

Enabling Activities for the Preparation of The Bahamas' Second National
Communication to the UNFCCC
PIMS 3212 CC EA SNC Bahamas

Quarterly Progress Report
April – June 2008

A. Summary of the specific activities that took place within the quarter.

1. Meeting with Executing Agency – April 2008
2. Project Steering Committee meeting – April and June 2008
3. Greenhouse Gas Inventory progress report – June 2008 (report covers period from April to May 2008)
4. Impact Assessment Framework – work continued throughout the quarter
5. National Circumstances component - work continued throughout the quarter
6. V&A Team Leader Terms of Reference finalized and advertisement placed – June 2008

B. If an activity was scheduled to have been completed within the quarter and wasn't, state the reasons and also the measures that have been put in place to ensure its completion in the next quarter. The same should be done for a planned activity that was not worked on during the quarter.

Equipment needed for the project was to be purchased during this quarter. Government procurement procedure requires approval from Data Processing Unit within the Ministry of Finance before any computer equipment can be purchased. Up until June 30th, 2008, this approval had not been granted.

C. If workshops were held a copy of the workshop report should be submitted. Also minutes of Steering committee meetings held within the quarter should also be attached.

Project Steering Committee meetings:

April 14th, 2008

June 19th, 2008

D. If consultants were hired, then attach a copy of the signed contracts. If the recruitment process has started what is the current stage and what is the estimated time of completion. Are there any potential bottle necks?

The Terms of Reference were finalized for recruiting the V&A Team Leader. Advertisements for the post have been placed in local newspapers, on the BEST website, international expert website as well as circulated to individuals who were

considered potential candidates; the deadline for submission of applications was given as 30 days from the posting of the ad. Responses are expected in July.

E. If equipment was purchased (eg. computer) attach inventory sheet indicating: purchase date, supplier, cost, description of item, serial number, model number, and purpose for which equipment will be used and where the equipment will be located.

No equipment was purchased during this quarter.

F. Potential issues and risks that might affect the successful and timely implementation of activities within the upcoming quarter and how can these risks be reduced.

Issue 1:

Lengthy administrative procedures – this has caused significant delays in execution of project activities. For example, it has taken more than 9 months to obtain approval to purchase project equipment. There is a domino effect with activities requiring use of this equipment also being delayed, such as the vulnerability assessment.

How risk can be reduced for Issue 1:

Administrators within the civil service need to be informed of the importance of timely execution of their duties as it relates to this project. The Director of the Executing Agency has made several efforts to communicate this to the Ministry of Finance. Even UNDP has written to this agency, but DPU has still failed to issue the approval. They have finally been to the site where the equipment is to be stored for their required inspection, but no approval has been forthcoming. This project manager can only hope that the approval will be issued during the month of July.

The Department of Meteorology as a key stakeholder in the process has utilized its own budget to purchase some of the equipment needed for running the models needed for the V&A component of the project. The additional computers to be purchased through the project will be linked into the model once they are obtained.

Issue 2:

Delayed or no response from stakeholders requested to provide information – due to limited human resources within the sectors that information has been requested from for the Impact Assessment Framework, stakeholders often have many demands placed on their time and other activities take priority over request for information for the SNC project.

How risk can be reduced for Issue 2:

Persistence in requests for information by following up initial requests with reminders by letter, e-mail and phone calls. Obtaining information may also require face-to-face interviews with senior members of agencies, even though this is not always easy to achieve as has been experienced with obtaining information to develop the Impact Assessment Framework.

Progress has been made in obtaining information for the National Circumstances component and the GHG Inventory.

Issue 3:

Budget line item 71600 under Output 5: Procedures for assessing vulnerability, displays a discrepancy between the April 2008 Interim Report and the April-June 2008 Quarterly report.

Please note, the figure quoted in the interim report for travel expenditure (\$5,064.02) reflected the quoted cost at the time for participation in the NCSP V&A Workshop, whereas the figure quoted in the quarterly report (\$5,144.02) reflects the actual expenditure.

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Communication [PIMS 3212 CC EA]**

**MINUTES
Steering Committee Meeting
Monday, 14 April 2008**

Present – Jerome Elliot, Jeffrey Simmons, Danielle Hanek, Stacey Moultrie, Arthur Rolle, Myles Brennen, Sheila Cox

Absent – Anthony Bostwick, Alexious Rolle

1. Welcome

Welcome was made by Stacey Moultrie.

2. Review of draft V&A TORs

PSC was given a few minutes to look over the V&A TORs for comment so that these could be advertised this week by BEST. Ad would consist of functions, qualifications, experience and profile sections, not everything as detailed. The detailed TORs can be requested by applicants.

Myles Brennen noted that capacity building should be a part of the TORs for the V&A expert. We should try to gear V&A section so that it is more palatable to policy makers so that they can understand it and hopefully endorse it. We need to ensure adaptation is achievable rather than just a concept; an implementation framework should come out of V&A assessment. Danielle Hanek gave an example of a 'green' sea wall that was multi-functional providing coastal protection as well as creation of a green space. Hanek also noted that organizers offered to comment on TORs (NCSP, Xianfu Lu). NCSP will review any section of the SNC for free. They will also pay for training for local experts on any section of the SNC up to a certain amount.

Moultrie to forward draft TORs to Xianfu Lu for her review hopefully in time for BEST to place the ad this week.

Rolle queried whether any request had gone to the Prime Minister for additional funds as project funding was insufficient to complete V&A for all islands; current funding would only cover about 8 islands.

Moultrie needs to check for message from Rolle about the storm surge modeling and costing from Brian Jarvinen for entire archipelago. He queried whether this information could be used for additional funding from Government. Moultrie noted that once proposals come in, Mr. Weech can request funding and the Prime Minister can request contingency funds if this is a priority. Rolle will work with Brennen to sort out equipment requirements.