



## Project Board Minutes of Meeting

### Papua New Guinea Cross-Cutting Capacity Development Project

Project Title: Strengthening Capacities to Measure, Report and Verify Indicators of Global Environment Benefits

Date: 19<sup>th</sup> May 2020; Time: 10:00AM - 10:51AM

Venue: Level 4, Dynasty Tower, Savanah Heights.

Board Members in Attendance:

<b>Conservation &amp; Environment Protection Authority</b>	<b>Department of National Planning</b>	<b>United Nations Development Programme</b>
Maino Virobo – National Project Director & Director of Policy	Alex Ginet - Acting Assistant Secretary {Apologies}	Andrew Rylance - Head of Environment Portfolio

Chairperson: Maino Virobo, National Project Director

#### Minutes

The meeting noted that the PNG Cross-Cutting Capacity Development Project was not formally closed yet. However, a terminal evaluation was completed in May 2019 and the project was operationally closed in June 2019. Therefore, the purpose of the meeting was for the Project Board to review the findings of a closure report and identify lessons learnt for future projects.

The Board noted that a terminal evaluation report was completed by an Independent Reviewer in April 2019.

The Board reviewed each recommendation and noted the progress made to date against each recommendation. These are listed below in Table 1.

*Table 1. Project Board review of the Recommendations of the Terminal Evaluation for CCCD Project.*

<b>Recommendation</b>	<b>Progress</b>
Recommendation 1: It is recommended to develop a roadmap for the way forward after the end of the project.	CCCD & INFORM Project collaboration informed USAID/CEPA work. ToR Budget. A concept note has been developed and work on further development of an environmental management system to build on EMIS by CCCD and Inform
Recommendation 2: It is recommended to develop a project concept, which could become part of the GEF-7 resource mobilization in PNG.	The GEF7 PPG phase has identified "Output 1.2. Sustainable land use planning information and coordination systems and tools established at national level and within target provinces". This will help further development and use of the Open Data Portal as well.
Recommendation 3: It is recommended to include gender mainstreaming into all development projects in PNG implemented by UNDP.	The current GEF6 Sustainable Financing Project has Gender Analysis incorporated and is a core function of Environmental and Social Safeguards.
Recommendation 4: It is recommended that all funded activities to prepare multilateral convention reports use the open environmental data portal.	The open environmental data portal will be used to support future reporting to CBD. It was extensively used during the preparation of the State of the Environment report. At the same time data entries of species data for CITIES, mining, and mine waste was also entered. All these will be useful for future reporting as well. The portal continues to operate.

The Board also commented on the lessons identified in the terminal evaluation report (Table 2).

Table 2. Project Board review of the Lessons identified by the Terminal Evaluation.

Lesson	Comment
It is critical for such project to have a dedicated Project Board from its outset to serve as the executive decision-making. It is constituted to provide strategic directions and management guidance. It also reviews the progress made and assess if the project remains on course to deliver the desired outcomes of the required quality. Finally, it is also the proper body to decide and implement corrective measures as necessary.	Subsequent GEF-funded projects now have project boards as a priority.
Despite not being a GEF requirement for such project (grant lower than USD 1M), the completion of Project Implementation Reviews (PIRs) using the GEF template is a good management practice. It is a tool to measure – and record - the progress made by the project. Over time, it becomes the “memory” of the project, particularly when there are project staff turnover, and it provides good accountability for what the project has achieved.	It is noted that the Progressive Implementation Report is helpful and will be adopted in subsequent projects regardless of size.
Adaptive management is a key management instrument for this type of project, providing the necessary flexibility to review and reinvent the approach to implement the project as needed to secure project deliverables while maintaining adherence to the overall project design.	It is agreed that adaptive management is required for such projects.
A project that is a response to national needs and priorities is often very relevant for stakeholders and beneficiaries and its chance of being implemented effectively are maximized.	Agreed.
When formulating this type of projects requiring highly skilled experts, it is critical to conduct an extensive assessment of existing capacities in order to design activities and identify expected results, which should be achievable during the lifetime of the project and within its allocated budget.	Capacity scorecards will be developed for future projects. This is being done with the GEF-6 project as well.

#### Resolutions:

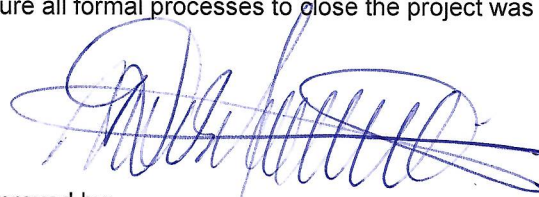
1. The board acknowledged the closure of the Cross-Cutting Capacity Development Project.
2. The board directs the project management unit to ensure all formal processes to close the project was completed.

Prepared by:



**Gretel Orake**  
Project Manager

Approved by:.....



**Mr. Maino Virobo.**  
Chairperson, CEPA

.....  
**Mr. Andrew Rylance**  
UNDP