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United Nations Development Programme Belize

Enabling Activities for the Preparation of Belize's Third National Communication to the UNFCCC

ANNUAL PROJECT REPORT 2012

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Project ID: 00076372
Duration: October 2011 - September 2014 years
Component (MYFF):
Total Budget: \$723,000
Unfunded: \$480,000
Implementing Partners/Responsible parties: UNDP

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Executive Summary

During the reporting period, the expected results of Enabling Activities for the preparation of Belize's Third National Communication to the UNFCCC is to strengthen Belize's technical and institutional capacity to assist the mainstreaming of Climate Change activities into sectoral and national developmental planning priorities; specifically referring to Components 2 and 3 in this reporting period. The project is expected to contribute to the building of information/ knowledge regarding national sources of GHGs, the impacts of climate change on sustainable social and economic development, highlighting the potential which exist for opportunities to abate the emissions, and setting priorities for national adaptation measures.

In support of the realization of Component 2, the project has identified a remarkably known institution to aid the GOB in facilitating the training of Government Officers along with other key nationals to complete the GHGI. This institution has been contracted as the GHGI Coordinator and will also ensure that the GHGI component of the TNC is completed while providing the GOB with a training curriculum for ongoing capacity building amongst nationals for future inventories.

For component 3, a comprehensive Terms of Reference has been produced and approved by the PEG and the Ministry of Forestry, Fisheries and Sustainable Development for the development of an integrated vulnerability and adaptation assessment for five key sectors: agriculture, water, coastal development, tourism and fisheries. The project will be teaming up with various organizations conducting other vulnerability studies in other regions of the country so as to best incorporate those studies into the TNC V&A.

The information gathered from these exercises will be used to better manage/ address climate change at the local and national levels.

I. Context

UNDAF Outcome: By 2011, national frameworks and capacities are in place enhancing the ability to adequately address adaptation to and mitigation of the impact of disasters as well as the comprehensive, equitable, sustainable and effective management of the nation's natural resources.

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:
Promoting adaptation to climate change

UNDP Strategic Plan Secondary Outcome:

Expected CP Outcome(s): 3.2 An operationalized framework for the national integrated Sustainable development strategy developed

Expected CPAP Output (s):

3.2.1 Strengthened national capacity in dealing with legal and regulatory frameworks under Multilateral Environment Agreements, allowing for adequate mainstreaming of these conventions into national policies and strategies.

3.2.2 Increased national capacity to effectively address vulnerability and adaptation to climate change.

The key implementation partners are the Ministry of Forestry, Fisheries and Sustainable Development, the National Climate Change Office (Secretariat of UNFCCC and NCCC); National Climate Change Committee, State agencies including: Forest Department, Coastal Zone Management Institute; Fisheries Department; Ministry of Agriculture, National Meteorology Department, Non state counterparts: Programme for Belize, Ya' axche Conservation Trust, Southern Environmental Alliance, Belize Audubon Society. The direct beneficiaries are the key responsible agencies for the National Communications and functioning as secretariat of the UNFCCC along with other partners who will benefit from the outputs produced under the TNC.

II. Performance Review¹

The Enabling Activities for the Preparation of Belize's Third National Communication to the UNFCCC primary focus in 2012 was for the completion of the Greenhouse Gas Inventory (GHGI) and the commencement of the Vulnerability and Adaptation Assessment Components of the National Communications.

In the first quarter of 2012, the country had its general elections which had impacted the project activities. General elections took place on 7th March 2012 which led to a reshuffling and the creation of new ministries within Central Government. With these changes, the PMU was transferred to the newly formed Ministry of Forestry, Fisheries and Sustainable Development. The project had to relocate its office and sensitize the new Minister and Chief Executive Officer on the TNC project and other related Climate Change issues. As a result of this change, the Project had a change in direction and flow of activities especially pertaining to the GHGI.

¹ Overall the Project's Performance review is being considered within the context of the National Protected Areas System Plan and rated based on the following scale: **Highly Satisfactory (HS)**: no shortcomings; **Satisfactory (S)**: minor; **Moderately Satisfactory (MS)**: moderate; **Moderately Unsatisfactory (MU)**: significant; **Unsatisfactory (U)**: major; **Highly Unsatisfactory (HU)**: severe; **Not applicable (N/A)**; **Unable to assess (U/A)**.

Under the former Ministry of Natural Resources and the Environment, the GHGI data for each sector was assigned to various contract officers to report on. These officers were responsible to collect the data needed to analyze the GHGI information under their respective sectors. Under the leadership of MNRE, this was seen as the most fit way to conduct the inventory, but due to the changes made in Central Government the coordination of these activities would have been more of a challenge than it already was especially since these officers had their normal Government duties and responsibilities and still had to manage to fit the inventory into their daily schedules. The PM seeing these challenges had arranged a meeting with the former Project Manager for the SNC to seek the best way forward. The PMU along with the Chief Executive Officer of MFFSD in consultation with the former SNC PM had a meeting on 23rd May 2012. This meeting resulted that it should be recommended to the PEG that consultants in past GHGI be contacted to bid for available consultancies and that the TORs be adjusted for a government technical person be assigned to work closely/team up with each consultant so as to build their capacities and to transition the institutionalization of the inventory. This will better allow the sustainability of the reporting process for this present and future inventory since officers will be given a one-on-one training while working along with the consultants; this would also save time and resources lost under the former GHGI direction.

This decision was even more seen best fit due to the lack of technical experience in the GHGI by the contract officers. Because in a previous session held on 3rd May 2012 with the former SNC PM and a statistical expert used to validate the past GHGI worksheets had convened a meeting to validate the data collected up to date by the contract officers that was previously collecting the data under the MNRE. In validating the data, it was determined that the number and the quality of the data submitted to the PMU by these data collectors were deficient.

This recommendation was presented to the TNC-PEG in its first meeting held on July 31st, 2012. The PEG after hearing the results of these meetings previously held to seek the best way forward for the GHGI and to concede the PRODOC's institutionalization of the inventory, and then came up with another solution to allow the sustainability of the GHGI Process. The PEG recommended that an institution/ consultant act as the GHGI coordinator who will develop a curriculum and train government technical officers assigned by key ministries for the GHGI Process. The GHGI coordinator will also ensure that the GHGI component of the TNC is completed.

When it comes to component three, the Vulnerability and Adaptation Assessment exercise of the Third National Communication, the TOR was developed and revised several times to enhance the work to be conducted under this activity. The final TOR for an integrated V&A assessment to be conducted under the TNC and complimenting National GCCA: Component 3 projects were approved by the PEG and MFFSD in December 2012.

The Project Execution Group

Formerly under the MNRE, the Belize National Climate Change Committee (BNCCC) would serve as guidance to the TNC Project. The PMU seeing that this was not efficient due to the many activities the project needed to conduct with approvals and the challenges the National Climate Change Office was facing to obtain quorum for the BNCCC meetings to convene; the PMU decided to form the TNC-PEG with various representatives from key ministries and organizations for efficient and effective execution of project activities under the TNC.

The performance of the project is assessed as being "**moderately satisfactory**" for 2012.

