

UNITED NATIONS PEACEBUILDING FUND PROJECT STAFF MEETING MINUTES

Date: 3rd November 2016

Venue: UNDP Conference Room

Time: 10: 00 am

Agenda: -

1. Internal planning meeting for Kwaio Dialogue
2. AOB

Attendees: -

1. Alice Piko Fakarii – Deputy Project Manager UNPBF Project
2. Brian Lenga – National Peace and Development Advisor/ Consultant UNPBF Project
3. Erick Hale – M&E Research Officer UNPBF Project
4. Linda Manele – Finance Assistant UNPBF Project
5. Mevalyn Atu – Project Assistant UNPBF Project

Purpose of the Meeting: -

- To discuss logistical arrangements for the Kwaio dialogue

Welcome and Introduction of meeting

1. The meeting was opened with a word of welcome from the Alice Fakarii, Deputy Project Manager UNPBF
2. Agenda was Introduced by Alice Fakarii

Discussions and Action Points

1. 11 people will travel to Malaita via Auki for the Kwaio dialogue. The team will comprise of 6 members representing the Kwaio people, 4 staff from MNURP and 1 staff from the UNPBF Project
2. The Project Assistant (Mevalyn) and Finance Assistant (Linda) to ensure all UNDP procurement processes/ SOPs and other relevant procurement processes are followed and all bookings and return air tickets for Honiara – Auki – Honiara made
3. Procurement arrangements to be made for Erick Hale to travel with the team. He will be responsible for cash advance for the Kwaio trip and ensures that all acquittals made as per the UNDP acquittal processes/ SOPs upon return
4. A field trip report will be compiled and submitted by Erick based on observations made during the Kwaio trip.

Date:

4/11/2017


Mr. Agus Wandil Project Manager UNPBF