

GRANT AGREEMENT

(Micro-Capital Grant Agreement)

For Non-Credit Related
Activities

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) AND BOUGAINVILLE HOUSE OF REPRESENTATIVE (BHOR) FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the Implementing Partner [UNITED NATIONS DEVELOPMENT PROGRAMME - UNDP] and the Recipient Institution [BOUGAINVILLE HOUSE OF REPRESENTATIVE - BHOR].

WHEREAS [UNDP] (hereinafter referred to as "the Implementing Partner") under the project 'Sustaining Peace in Bougainville' to which UNDP has been selected as a direct recipient of funding alongside United Nations Women (UNW), and United Nations Population Fund (UNFPA) (hereinafter referred to as "the Project"), implemented at the request of the Government of Papua New Guinea and Autonomous Bougainville Government.

WHEREAS the Implementing Partner **UNDP** desire to provide funding to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** in the context of a Project and on the terms and conditions hereinafter set forth, and

WHEREAS the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** is ready and willing to accept such funds from the Implementing Partner **UNDP** through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** agrees to: 1) Undertake the activities described in its programme and budget (attached), and updates related to the subsequent release of funds in **one tranche**; 2) Provide reports to the Country Office through the Sustaining Peace in Bougainville Project Manager; and 3) Submit a financial report as per the due date specified in Attachment 3: **Schedule of Activities, Facilities and Payments table**. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its expected Outputs

1.2 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** agrees to reach the performance targets contained in Attachment 2. If it fails to meet its responsibilities outlined in Article 1.1, or to stage three meetings of the Regional Parliamentary Committees, then this will be considered grounds for the suspension of any further micro-capital grant support. The suspension shall remain in effect until the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** has achieved the target.

1.3 **BOUGAINVILLE HOUSE OF REPRESENTATIVE** agrees to inform **UNDP** about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **1 October 2018** and shall expire on **30 November 2018**, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 UNDP shall provide funds to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** in an amount up to **(PGK70,000, USD\$21,492)** according to the schedule of the project budget set out below.

Tranche Number	Amount (USD)	Tentative Date	Comments
Tranche 1	USD\$21,492 PGK70,000	1 October 2018	Upon signing of the Grant Agreement

Payments are subject to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** contributing to the outputs as specified in ATTACHMENT 2.

USD\$21,492 (PGK70,000) will be disbursed upon signing of this revised Agreement.

All payments shall be deposited into the **RECIPIENT INSTITUTION's** bank account of which the details are as follows:

[NAME OF THE BANK]	Bank of South Pacific
[BANK ROUTING NUMBER]	BOSPPGPM
[BENEFICIARY ACCOUNT NAME]	Bougainville Referendum Communication Committee (BRCC) Trust Account
[BENEFICIARY ACCOUNT NUMBER]	7010785371
[ADDRESS OF THE BANK]	

3.2 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** in the performance of the activities under this Agreement.

IV. Records, Information and Reports

4.1 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **Bougainville House of Representative**.

- 4.3 Within 30 days after completion of project activities, **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall provide UNDP with a **final report** with respect to all expenditures made from such funds (including travel, allowances, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilising the reporting format contained in Attachments 4 and 5. An **initial report** will be provided by **31 October** providing details of the first two RPC meetings held.
- 4.4 All further correspondence regarding the implementation of this Agreement should be addressed to:

For the **BOUGAINVILLE HOUSE OF REPRESENTATIVE**

HON. SIMON PENTANU MHR
SPEAKER
BOUGAINVILLE HOUSE OF REPRESENTATIVE
BUKA, AUTONOMOUS REGION OF BOUGAINVILLE

For **UNDP**:

MS. TRACY VIENINGS
DEPUTY RESIDENT REPRESENTATIVE
UNDP PAPUA NEW GUINEA

V. General Provisions

5.1 This Agreement and the Attachments attached hereto shall form the entire Agreement between **[UNDP]** and **Bougainville House of Representative** superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall carry out all activities described in its programme with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** will work together with UNDP to ensure the delivery of activities under this agreement. However, both the qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the Steering Committee. If at any time the Steering Committee is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee may advise UNDP to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The Steering Committee's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** insofar as further payments are concerned.

5.3 UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **BOUGAINVILLE HOUSE OF REPRESENTATIVE**.

5.4 The rights and obligations of the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** are limited to the terms and conditions of this Agreement. Accordingly, the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall be solely liable for claims by third parties arising from the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** acts or omissions in the course of performing this Agreement and under no circumstances shall The Implementing Partner and UNDP be held liable for such claims by third parties.

5.6 Assets (equipment) supplied by UNDP funds to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE**. The assets shall be used for the purpose indicated in the programme throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** shall promptly return any unutilised funds to UNDP as per paragraph 5.6 above.

5.8 The **BOUGAINVILLE HOUSE OF REPRESENTATIVE** acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular Agreement. Although project related documents may indicate a total amount of funds that could be available for **BOUGAINVILLE HOUSE OF REPRESENTATIVE**, actual disbursements will be based upon the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** meeting performance targets. If any of the funds are returned to UNDP or if this Agreement is rescinded, the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** acknowledges that the Implementing Partner and UNDP will have no further obligation to the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the **United Nations, or UNDP.**

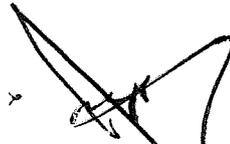
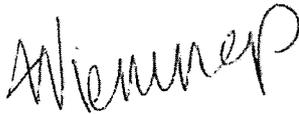
IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the **UNDP,** and the **Bougainville House of Representative,** respectively, have on behalf of the **UNDP** and the **BOUGAINVILLE HOUSE OF REPRESENTATIVE** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of Implementing Partner:

On behalf of the RECIPIENT INSTITUTION:

Name: MS. TRACY VIENINGS

Name: HON SIMON PENTANU MHR



Title: DEPUTY RESIDENT
REPRESENTATIVE UNDP PNG

Title: SPEAKER
BOUGAINVILLE HOUSE OF REPRESENTATIVES

Date: 01/10/18

Date: 01/10/18

ATTACHMENT 1

PBF support to the Bougainville House of Representatives

BACKGROUND

Building upon the implementation of the first phase of UN Peacebuilding Fund support towards an enabling environment for the upcoming referendum, the Sustaining Peace in Bougainville project is delivering under three key outcome areas:

KEY OUTCOMES OF SUSTAINING PEACE IN BOUGAINVILLE

Outcome 1: Enhanced political dialogue between the two Governments and the two Parliaments, ensuring decisions around BPA implementation and the referendum are progressed jointly

This outcome will be implemented in close partnership with the range of institutions, departments and other key actors working to advance the peace process in Bougainville. This will include, among others, the Offices of both Chief Secretaries, NCOBA, DPAI as well as both parliaments.

