

ARM Meeting

Nauru Department of Economic Development

Tuesday January 27

0900

Provisional Agenda

1. Station OIC status
2. Staffing levels and training requirements
 - RobRoy Whippy
 - Franklin Teimitsi
 - Henry Harris
 - Aquina Penani
 - Jana Tom
3. Observers pay process, including the use of time sheets and overtime justification.
 - A review of the proposed process
 - MOU (procedures document) status
4. Administrative and financial reporting
 - Responsiveness
 - Petty cash reconciliations
5. Site condition
6. Site access
 - keys – site security
 - main gate
7. Sign-in book usage and verification.
 - The requirement for sign in books to be more effectively used in conjunction with submitted time sheets.
8. Telephone line installation coordination - Andrew.
 - Cherry picker status
9. NIES site clean up - Andrew
 - Fencing
 - Conduits
10. Room 201.
11. Other matters.