



## **Minutes of the Meeting between Government of Tuvalu Senior Officials and TCAP Project**

Venue: Level 7, UNDP Office, Kadavu House

Time: 9:30am – 11:45am

Date: Friday 22<sup>nd</sup> February 2019

Present: Tine Leuelu – Secretary to Government

Pepetua Latasi – Director, Department of Climate Change and Disaster

Kevin Petrini – Team Leader RSD, UNDP

Alan Resture – Project Manager, TCAP

Feue Tipu – TCAP Island Strategic Plan Specialist (via tele-conference)

### **Agenda**

1. Operational Manual – Disbursement mode for TCAP funds
2. Co-financing letter
3. Agenda for 3pm meeting with PM
  - a. Co-Chair for Project Board Meetings
  - b. Tripartite Meeting

### **1. Operational Manual**

1. RSD Team Leader welcomed SecGov and Director of CCD to UNDP and connected Mr. Tipu via his mobile phone. Purpose of the meeting was to agree on the disbursement mode for the transfer of funds from TCAP.
2. Mr Tipu explained that there are 2 options
  - a. Tuvalu Survival Fund (TSF)
  - b. Performance Based Grants (LoCal – DRD)
3. Mr Tipu stressed that the timely disbursement of funds to Kaupule is a major administrative challenge. LoCal funds are sent to the Tuvalu Development Fund, which is paid to the Ministry of Finance, which warrants the Ministry of Home Affairs and Rural Development (MHARD) the funds. At present there are 3 weak links in the transfer of funds, namely the National Bank of Tuvalu, Ministry of Finance, and the MHARD. To move funds into the TSF would be an added weak link to the process.
4. Pepe stressed that the TCAP funds are to be channeled into the TSF. There are already mechanisms in place for the utilization of TSF. A template is already available for Kaupules and community organisations to apply for the TSF. The PBG is based on LoCal model, which is to increase capacity of Kaupule. TCAP fund under the Prodoc is to increase capacity and also to build resilience of communities.
5. Kevin asked whether TCAP funds can be ring-fenced? SecGov responded that TSF is already ring-fenced. It already has its payout policy, and that TSF is self-sustaining.
6. Pepe explained that the Operational Manual was drafted by 3 experts, and her office was not consulted in the formulation of the manual. Alan is to share the draft with the DCCD. The Tuvalu Survival Act does not cover the Performance Based Grant. Thus we need to look at the Regulation and amend to accommodate change.

### **Decision**

1. TCAP Fund to go to TSF
2. Share Operational Manual with Peptua



3. Second tranche disbursement
  - a. Share Draft Operational Manual with GCF
  - b. Get Yusuke to get waiver for TCAP as grant.

## 2. Prime Minister's 3pm Meeting

- a. Tripartite Meeting
  - i. GoT to request GCF for Tripartite meeting. GCF has proposed it for early March since the GCF Board meeting was scheduled for end of February. Pepe will confirm date once she receives confirmation from GCF
  - ii. Pepetua is also requested to find out whether GCF delegation is to be funded by GoT or TCAP. If so, TCAP to put it in the Travel Plan
- b. Funafuti Reclamation Update
- c. Fiji Based staff to move to Tuvalu (Procurement and Finance Officers)

## 3. AOB

- a. Travel Clearance Letter from GoT: Pepetua enquired about the purpose of TCAP's Finance Officer's travel to Tuvalu. She is not aware that there was a travel clearance letter from GoT in regards to the officer's travel to Tuvalu. She reiterated that they had a HACT assessment last year and that TCAP Finance Officer was not involved as all the logistics and appointments were organized by her staff. Since the HACT Assessment is carried out by an independent consulting firm, she does not see any reason for the project's Finance Officer to be in Tuvalu at this time.