

**Secretary General's Ebola Multi-Partner Trust Fund (MPTF)**  
**Inception Meeting of the Advisory Committee**  
Meeting Notes

*October 30, 2014, 10:00am-12:30pm EST*

*Participants:*

Dr. David Nabarro, UN Secretary-General's Special Envoy on Ebola (Chair)  
Mr. George Turkington, Direct of Ebola Crisis Unit, DFID/UK  
Ms. Jo Scott-Nicholls, DFID/UK  
Mr. Andreas Hilmersson, Mission of Sweden, New York  
Ms. Helena Nilsson, Ministry of Foreign Affairs, Sweden  
H.E. Mr. Mamadi Touré, Permanent Representative of the Republic of Guinea to the UN  
H.E. Ms. Marjon V. Kamara, Permanent Representative of the Republic of Liberia to the UN  
H.E. Mr. Vandi Chidi Minah, Permanent Representative of the Republic of Sierra Leone to the UN  
Mr. Anthony Banbury, SRSG UNMEER (observer)  
Mr. Amer Daoudi, UNMEER (observer)  
Mr. Peter Jan Graaff, Ebola Crisis Manager for Liberia (resource person)  
Mr. Marcel Rudasingwa –Ebola Crisis Manager for Guinea (resource person) – *could not connect*  
Mr. Peter Jan Graaff - Ebola Crisis Manager for Liberia (resource person)  
Mr. Amadu Kamara - Ebola Crisis Manager for Sierra Leone– *could not connect*  
Mr. Yannick Glemarec, MPTF Office Executive Coordinator, Administrative Agent (ex-officio)  
Ms. Olga Aleshina, Ebola MPTF Secretariat, Special Envoy's Office (ex-officio)

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**Introduction:**

- Welcome and the approval of the Agenda. Presentation of the participants. Introductory remarks were requested by the Chair
- **Sweden** – Mr. Hilmersson (Sweden) explained the decision of his Government to allocate Swedish Krona 100 mln (or US\$ 14 mln) to the Ebola MPTF. Sweden welcomed that the Trust Fund will add value to the current response and fill the immediate gaps.
- **Guinea** - The Permanent Representative offered his gratitude to be taking part in this initiative. The Ambassador highlighted that he needed more time to go through the documentation, and requested lessons learned from the Central Fund for Influenza Action (CFIA) were shared. The Chair drew participants' attention to the operation of the CFIA (2006-2012) and its success in strengthening preparedness.
- **Liberia** - The Permanent Representative expressed her gratitude for the work done so far, in a very short time
- **Sierra Leone** - The Permanent Representative was grateful for the comprehensive Agenda. He asked questions about the status of the Rules of Procedure (work in progress) and who was the drafting authority of the Rules of Procedure (ROP). The Chair remarked that the ROP are drafted by the Fund's Secretariat for the consideration of the Advisory Committee. They were based on similar ROPs for other major UN Trust Funds.
- **UNMEER** – The SRSG highlighted that UNMEER is working closely with National Governments in direct support of the national-level plans. Four lines of actions had been identified by UNMEER: (1) case management; (2) case finding; (3) community engagement and social mobilization; and (4) safe burials. Alongside five enabling activities: (1) logistics, equipment, supplies, and food; (2) human resources and training; (3) information

management; (4) field crisis management and support; and (5) payment of incentives to workers. WFP has been already providing critical logistical functions. A number of the programmes of UN Agencies (including WHO, UNICEF, UNDP and UNFPA) would need to be supported through the MPTF.

- **UK** - The representative of DFID expressed his appreciation for their participation in this inception meeting. He expressed his hope that the MPTF will move quickly to disburse funds. He stressed the importance of early and demonstrable impact and regular feedback. While fully appreciating the tremendous work that had been done by WFP in putting the proposal together, he highlighted the need for greater clarity on some of the budget outputs of the proposal. He hoped that with the funding earmarked to Sierra Leone, it would strengthen the capacity at district level to address the current outbreak.
- **Ebola Crisis Manager in Liberia** – the ECM informed the Committee of promising signs of a downward trend in transmission rates with the outbreak. The Chair welcomed this positive news and encouraged the team to redouble their efforts to ensure the outbreak is stopped, focusing on contact tracing, case finding, and focusing on the countries borders.
- **MPTF Administrative Agent** presented the Funding Framework, which was shared with the participants. He informed the Committee of the UK's earmarking to Sierra Leone and Finland's partial earmarking to WHO and IFRC, highlighting the fact that the biggest part of the contribution from Finland is not earmarked.
- The Chair shared that the Trust Funds administered by the MPTF Office (and his experience with two other UN Trust Funds administered by the MPTF Office) bring speed and transparency to all stakeholders, and accountability and responsiveness to the affected countries. As funding placed in the Trust Fund represented tax payers money, it was critical this was properly accounted for.

### **Terms of Reference (TOR) and Rules of Procedure (ROP)**

- The Chair requested participants to share their opinion and remarks on the TOR. The Chair highlighted that both documents had been prepared based on the experience of other very effective UN Trust Funds.
- The Chair outlined the composition of the Advisory Committee, consisting of three donors and representatives of the three affected countries, UNMEER was an observer and three ECMs would attend in their capacity as resource people, bringing first-hand information from the field. The Chair asked members of the Committee to serve as his high-level Advisors, clearly sharing their positive feedback as well as any concerns.
- The Chair explained that the Terms of Reference was a document that is approved by him. The Rules of Procedure was a living document that would be frequently updated based on the feedback received and experience. The current version of the ROP will be dated "30 Oct 2014" and all new versions will be dated. The UK expressed their support for the TOR and ROP. Sweden looks forward to transparency and results. Sweden highlighted an important trade-off between speed and inclusiveness, which needed to be handled with care. The ECM Liberia responded to Sweden by highlighting that in the first weeks the priority for speed might in some cases have taken priority over the consideration of inclusiveness. However, from the outset the Government was considered to be in the driving seat in addressing this crisis.

