



## ***"Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG"***

### **Minutes**

Adaptation Fund (AF) Meeting between the Office of Climate Change and Development (OCCD) and United Nations Development Programme (UNDP)

11:15am- 12:30pm, Thursday 21 March 2013

OCCD Office, Level 1 Tabari Haus, Boroko, Port Moresby

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#### **Present**

Gwen Maru- UNDP

Emmajil Bogari-Ahai- OCCD

Launne Losi- OCCD

Manau Renagi- OCCD

This meeting was a debriefing after the Project Steering Committee (PSC) meeting in Lae, Morobe Province from 13-14 March 2013. Next steps for immediate implementation, administrative matters, acquittals from Lae, and PSC reporting were discussed.

#### **1. PSC Meeting Minutes**

Manau is drafting minutes. Once she has finished drafting, they will be sent to the interim PMU to review, finalise and circulate to the PSC members to comment. Attachments to be included with the minutes are:

- PSC Meeting Background and Agenda
- Participants' Attendance list
- Annual Work Plan- with allocated budget
- Annual work plan- Morobe Example

#### **2. Acquittals for PSC in Lae**

OCCD as the IPMU to follow up with those who attended the PSC in Lae, to submit boarding passes and TEC forms to UNDP. The people to follow up are:

- Kisolet Posanau- National Weather Service
- Eddie Malaisa- Oro Provincial Administration
- Ted Mamu- NGO Representative

### **3. Filing System for AF Documents at OCCD**

A suitable filing system for AF documents in OCCD was developed and agreed to. Section headers to be used are:

#### **1. GENERAL ADMINISTRATION**

- 1.1. Correspondence
  - 1.1.1. INCOMING
  - 1.1.2. OUTGOING
- 1.2. Operations
  - 1.2.1. Project Documents
  - 1.2.2. Reading Materials
  - 1.2.3. Project Assets
- 1.3. Committees/ Meetings
  - 1.3.1. Project Steering Committee
  - 1.3.2. Technical Working Group
  - 1.3.3. Sub-working Group

#### **2. FINANCES**

- 2.1. Annual Workplan and Budget
  - 2.1.1. FY01
  - 2.1.2. FY02
  - 2.1.3. FY03
  - 2.1.4. FY04
  - 2.1.5. FY05
- 2.2. Financial reports
- 2.3. Invoices & RDP
- 2.4. Petty cash request
- 2.5. Acquittals

#### **3. RECRUITMENT**

- 3.1. TOR
- 3.2. ADVERTS

#### **4. TRAINING**

- 4.1. General

### **4. Hazard Mapping**

This is an activity that can begin immediately. At the PSC, National Disaster Centre (NDC) requested that OCCD take the lead on this activity, in coordination with other relevant agencies. Two possible approaches for OCCD to take were discussed, at the debriefing. The 1<sup>st</sup> approach would be to call a meeting of all agencies involved in hazard mapping to do a roundtable scoping exercise, of where capacity is and to find any existing hazard mapping that could be built on. The second approach would be to hire an expert to do this exercise. It was agreed at the debrief that

- Due to time limitations, an expert should be hired
- EJ/ Manau look online for a scoping TOR for Hazard mapping expert
- Gwen will arrange a meeting with Mr Rabinarayan Gouda (Project Manager, Disaster Risk Management, UNDP/NDC) to discuss different levels of hazard assessment, to see what AF should work on.

## **5. Mangrove Toolkit/Handbook**

Luanne gave an update of the Mangrove Toolkit/Handbook (handbook) status. She said Worldwide Wildlife Fund (WWF) had offered to send the handbook to its network for peer review. She also shared that (Wildlife Conservation Society) WCS had suggested that recent findings by Mazella Manuavie (WCS sponsored post-graduate) should be included in the handbook. Recalling the PSC recommendation at the Morobe meeting for OCCD to investigate incentivising the peer review of technical documents, to ensure quality and timeliness, it was agreed at the debrief that OCCD as the IPMU will

- Give 2 weeks to the WWF facilitated peer review of the handbook (end of 1<sup>st</sup> week of April 2013), and if the results from this are not satisfactory then
- Advertise for peer reviewers to look over the handbook. Once handbook is satisfactorily reviewed,
- Advertise for bids to complete lay-out and printing
- Contact Ted Mamu (WWF) for a list of local climate change/ climate change adaptation experts, to be used to source resource people for the AF

## **6. Provincial Inception Workshops**

It was agreed that OCCD as the IPMU will ensure that the New Ireland Province inception report has all the necessary annexes attached. These include:

- Mission Terms of Reference
- Participant List

The need for Provincial inception workshops for all AF pilot provinces was discussed. It was agreed that Northern Province seemed the in most need of an inception workshop to bring all the relevant stakeholders together but that other Provinces should be asked to confirm this need.

## **7. Communication for AF**

Communication needs for the AF were discussed. At the Provincial level, and experience has shown that communication through internet and telephone is often difficult, when trying to work on project matters. It was debated whether purchasing of wireless modems or a VSAT to alleviate this problem would be more beneficial. OCCD also experiences disruptions to internet from unpaid bills. Given the need to implement the decisions of the last PSC meeting, it was agreed that the AF will purchase K100 worth of prepaid internet credit/per month/per person and a wireless modem where necessary, for each IPMU member. This is to act as a backup when internet is disconnected, so that work on the AF is not disrupted.

## **8. Capacity Assessment**

Financial arrangement for disbursement of AF funding was discussed. It was agreed that where possible, AF Provinces should be encouraged to manage AF funds themselves, to build their capacity, as well as to streamline process. The need for capacity assessment before this can take place was reiterated.

Minutes Prepared by:

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Date : 28 March 2013  
Signature :