Outcome 2: Increased dialogue and awareness on the BPA, referendum and post-referendum issues, ensuring that both the population in and outside of Bougainville is informed and is and feels included in the process

As the referendum target date approaches, ensuring that the population is adequately prepared to make an informed decision on the region's political future is vital. This outcome is critical for safety and security in the region, with the population looking to engage in dialogue and the BPA implementation, while at the same time increasing their participation in the civic space.

Outcome 3: Weapons disposal is progressed as per the BPA through a joint ABG-GoPNG process whilst supporting factional unification and solutions to security concerns of outlier communities

This project will support the establishment of a gender-sensitive weapons disposal secretariat and will support implementation of the weapons disposal plan. This project will work with communities to encourage the ex-combatants' full assimilation into the communities. The project will implement community-based programmes that will provide a set of concrete peace dividends that will contribute to a return to normalcy.

As part of the project's support towards continued inter-governmental dialogue between the Government of PNG (GoPNG) and the Autonomous Bougainville Government (ABG), further progressing joint implementation of the Bougainville Peace Agreement (BPA), this Grant Agreement supports the operationalisation of functions of the Bougainville House of representatives' Regional Parliamentary Committees (RPCs).

ATTACHMENT 2

KEY EXPECTED RESULTS AND DELIVERABLES

Outcome 1: Enhanced political dialogue between the two Governments and the two Parliaments, ensuring decisions around BPA implementation and the referendum are progressed jointly

Output 1.2:

The two parliaments make joint decisions on the BPA and the referendum processes, including on post-referendum

Activity 1.2.2:

Strengthening capacities of the BHoR Parliamentary Committees to promote regional parliamentary dialogues with community governments based on standing orders and resolutions of BHoR especially on the Bougainville Peace Agreement.

EXPECTED RESULTS	KEY PERFORMANCE INDICATORS (KPI)	TARGETS	Due date for submitting report against activity/outcome
EXPECTED OUTCOMES and indicators including annual targets			
Strengthening capacities of the BHoR Parliamentary Committees to promote regional parliamentary dialogues with community governments based on standing orders and resolutions of BHoR especially on the Bougainville Peace Agreement	Number of dialogues with the population on key political issues held through the Regional Parliamentary Committee convening in each region	3	First report due: 31/10/2018 Final report due 30/11/2018

ATTACHMENT 3

Schedule of Activities, Facilities and Payments Table

Please see separate attachments for budget and schedule of activities/programmes for the three regional meetings.

ATTACHMENT 5

PERFORMANCE PROGRESS REPORT

Reporting Period: (Insert implementation schedule timeframe)

Report

Final:

Date submitted for:

Endorsement

Draft #:

Review

Verified and endorsed by Head of Recipient Organisation:

Tranche Title & No.	
Recipient Name	
Location of Implementation of this tranche	
Total Approved Budget	
Expenditure	% of expenditure / total budget: (Delivery rate)
Tranche Start Date	Possible delay in operational closure date (Number of weeks)

Expected Operational Tranche Closure Date			
Tranche Outcome			
Output <i>(Please insert rows if reporting against more than two output)</i>			

Qualitative assessment of progress

<p><i>For each intended output, provide evidence of Major Successes and Milestones achieved against each output in this Reporting Period and Way Forward (Provide detailed information against the Deliverables on significant milestones/targets achieved and the best possible action as a way forward to maintain continuous success)</i></p>
<p><i>For each intended output, provide evidence of Major Challenges and Issues faced in this Reporting Period and Way Forward (Provide detailed information on significant issues raised either internally or externally, challenges faced that slowed down implementation progress, what was done and or the best possible action as a way forward from the issues and challenges faced – Lessons learnt)</i></p>
<p><i>What are the main results yet to be expected?</i></p>
<p><i>Any other information</i></p>

Certification

I certify that information contained in this report has been thoroughly checked and are accurate to the best of my knowledge and can be used for compiling programme reports.

Head of Recipient organisation (Name):

Date:

Signature:

Copy Distribution:

BHOR

ABG

UNDP PBF

United Nations Development Programme

Implementing Partner Checklist

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
PART I. BACKGROUND INFORMATION		
1. History	<p>The Bougainville Constitution provides that the institutions of the Autonomous Bougainville Government will include a legislature which shall be a mainly elected body, but may also include members appointed or elected to represent special interests, such as women, youth, churches.</p> <p>The powers, functions and procedures of the legislature are specified by or under the arrangements in the Bougainville Peace Agreement and the Bougainville Constitution.</p> <p>The Bougainville Legislature shall comprise and be known as the House of Representatives as established under Section 55 (establishment and composition of the House of Representatives).</p> <p>The Bougainville House of Representatives was identified as a UNDP partner which qualified to receive funding support under the Bougainville Peace Building Fund with an objective to strengthen the parliamentary institution and to also empower leaders to effectively exercise their leadership duties and responsibilities.</p> <p>The parliamentary institution strengthening program is a catalyst to good governance and, in our context, enhance parliamentary democracy and accepted standards of practice.</p>	<p>BPA</p> <p>Bougainville Constitution</p>
2. Mandate and constituency	<p>The Bougainville House of Representatives is the Autonomous Region of Bougainville's Legislative arm of government established under Section 55 of the Bougainville Constitution. The Legislature consists of a popularly elected President of the Autonomous Region of Bougainville, 33 directly elected members from 33 Constituencies, 3 women members representing women (North, Central and South Bougainville), 3 former combatant members (North, Central and South Bougainville) and the Speaker.</p> <p>These Members are responsible for the discharge of their legislative and constituency responsibilities. Participation on Parliamentary Committee work is another responsibility performed by the ordinary Members who do not have ministerial portfolios.</p> <p>Legislative responsibilities call on the Members to attend meetings and to participate on parliamentary business of the House of Representatives. Businesses of the House include the enactment of legislation, debate, scrutiny of Government policy and serving in parliamentary Committees. Constituency responsibilities require each Member to visit, provide advice and assistance to constituents and act as advocates of local interests.</p> <p>Parliamentary Services is established under an enabling Act – the Parliamentary Services Act 2009 and serves as an administrative framework for the 41 Members.</p>	<p>BPA</p> <p>Bougainville Constitution</p> <p>Parliamentary Service Act</p>

