

Low Carbon Development Path

MINUTES OF FOURTH PROJECT STEERING COMMITTEE MEETING

Meeting Title:	Project Steering Committee Meeting	Chairperson:	Careen Prevost
Date/Time:	March 8, 2019 9:16 a.m. - 10:56 a.m.	Scribe (recorder):	Shari-Anne Gregoire
Location:	UNDP Office	Attendees	Annex 2

Attachments: Agenda; List of Participants; Invitation Letter (including Change in IP)

Confirmation of IP/Call to Order

The meeting began at 9:16 a.m. and was attended by a quorum of members of the Project Steering Committee (PSC), representatives from the UNDP Barbados and the OECS office, and a representative of the UNDP Project Office Dominica.

The Project Coordinator read through the items on the agenda for the meeting.

Confirmation of Project Implementing Partner (IP)

Mr. Allan Franklin of the UNDP Barbados Office confirmed the change of IP from the Environmental Coordinating Unit to the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal.

He stated that a letter was sent to the PSC and that the members were invited to indicate objections to the change in IP by March 6, 2019 but none were received.

The move to officially change IP was then approved by Mr. Franklin and seconded by Michael Fadelle. There were no objections from any other PSC Member.

The change in the IP meant that going forward PS Careen Prevost, in her capacity as PS with responsibility to Environment, will become the Project Director as well at the PSC Chairperson effective immediately (March 8, 2019).

Call to Order

PS Prevost welcomed the PSC in her new capacity as the PSC Chairperson. Members were asked to introduce themselves.

It was noted that Mr. Allan Franklin had replaced Mr. Jason LaCorbiniere in a supervisory role to the project, while Mr. LaCorbiniere has moved to the role of Planning, Monitoring and Evaluation Analyst at the UNDP Barbados and the OECS office.

PS Prevost noted that the last PSC was held within one week of the new Ministry of Environment

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being created. She gave the reasons for the change in IP, as per the letter which was sent out to the PSC Members prior to the meeting (Annex 3). She stated that the Government is still in a period of transition. She also mentioned that the Ministry is also moving to enact the Environment, Climate Change and Natural Resources Bill. Enacting this Bill will include the creation of a Department of Environment. The Bill is currently under a process of review.

She also mentioned that the Ministry is being restructured to ensure projects can be more closely and efficiently monitored. The Ministry is looking at existing legislations, policies and projects, in order to develop strategic objectives for the ministry's portfolio.

Work is being done closely with CREAD, which was created to provide support and assist with implementation of projects, particularly those with a climate resilience focus. The intent is to scale up pilot projects and speed up implementation of projects.

Review & Approve Minutes of Last Meeting and Progress Report

The Project Coordinator briefed the PSC on the main points of the most recent PSC meeting. This was the Third PSC Meeting and was held on April 18, 2018.

Actions Points from Third PSC Meeting	Update
<ul style="list-style-type: none"> PSC agrees to have Technical Working Group (TWG) set up for developing site assessment criteria and shortlisting the sites 	<p>The PSC had agreed to have a Technical Working Group (TWG) established, from members of the PSC. The TWG is made up of DOMLEC, the Independent Regulatory Commission (IRC), and the National Renewable Energy Coordinator, Mr. Michael Fadelle.</p> <p>Site assessment criteria have been developed and tested at one of the sites under consideration for inclusion in the project, Delices Toloma Factory. Mr. Fadelle and a local engineer with some experience in renewable energy, specifically geothermal, provided feedback on the assessment criteria.</p> <p>Site Assessments are to be conducted on the rest of the sites</p>
<ul style="list-style-type: none"> PSC agrees that Low Carbon Officer (LCO) recruitment process follows the same method as the Chief Technical Assistant (CTA) (shortlist developed by Administrative Assistant (AA), National Project Coordinator (NPC), National Project Director (NPD); shortlist 	<p>The TOR of the CTA has been changed to ensure the recruited person will provide more technical oversight and support; CTA should be in place by April 2019, through UNDP recruitment process.</p>

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<p>evaluated by a panel)</p> <ul style="list-style-type: none"> • PSC agrees the shortlist should consist of 5 candidates; 3 National and 2 Non-Nationals • PSC agrees that priority should be given to national for the LCO position • However, should none of the nationals be qualified for the post, the best non-national will be selected 	
<ul style="list-style-type: none"> • Briefing package/note will be developed for the LCDP project, for Ministers 	<p>Correspondence was sent out about the project from the Ministry of Environment to the other Ministries.</p> <p>A simple webpage was developed on the ECU website with the assistance of the Government ICT unit.</p>
<p>UNDP will develop a monitoring and implementation support programme/ sustainability plan for the project</p>	<p>UNDP commissioned a spot check by an independent auditor in November 2018. The recommendation for a change in the IP was as a result of this spot check.</p> <p>The PC stated that the project will also try to engage UNDP Denmark for guidance and support regarding solar PV.</p>

Feedback on the action points was requested by PS but no issues were stated by the PSC.

