

**LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
BOUGAINVILLE HOUSE OF REPRESENTATIVE  
ON THE IMPLEMENTATION OF PEACEBUILDING PROJECT  
STRENGTHENING POLITICAL DIALOGUE, KNOWLEDGE BUILDING AND  
UNDERSTANDING ON BPA AND PROMOTING SECURITY AND SOCIAL COHESION**

Your Excellency,

Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Autonomous Region of Bougainville, Papua New Guinea (PNG) and officials of the Bougainville House of Representatives (herein referred to as "BHOR") with respect to the realization of activities by the Autonomous Bougainville Government (ABG) in the implementation of the following projects under the UN Peacebuilding Fund: (i) 00099011 – Strengthening Political Dialogues between ABG and National Government of PNG, (ii) 00099012 – Knowledge Building and Understanding on BPA and (iii) 00099013 – Security and Social Cohesion in Bougainville, as specified in Attachment 1: BHOR Workplan, to which UNDP has been selected as implementing partner.

2. In accordance with the Workplan and with the following terms and conditions, UNDP confirms its acceptance of the activities to be provided by BHOR towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between BHOR and UNDP (herein referred to as the "Parties") on all aspects of the Activities.

3. BHOR shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives under the existing laws, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.

4. In carrying out the activities under this Letter, the personnel and sub-contractors of BHOR shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of BHOR or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by BHOR, and its personnel as a result of their work pertaining to the Activities.

5. Any subcontractors, including NGOs under contract with BHOR shall work under the supervision of the designated official of BHOR. These subcontractors shall remain accountable to BHOR for the manner in which assigned functions are discharged.

6. Upon signature of this Letter, UNDP will make payments to Bougainville Referendum Communication Committee (BRCC) Trust Account, Account No.: 7010785371, within the ABG Department of Finance and Treasury, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

7. BHOR shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. BHOR shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time BHOR is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide BHOR with any funds or to make any reimbursement for expenses incurred by BHOR in excess of the total budget as set forth in Attachment 3.

8. BHOR shall submit a cumulative financial report as per the due date specified in the attachment 3 Scheduled of Activities, Facilities and Payments table in attachment. The report will be submitted to UNDP through the UNDP Resident Representative within 30 days following those

dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will receive financial and progress reports from BHOR for the projects 00099011 – Strengthening Political Dialogues between ABG and National Government of PNG, 00099012 – Knowledge Building and Understanding on BPA and 00099013 – Security and Social Cohesion.

9. BHOR shall submit such progress reports [a model copy of which is provided as Attachment 5] relating to the Activities based on assessments from monitoring and evaluation exercises conducted by each implementing agency's M&E focal points; and which are quality assured by UNDP's M&E Unit, as may reasonably be required by the project manager in the exercise of his or her duties.

10. BHOR shall furnish a final report on or before the due date in the deliverable table after the completion or termination of the Activities, including a list of non-expendable equipment purchased by BHOR and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between the Parties.

12. Any changes to the Project Document which would affect the work being performed by BHOR in accordance with Attachment 2 shall be recommended only after consultation between the Parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document 00099011, 00099012, 00099013 and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of UNDP.

14. The arrangements described in this Letter will remain in effect until 15<sup>th</sup> December 2017, or the completion of activities of BHOR according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by BHOR unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 30 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Resident Representative, UNDP.

18. BHOR shall keep the UNDP Resident Representative through PBF Project Coordinator fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the Parties arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall

constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your BHOR participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP



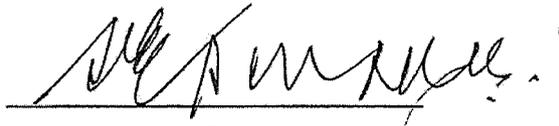
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Hemansu-Roy Trivedy,

Resident Representative

f. Date: 30<sup>th</sup> June, 2017

Signed on behalf of Bougainville House of Representatives



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Simon Pentanu,

Bougainville House of Representatives Speaker

Date: 30<sup>th</sup> June, 2017

## Attachment 1

### **PBF support to the Bougainville House of Representatives**

#### **BACKGROUND**

The Autonomous Region of Bougainville (ARoB) is an autonomous region within the state of Papua New Guinea (PNG), with its own Government and parliament. It also has representatives at the National Parliament. It counts a population of about 300,000 people. Following nearly a decade of a bloody conflict (from late 1980s) with estimated deaths of up to 20,000 people, the PNG national Government and the Bougainville actors signed the Bougainville Peace Agreement in 2001 (BPA). Social grievances, political in-fighting and disagreements about the use of the revenue from the Panguna copper mine in Central Bougainville and its environmental effects were key triggers of the conflict.

A Peacebuilding Priority Plan as signed in 2014 which enabled support from the UN Peacebuilding Fund (PBF) to three key priorities identified by the PNG Government (GoPNG) and the Autonomous Bougainville Government (ABG)

The Bougainville House of Representatives (BHOR) has a total membership of 41, comprising 39 elected members, the Speaker and the President. The Speaker is appointed by the House from outside its membership. With respect to the remaining 39 House members: for the first general election of members of the House of Representatives, there were:

- 33 directly elected members each representing a single member constituency;
- three women members, each representing a constituency for a separate Region (North, Central and South)
- three former combatant members, each representing a constituency for a separate Region (North, Central and South)

The most recent election to the House of Representatives was in June 2015 where 25 of the MPs elected at this election are new to Parliament. A woman member was the first to be elected in an open seat and holds a Minister in the ABG. Following requests from the Speaker and the Clerk of the BHOR, UNDP has provided funding and technical assistance on a range of parliamentary strengthening activities as well as the implementation of the Bougainville Peace Agreement (BPA) and referendum preparations.

