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**Local Project Appraisal Committee (LPAC)**  
***GEF 6 Integrating Biodiversity Safeguards and Conservation into  
Development in Palau Project***

***Date: Thursday 10 August, 2017***

***Venue: Bureau of Marine Resource, Min. of Natural Resources, Environment & Tourism***

***Time: 9am – 12pm***

**MEETING MINUTES**

*Background:* The Project Identification Form for the Integrating Biodiversity Safeguards and Conservation into Development in Palau Project was approved by the Global Environment Facility (GEF) Council on April 19, 2016. As per GEF guidelines, a period 18 months is allowed for the formulation and submission of finalised project document through UNDP to the GEF Secretariat.

*Project Title:* Integrating Biodiversity Safeguards and Conservation into Development in Palau

*Project Objective:* The project objective is to mainstream biodiversity conservation into integrated land and seascape governance, planning and management in Palau.

**UNDP-GEF PIMS ID number: 5645**

**Project Budget:** USD\$ 4,233,562.00

**Project Timeline:** 2018 – 2024 (6 years)

**Executing Agency:** Ministry of Natural Resources, Environment and Tourism

**GEF Implementing:** UNDP

**Proceedings**

The meeting was chaired by UNDP, represented by Sharon Sakuma, UN Coordination Officer, UN Joint Presence.

The meeting agenda is in Annex A.

The list of participants is in Annex B.

Opening remarks and welcome by Sharon Sakuma, UN Coordination Officer, UN Joint Presence.

The purpose of LPAC being to review key components of the project document, identify amendments, provide justification and approve the project.

Floyd Robinson (UNDP Pacific Office) provided a presentation focussing on background of project, key components of project document (including log frame, budget, monitoring and evaluation and project management structure).

Floyd Robinson also took participants through the UNDP Quality Assurance Form also seeking the LPAC's endorsement.



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**Project Overview by UNDP**

**a) Proposed Objectives, Outcomes & Outputs**

<i>Comments</i>	<i>Responses</i>
No comments.	

**b) Governance and Management Arrangements - Project Organisation Structure**

<i>Comments</i>	<i>Responses</i>
<ul style="list-style-type: none"> <li>Gwen Sisor informed team that the Honourable Minister appreciates simplified management structure and requests the Programme Management Unit (PMU) be renamed as the Environment Planning Unit (EPU) since they serve same function. GEF 6 project team (project manager and any staff) are housed under PMU/EPU. PMU/EPU will be led by Environment Planning Coordinator overseeing GEF 5 project team and GEF 6 project team, as stated in write up of Section VIII.</li> <li>Revised project management structure was presented by UNDP. Sharon Sakuma clarified role/similarity of PMU and EPU under the Project Organization Structure. PMU is same as EPU.</li> </ul>	<ul style="list-style-type: none"> <li>LPAC endorsement and recommendation that the revised structure is reflected in updated project document</li> </ul>

**c) Proposed IRF and Budget**

<i>Comments</i>	<i>Responses</i>
<ul style="list-style-type: none"> <li>Results Framework endorsed by LPAC</li> </ul>	<ul style="list-style-type: none"> <li>No changes to Results Framework as current one was endorsed</li> </ul>



