

Notes from MCSF Close-Out Meeting of Designated Representatives

(1) Any immediate observations or concerns in light of discussions during the MCES?

- Chief Executives made it clear that they want to be in charge of the MCSF, but are willing to delegate actions to their Designated Representatives.
- The Graduate School's role was clearly defined as temporary, on an interim basis
- The role and function of the Designated Representatives should continue
- Issues raised at the meeting regarding the role of an Executive Director in relation to the role of the Secretary General, and need for clarity as to how the MCSF and MCES will interact. This needs to be clarified and posed to the leadership.
- The role of the Secretary General will likely be enhanced once funds are flowing through the MCSF. Through the bylaws the SG will fulfill a special role.
- Urgent need for a facilities and staffing plan
- Urgent need to begin fundraising activities

(2) Review of decision-making protocols

- Note that protocols are outlined in detail on page 15 of the First MCSF Meeting Report
- Five-day, no objections approval basis for items already approved;
- Ten-day, no objects approval basis for anything requiring consent of the Chief Executives
- Highlighted the importance of the Designated Representatives briefing their Principals
- Consider possibility of naming alternative representatives to ensure coverage
- Consider use of e-mail "return receipts" to ensure email messages have been opened and read
- RFPs and TORs for activities will be shared with DRs

(3) MCES Lessons Learned

- Website might be better utilized to capture Summit registration
- Website information should include Committee Venues and Committee Points of Contact, with contact information and maps outlining where committees will meet
- Palau maintained a checklist for conference preparation which will be captured in the manual being prepared by the Graduate School
- The October planning meeting and preliminary MCSF DR meeting were both useful
- The shortened timeframe of the meeting helped with the development of the Communique
- Need to improve jurisdictional input into the Committee Reports
- Consider standardizing the format of the Committee Reports
- Also consider standardizing the presentation format among committees.
- Perhaps share a manual, presentation packet and sample committee report with committees prior to the start of the meeting.

- Prioritize meeting topics for the Chief Executives, with a timeline
- Consider developing a matrix of priorities that have been committed to through past communiqués, including which committees are responsible.
- Noted that each committee's strengths and weaknesses will be captured through the committee reports

(4) Fundraising Priorities

- Primary possibilities initially discussed include:
 - ROC Indigenous Affairs
 - Arab League (\$50 million of support)
 - Vietnam Consul General (conversations in San Francisco)

(5) Other Issues

- Where with the Center be physically located? How does this relate to the need for an Executive Director?
 - Palau originally listed as site for MCSF with early funding from Japan Cool Earth Partnership which has since lapsed
 - Discussion of site in Pohnpei, since President Mori is current Secretary General
- Issue to be deferred to the Chief Executives, or discussed among Designated Representatives to provide a recommendation for the Chief Executives?
- Next meeting of Designated Representatives scheduled for April...prior to an MCES in June.
- Date and time of next MCES tentatively scheduled for early June. If Graduate School is to have a role will need to be prior to end of grant award in mid-June. Summit dates can be confirmed through e-mail polling.