

**United Nations Development Programme**  
**Country: Federated States of Micronesia (FSM)**  
**Project Document**

**UNDAF Outcome(s):** National governance systems exercise the principles of inclusive good governance, respecting and upholding human rights; and resilient Pacific island communities participate in decision-making at all levels.

**Expected CP Outcome(s):** FSM demonstrates and upholds the Forum 2.1 Principles of Good Leadership and Accountability and participatory decision making is enhanced and FSM is aware and protects human rights and makes available indicators to claim them.


**Expected CPAP Output(s):** Improved capacity of national parliaments to enable the efficient and effective performance of oversight, accountability, legislative, representative functions and roles including improved capacity for equitable representation and participatory democracy through civic and human rights education

**Implementing partner:** Office of the Hon. Speaker of the FSM Congress

**Responsible Parties:** UNDP Multi-Country Office based in Suva, Fiji

Programme Period:	Jan-Dec 2008
CPAP Programme Component:	- 3103/09
Project Title:	PA Project for FSM
Atlas Award ID:	TBC
Start date:	January 2008
End Date:	December 2008
PAC Meeting Date:	10 February 2008
Award : 00049529	
Project ID : 00060471	

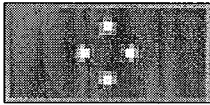
Estimated annualized budget:	TBC
Total resources required:	68,981
Total allocated resources:	
• Regular	13,981
• DAS	5,000 - not entered in Atlas Award.
o Pacific Centre	TBC
o Bangkok Centre	TBC
o GTTF	40,000
o Government	In-Kind = 43,981 (2008 Award)
Unfunded budget:	
In-kind Contributions:	

  
 Agreed by Speaker of FSM Congress  
 For Implementing Partner

Date: 9/30/08

  
 Agreed by UNDP Resident Representative  
 For UNDP

Date: 9/10/08



Government of the Federated States  
of Micronesia

United Nations  
Development Programme Fiji  
Multi-Country Office

## PREPARATORY ASSISTANCE PROJECT ON THE STRENGTHENING OF THE FSM CONGRESS AND STATE LEGISLATURES

### Narrative

The Federated States of Micronesia is an independent country in free association with the United States. The FSM comprises 4 states, namely Koarae, Pohnpei, Chuuk and Yap. It spreads approximately 3 million miles across the northern Pacific Ocean. The country has a unique political structure and system of government, a mixture of the British and US models. The National Government comprises the Legislature (Congress), the Executive, and the Judiciary, each with separate powers. The Congress is unicameral, with 14 Senators. Each state has an elected Governor, a Lieutenant, elected Legislature and a state court. Traditional leadership also plays a vital role both in National and State governance structures and systems. In particular the State of Yap has the Council of Traditional Chiefs as the fourth branch of the government.

Because of the unique composition of its political framework, any form of assistance to the Congress and the state Legislatures has to be based on sound understanding of their respective functions, political and fiscal relationships and respective capacity development needs. This Preparatory Assistance project is designed to enable UNDP in partnership with the Congress of FSM and Legislatures to identify key areas where targeted capacity development is required to support the Senators and Legislators carry out their important Constitutional roles. The Project is expected to deliver the following three key outputs: (i) a diagnostic study known as a Legislative Needs Assessment that will assess and document the capacity building needs of the Members of the Congress and possibly State Legislatures; (ii) an Orientation workshop for Members of the Congress at national and possibly Legislators at the State level, to be conducted following the upcoming national elections; and (iii) the design of a Legislative support package for FSM. Project design exercise will involve important stakeholders including Members of the Congress, State Senators, the Congress and State Legislative Secretariat, senior government officials and development partner who will be invited participate in workshops/meetings where recommendations of the LNA and capacity assessment study will be jointly validated and prioritized. Proposed outputs and activities, including costs and identification of partners for a consolidated legislative support package for FSM will be drawn from consensus reached during the workshop/meetings.

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**Expected CPAP Output(s):** Improved capacity of national parliaments to enable the efficient and effective performance of oversight, accountability, legislative, representative functions and roles including improved capacity for equitable representation and participatory democracy through civic and human rights education.