#### **KEY OUTCOMES OF THE PBF**

UNDP's support to the BHOR, ABG and other partners in Bougainville fall under 3 Outcome Areas which have been translated into 3 projects and are intended to be cohesively achieved, consistent with the Peacebuilding Priority Plan.

#### **Outcome 1 - Strengthening partnership and political dialogue between GoPNG and ABG**

The first Outcome area of the Priority Plan that is supported by PBF, targets the strengthening of the relationship and trust between the National Government of Papua New Guinea (GoPNG) and the ABG to contribute to effective implementation of autonomy arrangements and of the BPA. This project addresses 2 broad outcomes statements: -

- (1) The key BPA provisions on autonomy arrangements and on the referendum, are progressed through joint decisions and actions of GoPNG and the ABG.
- (2) The National and the Bougainville Parliaments (BHOR) have a shared understanding of the BPA and the referendum provisions and the effectiveness of the BHOR is strengthened, in line with the 2013 Autonomy Review findings

Support is being provided to both the GoPNG and the ABG through mechanisms such as the Joint Referendum Committee, empowering them to progress key processes within the BPA in a timely and effective manner. The dialogue and engagement between both Governments is being bolstered drawing on the UN 'trusted broker' role and expertise. The focus is on workable autonomy arrangements, constructive relationships between the Governments, and progress made on referendum preparations. There is also ongoing support to the inter-parliamentary dialogue between the two governments with a view to a shared understanding of the two parliaments' role in the implementation of the BPA, human rights and other key peace-building issues.

#### **Outcome 2 – Support knowledge-building and understanding of the Bougainville Peace Agreement.**

One of the key factors contributing to potential instability is a lack of accurate, relevant and trusted information sources amongst much of the population; and widespread skepticism and distrust of those in leadership positions. The people of Bougainville have not had access to accurate, easy to use, information or safe places where they are encouraged to express their views, debate and to question and give feedback to the political leadership. The second Outcome of the Priority Plan that is supported by PBF focuses on creating an enabling environment so that the people of Bougainville are empowered to make informed choices at the Bougainville referendum and to have increased confidence in the BPA process through access to more objective and accurate information. It also supports dialogue and debate on key peace-building issues, both within communities and with their political leaders.

#### **Outcome 3 - Promoting community security and social cohesion in Bougainville**

The third Outcome area of the Priority Plan that PBF supports is the strengthening of Community social cohesion and security in Bougainville through opportunities to deal with conflict-related trauma effectively to enable peaceful resolution of local disputes as well as through better access to information to access appropriate post-conflict services or support. Here, the project supports two broad outcome statements: -

- (1) Increased community social cohesion and community security) through access to trauma healing and reconciliation services
- (2) Community police, trauma counselors and health workers dealing with FSV provide more effective and informed services on trauma response and reconciliations.

In addition to the broad categories of support, the project currently includes elements of unification, reconciliation and weapons disposal.

### **RATIONALE AND KEY AREAS OF FOCUS**

Delivery of PBF projects support to the ABG has been through the Direct Implementation Modality (DIM) of UNDP. Based on the strong partnership between the BHOR and UNDP since 2015 and to increase delivery of the planned activities given the timeframe of the projects, the parties have discussed the options to further support the activities of the BHOR in line with the 3 Outcomes areas of the Peacebuilding Priority Plan.

This has prompted the need to assess and identify, from available options, a more effective mode for delivery of support. This best option available that has been identified is a Letter of Agreement (LOA). While having an effective monitoring mechanism in place, it will allow for better and timely implementation of PBF projects.

It is intended that an LOA be signed between the UNDP and the BHOR as part of Project 00099011. The LOA will also guarantee a portion of funding from the PBF to be placed in a BRCC Trust Account (Bougainville Referendum Communication Committee (BRCC) Trust Account, Account No.: 7010785371) and managed directly by BHOR, for PBF activities under Project 00099012 supporting referendum and BPA awareness, and Promoting Community Security and Social Cohesion so specifically named in the LOA under Project 00099013.

The fund from this LOA has components to be accessed by BHOR, the ABG Media Bureau and the ABG Department of Bougainville Peace Agreement Implementation (DBPAI). The funding will be accessed and activities implemented within the terms of the LOA and the UNDP 2017 PNG CO Annual Work Plan.

The funding that will be made available will be subjected to activity reports and acquittals from BHOR and audits by the UNDP. Continuity of the LOA will be dependent on the manner in which mandatory milestones of the LOA are achieved. While the bulk of PBF projects continue to be supported through DIM, selected activities as outlined below will be addressed through an LOA.

The LOA will provide support to: -

- a) The Referendum Ready Concept which includes funding for Phase 2 of support to the Constituency Referendum Committees and the BHOR Parliamentary Referendum Committee, Awareness by the ABG Media Bureau and the ABG DBPAI Induction of BHOR Constituency Referendum Committees across the region
- b) The Speakers Outreach Programme, named as the "Speakers Outreach Programme on Social Cohesion" supporting a "Bougainville Peace Ambassadors" concept
- c) Women's involvement in referendum ready awareness and BPA Awareness, through the BHOR Gender Committee, which will also include the Unification of PNG/Bougainville women

Support under the LOA will be for 6 months from July 1 to December 15, 2017 payable based on identified milestones: -

