



Government of Tuvalu

Venue: Tuvalu National Council of Women, Conference Room – Vaiaku, Funafuti, Tuvalu & Zoom
Time: 10:00 am – 1:45pm

MEETING MINUTES FOR THE TUVALU COASTAL ADAPTATION PROJECT (TCAP)
BOARD MEETING
HELD ON 6TH DECEMBER 2021

<u>IN ATTENDANCE</u>		
<u>NAME</u>	<u>ORGANISATION/MINISTRY & DEPARTMENT</u>	<u>ROLE/POSITION</u>
Hon Seve Paeniu	Minister of Finance	Honorable Minister of Finance/National Designated Authority to GCF/Chairman – via zoom
Ms. Pepetua Latasi	Ministry of Finance	Director of Climate Change Department – via zoom
Ms. Alisa Taukave	TANGO	President for TANGO
Ms. Pulafagu Toafa	Tuvalu National Council of Women (TNCW)	Coordinator for TNCW
Ms. Tilia Tima	Ministry of Public Utilities and Environment	Director of Environment (Ag)
Mr. Pisi Seleganiu	Ministry of Public Utilities and Environment	Director of Public Works (Ag)
Mr. Peniuna Kaitu	Ministry of Finance	Director of Treasury Department.
Mr. Frank Fiapati	Ministry of Finance	Director Central Procurement Unit (Ag)
Mr. Taasi Pitoi	Ministry of Transport, Energy, and Tourism	Director of Marine
Mr. Launiu Pelosi	Nanumea Community	Island Representative
Mr. Penehuro Hauma	Nanumaga Community	Island Representative
<i>UNDP Team</i>		
Mr. Levan Bouadze	UNDP Pacific Office in Fiji	Resident Representative
Ms. Yemesrach Workie	UNDP Pacific Office in Fiji	Deputy Resident Representative
Mr. Justin Shone	UNDP Pacific Office in Fiji	RSD Team Leader
Ms. Loraini Sivo	UNDP Pacific Office in Fiji	Programme Analyst, RSD Team
Dr. Arthur Webb	UNDP Pacific Office in Fiji	Chief Technical Advisor - TCAP



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Ms. Aishath Azza	UNDP HQ	Regional Technical Advisor - Climate Change Adaptation to support GEF
Mr. Imran Khan	UNDP - Tuvalu	International Project Coordinator - TCAP
Mr. Alan Resture	UNDP - Tuvalu	National Project Manager – TCAP
Mr. Jone Feresi	UNDP Pacific Office in Fiji	Deputy Project Manager - TCAP
Mr. Mike Ravono	UNDP Pacific Office in Fiji	Finance Associate - TCAP
Mr. Alan Resture	UNDP - Tuvalu	National Project Manager – TCAP
Ms. Puanita Ewekia	UNDP - Tuvalu	Communication Officer - TCAP
Ms. Pine Andy Tonga	UNDP - Tuvalu	Finance & Admin Assistant - TCAP
Mr. Phillip Hawes	UNDP Pacific Office in Fiji	Environment & Social Safeguard Specialist - TCAP
<i>Absent</i>		
Mr. Faatasi Malologa	Office of the Prime Minister	Director of Lands & Survey
Mr. Siliga Kofe	Funafuti Island	Funafuti Island Chief
Mr. Enele Epati	Ministry of Education, Youth, and Sports	Director of Education (Ag)
Mr. Suiti Faavae	Ministry of Local Government and Agriculture	Director of Department of Local Government (Ag)



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A. KEY DECISIONS BY THE BOARD