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Estimated annualized budget:	TBC
Total resources required:	68,981
Total allocated resources:	_____
• Regular:	13,981
• DAS:	5,000
o Pacific Centre:	TBC
o Bangkok Centre:	TBC
o GTTF:	50,000
o Government:	In -Kind
Unfunded budget:	_____
In-kind Contributions:	_____

Date:

Agreed by Speaker of FSM Congress  
For Implementing Partner

Date:

Agreed by UNDP Resident Representative  
For UNDP

I. ANNUAL WORK PLAN BUDGET SHEET

YEAR: 2008

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount
<p><b>Output 1</b> Legislative Needs Assessment for Federated States of Micronesia completed</p> <p><b>Baseline:</b> No LNA conducted at the national and state level Limited understanding of the Needs of FSM National Congress</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Consultant recruited and LNA report produced and submitted to UNDP MCO.</li> <li>2. LNA report provides practical and meaningful recommendations to guide and inform the project formulation process.</li> </ol> <p><b>Targets:</b> FSM Men &amp; Women effectively contributing to accountability and oversight through improved parliamentary</p>	<p><b>Activity 1.1 Results</b> Legislative Needs Assessments Completed for Congress only</p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. LNA TORs drafted and advertised</li> <li>2. Consultant recruited and contracted through SSA modality</li> <li>3. In country mission and logistical arrangements for consultant to undertake LNA study.</li> <li>4. LNA reports received from consultant and approved by UNDP.</li> </ol>	✓	✓			UNDP MCO		13,981
						DGTTF		10,000

50 DGTTF - LNA + Scoping - travel (2008) 40-consultant  
 13,981 - vehicle - travel  
 \* 5,000 - 10114X / App + maintenance - travel  
 - workshop

