

**Minutes of the Board meeting on Enhancing Disaster and Climate Resilience in Palau through improved Disaster Preparedness and Infrastructure Project**

**Penthouse Hotel, 9.00am, August 27<sup>th</sup>, 2019**

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**Present:**

**Executive**

Ms. Karin Takeuchi (Chairperson)

UNDP Deputy Resident Representative, Pacific Office

**Senior Beneficiary**

Mr. Ernest Ongidobel

Chief of Staff, Vice President Office

Mr. Waymine Towai

Executive Director, National Emergency Management Office (NEMO)

Ms. Maria Ngemaes

Meteorologist-In-Charge, National Weather Service

**Development Partner**

Mr. Shu Momose

Third Secretary, Embassy of Japan, Palau

**Project Assurance**

Ms. Merewalesi Laveti

UNDP Monitoring & Evaluation Analyst, Pacific Office

**Project Manager & support team**

Ms. Yoko Ebisawa

UNDP Project Manager

Mr. Subarna KC

UNDP Deputy Project Manager

Mr. Murod Ruziev

UNDP Project Procurement Specialist

Mr. Luis Gamarra

UNDP Project Consultant

**Palau in country team**

Ms. A. Rose Maidesil

UNDP Finance/Admin Officer

Mr. Dale Kacivi

UNDP Project Palau Procurement/Logistics Officer

**Technical Advisory Group**

Mr. Noud Leenders

Interim Japan Project Manager, UNDP RESPAC

Project Manager/UNDP DRM Advisor

Ms. Sharon Sakuma

UNJPO

Mr. Paula Cirikiyasawa

Interim Japan Project DRM Specialist/UNDP RESPAC  
Project DRM Recovery Specialist

**Opening Prayer: Ms. Maria Ngemaes**

**1.0 Welcome Speeches**

1.1 The Chief of Staff, Vice President's Office welcomed everyone to Palau and thanked UNDP for the work done on the project thus far. The Chairperson thanked the interim Japan Project team led by Mr. Noud Leenders for the progress thus far and mentioned that reaching out to the outer most islands and making an impact in the lives of the people of Palau will be a critical outcome of the project. Mr. Momose thanked the Palau Government for facilitating the design process of the Project and aiding the work of UNDP on the subject matter till to date.

**2.0 Agenda Item 1: Project Overview and discussion**

2.1 Mr. Noud Leenders: presented on the Overview of the Palau Project recapping on the progress of the project outputs and associated main activities. He also highlighted the Next Steps, significant of which is the proposition to convene the next Project Board meeting on the 2<sup>nd</sup> week of November 2019.

2.2 Mr. Ernest Ongidobel enquired in the event of pending implementation issues and whether the Japan funding assistance will be rescinded by March 2020. The Chairperson in response mentioned that a no-cost extension can be requested to the Government of Japan. However, she added that the Project team in co-ordination with Government counterparts will need to demonstrate commitment in implementation and a planning of the remaining activities to be implemented in that extended period. Mr. Shu Momose also mentioned that the US\$7.5m funding assistance was provided through the Japan Supplementary Budget, and for any future funding request, Government of Japan will be open to negotiation. The meeting was also informed that the funding issue could be a subject of discussion at the proposed November Board meeting.

2.3 Mr. Shu Momose enquired whether the areas of fund delineation and allocation modality has deviated from the original parameters of the signed Palau Project document. Mr. Noud Leenders in response mentioned that the status quo still prevails, however, there will be slight adjustments particularly for Activities 3.3/3.4 respectively in light of emerging priorities.

2.4 Mr. Waymine Towai expressed concern on the transition of Project Management team particularly on the handover since much of the cordial working relationships have been forged with the UNDP team and is imperative for effective implementation. The Chairperson in response mentioned that the UNDP will ensure smooth and seamless transition since consistency is important for a project of this magnitude.

2.5 Mr. Shu Momose enquired on the balance of funds even in the event of effective implementation of all activities for the Palau Project. The Chairperson in response mentioned that the balance of funds can be reprogrammed pending Board approval.

2.5.1` Mr. Waymine Towai also enquired whether UNDP is very accommodating in the event of inadequate funds for activity implementation. The Chairperson in response mentioned that if activity funds are not enough, then reprioritisation will take effect within the parameters of the project scope.

**3.0 Agenda Item 2: Results and Resources Framework (RRF) Overview**


- 3.1 Ms. Merewalesi Laveti presented on the RRF Overview. In her presentation, she delved on the Locally Project Appraisal Committee meeting minutes and mentioned that the RRF was reviewed based on the baseline data update from the scoping mission conducted in May 2019. Importantly, the revision integrated gender equality and social inclusion, as proposed by the Bureau of Aging, Gender and Disability. The revised RRF for the Project was then tabled for Board approval.
- 3.2 Mr. Waymine Towai recommended an amendment to the RRF Output Indicator 2.1 (revised target to 33 instead 20). The Project Board members in response agreed to this amendment.
- 3.3 In agreement, the Chairperson informed the meeting that the revised RRF is now approved.


**4.0 Agenda Item 3: Formal Handover**

- 4.1 The Chairperson informed the meeting that the incoming Project team will take charge of the project implementation for Palau effective 27<sup>th</sup> August 2019 and invited Ms. Yoko Ebisawa in her capacity as Project Manager to share her insights with the Board.
- 4.1.1 Ms. Yoko Ebisawa in her address alluded to honoring commitment as espoused in the agreed signed ProDoc and mentioned that the proposed Board meeting in November will provide the project team firm grounding to demonstrate progress, challenges and review the need for the no cost extension. She also reiterated that communication on all levels will be critical for effective implementation purposes.

**5.0 Agenda Item 4: Concluding Remarks**

- 5.1 Mr. Ernest Ongidobel congratulated everyone for the hard work rendered thus far and expressed hope for the Project Team to complete the project by March 2020. Mr. Shu Momose mentioned that the Embassy of Japan, Palau is looking forward to working with the Project Management Team for Palau.
- 5.2 The Chairperson thanked the Palau Government for the guidance thus far and the positive collaboration with the Embassy of Japan to date.
- 5.3. As agreed, the next board meeting will be held in November 2019.

  
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Ms. Karin Takeuchi, UNDP Deputy Resident Representative, Pacific Office  
**Chairperson**

  
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**Date**

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