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
3. Legal status	<p>Section 55. ESTABLISHMENT AND COMPOSITION OF THE HOUSE OF REPRESENTATIVES of the Constitution of the Autonomous Region of Bougainville gives a legal and constitutional status of the Bougainville House of Representatives.</p> <p>The legislative power of the Autonomous Bougainville is vested in the Bougainville House of Representatives.</p>	<p>BPA Bougainville Constitution Parliamentary Service Act</p>
4. Funding	<p>Funding sources received by the Bougainville House of Representatives comes from the National Government, Autonomous Bougainville Government and donor agencies and factored into the ABG Annual Budget.</p> <p>The National Government Grant caters for Elected Leaders salaries and entitlements approved by the National Salaries and Remuneration Commission. The ABG annual allocation caters for recurrent activities and operational and development grants for Members of the House.</p> <p>UNDP executes its funding support to the BHOR through direct funding under the Bougainville Peace Building Fund.</p>	
5. Certification	<p>The Bougainville House of Representatives is the authority that decides and approves the ABG Budget through the ABG Annual Appropriation Act. The appropriation act is passed by the House before implementation. The funding support to the Bougainville House of Representatives is a result of a joint funding request by both the ABG and the National Government to UN Secretary General in 2012.</p>	<p>Bougainville Constitution</p>
6. Proscribed organizations	<p>The Parliamentary Service does not fall under this category. It has a direct link with UNDP and UN Women through the approved projects.</p>	
PART II. PROJECT MANAGEMENT CAPACITY		
2.1 Managerial Capacity		
1. Leadership Commitment	<p>In accordance with the Bougainville Constitution, the Bougainville laws and the Standing Orders, the Speaker is responsible for: upholding the dignity, maintaining order and regulating the proceedings and administering the affairs of the Bougainville House of Representatives.</p> <p>The Clerk is the head of the Parliamentary Service and is responsible to the Speaker for carrying out of the duties and functions of the Parliamentary Service, tendering of advice to the Speaker and the Parliamentary Service Commission and for the efficient, effective and economical management of the activities of the Parliamentary Service.</p> <p>The Clerk of the Parliament provides expert and authoritative advice and counsel to the Speaker, Ministers and Members of the Bougainville House of Representatives and its committees' practices and procedures relating to Parliament's role in making laws, scrutiny of the Executive Government and debate and investigation of matters of public interest.</p> <p>The Clerk is the most senior public servant of the Parliamentary Services, the administrative arm of the BHOR. The Office of the Clerk is provided for by the Bougainville Constitution section 78 to enable the House to function effectively and efficiently.</p>	<p>Bougainville Constitution Parliamentary Service Act Office of the Clerk Act</p>

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
	The Clerk has management responsibilities relating to leadership, strategic planning, monitoring and evaluation, direction and is ultimately responsible for the Parliamentary Services' effective performance and operation within budgetary constraints.	
2. Management experience and qualifications	<p>The BHOR Parliamentary Service provides administrative and supports services to the House of Representatives and to members of the House; and to administer, in accordance with directions given by the Speaker, the payment of funding entitlement for parliamentary purposes. The administrative and advisory support are enabled through qualified and experience Officers engaged within the functions and offices which are:</p> <ul style="list-style-type: none"> • The Office of the Clerk • The Procedure and Chamber Service • Parliamentary Education Programs • The Personnel and Corporate Governance • The Finance, Budget and Administration • The Inter Parliamentary Relations • The Parliamentary Committee Secretariat • The Public Accounts Committee • The Information, Hansard & Library Support Service • The Security Service 	Parliamentary Service Act
3. Planning and budgeting	Prior to each fiscal year, the Clerk prepares an estimate of the sums that the House will be required to provide for the payment of the expenses of the House and its members during the fiscal year. The Clerk prepares the estimate for the House within the ceiling established for the House for the fiscal year by the Bougainville Executive Council. The BHOR passes the ABG Appropriation Act for each fiscal year before implementation.	
4. Supervision, review, and reporting	This process involves the Senior Management Team (SMT) who are responsible for providing supervision, review and reporting on the performance of respective sections that are established under the Parliamentary Service management and organizational structure. The Parliamentary Service through the Office of the Clerk and Speaker ensure that monitoring, evaluation and reports become part of the implementation process.	
5. Networking	<p>Parliamentary Service works in partnership with UNDP, UN Women, the Bougainville Administration and its important clients namely the Members of the Bougainville House of Representatives. It also supports the partnership arrangement with the National Parliament both at the leaders and officer's levels. Inter parliamentary relations connects the BHOR with other parliaments with a common objective to share experience on the role parliaments play in addressing global issues such as Climate Change and Gender Equality.</p> <p>BHOR is twinned with the New South Wales Parliament.</p>	Parliamentary Partnership Agreement
2.2 Technical Capacity		
1. Technical knowledge and skills	While capacity building remains one of our priorities, Parliamentary Service is able to utilise its staff in the area of finance and budget, parliamentary procedures and practice, information and communication technology to implement programs and projects.	
PART III. ADMINISTRATIVE AND FINANCIAL MANAGEMENT CAPACITIES		
3.1 Administrative capacity. Note: Answer only questions that are relevant to the proposed project.		