<p>functions</p> <p><i>Related CP outcome: 1 &amp; 3</i></p> <p><b>Output 2:</b> <b>Orientation Workshop for Senators conducted</b></p> <p><i>Baseline:</i></p> <ol style="list-style-type: none"> <li>1. <i>Absence of training needs assessment for Senators.</i></li> <li>2. <i>Absence of a forum for members to share ideas and discuss their important roles and responsibility</i></li> </ol> <p><i>Indicators:</i></p> <ol style="list-style-type: none"> <li>1. <i>Orientation Workshop Conducted</i></li> <li>2.</li> </ol> <p><i>Targets: FSM Men &amp; Women effectively contributing to accountability and oversight through improved parliamentary functions</i></p> <p><i>Related CP outcome: 1 &amp; 3</i></p> <p><b>Output 2</b> <b>Participatory Project design exercise completed</b></p> <p><i>Baseline :</i></p> <ol style="list-style-type: none"> <li>1. <i>Limited understanding of the capacity building needs of</i></li> </ol>	<p><b>Activity 2 Results</b> <b>Orientation Workshop for national and state Senators successfully conducted and completed</b></p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. TOR for Lead Facilitator drafted and advertised.</li> <li>2. Lead facilitator recruited and contracted through SSA contract modality and briefed on workshop outputs and deliverables as per (TOR)</li> <li>3. Lead facilitators and experts suggested by FSM Senators consulted</li> <li>4. Workshop Facilitation Team Assembled in Palikir and briefed on Programme</li> <li>5. Orientation Workshop members of the FSM Congress</li> </ol> <p><b>Activity 2.1 Results</b> <b>A 3 – 4 year participatorily formulated Legislative Support Package for FSM is drafted and approved within UNDP and Governments of Federated States of Micronesia (FSM).</b></p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Capacity Assessment conducted for Congress and Legislatures</li> <li>2. Stakeholders Roundtable Workshops conducted in</li> <li>3. LNA Report finalized, printed and Disseminated to National Congress</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>UNDP MCO, Office of the Speaker/Clerk at the National and State Levels, consultant, and Regional Resource Persons</p> <p>UNDP MCO, Office of Speaker of Congress</p>	<p>GTTF</p> <p>GTTF</p>	<p>Consultancy costs, DSA and Travel</p> <p>Logistical cost National Congress</p>	<p>25,000</p> <p>15,000</p>
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<p><i>state and national parliaments</i></p> <p>2. <i>Targeted support had not been provided for Senators and the Parliamentary congress.</i></p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. <i>Project document formulated and resources mobilised</i></li> <li>2. <i>Stakeholders understand scope and focus of project.</i></li> <li>3. <i>Cost sharing agreements, MOUs and timelines for implementation finalised.</i></li> </ol> <p><b>Targets:</b> FSM Men &amp; Women effectively contributing to accountability and oversight through improved parliamentary functions</p> <p><i>Related CP outcome: 1 &amp; 3</i></p>	<p>and States Government Senators</p> <ol style="list-style-type: none"> <li>4. Workshops venues arranged and logistical arrangements for participants finalized</li> <li>5. In country mission to be led by UNDP MCO to discuss, validate and prioritise recommendations of the LNA.</li> <li>6. Design of a 3 years Project document</li> <li>7. Building Partnerships and mobilisation of resources.</li> </ol>					
<p><b>Output 3</b></p> <p><b>Monitoring and Final Evaluation conducted in accordance with Programme and Project Management Guidelines, lessons learnt codified for future reference</b></p> <p><b>Baselines:</b></p> <ol style="list-style-type: none"> <li>1. <i>No financial and narrative reports</i></li> <li>2. <i>Results, issues and risks log have not been recorded</i></li> </ol>	<p><b>Activity 4.1 Results</b></p> <p><b>Project Results, Issues and Risks tracked and monitored in ATLAS</b></p> <ul style="list-style-type: none"> <li>▪ <b>Actions</b> <ol style="list-style-type: none"> <li>1. Quarterly Narrative and Financial reports submitted to Project Board</li> <li>2. Quarterly Narrative and Financial reports submitted to Project Board</li> <li>3. Steering committee meetings held, workplans reviewed and revised,</li> <li>4. Quarterly narrative and financial reports prepared and distributed to project Board and MCO.</li> </ol> </li> </ul>		<p>UNDP MCO</p>	<p>UNDP DAS</p>	<p>✓</p>	<p>5000.00</p>

<b>Indicators:</b> 1. <i>Financial and narrative progress reports and TTPR conducted.</i>	5. TTPR meeting conducted 6. Final Project review conducted lessons learnt provide input into follow up project					
<b>TOTAL</b>		USD		\$68,981		

- 5,000 (DAS)

63,981

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## II. MANAGEMENT ARRANGEMENTS

The project will be nationally executed by the Government of FSM. The Office of the Speaker of the Federated Assembly will be the national implementing agency and would maintain project accounts and financial responsibility. Advance equivalent to the financial needs of the project as indicated in the quarterly workplans will be provided and funds will be released to the Development Account of the Ministry of Finance. The Office of the Speaker will be responsible for the initial warrant and disbursement of funds in accordance with the workplan and the project document. Further cash advances will be contingent upon timely reporting of expenditure by Office of the Speaker to the UNDP office in Suva, Fiji.

The Speaker of the House will be the National Project Director (NPD) and will work in conjunction with the Office of Speakers at the national Legislative Assemblies. Country office service will be sought for the recruitment of consultants using the “**Request for Direct Payment**” modality. Extra administrative costs accruing to the UNDP Suva Office will be reimbursed on the basis of the Universal Price List. An Audit will also be conducted at the request of the UNDP Office in Suva by the Office of the Auditor General of FSM. Costs for the audit will be met by the Government and will be considered as in-kind contribution.

A Project board outlined below is responsible for ensuring that project finance is accountably managed and results are delivered in an efficiently and effectively manner. It will be responsible for building consensus around project strategy for the achievement of planned results and support the and would be used to a mechanism for leveraging partnerships and mobilisation of resources for the multi year project making consensual management decision concerning project issues or risks and provides advice and guidance when required by the Project Manager. Approval of project budget revisions and approval of AWP is also a key role of the project board. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. This group is consulted by the Project Manager for decisions when PM tolerances (i.e. constraints normally in terms of time and budget) have been exceeded.

