

Site visit report to Malekula

07-08 February 2007

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1 Dates and agenda

Mission by Kency Yosef , chief of operation section and Luc Grandjean, TA to PWD.

- 07/02/2007 : landing Norsup at 12.00, afternoon : working session with division's staff
- 08/02/2007 : workshop visit, discussions with mechanics and engineer, take off at 9.20

2 Notes of meeting with staff to implement 2007 work program.

2.1 Attendance

Jimmy Johnson, Fred Siba, Arivet Harry, Attis Tessi, Kate Johnson, Kency Yosef, Luc Grandjean

2.2 2006 reports

With reference with letter dated January 22^h , reports could be improved.

Division 's staff states that monthly reports are made according to template and are made in due time. The problem is that no feedback is received from PWD in Vila.

Division did survey before works on Norsup – Lakatoro road and did report after works completion. These reports were sent to PWD and should be available there.

Divisional managers meetings are held to share information between all divisions and, from the division, reporting and exchange of information is not bad, except that no feedback is received from PWD.

2.3 2007 work program

The PE 3 amounts Vatu 30 millions, out of them, 15 millions are devoted to works, Malampa division's share amounts 7.3 millions.

Works have to be completed by end 2007.

Procedure to use funds for works is :

- make a survey, a bill of quantities and a cost estimate
- request commitment from Project Imprest Administrator
- contract out / implement
- control the works and report

There is a need for 3 kinds of surveys :

- survey for maintenance : output is a bill of quantity for maintenance activities, mainly grass cutting, drainage system clearing, civil works cleaning, pothole patching.
- survey for rehabilitation : output is a bill of quantity for rehabilitation : road widening, realignment, foundation and top layer compaction, bridges upgrade or construction or maintenance,
- survey for inventory : outputs are data that are to be stored in the PWD database and used to plan the maintenance activities, data available for a national GIS, if any.

Surveying for maintenance is rather basic and there is no reason to delay surveys, no need to wait for support from other divisions : go to the road section, describe the job (starting point, ending point, job specification, ..) start discussion with communities or individual to check cost, sum up everything in a document and send it to the Project Imprest Administrator for review and commitment if found acceptable.

Up to now, there is no threshold or ceiling for maintenance contract : cleaning one culvert could be a very small contract but is acceptable.

The division should prepare works that could be managed in a short time and controlled and paid quickly. More clearly : keep it simple ! Break large maintenance interventions in small section, don't go for interdependent mixed works.

It is expected that, by end February, the division could survey from 10 to 20 km of "grass cutting" works next week, could survey few crossing culvert cleaning and could survey on erosion problem downstream of one river crossing on the way to Vao.

Surveys could be reviewed and commitments could be taken on site during a next field visit of the Project Imprest Administrator end February so works could start in March.

During March, the division will have to do more surveys for maintenance, to control the works and start survey for rehabilitation.

Survey for rehabilitation is more technical and it will be the opportunity for **on site** trainings. The division will have to provide the logistic (accommodation, transport, topo equipment, first site inspection, ...) so some technicians from other divisions can participate. The VSO volunteer, the divisional engineer, and if needed, staff and TA from PWD will be requested to support with on site trainings.

2.4 Workshop

Workshop repair can take place. It is agreed that the EU project can fund some materials and all repairs will be undertaken by workshop staff when idle. Repairs will start with :

- change of 28 corrugated iron sheets above the office and spare parts store
- rebuild shelves in the spare part store
- white painting on walls

Divisional engineer is requested to list the materials required and seek quotations for same.

Mechanics are also missing some hand tools and specific tools :

- hand tools like spanner from 7 mm to 18 mm, pairs of pliers
- electrical tester
- valve remover
- bearing extractor
- small compressor (to inflate tyres on sites)
- good quality hand tools for tyre repair
- piston ring clam and ring remover

2.5 Network management

After the network GPS survey, the network can be referred to with tens of waypoints.

It will be seen in the coming weeks, if the Ministry of Lands and GIS user group are reviving the GIS and if there is a data collection manual or procedures to share the information.

Encoding the network in a database will be an opportunity to look how to define the network in terms of nodes and links and how to map it in the most accessible way.
