

Revised: 10 Mar 2014

STANDARD LETTER OF AGREEMENT
BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME
AND
THE COLLEGE OF THE MARSHALL ISLANDS
ON THE
IMPLEMENTATION OF RMI RIDGE TO REEF PROJECT
WHEN UNDP SERVES AS IMPLEMENTING PARTNER

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10/4/19

Dear Sir,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in UNDP Pacific Office in Fiji and officials of College of Marshall Islands (CMI) with respect to the realization of activities by The College of Marshall Islands in the implementation of the project 00101900 RMI Ridge to Reef Project as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.

2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by The College of Marshall Islands (CMI) the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between The College of Marshall Islands and UNDP on all aspects of the Activities.

3. The College of Marshall Islands shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, 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 The College of Marshall Islands 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 The College of Marshall Islands 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 The College of Marshall Islands, and its personnel as a result of their work pertaining to the Activities.

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

6. Upon signature of this Letter, UNDP will make payments to the College of Marshall Islands, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

7. The College of Marshall Islands shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. The College of Marshall Islands shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when The College of Marshall Islands 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 The College of Marshall Islands with any funds or to make any reimbursement for expenses incurred by The College of Marshall Islands in excess of the total budget as set forth in Attachment 3.

8. The College of Marshall Islands shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident

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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 include the financial report by The College of Marshall Islands in the financial report for 00101900 RMI Ridge to Reef Project

9. The College of Marshall Islands shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. The College of Marshall Islands shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by the College of Marshall Islands 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 UNDP and The College of Marshall Islands

12. Any changes to the Project Document which would affect the work being performed by The College of Marshall Islands 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 and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the The College of Marshall Islands and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of The College of Marshall Islands 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 The College of Marshall Islands or if it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undisbursed and uncommitted after the conclusion of the Activities shall be returned within 90 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 the Resident Representative, UNDP Pacific Office, 414 Victoria Parade, Suva.

18. The College of Marshall Islands shall keep the UNDP Country Director/Resident Representative 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.

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20. Any dispute between the UNDP and The College of Marshall Islands 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 The College of Marshall Islands participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP

Vineet Bhatia
Resident Representative a.i.
UNDP Pacific Office in Fiji

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17 April 2019

Signed on behalf of The College of Marshall Islands

Dr. Theresa Koroivulaono
President
College of the Marshall Islands.

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Attachment 1

PROJECT DOCUMENT



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Revised: 10 Mar 2014

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00101900

Project title: Reimaanlok- Looking into the Future: Strengthening Natural Resource Management in the Republic of Marshall Islands employing integrated approaches (RMI R2R).

Results to be achieved by The College of Marshall Islands

Provide a summary of the results to be achieved by The College of Marshall Islands particularly the outputs they are expected to produce.

Output 2.4 Capacity building on integrated approaches for conservation and livelihoods benefitting key national government agencies, community leaders and residents in all 24 outer islands in the entire country; participation by key project stakeholders in regional training programs conducted by the Pacific R2R program support project

Output 3.1 GIS based management information system (MIS) developed under the Reimaanlok project improved as an accessible repository for all spatial biodiversity and resource management information to aid in policy formulation, enforcement, monitoring, evaluation and adaptive management

Work to be performed by The College of Marshall Islands

Explain the activities to be carried out by The College of Marshall Islands

Under Output 2.4, CMI will support higher education providers in developing coursework and testing a curriculum for an Agroforestry/Terrestrial Certification Program at the college. The coursework will include regionally accepted sampling and estimation procedures and Open Education Resources development.

Under Output 3.1, CMI will Enhance the formulation of the GIS-based MIS, by supporting the National Spatial Analytic Facility monitoring and evaluation platform that is accessible to both the public and policy makers. This will involve:

- a) Consultation and developing an online GIS based MIS repository accessible to the public and policy makers.
- b) Support and sustain the Management Information System (MIS) by putting in place necessary software and hardware components.
- c) Conduct the MIS refresher training for users, especially the CMAC members.
- d) Enhance the MIS system to demonstrate achievement of each outer islands towards achieving the Reimaanlok and Micronesia Challenge targets.

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Description of inputs:

Provide a detailed description of the project inputs by activity. This may include personnel, contracts, training, equipment, miscellaneous and micro-capital grants.

