



Poverty-Environment Action

for Sustainable Development Goals



Draft Minutes of the

UNDP-UNEP Poverty-Environment Action for SDG Executive Members Meeting held virtually on
11th May 2020,

PRESENT

- Executive Members: David Osborn (Deputy Director, Ecosystems Division, UNEP) and Tim Scott (Senior Policy Advisor on Environment, BPPS, UNDP New York).
- Poverty-Environment Action Team: Anne Juepner (UNDP PEA Co-Manager), Kerstin Stendahl (UNEP PEA Co-Manager), Tapona Manjolo (UNDP Project Management Specialist and Secretariat to the Executive).

SUMMARY OF THE DISCUSSION, MAIN DECISIONS AND ACTION POINTS:

I. Welcome and Approval of the Agenda

The meeting started with David and Tim agreeing to co-chair the meeting followed by Anne providing an overview of proposed PEA board meeting agenda (Annex 1)

The Executive members indicated that the agenda was too packed and suggested the following amendments;

- The presentation on financial update and 2020 AWP to be allocated less time
- 25 min for presentation on the strategic management not was considered to be too much. It was proposed to be combined with the presentation on 2020 AWP as it is related therefore no need to have it as a stand-alone agenda item.
- The implementation presentation should start with some positive stories before going into details on figures etc.
- The Executive members cautioned on giving the project board too rosy a picture of results achieved by the project. A balanced perspective should be presented.
- Partners/donors participation reflected in agenda items to be enhanced.
- Revise agenda to also include opening remarks
- The agenda was endorsed by the executive members subject to the proposed changes being reflected in the revised agenda.

Action point;

- Agenda to be revised and shared with the members as soon as possible
- Minutes of previous board meeting to be shared

II. Project Board Composition



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Discussion points

- A proposal was made in earlier communication to revisiting the regional representation in the Board for 2020. There was a proposal to rotate the UNDP/UNEP regional representation in the Board on an annual basis.
- A proposal was put forward to have the UNEP Africa Regional Team represented by Juliette Biao (Director, Africa Regional Office) and the UNDP Team from the Regional Hub in Bangkok represented by Jaco Cilliers (Manager) to participate in 2020. They would be replacing Alessandra Casazza from UNDP and Dechen Tsering from UNEP.
- The composition of other board members would remain.

2019 Annual Report

Anne indicated that the 2019 annual report had been shared with the executive members and was seeking their endorsement/ clearance before submitting the report to the project board on May 12th.

Discussion points

- The executive members expressed concern on the short notice of less than 24hours to review the report and clear it. They indicated that they would do their best to provide feedback.
- Anne apologized for the short notice and also indicated that a commitment was made to the board to share all documentation two weeks prior to the meeting hence the need to get the feedback as soon as possible and send the report by May 12th.
- Tim indicated that from a quick glance of the report's executive summary, there is need to strengthen the implications going forward and lessons learnt.
- David pointed out that some of the points seemed to fit more in the Mid term Review and by including them in the report, the review was being pre-empted and this needs to be looked into.

Decisions taken/Points to follow-up on:

- Tim to provide more comments on the report
- Proposed amendments to be shared with the team working on the report for incorporation.
- Revised report to be shared with the board as soon as possible.

III. Financial update

Anne provided the financial overview of PEA delivery in 2019 which shows low financial delivery with a rather high amount carried forward from 2019 to 2020. A request for the next payment tranche was submitted to the EU on 29 April alongside the progress report. The next pooled fund contribution is expected from



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UNEP/Sweden in May as stated by Isabell. Anne further indicated that the 2020 AWP was adjusted due to latest developments (most prominently COVID-19), resulting in a reduced travel budget in 2020 and adjusted salary costs based on actual contract start dates of Jacinta and the KM/M-E post. Based on these changes, endorsement of the revised 2020 AWP budget was being sought from the executive members. Delivery of donor funds currently stands at 11% which is low and needs to be justified by presenting a strategy to the board on how implementation will be accelerated.

Discussion points

- David enquired on the USD 605,165 on slide 4 in the financial update presentation that was shared. Anne responded by explaining that this was the unbudgeted amount which provided flexibility in offsetting ineligible expenditures from the countries on EU funds. David further enquired on what was the actual balance in the bank as it was difficult to tell from the shared presentation and it needs to be simplified.
- David expressed concern on the low financial delivery and requested an explanation to which Anne responded that the report had addressed this concern. One of the causes cited was the new focus on finance and investments which presented a challenge in sourcing technical assistance for support. A roster has been established in response to this gap in technical capacity.
- David further requested that a write up be prepared for the executive members outlining the reasons for the low financial delivery which can be used to explain to the board on why delivery is low.

Decisions taken/Points to follow-up on

- Revised 2020 AWP budget endorsed in principle
- Financial update presentation to be revised taking into account comments from David
- A write up be prepared for the executive members outlining the reasons for the low financial delivery which can be used to explain to the board on why delivery is low
- Kerstin to follow up on the next pooled fund contribution to PEA.

V. Midterm Review

Kerstin provided an overview of the Mid-Term Review (MTR) and emphasized that it was not an evaluation. It would involve field visits to two full-fledged countries (i.e. Malawi and Myanmar) and one technical assistance country i.e. Indonesia. In case of continued travel restrictions, the review will capitalize on desk review and focus group discussions online. TORs were shared for endorsement and approval.

Discussion points

- Tim recommended that the MTR looks beyond management arrangements and also looks into efficacy and effectiveness for programme delivery.
- Tim further questioned why there was very minimal exchange with evaluation offices on the MTR. Anne responded that this was likely due to the fact that they were very closely involved in the PEI Final Evaluation TORs/process and that the proposed PEA MTR TORs were modeled on PEI. m Kerstin



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added that this was a review and not an evaluation which may have also contributed to less response from evaluation colleagues.

IV. PEA Strategic Management Note

As already agreed earlier, this was removed from the agenda as a stand-alone item and recommended to be combined with the 2020 AWP presentation. Tim stated that the note needs strengthening and to be focused more on issues the review addressed and what has been done. It is still lacking in detail.

Action point;

- Kerstin to revise the strategic management note based on Tim's comments.

V. AOB

Tim indicated that PEA needs to reflect more on synergies with other programmes that are catalytic in nature and ensure no overlapping at country office level particularly in Nepal and Bangladesh where SIDA is providing support through a new UNDP global project funded by SIDA. Tim also committed to share the presentations on the SIDA supported initiative.



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Annex 1:

5th PEA Project Board Meeting 26th May 2020

Virtual Meeting

Time: 2:30 to 5:30 PM Nairobi time

Proposed Agenda

- 2:30 to 2:45** Welcome Remarks and presentation of Agenda - David & Tim
- 2:45 to 3:30** Implementation update (2019 Report) – Tapona
 - Indicator performance
 - Challenges & mitigative measures
 - Lessons learnt
- 3:30 to 4:00** Financial implementation update & Financial Status overview – Anne
- 4:00 to 4:20** 2020 Workplan - Kerstin
- 4:20 to 4:35** Midterm Review 2020 - Kerstin
- 4:35 to 5:00** Note on strategic management - Kerstin
- 5:00 to 5:10** Presentation of new PEA website - Michael
- 5:10 to 5:20** AOB -Tim & David
- 5:20 – 5:30** Closure and summary of action points – David & Tim
 - Next PEA Board meeting dates: In-person meeting hosted by ADA, Vienna, Austria.