

March 22, 2016		
Meeting Chair	UNDP Conference Room	9:30 AM
Meeting Chair	Mr. Martin Alegria –Chief Environmental Officer, DOE	
Type of meeting	5 th Project Execution Group (PEG) Meeting	
Attendees	<ol style="list-style-type: none"> 1. Mr. Martin Alegria – Chair of the Project Execution Group/Chief Environmental Officer (CEO), Department of the Environment. 2. Mr. Jorge Franco –Environmental Officer, Department of the Environment 3. Mrs. Gisel Correa-Cobb – Project Manager(PM), Belize Chemicals and Waste Management Project 4. Ms. Zena Waight- Administrative Assistant (A.A), Belize Chemicals and Waste Management Project 5. Ms. Ismirla Andrade– United Nations Development Programme (UNDP). 6. Mr. Glenford Baptist – Fabrigas Belize Limited. 7. Mr.Emmerson Garcia – Solid Waste Management Authority (SWaMA). 8. Mr. Jeffery Joseph – Sugar Industry Research Development Institute (SIRDI). 9. Ms. Letica Westby- Sugar Industry Research Development Institute (SIRDI). 10. Mr. Nonato Canto – Pesticides Control Board (PCB). 11. Mr. Lorin Frazer– Customs and Excise Department. 12. Mr. Adriano Vasquez – Belize Agricultural Health Authority (BAHA). 	
Absent with apologies	<ol style="list-style-type: none"> 1. Mr. John Bodden – Ministry of Health (MOH) 2. Ms. Diane Wade- Moore- United Nations Development Programme (UNDP). 3. Albert Roches –Belize Natural Energy 4. Emily Aldana- MFED 5. Mr. Manuel Gonzalez- ADM Mills 	
Discussion:		
<ol style="list-style-type: none"> 1. <u>Opening Remarks:</u> <ol style="list-style-type: none"> 1.1. The meeting was called to order at 10.00 a.m. by Mr. Martin Alegria, Chair of the Project Execution Group, who then welcomed all of the meeting participants. 1.2. The Chair took some minutes to recall the passing of one of the most active members of the Chemicals Management Activities in Belize, and acknowledged the great contributions made by the late Dr. Anil Sinha. 		

2. Review of Minutes of the Fourth PEG Meeting

- 2.1. A motion was made by Mr. Lorin Frazer and seconded by Mr. Emerson for the approval of the minutes of the 4th PEG meeting, with the minor changes made, which included, the following:
- 2.1.1. Section 5.7. should now read “The \$100,000 budgeted for the procurement of Mechanical Cane Harvester was allocated for the procurement of two tractors and equipment which will serve to promote and engage farmers to eliminate the second burning”.
 - 2.1.2. Section 8.1. should now read “The meeting was adjourned at 4:00 p.m. to reassemble at 10:a.m.
 - 2.1.3. Section 9.1. should now read “The meeting was reassemble within being called to order at 10:00a.m. by Mr. Aldo Cansino, Environmental Officer, who then welcomed all of the meeting participants to the second day session. He proceeded by giving a recap of the previous day session and mentioned that the recommendation provided by the PEG was incorporated in the AOP and the 1st Quarter 2016 Stage Plan and that Mrs. Correa-Cobb would provide a brief presentation on it.”
 - 2.1.4. Section 9.4. should now read “ Mrs. Correa-Cobb requested the approval of Q1-2016 budget. The PEG approved a total budget of USD \$27,895 for 1st Quarter 2016 Stage Plan and a total budget of USD\$365,079 for 2016 (USD \$348,079 GEF Funds and USD \$ 17,000 UNDP Co-funding).”