1. **Performance Base Grants** – The Board agreed that this grant is to be fully utilized before the end of the Project for the benefit of the community.
 - In terms of management, the Hon Minister suggested that the Project investigate and set up guidelines to manage this fund. Climate Change, AID, Local Government are avenues to investigate to manage and disburse that money to the community.
 - Justin – There are conditions of the Performance-based grants. The discussion with the Government remains and we will try to implement the Kaupule grants. Further, Azza mentioned that the main challenge was not to get the GCF Accreditation.
2. **Scholarship** –
 - Carefully review the selection process so that it is robust enough to ensure that the students benefit from it.
 - The Board agreed that the project team revisits the awarding of scholarships to Undergraduate in light of the termination issues that we are facing and the timeline of the Project. The option is to give it out to Postgraduate (Masters awards).
 - One additional student is to be selected to make up for the 6th student. Additional students can be enrolled once savings are confirmed.
3. **Procurement** – The Board saw the need to ensure to keep the integrity of the procurement process intact.
 - The Chairman proposed having some Tuvalu input regarding the Final outcome and capacity development opportunity.
 - Justin mentioned that having a Tuvalu input is possible as an observer for future procurement actions. This would need to be further discussed as to how this would work prior to implementation. .
4. **Border Closure** – The Government is now looking at relaxing its border control measures. The Government is still reviewing those measures and making changes as we proceed in light of the pandemic. The Government is still reviewing travel measures and making changes as they see fit. There is a process to allow contractors to enter Tuvalu for TCAP staff.
5. **Project PMU Restructure** – The Board agreed to the New PMU Restructure and the Salary for the Project PMU Staff. For the island facilitator, it is positive empowerment for both Nanumea and Nanumaga communities.
6. **Financial Report** – The Board has adopted the Financial report.
7. **AWP 2022** – Approved



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B. MEETING PROCEEDINGS

1. WELCOME

- 1.1 The Chairman, Honorable Seve Paeniu, greeted all the board members. Chairman invited Mr Penehuro to open the meeting with a word of prayer, followed by Co-chair Mr. Bouadze for his remarks.
- 1.2 Mr. Bouadze says his remarks, and he also introduces the recruiting staff to the Project.
- 1.3 Hon Seve welcomes the new staff that Mr. Bouadze introduced.

2. ADOPTION OF THE AGENDA

- 2.1 Hon Seve gives the floor for the adopting of the Agenda.
- 2.2 The Board unanimously accepted the Agenda after noting all the information papers.

3. REVIEW AND ADOPTION OF THE MINUTES OF THE 6th BOARD MEETING

- 3.1 Hon Seve. Give the floor comments to the minutes before the Board adopts the Minutes as then actual record of the minutes.
- 3.2 The Board then unanimously adopted the minutes as then actual record of the 6th Board meeting.

4. PROJECT PROGRESS UPDATE

- 4.1 **Output 1 – Strengthening of institutions, human resources, awareness, and knowledge for resilient coastal management.**
 - b. Update on the SPC Training. Alan mentioned that we might have face-to-face training next year. But if Tuvalu borders remain closed, we are unlikely to go for training.
 - c. For scholarship, we have one student at USP who is now terminated because he left for India as a caretaker without informing the Project and didn't undertake his exam in the 1st Semester.
 - d. Two students postponed their studies to next year due to medical reasons. The other master students did not have any online course offered in Semester 2, 2021.
 - e. The Project is planning for 2022 to increase the number of courses students take per Semester to complete in time.
 - f. The Project is also planning to increase the number of students sponsored by TCAP for 2022. This support is dependent on the financial bid for construction for Output 2. The idea is that we will use those continuing students who have already started their programs to complete by December 2023.



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4.2 Output 2 - Vulnerability of key coastal infrastructure, including homes, schools, hospitals, and other assets, is reduced against wave-induced damage in Funafuti, Nanumea, and Nanumaga.

- a) The final Detailed Design is complete and has put up the Public Notification for the Funafuti Reclamation, surveyed the Sand Deposit for Nanumea. The Project has yet to complete sand deposit surveys along the Nanumea boat channel if there is insufficient sand from the Hahake sand deposit and we have other options to get the sand. If there is a need, we will go back and do the Nanumea Channel survey.
- b) We have submitted the document for the 4th Disbursement. We plan to apply for the Sand License from the Department of Land & Survey.
- c) For Output 2.2, the technical bid was reviewed and scored on 26th November.
- d) The financial proposal is anticipated to be opened later in December, and the contract is expected to be issued by late February 2022
- e) UNDP will advertise three new positions in a few weeks, the Works supervisor and the two island Facilitators for Nanumea & Nanumaga community. They will be recruited by January 2022.
- f) Once the constructions timeframe is confirmed, we will have additional consultations with key stakeholders (TCAP/GoT/Kaupules) on the priority needs to support the construction works before the works begin.

4.2 Output 3: A sustainable financing mechanism established for long-term adaptation efforts.

- a) LOA with the Department of Local Government. The LOA is for the Department to carry out the Training of Trainers workshop.
- b) The signing of the LOA will be sometime next week (13-17/12/21)
- c) All ISP was completed in 2020.
- d) Submitted Note to File for the Adaptive Management for the changes, and now we are waiting for GCF approval. TSF secretariat to support in Q1 2022 due to travel restrictions.

