**3rd JOINT REGIONAL PROJECT STEERING COMMITTEE MEETING**

**VIA EMAIL**

**10:00AM WEDNESDAY 13 FEBRUARY 2019**

**Participants**

Mr Soseala Tinilau-Director, Department of Environment, Tuvalu & Polynesian sub-regional representative;

Mr King Sam- Republic of Palau and representative for the Micronesian sub-region;

Ms Rose Alphonse- Papua New Guinea and representative for the Melanesian sub-region;

Dr Manoela Miranda- Task Manager, UN Environment;

Dr Daniel Robinson- Associate Professor UNSW & ABS Initiative Regional Coordinator;

Dr Geoffrey Burton- GEF Consultant;

Mr Clark Peteru- SPREP Legal Counsel and Chairperson

Ms ‘Ofa Kaisamy- ABS Legal Adviser, SPREP

Mr Rahul Chand-ABS Capacity Development Officer, SPREP

Ms Isabell Rasch- ABS Technical & Financial Officer, SPREP

**Apologies**: None

The Secretariat tried to facilitate the Steering Committee Meeting, which was scheduled for 13 February 2019 via teleconferencing, unfortunately the members were unable to participate or did not respond to the email invitation. Consequently, the meeting did not happen as planned in the last quarter of 2018 and similar efforts in the first quarter of 2019 also proved to be futile. The Secretariat therefore requested for a remote discussion on the meeting papers via email where all agenda items were addressed.

**Agenda Item 1: Opening**

Ofa Kaisamy of the Secretariat opened the email conference by way of introducing the documents and adopting the meeting procedure on 15 February 2019. The documents were submitted via email attachments and deadlines were set for each agenda.

**Agenda Item 2: Quorum**

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**Item 3: Agenda**

The agenda was circulated via email. The Agenda is Annex 1 of this document. No specific comments were received by any members therefore it was agreed that the meeting shall proceed. The Chair therefore invited comments as per the agenda on specific documents thereafter.

**Item 4: Minutes of the last meeting and matters arising**

The minutes being considered in the email conference was from 2017. This meeting did not receive any specific comments regarding the records of the previous meeting. Furthermore, there were no matters arising.

**Item 5: Implementation Reports.**

The meeting considered the implementation reports as information documents. No specific comments were received on the implementation report. Papua New Guinea representative from the Melanesian Group however did mention the need for increased country visits and consultation/ workshops as part of the larger sphere of implementation of activities in the Project which was well captured in the ‘Budget Revisions Notes’ as well.

**Item 6 : Strategic Decisions on Project Implementation (Challenges and Future Directions)**

The Committee did not provide substantial comments on the particular agenda item. As such it was deemed to have approved the following submitted for discussion:

*Budget Note 7*: Drafting Instructions to be reprogrammed to be used for travel budget.

*Budget Note 12:* That interregional exchange is to be held as a one-day event, held back to back during a sub/regional workshop.

*Budget Note 15*: Saving made in the project be reprogrammed for an additional regional workshop.

**Item 7: Annual Work Plan and Budget For 2019**

The Secretariat received comments from the ABS Initiative requesting for sub-regional members (Palau, PNG/Vanuatu and Tuvalu) to provide endorsement of the recommendations in Item 6**.**

The Secretariat received endorsements on the budget from Tuvalu, Palau and Papua New Guinea. The Secretariat received a comment from Papua New Guinea on this agenda item if country trips could be prioritised by the project. The Secretariat did not receive any other comments from Members and documents were accepted to have been approved.

**Agenda 8 : Other Matters**

No issues were discussed under other matters.

The Chair closed the forum with confirmation that Revised Budgets and Reports tabled were approved with minor adjustments in line with comments received.