3. Matters Arising from the Minutes

The updates below were given by the Project Manager:

- 3.1. (Page 3, section 5.3)- The DOE urged ADM Belize Mills to repackage and quantify the PCB contaminated oil. ADM Belize Mills hired Dr. Henry Alegria as the consultant to undertake such services. ADM Belize Mills has purchased the UN drums and has sent samples of the contaminated oil for testing to Canada, to determine the concentration of PCB in the oil. The testing has taken more time than expected because the samples were extremely dirty and are being cleaned by Florisil chromatography and further cleaned with acid and alumina. Since there is no technology to dispose of the contaminated oil in an environmentally safe manner, the DOE urged the Belize ADM Mills to finalize the repackaging and quantification for inclusion into this project, regardless of the finding.
- 3.2. (Page 4, section 6.11)- The Belize Chemicals and Waste Management Project is currently being audited and the UNDP is responsible for providing support services regarding this process. The PMU was not consulted on the formulation of TOR for the auditing services nor part of the bidding/selection process. The auditing services UNDP contracted are from Baker Tilly Hulse and will cost a total of BZD \$18,225. As per the project document, the allocated funds for auditing under component 3: Monitoring, learning, adaptive feedback, outreach, and evaluation is a total of BZD \$6,000 for the three years. This cost exceeds the approved budget for auditing services when amalgamating the budget for the three years. This request for an additional cost of BZD \$14,225 which was not budgeted for in Q1 2016 and now needs to be included in Q2 2016 budget. The auditing is due end of March. Upon finalizing the audit, the auditing company will be paid in full.

4. Results of the verification, Classification and Inventory Consultancy

- 4.1. The Project Manager gave a brief report of the results of the verification, classification and inventory consultancy. The total quantities of pesticides and unknowns are as follows:
- ✓ 24 MT of DDT (225 drums)
 - ✓ 150 Kg -recovered spilled DDT and DDT contaminated packaging material (5 drums)
 - ✓ Aldrin 0.09 Kg
 - ✓ 4.3 MT and 2,000 Litres of Pesticides
 - ✓ 2.2 MT and 77 Litres of unknown chemicals
- 4.2. The Project Manager outlined and presented the nine (9) recommendations from the verification consultancy.
- 4.3. If the pesticide owners want to take the opportunity to dispose of their “unknowns” under this Project, the pesticide owners are required to repack and perform the necessary testing of the unknown chemicals, so as to properly identify the chemicals.
- 4.4. The funds for the disposal of POPs is limited and the PEG will need to decide if the disposal consultancy will consider both the known obsolete pesticides and unknown chemicals.
- 4.5. The Project Manager mentioned that the PMU cannot at this time ascertain if the funds available is sufficient to cover the cost to dispose of all the stockpiles. The PMU is only taking a proactive approach and engaging the pesticide owners to convince them in bearing some of the cost for the disposal of the obsolete pesticides and unknown chemicals will bear, in order to avoid a situation that may cause the bids not to be considered due to insufficient funds.
- 4.6. The Chair requested the PEG to focus on the objective and the priority of the project. The priority of this project is the disposal of POPs. We should not waste time on this issue of pesticides, if it becomes problematic.
- 4.7. Mr. Canto mentioned that based on the FAO guidelines, some of the chemicals can be disposed of by further dilution.

5. End of stage Report- 1st Quarter Activities

- 5.1. The Project Manager presented the end of stage reports, whereby it was outlined that the expenditure for Q1 was USD \$ 16,192.95 and highlighted that the delivery was very low due to the delays in the submission of the final report of the verification consultancy.
- 5.2. The activities that were not completed in Q1 are moved over to the upcoming quarter (Q2).
- 5.3. The Project Manager reported that Belize Chemicals and Waste Management Project is currently being audited.
- 5.4. Ms. Andrade explained that based on the expenditure for 2015, which exceeded the threshold of USD\$300,000, the project required to be audited. A request for quotation was sent out,

- where three companies submitted bids, Moore Steven, Houvert International and Baker Tilly Hulse. Baker Tilly Hulse, who is currently the auditing company which was the cheapest bid.
- 5.5. Ms. Andrade mentioned that auditing activity comes out of component 3 which was budgeted with USD \$41,000 for the midterm evaluation, final evaluation and auditing. She explained that because the purchasing of the vehicle came out to USD \$36,000, USD \$12,000 was taken out from component 1, 2 and 3, leaving a balance of USD \$29,000. Taking out the auditing cost of USD \$9,112.50 from the USD \$29,000, the balance of USD \$19,887.50 remains for the midterm and final evaluation. This should be more than enough since a final evaluation should cost around USD \$9,100 and the midterm evaluation normally cost less.
 - 5.6. Ms. Andrade further mentioned that as per the discussions she had with Ms. Diane Wade-Moore, who is the project portfolio manager, as it relates to this project UNDP does not foresee any more financial audit to be done.
 - 5.7. Ms. Andrade further mentioned that for this year the AOP has budgeted a total of USD \$12,000 for the auditing and the midterm evaluation.
 - 5.8. Ms. Andrade mentioned that there is a fixed TOR for the midterm evaluation that is provided by the GEF and agreed to forward to the Project Manager.
 - 5.9. Ms. Andrade explained that at the end of Q2, the yearly budget can be revisited to make changes either to increase or decrease the 2016 budget.

