

**Notes from meeting of the First Action Coordination Committee meeting  
Honiara, 11 May 2011**

Agenda items:

1. Introduction of the committee and its functions
2. Update and follow up on current administrative matters
3. AOB

In attendance were:

1. Dr. Raghunath Ghodake, Director General of NATI, Chair person
2. Dr. Norah Omot, leader of the socio-economics component of the project, member
3. Dr. Birte Komolong, leader of the crop improvement component, member
4. Dr. Peter Gendua, Leader of the Crop Diversification Component, member
5. Dr. Dominik Ruffeis, post doctoral scientist from BOKU, member
6. Dr. Akkinapally Ramakrishna, joint leader of the soil and water component of the project, member
7. Dr. Workneh Ayalew, Action Coordinator (and leader of the livestock component), member
8. Mr. Maclean Vaqalo, project senior scientist in Solomon Islands, member
9. Mr. John Bosco Sulifoa, project sub-coordinator for Solomon Islands, member
10. Mr. Ruben Markward, project sub-coordinator for Vanuatu, member
11. Permanent Secretary John Harunari, MAL, invited attendant
12. Mr. Jimi Saelea, Undersecretary- Technical, MAL, invited attendant

Not in attendance were:

1. Project senior scientist for Vanuatu, Mr. James Wasi
2. Project M&E resource person, Mr. Joshua Ryan, NARI

Session called to order at 11:00 am.

**Agenda 1: Introduction of the Action Coordination Committee**

As stated in the project design document, the Action Coordination Committee has the following functions:

1. Provide governance for effective Action management, planning and reviewing.
2. Provide guidance on such cross-cutting issues such as gender, HIV/AIDS and conflict management, and
3. Develop an action communication and visibility plan.

The Committee meets twice in the first year, once at the start of the year and once towards the end of the year. Thereafter it will meet annually towards the end of each year to review progress and budgets and prepare detailed Action plans for the coming year. The CC will of course keep in regular contact by e-mail and internet.

For logistical reasons, all meetings of the Committee will be held in Lae, PNG, the first just before an Inception Meeting in Year 1. These meetings will be organized by the NARI Action coordinator.

The Committee has a membership of 11 representatives:

1. the NARI [Deputy] Director General (*Chair person*),
2. the NARI Action Coordinator (*and leader of the livestock component*),
3. a NARI M&E resource person,
4. a post Doctoral scientist from BOKU
5. a Senior NARI scientist, overseeing the Water Management component,
6. a Senior NARI Crop Breeder overseeing the crop breeding/screening component,
7. a Senior NARI Agricultural Economist overseeing socio-economic assessments,
8. the MAL local Action coordinator
9. a project senior scientist to oversee work in Solomon Islands,
10. the DARD local Action coordinator, and
11. a project senior scientist to oversee work in Vanuatu.

## **Agenda 2. Update and follow up on current administrative matters**

1. Open separate bank account: necessary for transfer of allocated project budget; bank transfer amount limits apply from PNG to SI and VU. Some approval processes involved and these are to be handled by the Action Coordination office at NARI.
  - 1.1. NARI: opened a separate project account already and project funds (first pre-financing instalment) received into the account.
  - 1.2. MAL: not yet, but can be done as for the ACP; letter already with MoF
  - 1.3. DARD: Process underway; MoF instructed that public funds should be handled through public accounts. No timeframe given. Account for revolving funds is being considered, provided no other fund is in the account, which makes it difficult. Project to clarify requirements with Auditor.
  - 1.4. BOKU: Project to clarify requirements for auditing. Project to be advised on preferences for receiving project budget.
2. Establish project office and admin support service
  - 2.1. NARI: done
  - 2.2. MAL: not yet
  - 2.3. DARD: not yet
  - 2.4. BOKU: may not be needed
3. Nomination of country sub-coordinator: experienced and knowledgeable scientific staff needed to provide technical guidance and mentoring to local staff involved
  - 3.1. NARI: not applicable
  - 3.2. MAL: yet to be identified
  - 3.3. DARD: done
  - 3.4. BOKU: not applicable
4. Preparations for procurement of project field vehicle...
  - 4.1. NARI: not applicable

- 4.2. MAL: duty exemption possible; project can pay directly to supplier; MAL to provide duty free quote.
- 4.3. DARD: Duty exemption possible and to be followed through by DARD
- 4.4. BOKU: not applicable
5. Preparation for procurement of project office supplies: computers, multi-media projector, digital camera, office desk
  - 5.1. NARI: done
  - 5.2. MAL: not yet
  - 5.3. DARD: not yet
  - 5.4. BOKU: not yet
6. Engagement of Dr. Roland Treitler by BOKU: needs clarification
  - 6.1. NARI: Agreement reached with BOKU; Contributes to three tasks and allocate three person-months. Details to be discussed further. Will come to PNG at an agreed time. Will contribute on communication as well as M&E elements. 3 man months on these elements. To be followed through by NARI.
  - 6.2. MAL: not applicable
  - 6.3. DARD: not applicable
  - 6.4. BOKU: Dominik to report on this and facilitate.
7. Preferences for use of project budget for upgrading email and internet services of MAL and DARD:
  - 7.1. NARI: not applicable
  - 7.2. MAL: Decision will be made once Karo's recommendations are reviewed by MAL (PS). Project to avail Karo's report to PS.
  - 7.3. DARD: Good system in place; will advice on preferences for procuring hardware. Would like to be advised by NARI IT and GIS experts.
  - 7.4. BOKU: not applicable.

**Agenda 3: AOB: will the project need to use time sheet to record staff time involvement.**

Project Coordination Office to study applicable guidelines and advice partners on whether a time-sheet would be required for staff-time on the project activities. Current information is that no time sheet required for accounting or reporting

The meeting covered the agenda items on the table and adjourned at 12:10 pm.

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