



## LPAC Meeting Minutes 4<sup>th</sup> July 2017

**Venue:** UNDP-SGP Conference Room

**Time:** 2.00pm – 4.00pm

**Chairperson:** Lizbeth Cullity (UN Resident Co-ordinator/ UNDP Resident Representative)

**Presenters:** Lizbeth Cullity and Yvette Kerslake (Programme Manager: Environment and Climate Change Unit)

### **Meeting Participants:**

Ms. Litara Tauleaalo (Ministry of Finance ACEO: Climate Resilience Investment and Coordination Unit), Ms. Lita Lui (Ministry of Finance ACEO: Aid Coordination and Debt Management Division), Ms. Lizbeth Cullity (UN Resident Co-ordinator/ UNDP Resident Representative), Ms. Georgina Bonin (UNDP Assistant Resident Representative), Ms. Yvette Kerslake (Programme Manager: Environment and Climate Change Unit), Mr. Taufao Taufao (UNDP M&E Specialist), Ms. Tessa Tafua (UNDP Programme Officer), Ms. Frances Brown (UNDP Programme Associate), Mr. Ioane Iosefo (UNDP Programme Associate), Ms. Prudence Raine (UNV Climate Change), Ms. Cherelle Fruean (Programme Analyst), Mr. Thibault LePivain (UNDP Intern) and Mr. Mark Rowe (UNDP Intern).

### **Meeting Minutes:**

1. Welcome remarks were made by the Chair, Ms. Lizbeth Cullity who thanked everyone present for making time to come to the Local Project Appraisal Committee (LPAC) meeting. This time last year, July 2016 we developed the GCF Proposal with the Government of Samoa and it was approved in the GCF Board in December 2016. Within 6 months from approval by GCF the Funded Activity Agreement (FAA) has been signed last month, 9<sup>th</sup> June 2017 and we are now in the final stages for approving the project document, project signing and receiving the first disbursement for project implementation by September 2017.
2. Opening prayer delivered by Ms. Yvette Kerslake, as appointed by the chair.

3. Opening Remarks made by the chair, outlined the meeting objectives:
  - Present Project Document
  - Facilitate dialogue and collect feedback on the project
  - Presentation of UNDP Quality Assurance Assessment
  - Endorsement of Project Document
  
4. Purpose of LPAC: It is a requirement of UNDP to ensure that all parties involved in the GCF Samoa project are satisfied with the project development as we continue forward with the project. The minutes from this meeting will be submitted to our UNDP Headquarters and upon receipt our Samoa office will receive the DOA (Delegation of Authority) which allows us to proceed with the implementation of the project. The first step after receiving the signed DOA is to hold the inception workshop, in accordance with UNDP guidelines this must occur within the next two months.
  
5. Project PowerPoint Presentation of the Project Document by Yvette Kerslake (UNDP):
  - Yvette introduced the long term overview of the project and presented the main objective of the project which is to strengthen the adaptive capacity and reduce exposure to climate risks of vulnerable communities. Representing the Government's goal of operationalising a comprehensive flood management solution using a "Ridge to Reef" approach.
  
  - There were discussions of the revised disbursement schedule, the Chair clarified that during the FAA negotiations a contingency fund was introduced and would need to be spent by calendar year of the project. The contingency fund will be spread over 6 years but will need to be utilized within the calendar year. The disbursement figure for year one has therefore been reduced to a more manageable amount of \$4,766,361.00. There is an urgent need to work on a strategy to recover the contingency fund to avoid losing funds during calendar year. Representative from MoF acknowledged that it is an advantage to have a smaller disbursement for Year One but expressed concerns that there is a possibility that the project will lose the funds especially in the first years due to activities required at project start.
  
  - There are attachments to each disbursement, we are already in a good position for the first disbursement as FAA has been signed, TOR for "Review of the interdependence of flood mitigation options" has been finalised and UNDP is working on the final few annexes (2) for the ProDoc. For the second disbursement, an operational manual containing guidelines and procedures for the implementation of Activity 2.2. has to be prepared, to provide further clarity to the GCF secretariat on how this activity will achieve its intended results.
  