- Milestones will be based on the work plans of BHOR (includes identified activities of the Gender Committee, Referendum Committee, Speaker's Outreach Programme, ABG Media Bureau, and ABG DPAAI with the activities to be supported aligned to the PNG CO 2017 Annual Work Plan)
- All tranches must be acquitted for
- Payment will be up front for the first tranche, which must be acquitted for before the second tranche is released to the BHOR, with the same being for subsequent tranches
- Failure to correctly acquit will result in the halting of the agreement and subsequent payments

Funding through the LOA will be placed in the "Bougainville Referendum Communications Committee Trust Fund". Signatories to cheques drawn on this account will be: -

- The Speaker of BHOR
- ABG Secretary for Finance and Treasury; and
- A PNG Counterpart in ABG Treasury (Provincial Treasurer)

## Attachment 2

### KEY EXPECTED RESULTS AND DELIVERABLES

By the time the LOA is fully implemented it is envisaged that the portion of the PBF expended through the LOA will have been effectively utilized with maximum results. More specifically it is expected that the following results will have been achieved:

**Outcome 1:** Strengthening partnership and political dialogue between GoPNG and ABG (00099011)

**Output 1.1:**

- BHOR and people of Bougainville have a greater understanding of the BPA and referendum through support to the activities of the BHOR Referendum Committee and Referendum Ready Concept through Phase 2 support to the Constituency Referendum Committees

*Output to be achieved through these Activities:*

- BHOR Referendum Committee outreaches for validation of Parliamentary reports related to the Referendum Ready Concept
- Induction of the Constituency Referendum Committees

**Output 1.2:**

- People of Bougainville have a greater understanding of human rights and gender issues through support to the activities of the Committee on Gender Peace and Security

*Output to be achieved through these Activities:*

- BHOR Committee on Gender Peace and Security integrating gender and human rights advocacy in outreaches on the BPA and Referendum and the promotion of women unification
- BHOR Committee on Gender Peace and Security carries out follow-up consultations and actions on agreed decisions

**Output 1.3:**

- BHOR is fully capacitated to carry out its functions effectively as a modern Parliament after completion of capacity building exercises and full utilization of its newly established resources

*Output to be achieved through these activities:*

- BHOR Referendum Committee outreaches for validation of Parliamentary reports related to the Referendum Ready Concept

**Outcome 2:** Support knowledge-building and understanding of the Bougainville Peace Agreement. (00099012)

**Output 2.1:**

- Bougainvilleans and the ABG have confidence and an improved understanding of the BPA and preparations for referendum through support to the ABG Media Bureau and the ABG DBPAI.

*Output to be achieved through these activities:*

- Follow up meetings by DBPAI with ex-combatants on the BPA/Unification and Referendum
- Media and Communications support to BHOR Parliamentary Referendum Ready Concept and whole of government approach to referendum awareness raising
- Media and Communications support to DBPAI Referendum Awareness raising and whole of government approach to information dissemination

**Output 2.2:**

- Bougainvilleans and Papua New Guineans have confidence and an improved understanding of the BPA and preparations for referendum through support on women's awareness on BPA and referendum readiness through the BHOR Committee on Gender Peace and Security

*Output to be achieved through these activities:*

- BHOR Committee on Gender Peace and Security outreaches on the BPA and Referendum and the promotion of women unification
- BHOR Committee on Gender Peace and Security carries out follow-up consultations and actions on agreed decisions

**Outcome 3: Promoting security and social cohesion in Bougainville (00099013)**

**Output 3.1:**

- Greater security and cohesion among Bougainvilleans is achieved through support for the Speakers Outreach Programme and the support for the "Bougainville Peace Ambassadors" concept

*Output to be achieved through these activity:*

- Peace Ambassadors region-wide visitation and sensitization on peace in Bougainville by peaceful means

**Output 3.2:**

Greater security and cohesion among Papua New Guinean and Bougainvillean women is achieved through support for women's involvement in BPA and referendum ready awareness, through support to the BHOR Gender Committee

*Output to be achieved through these activities:*

- BHOR Committee on Gender Peace and Security outreaches on the promotion of women unification and the BPA
- BHOR Committee on Gender Peace and Security carries out follow-up consultations and actions on agreed decisions

**Output 3.3:**

Bougainvilleans and the ABG have confidence and an improved understanding of the BPA and preparations for referendum through support to the ABG Media Bureau and the ABG DBPAI.

*Output to be achieved through these activities:*

- Meetings and follow up meetings by DBPAI with ex-combatants on the Unification

**Output 3.4:**

Strengthened BHOR Partnership with the Bougainville population

*Output to be achieved through these activities:*

- The BHOR Speaker takes key parliamentary discussions and decisions to the people of Bougainville to strengthen public confidence in the Parliamentary system

**Attachment 3A**

**Schedule of Activities, Facilities and Payments**

Year: 2017

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Milestone Due Date	Planned Budget		Schedule of payments by UNDP - Date	Due date for submitting report against activity/ outcome
			Budget Description	Amount (PGK)		
<p><b>EXPECTED OUTPUTS and indicators including annual targets</b></p>	<p>List all activities to be undertaken during the year towards stated outputs</p>		Transport	15,000		
<p><b>People of Bougainville are better informed on the Bougainville Peace Agreement and the Referendum through the BHOR constituency Referendum Ready Phase 2</b></p>	<p>Tranche 1: BHOR Referendum Committee outreach for validation of Parliamentary reports related to the constituency referendum ready concept.  (Tranche monitoring by BHOR Referendum Committee)</p>	<p>31/07/17</p>	Allowances	5,000	<p>7/15/17</p>	<p>31/07/17</p>
			Accommodation	9,000		
			Printing	1,000		