Inputs Required by Type			
	Personnel	Materials & Supplies	Travel
Output 2.4	1 full-time faculty member to develop curriculum and teach certificate courses.	Equipment for faculty office: <ul style="list-style-type: none">• 1 desk• 1 chair• 1 computer• 1 filing cabinet• 1 color laser printer with scanner• General office supplies Equipment for agroforestry laboratory: <ul style="list-style-type: none">• 2 soil penetrometers• 15 tree-measuring calipers• 2 ultrasonic distance-meters• 2 chainsaws• 2 forest axes• 2 field spectrometers• 15 Arduino boards• General supplies for the laboratory	Round trip transportation and stipend for initial cohort of 15 students/interns from the outer islands
Output 3.1	1 database/data entry person	Equipment for database developer office: <ul style="list-style-type: none">• 1 desk• 1 chair• 1 computer• 1 filing cabinet• 1 high quality scanner• General office supplies	No travels for the database/data entry person

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Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.

Please provide as required.

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Attachment 3

Scheduled of Activities, Facilities and Payments


Year 2019

EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP			
		Q1	Q2	Q3	Q4	Budget Description	Amount	Q1	Q2	Q3	Q4
Output 2.4 Capacity building on integrated approaches for conservation and livelihoods benefiting key national government agencies, community leaders and residents in all 24 outer	2.4.1 Developing and testing 15-credit Agroforestry/Terrestrial Certification Program at the College that will include theoretical and laboratory components.	Recruitment of faculty member	Development of 15-credit Agroforestry/Terrestrial Certification Program	Recruit students and implement the program	Recruit students and implement the program	Personnel costs for the faculty	\$42,306	\$10,577	\$10,577	\$10,577	\$10,577
		Purchasing all required equipment & furnishings for personnel				Budget for equipment and furniture	\$13,667	\$13,667			
		Purchasing of supplies & materials		Purchasing of supplies & materials		Materials and supplies for the program	\$6,314	\$3,164		\$3,150	

islands in the entire country; participation by key project stakeholders in regional training programs conducted by the Pacific R2R program support project	2.4.2 Consultation with the Ministry of Natural Resources & Commerce (MoNRC), the US Forestry Service, The Pacific Community (SPC), and other regional development partners in the coursework development	Meeting/consultations with stakeholders	Meeting/consultations with stakeholders	Meeting/consultations with stakeholders	Meeting/consultations with stakeholders	Meeting/consultations with stakeholders	Expenses related costs to conduct meetings with stakeholders	\$ 3,652	\$913	\$913	\$913	\$913
	2.4.3 Develop a practical/internship program to allow student to gain work experience	Recruit interns from outer islands and the government ministries/agencies	Provide training for the interns	Provide training for the interns	Provide training for the interns	Provide training for the interns	Expenses related costs to conduct trainings for the stakeholders/interns	\$48,423	\$25,566	\$22,858		

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Output 3.1 GIS based management information system (MIS) developed under the Reimaanlok project improved as an accessible repository for all spatial biodiversity and resource management information to aid in policy formulation, enforcement, monitoring, evaluation	3.1.1 Develop an online GIS based MIS repository accessible to the public and policy makers. This will be done in consultation with the Director of Office of Environment Planning and Planning Coordination Mr. Clarence Samuel, Project Manager (PM) RMI R2R Project	Recruit the database/data entry person/trainers.	Provide training to interns on how to populate the databases; provide training on how to use the databases.	Collecting and storing data in the GIS database; provide training on how to use the database.	Collecting and storing data in the GIS database; provide training on how to use the database.	Personnel costs for parttime database person; provide training on how to use the database.	\$46,830	\$11,708	\$11,708	\$11,708	\$11,708	\$11,708
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3.2.3 Regularly update of the data with Reimaanlok geospatial datasets including but not limited to those developed by the R2R Project. This will be done in consultation with the GIS community in the RMI. In addition, support reporting of progress towards achieving Reimaanlok and Micronesia Challenge targets will be made available. This will be done in consultation with the OEPPC, EPPSO, MoNRC, MIMRA, EPA), and regional development partners and projects (e.g. SPREP BIOPAMA/INFORM, USFS Agroforestry Website, etc.)	Purchase additional server (1) to increase the current storage capacity and 15 desktop computers.	Install server and design the multipurpose lab	Provide more training and accessibility to the GIS database to stakeholders, GIS user group and the general public	Provide more training and accessibility to the GIS database to stakeholders, GIS user group and the general public	\$27,393	\$27,393		