Progress Review

As a part of mainstreaming environment and energy, and promoting climate change adaptation, the TNC Project aims at building capacities nationally especially within the government sector and other key sectors to conduct and complete the GHGI for the national communications and for biennial reporting to the UNFCCC. By doing so, the Government of Belize can better be informed of the data produced by the GHGI and how important this data is to inform national development planning, strategies and action plans.

In collaboration with the TNC, the NCCO also has two on-going projects that complements the activities of the TNC. These projects are a national and a regional GCCA projects which both has components to building national capacities. The National GCCA Component three is specifically aimed at identifying present capacities within the government to help manage climate change (CC), identify the gaps in managing CC and in building capacities both within the public and academic sectors to better facilitate the management of CC within Belize.

Under the TNC and the GCCA Projects, an integrated V&A assessment will be conducted. This will better inform nationals of the vulnerabilities present within the five sectors of study and measures Belize can take to better adapt to CC in these five sectors.

All three projects has components to address public education, outreach and awareness activities both to the public sector (GOB) and the general public (nationals).

The collaboration of projects to enhance the work of the TNC is rated as "**satisfactory**" for 2012.

1. Overall Progress Towards the CPAP Outcome and Output(s)

CPAP Outcome 3.2.1 Strengthened national capacity in dealing with legal and regulatory frameworks under Multilateral Environment Agreements, allowing for adequate mainstreaming of these conventions into national policies and strategies.

Belize General Elections had impacted the activities of the project planned for 2012 and in so doing affected the CPAP Outcome 3.2.1. The change in central government has now shifted the project direction to ensure that national capacities are built and strengthened in the area of climate change especially for the GHGI which should be a continuous reporting process.

Also, after sensitizing the new Minister and CEO, they have fully understood the importance of CC in Belize, in the regional and even international level. Because they now understand the importance of CC, they will better be able to help facilitate the advancement of the project activities in the new upcoming project year.

In meeting CPAP Outcome 3.2.1, the project is rated as "**moderately unsatisfactory**" for 2012.

CPAP Outcome 3.2.2 Increased national capacity to effectively address vulnerability and adaptation to climate change.

CPAP Outcome 3.2.2 will be addressed through the Regional and National GCCA in collaboration with the TNC Project through the integrated V&A assessment to be conducted under these projects. Other NGOs has also contacted the TNC PMU to present project ideas for conducting V&A assessments in smaller communities and various sectors. The PMU hopes that these national studies can all be linked after approval is granted from the PEG and BNCCC. During the

course of these assessments, awareness will be built capacities will be strengthened in the area of CC adaptation.

In meeting CPAP Outcome 3.2.2, the project is rated as "**satisfactory**" for 2012.

2. Capacity Development

In 2012, various capacity building training workshops took place and nationals were identified to participate in these training workshops. Capacity development is assessed as being "**moderately satisfactory**". The capacity development exercises are:

- GHG V&A and mitigation workshops were conducted in July 2012. Three nationals attended the workshop onsite and various nationals participated online along with the NCCO team in Belize. Lessons learnt and possible ways to improve these studies in countries were discussed. Participants were taught the importance of these studies and how to go about to conduct these studies.
- In October, the PM had completed a three months online training course hosted by KOICA and the Mexican Embassy on Climate Change and Green Growth. In this course, the PM was exposed to an introduction in CC, GHGI, Adaptation and Mitigation, Climate Modelling and the Green Growth initiative. The course concluded with a one week onsite-training session in Mexico City.
- In September, the PM attended a workshop in Jamaica on "Programmatic CDM and NAMA's Caribbean Workshop." This workshop was to better allow participants to understand PoAs and NAMAs, how they can be structured to improve countries mitigation efforts.

3. Impact on Direct and Indirect Beneficiaries

Direct Beneficiaries

As noted under section I. Context, the direct beneficiaries of the project are the Ministry of Forestry, Fisheries and Sustainable Development, the National Climate Change Office (Secretariat of UNFCCC and NCCC), the National Climate Change Committee, and state agencies including: Forest Department, Coastal Zone Management Institute, Fisheries Department, Ministry of Agriculture, National Meteorology Department who will all benefit from the information produced in the output of this project. These bodies will better understand CC and how to manage CC. Decision making bodies such as the NCCC will be better informed for their decision making when it comes to CC issues.

To further elaborate on the direct beneficiaries; kindly refer to Figure 1 and 2 below.

Figure 1 shows the GHGI Team that will be contacted to be trained and conduct the GHGI component for the TNC. This is the proposed team that will ensure the success of this inventory. The success of the team is undetermined at the moment since the GHGI process is presently in its initial stage following the decision made by the PEG. The impact on the GHGI beneficiary is rated as "unable to assess" for 2012.

