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## MCA-Vanuatu Steering Committee Meeting Minutes

Type of Meeting: Regular Steering Committee  
22<sup>nd</sup> October 2007  
2pm

MCA Vanuatu Conference Room

### Board Members:

#### *Present:*

Jean Sese	Chairman	Director-General Prime Ministers Office
Georges Maniuri	Member	Director General Ministry of Foreign Affairs
Benuel Lenge	Member	Representative from NSO on behalf of Principal Statistician
Hugo Eplan	Member	Representative from Chamber of Commerce
Johnson Binaru	Member	Director Department of Public Works
Gregoire Nimbtik	Member	Director of Department of Strategic Management
Wilson Vuti	Member	Director General, Ministry of Infrastructure Public Utilities
Henderson Tagaro	Member	Representative, DESP

#### *MCA Vanuatu Program Management:*

Lennox Vuti	Program Director
Catherine Malosu	Environment & Social Impact Officer
Tony Sewen	Economics Analyst
Allen Faerua	Infrastructure Analyst
Dolsie Amoskalo	Admin Support Staff (Minute Taker)

#### *MCC Representative:*

Jeff Stubbs	MCC Country Resident Director
Chris Cookson	MCC Deputy Country Resident Director

#### *Absent:*

Simeon Athy	Vice-Chairman	Director General of Ministry of Finance & Econ. Management
Victor Rory		Head Development Cooperation
Henry Vira		Secretary General, Vanuatu Non Government Organizations
Benjamin Shing		Director, Department of Finance

*Quorum present?*      **Yes**

The meeting was quorate.

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

*Person Acting as Secretary:* Program Director

## Proceedings:

The meeting called to order at 2:00pm by Chairman

### **Welcome and Introduction by Chairman**

#### **I. Discussion and Action Items**

##### **A: Approval of PWD's Implementing Entity Agreement**

The Program Director requested the Infrastructure Analyst to make a brief summary of the status of the PWD IEA. Progress has been good. ESU recruitment expected to be announced by PSC next month, in November 2007.

The Director of Public works commented that the IEA has gone through a lot of discussions, revisions and negotiations and now represents views of PWD and MCA and is therefore ready for approval by the SC.

MCC Country Representative said the agenda should have been read 'Approval in Substance of PWD's IEA'. The Director General (MIPU) stated that a correction to P.2, 4.1 'Engineers Unit' to change to 'Engineers Support Unit'.

The SC approved the PWD IEA with amendments with the motion moved by the Director General Ministry of Foreign Affairs and seconded by the MIPU's Director General.

##### **B: Approval of PWD Service Performance Agreement**

The Infrastructure Analyst, in presenting this agenda item mentioned the Institutional Strengthening of PWD is documented in this Service Performance Agreement. The agreement covers lines of responsibility, maintenance and measurement of performance. The agreement is between MIPU's Director General and Director PWD.

The SC noted that some clauses would need to be deleted such the following:

- (1) Pg 3. paragraph 2: **Review of Result.** *Further more, the transfer of equipment to PWD under the civil contract will be subject to satisfactory performance of PWD under this agreement as assessed by MPU prior to the nominated date of transfer.*
- (2) **Pg2 of 4:** It is hereby agreed as follows: PWD shall undertake to include an Equipment replacement fund (in addition to the operational budget in its annual budget to provide for the future replacement of equipment in an orderly manner.

The SC approved the PWD Service Performance Agreement, with amendments. The motion was moved by MIPU's Director General and seconded by Director General, Foreign Affairs.

##### **C: Brief Report on Design & Build activity; TA to PWD, ESA firm, CIR recruitment, Labour etc.**

### **Design & Build**

The Technical Evaluation Report approved by the SC has now received formal approval from the MCC. The next step is to open the Financial Bids. This has been set for 26 October, 2007. MCA Vanuatu through its Procurement Agent will compile the Combined Financial and Technical Report, and will require SC's approval and subsequent no objection from MCC.

A tentative date for Negotiations has been set for November 19, 2007. If successful, contract can be awarded thereafter.

The Negotiation Team will comprise of the Chairman of the Steering Committee, PWD, Procurement Agent, Fiscal Agent, MCA Vanuatu and observed by MCC.

It was emphasized that PWD's full time input into the negotiations will be required, as their local knowledge and expertise is crucial in any negotiations for subprojects refinement and re-scoping.

### **TA to PWD**

Tender submissions deadline is November 9. Bid evaluation immediately thereafter.

This firm will provide the technical advice (supervisory services) to PWD. The Evaluation Panel will comprise expertise from PWD and MCA Vanuatu.

### **ESA firm**

The RFP was submitted to MCC for no objection once. MCC objected, and requested that it be amended and sent to MCC for no objection the second time. MCA Vanuatu will incorporate MCC's suggestion this week. Once approved the RFP will be issued to the short-listed firms.

### **Positions in CIR and Labor**

CIR Evaluation Panel for the two positions required in CIR sat and completed their evaluations. The Corporate Services has undertaken to proceed with recommendations to PSC. It is required that IEA with CIR is completed and executed prior to appointments being made.

Labour Department has yet to proceed with this recruitment. The Chairman has pledged to speak with the Labour Commissioner.

### **F: Other Business**

- **Bid Challenge Panel**

Of the 12 Individuals selected, 9 of the names to be selected by the SC.

No	Name	Expertise	Date of Contact	Method used
1	Geoff Feast	Construction Management	15/10/07	Telephone
2	Nathaniel Bue	Structural Engineering	15/10/07	Telephone
3	Fred Looijschelder	Civil Engineering	15/10/07	Email
4	Duddley Aru	Law	17/10/07	Email
5	Peter McFarlane	Law	27/9/07	Email
6	Bill Bani	Law	19/10/07	Email
7	Edward Nalial	Law	19/10/07	Email
8	Silas Hakwa	Law	19/10/07	Email
9	Betty Toa	Law	19/10/07	Email
10	Hugo Eplan	Finance/Accounting	15/10/07	Personal
11	Roger Jenkins	Finance/Accounting	15/10/07	Telephone
12	Nikunj Soni	Finance/Accounting	15/10/07	Email

The Steering Committee was requested to select 9 out of the list of individuals for the panel.

The SC decided that Geoff Feast (who was member of the Design & Build Evaluation Panel) and Hugo Eplan (sometimes serves as Alternate to General Manager Chamber of Commerce) be excluded as this will impose a conflict of interest as they have (and are) engaged in the program.

The SC then approved the Panel (with finalization forthcoming when the Legal Counsel is appointed). It was moved by DSM Director and seconded by PWD Director.

