**MEETING NOTES – SECOND TELECONFERENCE**

**UNDP JAMAICA CO/BEST – BAHAMAS**

**Date and Time:** 15 August, 2014 at 10am (Jamaican time)

**Venue:** UNDP Jamaica

**Objective:**

1. To address issues relating to the Second National Communication (SNC) Project
2. Further discuss next steps regarding Third National Communication (TNC)

**Participants:**

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

Mrs. Judy Collie-Simmons – BEST

Ms. Hilda Luoga - BEST

Dr. Elsie Laurence-Chounoune – UNDP

Mr. Richard Kelly – UNDP

Ms. Itziar Gonzalez - UNDP

**DISCUSSION POINTS**

* Documents submitted to UNDP by BEST: Annual Progress Report 2013; Financial Reports for January to March 2013 and July-September 2013; Draft TNC Prodoc written in UNDP Prodoc format
* UNDP highlighted discrepancies and suggested that the Financial Reports for 2013 be reviewed
* Given the status of the project and the level of support required by UNDP, it was suggested by UNDP that no Mission to Bahamas will be required for project support
* BEST indicated that no decision has been made regarding the implementing organization for the TNC
* BEST asked UNDP Jamaica to provide a brief review of the TNC Prodoc. BEST was informed that UNDP would not be able to provide a thorough review of the document if there was no indication that the organization would implement the project.
* BEST should be able to share information on decision taken on implementing organization for the TNC

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

**ACTION ITEMS AND TIMELINES**

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| **Item**  | **Timeline**  | **Responsible Party**  |
| UNDP toinform best of the issues needed to addressed and requirements to facilitate project closure  | 19 August 2014 | UNDP |
| UNDP to inform BEST on whether an audit is needed for the project  | 19 August 2014  | UNDP |
| Review and Re-submission of Quarterly Reports for quarters of expenditure for 2013 and 2014. Annual Report for 2013  | 21 August 2014 | BEST  |
| UNDP to do brief review on TNC Prodoc and submit comments to BEST  | 22 August 2014  | UNDP  |
| BEST to inform UNDP of decision on implementing organization for the TNC  | 22 August 2014  | UNDP  |
| Teleconference between UNDP and BEST  | 22 August 2014 @9am Jamaican time  | UNDP/BEST |