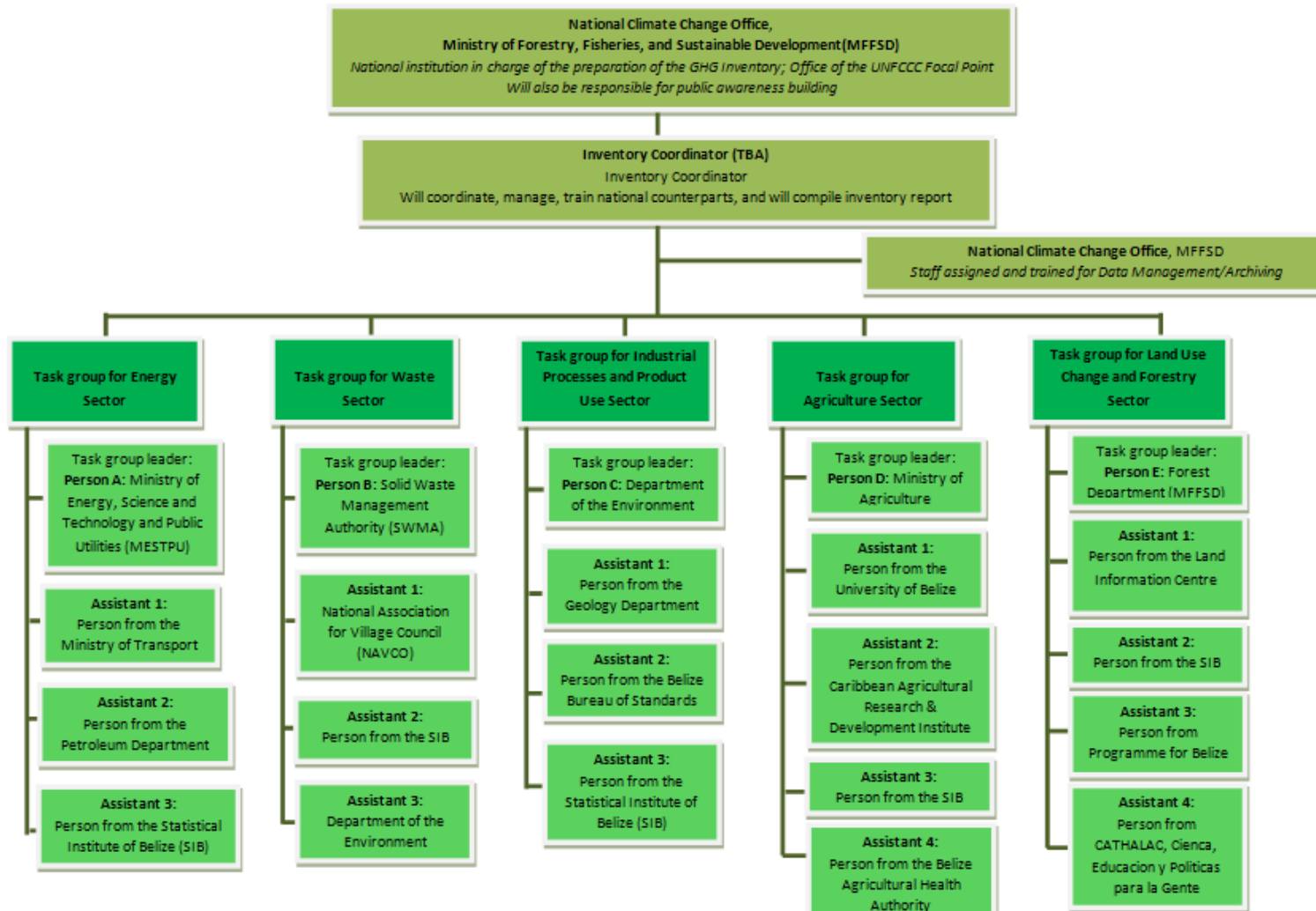
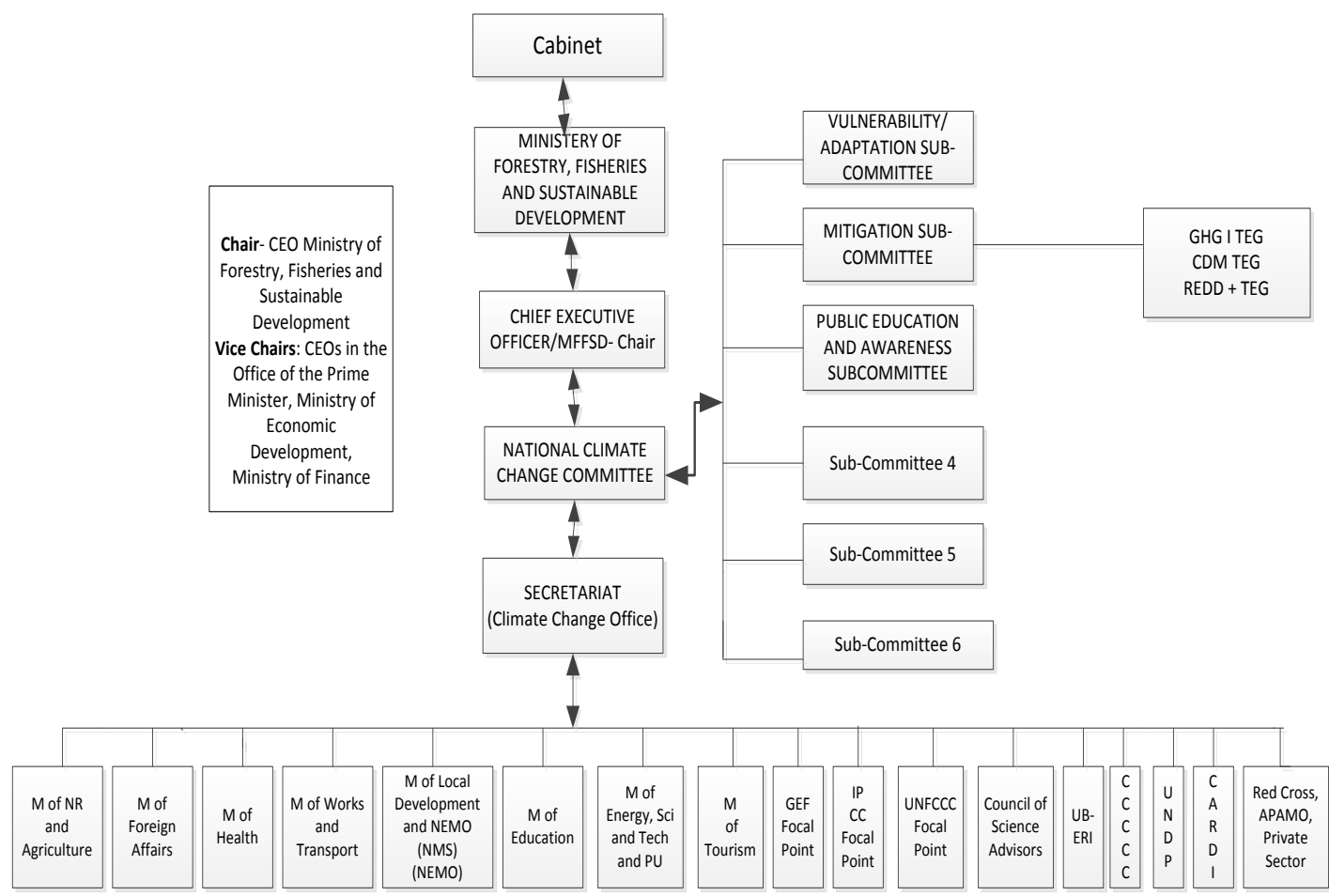


Figure 2 showing the Belize National Climate Change Committee flow of information chart with members of the committee. The BNCCC will be intimately involved in the creation of the comprehensive national climate change policy, strategy and action plan. They will also aid the NCCO with the mainstreaming of CC into development strategies and plans using the outputs from the TNC project to better inform and guide their decisions. . The impact on the BNCCC beneficiary is rated as "unable to assess" for 2012.

ANNEX 1

BELIZE NATIONAL CLIMATE CHANGE COMMITTEE CHART



The impact as a direct result of project deliverables was limited due to a low project execution. The main impacts received were from lessons learnt to the MFFSD and the NCCO; these impacts are rated as "**moderately satisfactory**".

Indirect Beneficiaries

Indirect beneficiaries are non state counterparts such Programme for Belize, Ya' axche Conservation Trust, Southern Environmental Alliance, Belize Audubon Society and other supporting NGOs and Academia. These agencies can also benefit from the results of the reports produced to enhance their research planning.

Impact as a direct result of project deliverables are "**unable to assess**" since no reports were produced in 2012. Results of studies conducted by these bodies will be reviewed and if possible the literature may be incorporated to improve the project results. These organizations will also be members of the larger stakeholder bodies and will be consulted throughout the development of project reports.

Implementation Strategy Review

Under the Regional and National GCCA Projects and the TNC Projects stakeholders, the BNCCC, CEOs and Ministers will be informed of CC activities and their roles and responsibilities in CC. To date under the Regional GCCA Project, the CCCCC has held a retreat to sensitize CEOs within government on CC. In the upcoming year (2013), retreats and workshops will be held to sensitize various decision making bodies within the Government of Belize.

The overall implementation strategy review is being rated as "**satisfactory**" for 2012.

1. Participatory/Consultative Processes

The TNC project and the GCCA projects need the participation and support of its key stakeholders and advisory bodies for the project to be successful and meet its deliverables.

