



**UNITED NATIONS
PACIFIC**



United Nations Pacific Strategy (UNPS) Fund

Steering Committee Meeting | Friday, 20th November 2020

Venue: RCO Conference Room and Zoom

Zoom Link: [Join Zoom Meeting](#)

MINUTES OF THE 2nd NZ-UNPSF-UNPP SC MEETING

Agenda Item	Discussions	Follow up Action points	Timeline	Responsible
Introductions	All participants introduced themselves			
Opening remarks from Co-chairs, MFAT representative, and MPTFO representative	<p>Simona (RC MCO Samoa)</p> <ul style="list-style-type: none"> - Offered apologies for not having the Steering Committee earlier as planned, due in part to the late transfer of UNPP funds. - Mentioned the good work advanced on the Pacific countries despite the difficult situation due to the pandemic and its economic and social impact. - Indicated the recruitment of the SARC was still in preparatory phase. - Requested feedback from all stakeholders on draft documents to be shared during the Steering Committee. - Mentioned that Samoa got its first case of COVID19 that might change the tourism sector. <p>Sanaka (RC MCO Fiji)</p> <ul style="list-style-type: none"> - Made a brief situation analysis of the socio-economic impact of COVID19, cyclone in the Pacific countries, and the subsequent impacts on programming. - Mentioned the UN Joint Country Action Plan, and that the Common Country Analysis would be ready in December. - Indicated that Socio-Economic Impact Assessments (SEIA) have been completed for Fiji and Samoa. - Indicated that rapid assessments for FSM, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, Vanuatu will be undertaken to inform current and future policy interventions for socio-economic recovery. - Suggested that strategy resources to mobilize the funds beyond New Zealand would be needed. - - Mentioned that despite the travel restrictions, the UN Fiji Multi-Country Office has still been able to promote ONE UN response through joint trips to (1) Kadavu following TCharold response, then to Lau including 75 people representing 11 UN entities, 16 government bodies, 4 CSO partners and 4 Media partners. - Reminded the SC that it is predicted we have about six cyclones this cyclone season, with at least one severe. - Updated the Humanitarian Response Plan (HRP) for COVID19 funding situation as follows: the overall funding required is \$36.7m, the funding available is \$24.2m, the 	Share the upcoming Socio-Economic Impact Assessment draft report, which is expected at the end-November 2020	December 2020	RCO Fiji

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	<p>current gap is \$12.4m. Of the funds available, the Food Security, Protection, and Logistics clusters were well funded but could not cover all the needs.</p> <ul style="list-style-type: none"> - Emphasized the importance of ensuring the UNPP strengthens agreements related to the UN reform agenda, growing the UN Pacific Strategy Fund beyond New Zealand as a donor, and not creating new work for partners. <p>Deborah (MFAT)</p> <ul style="list-style-type: none"> - Acknowledged the challenges of the current situation. - Acknowledged the NZ-UNPSF programme was still in its early phase. However, they were looking forward to updates on ongoing implementation. - Mentioned that New Zealand had its national election in October 2020, resulting in a new Minister of Foreign Affairs, and noted that MFAT would have more to say on this once the Minister is settled in. - Informed SC members MFAT was interested in discussing the use of adaptive management in the Partnership, as well as partnership behaviours as mentioned by Simona. - Mentioned that it was an opportunity for MFAT to support UN reform. 			
Approval of the minutes of the first SC and the agenda of today's meeting	Minutes of the previous Steering Committee was adopted. The agenda for this second SC meeting was also adopted.			
Presentation of the funding framework by MPTFO	<p>Jennifer Topping (MPTFO):</p> <ul style="list-style-type: none"> - Presented the Funding Framework which was circulated to the Steering Committee and provided information on fund availability for funding allocations. - Presented more detailed information on commitments made by donors, contributions received, and amounts transferred to Participating UN Organizations - Provided a summary of the income as of the SC: \$6,407,000 - Presented the transfer to the participating organizations as of the SC: \$2,662,470 - Presented the balance of funds with Administrative Agent as of the SC: \$3,601,469 - Reminded all SC members that this information was available on the Gateway (mptf.undp.org) and updated in real-time. 	<p>Reach out to agencies for the next funding tranche requests.</p> <p>Funding requests to be submitted via email to the Secretariat.</p> <p>Steering Committee to approve request prior to submission to MPTFO.</p>	<p>22 November 2020</p> <p>Before the end of November 2020</p> <p>By 3 December 2020</p>	<p>Secretariat</p> <p>PUNOs</p> <p>CO-Chairs</p>

