

## Project Management Board Meeting Minutes

Date: 1<sup>st</sup> February 2016

Venue: Ministry of Social Solidarity Meeting Room, Caicoli, Dili

### List of Participants:

H.E. Ms. Isabel Amaral Guterres, Minister of Social Solidarity

Mr. Gil da Costa, ACD/ Head of RBU a.i

Mr. Ralf Ernst, CTA/Project Manager, DARDC Project, UNDP

Ms. Ana Maria de Carvalho, MPC, DARDC Project, UNDP

Ms. Auxiliadora dos Santos, Programme Officer, UNDP

Mr. Peter, Gabinete MSS, MSS

### Agenda:

1	Welcome and Opening of the Meeting	H.E. Ms. Isabel Amaral Guterres, Minister of Social Solidarity
4	Presentation: Project update UNDP	Mr. Ralf Ernst, UNDP CTA/PM
6	Discussion	All
7	Closing of the meeting, conclusions and the way forward	H.E Ms. Isabel Amaral Guterres, Minister of Social Solidarity

#### 1. Opening remarks from Ministry of Social Solidarity by H.E. Ms. Isabel Amaral Guterres:

H.E Minister briefly welcomed all participants and appreciated to have the board meeting. After brief introduction, Minister requested the CTA, Ralf Ernst, to present on the project progress and expenditures. The programme officer introduced Mr. Gil da Costa, Assistant Country Director, on behalf of UNDP.

#### 2. Project update from UNDP by Mr. Ralf Ernst, CTA/Project Manager

Mr. Ernst presented the project progress in 2015 and the annual work plan for 2016 on behalf of the UNDP.

#### 3. Discussions and comments

Discussions were taken during the presentation and comments made by outputs are summarized below:

**Output 1: Institutional & Legal System for Disaster Risk Management (DRM) strengthened and capacities of relevant stakeholders built at different levels for effective DRM:**

- Minister of Social Solidarity (MSS) has sent copies of National DRM Law and Policy to Minister of Interior (MoI) for review before submission to Council of Minister (CoM). Dates for presentation at CoM will be confirmed by MSS. MSS will also advise on further work to be conducted on the Policy and Law.
- MSS requested UNDP to continue supporting the NDMD accountability database, including through a consultancy under the DARDC Project.
- DRM training with INAP is part of DARDC project.
- MSS will set up a technical working group to develop plan of action on Sendai Framework.

**Output 2: Enhanced capacities and systems of national and local level institutions to manage disaster risks; including improved national and local level coordination mechanisms**

- UNDP suggested a joint scoping mission to Oecusse Region to review the disaster management structure and how the project can support on DRR. Action: project to draft a letter for MSS by last week of February. The letter will be sent by MSS to President of ZEESM.
- Trainings conducted to communities in Liquisa and Bobonaro on disaster resilient housing. The training was on how to build a sample house for a vulnerable household. MSS requested a briefing on this and a review of the list of recovery materials provided to the community post-disasters.

**Output 3 End-to-end early warning systems established and operational**

- MSS mentioned on the changes on the organic law in regards to the disaster response which is now under the Ministry of Interior (MoI) while MSS will coordinate the humanitarian support. The DRM-2 and DARDC projects will take this into account for further activities.

**Output 4 Systems established and Capacities enhanced for early recovery programming in Timor-Leste**

- MSS requested to conduct a refresher training to DDMC members on DRR.
- Early Recovery Plan for Timor-Leste will be developed in the first quarter of 2016


**4. Financial Review**

- Total budget AWP 2015: USD 201,540
- Expenditures 30/07/2015: USD 174,236
- Remaining funds: USD 22,369
- Total AWP 2016: USD 232,200

**5. Conclusion and way forward**

- Minister approved 2015 progress report
- Minister approved 2016 annual work plan (AWP)

**Prepared by:**

  
Auxiliadora dos Santos  
Programme Officer, UNDP  
Date: 23/2/2016


**Reviewed and Cleared by:**

  
Ralf Ernst  
04/03/2016  
CTA and Project Manager, DARDC/DRM2 Project, UNDP  
Date:

  
Gil da Costa  
Assistant Country Director, head of RBU a.i

**Approved by:**

Claudio Providas  
Country Director, UNDP  
Date:

  
H.E. Isabel Amaral Guterres  
Minister of Social Solidarity  
Date: 7/3/16