- A. The GHGI Team is currently being convened under the TNC Project.
- B. A first meeting of the PEG and a first meeting of the BNCCC with its revised membership along with its various subcommittees were convened in 2012. The subcommittees under the BNCCC will be functioning as the Technical Advisory Committee (TAC) for the TNC and GCCA Projects along with other present and upcoming projects to be managed under the NCCO.

The participatory/consultative process is assessed as being "**satisfactory**" for 2012.

2. Quality of Partnerships

Table 1 below shows a summary of the stakeholders and their roles in the project implementation; the quality of these partnerships are rated as "satisfactory - moderately satisfactory" in 2012.

Stakeholders	Form of participation in Project Implementation (roles and responsibilities)	HOW THEY HAVE CONTRIBUTED
National Climate Change Office and the Policy Coordinating and Planning Unit of the ministry of natural Resources	These Units within the MNRE represent the government agencies responsible for programming, implementation and monitoring of project activities.	The NCCO is executing the project and is no longer under the MNRE. The PCPU is under the MNRA; they had initiated the data collection for the GHGI under the former MNRE. The PCPU no longer assist the project for the GHGI after the change in central government.
Forest Department, Solid Waste Management Authority, Department of Environment, Agriculture and Fisheries Department and Policy Coordinating and Planning Unit of the Ministry of Natural Resources	These entities will participate directly in the gathering of base information and the execution of greenhouse inventory models. As the project's Executing Entities, the Forest Department and the Fisheries Department They are responsible for all technical decisions and the effective and efficient use of resources to achieve the goals established in the annual work plans and project objective.	These entities were contacted to participate in the training exercise and the completion of the GHGI. Unable to further comment on these entities since the training will officially commence in 2013.
Coastal Zone Management Authority and Institute (CZMAI)	The CZMAI will advise on Coastal Vulnerability Assessment, ensuring synergies among project components and ongoing national efforts in coastal development through its monitoring and research programs.	The V&A assessment has not commenced as yet but this entity will be consulted with throughout development of the report.
The Caribbean Community Climate Change Center (CCCC)	The 5C's will provide technical backstopping to the national process. The Center will lend its expertise to the country of Belize in the identification of appropriate process methodologies and providing oversight and guidance to the assessment processes ,GHGI	The CCCCC already functions in the capacity of providing technical support/advice. They have been directly contracted to assist the country with institutionalizing the GHGI process.
The National Emergency Management Organization (NEMO)	The NEMO will participate directly in the national vulnerability assessments. As advisors NEMO will work with experts to adequately demonstrate linkages between Climate Change and Disaster Risk Management within developed knowledge products.	The V&A assessment has not commenced as yet but this entity will be consulted with throughout development of the report.
National Climate	The NCCC will play a crucial role in	The V&A assessment has not

Change Committee (NCCC)	advising on the execution of Vulnerability and mitigation Assessments and in the execution of the Public Awareness Component of the project. This group will facilitate coordination of project activities and ensure mainstreaming of project actions within on-going national efforts of formalizing national structures for climate change governance as well as advising on national planning efforts.	commenced as yet but this entity will be consulted with throughout development of the report. This committee will also be consulted for the CC policy strategy and action plan and various other activities under the NCCO.
Ministry of Natural Resources and Environment (MNRE)MFFSD	The MNRE is the Responsible Partner for reporting and coordination of efforts between the GOB and GEF. The MNRE will play a major role, together with the MAF, to provide guidance for the development of the regulatory framework for a sustainable NPAS.	This responsibility is now under the newly formed Ministry of Forestry, Fisheries and Sustainable Development (MFFSD).
Ministry of Forestry, fisheries and Sustainable Development (MFFSD)	The MFFSD is the Responsible Partner for reporting and coordination of efforts between the GOB and GEF.	MFFSD houses the NCCO and helps the NCCO in ensuring that project outcomes are met in a timely and efficient manner.
United Nations Development Program (UNDP) Belize	UNDP Belize will serve to ensure transparency and accountability in project delivery and comply with all the commitments and duties in its capacity as the GEF Implementation Agency. The UNDP CO will provide technical support and assistance to the project's Executing Entities.	The UNDP aids the project to ensure that project work plans, reports, etc. are up to date and that project activities are transparent and accountable.

3. National Ownership

The criteria for assessing national ownership are the following:

- joint decision-making with national counterparts;
- involvement of national counterparts in the definition of priorities, planning of project resources allocation and/or reporting;
- joint monitoring and evaluation;
- allocation of national resources or in-kind contributions to the project;
- embedded staff.

Based on the criteria for assessing national ownership, it can be said that national ownership was "**satisfactory**" in 2012. The implementation progress of the project was slow; therefore, indicates that the national ownership needs to be strengthened. The project had encountered many challenges in 2012 and the PMU had to determine best solutions to overcome these challenges despite that most of the problems encountered was beyond the control of the project.

Additionally, the TNC Project has a vulnerability and adaptation assessment component which aims to assessing the vulnerabilities and adaptation measures in the agriculture, water and coastal development sectors. The National GCCA project being executed by the NCCO-MFFSD is also to

conduct V&A assessments in the agriculture, tourism and fisheries sectors. The NCCO-MFFSD has decided that because both these projects are being managed by the office that rather than producing several V&A assessment studies that these two activities be merged to produce an integrated V&A Assessment so as to output a more comprehensive study. In collaboration with these projects, the CCCCC is implementing the regional GCCA project and under this project a vulnerability and adaptation assessment will also be conducted in the agriculture sector. The office was also informed of other V&A assessments being managed by NGOs; these studies will be in coastal communities. The NCCO-MFFSD would like to work along with these various initiatives to expand the scope of the V&A assessment to be reported in the TNC. Within these studies, because the coastal development, coastal communities and tourism sector will be assessed, it is also recommended by the NCCO-MFFSD that the Ministry of Tourism be closely consulted so as to ensure that various aspects of the tourism master plan can be incorporated and/or expanded upon.

Furthermore, the GHGI exercise is an exercise that should be incorporated and owned by governments as part of their obligation to the convention. Belize is working towards institutionalizing this process within the Government of Belize. This will be done through various training workshops with the GHGI team proposed (various government institutions, NGOs, and other key organizations; refer to the Figure 1 shown under Progress Review Section 3. Impact on Direct and Indirect Beneficiaries), which was also approved by the TNC-PEG, and first-hand experience by actually conducting the data collecting, processing and reporting with the technical guidance of the GHGI Coordinator. The training materials and reports will also be housed in the PMU for future GHGI and training if necessary within the government.

With these activities incorporating the technical assistance of nationals, it can be said that in reference to the V&A and the GHGI that national ownership is rated as **"unable to assess"** since these exercises has not commenced or is still in the mobilization phase.

4. Sustainability

In the past two National Communications (NC), consultants were hired to conduct the GHGI component of the NC. This did not allow for sustainability of the process since consultants may move on to other initiative which has shown to be the case with the TNC; some of the consultants in former GHGI exercises are currently out of the country or deceased. To avoid this reoccurrence, the GOB through the MFFSD has decided that the best way forward to ensure sustainability of this process is to institutionalize the process within the GOB and have officers assigned by their Ministries or Departments to be responsible for the completion of this process for their respective sectors. So far, Ministries and Departments have already been contacted to nominate an officer to the task and nominations are already being confirmed. These officers will start training for the GHGI process in February of 2013; the exercise is expected to be completed by December 2013. As a result of this exercise, a GHGI database and other CC related documents will be housed within the NCCO records and files.