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	<ul style="list-style-type: none"> - In discussions about the process to access the funds, MPTFO Indicated that every PUNO could request a transfer whenever there is a need. However, she pointed out that PUNOs needed to be aware that the minimum threshold per transfer is \$100,000 per UN organization per project as noted in the fund TOR, which should consider the frequency of fund transfers. - UNICEF, UNWomen and UNDP have proposed the amount of funding requested should be for one year. Committee members agreed. - MPTFO clarified that fund disbursement requires SC approval 	<p>Submit the funding request+ supporting document provided by the PUNOs</p> <p>Note: The funding request must be with the MPTFO before they close for the holiday.</p>	<p>By 4 December 2020</p> <p>14 December 2020</p>	
Overview of the Follow up key actions points from the first SC meeting (Co-chairs)	<ul style="list-style-type: none"> - Simona informed the SC about the need to update the M&E with the new MICS. 	<p>Reflect the MICS/Samoa results into the M&E (MERL) framework and share with the Secretariat</p> <p>Update the annual narrative report by reflecting the new MICS/Samoa data into the baseline</p>	<p>By the third week of December 2020</p> <p>By the 8th of January 2020</p>	<p>RCO Samoa</p> <p>Secretariat</p>
Draft Operations manual (Annual narrative report, progress report)	<p>Presentation of the Operational Manual:</p> <ul style="list-style-type: none"> - Marlyse (Secretariat) presented the Operational Manual preliminary draft, thanking the MPTFO for their guidance. She invited all stakeholders to share their input to finalize the document. She noted that a discussion on private sector engagement would be needed at a later time. <p>Feedback on the Operational Manual:</p> <ul style="list-style-type: none"> - MFAT said it would submit detailed comments on the Operational Manual in writing. They reiterated the importance of having an adaptive management approach integrated into the UNPP processes, reflecting the mutual accountability principle agreed upon at the partnership's outset. They said this element came to mind upon receipt of the evaluation of an MFAT-funded UNFPA programme that had activities related to those under the UNPP. - On adaptive management, some participants noted that evaluations are a powerful resource to build into the performance and learning cycle. MPTFO noted that there are often dedicated meetings for reflection on performance and delivery in other fund partnerships and that joint evaluation could be built into the MERL framework. Participants discussed how evaluations are used/shared in the UNPP. MFAT observed that check-ins would be needed more often given the 2.5-year timeframe of the pilot. 	<p>Committee members to submit input to Secretariat</p> <p>Update the Operational Manual with inputs received via email and share the updated version before adoption during the next steering committee</p> <p>Add private sector engagement to agenda for next SC meeting</p>	<p>By the 4th of December</p> <p>8th January 2021</p> <p>By the Second week February</p>	<p>Steering committee</p> <p>Secretariat</p> <p>Secretariat</p>

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	<ul style="list-style-type: none"> - Other input from Committee members included: clarity is needed on how funds are transferred; the role of the SC has to be clear, especially as the Committee expands; the responsibility of the SARC should be specified; links between the UNPP SC and existing programme governance need to be clarified; the need for a change in culture away from evaluation as compliance and more as ‘co-creation’. - MPTFO noted that the Operational Manual is meant to be detailed – it is not intended to be a funding or comms piece. - Sanaka suggested the evaluation link be inserted into the resources of the M&E of the RCO Fiji and RCO Samoa 			
M&E and Theory Of Change	<p>Theory Of Change:</p> <ul style="list-style-type: none"> - The document is still to include the partnership behavior and UN reform <p>M&E:</p> <ul style="list-style-type: none"> - Jale (Secretariat) presented the M&E framework that has been developed with the joint contribution of all the PUNOs, RCO Fiji and RCO Samoa - Sandra (UNWomen) and Jennifer Butler (UNFPA) noted that M&E needed adaptive management. Too much information can be overwhelming. - MFAT will submit additional comments, including those that cover the ‘how’ of the UNPP (behaviors, UN reform, etc.). 	<p>Input in the Theory Of Change document</p> <p>Update and share the TOC document</p>	<p>4th December 2020</p> <p>by 23 December 2020</p>	<p>MFAT</p> <p>Secrerariat</p>
Update on implementation progress (PUNOs)	<p>Presentation :</p> <p>The presentation was done by outcome and by the lead agency. The agencies mainly reported progress against target, then challenges/lessons learned/success stories and key priority.</p> <ul style="list-style-type: none"> - Outcome 2: Gender equality – UN Women provided an overview on progress on the Markets for Change project and shared how they were working collaboratively with other UN agencies. - Outcome 4: Basic services - UNICEF provided an overview of their work, including their collaboration with UNFPA, and noted they would complete spending of the first tranche of funding by December 2020. - Outcome 5: Governance UNDP gave a presentation of the work jointly implemented with UNODC under the UNPRAC project. Particular expression was noted on MFAT’s support to technical capacities in future work plans 			

