



MCA-Vanuatu Steering Committee Meeting Minutes

Type of Meeting: Regular Steering Committee
May 24th 2006
4pm
Department of Economic & Sector Planning

Board Members:

Present:

Chairman	Director-General, Prime Ministers Office
Vice-Chairman	Director General, Ministry of Finance
Member	Director General, Ministry of Foreign Affairs
Member	Director, Department of Finance
Member	Acting Director, Department of Eco. & Sector Planning
Member	Director, Department of Strategic Management
Member	Representative, National Statistics Office

MCA Vanuatu Secretariat

Director Program Management
Economics Analyst
Infrastructure Analyst
Secretary & Support Staff

Apologies:

Director	Department of Public Works
Member	Head of Development Cooperation Foreign Affairs

Absent:

Member	Director General of the Ministry of Lands
Member	Director General of the Ministry of Infrastructure & Public Utilities
Member	Secretary General of VANGO (Civil Society Representative)
Member	General Manager of the Chamber of Commerce

Quorum present? Yes

The meeting was quorate.
No voting members left during the course of the meeting.

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

Person Acting as Secretary: Director, Program Management Office

Proceedings:

Meeting called to order at 4pm by Chairman.

The Chairman noted that the notice of this meeting was sent out by the Program Director via email and attendance was confirmed by some members.

No members of the Steering Committee attending the meeting objected to the calling of the meeting or the items on the agenda.

I. Discussion and Action Items

A. *Endorsement of Minutes of 6th May 2006, Steering Committee Meeting.*

The minutes of the Steering Committee for the 6th May 2006 were present to the Steering Committee for approval. No member of the committee object to the minutes so it was adopted unanimously by the members.

B. *Report on the Special Account at the Reserve Bank of Vanuatu.*

The Director of Finance reported to the Steering Committee the account has been set up and in US dollars. It is an interest bearing account. The Director made reference to the two accounts needed; a special account at the Reserve Bank of Vanuatu, and a designated account at the National Bank of Vanuatu. However, the decision to designate an account at the National Bank of Vanuatu is yet to be approved by the Steering Committee.

The Director of Finance indicated he is still awaiting information he sent via email to MCC in regards to the form of payment instructions.

The steering Committee noted the establishment of the special account at the Reserve Bank of Vanuatu.

C. *Financial Plans & Request for First Disbursement*

The Director of Program Management made an overview presentation to the Steering Committee of the Financial Plan.

Economics Analyst was asked by the Director Program Management to make his detail presentation. He made the presentation using a power point projector which enables better visual and understanding. The discussions that followed allowed the Program Management to finalize the Financial Plan and submit a copy to MCC.

Endorsement on the new proposals:

1) *MCA Accountant:*

Steering Committee endorsed the Program management's proposal to employ an accountant for the MCA Program Management.

2) *Fiscal Agent Officials changes*

The Steering Committee approved two Development Accountants and one Website Developer to be funded by the MCA program for the Fiscal Agent.

The Steering Committee approves the changes of the staffing levels in the Department of Finance as the Fiscal Agent

3) *Deletion of position of Immigration Officer.*

The Steering Committee agreed with the Director of Program Management that there is no need to hire an Immigration Officer on full time position. However, with the strong support of the Director of Finance the position of a Labour Officer will be maintained.

The Steering Committee approved the dissolution of the position of the immigration officer while maintaining the position of the Labour Officer.

4) *Salary Scale upgrade to P17 for officers to Customs & Fiscal Agent*

During the deliberations it was noted that the salary scale of the Officers of the Customs and Fiscal Agent is at P15 and during discussions it was reveal that during negotiations in Sydney all the positions are remunerated at P17.

The Steering Committee endorsed the re-grading to P17 from P15 of the Customs and Fiscal Agent officials.

5) *ESI Officer not entitled to a vehicle*

After some discussion in regards to whether the ESI Officer should be entitled to a Vehicle or not, the Steering Committee concluded that present arrangements for use of vehicles are acceptable and that he/she should not be provided with a vehicle. However there will be fuel allocation for the Officers budget.

The Steering Committee approve the amendments.

6) *Approval of Presentation of Initial Disbursement Request*

The Director General of the Ministry of Finance & Economic Management thanked the MCA Program Management for their preparation of the financial plan.

The Steering Committee unanimously approved the Financial Plan for the first Disbursement Request.

D. *Signature of Compliant Certificates*

The Director of Program management informed the Steering Committee that compliant certificates have been prepared by his office, including that for the MCA Vanuatu Legal Counsel for signature. The Director will visit the officials concerned to have these certificates executed.

E. *Underpayment of Infrastructure & Economics Analyst*

The Infrastructure and Economics Analysts are still being paid according to their previous positions salary. Since taking office with the Program Management they have not been able to draw salaries consistent with the agreed salary levels. This long outstanding delay was caused by PSC's inability to decide on proposals put to it by the Steering Committee.

The Chairman expressed to the Public Service Commission the importance of having the Public Service Commission support the activities of MCA Vanuatu. This support is expected to be demonstrated in PSC's prompt action in responding positively to MCA Vanuatu's requests.

F. *Employment Contracts for MCA Vanuatu Staff*