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3.2.4 Organize a stakeholder workshop with the aim of scaling up collection, documentation, and dissemination of traditional knowledge in other parts of RMI and based on the traditional knowledge collected and documented in the 5 R2R project sites. This will be done in consultation with the RMI HPO, Jodrikdik in Jipañene eo e Kutok Maroro (JoJiKuM) and GIS community of RMI.	Consultations and meeting with GIS user groups and other stakeholders to discuss training needs.	Provide training to user groups and interested stakeholders on the GIS system using the 15 new computers.	Provide training to GIS user groups and interested stakeholders on the GIS system using the 15 new computers.	Provide training to GIS user groups and interested stakeholders on the GIS system using the 15 new computers.	Provide training to user groups and interested stakeholders on the GIS system using the 15 new computers.	\$3,652	\$913	\$913	\$913	\$913	\$913
Total Proposed Budget for Output 3.1							\$77,875	\$40,014	\$12,621	\$12,621	\$12,621
Indirect Cost at 10% rate							\$10,863	\$4,816	\$1,149	\$3,749	\$1,149
Total Proposed Budget for Output 2.4 AND 3.1							\$197,375	\$92,988	\$25,260	\$53,868	\$25,260
3.2.5 Submit an annual report of work completed, according to the agreed/approved workplan and schedule over the duration of the R2R Project.						Total	\$197,375	\$92,988	\$25,260	\$53,868	\$25,260

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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 *[the Government ministry/institution//GO]]* in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and *[the Government ministry/institution//GO]]*. 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.

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Revised: 10 Mar 2014

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period _____

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		Total				

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COLLEGE OF THE MARSHALL ISLANDS
UNDB PROJECT BUDGET SCHEDULE

		QTR-1	QTR-2	QTR-3	QTR-4	TOTAL
A: OUTPUT 2.4						
	SALARIES & WAGES					
	Program Coordinator/Faculty	7,188	7,188	7,188	7,188	28,750
	FRINGE BENEFITS	1,140	1,140	1,140	1,140	4,556
	OTHER BENEFITS					
	Housig	2,250	2,250	2,250	2,250	9,000
	STIPENDS					-
	Student/Participant Interns	9,338		9,338		18,675
	TRAVELS					
	Travel costs for participants	16,228		13,520		29,748
	EQUIPMENT					-
	Desktop computer	3,069	-	-	-	3,250
	Color laser printer with scanner	1,680	-	-	-	1,680
	Table	989	-	-	-	989
	Chair	1,300	-	-	-	1,300
	Filing cabinet	900	-	-	-	900
	Supplies & Materials					
	Pens & pencils	364		350		714
	Papers	1,550		1,550		3,100
	Color toners	1,250		1,250		2,500
	OTHERS					
	Representation & Entertainment	913	913	913	913	3,650
	SUB-TOTAL (A)	48,158	11,491	37,498	11,491	108,637
B: OUTPUT 3.1						
	CONTRACTUAL SERVICES					
	Database & GIS Trainers (4)	5,875	5,875	5,875	5,875	23,500
	Student Interns (3)	4,625	4,625	4,625	4,625	18,500
	Fringe benefits	1,208	1,208	1,208	1,208	4,830
	Equipment					
	Desktop computer (15)	16,563	-	-	-	16,563
	Server/software	6,250				6,250
	OTHERS					
	Import Tax	4,580				4,580
	Representation & Entertainment (meals for training)	913	913	913	913	3,652
	SUB-TOTAL (B)	40,014	12,621	12,621	12,621	77,875
	TOTAL BASE COSTS (A + B)	88,172	24,111	50,119	24,111	186,512
C: CONTINGENCIES						
	INDIRECT COST (COMPUTED @ 10% OF BASE COSTS)	4,816	1,149	3,749	1,149	10,863
	SUB-TOTAL ©	4,816	1,149	3,749	1,149	10,863
	TOTAL PROJECT COST (A + B + C)	92,988	25,260	53,868	25,260	197,375

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MINUTES

RMI STAR and Regional Project Board Meeting

Date: 21 November 2018

Venue: Lomalo Conference Room, Marshall Islands Resort, Majuro

Time: 0930hrs-1300hrs

In Attendance:

Name	Organization
Clarence Samuel	OEPPC-Chairman of the Board
Winifereti Nainoca	UNDP
Henry Capelle	Ministry of Natural Resource and Commerce
Martin Romain	Marshall Islands Conservation Society
Steve Titiml	Historic Preservation Office
Julius Lucky	RMI Regional R2R Project
Moriana Phillip	Environment Protection Agency
Molly Helkena	Ministry of Culture and Internal Affairs
Clarison Peters	Mayor of Aur
Veronica Wase	Mayor of Likiep
Neel Keju	Mayor of Mejit
Ione Debrum	Mayor of Ebon
Floyd Robinson	UNDP
Luisa Katonibau	UNDP
Jennifer Debrum	PIU/UNDP/Secretary of the Board
Amelia Raratabu	PIU/UNDP
Francis Wele	PIU/UNDP

1 Official Welcome:

- 1.1. The Chairman of the Board, Mr. Clarence Samuel welcomed all the board members and officially called the meeting to order, as the quorum was established.
- 1.2. The agenda of the meeting was adopted.
- 1.3. Wini (UNDP) highlighted the importance of the end-of year project board meeting where board members are informed of the: progress of the project, financial update, and to approve Annual Workplan for new project year. She also reiterated the importance of establishing quorum in the project board meeting and inclusion of new board members as project is progressed.

2 Adoption of Minutes

- 2.1. The chairman invited the Board members to review the minutes.
- 2.2. The minutes was reviewed and was adopted as the true record of the last board meeting.

3. Matters Arising

- 3.1 Martin (MICS) raised a question of the non-inclusion of new board members in the Board composition. The Chairman advised that inclusion of new members will be reflected in the minutes.
- 3.2 On the Board meeting representation, Moriana (EPA) reiterated the importance of having all the Mayors represented, as owners of the project. Three or four mayors plus other members should make up the quorum. Failure of representation by Mayor, she suggested to be flagged with the Ministry of Internal Affairs and Chief Secretary to find out why they are not present. Martin (MICS) mentioned the participation of the Mayors from Ebon, Likiep and Wothe during the Planning Meeting in October.
- 3.3 Moriana (EPA) raised that the meeting was supposed to be held in Ebon. The Chairman mentioned that apart from the logistics involved, the meeting date coincided with the Virtual Summit taking place in Majuro in the same week making it impossible to have it conducted in Ebon.
- 3.4 Julius (Regional R2R Coordinator) requested the presence of the Mayor of Majuro during Board Meetings. The chairman indicated that this was agreed in the last board meeting.
- 3.5 Moriana (EPA) questioned if the 2019 Budget includes attendance of mayors to Board meetings. Wini (UNDP) confirmed that all meeting related to the project will be paid for by the project. It was therefore agreed that the project will pay for transport cost and daily subsistence allowance (DSA) for mayors attending board meetings using the UNDP rate. No sitting fee will be paid if they are paid DSA. For mayors residing in Majuro, travel expenses will be paid instead of the sitting allowance.
- 3.6 The Mayor of Aur requested that the project board minutes to be translated into Marshallese. Wini (UNDP) suggested that discussions can be conducted in Marshallese and will be translated in English for the non-Marshallese speaking members; this was agreed by the Board. Minutes will be captured both in the English and in Marshallese. Jennifer and Julius will be responsible for the translation of the meeting minutes.
- 3.7 The Chairman questioned the mid-term evaluation of the regional R2R project, which Floyd (UNDP) confirmed moved to January 2019.

4. Project Update:

- 4.1 The Project Manager, Jennifer Debrum presented on the Progress of Work for the STAR Project. No update provided by the Regional Ridge to Reef focal.
- 4.2 **Recruitment of the Project Team:** The Project Implementation Unit team including project manager, Jennifer Debrum, deputy project manager Francis Wele and project associate Amelia Raratabu were recruited 2018. Project Manager Jennifer Debrum was recruited on the 10 August 2018, Deputy Project Manager Francis Wele on 9 July 2018 and Programme Associate Amelia Raratabu on 8 June 2018. Recruitment of the Administration and Finance Officer, Project Support Officer and the five Site Coordinators are still pending as there are still no application received despite three rounds of advertisement completed. The site coordinators position was discussed, with the PIU indicating the difficulty in recruiting locally based coordinators. It was motioned to have more than one site coordinators to accommodate sites with more than one community.
- 4.3 **Office Space Renovation:** J & H Construction Company from Majuro was contracted to renovate the OEPPC Office to accommodate the PIU team. The renovation works was due to be completed by 23 November 2018.