- Guinea supported the TOR and ROP, putting emphasis on ensuring access through UN System Organizations to the local NGOs and other community organizations that have local knowledge (e.g. The Mano River Union - MRU). The Chair informed the Committee about the existing partnership with MRU through IOM; the organization would be able to access funding through partnership arrangements.
- Liberia supported the TOR and ROP. The comments of the Permanent Representative were in line with Guinea's Ambassador, about the principle of engagement being in support of the Government. The Ambassador inquired if the Advisory Committee would be reviewing the proposal submitted for funding. The Chair reiterated that the affected country representatives should be in as involved as possible.
- Sierra Leone representative put again the emphasis on the ROPs being a 'work in progress' document. He requested the Chair to provide an Executive Summary of the ROPs which would highlight the roles and responsibilities of the decision makers. He highlighted and encouraged the principle of *co-location* of service provision, to streamline coordination and avoid duplication. Again, he called attention to the reporting on benchmarks indicated in proposals' Result Matrixes, as a condition for implementing the programmes under the Trust Fund and asked for periodic reports based on those benchmarks (including good visuals).
- The Trust Fund's Secretariat responded highlighting a need for the Advisory Committee to agree on the frequency of the reporting. As was the case with other Trust Funds (e.g. the Influenza Trust Fund) quarterly reporting was normally adopted, but more frequent reporting is also possible. The Chair proposed a **monthly report** on project results, which was welcomed by all Advisory Committee members.

### **Presentation of financial status of the Fund by the Administrative Agent**

- The Fund's Administrative Agent presented the Funding Framework, highlighting that \$13.6 million was available in the Fund's account, with an additional \$ 46.7 million due to be deposited soon. Out of the \$60.2 million committed, \$ 36.3 was earmarked (\$32.5 million earmarked for Sierra Leone and US\$1.9 million to WHO and IFRC each), as further detailed in the Funding Framework. In addition to these financial commitments, US\$ 57 million has been pledged (with negotiations currently on-going with those Member States). As the UK contribution was earmarked to Sierra Leone, the Chair highlighted the urgency of coming up with priorities for this allocation.
- The Fund's Secretariat explained the process of submission of proposals. Proposals are to be received by the Ebola Crisis Manager, reviewed by UNMEER and further submitted to the Advisory Committee. The Advisory Committee will advise the Chair on all the financial allocation decisions.
- Sweden asked a question about the Central Emergency Response Fund (CERF) and the Ebola MPTF, seeking clarity that the two instruments will not duplicate each other. The Chair explained that in each submission the requester of funding will have to indicate if other sources of funding exist and to what extent the proposal is funded by other sources. All funded proposals for the Trust Fund will be posted on the Fund's web-site at <http://mptf.undp.org>.

## WFP Proposal –Common Services for the Health Response

- The Chair gave the background and the critical importance of the “Last Mile” operation - the importance of reaching local communities, counties and prefectures. The WFP proposal was aimed to deliver logistical support to the whole UN System. UNMEER briefly presented the proposal.
- The Ambassador of **Sierra Leone** requested to be a part of the distribution/ mailing list and receive periodic updates on the proposals, reporting, etc. The Permanent Representative raised a question about Indirect Support Costs and other Admin Costs (cargo processing, insurance costs and any other). He stressed the importance of (1) reaching the districts (to have the right type of transport: helicopters, motorbikes, canoes, etc) and (2) utilizing qualified nationals (benefits: reducing costs, knowledge of local language, knowledge of region). He requested a visual graph in the proposal, reporting on gaps filled and the activities remaining. UNMEER and WFP confirmed that the insurance costs and cargo processing are not covered in the proposal.
- The Ambassador of **Liberia** requested explanation of three figures mentioned in the proposal: the total budget of \$87 million, \$ 65million of the funding gap and \$55 million requested from the Fund.
- **Sweden** requested more clarity on the budget lines, particularly the large items.
- **UK** highlighted that their deposit, earmarked for Sierra Leone, will be received in the next few days.
- Action points for the proposal:
  - Details and deeper analysis on Indirect Costs (not only 7% cost, but coordination costs)
  - Confirmation from UNMEER that the proposal avoids duplication
  - Confirmation of free access for the UN System and NGOs from the services provided under this proposal (no additional cost that NGOs and UN Entities have to pay)
  - Clear indication that the services will deliver support to remote areas
  - Ensuring that qualified nationals are engaged/employed in this Special Operation
  - More detailed budget specifying the inputs
  - More detailed information in what is covered based on the results matrix, especially focusing on ETUs and CCUs.
  - Visual Matrix showing the needs which would be filled and the remaining gap.
- **Decision:** UNMEER representative (Director) proposed to allocate \$ 8 million to WFP as Tranche I. The Advisory Committee agreed to this proposal. More resources will be provided once available (UK earmarked funding is deposited in few days) based on the recommendation.

- Proposals from all three affected countries are welcomed and should be submitted through ECMS.
- Next Meeting in 10 days, or earlier if more proposals will come.