**MEETING NOTES – SECOND TELECONFERENCE**

**UNDPJAMAICACO/BEST – BAHAMAS**

**Date and Time:** 7 August, 2014 at 9am (Jamaican time)

**Venue:** UNDP Jamaica

**Objective:**

1. To address issues relating to the Second National Communication (SNC)
2. To decide on the way forward for the Third National Communication (TNC)

**Participants:**

Mr. Philip Weech – Bahamas Environment, Science and Technology (BEST) Commission

Ms. Stacey Lubin-Gray – BEST

Mrs. Judy Collie-Simmons – BEST

Dr. Elsie Laurence-Chounoune – UNDP

Mr. Richard Kelly – UNDP

Ms. Sasha Shirley – UNDP

**DISCUSSION POINTS**

* Five documents sent by BEST to UNDP Jamaica. These are the Quarterly Reports for 2012 and the Annual Report for the same year.
* The email trail of discussions on the issues with the SNC project was also sent by BEST
* The Draft SNC was shared with UNDP Jamaica
* Regarding the Final Audit for the Project, the Political Focal Point in Barbados highlighted unsatisfactory relationship with BDO, evidenced by past experiences.
* Another auditor/auditing firm will be explored to undertake the auditing of the project
* UNDP would contract the auditor and manage the auditing process
* The ProDoc for the TNC has been completed
* BEST will require funds for printing of the SNC document
* BEST proposes to host an Inception workshop to present the SNC as well as to advise on the TNC.
* BEST proposed that an Officer from UNDP Jamaica CO visit Bahamas to help with the review and finalization of the reports, especially the financial reports.
* After the reports and other documents relating to the SNC project are submitted by BEST, UNDP will review and see whether or not a Mission is necessary to the Bahamas to assist in finalization of the various reports.
* An advance will be needed to facilitate the printing of the SNC document

**Please see Table below for Action Items and Timelines**

**ACTION ITEMS AND TIMELINES**

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| **Item**  | **Timeline**  | **Responsible Party**  |
| Submission of Quarterly Reports for quarters of expenditure for 2013 and 2014. Annual Report for 2013 and 2014  | 11 August 2014 | BEST  |
| Sharing of Public Awareness document on SNC  | 8 August 2014 | BEST  |
| Send TOR for Auditing of Project  | 7 August 2014  | UNDP  |
| Explore possibility of using Bahamian firm to undertake audit including obtaining cost. Submit information on this to UNDP  | 12 August 2014  | BEST |
| Credentials of auditor sent to UNDP | 12 August 2014  | BEST |
| Review of Reports by UNDP and comments submitted to BEST | 15 August 2014  | UNDP  |
| Advise BEST if a Mission to Bahamas to finalize reports will be necessary  | 15 August 2014 | UNDP  |
| Ascertain if there is still time for submission of the TNC ProDoc as well as find out if there is need for an extension of the SNC project to facilitate wrap up activities | 11 August 2014  | UNDP  |
| Teleconference between UNDP and BEST  | TBD | UNDP/BEST |