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
1. Facilities, infrastructure and equipment	The Parliamentary Service has the facilities, infrastructure and equipment to deliver programs and projects. Members of the House are also capable of delivering using the resources that are available in the Bougainville Parliament.	
2. Procurement and contracting	<p>The Parliamentary Service has an approved procurement process. The processes and procedures are compatible to the Bougainville Administration to fulfill all required tasks to achieve its objectives in the Autonomous Region of Bougainville.</p> <p>The BHOR Parliamentary Service continues to improve on its performance and its own processes and procedures, it has adopted its new management structure but continues to implement the Parliamentary Service Act 2009, the Office of the Clerk Act 2009 and the Standard Terms and Condition of Employment of staff of the House of Representatives.</p>	
3. Recruitment and personnel management	<p>Employment of the Staff of the Bougainville House of Representatives is done in accordance with the Bougainville House of Representatives Standard Terms and Conditions of Employment and Office of the Clerk Act 2009.</p> <p>The Act empowers the Clerk of the House of Representatives to make appointments of staff of the House of Representatives in consultation with the Bougainville Chief Secretary.</p> <p>Appointment of Staff complies with the recruitment processed under the Bougainville Public Service Management and Administration Act 2014 and the approved Standard Terms and Conditions of Employment.</p>	Office of Clerk Act Terms and Conditions of Employment
3.2 Financial Management Capacity		
1. Financial management organization and personnel	This is sufficient to support the implementation of project funding. Parliamentary Service is accountable for the proper management of public funds according to the Public Finance Management Act. Parliamentary Service ensures that public funds received from both the ABG and the National Government and also funding support received from donor agencies are managed responsibly.	
2. Financial position	<p>The Parliamentary Service 2017 budget caters for recurrent activities for Parliamentary purposes and grants releases on a quarterly basis to the Members of the House including the President and the Speaker. It still relies on the UN Peacebuilding Fund to support the Parliamentary Support projects.</p> <p>Parliamentary Service is able to contribute funds on a counterpart basis as demonstrated during the construction stages of the Members Resource Centre and other programs and projects but depending on affordability.</p>	
3. Internal control	Due processes are in place to manage resources and processes which commits and requires Parliamentary Service to meet its internal obligations as part of its contribution to the implementation, monitoring and evaluation and provision of reports on approved projects. The Office of the Clerk has appointed the Deputy Clerk to take charge of UNDP programs as a measure to ensure that there is effective coordination of program and project	
4. Accounting and financial reporting	Parliamentary Service does not have a standalone finance and accounting arrangement. It still relies on Finance and Treasury chart of accounts based on the annual allocation.	PFMA Act
5. Audit	Audit of public accounts is conducted by the Internal Auditor. To date Parliamentary Service accounts have not been audited.	

Conclusion and Recommendation:

The information provided reflects the current status of the operation of the Parliamentary Service. It is important to note that the statements made are relevant to the scope of the project.

Apart from the role played to support the implementation of programs and projects with approved funding from the UN Bougainville Peace Building Fund, Parliamentary Service also focuses on its core business which is targeted towards the institutional and legislative functions of the Bougainville House of Representatives.

The current leadership is committed towards the partnership arrangement between the Autonomous Bougainville Government and the United Nations.

The achievements so far, in terms of physical infrastructure, capacity building targeting members of the House, and other support demonstrates the genuineness from both partners to see things happen in the best interest of peace, security and good governance in the Autonomous Region of Bougainville and Papua New Guinea.

Since the implementation of joint agreements between the ABG and the PNG Government on the execution of the UN funding support, the Parliamentary Service has experienced new challenges and ways of delivering effectively, a lesson learnt which shall strengthen the implementation of future programs and projects.

Checklist fulfilled by:



Signature:

Date: 27/09/2018

REGIONAL COMMITTEE MEETINGS

Summary

	K
1 North Regional Committee	11,240.00
2 Central Regional Committee	9,400.00
3 South Regional Committee	10,960.00
4 Venue Hire x 3 (3 Regions-Central & South) @ K2000/Region	6,000.00
5 Fuel Supplies (2 drums x 3 Regions) @ K800/drum	4,800.00
6 Refreshment (3 Regions) @ K5000/region	15,000.00
7 Parliamentary Officers Travel Allowances x 3 Regions	1,980.00
8 Parliamentary Officers Accommodation x 2 Regions	4,500.00
9 Administration costs @ K2000/Region x 3 Regions	6,120.00
Grand Total	<u>70,000.00</u>

NORTH REGIONAL COMMITTEE MEETING - 25TH - 28TH SEPTEMBER 2018

			Travelling Allowances			Accommodation Allowances		
No.	Name	Position	Days	Rate	Total	Nights	Rate	Total
1	EDWIN KENEHATA	DEPUTY CLERK, OFFICE OF THE CLERK	2	110.00	220.00			-
2	IGNATIUS HAMAL	DIRECTOR, CORPORATE SERVICE	2	110.00	220.00			-
3	DONALD MISANG	DIRECTOR, PARLIAMENTARY COMMITTEE FACILITATION	2	110.00	220.00			-
		Sub-total			660.00			-
CENTRAL REGIONAL COMMITTEE MEETING - 1ST-5TH OCTOBER 2018								
1	PETER TOPURA	FIRST CLERK ASSISTANT, OFFICE OF THE CLERK	2	110.00	220.00	3	250.00	750.00
2	WESLEY PORAKE	SENIOR RESEARCH OFFICER, PARLIAMENTARY COMMITTEE FACILITATION	2	110.00	220.00	3	250.00	750.00
3	DONALD MISANG	DIRECTOR, PARLIAMENTARY COMMITTEE FACILITATION	2	110.00	220.00	3	250.00	750.00
		Sub-total			660.00			2,250.00
SOUTH REGIONAL COMMITTEE MEETING - 8TH - 12TH OCTOBER 2018								
1	WESLEY PORAKE	SENIOR RESEARCH OFFICER, PARLIAMENTARY COMMITTEE FACILITATION	2	110.00	220.00	3	250.00	750.00
2	JENNIFER NKUJI	MEDIA OFFICER	2	110.00	220.00	3	250.00	750.00
3	DONALD MISANG	DIRECTOR, PARLIAMENTARY COMMITTEE FACILITATION	2	110.00	220.00	3	250.00	750.00
		Sub-total			660.00			2,250.00
		Grand Total			1,980.00			4,500.00

North Regional Parliamentary Committees

PROGRAMME 2018

Venue – Malasang Women’s Resource Centre

Tuesday	9 October
8:30 am	Arrivals and registration
9:00 am	Welcome & Opening Remarks – Hon Fidelis Semoso, Chairperson
9:15 am	Address from Hon Speaker Simon Pentanu
9:30am	Address and Official Address from Hon Dr. Chief John L Momis
10:00am	<i>Tea Break</i>
10:30am	Address by Mr. Rui Flores & Presentations by UN Agencies
12:30pm	<i>Lunch Break</i>
1:30pm	Regional Progressive Update by Minister for Referendum Hon Albert Punghau
1:45pm	Regional Update from the Parliamentary Referendum Committee Chair Hon Joseph Watawi
2:00pm	<i>Tea Break</i>
2:15pm	Constituency Updates
5:00pm	Closing
Wednesday	10 October
8:30 am	Recap
9:30am	Regional Issues
10:00am	<i>Tea Break</i>
11:00am	Action Plan on the Regional Intervention
12:00pm	<i>Lunch Break</i>
1:00pm	Action Plan on Regional Intervention
3:30pm	Presentations on Action Plan
4:30pm	Closing remarks
5:00pm	Adjournment of Regional Parliamentary Committee Conference