4.3 Risk/Challenges

1. Output 1

- i. *Scholarships*: a) Student may not complete their programs by the end of the Project.
- ii. *Training*: b) SPC's short-term training would be delivered online if borders remain closed. We anticipate this may attract fewer candidates due to work commitments
2. **Output 2** – The contractor may delay the mobilization due to border restriction until the cyclone season is over.
3. **Output 3** – \$408,000 initially planned for Kaupule as Performance-Based Climate Resilient grants may not be utilized.
4. **Interim Evaluation** – Delays in implementation of recommendations.



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CUMULATIVE CONFIRMED EXPENDITURES (30TH NOVEMBER 2021)

TUVALU COASTAL ADAPTATION PROJECT STATEMENT OF EXPENDITURE REPORTED TO GCF (APR)

	USD					Total
	2017	2018	2019	2020	2021	
GCF confirmed expenditures	216,255	958,651.17	1,532,651.32	1,462,659.78	1,302,628.23	5,472,845
Co-Financing expenditures	52,558	97,163.02	79,968.80	86,167.02	94,701.92	410,559
TOTAL	268,813	1,055,814	1,612,620	1,548,827	1,397,330	5,883,404

FINANCIAL PERFORMANCE ENDED (30TH NOVEMBER 2021)

TUVALU COASTAL ADAPTATION PROJECT STATEMENT OF EXPENDITURE FOR THE PERIOD ENDED 30 NOVEMBER 2021

	Notes	2021 Current USD	Total Budget USD
EXPENDITURE			
O1 - Strengthening of institutions and knowledge management	1	180,857	2,700,000
O2 - Vulnerability of key coastal infrastructure	2	837,148	25,600,000
O3 - A sustainable financing mechanism established	3	10,126	4,850,000
O4 - Project Management Unit Costs	4	274,498	2,860,000
Total Program Expenditure		1,302,628	36,010,000

PROPOSED AWP FOR 2022

Output	Proposed AWP 2022	Key Activities
OUTPUT1	604,564	Training of Government Partners (SPC) & Scholarship Funding
OUTPUT2	10,180,153	Commencement of Construction contract
OUTPUT3	3,735,679	Coastal Adaptation Management - Reprogramming for Nanumea Works and ISP Related Activities.
OUTPUT4	321,498	Project Management Costs.

Total USD 14,841,894



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CO-FINANCING LETTER

The submission of Co-Financing details is a requirement with the APR. The below table summarizes the Co-Financing for 2022.

Output	Budget Code	Approved Budget for entire project period as per FAA (USD)	Budget for this reporting period (Year 4-5) (USD)	Expenditure for this reporting period (USD)	Cumulative expenditure through the end of this reporting period (USD)	Explanation of variances from committed budget
Output 1	73100 - Rental & Maintenance-Premises (Rental office space)	25,200	7,200	3,119.88	10,434.96	The rental office cost per month is lower than expected
	71400 - Contractual Services - Individual (Government staff time)	179,300	51,228	19,708.59	145,180.11	Reduced time of senior Government staff has been spent on project activities at this stage
	Sub-total	204,500	58,428	22,828.47	155,595.07	
Output 2	73100 - Rental & Maintenance-Premises (Rental office space)	201,600	57,600	14,559.45	63,817.17	The rental office cost per month is lower than expected
	71400 - Contractual Services - Individual (Government staff time)	53,900	15,400	30,842.05	90,954.61	More time of senior Government staff has been spent on project activities at this stage
	73400 - Rental & Maintenance-other equipment (O&M)	2,300,000	1,150,000	0.00	0.00	O&M contributions will commence after construction
	Sub-total	2,555,500	1,223,000	45,401.51	154,571.79	
Output 3	73100 - Rental & Maintenance-Premises (Rental office space)	25,200	7,200	3,119.88	10,434.96	The rental office cost per month is lower than expected
	71400 - Contractual Services - Individual (Government staff time)	74,800	21,372	23,352.06	89,956.79	More time of senior Government staff has been spent on project activities at this stage
	Sub-total	100,000	28,572	26,471.94	100,391.75	
TOTAL		2,880,000	1,310,000	94,701.92	410,558.61	



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INTERIM REPORT

✓ *These are identified as the highest priority inefficient in management arrangements.*

- Delay travels to the outer Islands of Nanumea and Nanumaga, limiting the opportunity for the PMU to visit the Islands and engage with beneficiary communities.
- There is limited capacity to implement the gender strategy and action plan and manage the issues related to the safeguards.
- There are different reporting lines between Funafuti and Suva.
- PMU capacity, roles, and responsibility.
- PMU's weak procurement capacity and associated delays.