	(Tranche monitoring by BHOR Members)			Accommodation	35,000	17/11/2017	10/18/17	17/11/2017
				Printing	2,500			
				<b>Sub Total</b>	<b>110,000</b>			
	Tranche 4: BHOR Members outreach to their constituents on the BPA and Referendum - November (Tranche monitoring by BHOR Members)	17/11/2017		Catering	1,000	35,000	10/18/17	17/11/2017
				Transport	32,500			
				Allowances				
				Accommodation	35,000			
				Printing	1,500			
				<b>Sub Total</b>	<b>105,000</b>			
	Tranche 1A: Department of Bougainville Peace Agreement Implementation (DBPAI). Induction of referendum constituency committees - one region of Bougainville (Tranche monitoring by DBPAI)	30/07/17		Transport	10,000	20,000	16/07/17	30/07/17
Allowances								
Accommodation				20,000				
Printing				3,333				
<b>Sub Total</b>				<b>53,333</b>				

Tranche 1B: Department of Bougainville Peace Agreement follow up meetings on Roreinang Unification of 17th May, 2017  (Tranche monitoring by DBPAI)	15/08/17	Transport	5,000	16/07/17	15/08/17		
		Allowances	20,000				
		Accommodation	20,000				
		Printing	2,500				
		Catering	2,500				
		<b>Sub Total</b>	<b>50,000</b>				
		Transport	10,000			1/8/17	30/08/17
		Allowances	50,000				
		Accommodation	40,000				
		Catering	6,666				
<b>Sub Total</b>	<b>106,666</b>						
Transport	50,000	30/10/17					
Allowances							
Accommodation							
Catering							
<b>Sub Total</b>							
Transport							
Allowances							
Accommodation							
Catering							
<b>Sub Total</b>							
Tranche 2: Department of Bougainville Peace Agreement Implementation (DBPAI) induction of referendum constituency committees - 2 region of Bougainville  (Tranche monitoring by DBPAI)	30/08/17						
Tranche 1: Public Affairs Media and Communication Awareness raising - Support to BHOR Parliamentary Referendum Ready Concept and whole of government approach to referendum awareness raising.	30/10/17						



				<p style="text-align: right;"><b>Sub Total</b></p> <p style="text-align: right;"><b>100,000</b></p>		
<p style="text-align: center;"><b>BHOR Committee on Gender Peace and Security strengthened to support PNG/Bougainville women's participation in BPA and Referendum outreach.</b></p>	<p>Tranche 1: BHOR Parliamentary Committee on Gender Peace and Security support Women of Bougainville and PNG in reaching out on the Bougainville Peace Agreement and the referendum  (Tranche monitoring by Committee on Gender Peace and Security)</p>	15/09/17	<p>Transport</p> <p style="text-align: right;">25,000</p>	15/07/17	15/09/17	
			<p>Allowances</p> <p style="text-align: right;">50,000</p>			
			<p>Accommodation</p> <p style="text-align: right;">50,000</p>			
			<p>Printing/Supplies</p> <p style="text-align: right;">10,000</p>			
			<p>Catering</p> <p style="text-align: right;">5,000</p>			
	<p style="text-align: right;"><b>Sub Total</b></p> <p style="text-align: right;"><b>140,000</b></p>		10/12/17	<p>Transport</p> <p style="text-align: right;">7,500</p>	30/09/2017	10/12/17
	<p>Allowances</p> <p style="text-align: right;">20,000</p>					
	<p>Accommodation</p> <p style="text-align: right;">30,000</p>					
	<p>Printing/Supplies</p> <p style="text-align: right;">12,687.50</p>					
	<p>Catering</p> <p style="text-align: right;">2,500</p>					
<p style="text-align: right;"><b>Sub Total</b></p> <p style="text-align: right;"><b>72,688</b></p>						

<p><b>Prominent and respected Bougainvilleans constituting the Peace Ambassadors contribute to region wide awareness raising on sensitive issues, related to conduct of the Referendum and strengthening social cohesion.</b></p>	<p>Tranche 1: Peace Ambassadors conduct a region wide visitation and sensitization on peace in Bougainville by peaceful means. (Tranche monitoring by Peace Ambassadors)</p>	31/08/17	31/08/17	7/17/17	31/08/17
		Transport	10,000		
		Allowances	20,000		
		Accommodation	10,000		
		Printing	5,000		
	Catering	5,000			
	<b>Sub Total</b>	<b>50,000</b>			
	<p>Tranche 2: Peace Ambassadors conduct a region wide visitation and sensitization on peace in Bougainville by peaceful means. (Tranche monitoring by Peace Ambassadors)</p>	30/11/17	30/11/17	9/1/17	30/11/17
		Transport	20,000		
		Allowances	10,000		
Accommodation		10,000			
Printing		5,000			

<b>Strengthened BHOR Partnership with the Bougainville population</b>	The BHOR Speaker takes key parliamentary discussions and decisions to the people of Bougainville to strengthen public confidence in the Parliamentary system (Tranche monitoring by BHOR Speakers Office)	30/11/17	Catering	5,000	7/17/17	30/11/2017			
			<b>Sub Total</b>	<b>50,000</b>					
			Transport	20,000					
			Allowances	15,000					
			Accommodation	10,000					
			Catering	2,000					
			Printing	3,000					
			<b>Sub Total</b>	<b>50,000</b>					
			<b>Grand Total in PGK</b>				<b>PGK</b>		
			<b>Grand Total in USD</b>				<b>USD</b>		
			<b>1,447,686.50</b>						
			<b>455,964.25</b>						