If this plan for sustainability is properly implemented and supported by Ministries/Departments then sustainability of the GHGI can be rated as **"satisfactory"**. In the meantime, it is rated as **"Unable to Assess"** since it is still in the initial stage.

Climate change is cross sectoral and is the responsibility of the secretariat to coordinate and manage all activities pertaining to CC. In order to effectively and efficiently do so, the BNCCC has convened its first meeting of the new membership (CEOs, HODs and General Managers level) with various arms of technical officers as members of the various subcommittees and technical expert groups (TEG) under the BNCCC. Such subcommittees and TEG includes the mitigation subcommittee,

vulnerability adaptation subcommittee, public education and outreach subcommittee, the GHGI TEG, REDD+ TEG, and CDM TEG; all of which will convene their first meeting in 2013 except for the mitigation and REDD+ which has already been convened. Minutes of these meetings will be filed and kept on record in the NCCO's Committees, subcommittees and TEG meetings files.

If the flow of communication of the BNCCC and its subcommittees and TEG is maintained, then the sustainability of the work to be completed by these bodies of people will be efficient. Since these bodies still need to be convened or are in their early start-up phase, this organizational flow of information and the tasks to be accomplished by them is rated as “**unable to assess**” for 2013.

Management effectiveness review

1. Timely Delivery of Outputs

The table below briefly assess if outputs and/or annual output targets were achieved in accordance with the schedule in the AWP. Indications of the achievement for the expected output or annual output target

Expected Results/Outputs	Activities/Tasks	Update on Results/Output (On schedule, ahead of schedule, delayed)	Reasons for status of results	Recommendations (as applicable)	Achievement/ Estimated time for achievement
Outcome1: Updating of National Circumstances					
Output 1.1. National Circumstances reviewed and updated	1.1.1 Local Consultant hired for the Drafting of the National Circumstances section	Delayed	Project had a change in direction and flow of activities due to the March 2012 elections.	Based on the recommendation of the former project manager for the INC and SNC, the National Circumstance should be one of the final components to be completed for the TNC since it reflects information provided in other components of the NC.	Will be completed in 2014.
Outcome 2: Completed National Green House Inventory Assessments					

Output 2.1. Establishment of procedures to validate and improve national data for land-use, land use change and forestry (LULUCF) at the national level	2.1.1 Collection and Analysis of Biomass data	On going	The data was received. The Ministry has recently finalized their MOU with CATHALAC for the analysis of the data and other activities.		Biomass data obtained.
Output 2.2 The GHG inventory team assembled and contracted	2.2.1 Hiring of Institution to provide technical support and guidance to the GHGI team	Completed	Direct contracting of the CCCCC to assist with building and coordinating national capacities for the institutionalization of the GHG Inventory (refer to PEG minutes 1).		Institutional Contract signed
	2.2.2 GHG data collectors identified to work on the GHGI	Ongoing	Letters for nomination of GHG data collectors sent out to key ministries and private sector sent out. Awaiting response.		
Output 2.3 Methodologies for GHG inventory estimates analyzed, selected and validated	2.3.1 Support Task Groups through training, to utilize IPCC methodology to conduct Inventory Assessments	Delayed	Contract signed December. First deliverable includes orientation session and introduction on IPCC methodology.		Planned for February 2013
Output 2.4 Collect GHG inventory data and complete the IPCC workbooks	2.4.1 Conduct data validation sessions with various task groups	Delayed	Contract signed December 2012. Data collection commences January 2013.		Will commence as soon as the teams start collecting data; based on the work

					plan of the GHGI Coordinator.
Outcome 3: Programmes containing measures to facilitate adequate adaptation to climate change (Integrated Vulnerability & Adaptation Assessments)					
Output 3.1 Vulnerability and Adaptation Assessment of Water Resources, Agriculture and revision of the V&A Assessment of the Coastline	3.1.1 Hiring of consultant/team to commence assessment of the three sectors	Delayed	Because of the complimenting GCCA Project, the TOR was recalled internally and revised to reflect an integrated study of five sectors rather than three. GCCA project had a late start hence the revision was late.		Will commence by March 2013
			TOR will be advertised Q1-2013		Will be advertised in February 2013
Output 3.2 Elaborate comprehensive national adaptation policy	3.2.1. Coordinate national Climate change Committee's participation as well as technical sub-committees for input into Adaptation Policy and strategy development	Ongoing	TOR developed. Currently, undergoing internal revision so as to include complimentary components of the GCCA project before a call for proposal is issued		Should be finalized by the end of Q1-2013
	3.2.2 Training of key government technical staff on Vulnerability and Adaptation Assessments	completed	UN-CGE held an onsite and online simultaneous training on V&A. Key ministries participated.		
Outcome 4: Programmes containing measures to abate (Mitigate) climate change					
Output 4.1 Identify programmes containing measures to mitigate CC	4.1.1 Training of key government technical staff on Mitigation Assessment	Completed	UN-CGE held an onsite and online simultaneous training on mitigation. Key ministries participated.		

Outcome 5: Public Education and Awareness information dissemination and Capacity Building					
Output 5.1 CC and Cc issued socialized across public sector and school aged populations	5.1.1 Hiring of consultant/team to commence design of education toolkit	Delayed	TOR developed. Currently, undergoing internal revision so as to include complimentary components of the GCCA project before a call for proposal is issued		Should be ready by the end of Q1-2013
Outcome 6: Compilation, Drafting , Production & Dissemination, processing for acceptance as national report					
Output 6.1 Compilation, Drafting , Production & Dissemination, processing for acceptance as national report	6.1.1 Printing of SNC	Ongoing	Procurement in process.		Sent to print in Q1-2013
Outcome 7: Project Management					
Output 7.1	7.1.1 Support of Project Coordinator	Ongoing	This is a continuous progress.		For the life of the project
	7.1.2 Support Project Finance/ Administrative Assistant	Ongoing	This is a continuous progress.		
	7.1.3 Audit	Completed	2011 Audit Completed.		For the life of the project

Due to uncontrollable measures such as the March 2012 general elections (as noted in Section IV of this report), the delivery of project outputs were severely impacted. Because these measures were beyond the control of the project and the necessary counter-measures identified by the PMU were undertaken in order to try and control the rate deliveries, the timely delivery of the project outputs is rated as **“moderately unsatisfactory”** for 2012.

2. Resources Allocation

In 2012, the project expended a total of \$122,181 (\$92,634 from the GEF and \$29,547 in co-financing). The proportion of other project cost is greater in comparison with the development activity cost. This was as a result of various activities that took place throughout the year. One of the major disturbance in the flow of project activities were the March 7th, 2012, general elections which resulted in a changes in Central Government such as the formation of new Ministries namely the Ministry of Forestry , Fisheries and Sustainable Development which was the new custodian of the CC portfolio. The project had to relocate to a new ministry building and there was a lag in the setting up as would normally be encountered with the relocation of any office. The other project cost was also high due to the additional tasks given to the PM to be completed by the short-staffed NCCO. This issue had magnified when the PD had to leave for medical reasons. (SEE Risks below in Section IV. Implementation Challenge under the sub-section Project Risks and Actions). This aspect is rated as "**moderately satisfactory**" for 2012.

