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Venue: Convention center – Vaiaku, Funafuti, Tuvalu

Time: 9:00 am -3.30pm

MEETING MINUTES FOR THE TUVALU COASTAL ADAPTATION PROJECT (TCAP) BOARD

MEETING

HELD ON OCTOBER 28TH, 2019

ATTENDANCE OF BOARD MEETING

<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
Mr Levan Bouadze	UNDP Pacific Office	Country Director UNDP Pacific Office/Co-Chairman
Ms Faafetai Namoto	Ministry of Finance, Department of Climate Change & Disaster.	Acting Director of Climate Change and Disaster (DCCD)
Mr Peniuna Kaitu	Ministry of Finance, Treasury Department	Head of Treasury Department
Ms Temukisa Hauma	Tuvalu National Council of Women	Representative of TNCW
Mr Faiatea Latasi	TANGO	TANGO Representative
Ms Tilia Tima	Ministry of Public utilities and Environment	Environment Officer
Mr Faatasi Malologa	Office of the Prime Minister	Director of Lands & Survey
Mr Michael Aliimau	Ministry of Finance, Central Procurement Unit	Acting Director CPU
Mr Teleke Lauti	Funafuti Community	Deputy Island Chief, Funafuti
Mr Launiu Pelosi	Nanumea Community	Island Representative
Mr Penehuro Hauma	Nanumaga Community	Island Representative
<i>Apologies</i>		
Ms Kaai Fanoiga	Ministry of Education, Youth and Sports	Acting Director for Education
Mr Taape Morikao	Ministry of Local government and Agricultures	Director for Rural Development
Mr Taasi Pitoi	Ministry of Transport, Energy and Tourism	Director of Marine



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Mr Tine Leuelu	Office of the Prime Minister	Secretary to Government.
Mr Malofou Sopoaga	Ministry of Public utilities and Environment	Acting Director for Public Works Department.
UNDP Team		
Mr Kevin Petrini	UNDP	Team Leader Resilience and Sustainable Development (RSD)
Dr. Arthur Webb	UNDP	Chief Technical Advisor - TCAP
Ms Aishath Azza	UNDP	Regional Technical Advisor
Mr James Lewis	UNDP	Coastal Engineering - TCAP
Mr Alan Resture	UNDP	Project Manager – TCAP
Ms Puanita Ewekia	UNDP	Communication Specialist - TCAP
Ms Pine Andy Tonga	UNDP	Finance & Admin Assistant
Mr Jone Feresi	UNDP	Deputy Project Manager - TCAP



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A. KEY DECISIONS BY THE BOARD

1. The Board agreed for the two-Island Leaders from the Nanumea and Nanumaga communities to visit their respective home islands during the upcoming TCAP mission so that they can provide the support in ensuring that their island communities have the same understanding on/with the planned TCAP works in the two islands.
2. The board agreed on the ESIA works to be carried out properly for the three targeted islands including Nanumea, Nanumaga & Funafuti.
3. The Board endorsed the Communication Strategy.
4. The Board endorsed the Financial Report for 2019.
5. The AWP for 2020 was approved by the Board with a total budget of USD\$8.7million.
6. The Board decided that TCAP increase its visibility to both the local stakeholders and communities of Tuvalu as well as the external stakeholders.

B. MEETING PROCEEDINGS

2. ACTION OF THE AGENDA

2.1 The Board will only consider the agenda items in the order listed in the agenda. The Board may, at its discretion, decide to discuss any item in a different order or to defer any item to a later meeting. The Board may also decide to discuss any item in a different order or to defer any item to a later meeting.

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B. MEETING PROCEEDINGS

1 WELCOME

- 1.1 The Chairman, Honorable Seve Paeniu, extended a warm welcome to UNDP Resident Representative Levan Bouadze for his first visit to Tuvalu. He also welcomed the project team and acknowledged the presence of the island representative from Nanumea, Nanumaga and Funafuti and all the nominated members of the Board that represent their Departments and Ministries.
- 1.2 Funafuti deputy island leader, Rev. Teleke Lauti, opened the meeting with a word of prayer.
- 1.3 The Chairman mentioned that the newly elected government wishes to endorse the continuation of TCAP as it is an important project to addressing the impact of climate change in Tuvalu - and making sure that it is successful, as this could be an important platform that can leverage funding from Green Climate Fund and other sources.
- 1.4 Resident Representative Levan Bouadze (also the Board Co-Chair) congratulated the new government for their vision that recognized the TCAP project.