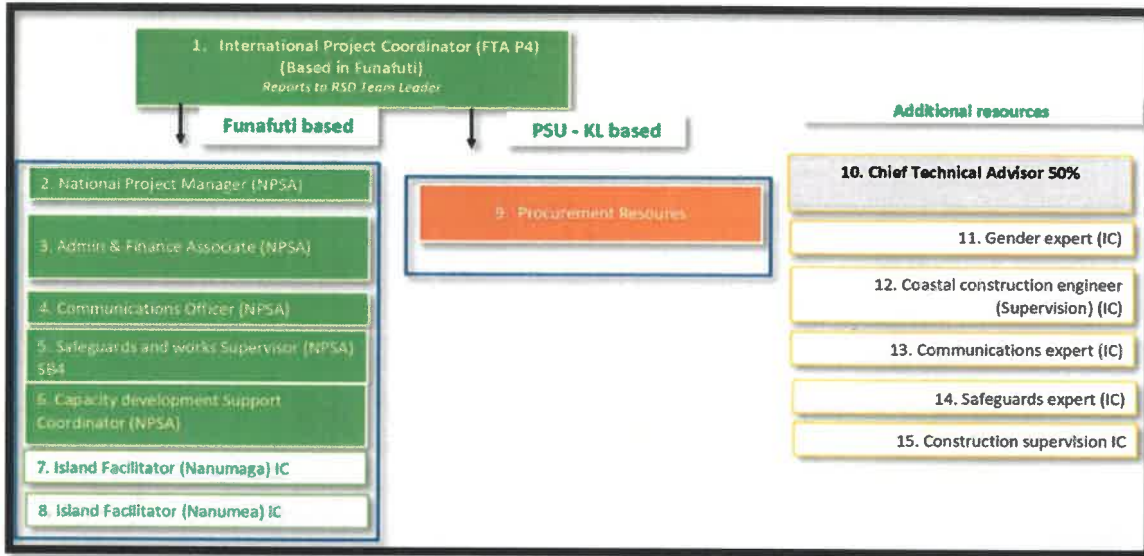
✓ *Recommendations*

- The island facilitators to be in place with roles and responsibilities finalized starting the construction work to the end of the work.
- The Capacity development support and gender expert to be in place.
- Reporting lines to be confirmed
- Revised PMU roles and responsibilities.
- A permanent solution to the Project's procurement delays addressed by enrollment of PSU Malaysia for Procurement support services



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PMU STRUCTURE – Yr.2022 – Yr. 2024



UNDP PMU HR COST

Approved PMU Structure for 2017-2019			Revised PMU Structure in 2020-2021 (include CTA Operations)			Evaluation Recommendation - Proposed PMU Structure (2022 - 2024)			
#	Position	Duty Station Cost (USD)	#	Position	Duty Station Cost (USD)	#	Position	Duty Station Cost (USD)	Charged to
1	CTA - Coastal Adaptation	Fiji \$ 233,324	1	CTA - Coastal Adaptation	Fiji \$ 233,324	1	Coastal Adaptation Advisor (50%) Home Based	\$ 150,000	technical outputs and PMC
2	Project Manager	Tuvalu \$ 38,442	2	CTA Operations	Tuvalu \$ 235,824	2	International Project Manager	\$ 235,824	technical outputs and PMC
3	Deputy Project Manager	Fiji \$ 52,457	3	Project Manager	Tuvalu \$ 38,442	3	National Project Manager	\$ 38,442	100% PMC
4	Procurement Associate	Fiji \$ 35,548	4	Deputy Project Manager	Fiji \$ 52,457	4	Finance and Administration Associate	\$ 18,018	100% PMC
5	Finance and Administration Assistant	Tuvalu \$ 14,234	5	Procurement Associate	Fiji \$ 35,548	5	Communication Officer	\$ 23,066	100% PMC
6	Finance and Administration Associate	Fiji \$ 35,548	6	Finance and Administration Assistant	Tuvalu \$ 14,234	6	Capacity Development Officer	\$ 23,066	100% Output 1
7	Communication Officer	Tuvalu \$ 23,066	7	Finance and Administration Associate	Fiji \$ 35,548	7	Community Facilitator Nanumea	\$ 18,018	100% Output 1
8			8	Communication Officer	Tuvalu \$ 23,066	8	Community Facilitator Nanumaga	\$ 18,018	100% Output 1
9			9			9	Safeguards Officer	\$ 38,442	100% Output 1
10			10			10	PSU Malaysia	\$ 50,000	
Total Cost per Year		\$ 432,619	Total Cost per Year		\$ 668,443	Total Cost per Year		\$ 612,894	Split with other outputs