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<ul style="list-style-type: none"> <li>▪ Palau Conservation Society/PCS (BK) commented on the budget's large amount/allocation going to International Consultants</li>   <li>▪ PALARIS (DI) asked who compiled the GEF 6 Budget.</li>   <li>▪ Clarification by Sharon of budget item, "grants", which are amounts to fund interventions at state/community level implementation of best practices in respective project outcomes. Utilization of funds PMU to State Government to be based on agreed practice and modality.</li>   <li>▪ Dr. Joel Miles query on salary allocations as this was not quite clear in the budget</li>   <li>▪ LPAC query on Miscellaneous Costs in last Outcome further asks about miscellaneous budget, budget breakdowns in their respective agencies; who is authorized to move/carry over</li> </ul>	<ul style="list-style-type: none"> <li>▪ Explanation that consultancy required due to technical nature of project. Wherever possible local expertise will be sources but should this not be available, project will acquire services of international consultant.</li>   <li>▪ UNDP response - International consultancy includes consultants based overseas and Palau citizens who have undertaken consultancies abroad also qualify).</li>   <li>▪ UNDP response - consultancy allocations in budget are set at maximum level but during project implementation stage, the Ministry of Natural Environment and Tourism (MNRET) could negotiate consultancy budget (applications) to lower levels, depending on a case by case basis.</li>   <li>▪ UNDP response – Project Development Specialist (Malcolm Jannsen) and National consultant (Anu Gupta) developed budget based on consultations with local stakeholders</li>   <li>▪ No comment.</li>   <li>▪ UNDP – this included budget lines per outcome. LPAC was referred to budget notes which had explanations/details.</li>   <li>▪ UNDP response – UNDP receives a fees for normal oversight and monitoring but additional services come with a cost recovery approach. These Direct Project</li> </ul>
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<p>budget into other outcomes in different years.</p> <ul style="list-style-type: none"> <li>▪ Gwen Sisior advised UNDP that last co-financing letter from Peleliu State Government to be submitted by 10 August.</li> </ul>	<p>Costs are for services such as payments and procurement. UNDP to only charge for services requested. Allocation of US30, 000/year set a maximum but should Government not request services, UNDP will not charge cost recovery. The inclusion of DPC in last component a mandatory of the Global Environment Facility (GEF).</p> <ul style="list-style-type: none"> <li>▪ Noted for UNDP receive letter.</li> </ul>
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**d) Monitoring and Evaluation Tools**

<i>Comments</i>	<i>Responses</i>
<ul style="list-style-type: none"> <li>▪ UNDP recommendation that budgetary allocation for Mid Term Evaluation increased from US30, 000 to US40, 000. Mid Term Evaluation is crucial as assessment will provide basis for improvements and amendments leading to improved delivery.</li> <li>▪ Dr Miles query on where the additional US10, 000 would be taken from.</li> </ul>	<ul style="list-style-type: none"> <li>▪ LPAC agreed to additional US10, 000 top up to Mid Term Evaluation Budget. Options including this taken from (a) miscellaneous funds under first three components (b) unused budgetary allocations from Direct Project Services/cost Recovery (c)reducing Terminal Evaluation by US10,000 and adding to Mid Term Evaluation budget.</li> <li>▪ LPAC was in favour of combination of first two options mentioned above to come up with US10, 000.</li> </ul>

**d) Quality Assurance**

<i>Comments</i>	<i>Responses</i>
<ul style="list-style-type: none"> <li>▪ PCS questioned who initially rated the assessment</li> <li>▪ Dr Miles does not really see the difference in rating 2 and 3 in the Form on question 22. He recommends it will be rated 3.</li> </ul>	<ul style="list-style-type: none"> <li>▪ UNDP - rated initially by UNDP and now is presenting for LPAC for appraisal</li> <li>▪ LPAC decision to leave it rated at 2.</li> </ul>



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<ul style="list-style-type: none"> <li>▪ Chair asked if the LPAC approves the QA Form</li> </ul>	<ul style="list-style-type: none"> <li>▪ LPAC did not object and approved the QA Assessment Form.</li> </ul>
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**All other general comments & discussions:**

Comments	Responses
<p>Charlene Mersai (National Environment Protection Council Secretariat) queried on expectations of government (between now and October) to ensure finalisation and submission to GEF by October.</p> <p>Charlene Mersai had a query on Grant financing on Page 153 to states following what “granting process”.</p>	<p>UNDP response – consultants to amend project document based on LPAC minutes and UNDP will share revised copy for Government review and endorsement. Consultant may have further questions, hence request for response from Government.</p> <p>Upon submission of proposal to GEF by Mid October, it is possible that GEF may approve immediately or seek clarification on some issues. Should this situation arise, UNDP may seek details/responses to queries from GEF and respond according.</p> <p>UNDP response that disbursement modality and agreement is between national government and state government (to follow existing practice and agreed upon during implementation stage of project)</p>

**Way Forward and Next Steps**

The following was discussed and endorsed by the LPAC

- October 2017: project document submitted to GEF;
- 1<sup>st</sup> Quarter 2018 – approval of project by GEF, advertisement of Project Management Unit (PIU) positions;
- 2<sup>nd</sup> Quarter 2018 - PIU appointed, pre –inception workshop discussions, inception workshop;
- 3<sup>rd</sup> Quarter 2018 onwards –implementation of activities;



