



ANNEX MCAP LPAC MINUTES

Local Project Appraisal Committee (LPAC) Meeting Minutes

Project Title: Managing Coastal Aquifers in Selected Pacific SIDS Project (MCAP)

Project ID number: 00111621

Project ID Output: 00110548

Date: 19 February 2020

Venue: GEM Finance Conference Room – Secretariat of the Pacific Community, Nabua, Suva

Time: 2-4pm

Agenda Item 1: Opening Remarks

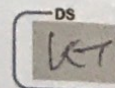
Ms. Karin Takeuchi, the Deputy Resident Representative welcomed representatives of organisations and partners. She highlighted the progress and status of the project document and acknowledged all partners on the work done so far with appreciation on the engagements and inclusiveness on the implementation component. A summary of the UNDP appraisal and approval process was explained with the objective of the local project appraisal committee meeting. The objective is to acquire comments and consensus from counterparts on the project document.

Peter Sinclair the Water Resources Assessment and Monitoring Coordinator from the GEM Division, SPC, provided a brief overview on the concept of the project. He highlighted the higher risk impacts to water quality deterioration on aquifers which are exacerbated by Climate Change. In addition he elaborated on the development challenges which the project seek to address and how they are reflected in the national priorities of the three project countries.

Agenda Item 2: Presentation on key sections of project document

Rusiate Ratuniata, UNDP Programme Analyst presented an 'Overview of the Project document' with the main focus on the Results Resources Framework (RRF) and specific discussions on the indicators, baselines and proposed expected targets. He elaborated on the levels of monitoring and reports as per the project document highlighting on the types of report needed to reflect progress.

A handwritten signature in blue ink, appearing to be 'K. Takeuchi', written over a rectangular stamp.





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Agenda 3: Technical Updates and Summary of Discussions

Comments	Responses
Recruitment (Republic of Marshall Islands) Warwick Harris, Deputy Director, OEPPC raised concerns on the recruitment process. Suggestion on the member countries to be part of the Panel for recruitment	SPC responded that recruitment will be done in collaboration with the partner countries acknowledging that national recruitment will be done with local focal points. Regional Administrators will utilise existing team in SPC
Budget (Republic of Palau) Lena Muller, National Coordinator- International Waters Project- Regional Ridge to Reef - Republic of Palau, requested clarification on the Budget allocation for each Components, enquiring if there is flexibility to move funds within the budget line in the same Component? This is in consideration on how they anticipate to strategize their activities aligning to the GESI Indicators	UNDP response: As long as utilisation is within the 10% threshold with each Component.
Log Frame With reference to indicators 7 & 8, suggestion for project to also incorporate impacts in behavioural change and inclusion of a gender indicator (as project has gender rating of 2) and/or inclusion of gender activities. Reference made to Gender Action Plan Specific suggested changes Indicator 7: UNDP has suggested rephrasing to: “# of men and women with improved capacity on monitoring of climate and water resources at local and national level” and inclusion of text “and change in behavior” as part of the indicator.	SPC response: Suggestion to explore ways in which the project can initiate improvement/change in behaviour noting the limitation in the duration of the project to execute this. Consideration on how to look at some actions indirectly assessing knowledge transfers reflecting either impact or process Indicators. Indicators 7, 8, and 10 were discussed during the Regional Validation Workshop. At the time, the indicators had a more “impact-based” definition similar to the one recently suggested by UNDP. It was then suggested from USAID and UNDP Bangkok to use more simple, process-based indicators (such as “number of attendants” and “number of submitted plans”) as: 1) It can be difficult to subjectively measure



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Indicator 8: UNDP has suggested rephrasing to: “# of countries that built capacity with shared knowledge on land degradation and management” and inclusion of text “and change in behavior of community members” as part of the indicator. Indicator 10: UNDP has suggested rephrasing to “# of countries with established water resources and monitoring plans that are adopted by local island governance structure”	increase in capacity (in relation to indicators 7 and 8) 2) The adoption of plans by island governance structures is a political process that is beyond our control (in relation to indicator 10). 3) Change in behaviour is a long-term process that will not fully manifest itself throughout the duration of the current project. It was agreed during the Regional Validation Workshop to simplify these indicators, and subsequently reflected in the updated prococ. SPC recommends to leave the definitions of these indicators as they were in the version of prococ submitted to GEF on 24 Dec 2019. UNDP response: Gender indicator could be reviewed during inception.
Audit i.Chintan Kumar, SPC, requested clarification on the Annual Audit budget allocation ii. Management Fee- to seek clarification on the reporting budget lineiii Query if financial spot checks likley to occur, recognising the additional cost to the project for each spot check is currently not budgeted.	UNDP response: suggestion to remove the Audit budget line from Knowledge Management Component to Project Management. ii:UNDP response: current practise is to include the executing agency and implementing partner management fee within the applicable line item in the Prococ. Post meeting discussions between UNDP and SPC agreed that the SPC 10% management fee be reflected in an existing budget line for each component in the FaceForm to accommodate reporting arrangements of both SPC and UNDP financial systems, and minimise manual manipulation of the transactions.
Modality Query on modality of Implementation for the project.	UNDP clarified difference in modalities of implementation and provided response from Bangkok on the suggested modality. IGO implementation modality confirmed by UNDP Bangkok



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Times lines and way forward proposed:

- **March 4:** Minutes of LPAC drafted & shared for review/feedback
- **March 15:** Minutes of LPAC finalised and endorsed
- **March:** Resubmission of pro-doc to GEF with responses to queries
- **March - April:** Assuming approval from GEF Secretariat, Partnership and Cooperation agreement signed by UNDP and SPC with first Advance release to SPC, SPC is able to commence recruitment of National Project Managers. Recruitment process is 3 months.
- **Regional Inception Workshop, Induction workshop and first Regional Steering Committee Meeting.** Dependent on the successful recruitment of national staff from Palau, RMI and Tuvalu, nominally 3 months from signature of PCA.

*Progress affected by the recent Coronavirus (COVID-19).

Decision of PAC

- Project document approved on basis that recommendations will be addressed in finalized project document
- Results Resource Framework, Output indicators will be revisited and confirmed at the inception workshop
- Project document is finalized and submitted to the GEF
- A copy of final project document to be shared with members of the PA

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Other comments

Meeting was officially closed by the UNDP Deputy Resident Representative with words of appreciation to the present stakeholders. She acknowledged decisions of the Project Appraisal Committee including the endorsement of project document, subject to inclusion of feedback received.

Meeting Minutes Endorsed by all the PAC committee present:

UNDP LPAC Chair

DocuSigned by:

Karin Takeuchi

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Name: Karin Takeuchi

Title: Deputy Resident Representative

Date:

The Pacific Community Chair

[Signature]
Name: PETER SINCLAIR

Title: Water Resources Coordinator

Date: 8th April 2020