

MINUTES

2nd RMI ACWA Project Steering Committee Meeting

Date: 10th Sep 2021
Venue: EPA Conference Room connected Zoom call
Time: 14:00-17:00

In Attendance: (Annex 1: Sign in Attendance sheet)

Name	Organization
Warwick Harris	Deputy Director-Climate Change Directorate (CCD)
Kimber Rilometo	Deputy General Manager-Environmental Protection Authority (EPA)
Kudo Kabua	Mayor WOTHO- Marshall Islands Mayors Association (MIMA)
Marie Milne	Mayor EBON – Marshall Islands Mayors Association (MIMA)
Jefferson Barton	Secretary, Ministry of Work, Infrastructures and Utilities (MoWIU)
Timmy Langrine	Director-National Disaster Management Office (NDMO)
Lee Jacklick	RMI Weather Station Service (WSO)
Dora H. Jekkar	Gender in Development Manager-Ministry of Culture, Internal Affairs, Gender Office
Joy Kawakami	Child Protection Director (MOCIA)
Angela Saunders	International Organization for Migration (IOM)
Emma Sale	UNDP, via zoom
Cathner Abner	UNDP
Tuvuki	UNDP/EPA
Ketedoromo	
Lizabeth Jack	UNDP
Jose Padilla	UNDP, via zoom
Roel Cabudsan	UNDP, via zoom
Koji Kumamaru	UNDP, via zoom
Francis Wele	UNDP, via zoom
Lemeki	UNDP, via zoom
Rokovatulevu	

Session1: Welcome & Opening

1.1 On behalf of the Co-chairperson of the Project Steering Committee (PSC), Mr. Kimber Rilometo (EPA) welcomed all the PSC Members into the second PSC meeting for the ACWA project and thanked the steering committee members for their time support to the ACWA project.

1.2 Emma Sale delivered a virtual opening remark on behalf of UNDP. She also acknowledged the leadership of Government of RMI for their leadership to oversee ACWA project. She also highlighted the recent IPCC report described climate change is widespread, rapid, and intensifying and some trends are now irreversible.

Session2: Adoption of Minutes

The Chairperson invited members to go through the Agenda of the meeting and was adopted.
(Annex2: Meeting Agenda)

Further, PSC members have read through the Minutes of the 1st ACWA PSC meeting.

Motion for Discussion	Response and Clarification
1) On Output3: Update national-level contingency plans and Standard Operating Procedures (SOPs) for climate change induced drought response From NDMO perspective, it should be “develop” not “update” 2) Does the PSC members have to be top level from the member organizations?	1) This point was raised during 1st PSC meeting. There need bilateral meeting with NDMO and Project Management Unit (PMU) to discuss and clarify further. 2) PSC meeting is the highest decision-making body, and the participants from membership organization shall assign highest position to attend the PSC meeting or their designate.

Session3: ACWA Project Update

Lemeki presented update of Financial Report with the break down of each Output. 2021 Annual Work Plan Update was also summarized in the table below.

Financial Report

Output	Budget Balance From 2020	2021 Target Budget	2021 Actual Expenses against Target Budget	Target Budget Balance
1. Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI.	580,719.01	234,856.00	198,175.95	36,680.05
2. Optimization of alternative water sources to reduce reliance on harvested rainwater in the context of reduced rainfall.	370,509.27	144,209.00	69,918.35	74,290.65
3. Climate change induced drought preparedness and response measures implemented in outer atolls and islands.	1,098,461.07	222,613.00	118,817.81	103,975.19
4. Project Management	92,574.62	68,539.00	45,616.71	22,922.29
5. Government Co-Financing	126,365.00	79,230.00	7,546.51	71,683.49
Total	2,268,628.98	749,446.00	440,075.33	309,371.67