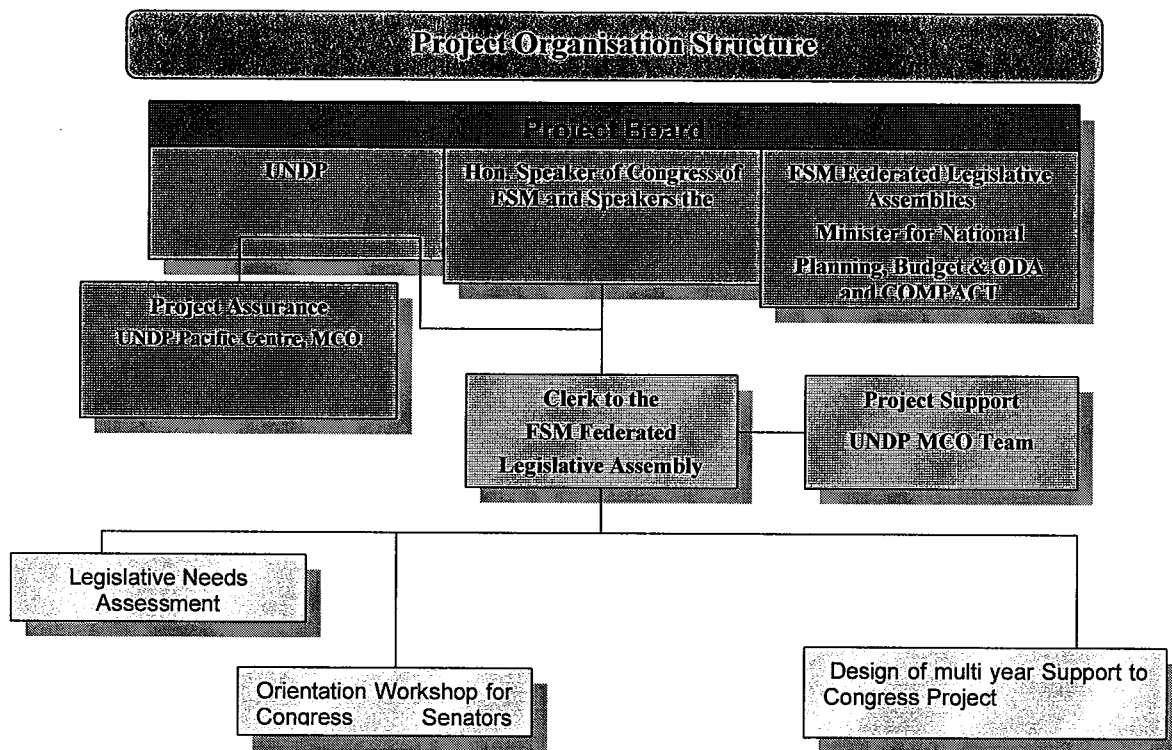
In particular, the composition of the project board is as follows:

1. The Speaker of the Congress - Executive representing the project ownership is the Chairperson of the Board
2. UNDP will represent the Senior Supplier role to provide guidance regarding the technical feasibility of the project.
3. SPOC and Foreign Affairs represents the Senior Beneficiary role to ensure the realisation of project benefits from the perspective of project beneficiaries.

The Government and UNDP must always be present in the project board which works on a consensus basis and final decision making on project activities and accountability rests with UNDP in accordance with its applicable regulations, rules, policies and procedures.”

The Project Board will meet at least quarterly through teleconference between Suva and Pohnpei, with the first meeting to be held within a month of the approval of this project. The NPD may call for special meetings should the need arise for these. The Project Manager will prepare the Agenda in consultation with the NPD and circulate this at least two weeks in advance of the PSC meeting. He/she will also circulate the Minutes of the Meeting within two weeks after a meeting is held.