6. Presentation of 2016- 2nd Quarter Stage Plan

- 6.1. The Project Manager proceeded to present the Q2, 2016 Stage Plan, and outlined the different activities to be carried out during quarter two (April to June 2016), along with the allocated budget.
- 6.2. A total budget of **\$87,682.50** was approved for Q2 2016. The Q2 2016 budget was approved as follows:
 - 6.2.1. USD \$1,000 for the advertisement of TOR for the Strategic and SWOT analysis consultancy for the Pesticide Control Board;
 - 6.2.2. USD \$100 for the screening of bids for the Strategic and SWOT analysis consultancy for the Pesticide Control Board;
 - 6.2.3. USD \$2,900 for the contracting and initiation of the Strategic and SWOT analysis consultancy for the Pesticide Control Board;
 - 6.2.4. USD \$1,300 to continue the public information sessions with residents of nearby communities of the Burrell Boom transfer station;
 - 6.2.5. USD \$1,500 for the work experience session;
 - 6.2.6. USD \$200 to conduct meeting to review the RFP/TOR for the disposal consultancy and the payment of stipends to experts for assistance;
 - 6.2.7. USD \$50,000 for the contracting and initiation of the POPs disposal consultancy;
 - 6.2.8. USD \$200 for meetings to complement the disposal consultancy;
 - 6.2.9. USD \$300 for knowledge transfer meeting with SIRD I and Santander;
 - 6.2.10. USD \$10,000 for SIRD I to continue promoting green harvesting;
 - 6.2.11. USD \$9,112.50 for the auditing services;
 - 6.2.12. USD \$200 for PEG meeting;

- 6.2.13. USD \$10,050 for salaries for the PMU;
- 6.2.14. USD \$320 for travel expenses and;
- 6.2.15. USD \$500 for office supplies.

7. Other Matters

- 7.1. The Chair requested the PEG Members to sensitize their new superiors, so as to advocate for the passage of the long out-standing National Integrated Chemicals Management Bill.
- 7.2. The Chair raised the issue of the stockpile of obsolete pharmaceuticals from the MOH, and highlighted the urgent need for all PEG members to convince their Ministries to advocate and push for the passage of the Chemicals Management Bill to avoid this types of situations.
- 7.3. The Chair presented the PEG Members with a request from the consultant for the Verification Consultancy (submitted a letter to the PMU) requesting for additional remuneration to compensate for the unexpected additional works executed under the consultancy. He requested the PEG to consider and decide to either approve or not this request.
- 7.4. After some discussions & deliberation on details of the request, including identify possible resources of these funds, a motion was made by Mr. Glenford Baptist and seconded by Mr. Emerson Garcia for the approval of the USD \$2,800 as compensation to Dr. Carrias for its effort and time (seven (7) additional working days at a rate of BZD \$800) spent in conducting additional duties in the assessment and organization of storage sites which was necessary due to the deplorable condition of some sites. The PEG then unanimously approved the request for the payment of USD \$2,800 to Dr. Carrias.
- 7.5. PMU agreed to send the signed copy of the letter to all PEG members, and to identify where the USD 2,800 will be obtained from the project's budget.

8. Adjournment

- 8.1. The meeting was adjourned at 11:30 a.m.

respectfully,

submitted by:

Signature

Name

Designation

Date Signed



Zena Waight

Administrative assistant

May 10, 2016

endorsed by:

Signature

Gisel

Name

Gisel Correa-Cobb

Designation

Project Manager

Date Signed

May 10, 2016