3. Cost-effective Use of Inputs

The comparison between resources used and results obtained shows that the deliveries of outputs were somehow not equivalent with the input. This was primarily because the technical capacity of the original GHGI team identified by the MNRE was deficient and the quality of work produced was substandard and could not be utilized; hence, the PMU in an effort to save the project resources had to recommend a change in direction of the GHGI. This change was not only to cost-effective but would allow for sustainability of the process. This recommendation was further elaborated by the PEG which led to the formation of the GHGI Coordinator who would facilitate the training of a government selected GHGI team whose participation in the GHGI would be counted as part of the government's co-financing. The Biomass data needed for the LULUCF data analysis of the GHGI was contributed by a Belizean doctoral student who is currently conducting some studies in biomass coverage in Belize. His contribution was exchanged for recognition of his work; he will be acknowledged in the final TNC document. Because the PMU found cost-effective ways to address the inefficiencies that were recognized in the early phase of the project, this aspect can be rated as "**moderately satisfactory**" for 2012.

III. Project results summary

Expected Results/Outputs	2012 Targets	Activities/Tasks	Quality of Implementation Process	Implementation Constraints	Success Factors	Relevant Changes
Outcome1: Updating of National Circumstances						
Output 1.1. National Circumstances reviewed and updated	National Circumstance document updated to reflect most current information	1.1.1 Local Consultant hired for the Drafting of the National Circumstances section	Data to complete this section was not readily available. It was also realized after consulting with the former PM of the SNC that it is best to complete this section following the completion of the other components of the NC.	There was a change in project direction and implementation following the March 2012 General Elections.	None	Will be done in 2014.
Outcome 2: Completed National Green House Inventory Assessments						
Output 2.1. Establishment of procedures to validate and improve national	The Forest Department, the Caribbean Community Climate Change Center and key NGO groups alongside	2.1.1 Collection and Analysis of Biomass data; Retrieval of national biomass factors and deforestation rates for use in the Inventory.	This activity was substituted by the data provided by a Belizean	The biomass data was received. The Ministry has recently finalized their MOU with CATHALAC for the	Two: <ul style="list-style-type: none"> Data was provided to the NCCO by a doctoral 	None for 2012.

<p><i>data for land-use, land use change and forestry (LULUCF) at the national level</i></p>	<p>the project will attempt to validate the biomass values of the various (predominant) forest types or classes in Belize and deforestation rates by forest types.</p>		<p>Doctoral Student who is conducting his research in the forestry sector of Belize.</p>	<p>analysis of the data and other activities.</p>	<p>student.</p> <ul style="list-style-type: none"> • CATHALAC will verify the data and analyze it to determine deforestation rates for use in the inventory along with other biomass data that CATHALAC may have on Belize Forest types. 	
<p><i>Output 2.2 The GHG inventory team assembled and contracted</i></p>	<p>Sector Emissions assessment completed and data analyze for Energy, Industrial Processes & Solvents, Agriculture, LULUCF, Waste.</p> <ul style="list-style-type: none"> • A team comprising of national counterparts and technical experts from various NGO grouping will be assembled 	<p>2.2.1 Hiring of Institution to provide technical support and guidance to the GHGI team</p>	<p>A regional institution was recommended by the PEG for their experience in assisting other countries within the region with their GHGI exercise. This regional institution is also know for building capacities within the region and</p>	<p>Direct contracting of the CCCCC to assist with building and coordinating national capacities for the institutionalization of the GHG Inventory (refer to PEG minutes 1).</p>	<p>GHGI Coordinator contracted.</p>	<p>None</p>

	to conduct the third national greenhouse gases inventory of emissions and sinks. The selected team members who are first time participants in an inventory exercise will benefit from the experience of the others and will be trained on the application of inventory tools and software.		providing technical support to countries. The project will be able to utilize these skills through the GHGI process.			
		2.2.2 GHG data collectors identified to work on the GHGI	MFFSD CEO has spoken to CEOs of sister ministries that are key to the completion of the GHGI. CEOs have agreed and have submitted their nominations to the NCCO.	Letters for nomination of GHG data collectors sent out to key ministries and private sector sent out. Response to these letters were delayed and the CEO brought attention to this matter at the CEO Caucus held weekly to gain the support of other CEOs in this exercise. Shortly following the CEO's intervention responses were received.	Government officers nominated by their Ministries.	None
Output 2.3 Methodologies for GHG inventory estimates analyzed,		2.3.1 Support Task Groups through training, to utilize IPCC methodology to conduct Inventory Assessments	Delayed until 2013	Contract signed December. First deliverable includes orientation session and introduction on IPCC methodology which will be done until Q1-2013.	None	None

<i>selected and validated</i>						
Output 2.4 <i>Collect GHG inventory data and complete the IPCC workbooks</i>		2.4.1 Conduct data validation sessions with various task groups	Delayed until 2013	Contract signed December 2012. Data collection commences January 2013.	None	None
Outcome 3: Programmes containing measures to facilitate adequate adaptation to climate change (Integrated Vulnerability & Adaptation Assessments)						
Output 3.1 <i>Vulnerability and Adaptation Assessment of Water Resources, Agriculture and revision of the V&A Assessment of the Coastline</i>	A more comprehensive assessment of three sectors, namely Coastal Development, Water and Agriculture. These new assessments are expected to utilize more accurate scenario predictions developed by the Caribbean Community Climate Change Center and Cuba's INSMET as well as place emphasis on impacts and increased vulnerabilities of local populations.	3.1.1 Hiring of consultant/team to commence assessment of the three sectors	Delayed until 2013	Because of the complimenting GCCA Project, the TOR was recalled internally and revised to reflect an integrated study of five sectors rather than three. GCCA project had a late start hence the revision was late.	Linkages with other projects on stream will maximize efforts and broaden the scope of assessment.	Will merge this activity with that of the National and Regional GCCA Project.
				TOR will be advertised Q1-2013		
Output 3.2	Elaboration of a	3.2.1. Coordinate national	TOR developed	TOR developed.	Linkages with other	Will merge

Elaborate comprehensive national adaptation policy	comprehensive National Climate change Adaptation Strategy to complement the national climate change policy under development with funding from the UNDP	Climate change Committee's participation as well as technical sub-committees for input into Adaptation Policy and strategy development	by the NCCO; awaiting approval from the PEG and MFFSD.	Currently, undergoing internal revision so as to include complimentary components of the GCCA project before a call for proposal is issued.	projects on stream will maximize efforts and broaden the scope of assessment.	this activity with that of the National and Regional GCCA Project.
		3.2.2 Training of key government technical staff on Vulnerability and Adaptation Assessments	Completed	UN-CGE held an onsite and online simultaneous training on V&A. Key ministries were invited to participate. Was poorly supported.	Government officials who participated are trained and understand the V&A assessment.	None
Outcome 4: Programmes containing measures to abate (Mitigate) climate change						
Output 4.1 Identify programmes containing measures to mitigate CC		4.1.1 Training of key government technical staff on Mitigation Assessment	Completed	UN-CGE held an onsite and online simultaneous training on mitigation. Key ministries were invited to participate. Was poorly supported.	Government officials who participated are trained and understand mitigation measures.	None
Outcome 5: Public Education and Awareness information dissemination and Capacity Building						
Output 5.1 CC and CC issued socialized across public sector and school aged populations	Fosters the participation of the broader public in the implementation of climate change in the country.	5.1.1 Hiring of consultant/team to commence design of education toolkit	Delayed until 2013	TOR developed. Currently, undergoing internal revision so as to include complimentary components of the	Linkages with other projects on stream will maximize efforts and broaden the scope of assessment.	Will merge this activity with that of the National and Regional GCCA Project.