### III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

#### Within the annual cycle January – December 2008

On a quarterly basis, a quality assessment exercise shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below. An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project. A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

#### Annual Workplan and Budget

The annual workplan and budget, will serve as the primary reference documents for the purpose of monitoring the achievement of results. The NPD is tasked with the responsibility of implementing the project in accordance with these documents.

### **Monitoring Visits by UNDP Suva**

The project will be included in the UNDP Country Office Management Plan (CPMP) and will be the subject of monitoring missions undertaken by the Programme Portfolio Manager or a representative of the MCO Governance Unit during Integrated Missions to the Northern Pacific. A budget of US\$5,000 has been provided and this will be accessed by the UNDP office upon consultation and agreement of the National Project Director on the agenda for the monitoring visit of the PPM or other UNDP officials. A detailed mission report outlining project progress as well as issues to be followed will be the outcome of these missions.

Financial and Operational Progress Reports will be prepared by the project manager and signed off by the implementing agency and submitted to UNDP on a quarterly basis in accordance with the “UNDP User Guide”. These reports are required to monitor the project according to the annual work plan and will be used as the basis for the Annual Project Report (APR), which will be presented by the PM during the Tripartite Review Meeting. Any substantive changes to the budget and annual work plan will be decided upon at the Tripartite Review Meeting. Quarterly Progress Reports must be submitted to UNDP, together with the Financial Report, on the 15th day of each month following the end of the quarter. A project work plan for the following quarter will be prepared in a mutually agreed format and must be submitted together with the financial advance requested. Approval of any advance payment will be subject to the submission of these reports to UNDP for consideration. UNDP will provide feedback on the most recent progress report and other relevant reports when releasing the advance payments.

### **Tripartite Review Meeting (TPR)**

Due to the short duration of the project, a Terminal Tripartite Review meeting will be conducted at the end of the project which will be most likely held in December 2008. This TPR will include all stakeholders and will validate project results as well as appraise proposed follow up activities for the multi year support package through a LPAC meeting.

### **Local Project Appraisal Committee (LPAC)**

A multi-year Parliamentary support project document to be participatorily formulated by a consultant and UNDP will be presented to the Local Project Appraisal Committee in FSM during the TRP meeting at end of 2008. When the LNA report is available MPs and other stakeholders including representatives of state legislatures, and development partners will be invited to validate, priorities and sequence recommendations emanating from the LNA that will be incorporated into the design of a Parliamentary support package for FSM. Outcomes of the Orientation workshop will also provide some inputs into the design of the project document. The LPAC is a process which appraises the needs as well the strategy taken including budgetary requirements to support the Parliament of FSM. Following the LPAC appraisal the project document will be presented to Cabinet for endorsement.

### **Quality Management for Project Activity Results**

<b>OUTPUT 1: <i>Legislative Needs Assessment for FSM</i></b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>TBC</i>	Start Date: 1 Jan 2008 End Date: 31 Dec 2008

<b>Purpose</b>	<i>To have a meaningful understanding of the needs of the FSM Congress and Legislative Secretariat at the National and State Level. An LNA is a UNDP development tool which aims to assess the needs of the national Legislature, and propose recommendations to strengthen the law-making, oversight and representative functions of Parliament. LNAs may also suggest activities for civil society and other groups which would strengthen their interaction with the legislature. LNA informs the project design and formulation process.</i>	
<b>Description</b>	<ol style="list-style-type: none"> <li>1. <i>LNA TORs drafted and advertised</i></li> <li>2. <i>Consultant recruited and contracted through SSA modality</i></li> <li>3. <i>In country mission and logistical arrangements for consultant to undertake LNA study in FSM. Stakeholders Consultations to be done in-county at the State and National Level</i></li> <li>4. <i>LNA reports received from consultant and approved by UNDP.</i></li> </ol>	
<b>Quality Criteria</b> <i>How/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<p>The quality of our work on LNAs in FSM will be measured through the following:-</p> <ul style="list-style-type: none"> <li>• LNA completed</li> <li>• Type of Recommendations on strengthening of Parliamentary Systems</li> <li>• Type of recommendations on Strengthening of Members of Parliament</li> <li>• Type of recommendations on Civic Education</li> <li>• # of Recommendations incorporating Gender and Human Rights</li> <li>• # of recommendations incorporating poverty and MDG</li> <li>• # of LNA accepted by the Speakers in the 4 States and the National Legislative Assembly</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• MCO and Pacific Centre providing quality assurance over the work of the Consultant.</li> <li>• Review of LNA report against key objectives and expectations of LNA outlines in the LNA TOR</li> <li>• Quick survey of stakeholders opinions on the quality of the final LNA</li> </ul>	31 December 2008