MODERATORS/CHAIRS & CO-CHAIRS

Hon Simon Pentanu	Speaker
Hon John Momis	President
Rui Flores	United Nations
Hon Fidelis Semoso	Chairman – North Regional Parliamentary Committee
Hon Albert Pungchau	Minister for Peace Agreement Implementation
Hon Joseph Watawi	Chairman for Parliament Committee on Referendum

PRESENTERS

Hon Simon Pentanu	Speaker
Hon Dr. John L Momis	President
Rui Flores	United Nations
Hon Albert Pungchau	Minister, Bougainville Peace Agreement & Implementation
Hon Joseph Watawi	Chairman, Parliamentary Committee on Referendum
Hon Fidelis Semoso	Chairman, North Regional Parliamentary Committee

REGIONAL ADMINISTRATION SUPPORT

Edwin Kenéhata	Deputy Clerk (BHOR) – Secretary, North
Ignatius Hamal	Director Corporate Services – North
Donald Misang	Committees (BHOR) – Assistant
Nick Turner	Communications Specialist (UNDP)

Central Regional Parliamentary Committees

PROGRAMME 2018

Vanue: TBC

Tuesday 16 October

12:00pm – 4:00pm Arrivals at Regional Venues and Check-In/Registration

Wednesday 17 October

8:30 am Arrivals

9:00 am Welcome & Opening Remarks – Hon Rodney Osioco, Chairperson

9:15 am Address from Hon Speaker Simon Pentanu

9:30am Address and Official Address from Hon Dr. Chief John L Momis

10:00am *Tea Break*

10:30am Address by Mr. Rui Flores & Presentations by UN Agencies

12:30pm *Lunch Break*

1:30pm Regional Progressive Update by Minister for Referendum Hon Albert Pungau

1:450pm Regional Update from the Parliamentary Referendum Committee Chair Hon Joseph Watawi

2:00pm *Tea Break*

2:15pm Constituency Updates

5:00pm Closing

Thursday 4 October

8:30 am Recap

9:30am Regional Issues

10:00am *Tea Break*

11:00am Action Plan on the Regional Intervention

12:00pm *Lunch Break*

1:00pm Action Plan on Regional Intervention

3:30pm Presentations on Action Plan

4:30pm Closing remarks

5:00pm Adjournment of Regional Parliamentary Committee Conference

Friday 5 October

6:00am – 10:00am Departure Time

STEERING COMMITTEE

Simon Pentanu (Hon)	Bougainville House of Representatives
Robert Tapi (Clerk)	Bougainville House of Representatives
Rui Flores	United Nations
Amanda Masono	Director, Referendum Directorate, DPAI
Donna Pearson	Acting Secretary, Community Government

MODERATORS/CHAIRS & CO-CHAIRS

Hon Simon Pentanu	Speaker
Hon John Momis	President
Rui Flores	United Nations
Hon Rodney Osioco	Chairman – Central Regional Parliamentary Committee
Hon Albert Punghau	Minister for Peace Agreement & Implementation
Hon Joseph Watawi	Chairman for Parliament Committee on Referendum

PRESENTERS

Hon Simon Pentanu	Speaker
Hon Dr. John L Momis	President
Rui Flores	United Nations
Hon Albert Punghau	Minister, Bougainville Peace Agreement & Implementation
Hon Joseph Watawi	Chairman, Parliamentary Committee on Referendum
Hon Fidelis Semoso	Chairman, North Regional Parliamentary Committee

REGIONAL ADMINISTRATION SUPPORT

Peter Topura	First Clerk Assistant (BHOR) – Secretary, Central
Wesley Porake	Committees (BHOR) - Central
Donald Misang	Committees (BHOR) – Assistant
Nick Turner	Communications and Innovation Specialist (UNDP)

South Regional Parliamentary Committees

PROGRAMME 2018

Venue: TBC

Tuesday	30 October
8:30 am	Arrivals
9:00 am	Welcome & Opening Remarks – Hon Rodney Osioco, Chairperson
9:15 am	Address from Hon Speaker Simon Pentanu
9:30am	Address and Official Address from Hon Dr. Chief John L Momis
10:00am	<i>Tea Break</i>
10:30am	Address by Mr. Rui Flores & Presentations by UN Agencies
12:30pm	<i>Lunch Break</i>
1:30pm	Regional Progressive Update by Minister for Referendum Hon Albert Punghau
1:45pm	Regional Update from the Parliamentary Referendum Committee Chair Hon Joseph Watawi
2:00pm	<i>Tea Break</i>
2:15pm	Constituency Updates
5:00pm	Closing
Wednesday	31 October
8:30 am	Recap
9:30am	Regional Issues
10:00am	<i>Tea Break</i>
11:00am	Action Plan on the Regional Intervention
12:00pm	<i>Lunch Break</i>
1:00pm	Action Plan on Regional Intervention
3:30pm	Presentations on Action Plan
4:30pm	Closing remarks
5:00pm	Adjournment of Regional Parliamentary Committee Conference

STEERING COMMITTEE

Simon Pentanu (Hon)	Bougainville House of Representatives
Robert Tpi (Clerk)	Bougainville House of Representatives
Rui Flores	United Nations Development Programme
Amanda Masono	Director, Referendum Directorate, DPAI
Donna Pearson	Acting Secretary, Community Government

MODERATORS/CHAIRS & CO-CHAIRS

Hon Simon Pentanu	Speaker
Hon John Momis	President
Rui Flores	United Nations
Hon Philip Kuhena	Chairman – South Regional Parliamentary Committee
Hon Albert Punghau	Minister for Peace Agreement & Implementation
Hon Joseph Watawi	Chairman for Parliament Committee on Referendum

PRESENTERS

Hon Simon Pentanu	Speaker
Hon Dr. John L Momis	President
Rui Flores	United Nations
Hon Albert Punghau	Minister, Bougainville Peace Agreement & Implementation
Hon Joseph Watawi	Chairman, Parliamentary Committee on Referendum

REGIONAL ADMINISTRATION SUPPORT

Wesley Porake	Committees (BHOR) – Secretary, South
Jennifer Nkui	First Clerk Assistant (BHOR) – South
Donald Misang	Committees (BHOR) – Assistant
Nick Turner	Communications and Innovation Specialist (UNDP)

QUICK guide to Regional Parliamentary Committees

INTRODUCTION AND CONTEXT

The Briefing Paper presents the Regional Parliamentary Committees (RPCs) – particularly: its establishment and functions, objective, political representation, political vision and priorities, role, and proposed administrative functions.