2021 Annual Work Plan Update

Outputs	Initial 2021 AWP Approved by Board	Proposed Activities	Updates
Output 1	234,856.00	Technical Design Survey	LOA with EPA to support with the Survey and Logistics for the Workshop with USP.
Output 2	144,209.00	2 representatives (Youth and Woman) from each 24 atolls and islands to hold a workshop/1st certificate programme for climate change/water resource management focusing on the importance of Youth and Gender (Together with USP)	LOA with USP to help with coordination of the workshop. Workshop completed on the 2nd of September 2021.
Output 3	222,613.00	Hold a community leaders workshop inviting targeted 88 community representatives to brief about project and at the end of workshop, they agree to set up Community Water Committees.	Workshop will be held on the 4th quarter
Output 4	68,539.00	Purchase of Safety Equipments for PMU staff. PMU Office Rent while waiting for construction of approval process for PMU office at EPA office	Equipments and Materials has been ordered from local Supplies in Majuro. Items have yet to be delivered.
Total	670,217.00		

Motion for Discussion	Response and Clarification
3) How do you differentiate budget for GoRMI Co-financing from GCF?	3) The GoRMI Co-financing budget is specified the use for two purposes, i.e. 1) Output 1 (Procurement

4) What is about “alternative water source” in Output2	of material for rainwater harvesting (RWH) system, and 2) Project Management Cost. 4) In the ACWA project, alternative water source means groundwater source. In output 2, ACWA project aims to protection existing groundwater wells from contamination (human feces and over top saline intrusion) to use groundwater for secondary purpose especially during drought season
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Project progress in Quarter 3 and key activities for Quarter 4 were presented by Tuvuki.

Output 1

- 1.Improve existing rainwater harvesting systems for community buildings and households in outer islands and atolls for usage during increasing frequency and periods of drought
- 2.Provide additional rainwater harvesting systems and increase of storage capacity for communities in outer islands and atolls for usage during increasing frequency and periods of drought

- ☐ **Technical Design Survey (TDS) format and guideline Developed**
- ☐ **Environmental and Social Management Plan (ESMP), Stakeholder Engagement Plan, Free, Prior and Informed Consent (FPIC) form drafted**
- ☐ **Technical Design Survey at Group 4 commenced**

Group	Atoll and island
Group1	Arno, Majuro, Mili
Group2	Ebon, Jaluit, Kili, Namdrik and Ailinglaplap, Jabat,
Group3	Ailuk, Aur, Likiep, Maloelap, Mejit, Utrik and Wotje
Group4	Enewetak, Lae, Lib, Kwajalein, Wotho, Namu, Ujae, Rongelap

Kwajalein trip 1(August 16 - August 29)

Mejatto-K (55 HH, 41 GW, 4 Community bldgs)

Ebadon (12 HH, 8 GW, 2 Community bldgs)

Santo (81 HH, 12 GW, 5 Community bldgs, 4 water facilities)

Kwajalein trip 2 (Sept 14- Sep 21)

Gugeegue

Enubuj + Bujinkur, Udde, Ebooj, North Loi, Enen Jobro and Ebje drik

Carlos

Namu trip (Sept 14 – Sept 28)

Majkin

Mae

Loen

Namu

Kabin meto trip (October 16th – 28th)

Lib

Lae

Ujae

Wotho

Output 2

1. Protect groundwater wells from more frequent climate change induced storm surges and contaminations
2. Enhance women and youth's leadership through best practices and awareness programs on efficient usage of rainwater

□ Training for Women and Youth on Climate Change Adaptation, Disaster Risk Reduction, and Water Safety Management organized together with University of the South Pacific (USP)

- ❖ 36 participants from 18 atolls/islands (21 women & 15 men / 19 youth [11men, 8women])



Output 3

1. Update national-level contingency plans and Standard Operating Procedures (SOPs) for climate change induced drought response
2. Develop and implement community-level drought contingency planning in outer islands and atolls

□ Review Rapid Water Governance Assessment Report

- ❖ Currently being revised by WASH cluster
- ❖ If possible to share with SC members for their inputs

Follow up action point

1. MoWIU

- Discussion of following proposed collaborations

1) Human Resource (Field Engineer Associate)

2) Transportation

MoWIU's vessel for transporting ACWA project material for rainwater harvesting system, water tank and material for rehabilitation of groundwater well to outer atolls and islands.

3) Warehouse/Storage Space

Temporary space to storage ACWA project material once delivered from overseas to Majuro port until the material will be shipped to targeted outer atolls and islands.

