

MEETING MINUTES

GEF7 PNMS Project Implementing Partners

Meeting called by: King M. Sam, GEF7 Project Manager

Type of meeting: Regular meeting for Project Implementers

Attendees: Persis Omelau – Bureau of Fisheries, Ministry of Agriculture, Fisheries & Environment
Elilai Ngirmang – Division of Maritime Security and Fish & Wildlife Protection, MOJ
Jeremiah Ngiratreged – Division of Maritime Security and Fish & Wildlife Protection
Lkong Koshiba – Palau International Coral Reef Center
King M. Sam – Palau International Coral Reef Center

Date: April 4, 2023

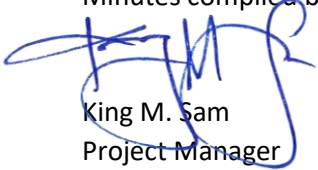
Time: 2:00pm – 3:00pm (Palau time)

Venue: PICRC Kedarm Conference Room – Francis M. Matsutaro Building

Agenda	
2:00pm – 2:05pm	Roll call <ul style="list-style-type: none">All agencies were represented and the meeting proceeded
2:05pm – 2:15pm	Project procurement process <ul style="list-style-type: none">The arrangement will continue as-is, with salaries to be transferred to MOF for MOJ and MAFE while all other project funds would be administered through PICRC.It was noted that quotations from MOJ will have to be authorized by their COS before submitting to PICRC. In order to track the procurement process, a shared log-sheet would be developed and shared by MOJ.It was also confirmed that submitting electronic quotations to PICRC would be acceptable.
2:15pm – 2:45pm	Status and approach to implementing project activities <ul style="list-style-type: none">Noting the procurement process, any major purchases or contracts will go through an RFP process. The agencies would need to submit specifications to PICRC to meet RFP requirements in order to proceed.It was also emphasized that any quotations/requisitions cannot be after-the-fact and all quotes, agendas, and/or invites and other supporting documents available prior to the event should be submitted beforehand.
2:45pm – 2:50pm	Others <ul style="list-style-type: none">BOF requested to increase their 2023 budget allocations. Given the discussions with UNDP to secure an international consultant to serve as Marine Technical Advisor (a position already filled at BOF) and the likely

	mission to Palau soon, it was determined that we will make this request to UNDP and proceed based on their guidance.
2:50pm – 3:00pm	Schedule next meeting, Adjourn <ul style="list-style-type: none">The next meeting was scheduled for May 2 at 2pm. Venue and note taker TBD.

Minutes compiled by:



King M. Sam
Project Manager