The Regional Parliamentary Committee is made up of 39 members representing the regional and constituency representatives from the 3 regions (excluding the President of the Autonomous Region of Bougainville and the Speaker of the House of Representatives).

Establishment and Functions of the Regional Parliamentary Committees

Subsection (2) of Section 71 of the Bougainville Constitution, stipulates that a Bougainville law may provide provisions for the establishment, membership, jurisdiction, functions, powers and procedures of committees established under Subsection (1)¹.

Subsection (5) (c) of Section 71, stipulates that a Bougainville law may provide additional powers to be given to the Regional Committees².

On 22 July 2016³, the House passed a resolution to include additional functions for the regional Parliamentary Committees.

Functions

- (1) The functions of the Regional Committees are⁴ ⁵–
 - (a) to elect one of its members as Chairperson of their Regional Committee,
 - (b) in accordance with the Constitution and Standing Order to nominate candidates for the Speaker,
 - (c) in accordance with Section 81, Subsection (2) regional committee shall recommend to the President the names of five members of the House of Representatives representing constituencies in the region,

¹ Bougainville Constitution Commission, 2004, *The Constitution of the Autonomous Region of Bougainville*, pp.51-52.

² *Ibid*, pp.51-52.

³ Bougainville House of Representatives, House Resolution No: 5 of 2016, *Resolution on the Additional Function for Regional Parliamentary Committees*, 22 July 2016.

⁴ Bougainville Constitution Commission, 2004, *The Constitution of the Autonomous Region of Bougainville*, pp.51-52.

⁵ Bougainville House of Representatives, House Resolution No: 5 of 2016, *Resolution on the Additional Function for Regional Parliamentary Committees*, 22 July 2016.

- (d) to organize and conduct outreach programs to advocate on social, political and economic agendas in each region,
- (e) convene regional conferences to discuss matters of importance to each region,
- (f) any other functions conferred by a Bougainville law or the Standing Orders,
- (g) determine the composition and procedures of regional conferences,
- (h) provide reports to the House on its administration; and
- (i) refer any matter or matters to the Parliamentary Portfolio Committees for enquiry and report

Objective

Guides –

- a) RPC conducts its business within Section 71 (1) (b) of the *Bougainville Constitution* and additional powers provided for in the *Resolution No. 5 of 2016*,
- b) RPC to include and broaden the powers and functions of the regional committee
- c) RPC secure funding of regional committee functions
- d) RPC to include regional conferences as avenue to foster government development priorities,
- e) Parliament to empower regional committees to do their work.

Political representation

In accordance with Section 71 (1) (b), the regional committee for each of the following Regions of Bougainville: – North, Central & South shall consist of the elected members of the House of Representatives within the Region (or in the women members and former combatant members, for the Region⁶).

The president of the autonomous region and speaker of the house may choose to attend all or any regional conferences or meetings of the regions upon invitations from the regional parliamentary committees.

Through the regional meetings, members can have a say on the political and development issues of Bougainville laws that impact the three (3) regions.

Members

Who are the Regional Parliamentary Committee Members?

North Region:

- Hon Fidelis Semoso – Chairperson, Tsalato
- Hon Raymond Masono – Atolls
- Hon Joseph Watawi – Selau
- Hon David Braun – Taonita Tinputz
- Hon Charlse Kakapetai – Teua
- Hon John Tabinaman – Mahari
- Hon Luke Karaston – Suir
- Hon Ezekiel Masatt – Tonsu
- Hon Robert Hamal Sawa – Hagogohe
- Hon Robert Chika Tulsa – Haku

⁶Bougainville Constitution Commission, 2004, *The Constitution of the Autonomous Region of Bougainville*, pp.51-52.

- Hon Joseph Suri Getsi – Peit
- Hon Charry Napto – Nissan
- Hon Ben Malatan – Ex-combatant Representative North Region
- Hon Francesca Semoso – Women Representative North Region
- Vacancy – Halia
- Vacancy – Taonita Teop

Central Region:

- Hon Rodney Osioco – Chairperson, Kokoda
- Hon Simon Dasiona – South Nasioi
- Hon Nickolas Daku – North Nasioi
- Hon Noah Doko – Ex-combatant Representative Central Region
- Hon Clarence Dency – Eivo/Torau
- Hon Marcelline Kokiai – Women Representative Central Region
- Hon Michael Lapolela - Ioro
- Hon Robin Wilson - Terra
- Hon Thomas Keriri – Rau
- Vacancy – Kongara

South Region:

- Hon Philip Kuhena – Chairperson, Kopii
- Hon Steven Suako - Torokina
- Hon William Silamai - Baba
- Hon Dennis Lokonai - Bolave
- Hon Christopher Kena - Lato
- Hon Albert Punghau – Motuna Huyono Tokunutui
- Hon Thomas Pataáku - Ramu
- Hon John Kepas Vianney - Makis
- Hon Joseph Nabuai - Lule
- Hon Jacob Tooke - Baubake
- Hon Willie Masiu - Konnou
- Hon Isabel Peta – Women Representative South Region
- Hon Thomas Tarii – Ex-combatant Representative South Region

Political vision and priorities

RPC's vision is to strengthen regional execution and implementation in a post conflict region with emphasis on good governance, peace building and security consistent with the Bougainville Peace Agreement determined by agreed program activities on the core functions of Parliament and the duties and responsibilities of the elected leaders⁷. Thus, regional execution is in the Autonomous Region of Bougainville within the thirty-three Constituencies in South, Central and North Bougainville regions.

How will the RPCs bring Parliament closer to citizens?

[Bringing parliament closer to the people and communities] shall be achieved through the work of the Regional Parliamentary Committees for North, Central and South Bougainville. The functions of the Committees are governed by the Standing Orders and the resolution of the House of Representatives expanding the functions of the Regional Parliamentary Committees.

[Promoting leader's dialogue in the interest of peace, security and unity] in the three regions of North, Central and South Bougainville will be achieved through the work of the Regional Parliamentary Committees⁸.