2. MoCIA

- Issuing HPO letter

Motion for Discussion	Response and Endorsement
5) How did the selection of the participants for training on climate change, disaster, and water safety management? Coordinated with Mayors?	5) Selection process of training participants was done through Mayors. GM of EPA issued a request letter to Mayors (MIMA) for nomination of the participants.
6) Clarification of Technical Design Survey (TDS). Which group was the start of the TDS?	6) In the 1 st ACWA PSC meeting, Group 4 was recommended from PSC members with a view to prioritize the most vulnerable communities where

7) Suggestion to set up regular meeting or communication with relevant organizations who have project activities at outer atolls and islands for coordination and for harmonized approach. 8) Output 3 should be aiming for “Develop” national-level contingency plans and SOP for climate change induced drought response, not “update” 9) Suggestion to include Adaptation WG members in the consultation process for national-level contingency plans and SOP for climate change induced drought response 10) Who will approve the document, such as Environmental and Social Management Plan (SEMP), Stakeholder Engagement Plan (SEP), and Free, Prior and Informed Consent (FPIC) etc.? 11) Suggestion to make cost analysis on warehouse in Majuro transportation from Majuro to project targeted outer atolls and islands 12) What material will be procured for ACWA project? 13) Can ACWA project procure roof material? At Wotho or Wotje atoll, there is warehouse but the roof is damaged.	severe affected by prolonged drought. Hence, the TDS was initiated from Group4. 7) Willing to participate relevant coordination bodies and/or meetings to synergize the activities. 8) Required detailed discussion on Output3. There will be budget implication if the objective of Output3 will be shifted from “update” to “develop” among NDMO, CCD, EPA and UNDP. 9) Adaptation WG shall be invited for national key informant workshop to discuss about the Output3. Any proposal of nomination would be welcomed. 10) PMU develop draft documents and circulating relevant stakeholders such as WASH Cluster and ACWA PSC members for review and inputs. These documents are also being reviewed by UNDP Safeguard Specialist at regional and H.Q. level. The document will be updated time to time upon the progress of the project implementation. 11) EPA and PMU will discuss with cooperation areas with MoWIU. 12) ACWA project will procure material overseas for quality gutters, downspouts and flatpack modular tanks etc. 13) In general, ACWA project is for climate change adaptation project, hence adaptation measures, such as bigger diameter of gutter and downpipe, community water tanks are the intervention approved by GCF. Material of basic structure of housing cannot be procured by GCF. We shall discuss further whether ACWA project can support rehabilitation of warehouse store ACWA project material.
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Session4: Endorsement of the Board

Francis has presented two matters for seeking endorsement by PSC members.

Seeking PSC endorsement on two matters:

1. Inclusion of six Additional islets in Kwajdlein Atoll into the Project Sites:

- Bujinkur, Udde, Ebooj, North Loi, Enen Jobro and Ebje drik

2. Re-allocation of Government Co-Financing Support.

- Co-financing covering 'Operational Cost': \$554,609, including cost of office rental for PMU.
- Building of a permanent office space at EPA Office Annex; becoming a permanent asset for the GRMI; value for money
- PMU Engineer in the process of designing the building plan before the cost can be computed.

Motion for Discussion	Response and Clarification
Inclusion of Six Additional islets in Kwajalein Atoll into the Project Sites: • Bujinkur, Udde, Ebooj, North Loi, Enen Jobro and Ebje drik This proposal was originated by leadership of Kwajalein Atoll, Paramount Chief during the courtesy visit by TDS team on site. Criteria of beneficiary for ACWA project <i>'All rural communities in the targeted 24 outer atolls and islands including less than 5 occupied households'</i> was updated during Inception Report based on baseline survey. Thus, those proposed Six additional small islets were not covered during the Feasibility Study nor Baseline Survey.	14) Inclusion of those additional Six islets as target project sites will automatically lead cost implication for project implementation. 15) In order to assess and analyze the budget implications, PSC members agreed and endorse at least to conduct Technical Design Survey covering those additional Six islets to identify the necessary information, such as number of households, status of RWH system and groundwater wells, in order to estimate Bill of Quantity (BoQ) and cost of interventions. PSC members will discuss again once estimated the budget whether ACWA project to cover those additional Six islets.
Re-allocation of Government Co-Financing Support • Co-financing covering 'Operational Cost': \$554,609, including cost of office rental for PMU. • Building of a permanent office space at EPA Office Annex; becoming a permanent asset for the GRMI; value for money PMU Engineer in the process of designing the building plan	16) In principle, PSC members agreed to re-allocate GoRMI Co-financing budget for PMU office construction at EPA office annex, however, further discussion will be required to understand design of the EPA office extension on 2nd floor, associated costs for construction, national compliance and regulation, quality control and monitoring the work.

