

Project Appraisal Committee (PAC) Meeting Minutes
Monitoring and assessment of MEA implementation and environmental trends
in Antigua and Barbuda

17th November 2017
UN House, Barbados/Virtual



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Resilient nations.*

PAC Members:

- Chisa Mikami, Deputy Resident Representative, UNDP Barbados and the OECS (Chair)
- Jason Williams, Data Manager, Ministry of Health and Environment, Environment Division, Antigua & Barbuda
- Cherryanne Hinds, Programme Finance Associate, UNDP Barbados and the OECS
- Danielle Evanson, Programme Manager, UNDP Barbados and the OECS
- Cherise Adjodha, Project Coordinator - Statistical Capacity Building UNDP Barbados and the OECS
- Selena Gooding, Programme Associate, UNDP Barbados and the OECS

Agenda

1. Welcome and introductions
2. Overview of the project
3. Review of the QA, comments and recommendations
4. Any other business
5. Approval of project document

1. Welcome and Introductions

Ms Mikami welcomed the group and invited all to introduce themselves. She further explained the role of the meeting and the agenda items, noting that the meeting documents were previously circulated. Mr. Williams was invited to present a brief overview of the project.

2. Overview of the project

Mr. Williams stated that the project will be managed by the Department of the Environment and is geared towards helping Antigua and Barbuda meet and sustain their global environmental priorities within the framework of national development priorities. This will require the country to have the capacity to coordinate efforts. The project also looks at best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To that end, the objective of this project is to strengthen capacities for the effective management of data and information in order to catalyse attaining and sustaining obligations under the three Rio Conventions as well as to monitor progress towards meeting these obligations.

- Ms Mikami queried how the hurricane recovery is going to impact implementation, and will there be budget impacts due to challenges travelling between the islands. Mr Williams indicated that most personnel are now in Antigua, and transport access is improving.

- Ms Evanson further enquired how the data collection within Barbuda would be affected during implementation. Mr Williams replied most data for Barbuda is already backed up at the Environment Division.
- Ms Adjodha noted that it was crucial to ensure that socioeconomic data related to vulnerable groups needed to be specified for inclusion into data systems. Mr Williams indicated that they identify how the stakeholders would be involved e.g. Ministry of Social Transformation, Stats Department etc that would be able to identify what data would needed and where it would come from. She suggested that the project document should contain a clear and comprehensive indication of the inclusion of socioeconomic data and how this will be linked with environmental data. She also suggested that the project would need to clearly articulate the priorities for the collection of socioeconomic data i.e. the inclusion of the needs of the most vulnerable groups and how this would translate into evidence based decision making. highlighted.
- Ms Adjodha also indicated that paragraph 90 on page 41 relating to the achievement of gender equality for women should be removed because the information presented is factually incorrect.
- Ms. Hinds confirmed that the existing PPG project should be closed because all the project documentation has been received
- **Management and staffing arrangement:** The project will have a limited staffing compliment with the Project Manager being the Head of the Environmental Department, Ambassador Black-Layne; and the project will also utilise existing departmental staff to fill the roles of Project Coordinator and Project Assistant on a part time basis. The project tasks will be a part of their daily departmental work load.
- **Budget codes:** Ms Mikami also indicated since the Ministry will use their current staffing compliment to execute project tasks that budget code 71400 should not be used. This code is only to be used for UNDP contract hires and not external hires. The code should be changed to 71800. Ms Mikami also stated that budget code 71300 (local consultants) under project management should be changed because that code is only used by consultants signed by UNDP. The code should be changed to 71800.
- **Estimated budget costs:** Ms Hinds, queried the low estimated figure quoted for the project to be audited, and Mr Williams responded that on past projects the Government facilitated that process. However, Ms Hinds stated that UNDP's quality assurance and monitoring role includes: managing the independent audits, which would occur after US\$450,000 threshold per year, (2) It can also be randomly selected by HQ (3) It can be selected once in a lifetime when expenditure from inception totals \$300,000 and (4) if it received a disclaimer, qualified or adverse opinion in the previous year audit. She further stated that audit cost will be taken from the project budget and project is likely to be audited a minimum of 2 years during implementation (*See Annex 1 for clarification*). Ms Hinds also queried the estimated travel budget and what it represented but Mr Williams stated that the US\$1000 quoted is internal travel for the project team. Ms Hinds noted that monitoring visits were to be budgeted from the GEF Agency fee.

It was confirmed that the independent external evaluation will be carried out and UNDP will procure a consultant for this exercise.

3. Review of QA, comments and recommendations

Key points of discussion were:

- Q3: Discussed and agreed that since the stakeholders identified is not explicitly the same as the target group therefore the ranking to be changed to 2.
- Q4: Discussed and agreed that the ranking be changed to 2
- Q5: The narrative will be updated with respect to incorporation of socioeconomic data, definition of target groups, particularly women and other vulnerable persons
- Q6: Discussed and agreed that management will review and discuss this question as it relates to gender related information therefore ranking to be changed to 2
- Q7: Discussed and agreed that the ranking should be changed to a 2
- Q8: Discussed and agreed that the ranking be changed to a 2
- Q9: Ms Mikami noted that the comment does not match the question, and Mr Williams stated that the template came with the text in the evidence section which stated that the Social and Environmental Screening Procedure (SESP is not required). However, Ms Evanson clarified that the work was done and that the text in the template was an option and that the information for that section be amended to state 'yes' and to see Annex 4 of the project document
- Q18: Confirmed that HACT Assessment was completed and the date of completion to be verified by UNDP
- Q19: Discussed and agreed that there should be a separation between the target and stakeholder groups; and Mr Williams agreed to share the minutes from these group meetings to support updating the narrative of the project document. Ms Evanson recommended that this description could be placed under Section D (Project partnerships).
- Q22: Discussed and agreed the rating to be changed to a 2; because it has not been budgeted at the activity level

Quality Assurance changes are to be made and uploaded by Ms Hinds.







4. Any Other Business

There were no additional matters.

5. Approval of the project document

The Chair moved to recommend the project for approval pending the recommended changes. This was accepted by the Committee.

Signature Page:

Attendee Name	Organisation	Signature
Chisa Mikami, Deputy Resident Representative	UNDP	
Cherise Adjodha, Project Coordinator, Statistical Capacity Building and Gender focal point	UNDP	
Danielle Evanson, Programme Manager	UNDP	
Jason Williams, Data Manager	Environment Division, Antigua and Barbuda	
Selena Gooding, Programme Associate	UNDP	
Cherryanne Hinds, Programme Finance Associate	UNDP	

Annex 1

2. Overview of the project- Clarification note

Department of Environment Question- “The DOE is procuring a firm to audit all projects. The information on this auditor can be supplied to UNDP to confirm whether they would like to use the independent auditor that the DOE will be entering into a framework agreement with”

UNDP Response

The Supreme Audit Institute (SAI) /Government Audit Department can be assessed to conduct HACT Audits of NIM Projects in a country. However, in our Islands, Government Audit Departments are grossly understaffed and overworked, and so do not have the time and resources to conduct such audits. The Director of Audit reviews departmental accounts as part of the annual audit of public accounts, but does not have the resources to conduct project audits, which are normally done by external auditors.

The capacity issues of Government Audit Departments have been noted to both the Office of Audits and Investigations (OAI) and the HACT Team at UNDP Headquarters; as justification for not using the SAI for HACT micro-assessments, audits and spot checks in our jurisdiction.