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DISTRIBUTION OF HR COST ACROSS THE OUTPUTS

Evaluation Recommendation - Proposed PMU Structure (2022 - 2024)					2022-2024 - PMU HR Cost Allocation				
#	Position	Duty Station	Cost (USD)	Charged to	Output 1	Output 2	Output 3	Output 4	Total
1	Coastal Adaptation Advisor	Home Based	\$ 150,000	technical outputs (O2 - 50%, O3 - 17% - 71200) and PMC (O4 - 71200 - 33%)	\$ -	\$ 75,000	\$ 25,000	\$ 50,000	\$ 150,000
2	International Project Manager	Tuvalu	\$ 235,824	technical outputs (O1-35%; O2-15%; O3-5%) and PMC (45%)	\$ 82,539	\$ 35,374	\$ 11,791	\$ 106,121	\$ 235,824
3	National Project Manager	Tuvalu	\$ 38,442	100% PMC (O4 - 71300)				\$ 38,442	\$ 38,442
4	Finance and Administration Associate	Tuvalu	\$ 18,018	100% PMC (O4 - 71300)				\$ 18,018	\$ 18,018
5	Communication Officer	Tuvalu	\$ 23,066	100% PMC (O4 - 71300)				\$ 23,066	\$ 23,066
6	Capacity Development Officer	Tuvalu	\$ 23,066	100% Output 1	\$ 23,066				\$ 23,066
7	Community Facilitator Nanumea	Tuvalu	\$ 18,018	100% Output 1	\$ 18,018				\$ 18,018
8	Community Facilitator Nanumaga	Tuvalu	\$ 18,018	100% Output 1	\$ 18,018				\$ 18,018
9	Safeguards Officer	Tuvalu	\$ 38,442	100% Output 1	\$ 38,442				\$ 38,442
10	PSU Malaysia		\$ 50,000	cost for 2022 & 2023 only				\$ 50,000	\$ 50,000
Total Cost per Year			\$ 612,894	Split with other outputs	\$ 180,082	\$ 110,374	\$ 36,791	\$ 285,647	\$ 612,894
Total requirement for 3 years					\$ 540,247	\$ 331,121	\$ 110,374	\$ 806,940	\$ 1,788,682
2022 - 2024 Budget Available for HR Cost by Output					\$ 551,600	\$ 333,917	\$ 111,306	\$ 834,330	\$ 1,831,152
Difference (+ve = Over Exp; -ve=Savings)					\$ (11,353)	\$ (2,796)	\$ (932)	\$ (27,390)	\$ (42,471)
Comments on Activity to be charged under each output					National Employment (Students) BL	CTA HR Budget	CTA HR Budget	PMC HR Budget Allocation	