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The LPAC recognized:

- the value of separate pre-inception workshop discussions with state governments, national government ministries, and non-governmental organizations;
- that results of pre-inception workshop consultations would also be presented during the national inception workshop;
- justification for pre-inception workshop being to allow adequate time for discussions and promoting project ownership at state level, national government, non-governmental organizations as well as other important stakeholders including community members/based organizations

**Endorsement**

Palau GEF 6 BD Project Document was endorsed by the LPAC members, called by Dr. Miles (National Invasive Species Council/NISC), subject to changes that will be made as indicated above. This motion was seconded by Keith Mesebeluu (Bureau of Agriculture, MNRET).

Meeting was officially closed by Chairperson at 11:30am.

UNDP acknowledge LPAC's endorsement. Minutes would be prepared, circulated and endorsed by UNDP and Government.

The endorsed LPAC minutes is needed as supporting documentation with project (which will be submitted to GEF).



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**Meeting Minutes Endorsed:**

LPAC minutes prepared by:

Sahar Hanser,  
Project Assistant  
Ministry of Natural Resources, Environment & Tourism

LPAC minutes is approved by:

(Chairperson of the meeting - on behalf of UNDP Country  
Director, Bakhodir Burkhanov)

Sharon Sakuma  
UN Coordination Officer  
UN Joint Presence

LPAC Endorsement by Government:

Gwendalyn Sisior  
Senior Projects Manager  
Ministry of Natural Resources, Environment & Tourism



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**Annex A**

**AGENDA**

**LPAC Meeting Objectives:**

- Presentation of Project Document and formulation process to date;
- Facilitate dialogue and allow feedback on key sections including as log frame, budget, implementation modality, project management structure.
- Discuss and appraise UNDP Quality Assurance Assessment (Design and Appraisal)

**Expected Outcomes:**

- Identification and justification of any recommended amendments/changes to the project document
- Agreement on way forward for clearance and submission of Project Document to the Global Environment Facility (e.g. dates for sharing finalised pro-doc, endorsement of minutes of LPAC, submission to GEF)
- Endorsement of Project Document

**Tentative Agenda**

<b>Time</b>	<b>Item</b>	<b>Comments</b>
9:00am – 9:30am	Welcome and Introductions Appointment of Chairperson Opening Remarks from Government Opening Remarks from UNDP	Government and UNDP
9:30am – 9:45am	LPAC: Background; Objective; Expected Outcomes	UNDP
9:25am – 10:00am	Presentation of the Project Document and GEF Approval Process	UNDP
10:00am – 10:15am	Morning Tea	
10:15am – 11:00am	Quality & Assurance (discussion based on Q & A)	UNDP
11:00am – 12:00pm	General comments on key components of Project (budget, log frame, monitoring and evaluation)	Chairperson
12:00pm – 12:30pm	Summary of Discussions Agreed Steps on Way Forward Way	Government and UNDP





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**Annex B: Meeting Participants List**



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**Local Project Appraisal Committee (LPAC) Meeting**  
**GEF 6 Integrating Biodiversity Safeguards and Conservation into**  
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**Thursday 10 August 2017**  
**Bureau of Marine Resources, Ministry of Natural Resources, Environment and**  
**Tourism**

PARTICIPANTS

NAME	TITLE/AGENCY	EMAIL
1) David Orrukem	SCS BOT	daorrukem@gmail.com
2) Fabian B. Zeyr	Marine Policy Adv. Bot (PALARIS)	fabianz@palau.net
3) David Idip Jr.	Senior GIS Analyst	davididip@gmail.com
4) Joel Mcker	Former IAS Coordinator	joelavilas52@gmail.com
5) Dola Majekibaje	Palau Conservation Society (PCS)	dola@palauconservation.org
6) Charlene Mersan	National Environment Council	charlene@palau.net
7) Sharon Sakura	UN-Biosphere Reserve EQPB	sharon.sakura@unp.org
8) Kulie Rengulbau	EQPB	eqpb@palau.net
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16) Floyd Robinson	UNEP	floyd.robinson@unep.org