2 ADOPTION OF THE AGENDA

- 2.1 The Board unanimously accepted the agenda after noting all the information papers.

3 REVIEW AND ADOPTION OF THE MINUTES OF THE 3rd BOARD MEETING

- 3.1 The Chairman invited comments on the minutes of the 3rd Board meeting dated November 12, 2018.
- 3.2 Co-chair Levan suggested to only review the key decisions by the Board on page 3 of the minutes.
- 3.3 The Chairman requested for an update on the discussions with GCF with regards to the reclamation works in Funafuti.
- 3.4 Team Leader for Resilience & Sustainable Development (RSD); Kevin Petrini confirmed that GCF have agreed to the proposed changes on the project which is . foreshore reclamation on Funafuti and berm top barriers (BTB) for Nanumea & Nanumaga.
- 3.5 Deputy Island Leader from Funafuti, Teleke Lauti, enquired on the anticipated timeline for the works.
- 3.6 Kevin responded that this will be determined by the outcome of the ESIA (Environmental & Social Impact Assessment) in 2020.
- 3.7 The Board then unanimously adopted the minutes of the 3rd Board meeting.



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4 PROJECT PROGRESS UPDATE

4.1 Update from the Songdo Tripartite meeting

- a. Project Manager, Alan Resture informed that GCF has agreed to the proposed changes in the restructuring paper submitted to them.
- b. Changes approved by GCF:
 - i. Funafuti will now have the foreshore reclamation instead of seawall;
 - ii. Nanumea will have berm top barriers (BTB) and BC wall along the pastor's house;
 - iii. Nanumaga will have berm top barrier (BTB). Area near the ramp and church will be subject to further consideration once boat harbor plans are finalized.
- c. The proposed timeline:
 - i. June 2020, Environment Social Impact Assessment (ESIA) for Nanumea & Nanumaga to be completed.
 - ii. September 2020, ESIA for Funafuti to be completed.
 - iii. October 2020 = Mobilization for construction works to commence.

4.2 Output 1: Strengthening of Institutions, Human resources, awareness and knowledge for resilient coastal management.

- a. Activity 1:1 Capacity Need Assessment completed and TCAP will engage with the consultant to firm up on the training needs identified in the Capacity Needs Strategy and make arrangements with relevant Service Providers.
- b. Activity 1:2 Two graduates will be recruited by December this year 2019 to assist with the capacity need assessment trainings. On the scholarships, and for 2020, TCAP will be funding 2 masters students and one undergraduate student to pursue further studies.
- c. Total budget for Output 1 2019 was \$296,800 and the expenditure until October 2019 is \$178,920.70.

4.3 Output 2: Vulnerability of key coastal infrastructure including homes, schools, hospitals and other assets is reduced against wave induces damaged in Funafuti, Nanumea and Nanumaga.

- a. Activity 2:1 - Design of Coastal protection and ESIA
 - i. ESIA's for Nanumea and Nanumaga are in progress.
 - ii. Prior to submission of the restructuring paper to GCF, both Nanumea & Nanumaga have signed the 'no objection' letter that they have both agreed that the project would use aggregates from their islands. However, the two communities now have reservations on the extracting of soil from their land. This shall be clarified to the communities in future consultation visits such that the extraction of sand will not affect their infrastructures - it will only be moved to where it is needed most and for the sole purpose of protecting their livelihood and assets.
 - iii. The ESIA will be looking into the other available options of importing sand from overseas.
 - iv. For Funafuti, there is a special machine that will be used for Geotech assessment.



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b. Activity 2:2 – Coastal protection measures implemented.

- i. Coastal Engineer is on board and he will be designing the 3 islands' coastal protection measures that has been agreed and approved by GCF.
- ii. Environmental safeguard specialist should be on-board by November 25th, 2020.
- iii. Final engineering design should be completed by September 2020.
- iv. Construction work should commence by October 2020.
- v. Total budget for Output 2; USD \$1,170.892, and the expenditure until October 2019 is USD \$628,322.64

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

a. Updates under Output 3 include:

- i. Development of the operational manual for the fiscal transfer mechanism involving the Performance Based Grants that is intended for disbursement to the project island communities.
- ii. Island Strategic Plan (ISP) Consultant has been engaged for 6 months.
- iii. Engagement of a due-diligence consultant to do an assessment on the TSF in terms of governance, structure and the financial management capacity.

b. Total budget for output 3; USD \$155,589, and expenditure until October is 62,127.07.

4.5 LIDAR update

- i. Chief Technical Advisor (CTA), Dr. Arthur Webb mentioned that the survey was done by Fugro team from Australia. The data from the Lidar survey has the potential to capture the environment, land, trees, houses, water tanks, energy, coastal and are more valuable for all the people of Tuvalu.
- ii. Lidar is also filling the gaps from past SOPAC works, therefore TCAP can design coastal adaptation from the data that was collected from the Lidar survey.

5 FINANCIAL UPDATE 2019

5.1 Financial Report

- a. The total expenditure as at October 2019 is USD\$1,011.189. The expenditure and commitments by December 31st, 2019 is USD\$1,905,968.00
- b. The total expenditure since Inception is USD\$2,877.113

6. COMMUNICATION STRATEGY

- a. TCAP is developing its Communications Strategy. The purpose is to raise the profile and visibility of the project internally and externally through various means of communications methods.



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- b. The Board agreed and endorsed the communication strategy & plan. The Board recommended that the objectives of the strategy are aligned to the following key areas:
- i. Promoting the project widely among key stakeholders;
 - ii. Promote awareness & support among our communities and to internally keep the Project Board informed;
 - iii. Develop and establish a network email so that in between board meetings, members of the Board can be updated on the activities and the progress of the project so that TCAP can have the support from the Board when needed;
 - iv. Develop project newsletters, brochures, pamphlets, etc.

7 AWP FOR 2020

- a. Total budget for 2020 is USD\$8,700,000 with the following breakdown at output level:
- Output 1 accounts for 8.7% (\$755,489)
 - Output 2 accounts for 67.2% (\$5,852,400)
 - Output 3 accounts for 20.4% (1,772,471)
 - Output 4 accounts for 3.7% (\$319,639)
- b. Major activities under Output 1 includes:
- ✓ Technical capacity building for Government partners,
 - ✓ Scholarships for undergraduate and master's candidate (for Tuvaluan nationals)
 - ✓ Employment of local graduates to help the Capacity Needs Assessment training for local government agency.
- c. Major activities under Output 2 includes:
- ✓ Coastal assessment and ESIA (by SPC)
 - ✓ Engineering Design to be finalized
 - ✓ Construction of coastal protection measures including:
 - Mobilization of resources for construction of approved infrastructures designs
 - Physical works subject to agreement on site concepts.
- d. Major activities under Output 3 includes:
- ✓ Performance based grants – Island level Kaupules
 - ✓ Due diligence on TSF
 - ✓ Gender strategy & action plans to be completed.
- e. The 2020 AWP was then approved by the Board.

8 CO-FINANCING REPORT (REQUIREMENTS) FROM GOVERNMENT FOR 2019 APR REPORTING TO GCF

The following are requirements from GoT with regards to the annual co-financing report that is a part of the Annual Performance Report (APR):



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i. Letter from National Designated Authority (NDA) together with

- Expenditures through end of the reporting period
- Cumulative expenditure through end of the reporting period
- Commitments
- Timelines for such document(s) – is end of November

9 BOARD COMMENTS/REMARKS (WITH RESPONSES) ON PROGRESS UPDATES

- i. Funafuti representative, Teleke Lauti: enquired on whether the sand from Nanumea and Nanumaga were from the shore. Project Manager, Alan responded that the sand were both from the TC PAM deposits.
- ii. The Chairman mentioned that all islands must undergo the ESIA process. Project Manager Alan mentioned that GCF supports the full ESIA process for all the 3 project islands.
- iii. Nanumaga representative, Penehuro Hauma enquired on the work the due-diligence expert will do. Azza responded that the expert will assess the governance and financial management capability of the TSF to manage such funds.
- iv. The Chairman enquired on the role of the ISP consultant given that all the ISPs are ready and island communities are now preparing for the implementation phase. Secondly, he also enquired on whether it is a high priority for the project to do a gender strategy. Jone responded that, in order for the grant to be disbursed to the community, a baseline assessment should be done to determine the minimum conditions for qualifying for the grant. Secondly, the ISP consultant's role is to assist and support TCAP in ensuring the proper disbursement of the Performance Based Grants. The ISP consultant also assists with the trainings of the Kaupule and Falekaupule and assists them with the review of their own ISPs.
- v. The Co-chair, Levan, emphasized that gender is one of the central key features in the UN. All interventions that the UN does will have gender in all its indicators. GCF has major funds on how gender is being integrated and taken care of. Azza added that it is a part of the requirement for GCF as well as UNDP to have a Gender assessment and action plan done. The Gender expert, in the course of doing the assessment, will comply with all the GCF gender requirements.
- vi. The Chairman mentioned that he is anxious about the involvement of women in decision making, because of the culture in Tuvalu. The Tuvalu situation needs to be approached sensitively and each community has its own way of dealing with that. A way forward t is to work together with the Gender Department to make sure that those sensitivities are managed well.
- vii. The Chairman: enquired on the plan for dissemination of grants to the Kaupules. There is a process on how Kaupule will access those grants, and what sort of timelines are there. Jone responded that the baseline assessments, to be done by UNCDF, will facilitate the disbursement of grants to the communities.



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- viii. The Board affirmed its support for capacity development for local Tuvaluans. As such, it should be widely advertised under TCAP scholarship.
- ix. Locals should benefit from this project not only for the capital works but in terms of the capacity development from the TCAP.
- x. TCAP must treat all the islands equally in terms of accessing the performance-based grants.
- xi. The Chairman requested the Island Leaders representatives must deliver one message to their communities and not to confuse them.
- xii. Nanumaga representative, Penehuro Hauma. enquired on whether all Tuvaluans have access to the dataset collected by this Lidar survey.
- xiii. The Chairman enquired on how readily the Lidar data is available to various government departments. He further requested if TCAP can facilitate the dissemination of this data set to all government partners who are going to benefit from it.
- xiv. Penehuro enquired on whether the Lidar survey can determine the groundwater features. Arthur affirmed that the survey cannot determine that.
- xv. Enquiry was also made on whether there would be any capacity development for the maintenance and monitoring of the coastal infrastructures.
- xvi. The Chairman mentioned that there is a need to promote TCAP to the international community to leverage further support.
- xvii. The Chairman also mentioned that the scholarships should be advertised as a TCAP scholarship. It can provide assurance to the community making sure that we implement the communication strategy.
- xviii. TCAP to report back to Nanumea island community on the preliminary assessment that was carried out by the SPC
- xix. The capacity development to spread not only to the government agency but also to NGO that can have the capacity to be a National Implementing Entity (NIE).


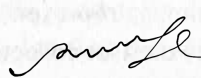
10. NEXT MEETING & VENUE

The next Board meeting and venue will be confirmed at a later date – most probably sometimes in October 2020.

The Chairman closed the meeting by encouraging all Board members to be present during the next Board meeting. No member should travel overseas during that time. He then thanked everyone for their attendance and participation.



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<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>19/06/2020</u></p> <p>Name: Hon Seve Paeniu</p> <p>Title: Minister of Finance & Project Board Chairman</p>	<p>Approved by: </p> <p>Signature: _____</p> <p>Date: <u>21-Jun-2020</u></p> <p>Name: Mr Levan Bouadze</p> <p>Title: Resident Representative UNDP Pacific Office in Fiji</p>