				GCCA project before a call for proposal is issued		
Outcome 6: Compilation, Drafting , Production & Dissemination, processing for acceptance as national report						
Output 6.1 Compilation, Drafting , Production & Dissemination, processing for acceptance as national report	Information from reports are distributed amongst key stakeholders.	6.1.1 Printing of SNC	Ongoing. Will undergo editorial revisions from the NCCO technical staff to ensure that the information within the document is easy to follow.	Procurement in process. Is still currently under editorial revision.	None	None
Outcome 7: Project Management						
Output 7.1	Completed project evaluation.	7.1.3 Audit	Completed; External consultant hired under UNDP standards and procedures.	2011 Audit Completed.	Audit completed. Project able to identify areas of improvement.	None

IV. Implementation Challenges

Project Risks and Actions

Id.	Description	Category	Impact	Probability	Proximity	Counter-measures	Owner	Author	Date Identified	Date last updated	Current status
1.	Due to the institutionalization of the GHG Inventory and the limited human resources the Policy Coordination and Planning Unit of the Ministry of Natural Resources and the Environment were identified to undertake the Data collection of the Green House Gas Inventory Process.	Political	Very high	Low	Medium	The Project Director along with UNDP has identified Government counterparts (with the technical background) to support the MNRE-PCPU.	CEO-MNRE/UNDP	S. Vasquez	07.12.11	13.01.12	Improving
2.	Time constraints on work plan due to lack of technical experience in GHG inventory.	Operational	Very high	Medium	Medium	The Project Manager (PM) continues to work along with other Government technical experts to support the Data Collectors.	PM	S. Vasquez	13.01.12	20.02.12	Stable
		Operational	Very High	Medium	Medium	On 3 rd May 2012, a meeting was held with Mr. Green the former project manager of the SNC and a statistical expert used to validate past GHG inventory worksheets to validate data submitted to the PMU by previous data collectors. In validating the data it was determined that the number and quality of data was deficient.	PM	S. Vasquez		08.5.12	Stable

Id.	Description	Category	Impact	Probability	Proximity	Counter-measures	Owner	Author	Date Identified	Date last updated	Current status
3.	Large membership of the NCCC results in lack of direction to the PMU due to unavailability of members; therefore, no quorum is attained.	Operational Political	Extremely High	High	Medium	The PM continues to call officers to meet. Urgent matters were addressed via email (round-robin).		S. Vasquez	12.04.12	17.04.12	Stable
		Operational Political	Medium	Low	Immediate to Short Term	Under new Ministry the NCCC membership is being revised. The PMU currently establishing a PEG.		S. Vasquez	15.06.12	15.06.12	Stable
		Operational Political	Medium	Low	Immediate to Short Term	Under the new Ministry, the NCCC membership has been revised along with the channel of communication. Sub-committees are being activated and a Project Execution Group is being formalized.	PM	S. Vasquez	23.08.12	23.08.12	improving
4.	Belize General Elections has impacted project activities	Political Operational	Extremely high	High	Immediate to short term	General Elections for the country took place on 7th March 2012, a re-shuffling in ministries occurred. The project is now under the newly formed Ministry of Forestry, Fisheries and Sustainable Development. The project will need to relocate and sensitize the new Minister and CEO. Project may have a change in direction and flow of activities. The institutionalization of the Green House Gas Inventory Process may also be altered.	PM	S. Vasquez	29.03.12	29.03.12	Improving
5.	Housing of the Project in new Ministry has changed the project direction.	Operational	High	Low	Medium to long term	A presentation was made by the PMU on the project document, finances, lessons learnt to the new Minister and CEO. This determined the best way forward for the project especially for Outcome 2 – Green House Gas Inventory Thematic Area.	PM	S. Vasquez	18.05.12	18.05.12	Improving

Id.	Description	Category	Impact	Probability	Proximity	Counter-measures	Owner	Author	Date Identified	Date last updated	Current status
		Operational	High	Low	Medium to long term	The PMU along with CEO in consultation with Mr. Earl Green, former project manager to the SNC, had a meeting on the 23 rd May 2012 recommending that consultants in past GHG inventories be contacted to bid for available consultancies. TOR's will be adjusted for a government technical person to work closely with the consultant so as to institutionalize the process and train the government officers. This better allow sustainability of the reporting process.		S. Vasquez		23.5.12	Improving
6.	Finances under Outcome 2 will disallow the number of days needed for a detailed inventory to be produced.	Operational	Very High	Low	Immediate	<p>In consultation with Mr. Earl Green, former Project Manager for the SNC, on the way forward, the number of consultants hired would be six for the inventory and one for the biomass. In calculating the number of days needed and consultancy rate it was observed that the finance presently available will fall short.</p> <p>To address this risk, the PMU was able to contact a Belizean Student who has been researching on biomass data in various plot areas throughout Belize. The student has agreed to assist the project with data. This will save cost for Outcome 2.</p> <p>Another Belizean currently working with CATALAC has agreed to assist in biomass and LUCF data analysis and report with a low cost attached. This person will also be able to assist in training the Government Officers to use the program for the GHG Inventory Analysis.</p>	PM	S. Vasquez	04.05.12	29.06.12	Improving

Id.	Description	Category	Impact	Probability	Proximity	Counter-measures	Owner	Author	Date Identified	Date last updated	Current status
		Operational	Very High	Low	Immediate	The PEG agreed to the hiring of the CCCCC as the GHGI Coordinator to facilitate training of National counterparts to build those capacities to conduct the GHGI. The CCCCC has been hired as the GHGI coordinator and will provide the necessary support need to train national and to ensure the completion of the GHGI component of the TNC.	PM	S. Vasquez		27.11.12	Stable
7.	Additional responsibilities assigned to the PM will cause a delay in delivery of project outputs	Operational Organizational	Very High	Moderate	Immediate to Short term	The PA will take-over some of the responsibilities of the PM pending the return of the PD from medical leave	PM	S. Vasquez	24.09.2012	24.09.2012	Stable

Environmental; organizational; operational, political, financial, Strategic; regulatory; security

Project Issues and Actions

A. Delayed Approval of Documents for Continued Process

During 2012, the project was delayed in carrying actions forward due to delays in approval of documents. For example, a Terms of Reference for the Integrated Vulnerability and Adaptation Assessment was presented to the PEG via email from September 2012 and given approval by the PEG shortly after (via round-robin), however, the PMU had to await final approval from the MFFSD. The final approval was given in December 2012. The PMU then decided it would be best to advertise in Q1-2013 due to the close of project year.

