

## **UNITED NATIONS PEACEBUILDING FUND PROJECT STAFF MEETING MINUTES**

Date: 1<sup>st</sup> May 2017

Venue: UN – Joint Presence Conference Room

Time: 9:00 am to 10:00 am

### **Agenda: -**

1. Introduction of new staff
2. Updates on Western Provincial Dialogue
3. Updates on Advertisement of Perception Survey
4. Updates Youth Peacebuilding and Livelihood Programme
5. Updates Youth Status Research Presentation Event
6. National Dialogue
7. AOB

### **Present: -**

1. Agus Wandu – Project Manager UNPBF Project
2. Alice Piko Fakarii – Deputy Project Manager UNPBF Project
3. Sandra – Communications Officer
4. Erick Hale – M&E Research Officer UNPBF

### **Purpose of the Meeting: -**

- The purpose of the meeting is to give updates on the progress of upcoming planned UNPBF activities

### **Welcome and Introduction of meeting**

1. Agus Wandu, Project Manager UNPBF project welcome all who attended and introduces the agenda for the meeting. He also introduces the new communications officer Ms. Sandra who have just joined the team recently.

### **Discussion and Action Points**

#### **Western Province Dialogue**

1. Agus asked all to continue to work on preparation for the Western province dialogue
2. Brian and Erick to review the agenda for the Western province dialogue
3. Sandra to draft media release for the Western province dialogue
4. Prime Minister Hon. Manasseh Sogavare and his team wants to travel a day earlier before the start of the Western province dialogue. Agus will talk with Asuza on this.
5. UNPBF will cover all cost related to PMs travel for the Western province dialogue

## Perception Survey

1. RFP already advertised with the changes that Brian Lengua has incorporated
2. Erick to follow – up with Procurement Unit regarding the advertisement made

## Youth Peacebuilding and Livelihood Project and Entrepreneur Training

1. Marginalized youths have already been identified from North Malaita and Weather Coast
2. Contract agreement has already been signed with CTC
3. First tranche of funds will be disbursed soon once all financial and procurement formalities are done
4. UNPBF also render support to Youth at Work. Work on establishing a contract agreement to engage them to deliver entrepreneur trainings to youths in hot spot areas in and around Honiara is ongoing.

## Youth Status Research Presentation

1. Ensure to send invitation letter to invitees
2. Alice to put together a list of invitees and share with Asuza
3. Mevalyn to arrange a venue for the presentation and other required logistical arrangements.

## National Dialogue

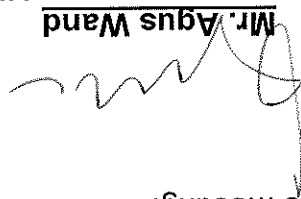
1. Start working on list of key invitees
2. The project to work closely with Prime Minister's Office to draft an invitation letter

## AOB

1. A new audit checklist is available and circulated. Erick to gather all related documents including signed copies and work on putting them together for the upcoming audit
2. Agus to draft the Mid – Term Review TOR for recruiting and independent/ external consultant to conduct review of the project
3. Project Board Meeting is proposed for end of May 2017, therefore Erick will put together an agenda for the meeting.

Date:

11/05/2017



Mr. Agus Wand

Project Manager UNPBF