<b>OUTPUT 2: Orientation Workshop conducted</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>TBC</i>	Start Date: 1 Jan 2008 End Date: 31 Dec 2008
<b>Purpose</b>	<i>Being the only Federated Legislative Assembly in the Pacific Region, the Orientation Workshop will enable elected members better understand their legislative functions at</i>	

	<i>the State and the National level. Further, given that the workshop is the first of its kind for FSM, the Orientation will facilitate forum for dialogue between elected State Members to the National Congress and enhance understanding of their important representative, legislative and oversight roles. In the medium to long term, interactions facilitated by this workshop could promote networking and exchange of development ideas between Senators, civil society and constituents. It also provides a foundation for knowledge sharing and for promoting cooperation amongst leaders. This process builds the capacity of Senators and at the same time promotes nation building and national cohesion.</i>	
<b>Description</b>	<i>UNDP will work closely with the Speaker and of National and State Legislatures to design and organize an Orientation workshop for all elected Members of the Legislatures post Elections in 2009 (if there are snap elections at the end of 2008 – Orientation workshop will take place in this year).</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
For the FSM Congress, the Project will strive to deliver an orientation workshop of international quality through the following indicators:- <ol style="list-style-type: none"> <li>1. Incorporation of Pre-Workshop &amp; Post Workshop Questioner</li> <li>2. Gender &amp; Human Rights Session incorporated into programme</li> <li>3. Poverty Reduction and MDG session incorporated into programme</li> <li>4. Constitutional framework of FSM</li> <li>5. Conflict Resolution Session incorporated into programme</li> <li>6. Interactive participatory learning</li> <li>7. Participation of national resource person into the Programme</li> <li>8. Post workshop survey</li> </ol>	<ul style="list-style-type: none"> <li>• Facilitators Report to include pre-questions and Post workshop evaluation Survey of MP's</li> <li>• Workshop Programme to include sessions on Gender, Human Rights, Poverty Reduction and MDGs, Constitutional Framework, Conflict Resolution.</li> <li>• Workshop to be delivered through a participatory inclusive approach</li> <li>• Participant observations</li> </ul>	31 December 2008

<b>OUTPUT 3: Project Scoping and Design of a Legislative Strengthening Project for all 4 States and National Legislative Assembly</b>		
<b>Activity Result 1</b> (Atlas Activity ID)	TBC	Start Date: 1 Jan 2008 End Date: 31 Dec 2008
<b>Purpose</b>	<i>To formulate a comprehensive Parliamentary Support project for FSM that documents the strategies, outputs and activities drawn from recommendations, baselines, capacity building needs and gaps identified in the LNA report and the outcomes of the LNA Validation Workshop to be convened in FSM.</i>	
<b>Description</b>	<i>This activity will involve stakeholder workshop in the FSM to validate recommendations of the LNA and CA and involve stakeholders in the project design. Involving stakeholders in validation and design process is an important consideration</i>	

