

Minutes of the Project Board meeting of *Supporting Decentralisation of Public Administration Through Effective Delivery of Public Service at Municipal Level*

<b>Project Name:</b>	Supporting Decentralisation of Public Administration Through Effective Delivery of Public Service at Municipal Level		
<b>Date of Meeting:</b>	27-Apr-21	<b>Time:</b>	10.00-11.00
<b>Chair:</b>	<b>Mr. Belarmino Filomeno Neves</b> DG-Administrative Decentralization, Ministry of State Administration <b>Mrs. Lazima Onta-Bhatta,</b> Deputy Resident Representative UNDP Timor-Leste	<b>Location:</b>	Ana Lemos Conference Room, UN House Caicoli, Dili Timor-Leste

Attendees		
Name	Title	Organization
Mr. Belarmino Filomeno Neves	Director-General, Administrative Decentralization	GoTL (MSA)
Mrs. Lazima Onta-Bhatta	Deputy Resident Representative	UNDP
Ms. Hanul Park	Deputy Country Director	KOICA
Mr. Zeferino Soares dos Santos	President of Municipal Authority of Bobonaro	GoTL (Municipal Authority of Bobonaro)
Mr. Eduardo Filipe Ximenes	Director of Planning	GoTL (Municipal Authority of Baucau)
Mr. Yunchan Kim	Head of Democratic Governance Unit	UNDP
Mr. Bernardino Pereira	Project Manager	UNDP
Ms. Geovania Guterres Ornai	Monitoring & Evaluation and Reporting Officer	UNDP
Ms. Delfina Ferreira	Admin/Finance Associate	UNDP
Ms. Ebba Nygren	Programme Associate	UNDP
Mr. Rui Ximenes	Municipal Coordinator – Baucau and Lautém	UNDP

Ms. Yeseul Lee	Young Professional	KOICA
Ms. Etelvina Santos	Director-General - Administrative Decentralization Staff	GoTL (MSA)

<b>Meeting Agenda</b>	
<b>Topic</b>	<b>Responsible</b>
1. Opening remark from the Deputy Resident Representative of the UNDP Timor-Leste	Ms. Lazima Onta-Bhatta, UNDP Deputy Resident Representative to Timor-Leste
2. Opening remark from the Director-General of Administrative Decentralization	Mr. Belarmino Filomeno Neves DG-Administrative Decentralization Ministry State Administration
3. Presentation of the Results and Achievements, and Decision for Project Closure	Mr. Bernardino da Costa Pereira National Project Manager KOICA Decentralization Project
4. Discussion and Decision	Chair and Co-Chair
5. Closing remark from the from the Deputy Resident Representative of the UNDP Timor-Leste	Ms. Lazima Onta-Bhatta, UNDP Deputy Resident Representative to Timor-Leste
6. Closing remark from the Director-General of Administrative Decentralization	Mr. Belarmino Filomeno Neves DG-Administrative Decentralization Ministry State Administration

<b>Key Decisions made at the Project Board Meeting</b>
<ul style="list-style-type: none"> <li>- The project has been successful and can be officially closed</li> <li>- The remaining assets (1 Toyota Prado car and 2 Motorbikes with zero depreciation values) are to be transferred to the UNDP Country Office.</li> </ul>



### Discussion/Decision and Action

#### Agenda 1:

UNDP Deputy Resident Representative (DRR) opened the meeting by expressing her appreciation of all participants present and outlined the purpose of the meeting: to celebrate the achievement of the project and to make a decision regarding its closure.

The DRR stated that the topic of local development is central to the UNDP, as the driver to make communities empowered and resilient, especially in a democratic context.

The DRR assured the project board that although the project is ending, the support to strengthening decentralization and local development continues through the UNDP's projects funded by the European Union and the Government of Timor-Leste.

The DRR highlighted that the key lessons learned from this project is the success of the participatory methodology used - engaging community members in the entire process was constructive, gender-responsive and sustainable – and mentioned that the 5-year Municipal Strategic Development Plan developed under the project is an example of good practice.

The DRR reminded the project board that this closure meeting is in accordance with the UNDP's procedures and that the financial figures are provisional as the UNDP's financial report are not yet finalized.

The DRR ended by thanking Mr. Belarmino Filomeno Neves (DG-Administrative Decentralization) for his leadership in driving the project forward, as well as the President of Municipal Authority of Bobonaro and the Planning Director of Baucau for their collaboration.

#### Agenda 2:

Mr. Belarmino Filomeno Neves (the DG-Administrative Decentralization) (DG-AD) began by thanking the UNDP and KOICA for the great partnership in supporting the local development programme and decentralization strategy in Timor-Leste. The DG-AD thanked the local authorities for their cooperation, stressing that local development and decentralization are interchangeable in Timor-Leste's context, bringing government and public services closer to the people.

