



MCA-Vanuatu Steering Committee Meeting Minutes

Type of Meeting: Regular Steering Committee

21st August 2006

2.30pm

MCA-Vanuatu Conference Room

Board Members:

Present:

Chairman	Director-General, Prime Ministers Office
Member	Director General, Ministry of Foreign Affairs
Member	Government Statistician, National Statistics Office
Member	Director, Department of Finance
Member	Acting Director General, Ministry of Infrastructure & Public Utilities
Member	Director, Department of Strategic Management
Member	Director, Public Works Department

MCA Vanuatu Program Management:

Director	Program Management
Economics Analyst	Program Management
Infrastructure Analyst	Program Management
Secretary & Support Staff	Program Management

Observers:

Officers from the USAID Office of the Inspector-General, only for the first part of the agenda item.

Procurement Specialist from Emerging Markets Group in Brussels.

Apologies:

Head of Development Cooperation	Ministry of Foreign Affairs
General Manager	Chamber of Commerce
Secretary General	VANGO Civil Society Representative

Absent:

Vice-Chairman,	Director General, Ministry of Finance & Econ. Management
Acting Director	Department of Economics & Sector Planning
Director General	Ministry of Lands

Quorum present? **Yes**

The meeting was quorate.

Person Acting as Chairman: Director General, Office of the Prime Minister

Person Acting as Secretary: Director Program Management

Proceedings:

The meeting called to order at 4pm by Chairman.

The Chairman welcomed every one to the meeting.

No members of the Steering Committee attending the meeting or those who did not attend objected to the calling of the meeting or the items on the agenda.

I. Discussion and Action Items

Briefing by the USAID Office for the Inspector-General

Officers from the USAID Office of the Inspector-General were invited by the Program Director to brief the SC about the purpose of their mission and what they intend to do in the one-week while they are in the country. It is stated that the purpose of their visit is to conduct risk assessments on MCA-Vanuatu; interview and qualify audit firms established in Port Vila to carry out audit operations on MCA-Vanuatu program; and to familiarize themselves with MCA-Vanuatu establishment and operations.

Also in attendance a representative from the Emerging Market Group whose responsibility at the MCA-Vanuatu is to assist MCA-Vanuatu in reviewing the work of the Procurement Agent and assist MCA-Vanuatu in procurement matters.

A: Implementing Entity Agreement (National Statistics Office)

The Chairman requested the Program Management to brief the SC on this agenda item. The Director of the PMU inform the SC that the IEA needs to be completed and executed to enable the NSO to start carrying out activities as stipulated in the M&E Plan. MCC funds cannot be used for M&E activities by NSO until such time that this agreement (IEA) is agreed and signed.

The Government Statistician will undertake to make amendments to Annexes 2 and 3 of the Implementing Entity Agreement and this be discussed with MCC.

With the amendments that must be provided by NSO, the Steering Committee unanimously moved and agreed to the EIA.

B: Technical Assistant for Tourism Survey

Upon request from the Chairman, the Program Director provided an overview of the progress of this consultancy package.

The Technical Panel short listed six (6) firms. The Evaluation Report was made available to the Steering Committee for their approval before the PMU submission to MCC for no objection.

The Steering Committee unanimously approved the Evaluation Report containing the short list.

C: Additional CVs for the Procurement Expert

In an earlier SC Meeting, the Committee was not satisfied with the Procurement Agent for providing only one CV for the Procurement Specialist. During that meeting the SC demanded that Program Management requested for more CVs before they can consider approving one CV as replacement for the Specialist who resigned. The PA provided two more CVs.

The Steering Committee unanimously approved Mr. S. K Agarwal CV and approved his appointment as Procurement Specialist to the Procurement Agent.

D: Request for Proposal (RFP) for Tourism Survey

The Program Management introduced the Request for Proposal document for the Tourism Survey. The PMU requires the approval of the SC before the RFP can be forwarded to MCC for no-objection. The Chairman requested comments from the SC. Some members seek clarification on the purpose and procedures of issuing the RFP. The Program Director clarified this document will be forwarded to all short listed firms to assist them prepare their detailed bid submissions.

The Steering Committee unanimously approved the RFP and moved that it be forwarded to MCC for no objection.

E: Prequalification for Civil Works

The Program Director advised the SC that a draft prequalification document has been prepared by the Procurement Agent has been received. The PMU is still reviewing the documents. MCA-Vanuatu is also seeking comments from PWD Engineers on the documents before it can be brought to the SC for approval.

The next meeting will be on the 28th August @ 2.30pm to approve the Evaluation Reports for the other consultancy packages.

F: Other Business

There are no other businesses.

The MCA Vanuatu Steering Committee meeting officially closed with a prayer by the Director of Strategic Management @ 5.20 pm.

Certified by: _____/S/
Secretary, MCA-Vanuatu

Acknowledged by: _____/S/
Chair of the Steering Committee