<i>for building national ownership and support for the Project.</i>		
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<p>In the Design of the Legislative Strengthening Project, the quality by which activities will be measured are as follows:-</p> <ul style="list-style-type: none"> <li>• Incorporation of Civic Education and Civil Society in project strategies</li> <li>• Incorporation of Gender &amp; Human Rights in Project Design</li> <li>• Incorporation of Poverty and MDG strategies</li> <li>• Incorporation of Conflict Resolution Strategies</li> <li>• Project Management Arrangements</li> <li>• Indicators complying with UNDAF and CPAP</li> <li>• Adherence to RBM Guidelines</li> <li>• Approval by Government of the Project Design</li> <li>• Capacity Assessment Conducted</li> </ul>	<ul style="list-style-type: none"> <li>- endorsement by Internal PAC</li> <li>- endorsement of Project Design at LPAC</li> <li>- Partnerships build and resources mobilized for the 3 years Parliamentary Support Project for FSM.</li> </ul>	31 December 2008

#### **IV. LEGAL CONTEXT**

This document when signed by the Implementing Partner on behalf of the Government of the Federated States of Micronesia and with counter signature by UNDP constitutes together a Project Document.

This Project Document shall be the instrument referred to as such as I Article 1 of the Standard Basic Assistance

The following types of revisions may be made to this Project Document with the signature of Implementing Partner and UNDP provided that both parties who are signatories to the Project Document have no objections to any of such proposed changes:

- a) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the Project, but are caused by the arrangement of inputs agreed to or by cost increases due to inflation; and
- b) Mandatory annual revisions, which re-phase the delivery of, agreed project inputs or increased costs due to inflation or difference in estimated and actual costs.

ANNEX 1: RISK ANALYSIS

OFFLINE RISK LOG

Project Title:		Award ID:		Date:					
#	Description	Date Identified	Type	Impact & Probability	Countermeasure s/Mngt response	Owner	Submitted/ updated by	Last Update	Status
1	LNAs will focus only at the National Congress and not at state Legislatures due to limited funds		Financial & Operational	Text P = 2 I = Reduce focus of the initial assumption of having state LNAs as well	Focusing first on National Congress and exploring options for the inclusion of states in the future	GTU	23 Feb: 2008		
2									
3			Environmental Financial Operational Programmatic Organizational Political Regulatory Strategic Other	Text  P = I =					
4									

## **COUNTRY: THE FEDERATED STATES OF MICRONESIA**

### **Minutes of discussions**

**Project: Preparatory Assistance project for Support to the FSM Congress**

**Country Office: UNDP Fiji**

**Date: 7 February E-LPAC**

### **Email Discussions Participants:**

<b>Organisation</b>	<b>Name</b>	<b>Designation</b>
UNDP Multi Country Office	Ms. Laisa Bale	Governance Team Leader
UNDP Multi Country Office	Mr. Brian Lenga	Governance Associate
UNDP Multi Country Office	Ms. Sivou Olsson	Programme Portfolio Manager
FSM Congress	Ms. Liwiana Ramon	Chief Clerk
FSM National Government	Mr. Jackson T. Soram	Department of Foreign Affairs
FSM Congress	Mr. Lam Dang	Legal Counsel
FSM Congress	Ms. Lynn Narruhn	Special Assistant to the Speaker

### **Introduction**

On February 7 2008, an email was sent by the UNDP Fiji Country Office Governance Team Leader, Ms. Laisa Bale-Tuinamoala to Mr. Jackson T. Soram of the Department of Foreign Affairs, explaining Democratic Governance Thematic Trust Fund (DGTTF) and UNDP's corporate requirement which emphasises the importance of obtaining feedback from the FSM Government and Congress Secretariat on the DGTTF project document.

### **Summary of discussions**

1. Mr. Soram convened a meeting with Congress Staff on the 19 February 2007. Following that meeting Mr. Soram conveyed to UNDP on behalf of the FSM Congress the approval for the DGTTF project.
2. It should be noted that the Project will focus on National Congress but options for involving the State Legislatures will be explored during the LNA process

### **Local Project Appraisal Committee (LPAC) Recommendation**

- ✓ It was agreed that changes be made in the FSM project brief to reflect the comment received electronically.
- ✓ Following a meeting facilitated by Foreign Affairs with the Clerk and Congressional staff, approval for the DGTTF project was conveyed to UNDP Country Office in Suva.

Brian Lenga  
Governance Associate

Signature:

Date: