



Empowered lives.
Resilient nations.

Venue: Government Building – Ground Floor Conference Room **Time:** 9.30am-1.30pm
Funafuti, Tuvalu

TUVALU COASTAL ADAPTATION PROJECT

**MEETING MINUTES OF THE 1st TCAP PROJECT BOARD MEETING HELD ON
NOVEMBER 29TH, 2017**

<u>ATTENDANCE OF BOARD MEETING</u>		
<u>NAME</u>	<u>ORGANISATION/MINISTRY/DEPARTMENT</u>	<u>ROLE/POSITION</u>
Mr Enele Sopoaga	Office of the Prime Minister	Honorable Prime Minister/DNA/Chairman
Mr Bakhodir Burkhanov	UNDP Pacific Office	Country Director UNDP Pacific Office/Co-Chairman
Ms Pepetua Latasi	Office of the Prime Minister,	Director Climate Change Policy and Disaster Coordination Unit (CCPDCU)
Mrs Amalinda Tala	Ministry of Finance	Director of CPU
Mrs Tasii Pitoi	Ministry of Communications and Transport	Director of Marine
<i>Apologies:</i>		
Mr Temetiu Maliga	Ministry of Home Affairs	Director of Rural Development
Mr Moe Saitala Paulo	Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour	A/Director of Environment
Mr Malofou Sopoaga	Ministry of Public Works, Utility and Infrastructure	Director Public Works Department
Mr Neaki Letia	Ministry of Education, Youth and Sports	Director of Education
Mrs Sunema Maheu	Treasury Department	Head of Treasury Department



*Empowered lives.
Resilient nations.*

Circulated Documents:

- a) Agenda of the Project Board meeting, TCAP Annual Work Plan for 2018, and TCAP Financial Report as at 30/11/2017.

General Information

The TCAP Project's main objective is to reduce the vulnerability of three islands of Tuvalu (Funafuti, Nanumea and Nanumaga) to the impacts of climate-induced sea level rise and intensifying storm events on their key coastal infrastructures.

At the commencement phase, it is required that a project board meeting should convene to approve the project's AWP, budget, related documents and to agree by consensus on the project key decisions.

A total number of 17 meeting participants which comprised of PB members, observers (Island Community Leaders), UNDP Fiji representatives and the Project Management Unit/team (PMU).

1) WELCOME

- 1.1 The Chairman, Honorable Enele Sopoaga, thanked all for their presence and taking the time to attend the first Board Meeting for the Tuvalu Coastal Adaptation Project (TCAP). Chair also acknowledged the apology given by the Department of Environment as the Director was on an overseas mission and the representative was unable to attend as he was on sick leave.
- 1.2 Chairman acknowledged the presence of the UNDP Pacific Office representative, Country Director Bakhodir Burkhanov – with UNDP being the Implementing Partner in this GCF funded project. He also acknowledged the presence of the TCAP PMU Team.
- 1.3 Chairman also acknowledged the presence of the Honorable Minister for Transportation and Communication and thanked him for availing himself at the Board meeting.
- 1.4 Chairman emphasized to the Board on the importance of being represented during Project Board meeting.
- 1.5 Chairman gave a brief on the TCAP Project which was initiated in 2015, proposal submitted to GCF Board and approved on June 30th, 2016.
- 1.6 Chairman suggested that the word "Coastal" in TCAP related discussions be replaced with the word "Foreshore" or "Island Assessment". In the law of Tuvalu, there is no reference to Coastal, only "Foreshore".

2) ADOPTION OF THE AGENDA



*Empowered lives.
Resilient nations.*

2.1 The agenda was unanimously adopted by the Board.

3) PRESENTED PROJECT UPDATES

3.1 Project Manager Ms Moeo Finauga presented an overview of the TCAP project as per the context of the Project Document. Areas covered included the project formulation to approval timeline, implementation arrangement, key outputs, key milestones within the project cycle, and key results and impacts.

3.2 Deputy Team Leader (RSD) Ms Winifereti Nainoca presented an update on the Recruitment and Office Set-up for TCAP teams in Fiji and Tuvalu. She confirmed that except for the Communications Officer position, all other positions have been filled. In terms of office space, she thanked the Government of Tuvalu for allowing the Tuvalu based PMU team a space in the new Partnership House. For the Fiji based PMU team, she confirmed that they have been allocated an office space at Level 4 of Kadavu House.

3.3 Deputy Project Manager Jone Feresi presented an update on the Inception Workshop and Project Launch. He reaffirmed that the TCAP project was officially launched by the Honorable Prime Minister on August 30th. The main objective was to introduce the project to the wider Tuvaluan community and stakeholders. More than 50 participants attended the launching occasion. The inception workshop followed in the next 2 days which mostly involved the major government stakeholders and the TCAP PMU team. He also confirmed that the mandatory Inception Report shall be submitted to the GCF Board on December 7th.

3.4 Finance Associate Mike Ravono presented an update on the HACT Assessment (HACT for Harmonized Approach to Cash Transfer). Ernst & Young was engaged for this HACT assessment and focused on the following areas: Project Management, Accounting & Financial requirements, Fixed Asset management, and procurement. This was completed in October 2017. HACT was prioritized for MEYS as it is the Implementing Partner (IP) in the administering of the TCAP sponsored scholarship programme. The main objective was to assess MEYS's capability, identify and mitigate risks (through assurance plans, finance training, etc) - before any transfer/disbursement of cash is enabled. Though high risks was identified under the Fixed Asset management, the overall risk rating from the HACT assessment was moderate.

3.5 Chief Technical Advisor Arthur Webb presented an update on his observations on Coastal Processes and status for both the Nanumea and Nanumaga islands. He reiterated that TCAP shall support its coastal hazard works on the three target islands (Funafuti, Nanumea and Nanumaga) with technical and social assessments which shall inform the design and implementation of coastal adaptation measures. He mentioned that a similar assessment trip for Funafuti (Fogafale) is planned for January 2018.

3.6 Project Manager Ms Moeo Finauga then presented an update on the recent community consultation meeting with the Funafuti community. One of the issues raised by



*Empowered lives.
Resilient nations.*

the community is the need to be informed of the financial details of TCAP project and the participation of Kaupule or local communities to be maintained in all the distinct phases of the project.

3.7 Deputy Team Leader (RSD) Ms Winifereti Nainoca presented an update on the TCAP Logo competition. She confirmed that this competition targeted the primary schools only (from Year 1 to Year 8). More than 40 drawings were collected at the closure of the competition. A review team comprising Wini, Arthur, Moeo, Pepetua and Mataio selected the best 5xdrawings which is to be presented to the Board to decide on the top three(3).- the winning logo (with some necessary adjustments) to be adopted as the official logo for the TCAP project. The Board then deliberated and decided on the winning drawing towards the end of the meeting.

4) FINANCIAL REPORT

4.1 From an approved budget of USD\$2,013,841, the financial commitment for the period ending November 30th, 2017 is USD\$162,170 with bulk of the expenditure associated with the Project Management administrative costs.

4.2 Chairman stressed the need for the TCAP project to speed up utilization of funds.

4.3 Chairman suggested for a holding account to be in Tuvalu either under the Tuvalu Trust Fund (TTF) or Climate Change Fund.

4.4 UNDP Pacific Office Country Director Bakhodir stressed that the release of resources is conditional of an approved AWP. On the procedural side of things, UNDP is bounded by the GCF requirements.

5) ANNUAL WORK PLAN (AWP) FOR JANUARY-DECEMBER 2018

5.1 The AWP for 2018 (for the period January to December) has a total budget of USD\$4,152,082. Of this amount, USD\$561,680 is for Output 1, USD\$2,475,231 is for Output 2, USD\$575,984 is for Output 3, and USD\$539,187 is for the Project Management Costs.

5.2 Taking into account the USD\$162,170 expenditure (period ending Nov 2017) from an approved budget of USD\$2,013,841, the budget for the period June 2017 to June 2018 is USD\$4,693,133.

5.3 After some deliberations, the Board endorsed and approved the AWP for 2018.



Empowered lives.
Resilient nations.

6) BOARD DISCUSSION FILENOTES

6.1 Chairman emphasized on the need to use existing coastal data instead of conducting new coastal assessments.

6.1.2 UNDP Country Director suggested that the Project team review all coastal assessments done already for Tuvalu and do a stock-take of what exists and what TCAP can further build upon.

6.2 Chairman suggested that TCAP consult and work with the Korean Company, DOHWA Engineering, that is currently doing a *Master Plan and Feasibility Study for Coastal Erosion Protection in Tuvalu*.

6.3 Chairman requested to bring forward the time of construction to year 2018.

6.4 Director CCPDCU Pepetua enquired on the timeline required for mitigating the risks identified in the HACT Assessment.

6.4.1 Finance Associate Mike Ravono replied that there is a need to address the risks as soon as possible. A one year timeframe is however being considered as the recommended timeline with the assurance plan already developed, and training for MEYS envisaged for early 2018.

6.4.2 Mike also added that spot checks on MEYS shall be envisaged twice per year as part of the assurance plan.

6.4.3 UNDP Country Director added that through this HACT assessment process, we are looking at the broader attributes of benefits for Tuvalu instead of the TCAP project only.

6.4.4 The overall risk rating of "moderate" enables UNDP to transfer cash to the Treasury department. At the same time, allows for training to focus on mitigation.

6.5 Chairman enquired on the support given to TCAP in Fiji in terms of office space.

6.5.1 UNDP Country Director confirmed that TCAP is paying rental for the current office space as it is commercially leased. All other projects housed in Kadavu house pay rental for their respective office spaces.

6.6 Chairman requested for the TCAP funded scholarship programme to consider both pre-service and in-service candidates.

6.6.1 Chairman was advised that the programme of study is intended for both undergraduate and master level studies.



*Empowered lives.
Resilient nations.*

6.7 Chairman was concerned with the use of the word “high value areas” in the course of the presentation. He later agreed that it be maintained as such as it denotes the location of national assets and infrastructure critical to the country’s economical growth and well-being.

6.8 Director CCPDCU confirmed that an MOU has already been signed with MEYS for looking after the TCAP Scholarship programme.

6.9 Chairman requested that gender balance (which may not be gender parity) be maintained during all scholarship selection processes.

6.10 Chairman requested the Honorable Minister for Transportation and the Director Marine to assist TCAP on their transportation needs during their future outer island visits.

6.11 Chairman mentioned that Partnership House, where the Tuvalu TCAP team are based, is part of the contribution from the Government of Tuvalu towards TCAP.

6.12 Director of CCPDCU commented if the PMU has a detailed AWP that specifies the specific tasks under the three Outputs for each quarter. Moeo responded that PMU has a detailed Implementation Schedule that specifies the specific details of project activities for each Output.

7) BOARD DECISIONS

7.1 Chairman’s aspiration to establish a Tuvalu Foreshore Agency – post TCAP.

7.2 Project Board meets to happen at least twice a year. Tentative suggestion is for the next Board meet to happen towards end of March and based on advice from PMU. Another suggestion from Director CCPDCU Pepetua for the Board to meet before TCAP reports to the GCF Board.

7.3 UNDP Country Director suggested that the Board quorum comprise 50% of Board plus Convener such as the Chairman. The Board members as well should not be hard wired to the names – representatives are encouraged in the absence of a Board member.

7.4 A TOR for the Board Meeting to be developed by PMU and to be looked into in the next meeting.

7.5 Island representatives to the Board Meeting (especially from Nanumea, Nanumaga and Funafuti) to be a mandatory requirement.



*Empowered lives.
Resilient nations.*

8) NEXT MEETING AND VENUE

The next Board meeting is tentatively schedule for end of March, 2018. Venue to be subject to the advice of PMU.

Chairman closed the meeting and thanked all for their attendance.

<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: _____</p> <p>Name: Hon Enele Sopoaga</p> <p>Title: Prime Minister & Project Board Chairman</p>	<p>Approved by:</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Name: Mr Bakhodir Burkhanov</p> <p>Title: Country Director UNDP Pacific Office in Fiji & Head of Pacific Regional Program and Policy</p>