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	<ul style="list-style-type: none"> - Outcome 5: DATA-MICS/Census - UNFPA shared an update on the MICS work with UNICEF in Fiji as well as UNFPA work on Census, noting the challenges associated with no on-site technical support. <p>Main feedback on the presentation:</p> <ul style="list-style-type: none"> - Sanaka suggested presentations at the next meeting focus more on what difference the UNPP/UNPSF has brought to UN agencies' cohesion in working as ONE UN as per the SG's reform. In that regard, Sanaka mentioned achievements of the programme so far, such as adaptation to COVID19, and joint missions undertaken to reinforce the cohesion. He also invited agencies to make use of RCO to help with coordination among agencies. - Deborah thanked the agencies, acknowledged the progress made and observed that the time was too short to expect significant progress. She also encouraged the UN system to share challenges and lessons learned. She also suggested creating a type of dashboard to monitor and communicate progress against results (as well as financing). <p>Discussion of funding tranches</p> <ul style="list-style-type: none"> - Committee members discussed the frequency of tranches and associated SC processes, noting the benefits and risks of having detailed planning. <p>Communication (pending item):</p> <ul style="list-style-type: none"> - Sanya enquired about branding and requested guidance from MFAT in that regard. - MFAT advised that Christine Conway from the NZ High Commission in Fiji will be the communication focal point. MFAT advised they would circulate guidance on the use of the MFAT logo. Noting that communications needs to also consider and align with other development partners branding and recognition where there are existing actions funded by other donor partners (ie. Markets for Change) 	<p>Circulate RAG (red/amber/green) dashboard zero draft for comment/input</p> <p>Get input from MFAT on the communication plan,</p> <p>Finalization of the communication plan</p> <p>Circulate guidance on the use of the MFAT logo</p>	<p>By December 2020</p> <p>4th December 2020</p> <p>16th December, 2020</p> <p>ASAP before the 16th December 2020</p>	<p>MFAT</p> <p>Secretariat /MFAT</p>
<p>Ways forward (next SC meeting, etc.)</p>	<ul style="list-style-type: none"> - Discussion of next meeting timing: MFAT noted this meeting was a special interim meeting meant to tidy up remaining architecture issues and to check in after the first SC meeting in June, so the next meeting (i.e., six months from June) should be in Feb/March 2021. - MFAT suggested having a session at the next meeting on the next iteration of the Pacific Strategy. - Simona suggested a presentation on the CCA for the next meeting, as well as a session on working modalities. 	<p>Plan the next Steering Committee meeting.</p> <p>Draft agenda to be circulated to SC members well by late January.</p>	<p>Either the last week of February or the first week of March 2021</p> <p>Late January 2021</p>	<p>Secretariat</p>

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AOB	<ul style="list-style-type: none"> - Question on how to grow the partnership was raised by Sanaka, and he suggested the SARC takes the lead on this work. - Sanaka mentioned some prospective donors for the UNPSF could be the UK, Australia, and the EU, and proposed working with the NZ Permanent Representative in New York. He requested Mari and Jennifer Topping to provide advice on how to approach donors about the partnership. 	<p>RCs and MFAT to discuss New York engagement on UNPP.</p> <p>MPTF advice on approaching other donors.</p>	<p>TBD</p> <p>January 2021</p>	<p>RCs, MFAT, MPTF.</p>
Closing remarks from co-chairs	<ul style="list-style-type: none"> - Co-chairs, MFAT, and the MPTFO thanked the SC members. 			