Attachment 3B

Expected Outputs and Indicators including targets

EXPECTED OUTPUTS	KEY PERFORMANCE INDICATORS (KPI)	TARGETS	PLANNED ACTIVITIES	Milestone Due Date	Due date for submitting report against activity/ outcome
<p>EXPECTED OUTPUTS and indicators including annual targets</p> <p>People of Bougainville are better informed on the Bougainville Peace Agreement and the Referendum through the BHOR constituency Referendum Ready Phase 2</p>	<p>BHORRC1.1: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating clear understanding of the BPA and its implementation</p> <p>BHORRC1.2: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating confidence in the BPA provisions</p> <p>BHORRC1.3: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating confidence in their COE members and female reps in contributing to the implementation of the BPA provisions</p> <p>BHORRC1.4: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>25% for this reporting period</p> <p>23.6% for this reporting period</p> <p>13% for this reporting period</p> <p>1</p>	<p>List all activities to be undertaken during the year towards stated outputs</p> <p>Tranche 1: BHOR Referendum Committee outreach for validation of Parliamentary reports related to the constituency referendum ready concept. (Tranche monitoring by BHOR Referendum Committee)</p>	<p>31/07/17</p>	<p>31/07/17</p>

	<p>BHORRC1.5: Copies of completed Data Collection Forms signed off by COE chairman or his/her nominated representative for each validation outreach carried out by BHOR RC in this reporting period</p>	<p>33 copies of completed Data Collection Forms for this reporting period</p>		
	<p>BHORRC1.6: Copy of report from BHOR RC outlining summary of the findings including successes, challenges and recommendations from all the validation outreaches as reported for KPI BHORRC1.4</p>	<p>1 report for this reporting period due on or before 31/07/2017</p>		
	<p>BHORRC2.1: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating clear understanding of the BPA implementation</p>	<p>45% for this reporting period</p>	<p>Tranche 2: BHOR Referendum Committee outreach for validation of Parliamentary reports related to the constituency referendum ready concept.  (Tranche monitoring by BHOR Referendum Committee)</p>	<p>30/11/2017  30/11/2017</p>
	<p>BHORRC2.2: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating confidence in the BPA provisions</p>	<p>47.2% for this reporting period</p>		
	<p>BHORRC2.3: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating confidence in their COE members in contributing to the implementation of the BPA provisions</p>	<p>26% for this reporting period</p>		
	<p>BHORRC2.4: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>		
	<p>BHORRC2.5: Copies of completed Data Collection Forms signed off by COE chairman or his/her nominated representative for each validation outreach carried out by BHOR RC in this reporting period</p>	<p>33 copies of completed Data Collection Forms for this reporting period</p>		

	<p>BHORRC2.6: Copy of report from BHOR RC outlining summary of the findings including successes, challenges and recommendations from all the validation outreaches as reported for KPI BHORRC2.4</p>	<p>1 report for both programmatic and financial coverage for this reporting period due on or before 31/10/2017</p>		
	<p>BHORM1.1: Percentage of population disaggregated by sex and type who attended outreach sessions in this reporting period AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p>	<p>10% of population who attended in this reporting period</p>	<p>Tranche 1: BHOR Members outreach to their constituent on the BPA and Referendum - July</p>	<p>12/8/17</p>
	<p>BHORM1.2: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>	<p>(Tranche monitoring by BHOR Referendum Committee)</p>	<p>12/8/17</p>
	<p>BHORM1.3: Copies of reports signed off by BHOR members for outreaches conducted by them</p>	<p>33 reports for this reporting period</p>		
	<p>BHORM2.1: Percentage of population disaggregated by sex and type who attended each outreach session in this reporting period AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p>	<p>20% of population who attended in this reporting period</p>	<p>Tranche 2: BHOR Members outreach to their constituents on the BPA and Referendum - August</p>	<p>14/09/17</p>
	<p>BHORM2.2: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>	<p>(Tranche monitoring by BHOR Referendum Committee)</p>	<p>14/09/17</p>
	<p>BHORM2.3: Copies of reports signed off by BHOR members for outreaches conducted by them</p>	<p>33 reports for this reporting period</p>		
	<p>BHORM3.1: Number of constituency population disaggregated by sex, target population, leadership role and residency status, who attended each outreach session in this reporting period AND raised sound issues/questions on the</p>	<p>40% of population who attended in this reporting period</p>	<p>Tranche 3: BHOR Members outreach to their constituents on the BPA and Referendum -</p>	<p>16/10/2017</p>

	BPA implementation demonstrating clear understanding of the implementation process			October (Tranche monitoring by BHOR Referendum Committee)		
	BHORM3.2: Number of Data Triangulation and Verification exercises conducted with PBF	1				
	BHORM3.3: Copies of reports signed off by BHOR members for outreaches conducted by them	33 reports for this reporting period				
	BHORM4.1: Number of constituency population disaggregated by sex, target population, leadership role and residency status, who attended each outreach session in this reporting period AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process	60% of population who attended in this reporting period		Tranche 4: BHOR Members outreach to their constituents on the BPA and Referendum - November	17/11/2017	17/11/2017
	BHORM4.2: Number of Data Triangulation and Verification exercises conducted with PBF	1		(Tranche monitoring by BHOR Referendum Committee)		
	BHORM4.3: Copies of reports signed off by BHOR members for outreaches conducted by them	33 reports for this reporting period				
	DBPAI1a.1: Analysis of Pre & Post Induction Evaluation for induction carried out in this reporting period showing a change in understanding on the conduct of the referendum awareness	1 report of the analysis for the induction to be included in the Induction Report in this reporting period		Tranche 1A: Department of Bougainville Peace Agreement Implementation (DBPAI). Induction of referendum constituency committees - one region of Bougainville	30/07/17	30/07/17
	DBPAI1a.2: Number of Data Triangulation and Verification exercises conducted with PBF	1				
	DBPAI1a.3: Copy of report on the Induction signed off by DBPAI	1 report on the Induction implementation in this reporting period				