- RPC members live and work in the regions they come from and are therefore in touch with their regional's and constituency's concerns
- They speak for their voters at the very heart of regional decision-making and legislative process and also keep them abreast of the Governments' developments, by hosting meetings and conferences of the RPCs in their regions

RPC's main principles and areas of responsibility - Roles

Regions must consult the Members of the Regional Parliamentary Committees throughout the legislative phase. What role does the RPC play in the regional decision-making process?

- Convenes:-
 - regional conferences and also setting up expert panels
 - regional research programmes and brainstorming of regional strategic goals are shared in RPCs' meetings
- The RPC consults parliament, regional and constituency leadership, districts, national members and interregional groupings
- RPC receives referrals from the House to act on decisions, resolutions, mandated responsibilities in line with regional focus
- The RPC monitors implementation of parliamentary legislation at regional and constituency levels
- Foreseeing events, trends and challenges in the near future or in the long term. Foresight complements strategic planning as it can aid policy-makers anticipate, debate, and ultimately, shape the future
- Strengthens and maintains stability and cooperation within the regions
- Organizes constituency and regional pre-legislative sessions through their outreach programs
- Encourage wide-range debate on the future of the post-conflict region
- Support priorities and legislative proposals for change, protection and advancement of regions including greater involvement and engagement between citizens and different tiers of governance
- Planning regional political agendas in addressing global challenges and fostering vision for each region

Progressive update on the work of each RPC:

Until recently, regional parliamentary committees have been conducting ad-hoc meetings (specific purpose – looking at matters of limited scope) at the time when parliament is in recess. They meet in regional groups for a limited time and also attending to invitations from organizations and regional leaders to discuss matters of regional importance. Recent events (including the looting of Chinese shops in Buka, 20th May 2018) has provided some leverages further accelerating and putting the RPCs to test their additional functions in remedying issues prevalent in Bougainville including typical to each region. Examples of RPC meetings (excludes meetings conducted pre-expansion of RPCs additional functions) include:

- North RPC meetings at Kokopau/Kubu to deliberate on UPE grievances
- RUKO – UPE Council of Chiefs Conference attended by North, Central & South UPE practicing constituency members at Sorom Selau Constituency;
- South RPC meeting at Buka Town Tsitalato Constituency between National Members for South and North relating to the UPE issue;
- Central and South RPCs meeting at Buka Town Tsitalato Constituency between RDG mining company executives.

ADMINISTERING REGIONAL PARLIAMENTARY COMMITTEES

Normal term of office of a Regional Parliamentary Committee Member

Unless he/she earlier –

- (a) dies; or
- (b) resigns; or
- (c) cease to be member of the House of Representatives; or
- (d) cease to be a member of the Committee by provisions such vacation of office etc..

Vacation of office

If a member of the Committee –

- (a) dies; or
- (b) cease to be a member of the House of Representative; or
- (c) failure to comply with other sections of this act

Powers of the committee

The regional committee shall have the following powers:

- a) to sit during recess during the meetings of the House
- b) convene meetings in convenient places where the committee thinks
- c) examine any cases of misappropriation of regional and district funds
- d) to sit during the 'Joint-District Budgetary Priority Committee' meetings and request any papers from the meetings;
- e) to convene regional conferences

Procedure at Regional Committee Meetings

At a meeting of the committee –

- (a) The Chairperson shall preside and in the absence or inability of the Chairperson, a member appointed by the members present shall be the Acting Chairperson; and
- (b) Three quarter of the members, including the Chairperson or the Deputy Chairperson shall constitute a quorum; and

- (c) Questions shall be decided by a majority of votes of the members present and voting, and when there is an equality of votes on any question, the member presiding has a deliberative vote and a second or casting vote.

Failure to attend meetings at cetera

- a) The regional Committee shall sit at least once in a month
- b) Notice for meeting must be sent to the members at least seven days;
- c) A member fails to attend a meeting –
 - (a) Without the prior leave of the committee; or
 - (b) Without informing the Chairperson or, if it is not practicable to communicate with the Chairperson, the Director of Secretariat, of his inability to attend, during the whole of three consecutive meetings of the Committee, his office of member of the committee is thereby vacated.
- d) The regional Committee may, in its discretion, permit a member to continue in office where he has failed to comply.

Reports

Type of reports to be presented to the House –

- (a) *Midyear reports* – The regional committee shall table a report as an ‘Information Paper’ to the parliament every second quarter meeting of House of Representatives in a calendar year updating the House of each activities, regional meetings and regional conferences.
- (b) *Annual Reports* - the regional committee shall table a report in the House at end of each calendar year. The Annual Report shall highlight –
 - (a) The amount paid to the committee to fund its functions including allowances
 - (b) Detail of amount so paid and;
 - (c) Detail of the purpose for paying that amount.
 - (d) Detail of amount paid to the regional committee secretariat;

Regional Conferences

Regional conference is hereby established.

Composition of Regional Conferences

Regional Conference is a forum where leaders from a particular region gather to discuss issues affecting each region and Bougainville as a whole. The regional conference comprises of:

- a) Members of the Parliamentary Regional Committees
- b) Chairpersons of Community Governments or his/her delegate.
- c) Electorate Member in the PNG National Parliament

1. Members of Regional conferences

The regional conferences shall comprise of;

- a) Members of the Parliamentary Regional Committee of that region
- b) Chairpersons of the Community Governments from that region or his/her delegate,

2. Observers

- a) Chairpersons of Community Governments have observer status
- b) Electorate Member in the PNG Parliament have observer status
- c) However, both groups are members of the regional Conferences

Procedure at Meetings of the Regional Conference

Meeting schedule

- (b) To manage the office of regional committees
- (c) To secure funding for regional committees and regional conference.
- (d) Prepares yearly budget for the functions of the regional committees
- (e) Source funding to support the regional committee functions

Wages & Overtime

- (a) The Secretariat must be paid from the funding allocated to the Regional Committees.

