4. Mr. Wandi made two presentations: -
   * He made presentation on the UNPBF Project Outcomes and Outputs – In his presentation he highlighted that the project has two outcomes and various outputs. In addition, he mentioned that the project has two parts (1) focusing on conflict causes and triggers (2) Implementation of peacebuilding activities at the provincial level thus engaged provincial governments, community leaders, women and youths in all peacebuilding efforts in the provinces.
   * He also made presentation on the UNPBF Project AWP 2018, highlighting the activity results areas and specific activities to be implemented towards achieving the project’s stated outcomes and various outputs.

**From the presentations, discussions were initiated and the following were discussed: -**

1. Discussions were made regarding implementation of key activities for this year, 2018. Ms. Soaki of MWYCFA mentioned that she would want to see budget estimates put against activities in the AWP to aid them in their planning and budgeting for their respective departments within MWYCFA. This call was supported by the Mr. Lilo of MNURP.
2. However, it was explained by Mr. Wandi that now it is only proper that the TWG identify activities that are possible to implement this year (2018). Once these activities are identified and assigned to respective governmental ministries, then budget estimates can be put against them.
3. All agreed with the call therefore activities were assigned to the respective government ministries during the meeting for implementation this year.
4. In addition, all agreed that the UNPBF project team will work on budget estimates for each activity assigned and circulate to MNURP and MWYCFA and other governmental partners and stakeholders for their annual planning and budgeting purposes.
5. At the closure of the meeting Mr. Erick Hale highlighted the importance of documenting activity reports which is essential for informing the project’s progress reports on quarterly, six monthly and annual bases. Reports are to be send to a central location whereby they a processed and analyzed to inform decision making.

**Action Points**

* Based on the discussions on project activities, the UNPBF Project team will ensure to put budget estimates against activities agreed upon to be implemented in 2018 – ***Mr. Agus Wandi and Ms. Audrey Manu***
* Once the budget estimates are done, the AWP 2018 will be circulated to MNURP and MWYCFA – ***Mr. Agus Wandi***
* ToR for National Task Force Committee to be developed ***-Yet to decided***
* Next TWG meeting will be held one months from now. A date, time and venue will be set and communicated to all TWG members – ***Mr. Agus Wandi and UNPBF Project Team***

Closing Prayer was made by Mr. Lilo

**Meeting End at 12:00 pm, 31st January 2018**

**UNPBF Project Manager:** Mr. Agus Wandi

**Signature:** **Date:** / /