ANNEX 1: LIST OF PARTICIPANTS
ANNEX 2: FOLLOW UP ACTIONS SUMMARY
ANNEX 3: AGENDA

ANNEX 1: LIST OF PARTICIPANTS

ATTENDEES		
Names	Function	Country Office
CO-CHAIRS		
Sanaka Samarasinha	RC Fiji [Co-Chair	RCO Fiji MCO
Simona Marinescu	RC Samoa [Co-Chair]	RCO Samoa MCO
MFAT REPRESENTATIVES		
Deborah Collins	Divisional Manager, Partnerships, Humanitarian and Multilateral, MFAT	New Zealand /Wellington
Peter Shackleton	Unit Manager, Multilateral	New Zealand /Wellington
Wendy Jackson	Senior Policy Officer, Multilateral	New Zealand /Wellington
Virginia Dawson	Development Counsellor	NZ-High commission Fiji
UN MULTI-PARTNER TRUST FUND OFFICE REPRESENTATIVES		
Jennifer Topping	Executive Coordinator, MPTF Office	UNDP New York
Mari Matsumoto	Portfolio Manager, MPTF Office	UNDP New York
PARTICIPATING UN ORGANIZATIONS		
Sandra Bernklau	UN Women Representative	Fiji
Jorn Sorensen	UNDP Resident Representative	Samoa
Verena Linneweber	UNDP Deputy Resident Representative	Samoa
Sonja Stefanovska-Trajanoska	UNDP Anti-Corruption Adviser, UN-PRAC (UNDP Pacific Office)	Fiji
Sandra Bernklau	UN Women Representative	Fiji
Jennifer Butler	Director, UNFPA	Fiji
Saira Shameem	Deputy Director, UNFPA	Fiji
Revai Aalbaek	Effective Governance Team Leader, UNDP Pacific	Fiji
Sheldon Yett	UNICEF Representative for the Pacific	Fiji
Vathinee Jitjaturunt	Deputy Representative, UNICEF	Fiji
Gulana Huseynova	Team Leader, RCO Fiji	RCO Fiji MCO
Mohammed Mozeem	UN Partnerships Specialist, RCO Fiji	Fiji
Klem Ryan	Team Leader, RCO	RCO Samoa MCO
SECRETARIAT TECHNICAL TEAM		
Marlyse Assonken-Sobtafo	Secretariat focal point	RCO Fiji MCO
Mohammed Mozeem	Partnership specialist	RCO Fiji MCO
Elisapeta Kerslake	Partnership specialist	RCO Samoa MCO
Jale Rokoika	Data Management, Results Monitoring and Reporting Officer	RCO Fiji MCO
Latoya Lee	Data Management, Results Monitoring and Reporting Officer	RCO Samoa MCO
Sanya Ruggerio	Communication and advocacy Analyst	RCO Fiji MCO
Aterina Samasoni-Pele	Programme Communications and Advocacy Officer	RCO Samoa MCO

ANNEX 2: FOLLOW UP ACTIONS

Items	Follow up actions	Responsible	Timeline
Opening remarks	Share the Socio-Economic Impact Assessment draft report	RCO Fiji	End-November 2020
Funding	Reach out to the agencies for the next funding tranche request	Secretariat	22 November 2020
	Funding request to be submitted to the secretariat via email	PUNOs	Before the end of November 2020
	Steering Committee to approve the funding request	Secretariat / SC	Before 3 December 2020
	Submit the funding request + supporting documents to MPTFO	Secretariat	By 4 December
	Submit the funding request to MPTFO before they close for the holidays	Secretariat	14 December 2020
Operational Manual	Committee Members to submit input to Secretariat	All Committee members(MFAT, PUNOs)	Input by 4 December.
	Update the Operational Manual with input received Share the last update of the Operational Manual to be adopted during the third Steering Committee	Secretariat	8 th January 2021
	Add private sector engagement to agenda of next SC meeting, and share the next SC agenda	Secretariat	By second week - February
M&E; theory of change; Annual Narrative report	Reflect the MICS/Samoa results into the M&E (MERL) framework and share with the Secretariat	RCO Samoa	By the third week of December 2020
	Update the annual narrative report by reflecting the new MICS/Samoa data into the baseline	Secretariat	8 th of January 2021
	Input on the Theory of Change and MERL framework	MFAT	4 December 2020
	Update and share the TOC document, and subsequently the M&E framework	Secretariat	23 December 2020
Updates from agencies	Circulate draft dashboard for illustrating progress on outcomes	MFAT	11 December 2020
Communication plan	Input on communication plan expected from MFAT	MFAT	4 December 2020
	Share guidelines on the use of the MFAT logo	MFAT	ASAP before the 16 th December 2020
	Finalization of the communication plan	Secretariat	16 December 2020
Next Steering Committee	Plan and prepare the next Steering Committee	Secretariat	Last week of February or first week of March 2021

	Circulate draft agenda with proposed items		Late Jan 2021
AOB	Advice on approaching other potential donors	MPTF, MFAT, RCs	Jan 2021
	RCs and MFAT to discuss New York engagement on UNPP.	MPTF, MFAT, RCs	TBD