Following the deliberation of the committee, the following was approved and endorsed:

- 1) Inclusion of additional Six sites ((Bujinkur, Udde, Ebooj, North Loi, Enen Jobro and Ebje drik) in the Technical Design Survey target site to estimate Bill of Quantity (BoQ) and cost of

interventions. PSC members will discuss again once estimated the budget whether ACWA project to cover those additional Six islets.

- 2) Reallocation of GoRMI cost-finance for PMU office construction in principle subject to design of the EPA office extension on 2nd floor, associated costs for construction, national compliance and regulation, quality control and monitoring the work.

Session8: Action Points and Other Business (AOB)

Action Points:

Action Point	By Whom
(1) Share Environmental and Social Management Plan (ESMP), Stakeholder Engagement Plan	UNDP
(2) Develop and share designing of the PMU building plan as EPA building annex in 2 nd floor	UNDP
(3) Develop and submit letter for reallocation of GoRMI co-financing from GoRMI to UNDP	CCD



Annex 1

Sign-In Sheet

Project Steering Committee Meeting

UNDP ACWA Project

03 June 2021

1:00pm to 5:00pm

EPA Conference Room

Name – Print	Organization	Signature
Clarence Samuel	CCD	
Kudo Kabua	Wotho Local Gov	
Baron Jordan	IDM	
CAKROL de BEVM	LOM	
Miram de Bevm	WUTMI	
Reggie White	Weather Service	
Timmy Langoin	Natural Disaster MO	
Moriana Phillip	EPA	
Linda A. G. Jock	EPA/UNDP	
ROMAN DIGNO	UNDP-ACWA PROJECT	
NEUBA LAJUAN	unpp-acwa	
Trunki Belalano	EPA	
Jay Kawanfani	MOCIA	

UNDP and Project Team (Join Virtually Via Zoom)

Jose Padilla	UNDP Regional Technical Advisor	Bangkok
Roel Cabudsan	Field Engineer	Philippines
Emma Sale	UNDP RSD Team Leader a.i.	Fiji
Koji Kumamaru	Project Manager	Kwajalein
Francis Wele	Deputy Project Manager	Fiji
Lemeki Rokovatulevu	Admin/Finance Assistant	Fiji

Annex 2: Agenda

AGENDA

2nd ACWA PROJECT STEERING COMMITTEE (PSC) MEETING

Date: Friday 10th Sep

Venue: EPA Conference room

Time: 14:00-17:00

Session 1: Welcome and Opening		
1400-1410	Welcome Remark	Co-chairperson: Catalino Kijiner, DCS : Emma Sale UNDP RSD Team Leader a.i.
Session 2: Adoption of Meeting Agenda and last Project Board Meeting Minutes (14 th June 2021)		
1410 – 1500	- Adoption of Agenda - Matters Arising from Last Minutes	Co-Chairperson, Catalino Kijiner, DCS
Session 3: ACWA Project Update		
1500 – 1600	- Financial Report - Project Progress: Quarter 3 - Key Activities for Quarter 4	UNDP: Admin & Finance Associate Lemeki Rokovatulevu Water Governance Coordination Specialist Tuvuki Ketedromo Area Coordinator: Newton Lajuan
Tea Break		
Session 4: Endorsement of the Board		
1600 – 1630	- TDS target site - GoRMI Co-financing and endorsement of co-financing reallocation	UNDP: Deputy Project Manager Francis Wele
Session 5: Closing		
1630-1700	Closing Remark	CCD: Clarence Samuel
END OF PROJECT STEERING COMMITTEE MEETING		