  - Project organigram: feedback from the Government is to look at ways of modifying the presentation of the PMU structure to make it clear for which agencies the procurement will occur in. Questions raised that the current suggestion of the PMU



structure may lead to a lack of clarity in reporting lines as there are people reporting through 5 government ministries. Litara suggested that UNDP could make the text in the ProDoc clearer to avoid any confusion.

- Procurement discussion: Lizbeth had previously discussed with CEO MoF to fast track the procurement. CTA and project coordinator, are two key positions that we need to get on board as soon as possible.
  - TORs for PMU – drafts have been circulated and the finals will be sent this week. Key positions we want on board by the inception workshop, so they will be fast tracked. Procurement plan still needs to be finalised on who will do the procurement. UNDP Bangkok has set up a specialised GCF procurement team to assist with the Samoa GCF project.
  - Follow up meetings have been suggested for Friday 7<sup>th</sup> July at 12pm to discuss further all the issues that were raised today including the PMU structure organigram, the disbursement schedule and development of the operational manual for Activity 2.2. Litara offered to share existing operational manuals for ease of development. Prior to this meeting, all comments on the ProDoc will be collected.
  - GMS disbursements were discussed and this amount is separate from the GCF project fund for Samoa.
6. Quality Assurance Assessment: 3 assessments conducted during Project Design Stage, Project Implementation Stage and Project Closure Stage of the project have been introduced by UNDP as a means to ensure that the project is still in line with the project objectives. These assessments and consistent monitoring provides an opportunity to make evidence based designs that will assist with the project success.
  7. Endorsement: A motion was put forward by the Chair for endorsement of the project document and all present agreed that the GCF Samoa project be endorsed.
  8. Closing Prayer delivered by Yvette Kerslake, as appointed by the chair.

Minutes Prepared by:

Ms Prudence Raine, UNV Climate Change



Reviewed by the LPAC committee

Endorsed by Chairperson

Ms. Lizbeth Cullity, UNDP Resident Representative





**LPAC Meeting**  
**4<sup>th</sup> July 2017**

**Venue:** UNDP-SGP Conference Room

**Time:** 2.00pm – 4.00pm

**Chairperson:** Lizbeth Cullity (UN Resident Co-ordinator/ UNDP Resident Representative)

**LPAC Meeting Objectives:**

- Present Project Document
- Facilitate dialogue and collect feedback on the project
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**Meeting Agenda**

TIME		RESPONSIBLE
2.00 pm	<b>Participant registration</b>	Prudence Raine
2.10 pm	<b>Welcome Remarks</b>	Lizbeth Cullity
2.15 pm	<b>Opening Prayer</b>	Appointed by Chairperson
2.20 pm	<b>Opening Remarks</b>	Lizbeth Cullity
2.25pm	<b>Purpose of LPAC</b>	Lizbeth Cullity
2.55 pm	<b>Project Presentation</b>	Yvette Kerslake
3. 20 pm	<b>Quality Assurance Assessment</b>	Yvette Kerslake
3.50 pm	<b>Discussion – Q&amp;A</b>	Lead by Chairperson
3.55 pm	<b>Endorsement</b>	Lead by Chairperson
4.00 pm	<b>Closing Prayer</b>	Appointed by Chairperson
4.05 pm	<b>Refreshments</b>	-
<b>END OF LPAC MEETING</b>		

**Fa’afetai lava,  
UNDP Team**



**LPAC: GCF Samoa**  
**04.07.2017 @ 2.00pm**

**“Integrated Flood Management to Enhance Climate Resilience of the  
Vaisigano Catchment in Samoa”**

Name	Organisation	Signature
Lizbeth Cullity LITA LM	UNDP MOF	
LITARA TAULEALO	MOF	
Frances Brown	UNDP	
Irene Josefs	UNDP	
TAUFAO.T	UNDP	
Tessa.T.	“	
Mark Rowe	UNDP	
Thibault LE PIVAINI	UNDP	
Georgina Bonini	UNDP	
Cherelle Fruean	UNDP	
Yvette Kerstala	UNDP	
Prudence Bourne	UNDP	