

MEETING MINUTES

UNDP – DfCDR, National GBV Secretariat

Monday, 01st April 2019 from 10am – 11am

GBV Secretariat Office

DfCDR Participants

- Julie Wunduwawie, ODW

UNDP Participants

- Ripana James
- Iris Nenta

Contractors

- Wilhelm Banton, ABC
- Forn Gadong, ABC
- Geno Pat, Paiga Kele BC Ltd
- Niuni Vagi, Paiga Kele BC Ltd
- Aris Vosotros, AD Engineering

Part 1: Contractors Observations and Inquiries

i. PARTITIONS

- Consideration for split-unit; dependant on the nature of the office, for the Coordinator.
- Also, consideration for each officer's desk, if required

Action Point

- Confirm with Project Team and respond to contractors

ii. FLOOR PLAN

- Request for sketch of desired office set-up; so, the floor plan designed by the contractors will reflect the initial plan. Contractors wants a sketch so that they can incorporate that into a floor plan and add where necessary to avoid over or under quote.
- Ventilation of the secretariat office. Contractors wants to know our requirements to reconstruct current ventilation system to allow National GBV Secretariat office team more air.

Action Point

- Project Team to provide sketch and respond to contractors
- DfCDR / ODW to discuss with Building Manager and respond to Project Team

iii. ELECTRICAL WORKS

- Number of electrical applications; to enable accurate profiling and costings. This will allow the contractors to install electrical connection according to ICT requirements and sitting arrangements of the staff.

Action Point

- Project Team to provide number of connection points based on ICT requirements and respond to contractors

iv. BUILDING MANAGER

- To provide further information regarding electrical plan of the building. The plan will allow the contractors to carry out point 3 and work with the National GBV Secretariat and Community Development office to arrange electricity metering system.

Action Point

- DfCDR / ODW to discuss with Building Manager and respond to Project Team

v. ICT

- To provide further information regarding IT cabling and connectivity and communications

Action Point

- DfCDR / ODW to discuss with Building Manager with support from department's ICT Team and respond to Project Team