	<p>PAMC1.1: Percentage of constituency population disaggregated by sex and type who attended outreach sessions in this reporting period AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p> <p>PAMC1.2: Percentage of referendum awareness materials disseminated by BHOR RC that are perceived to be user-friendly by target audience</p> <p>PAMC1.3: Area of Coverage by PAMC for the referendum awareness carried out by BHORRC in this reporting period</p> <p>PAMC1.4: Number of Data Triangulation and Verification exercises conducted with PBF</p> <p>PAMC1.5: Copy of report from PAMC outlining summary of the outreaches supported including successes, challenges and recommendations</p>	<p>10% for this reporting period reported by PAMC</p> <p>85% of materials perceived to be user-friendly by target audience</p> <p>50% of localities covered by PAMC</p> <p>1</p> <p>1 report for this reporting period</p>	<p>Tranche 1: Public Affairs Media and Communication Awareness raising - Support to BHOR Parliamentary Referendum Ready Concept and whole of government approach to referendum awareness raising. (Tranche monitoring by Public Affairs Media and Communication)</p>	<p>30/10/17</p>	<p>30/10/17</p>					
						<p>PAMC2.1: Percentage of constituency population disaggregated by sex and type who attended outreach sessions in this reporting period AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p> <p>PAMC2.2: Percentage of referendum awareness materials disseminated by DBPAI that are perceived to be user-friendly by target audience</p>	<p>10% for this reporting period reported by PAMC</p> <p>85% of materials perceived to be user-friendly by target audience</p>	<p>Tranche 2: Public Affairs Media and Communication Awareness raising - Support to DBPAI Referendum awareness raising and whole of Government information dissemination (Tranche monitoring by Public Affairs</p>	<p>30/11/2017</p>	<p>30/11/2017</p>

<p><b>BHOR Committee on Gender Peace and Security strengthened to support PNG/Bougainville women's participation in BPA and Referendum outreach.</b></p>	<p>PAMC2.3: Area of Coverage by PAMC for the referendum awareness carried out by BHORRC in this reporting period</p>	<p>75% of localities covered by PAMC</p>	<p>Media and Communication)</p>	<p>15/09/17</p>	<p>15/09/17</p>
	<p>PAMC2.4: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>			
	<p>PAMC2.5: Copy of report from PAMC outlining summary of the outreaches supported including successes, challenges and recommendations</p>	<p>1 report for this reporting period</p>			
<p><b>BHOR Committee on Gender Peace and Security strengthened to support PNG/Bougainville women's participation in BPA and Referendum outreach.</b></p>	<p>BHORGC1.1: Percentage of constituency population disaggregated by sex and type who attended outreach sessions supported by BHOR Committee on Gender and Human Rights in this reporting period, AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p>	<p>10% for this reporting period reported by BHOR GC</p>	<p>Tranche 1: BHOR Parliamentary Committee on Gender Peace and Security support Women of Bougainville and PNG in reaching out on the Bougainville Peace Agreement and the referendum (Tranche monitoring by Committee on Gender Peace and Security)</p>	<p>15/09/17</p>	<p>15/09/17</p>
	<p>BHORGC1.2: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>			
	<p>BHORGC1.3: Copy of report for awareness-raising outreaches supported by BHOR GC counter-signed by non-BHOR women leaders</p>	<p>1 report for this reporting period</p>			
<p><b>BHOR Committee on Gender Peace and Security strengthened to support PNG/Bougainville women's participation in BPA and Referendum outreach.</b></p>	<p>BHORGC2.1: Number of follow-up consultations reporting action plans from last consultation implemented in this reporting period</p>	<p>Half of the action plans implemented in this reporting period</p>	<p>Tranche 2: Womens Follow up and further consultations on actions emanating from outreach symposium, visitations and meetings.</p>	<p>10/12/17</p>	<p>10/12/17</p>
	<p>BHORGC2.2: Number of Data Triangulation and Verification exercises conducted with PBF</p>	<p>1</p>			

<p><b>Prominent and respected Bougainvilleans constituting the Peace Ambassadors contribute to region wide awareness raising on sensitive issues, related to conduct of the Referendum and strengthening social cohesion.</b></p>	<p>BHORGC2.3: Copy of report from BHOR GC outlining summary of the findings including successes, challenges and recommendations from follow-up activities as reported for KPI BHORGC2.1</p>	1 report for this reporting period	(Tranche monitoring by Committee on Gender Peace and Security)		
		50% of all difficult geographical areas for this reporting period	Tranche 1: Peace Ambassadors conduct a region wide visitation and sensitization on peace in Bougainville by peaceful means.	31/08/17	31/08/17
		5% for this reporting period reported by Peace Ambassadors	(Tranche monitoring by Peace Ambassadors)		
		1			
	<p>PA1.1: Area of coverage by Peace Ambassadors in this reporting period</p> <p>PA1.2: Percentage of constituency population disaggregated by sex and type who attended outreach sessions hosted by Peace Ambassadors in this reporting period, AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p> <p>PA1.3: Number of Data Triangulation and Verification exercises conducted with PBF</p> <p>PA1.4: Copy of report from Peace Ambassadors outlining summary of the region-wide awareness raising on sensitive issues relating to the conduct of the referendum and strengthening social cohesion</p>	100% of all difficult geographical areas for this reporting period	Tranche 2: Peace Ambassadors conduct a region wide visitation and sensitization on peace in Bougainville by peaceful means.	30/11/17	30/11/17
	<p>PA2.1: Percentage of total coverage by Peace Ambassadors in this reporting period</p> <p>PA2.2: Percentage of constituency population disaggregated by sex and type who attended outreach sessions hosted by Peace Ambassadors in this reporting period, AND raised sound issues/questions on the BPA implementation demonstrating clear understanding of the implementation process</p>	5% for this reporting period reported by Peace Ambassadors	(Tranche monitoring by Peace Ambassadors)		