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- 4.4 **Project Assets:** The Project has procured ten laptops for the PIU Team, one Camera, and the Project Vehicle. Jennifer is facilitating the registering of the project vehicle.
- 4.5 **Scoping Consultant:** Mark Stege was hired as the Scoping and Inception Support Consultant from August – November 2018. His primary role was to facilitate the project awareness workshop in Aur, facilitate discussion with respective implementing partners and develop their Terms of Reference.
- 4.6 **Site Visit to Aur and Planning Meeting:** The PIU Team together with the Scoping Consultant took a site visit to Aur on the 24-26 September 2018, to conduct awareness with the two communities of Tobal Aur and Aur-Aur on the Ridge to Reef Project. This was followed by the planning meeting with project stakeholders in Majuro on 2-4 October 2018.

5. Financial Expenditures 2018 Summary:

- 5.1 Presentation was made on the financial update for fiscal year 2018. The budget utilization rate was at 63%. Refer to Appendix 1 for the financial summary details.
- 5.2 The Board was informed of the budget revision (from \$968,963 to \$315,000). This was necessary for the Project Team, (which was recruited in July 2018) to have a realistic budget that can be fully utilized by year end.

6. Annual Work Plan (AWP) 2019:

- 6.1 The proposed 2019 Annual Workplan was presented to the Board. Refer to Appendix 2.
- 6.2 Questioned raised by the Mayor of Mejit if the funds under the AWP are equally allocated to the five Atolls. In responding Wini (UNDP) mentioned that different atolls would have different funds allocation depending on the different scale of needs. Martin (MICS) explained that cost will also be dependent on distance of communities from the capital Majuro.
- 6.3 Ms. Morianna, as Chairman of the Coastal Management Advisory Committee reported from the last CMAC meeting that MIMRA had indicated that they will not be able to undertake the marine surveys until 2020. They (MIMRA) suggested focus on terrestrial survey in 2019 in time for them to come back in 2020.
- 6.4 Wini (UNDP) shared the outcome of meeting with OEPPC prior to board meeting on the engagement of MICS to conduct marine survey, as an option to 7.3 above. MICS will be training Marshallese students from CMI on marine survey in Quarter 1 2019. They will be certified divers with knowledge of undertaking marine surveys and will be used to conduct the survey in the subjective sites. The training would take up to six months and surveys are expected to be carried out in the fourth quarter of 2019. This was agreed by the Board.
- 6.5 Mayor of Likiep questioned how they will access the funds. Molly (MCIA) reiterated the importance of the involvement and close coordination with the Mayors in every step of the project phase so that they know how much money is allocated to them. It was motioned and agreed that the PIU to prepare a separate matrix from the 2019 AWP specifying interventions and amount of money allocated for each atoll. PIU to meet with mayors individually on budget allocation, this will help inform the mayors of the amount of money allocated for them each year.

- 6.6 The Board approved the 2019 Annual Work Plan with the budget of **\$1,343, 761**.

7. Project Risks:

- 7.1 The project risks, as articulated in the project document was presented to the Board and confirmed by members that these risks are still valid.


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7.2 The mayor from Likiep stated that other major risks include transportation to the outer islands, land disputes amongst landowning units, and political influences.

7.3 It was reiterated importance of maintaining constant communications with the mayors during the project phase. This would enable PIU to closely monitor the challenges and risks each island encounters. It is therefore important for PIU to maintain and update profiles for each project sites, including details like contacts for mayors and their proxies.

8. Agreement with Implementing Partners

8.1 Wini (UNDP) shared with the Board that the project will engage Lands and Survey, MICS¹, HPO², CMI³, SPC⁴, IOM⁵ and WUTMI⁶ to implement project activities, as identified in the project document. In formulating the agreement, the implementing partners (IPs) will be required to submit detail workplan and budget. Upon agreement between both parties, the agreement will be signed by the IP and UNDP. The Board approved the engagement of partners to implement project activities.

9. Other Matters

9.1 As agreed in the previous board meeting, mayors to participate in the Regional R2R Steering Committee. PIU to ensure that mayor is represented in this meeting in 2019.