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QUESTIONS & ANSWER

1. Penehuro raised that it is interesting to know that our student has been terminated, and it's good that Project planned to have a replacement.
2. Penehuro asks for clarification on why Nanumea always comes first. Does it mean that Nanumea will be using the budget for Nanumaga also?
3. Pula asked on the Performance base grant system for Kaupule is not yet utilized. Are there any reasons as to why the funds are not utilized?
4. Hon Seve asked a question on the termination of the scholarship. What is the plan for the way forward? Could you outline the composition of the ACP committee? Who sits on that committee?
5. Alan responded that there is an automatic replacement for the student that has been terminated. The target is six students graduating. The required additional students can be sponsored from the Project's savings.
6. On Penehuro's comment on why Nanumea first and not Nanumaga, Alan recalled from the previous board meeting that we requested that \$3.3M be redistributed mainly to Nanumea because Nanumea is the most critical severe Island that the TC Tino badly impacted. For the additional 3.3M we may be able to replenish Nanumea to pre-TC PAM Coastal condition. The Berm Top Barriers will not be laid on the coastal berm of the Island.
7. For Nanumaga, we will discuss it later during the presentation. Arthur may share and highlight the situation for Nanumaga.
8. For the \$408,000 for Kaupule. The US\$3.3m was provided as Adaptive Management, and the \$408,000 and is still working on how to utilize this fund. UNDP doesn't allow term grants.
9. Azza mentioned that the \$408,000 was designed to be implemented with UNCDF the LoCAL program. Last year, we just found out that LoCAL is having issues with moving to the next stage. We have discussed with DLG what options for the 408K to meet the objectives of the Funding Proposal. By early next year, I hope we should spend this money in an intended way.
10. Levan said that the ACP is a contract committee of the UNDP which verifies the business unit as it goes to the Procurement Unit and aligns with the UNDP rule and regulations. It identifies a company for that entity. Before the Chief Procurement Officer signed on a large contract, the committee should review it. The Procurement always looks at the compliances and sit in UNDP staff to review the process.
11. Hon Seve responded to the Kaupule grants. He suggested that the Project utilize this money for Kaupule for climate-related projects. I understand that this was a partner with the UNCDF, who will no longer be a partner. This money will contribute to building resilience for the outer islands. May I suggest developing our guidelines under TCAP for managing that budget so that the Kaupule can benefit from that \$408,000?
12. Hon Seve said we need to carefully select the candidates for the scholarships, review the selection process, and avoid termination of scholarship.
13. Alan asked Levan in those procurement processes whether there is any involvement of Tuvalu in the Procurement process? Whether there is a committee inclusive of Tuvalu in the Procurement



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selection. Hon Seve also asks if there is any possibility of including Tuvalu input in the Final selection Process.

14. Arthur updated the Procurement Process. Completing the technical design this year, we developed a Request for Proposal document advertised. Five companies responded to the advertisement. For the technical selection, if those companies meet the minimum threshold, they move forward in the process. Post the screening, only two companies moved forward. These two companies will provide a full technical proposal and financial proposal. Those technical proposals have been submitted and reviewed, including a live presentation from the two companies. Final presentations from the two companies on the technical proposal have been completed. We currently await the questions from the technical presentations. Then, we do the final scoring and open the financial bid.
15. Levan said that what the technical complexity of the Procurement process. It follows the rules and regulations of the UNDP. Those with a UNDP contract can only write the technical evaluation. If we are looking into government participation in the financial, I don't know how we can be involved in it because if we don't follow this rule and guidelines, the NACP looks into those who participate in the Procurement process.
16. Hon Seve responded to Levan that there are two levels where Tuvalu can have a say in the overall Procurement. Whatever the final procurement process to the Government through the Ministry of Finance. In terms of the capacity development for Tuvalu, it can be part of the process as we advance so that they can learn and experience the procurement process of the UN.
17. Levans promised to look into it and advised that the financial process is very complex. It is not a straightforward process. Fortunately, for construction work on Procurement, the Malaysia team is contracted to manage this Procurement because it is a big contract.
18. Levan said that we have some challenges with the LoCAL. No money needs to be lost. We will find ways to make sure the fund is being utilized. We can invite you as an observer for the procurement site.
19. Alan responded that for the selection process, the fact that they are school leavers is taken into consideration. All our students are mature. For the next batch, we will use them to continue their scholarship funded by the Government. So, they will complete their programs within the timeline of the Project.
20. Pepe queries about the Financial report. She would like to see information in the presentation that provides the actual budget for 2021 against the actual expenditures. It will give the Board a clear understanding of the progress throughout the year. The current presentation depicts the cumulative budget and does not project the actual budget for 2021. I suggest that for future reporting, detailed information be provided.
21. On the pandemic's financial report, how does the pandemic impact the implementation of the Project throughout 2021? How long does UNDP's budget reallocation proposal for GCF approval? How long does it take for GCF to get back to UNDP and then UNDP to TCAP?
22. Pepe asks whether it is timely to review the scholarship program. Initially, we are looking at Undergraduate and Post-graduates and given the time left for the Project. Is it still viable for the Undergraduate program? Or invest more on post-graduates or Master as it only takes 1 to 2 years then completed to contribute to the Project before the Project ends.