See project issue "B" below.

B. Additional Tasks given to the Project Manager

In 2012, the NCCO's staff was comprised of two technical staff (the PM and the PD) and one administrative staff (the PA). Because the office was understaffed and there were tasks needed to be accomplished by the Government of Belize pertaining to Climate Change, the staff in the NCCO was given these additional tasks to complete. Parts of these tasks were to represent the GOB at international meetings and conferences and to use the outcomes of these meetings to enhance CC in Belize. In the latter part of the year, the PD was out of office due to medical reasons and even more so the PM was assigned to attend meetings on the PD's behalf. These meetings were frequent and had the PM frequently out of office. This also impacted project delivery because the PM was frequently unavailable. This issue of short-staffed will be addressed in 2013 with the hiring of a Principal Climate Change Officer and a Climate Change Officer under the National Global Climate Change Alliance Project.

As a result of the PM frequently being out of office, the PMU were also unable to hold regular PEG meetings which may have addressed issue "A" in 2012.

V. Lessons Learnt and Next Steps

Date	Description	Recommendation/Comments
1.	In hiring of the Project Manager, there was no transition made with project activities and decisions that were completed prior to the PM post being filled.	Executing and Implementing Agencies should formalize a process of hand-over when new staff is hired.
2.	The PM requested payments based on the financial obligations already in process. This lacked some verification in documentation.	A formal process in transferring of documents is needed so as to have a continuous flow and transparent accountability.
3.	Buy-in from CEO level with Ministries closely linked to Climate Change needs to be addressed at the initial stage of project for the process to be institutionalized.	The formalization of the NCCC is critical at this juncture as it aids in identifying technical experts for the data collection process to be successful.
27 February 2012	A lack of experience in collection of data in GHG inventory has affected the quantity of data collected. Project officers having additional duties impacted the quantity of data being delivered.	Technical experts who are knowledgeable in the sectors and who have some experience in data collection may be ideal to train for the institutionalization of the process.
3 May 2012	Validation of data by past GHG data collectors commenced. The statistical expert along with CCCCC stated that the quantity and quality of data was deficient.	Validation needs to occur from the onset to ensure that the quality of data is functional for the GHG inventory to be accurate.
29 May 2012	One of the functions of the NCCC was to act as the PEG for the TNC project. However, due to the number of members and difficulty in achieving quorum, has led to lack of direction to the project.	Although the NCCC is needed to assist in validating the Third National Communication, it is important for the project to establish a PEG with an ideal number of members to be able to direct the project in a strategic manner.

VI. Financial Status and Utilization

Financial status

Table 1: Contribution overview [start date of the project – end date of project]

DONOR NAME	CONTRIBUTIONS		CONTRIBUTIO N BALANCE
	Committed	Received	
UNDP	39,000	-	39,000
GEF	480,000	150,346	329,654
Gov't	204,000	39,396	164,604
TOTAL	723,000	189,742	533,258

Table 2: Funding status (as of the end of the year)

Financial Status

DONOR NAME	RECEIVED*	EXPENDITURES			PROJECT BALANCE	EARMARKED**	AVAILABLE FUNDING (as of 1 Jan 2013)	REMARKS
		Period Prior to the Reporting Year	Reporting Year Only	TOTAL				
ex: UNDP	-	-	-		39,000	39,000	39,000	
ex: GEF	150,346	57,712	92,634	150,346	329,654		329,654	
ex: GOV'T	29,547	9,849	29,547	39,396	164,604		164,604	
								-
								-
								-

*The *Received* column in this table should match the figures in the column (of the same title) in the Resource Overview table.

**The *Earmarked* column should specify if any donors have earmarked their funding to a specific activity or other requirement.

Financial Utilization

Table 3: Annual expenditure by activity [1 January – 31 December]

Activity	BUDGET [year]	EXPENDITURES ²	BALANCE	DELIVERY (%)
Activity 1 Updating National Circumstances	\$4,000.00	\$3,921.60	78.40	98
Activity 2 National Green House Gas Inventory	\$39,000.00	\$26,490.28	12,509.72	67.9
Activity 3 Vulnerability & Adaptation Assessments	\$20,000.00	\$115.00	19,885.00	.60
Activity 4 Programmes containing measures to mitigate climate change	\$1,000.00	\$366.05	633.95	36.60
Activity 5 Public Education awareness information dissemination and capacity building programme	\$2,500.00	\$38.71	2,461.29	1.5
Activity 6 Compilation, Drafting, Production & Dissemination processing for acceptance as national report	\$2,500.00	0.00	\$2,500.00	0.00
Activity 7 Project management	\$52,255.00	\$61,702.61	-9,447.61	118.0
UNDP GMS (based on donor agreements)				
Total	\$121,255.00	92,634.25	28,620.75	75.10

Budget revision completed in Quarter 3 2012 from USD\$206,216.20 to USD\$121,255.00.

² The expenditures for the year may be further broken down by quarters (four additional columns for quarters 1-4).

Table 4: Annual expenditure by donor [1 January – 31 December]

	ACTIVITY (as in ATLAS)	BUDGET [2012]	EXPENDITURES*	BALANCE	DELIVERY RATE (%)	REMARKS*
UNDP	Activity 1: National Circumstance				0%	
	Activity 2: GHGI process					
	Activity 3: V&A assessments	39,000	-	39,000		
	Activity 4: Mitigation					
	Activity 5: Public Education and Capacity Building					
	Activity 6: Compilation, Drafting Production & Dissemination					
	Activity 7: Project Management					
GMS [insert %, see donor agreement]						
Subtotal [Name of Donor]						
GEF	Activity 1: National Circumstance	4,000	3,921	79	75%	
	Activity 2: GHGI process	39,000	26,490	12,510		
	Activity 3: V&A assessments	20,000	115	19,885		
	Activity 4: Mitigation	1,000	366	634		
	Activity 5: Public Education and Capacity Building	2,500	39	2,461		
	Activity 6: Compilation, Drafting Production & Dissemination	2,500	-	2,500		
	Activity 7: Project Management	52,255	61,703	-9,448		
GMS [insert %, see donor agreement]						
Subtotal [Name of Donor]						

Gov't	Activity 1: National Circumstance	3,000		3,000	
	Activity 2: GHGI process	15,000	6,500	8,500	
	Activity 3: V&A assessments	25,000	5,022	19,978	
	Activity 4: Mitigation	500	4,727	-4,227	
	Activity 5: Public Education and Capacity Building			0	
	Activity 6: Compilation, Drafting Production & Dissemination			0	
	Activity 7: Project Management		13,298		
GMS [insert %, see donor agreement]					
Subtotal [Name of Donor]					
TOTAL					

*Remarks provided in the last column of this table should pertain to any notable aspects of utilization/delivery % vis-à-vis the relevant donor(s).