The DG-AD noted the project aligned with the Government priorities on decentralization, as shown through its commitment to implementing decree law no. 3/2016 on the Structure of the Administrative Municipalities, Municipal Authorities, and Inter-Ministerial Technical Groups for the Administrative Decentralization. The DG-AD added that stronger municipalities can promote a

<p>more careful and rational use of human and financial resources by monitoring investment and coordinating with local communities.</p> <p>The DG-DA ended his remark by thanking the People of Korea through KOICA for their generous support and stated that the Ministry of State Administration, particularly the Directorate General of Administrative Decentralization, and welcome future support and collaborations with the UNDP and KOICA.</p>		
<p><b>Agenda 3:</b> Mr. Bernardino Pereira, the National Project Manager (NPM), made a brief presentation on the project, including its phases, results/achievements, lesson learned, and financial summary from 2018 to 2020.</p> <p>Before ending his presentation, the NPM asked the PB to decide on the project closure and the project's assets (1 Toyota Prado car and 2 units of Motorbikes with zero depreciation values) and consider the possibility of transferring these assets to the KOICA funded project within UNDP.</p> <p>The NPM closed his presentation by displaying two videos produced by the project team showing the results and achievements of the project.</p>		
Topic (Discussion)	Decision and Actions	Responsible person for action
<p><b>Agenda 4.</b> The President of Municipal Authority of Bobonaro took the opportunity to thank the UNDP and KOICA for the project, particularly in the development of the Municipal Strategic Development Plan (2019-2023) and the construction of water system in Marobo, Bobonaro, adding that the community members are extremely thankful for the water system because they no longer have to spend a long time collecting clean water. The President of Municipal Authority of Bobonaro hopes that the great partnership with the UNDP and KOICA will continue to provide support and assistance to the Municipality of Bobonaro in meeting the needs of the communities.</p>	<p>The UNDP DRR asked the participants about the assets. There was no objection to the proposed transfer of the assets to the KOICA funded Projects.</p>	<p>Project Manager and Admin/Finance Association</p>

	<p>KOICA's Deputy Country Director took the opportunity to congratulate the project team and expressed her appreciation towards the partnership and collaboration with the UNDP, the MSA, and both Municipal Authorities.</p> <p>The Deputy Director was impressed by the project's achievements and impact, particularly because of the project public participatory consultations, and by the communities' ownership, noting that they create rules and guidelines to ensure the functionality and sustainability of the water system.</p> <p>Responding to the DG-DA's remark on decentralization and local development being interconnected, the Deputy Director agreed, stating that local development can only happen with decentralized governance and service delivery, which is why 90% of KOICA funds prioritize municipalities outside of Dili.</p> <p>The Deputy Director declared that KOICA is pleased to know that the EU is supporting the current Decentralization project, and highlighted that KOICA continues to support decentralization in Timor-Leste through the ACCESS project (Accelerating Clean Energy to Reduce Inequalities).</p> <p>The Deputy Director ended her comments by requesting the UNDP, the DG-DA, and the Municipal Authorities to participate in the Final Evaluation, including the Anti-Corruption and Election projects which are under the KOICA Governance Funded project. It will be conducted in July/August this year, after the UNDP submit the final report.</p> <p>The DG-DA also mentioned the opportunity to scale-up this exercise to other municipalities that also struggle to access clean water, particularly in Aileu and Ainaro. Hopefully, future partnership could consider that.</p> <p>The UNDP DRR responded to by saying that the UNDP will be happy to expand this exercise to other municipalities if funding is available from</p>
--	---

	<p>Development Partners and the Government of Timor-Leste. In this opportunity, the UNDP DRR shared with the PB the UNDP's ongoing projects focused on community infrastructure. For instance, a project funded by KOICA Indonesia in Atauro, Bobonaro, and Manatuto, and projects funded by the Government of RAEOA (Oe-Cusse) and Green Climate Fund.</p> <p>The DRR continued to say that projects like this also contribute to local employment, including women's employment, as communities are encouraged to be employed in the construction.</p> <p>Finally, the UNDP DRR reiterated the lesson learned – the value of the participatory approach. The DRR reassured that the UNDP will apply it in ongoing initiatives, also encouraging the government to do so.</p> <p>Representing the Municipal Authority of Baucau, who joined remotely from Baucau, the Director of Planning thanked the UNDP and KOICA. This great cooperation has resulted in the revision and launching of the Municipal Strategic Development Plan (2019-2023) in October 2019. The Municipal Authority of Baucau was also thankful for the construction of the water system in Quelicai, Baucau, despite challenges in getting fully cooperation from some community members.</p> <p>The Municipal Authority of Baucau ended by stating that he welcomes other great opportunities to cooperate in the future.</p> <p>Before closing the meeting, the PB agreed that the project achieved its intended results, rendering it successful both in impact and in use of resources. The project also received positive feedback from both central and municipal stakeholders, as well as from the community. The DRR reminded the PB that the UNDP is working on the final report and will be happy to support the evaluation process.</p>
--	--



Finally, the DRR closed the meeting by once again thanking KOICA for their support, the DG-AD for his leadership, both Municipal Authorities for their collaboration, and the UNDP colleagues for a successful project.

<b>Prepared by: Bernardino da Costa Pereira (Project Manager)</b>		
Approved by:		
<b>Hanul Park</b> Deputy Country Director KOICA Timor-Leste	<b>Belarmino Filomeno Neves</b> DG of Administrative Decentralization Ministry of State Administration	 <b>Lazima Onta-Bhatta</b> Deputy Resident Representative UNDP Timor-Leste