

**Ministry of Public Utilities and Infrastructures and
United Nation Development Programme**

Facilitation of the Achievement of Sustainable National Energy Targets of Tuvalu
- Board Meeting, 7th December, 2018

Minutes

Date: 7th November, 2018

Venue: PMH Conference Room

Chair: Co-chaired by Mr Kevin Petrini Team Leader RSD, UNDP and
Ms Siemai Apinelu, Assistant Secretary Ministry of Public Utilities and Infrastructures.
MPUI

Time: 9.00 am -1.30pm

Present:

- 1) Mr Kevin Petrini Resilience and Sustainable Development Team leader UNDP, Fiji
- 2) Mr.Thomas Jenzen Energy Specialist Advisor UNDP, Fiji
- 3) Ms.Siemai Apinelu Assitant Secretary (MPUI) Ministry of Public Utilities and Infrastructures
- 4) Ms.Seveleni Luka, United Nations Coordination Officer, Tuvalu
- 5) Ms.Asita Molotii, Director of Gender Affairs Department, Office of the Prime Minister
- 6) Mr. Taualo Penivao, Funafuti Kaupule Secretary
- 7) Ms.Theresa Drecala TANGO Coordinator
- 8) Mr.Mafalu Lotolua TEC Manager, MPUI
- 9) Mr.Puafolau Galiega Ag Director of Energy Department
- 10) Mr. Ioane Timao, Local Government Officer, Department of Rural Development
- 11) Mr.Soseala Tinilau Director of Environment, Ministry of Foreign Affairs Trade, Tourism, Environment and Labour
- 12) Mr.Paul Petueli Recovery officer, Development Bank of Tuvalu
- 13) Ms.Tinai Kepa FASNETT Project ,Finance and Administrative Associate, Tuvalu
- 14) Ms.Sulufaiga Uota FASNETT Project Manager, Tuvalu

KEY DISCUSSIONS;

1. The Inception Workshop review of Project Results Framework and Risks Log Framework.

The discussion was based mainly on the Project Results Framework for which data has been changed for baseline due to records were picked two years prior implementations of

project. And all changes were taken note and for Board members to approve once minute is circulated. Annex 1.

2. Progress Report

Acceptance of the progress report by the board members with Chair lady suggested for a clearer financial report on Power Point in next progress report/s.

3. Annual Work Plan 2019

After the Annual Work Plan 2019 activities were read out, comments were made for the Work Plan to be more ambitious so PMU need to work on it and send to board members for approval.

AOBs discussed and approved

1. The board meeting papers should be ready for board members one week before the meeting.
2. A proposal for the Finance and Administrative Associate pay to be raised from L4-1 to L3-1 of Government of Tuvalu Salary Structure, this is to secure the staff in the position as experience from other projects; the issue of staff turnover delays the implementations of activities. It was approved by the board members and Chair lady (AS in the MPUI) suggests for Ag. Director for Energy to look into this issue as of why the salary level was allocated for this position at the first place to support the approved discussed issue as she understands that in the context of the Government. At this level of work, the Salary level being awarded to this position is in line with the work load the position's holder bore.
3. General reminders from stakeholders;
 - Home Affairs; every trip to communities on the outer-islands Department of Rural Development (DRD) should be consulted before proceeding with project trips.
 - Tuvalu Non-Government Organisations (TANGO) and Gender Affairs Department (GAD) kindly reminding the project's PMU, to work in partnership with them during the course of the project.
 - The Director for Gender Affairs Department; women should be encouraged to involve in Energy related work or activities and the Energy Department as well as TEC to involve with RE skills in their works.
The Solar Mama trained women can't be employed at the moment according to the TEC's General Manager, the works required for Solar PVs are installations work which requires climbing of a ladder. However it is obvious that these women are quite big, and most likely they are unable to make it to the third step to the bottom of the ladder. Therefore their skills are not utilized as yet.
4. Island communities have Island Strategic Plan (ISP). It is approved that the project should work closely with the Island communities when there are similar activities in ISPs and Project Outcomes. Additionally if there is a need for the project to support the stipulated activities in the ISPs, it should be considered given the approval of the board

members. Therefore DRD shall provide copies of ISPs and Action Plan to PMU to serve the purpose of this need.

5. Honorarium allowance for the board members during board meeting at the sum of \$50.00 per member per sitting.
6. A concern was raised in relation with Energy Efficiency Equipment to enable our locals to own. Due to high cost of the EE appliances in Tuvalu. GoT to waive its custom duties on these goods in order for the selling price more affordable to our people (those who do not have permanent income).

General Reminders;

Kevin Petrini; it is highly recommended that progress report/s should be submitted 10th day of the following month after the quarter in due time in order to avoid the delay in transfer of money for the following quarter.

The money should be all remitted to Tuvalu for each quarter.

Thomas reminds the board, office for the Project's PMU should be ready and staff to move in as soon as possible. In addition, the TOR for the board members to be tabled next board meeting for endorsement.



Siemai Patiale Apinelu
Chairlady/ Assistant Secretary
Ministry of PUI

Kevin Petrini
Team Leader RSD
UNDP