<p style="text-align: center;"><b>Strengthened BHOR Partnership with the Bougainville population</b></p>	PA2.3: Number of Data Triangulation and Verification exercises conducted with PBF	1			
	PA2.4: Copy of report from Peace Ambassadors outlining summary of the region-wide awareness raising on sensitive issues relating to the conduct of the referendum and strengthening social cohesion	1 report for this reporting period			
	SPKR1.1: Percentage of total population disaggregated by sex and type reached in this reporting period demonstrating confidence in the current Parliamentary system	25% for this reporting period			
	SPKR1.2: Number of Data Triangulation and Verification exercises conducted with PBF	1			
	SPKR1.3: Copies of completed Data Collection Forms signed off by COE chairman or his/her nominated representative for each outreach carried out by BHOR Speaker in this reporting period	33 copies of completed data collection form			
	SPKR1.4: Number of activity report outlining the parliamentary discussion and resolutions disseminated by the BHOR Speaker in this reporting period.	1			
			<p>The BHOR Speaker takes key parliamentary discussions and decisions to the people of Bougainville to strengthen public confidence in the Parliamentary system</p>	30/11/17	30/11/2017

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by BHOR in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and BHOR. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.



Attachment 5

LETTER OF AGREEMENT PERFORMANCE PROGRESS REPORT

Reporting Period: (Insert implementation schedule timeframe)

Report Draft #:  Final:

Date submitted for: review  endorsement

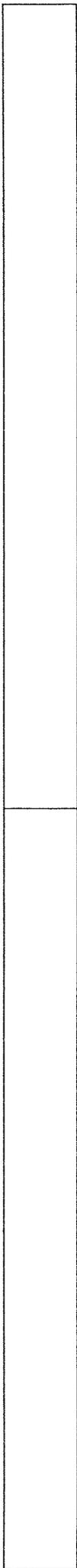
Verified and endorsed by Head of Recipient Organisation:

<u>Tranche Title &amp; No.</u>	
<u>Recipient Name</u>	
<u>Location of Implementation of this tranche</u>	
<u>Total Approved Budget</u>	
<u>Expenditure</u>	% of expenditure / total budget: (Delivery rate)

<u>Tranche Start Date</u>		
<u>Expected Operational Tranche Closure Date</u>		Possible delay in operational closure date (Number of weeks)
<u>Tranche Outcome</u>		
<u>Output (Please insert another row if reporting against more than one output)</u>		

**Qualitative assessment of progress**

	<p><b>For each intended outcome, provide evidence of Major Successes and Milestones achieved against each output in this Reporting Period and Way Forward</b> <i>(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><b>For each intended outcome, provide evidence of Major Challenges and Issues faced in this Reporting Period and Way Forward</b> <i>(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><b>Do you see evidence that the tranche is having a positive impact on peacebuilding?</b></p>
	<p><b>What are the main results yet to be expected and will be progressed in the next tranche?</b></p>
	<p><b>Is there any need to adjust tranche strategies and duration?</b></p>
	<p><b>Any other information</b></p>





Output 1.2	Output Indicator 1.2.1								

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**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

**Minutes of meeting held at the Bougainville House of Representatives**

**Kubu, Buka**

**28 April 2017**

**Present:**

Mr Simon Pentanu – Speaker BHOR

Mr Robert Tapi – Clerk BHOR

Mr Edwin Keneatha – Deputy Clerk BHOR

Ms Julie Bukikun – Assistant Resident Representative (Governance)

The meeting was chaired by the Speaker BHOR and substantive issues discussed were as outline below

**a. UNDP support to the BHOR Constituency Referendum Ready Process (CRRP)**

The meeting recognised that there has been delays in the implementation of the awareness raising project largely due to the non-adoption of a whole of Government Approach through the Bougainville Referendum Communication Committee (BRCC).

Bougainville Parliamentarians who were spearheading the BHOR motion on the CRRP complained of several challenges in the field in respect of timely access to funding and hence the need to embark on a more friendlier and responsive approach to their needs which must also be cognisant of mitigating financial risks. The joint agreement was that this is better done through the signing of Letter of Agreement (LOA) with clear milestones and indicators to support phase 2 of the CRRP. Action: Establishing a trust account and signing an LOA with the BHOR (Lead other partners in a whole of government approach – media bureau, DBPAI, BHOR Gender Committee)

**b. Completion of the BHOR Resource Centre and Commissioning**

The speaker brought to the attention of the ARR Governance that the Resource Centre Conference Room was too narrow and needed to be adjusted to accommodate Parliamentary meetings effectively.

Action: UNDP to work with ABG Technical Services to carry out the necessary adjustment

**c. UNDP support to the BHOR newly established Parliamentary Committee on Gender**

UNDP pledged its commitment to supporting the newly formed Gender Committee through well informed discussions that will lead to cooperation and collaboration with other partners and other parliaments. The signed LoA will also support activities of the BHOR Gender Committee that will lead to national unification of PNG and Bougainville women around the referendum.