Mr. Paul Baron requested information on a possible project extension, noting that the recruitment process has taken a long time.

The PS stated that the Ministry has been going through a process of transition which is one of the reasons for delays. She also stated that the Government met with the UNDP regional technical advisor (RTA) to define ways to accelerate the project. Priorities were singled out in terms of procurement especially Solar PV installations. It was agreed that UNDP Denmark and Panama would provide assistance as technical capacity was unavailable because of a lack of Ministry staff to push the project forward. The recruitment of CTA has to be redone and UNDP was approached to provide guidance and support for the recruitment of the CTA and other project personnel/consultancies.

In reference to Mr. Baron's question on a possible extension for the project, Mr. LaCorbiniere stated that bottlenecks have to be addressed to request an extension for the project.

The Minutes of the last PSC meeting were approved and confirmed by Michael Fadelle.

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Discussion on Work Plan

The Project Coordinator (PC) presented the AWP for 2019, going through the project activities. PS stated that a request was made to speed up the process so the UNDP undertook the procurement process and the person will be engaged directly by the UNDP.

Discussion on the Development of Minimum Energy Performing Standards (MEPS)

Mr. Savarin asked what the standards are specific to, to which the PC replied that the standards are to be developed for energy efficiency (on some appliances) and lighting. The National Electrotechnical Committee (NEC) is working on these standards. There are no plans of Solar PV standards yet.

The PC stated that based on discussions with the Bureau of standards, they are willing to support establishment and the development of standards. The PS said that we must keep what we are doing in line with whatever NEC is developing so that we are in line with national standards.

Mr. Fadelle asked if any minimum specifications already exist, to which Mr. Savarin responded that some standards have been employed.

Mr. LaCorbinerie asked if the MEPS will be voluntary or mandatory to which the PC explained that this will need to be discussed with Bureau of Standards or through a national consultation.

Connie Joseph of the IRC asked how this fits in to the national energy plan being put in place. Mr. Fadelle stated that it fits within the general policy objectives. MEPS are one of the objectives. The PS explained that the policy provides overall guidance but does not speak to specific areas. The project activities will be guided by the policy to ensure the policy objectives can be fulfilled.

Discussion on the list of sites

The PC explained that the list of sites was done when the project was developed, circa Tropical Storm Erika, and before Hurricane Maria. The PC stated that the meeting should revisit and re-evaluated the list of sites. It was agreed that the list of sites would be reviewed by the TWG. The long list of sites was looked at by the PSC, at a request from the PS.

The PS specified that part of the reason for contacting other ministries, was in order to find out about their plan in the Renewable Energy sector as well, to avoid duplication. Therefore, before the feasibility assessments are conducted, we need to recheck with the Ministries.

Ms. Joseph mentioned that some schools intend to use solar panels, while PS indicated that the Ministry of Tourism wants to ensure that tourist sites are 'green', as part of the tourism strategy. Trafalgar Visitor Center and Fresh Water Lake were added to the list of sites.

Mr. Fadelle echoed the need to avoid duplication, as the Caribbean Development Bank will be conducting Energy Audits of s13/14 public government buildings. The PC mentioned that the list of sites under this project had been shared with her by Mr. Fadelle.

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Discussion on the Environment Bill and Climate Change Trust Fund

Mr. LaCorbiniere noted that the budget for 2019 was about \$400K and inquired what the budget would be for 2020. The PS replied that it should be about \$800K, which would be used for the Solar PV solar purchase and install, some other enabling activities and consultancies, and the USD\$250K earmarked as seed funds for the Climate Change Trust Fund. As part of his deliverable, the CTA will make recommendations and drafts for how the trust fund will function (roles and responsibilities of staff etc.).

The PS explained that the Environment Bill makes provisions for the establishment of a Trust Fund, but there has not been any policy decision yet. We would need details on how the CCTF would operate. The Bill is in the review stage. Cabinet has approved a technical committee to do a final review of the Bill. We need to work in step with Chambers of the Attorney General (AG) chambers to ensure the Bill can be passed within the project timeline and CTA can work with AGs chambers.

