

Meeting of the SRIC Programme Management Unit (PMU) Minutes

Venue: Green Room

Date: 22 August, 2012

Time: 11:00am-12:00pm

Chair: Charles Carlson (EMCI)

Present: Ewan Cameron - OPM, Vanessa Jenner - DCD, John Tangi – Pa Enea Division (ADB - Consultant), William Tuivaga - EMCI, Charles Carlson - EMCI, Arona Ngari - Mets Services.

Apologies: Ana Tiraa & Otheniel Tangianau

Agenda:

1. Nominate Chair/ Sec
2. Finalize PMU – TOR (there is a proposed one floating around)
3. SRIC – first steps forward (plans etc...)
4. Communications plan – NPC to SRIC PMU.
5. Other matters

Overview:

- A summary on the SRIC project by John Hay was presented by William Tuivaga to everyone.
- The project involves UNDP as the multilateral implementing agency and the Cook Islands Government (OPM-CCCI) is the national executing agency.
- The SRIC project focuses on the Pa Enea with the inclusion of the Ruaau community on Rarotonga.
- The overall budget for the SRIC project is USD \$4,991,000.00.
- Within the budget is a Small Grants Fund (SGF) that can assist Pa Enea administrators with island community projects.
- Outputs/activities are overseen by the JNAP committee also known by UNDP terminology as the Programme Management Committee (PMC), but planning of activities to be approved is discussed and developed by the Programme Management Unit (PMU).
- Execution of these activities are the responsibility of the CCCI.

Recommendation :

A proposal was made that an audit, and inventory of resources currently in stock, and resources that is needed within the Pa Enea be completed (Local Governance).

The proposal for the audit was supported, and in addition it was recommended that at the audit be completed before the deadline of the 2013/14 budget submissions. So that the resources required by the Pa Enea be considered at the budget committee.

Develop a communications strategy that identifies stakeholders, and priorities, that can/will feed into the annual work plan of the SRIC National Programme Manager (SRIC NPM).

Identify projects that can be jointly funded, and implemented by CCCI and the partnering ministry.

Action Items:

- 1) William to :
 - Email a copy of the SRIC Overview presentation by John Hay.
 - Develop a communications strategy. **Deadline: 11 September, 2012**
 - Develop TOR for PMU (aligned with UNDP terminology – PMC) using template sent by VJ
 - Develop TOR/ JD for Project Coordinator (with assistance of VJ)
- 2) Vanessa to email Ana Tiraa a copy of the JNAP ToR to tailor the PMU ToR.
- 3) Media release on SRIC to be done during the time of the forum.

Next meeting – in 2 weeks (after Forum)