Signed



Julie Bukikun

**Assistant Resident Representative (Governance)**

Signed

.....  
Mr Simon Pentanu

**Speaker BHOR**

Account Transaction List

Page : 1

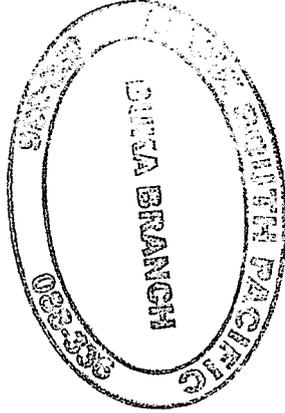
Date : 28 Jun 2017 10:29

Bougainville Referendum Communication Co  
Trust Account  
C/- ABG Finance Secretary  
PO BOX 322  
BUKA  
AROB

Account No. : 7010785371  
BUSINESS CHEQUE ACCOUNT

From Date : 28 May 2017  
To Date : 28 Jun 2017

Posting Date	Effective Date	Cheque Sr. No.	Narrative	Debit	Credit	Balance
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# United Nations Development Programme

## Implementing Partner Checklist

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
<b>PART I. BACKGROUND INFORMATION</b>		
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 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>	BPA Bougainville Constitution
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>	BPA Bougainville Constitution Parliamentary Service Act

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
3. Legal status	<p><i>Section 55. ESTABLISHMENT AND COMPOSITION OF THE HOUSE OF REPRESENTATIVES</i> 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>	BPA Bougainville Constitution Parliamentary Service Act
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>	Bougainville Constitution
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>	
<b>PART II. PROJECT MANAGEMENT CAPACITY</b>		
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>The Clerk has management responsibilities relating to leadership, strategic planning, monitoring and evaluation, direction and is ultimately responsible</p>	Bougainville Constitution Parliamentary Service Act Office of the Clerk Act

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
	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"> <li>• The Office of the Clerk</li> <li>• The Procedure and Chamber Service</li> <li>• Parliamentary Education Programs</li> <li>• The Personnel and Corporate Governance</li> <li>• The Finance, Budget and Administration</li> <li>• The Inter Parliamentary Relations</li> <li>• The Parliamentary Committee Secretariat</li> <li>• The Public Accounts Committee</li> <li>• The Information, Hansard &amp; Library Support Service</li> <li>• The Security Service</li> </ul>	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 of 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 ensue 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 officers' levels.</p> <p>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
<b>2.2 Technical Capacity</b>		
1. Technical knowledge and skills	While capacity building remains one of our priorities, Parliamentary Service is able to utilize its staff in the area of finance and budget, parliamentary procedures and practice, Information and communication technology to implement programs and projects.	

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
<b>PART III. ADMINISTRATIVE AND FINANCIAL MANAGEMENT CAPACITIES</b>		
<b>3.1 Administrative capacity. Note: Answer only questions that are relevant to the proposed project.</b>		
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 to deliver 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>	BHOR Parliamentary Service Procurement Process
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 processes 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
<b>3.2 Financial Management Capacity</b>		
1. Financial management organization and personnel	This is sufficient on our part to support 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 released on a quarterly basis to the Members of the House including the President and the Speaker. It still relies on UN Peace Building 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	

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENTS AND INFORMATION SOURCES
	of the Clerk has appointed the Deputy Clerk to take charge of UNDP programs as a measure to ensure that effective coordination of program and project activities within and outside the institution are managed in a given timeframe.	
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 through its specialized organs. In our case, the United Nations Development Program and UN Women.

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.

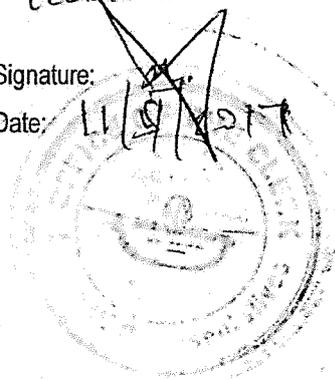
Since the implementation of joint agreements between the ABG and the PNG Government on the execution of the UN funding support, the Parliamentary Service has experienced new challenges and ways of delivering effectively, a lesson learnt which shall strengthen the implementation of future programs and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

Checklist fulfilled by:

CLERK OF PARLIAMENT

Signature:

Date:



## Financial Modus Operandi UNDP Support to Referendum Awareness Raising in Bougainville

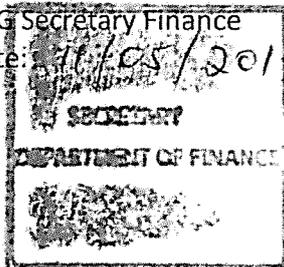
- **Meeting** as stakeholders of the Autonomous Bougainville Government (ABG Department of Finance and the Bougainville House of Representatives) on Thursday 11 May 2017.
- **Recognizing** the support provided by the UNDP to peace building in Bougainville and PNG.
- **Aware** that time is of the essence in expending UNDP PBF funds for its intended Peacebuilding support in Bougainville and PNG (December 2017)
- **We** the undersigned have agreed to receive UNDP support through a Letter of Agreement (LOA) signed between UNDP and BHOR, firmly linked to the functioning of the Bougainville Referendum Communications Committee (BRCC).
- **We** agree to establish a Bougainville Referendum Communication Committee (BRCC) trust account within the ABG Finance and Treasury department guided by the PNG Public Financial Management Act. This fund will be solely for the purpose of referendum awareness support.
- **Progressing** this support, funding will be administered by the BRCC under the leadership of the BHOR Speaker with co-signatories as the Secretary of ABG finance and the national Representative of finance attached to the ABG finance department.

Signed



Mrs. Brenda Toyiana  
ABG Secretary Finance

Date: 11/05/2017



Signed



Mr. Robert Tapi  
Clerk BHOR

Date:

