

**Minutes of the Board meeting on Enhancing Disaster and Climate Resilience in FSM  
through improved Disaster Preparedness and Infrastructure (EDCR) Project  
Department of Environment, Climate Change and Emergency Management  
10.00am November 24, 2020**

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**Present:**

**EDCR Partners**

**Embassy of Japan**

Mr. Kenji Maki	Second Secretary
Ms. Airi Iizuka	Adviser/Researcher

**Department of Environment, Climate Change and Emergency Management (DECCEM)**

Mr. Andrew Yatilman	DECCEM Secretary
Mr. Antholino Neth	Assistant Secretary, Emergency Management
Mr. Michael Yarofaitaor	Deputy Assistant Secretary, Response and Recovery Unit
Mr. Gordon Cornelios	Program Manager and Public Assistant
Mr. Skiis Dewey	IT Manager

**Kosrae State Government**

Mr. Hairom Livaie*	Director, Department of Transportation, and Infrastructure (T&I)
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**Chuuk State Government**

Mr. Kembo Mida*	Chief Executive Officer, Chuuk Public Utility Corporation
Ms. Leialoha Shirai*	Chief Financial Officer, Chuuk Public Utility Corporation
Mr. Wilfred Robert*	Director, Emergency Management Center

**Pohnpei State Government**

Mr. Patrick Carl	Director, Department of Public Safety
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**UNDP**

**UNDP MCO Fiji**

Mr. Kevin Petrini *	Deputy Resident Representative a.i.
Ms. Nasantuya Chuluun *	Operations and Implementation Specialist
Ms. Yoko Ebisawa*	Project Manager
Ms. Shivani Devi*	Finance Officer
Ms. Ana Beramaisuva*	Project Assistant

**UNDP FSM**

Anthony de la Cruz	Country Project Coordinator
Victorina Loyola	Procurement and Logistics Officer

\*virtual attendance

**1.0 Agenda Item 1: Welcome and Prayer**

- 1.1 Kevin Petrini, the Chairperson, on behalf of the UNDP Pacific Office Resident Representative, expressed gratitude and welcomed all the participants.
- 1.2 Skiis Dewey from DECEM led the opening prayer.

**2.0 Agenda Item 2: Adoption of Agenda**

- 2.1 The Chairperson presented the meeting agenda items, which consisted of the following:

10:00 – 10:20	1. Welcome and Prayer
	2. Adoption of Agenda
	3. Review and Confirmation of Previous Meeting Minutes
	4. Matters Arising
10:20-11:30	5. Presentation of project progress
	6. Revised Annual Work Plan for 2021 and revised project timeframe
11:30-12:00	7. Any other business and next steps
	• Review of key agreements and recommendations
	• Scheduling of the next PB meeting
	8. Closing Remarks
12.00	9. Lunch

- 2.2 The meeting participants confirmed the agenda with no further additions.

**3.0 Agenda Item 3: Review and confirmation of previous meeting minutes**

- 3.1 Participants reviewed and discussed the previous Project Board meeting minutes and adopted the minutes.

**4.0 Agenda Item 5: Matters Arising**

- 4.1 No matters arising discussed.

**5.0 Presentation of Project Progress by Anthony De La Cruz (please refer to presentation attached)**

Anthony De La Cruz, UNDP Country Project Coordinator, presented the project progress. Relevant documents were shared with board members via email prior to meeting and were also provided on the day of the meeting.

### **Discussions**

- 5.1 The allocation of USD 20,000 for Chatty Beetles has been set aside as contingency for pending procurement (i.e., procurement of radio, construction of NEOC and PSEOC) following the cancellation of the said activity upon the request of Eden Skilling of the FSM Weather Service Office. Secretary Andrew Yatilman of DECEM inquired if the amount could instead be used to procure equipment for the broadcasting station in Yap. The broadcasting station requested for support in the past, but the request could not be accommodated.
- 5.2 UNDP Project Manager Yoko Ebisawa thanked Secretary Yatilman for his comment and suggested to wait approximately until the first quarter of 2021 when the EDCR Project will know the actual cost of the pending procurements (such as radios or construction of EOCs) and will therefore be in a position to say whether the contingency may be used for a new activity (i.e., equipment for broadcasting station). Secretary Yatilman agreed to the suggestion.
- 5.3 Chairman proposed to the board to approve the cancellation of the chatty beetles. Secretary Yatilman moved to approve the cancellation, and Anthony seconded.

### **6.0 Presentation of Annual Work Plan 2021 and Revised Project Timeframe by Yoko Ebisawa (please refer to presentation attached)**

Yoko Ebisawa presented the Annual Work Plan 2021 and revised project timeframe and requested for the endorsement of the board to request the Government of Japan a one-year no-cost extension until March 2022, due primarily to the delays occasioned by the COVID-19 pandemic.

### **Discussions**

- 6.1 Secretary Yatilman of DECEM said it made sense to request for an extension given the COVID-19 travel ban in FSM, and the difficulties posing on the project management team. He recalled that the EDCR Project was meant to be implemented only within a year, but this was unrealistic from the very beginning, and said he hopes that the Embassy of Japan will support the request.
- 6.2 Second Secretary Kenji Maki of Japan Embassy responded to Secretary Yatilman, saying they are aware of the difficulties brought about by the pandemic and confirmed that the Embassy of Japan is supportive of the extension.
- 6.3 Chairman inquired if the board agrees to endorse the extension of the EDCR Project until March 2022. Secretary Yatilman moved to endorse the extension, and Anthony seconded it.
- 6.4 Following the endorsement of the extension, Kevin inquired if the board agrees to approve the Annual Work Plan 2021. Secretary Yatilman moved to approve the AWP 2021, and Anthony seconded it.

### **7.0 Any other business and next steps**

- 7.1 The following were approved by the Project Board:
  - Annual Work Plan 2021
  - Endorsement of no-cost extension of the EDCR Project from March 2021 to March 2022
  - Cancellation of Chatty Beetles
- 7.2 Chairman requested board members to share updates on the COVID-19 situation in FSM. Secretary Yatilman shared that the FSM government is working with the US government in planning a repatriation flight on 5 December 2020 for Micronesian medical referral patients,

attendants and students stuck in Guam and Hawaii. He clarified however that there are no plans to open the borders of FSM anytime soon, saying that the main challenge in FSM is the lack of medical facilities (e.g., holding rooms/isolation rooms) that can accommodate patients in case COVID19 reaches FSM.

7.3 Chairman suggested to hold the next Project Board meeting end of February to which the board agreed.

**8.0 Closing Remarks**

8.1 Secretary Yatilman thanked Chairman for presiding over the board meeting and mentioned that the meeting kept to the time agreed. He thanked the participants from Chuuk and Kosrae, and the team in Suva and the project management team in FSM. Despite the challenges of COVID-19, he recognized that there is progress and thanked everyone for the hard work. He thanked the representatives from the Embassy of Japan for the support of the Japanese people to the EDCR Project. Finally, he thanked the Pohnpei Department of Public Safety and DECEM staff.

8.2 Chairman stated that it is a true honor to work with the FSM states, national government, and the Government of Japan. He said the project management unit makes it very easy and thanked the team for the good meeting preparations. He said that with dedication and partnership, the objectives of the project can be achieved.

End of Meeting.

12-Jan-2021  
**Date**.....

*K. Petri*  
**Chairperson:** .....

Kevin Petrini  
Deputy Resident Representative a.i.,  
UNDP Pacific Office in Fiji

11-Jan-2021  
**Date**.....

*Loyola*  
**Secretary**.....

Victorina Loyola  
Procurement and Logistics Officer  
UNDP FSM