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23. Alan responded that we would note for future reports as clearly explained. For the timeframes on the proposal, how long does it take? For the board information, we have invested eight students, and three were Undergraduate and five master students.
24. For master students, it only requires 1 to 2 years. Alan explained that all scholarship students should complete their program with the timeframe of the Project. They should all complete their studies by 2023.
25. Azza explained the timeframe of the Secretariat. We only inform the Secretariat if anything related to the Project, which is very different from a major restructure. For the APR, we have submitted the APR in March to the Secretariat, and we have requested the Secretariat for 100 days clearance period for APR. For the case of this Project case, we received a response in August and submitted our comment end of August, and it took two months to clear the APR. When it comes to the disbursement agreement, once the Disbursement has been made, it will be issued for one month. For the Project case, we submitted the document on 8th November, and we haven't responded yet. We will follow up on that after 8th December. Adaptive management doesn't require major changes, but we just inform the Secretariat and inform them. It took two months for the Secretariat to respond. For the next board meeting, we will provide some grid timelines for the board information's for the disbursement request and the APR request.
26. Justin explains that we will need to combine the disbursement request for next year, given the level of the contracting –.
27. Penehuro also comments on the issues of training. I am concerned about the scholarship for the focus of Master. We need the basic discipline. I am worried that the undergraduates know the basic things, and for the Master level, they will become specialists in Coastal engineering, etc. But we need the people who do the work and know the basic skills.
28. Pula commented that she is supporting Hon Seve from the perspective of the Kaupule grant. The women were barely affected by the COVID in terms of their handicrafts. I suggest that we can consider women in the Performance base grants.
29. Taasi commented on Output 2 on the Contractors. The delays that they are going through. May I suggest that maybe we can put 2-3 months for mobilization for Tuvalu?
30. Hon Seve asks When will be this new position will be on Board?
31. Alan responded that all the local positions would be advertised next week. They will be on Board 1st week of January. As for the International Project Manager, we would like to have him here by the 2nd week of January. We want to ask for your assistance to facilitate Imran's clearance to join us here by mid-January 2022.
32. Justin explained that Imran is Paul's replacement, and regarding the local positions, we have developed their TORs. Ideally, they can start before the end of January 2022. Once we endorse, we will go ahead with the advertisement, and we hope we will get good candidates.
33. Hon Seve asks for a budget for the Procurement. Can you clarify that?



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34. Justin responded that the UNDP has a resource for Procurement who will support the region (and this project).
35. Tilia, in regards to the Island Facilitator, is the opportunity open for all Tuvalu citizens, or is it only for Nanumea and Nanumaga community island?
36. Alan responded that the position is only for the Nanumea and Nanumaga island residents.
37. Hon Seve mentioned that we need to secure a placement for Imran for his arrival.

ANY OTHER BUSINESS (AOB)

- Alan acknowledges the presence of the Board Members at the last board meeting for the year and thanked Chairman Hon Seve for availing his time for this last board meeting of the year. We will be looking into the arrangement of Imran travel and thanks Hon Seve for securing a place for Imran to travel to Tuvalu.
- Levan says a word of thanks and looks forward to an opportunity for us to meet face to face again.
- Hon Seve remarks that we want the TCAP project to be successful and address the impact of rising sea levels and building resilience in our community. He acknowledged the UNDP and TCAP team for the work that they have been done. We look forward to the stage of the project implementation in the new year.
- Hon Seve gives thanks to the board members for availing themselves to attend the board meeting and give thanks to the TCAP team for their contribution to the board meeting.

NEXT MEETING & VENUE

The next Board meeting will be confirmed at a later date.


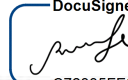
The Chairman closed the meeting and thanked all for their attendance. The meeting closed with a word of prayer.

Meeting adjourned at 1.45pm



Government of Tuvalu



<p>On behalf of the Government of Tuvalu, Office of the Prime Minister, Funafuti, Tuvalu</p>	<p>On behalf of United Nations Development Program – Multi-Country Office, Suva, Fiji</p>
<p>Approved by: </p> <p>Signature: _____</p> <p>Date: <u>11/02/2022</u></p> <p>Name: Hon Seve Paeniu</p> <p>Title: Minister of Finance & Project Board Chairman</p>	<p>Approved by: </p> <p>Signature: _____ <small>DocuSigned by: C72335FE30FF4E0...</small></p> <p>Date: <u>11-Feb-2022</u></p> <p>Name: Mr Levan Bouadze</p> <p>Title: Resident Representative, UNDP Pacific Office in Fiji & Head of Pacific Regional Program and Policy</p>