9.2 Project Logo: The PIU will organize a logo designing competition for the project logo in elementary school in Majuro in 2019. This was agreed by the Board members.

9.3 It was suggested by Molly (MCIA) to utilize the Gender Office within MCIA to conduct gender training for IPs and PIU under Component 1 of the 2019 AWP. This was agreed by the Board.

10. Next Board Meeting:

The next board meeting is scheduled for March 2019 in Majuro.

11. Closing Remarks:

The Chairman of the Board closed the meeting by thanking Board Members for attending the meeting and their continued support to the project. The closing prayer was delivered by the Mayor of Aur.



Clarence Samuel

Chairman of the Board/Director OEPPC

Date:

¹ Marshall Islands Conservation Society

² Historic Preservation Office

³ College of the Marshall Islands

⁴ The Pacific Community

⁵ International Organization for Migration

⁶ Women United Together Marshall Islands

Appendix 1: Finance Utilization 2018.

Outcome	Budget (USD)	Amount Committed	Amount Spent	Balance (USD)	% Utilisation
1: Conservation areas delineated, declared and efforts sustained in up to 5 priority atolls to meet Reimaanlok targets and contributing to the Micronesia Challenge and Aichi targets	231,000	9,200	86,158	135,642	92% <i>92%</i>
2: Supportive policies, institutions and communities in place to ensure successful implementation of the Reimaanlok vision	70,000	36,845	25,533	7,622	89%
3: Knowledge Management and Monitoring & Evaluation	14,000	161	38,388	-24,549	
Project Management	-				
TOTAL	315,000	46,206	152,351	116,442	63%

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Appendix 2: Summary of 2019 AWP.

COMPONENT 1: EXPANDING AND SUSTAINING RMI PROTECTED AREA NETWORK		
Output No	Output	Amount (USD)
1.1	Marine and Terrestrial biodiversity and socioeconomic surveys conducted or updated in 5 outer islands to assess status and threats and serve as a guide in the delineation of conservation areas and spatial planning.	345,400
1.2	Conservation areas delineated and declared in 5 outer islands following Reimaanlok guidelines: Type I (subsistence non-commercial use) and Type II (high level protection) areas; coarse-scale, fine scale and species conservation targets; land-sea interactions.	48,555
1.3	Integrated Management plans developed or updated and implemented in 5 outer islands following the Reimaanlok process and balancing livelihood considerations.	400,000
1.4	Sustainable financing mechanisms from internal and external sources put in place to further build up the RMI sub-account in the Micronesia Challenge Trust in order to meet the cost of implementing the National Conservation Area Plan.	27,376
	Staff Salary	152,803
Total for Component 1		\$997,134

COMPONENT 2: IMPROVED GOVERNANCE FOR INTEGRATED ATOLL MANAGEMENT		
Output No	Output	Budget
2.1	Action plan for developing secondary legislation to the Protected Area Network (PAN) Act 2015 formulated	56,250

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2.3	Strengthened community-based management structures recognizing traditional ownership of resources (land, coastal, etc.) and local-national arrangements to enable communities to take ownership and leadership in the formulation and subsequent implementation of integrated resource management plans	39,500
2.4	Capacity building on integrated approaches for conservation and livelihoods benefitting key national government agencies, community leaders and residents in all 24 outer islands in the entire country; participation by key project stakeholders in regional training programs conducted by the Pacific R2R program support project	67,000
	Staff Salary	31,839
Total for Component 2		\$194,189

COMPONENT 3: KNOWLEDGE MANAGEMENT		
Output No	Output	Budget
3.1	GIS based management information system (MIS) developed under the Reimaanlok project improved as an accessible repository for all spatial biodiversity and resource management information to aid in policy formulation, enforcement, monitoring, evaluation and adaptive management	77,875
3.2	Local and traditional knowledge documented and compiled in the MIS for easy access and preserved for inputs in the development of integrated management plans	11,000
3.4	Coordination established with the Pacific R2R program – regional program support project and other national R2R projects – in terms on monitoring and evaluation and south-south collaboration	27,000
	Staff Salary	13,071
Total for Component 3		\$128,946

PROJECT MANAGEMENT		
Output No	Output	Budget
1	Staff Salary	3,092



2	Direct Project Cost	20,000
Total		23,092