



PACIFIC ADAPTATION TO CLIMATE CHANGE

PROJECT EXECUTIVE GROUP

REPORT

**TELECONFERENCE DATE:
17TH AUGUST 2009**

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1.0 Introduction and Welcome by the Chair

This report provides a brief summary of outcomes of the second meeting of the Pacific Adaptation to Climate Change Project Executive Group (PEG). The second meeting was held on the 17th of August 2009 through a teleconference call.

2.0 PEG members present

All the PEG members participated in the meeting except the member for Micronesia, Mr. Abraham Simpson who was not able to participate due to travel delays faced on his journey from Phonpei to Kosrae where he was supposed to participate in the PEG meeting. He later mailed his apologies to the PEG secretary.

3.0 Meeting Outcomes

3.1 Welcome by the Chair

The meeting was opened by the chairperson Ms Easter Galuvao (UNDP Apia Multi-country Office) who welcomed and thanked all the PEG members for availing their time to undertake this important policy guidance work for the PACC project.

She informed the PEG members of the process of the meeting which will include; i) summary presentations from the Regional Project Manager (RPM) on the various agenda items; ii) comments will be invited from all the PEG members; and iii) action recommended.

3.2 Adoption of Agenda

The agenda was introduced and SOPAC (representing CROP) commented that it would be useful to know the state of progress at the national level. The Chair advised that progress at the national level should be part of the RPM's presentation.

PEG members adopted the agenda presented below:

- i. Welcome by Chair
- ii. Adoption of Agenda
- iii. Presentation of Quarterly's Progress Report, and discussion and endorsement
- iv. Presentation of the Financial Report, and discussion and endorsement
- v. Presentation of Annual Work Plans, and discussion and endorsement
- vi. Any Other Business
- vii. Date/Venue next PEG meeting

3.3 Presentation of Quarterly Progress Reports

3.3.1. RPM's Report

Several activities were undertaken during the quarter. The Project Management Unit at the regional level was set-up at SPREP through the appointment of Mr. Taito Nakalevu to the post of PACC Regional Project Manager (RPM) on the 6th of April 2009. Dialogue on the setting up of PACC National Project Management Units was also undertaken. Two countries, Palau and Nauru indicated that they would recruit their PACC National Coordinator before the quarter ends.

A major effort was also given to the PACC Inception Meeting preparation. Invitation circular went out to countries and partners and agenda was developed and venue and other logistical support was mobilized. Expressions of interest to attend the meeting (at their own cost) were received from non-PACC participating countries, which included American Samoa and French Polynesia. At the end of this reporting period, the Inception Meeting was at its second day.

The quarterly progress report that describes in more detail the activities carried out will be submitted to all PACC member countries as an addendum to this report.

3.3.2 PEG Member's Comments

Fiji – No difficulty with the summary presentation and the progress report they received. They reported that Fiji's PACC MoU was vetted by the Solicitor General's office and should be ready for signing shortly. Requested RPM to clarify whether funds will still be transferred in USD currency as agreed to by the meeting.

Samoa – No problem with the report however, they reported that the PACC Coordinator interview for Samoa has been completed and an appointment would be made know to SPREP and UNDP in due time.

SOPAC - Progress per country is covered in the report, which is good.

UNDP – Thanked the RPM for the report and requested that for future PEG meetings, some semblance of next quarter activities should also be reported as well as indicators.

Response from RPM – On Fiji's PACC fund transfer concern; SPREP is already transferring funds in USD. Exchange rate when the funds are converted at national level should be used at the national level and when reporting back to SPREP. RPM noted UNDP's request.

3.3.3 Action Recommended

Quarterly Progress Report was endorsed by the PEG members.

3.4 Presentation of the Financial Report

3.4.1. RPM's Report

In April 09, SPREP received a total funding of USD213, 500 from UNDP. SPREP was able to expand a total of USD100, 696.00 up to June 09. These costs were incurred to set up the PACC Project Management Unit at SPREP and the cost of the PACC Inception workshop. The RPM informed the meeting that no fund has been transferred to national level in this quarter. However, the RPM pointed out that funds for third quarter [meaning Start-Up Funding] are already moving and SPREP may need some replenishment.

3.4.2 PEG Member's Comments

Fiji – they do not have any issue with the financial but inquired whether they can incur cost for the hiring of their national coordinator and this be reimbursed when they received the PACC funds.

Samoa – no comment on RPM's report but indicated they are currently discussing financial details of the PACC project with their Treasury Department.

SOPAC – Requested clarification to UNDP whether it is correct to code salary of national staffing to local consultants or contractual services individual. Also observed that the third quarter proposed budget is quite high given that only 5 weeks left in the quarter

UNDP – UNDP responded that both codes could be used. Thanked RPM for the report and also responded to the issue of funds at SPREP. They would try to review the Financial Report submitted by SPREP as soon as possible and make necessary transfers based on the third quarter request.

Response from RPM – Through the Chair, the RPM responded that Fiji would only need to sign the MoU and they should receive their "Start-Up" funding of USD10, 000 in their bank in a space of a week. In response to SOPAC's observation, RPM indicated that 3rd Quarter funds would be provided as budgeted by the countries but if some are left then this will be rolled over to the fourth quarter. Further transfers for the 4th quarter will be based on the 80% delivery compliance.

3.4.3 Action Recommended

The PEG adopted the financial report.

3.5 Presentation of AWP, and discussion and endorsement

3.5.1. RPM's Report

Bulk of the 3rd quarter activity and funding is on project management. This includes office set-up, recruitment of coordinator, communication strategy development et cetera. Nauru, Tonga and Tuvalu have budgeted for Component 1. FSM and Fiji are

planning to carry out some Component 2 activities during this quarter. Table 1.0 below provides a breakdown of funding per component for the 3rd quarter.

Table 1.0 Total Projected 3rd Quarter Funding

FUNDING IN COMPONENTS	TOTAL
Component 1: Mainstreaming	50,000
Component 2: Guideline and Demonstration	36,600
Component 3: Technical Support and Lessons Learnt	1,000
Project Management	251,928
Total	339,428

Bulk of The 4th quarter activity and funding requested is now on component 1 and 2. This reflects progress at the national level from setting up to addressing the more technical issues of Component 1 and 2. Most are now working on analysing policy and in the case of Solomon Islands they will develop a climate change policy and will be using PACC and EU funding to cofinance the activity. Samoa has requested that they now move into guideline development and demonstration. Table 2.0 below provides the total projected 4th Quarter funding per component.

The AWP summary has been forwarded to all the PEG members a week before the PEG meeting.

Table 2.0 Total Projected 4th Quarter Funding

FUNDING IN COMPONENTS	TOTAL
Component 1: Mainstreaming	181,000
Component 2: Guideline and Demonstration	276,300
Component 3: Technical Support and Lessons Learnt	3,000
Project Management	94,172
Total	554,472

3.5.2 PEG Member's Comments

Fiji – Pass.

Samoa – Supported RPM's comments about the need to start with Guideline development and demonstration in the 4th quarter.

SOPAC – Pass

UNDP –Thanked RPM for the report and requested that for future financials, it would be good to also receive all the individual country AWP's so that some idea of detail can be perused. Also requested that all the AWP's be made available to the countries for their information and action.

Response from RPM – In response to UNDP's observation, RPM indicated that the combined excel worksheet is 6 megabytes and would be very difficult to be

downloaded. RPM proposed that he upload all the AWP excel worksheets to the PACC website and provide link to the PEG members to download.

3.5.3 Action Recommended

PEG members endorsed the report and accepted the RPM's proposal that the all the AWPs will be uploaded on the PACC website and links will be provided to members accordingly for them to access.

4.0 Any Other Business

UNDP requested that for future PEG, discussion would be enriched if future activities as well as some indication of targets were also mentioned not only for every quarter but also on an annual scale.

RPM in his response indicated that this would be done. He also reported that all reports discussed in the PEG meeting will be made available as addendums to this report.

5.0 Date/Venue next PEG meeting

It was agreed by the PEG that the next meeting would be a face-to-face and will be back-to-back with the PACC Technical meeting on the 9th of October 09, at the Institute of Applied Sciences Conference Room, USP, Suva, Fiji.