Funding

ABG shall provide funding for the purpose of –

- (a) Administration – *Management of the Regional Committee Secretariat*
- (b) Salary for the Secretariat
- (c) Regional committee meetings & regional conferences
- (d) Regional activities such as awareness & workshops
- (e) Transport cost
- (f) Sitting allowances
- (g) Travel allowances

Funding sources –

- a) ABG Funding
- b) Other funding supports



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Project Steering Committee Meeting
Support to Bougainville House of Representatives – Regional Parliamentary Committee

Attendees – Nicholas Turner (UNDP), Hon Simon Pentanu (Speaker – Bougainville House of Representatives), Robert Tapi (Clerk, Bougainville House of Representatives)

Date – Friday, 7 September

Venue – Bougainville House of Representatives

Time – 1500-1600

Robert Tapi (RT) opened the meeting with an overview of the newly established Regional Parliamentary Committees, their structure, membership and functions.

Speaker Pentanu added that the vision of the committees is to strengthen regional execution of good governance practices, and for Members of the Bougainville House of Representatives to come together and discuss issues of relevance and concern to their respective regions.

Nicholas Turner (NT) noted that the committee concept was one that could possibly be supported under Outcome 1 of the second phase of UN Peacebuilding Fund support to UNDP. Under Outcome 1 there was a specific activity that was written in to the project document to support the regional committee structure.

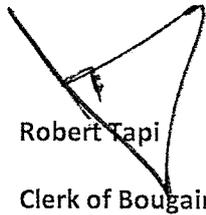
NT advised that he would follow up with the Liaison Officer and revert with suggestions and/or a way forward in regard to supporting this. NT encouraged the RT to have parliamentary services put together a proposed budget and workplan for the staging of three regional committee meetings; one each in North (Buka), Central (Arawa) and South (Buin).

It was agreed that the three would continue to meet over the coming weeks to further progress this initiative.

A handwritten signature in black ink, appearing to be 'Nicholas Turner', written over a horizontal line.

Nicholas Turner

UNDP Communications Consultant



Robert Tapi

Clerk of Bougainville House of Representatives



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Project Steering Committee Meeting
Support to Bougainville House of Representatives – Regional Parliamentary Committee

Attendees – Nicholas Turner (UNDP), Hon Simon Pentanu (Speaker – Bougainville House of Representatives), Robert Tapi (Clerk, Bougainville House of Representatives), Edwin Kenehata (Deputy Clerk, Bougainville House of Representatives), Donald Misang (Bougainville House of Representatives Parliamentary Services)

Date – Monday, 24 September

Venue – Bougainville House of Representatives (BHoR)

Time – 1115-1230

Donald Misang (DM) presented a final copy of the proposed budget for the three committee meetings to be held. Along with the budget it has been decided that the following would be set aside as dates for the staging of these meetings in the three regions:

North (Buka) – 9 and 10 October

Central (Arawa) – 16 and 17 October

South (Buin) – 30 and 31 October

NT commented that the likely way of providing funding to the parliament would be through a micro capital grant. The grant agreement would see funds released directly from UNDP to the BHoR. This would see BHoR fully accountable for all expenditure for the three meetings. NT stressed the importance of a thorough, reliable, accurate and timely line of reporting from a financial and M&E/results perspective when reporting for this modality of payment.

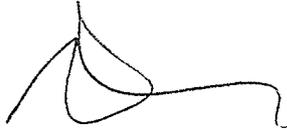
Robert Tapi (RT) noted this and said that the BHoR had learned from the lessons of PBF1, and that with a smaller team controlling the organisation of the meetings the reporting and acquittal process would be done so in an efficient and accurate manner.

NT advised that he is happy to support whatever is needed to ensure this happens, assisting with reporting and the financial acquittal process.

DM advised that the Malasang Women's Resource Centre would be used as the venue for the conference in North, while the other two venues are still to be confirmed.

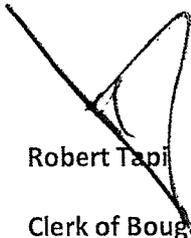
Speaker Pentanu added that with UNDP's support and attendance at the meetings this would possibly allow for some sharing of assets (vehicles) to ensure that costs are kept to a minimum.

Speaker Pentanu suggested that we convene once more for a final meeting to confirm the amount that will be budgeted for/provided via the micro capital grant on Friday, 28 September.



Nicholas Turner

UNDP Communications Consultant



Robert Tapi

Clerk of Bougainville House of Representatives



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Project Steering Committee Meeting
Support to Bougainville House of Representatives – Regional Parliamentary Committee

Attendees – Nicholas Turner (UNDP), Hon Simon Pentanu (Speaker – Bougainville House of Representatives), Robert Tapi (Clerk, Bougainville House of Representatives), Edwin Kenehata (Deputy Clerk, Bougainville House of Representatives), Donald Misang (Bougainville House of Representatives Parliamentary Services)

Date – Friday, 28 September

Venue – Bougainville House of Representatives (BHoR)

Time – 1100-1230

NT opened the meeting by providing a draft copy of the micro capital grant agreement, to be signed between the BHoR and UNDP. Speaker Pentanu endorsed this method of support, and was happy to see this being used as the modality for disbursing funds to the parliament.

Speaker Pentanu again reiterated that the BHoR had learned from previous work with UNDP and previous reporting required under the grant agreement, and assured UNDP that this would be done to a high standard following each of these meetings.

The final budget amount to be provided via the grant is to be PGK70,000.

The three dates for the meetings are now confirmed:

North (Buka) – 9 and 10 October

Central (Arawa) – 16 and 17 October

South (Buin) – 30 and 31 October

UNDP will oversee management of all funds under the micro capital grant. NT will be the individual responsible in representing UNDP, assisting with reporting and the financial acquittal process. NT will meet each day next week with BHoR staff to also assist with preparations for the meeting in North on 9 and 10 October.

NT also advised that once the grant agreement is signed, the money will be disbursed to BHoR in 2/3 days time. This would allow for arrangements to be made in advance, and payments made following the provision of services in North.

Robert Tapi commented that invitations to the members of the North committee would be sent out at the beginning of next week, although all members of the committee in North were aware of the dates and venue for the meeting.

Speaker Pentanu suggested that a short FAQ be put together on the committees, UNDP's support, and what would need to be actioned by Members of the BHoR following these committee meetings. NT said he would be happy to assist in putting this together, and will do so over the weekend.

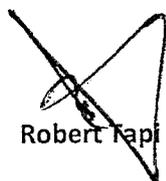
NT will again meet with BHoR representatives next week, Monday 1 October, to continue assisting with arrangements for the committee meeting in 9 October.

NT will also continue to provide updates regarding the grant agreement and the subsequent release of funds.



Nicholas Turner

UNDP Communications Consultant



Robert Tapi

Clerk of Bougainville House of Representatives