Discussion on Solar PV Installations

The cost on this activity was noted as USD\$180K, prompting the PS to query the amount considering the total amount earmarked for this activity was higher. The PC explained that it was written this way because the activity would most likely flow into 2020. The PS explained that we need to do everything in our power to spend as much as we can in 2019 so that we can accelerate the process as agreed with UNDP. The PSC agreed with the PS on the need to increase the budget here to the full amount for this activity. The budget was therefore, increased to USD\$275K.

The PSC then asked if the procurement process is to begin in September. The PC explained that it is the hope that the Tenders will go out in August and actual purchasing will commence in September.

Mr. Savarin voiced concern with the total amount of RE which the project is expected to add, considering there is a 1MW Cap on RE.

Connie Joseph asked if the systems will be grid-connected, to which the PC replied that some will be grid connected while others may be standalone. Ms. Joseph went on to explain that only DOMLEC is licensed to transmit electricity by law. PC explained that the project does not have any plans to transmit electricity, only generate.

PS explained that the focus is supposed to be on actual implementation on PV installation. We want this to happen sooner rather than later. Mr. LaCorbiniere explained that the assessment time periods can be shortened. Standards should be developed before importing. Standards will likely follow international best practice. With procurements like these, there is usually a withholding of 10%, but the bulk of funds will be able to be spent this year. Using established firms with Long Term Agreements (LTAs) makes the process faster. The PS reiterated that UNDP had agreed that firms were already being worked with and would help procurement to go faster.

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Mr. Baron asked how the grid-tied system happened. Mr. Savarin replied that anyone can install a PV system, as long as they are not pushing back into the grid. Depending on the size, a license is needed from the IRC.

Mr. Parillon asked if the items for procurement are readily available or would they need to be custom made. The PC replied that this is why the preliminary assessments are needed. These will help to determine a preliminary design and costing for each site.

Mr. Fadelle asked if procurement will be conducted individually or as a whole. Mr. LaCorbiniere replied that it may not be tenders. Once the assessments are done and specifications received, and design phase done, one or two LTA holders will be sent the information and UNDP will choose the option with the lowest cost from the suppliers. Most LTA holders have existing arrangements with vendors in other countries.

The PS reiterated that the reason for going with the LTAs is to try to expedite the process. Local suppliers would have had to be tendered. Existing vendors with the UNDP cuts down on the procurement process.

The PS gave a Summary of the main points of the discussion:

- The major activities are the enactment of the trust fund and the solar PV installations
- There is also need to look at enacting the legislation
- TWG will meet to revise and refine the list for the level one assessment (we need a revised list in order to move forward)
- TWG will aim to avoid duplication and make recommendations for new sites
- Revise the budget for consultancy of MEPS.
- Increase the amount of the Solar PV installations

Recommendations & Next Steps/Conclusion

Closing comments:

Jason: The PSC would operationally meet twice/year but now the proposal is for an increase in the frequency of meetings.

Allan: With the agreement on the Work Plan, there is better expectation going forward and in a much better position to see results

PS: The Ministry has pledged his full support for the project and is pleased that the scope of work has been revised to see actual work on the ground.

Summary of Meeting

- Ministry of Environment confirmed as the new Implementing Partner
- PSC Chair and NPD is PS Environment
- AWP agreed upon, with changes recommended
- Revise AWP to be circulated to PSC
- Recruitment of CTA and AA to be concluded before end of April 2019
- TWG to review site list within the next two weeks

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- PSC will meet more frequently in order to support implementation
- Next PSC Meeting to be held in June 2019

Time & Date of Next Meeting
June 2019
Adjournment
The meeting adjourned at 10:56 a.m.

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Annex I: Meeting Agenda

*Low Carbon Development Path (LCDP):
Promoting Energy Efficiency applications and solar photovoltaic technologies in streets,
outdoor areas and public buildings in island communities nationwide*

**8th March 2019
9:00am to 12:00pm**

Time	Activity	Responsible Party	Explanation/ Objectives
9:00 am 9:15 am	Confirmation of IP	Allan Franklin, UNDP Country Office	Confirmation of the new Implementing Partner and PSC Chairperson
9:15 am 9:30 am	Call to Order	National Project Director, PSC Chairperson	The Chairperson will welcome attendees and call the meeting to order
9:30 am 10:00 am	Minutes of Previous PSC Meeting and Progress Report	Kimisha Thomas, Project Coordinator	Presentation of main action points and outcomes from the last Project Steering Committee meeting and Progress Report
10:00 am 10:45 pm	Presentation of AWP	Kimisha Thomas, Project Coordinator	Presentation and Discussion on the Annual Work Plan for 2019
10:45 am 11:00 am	Recommendations and Next Steps	Kimisha Thomas, Project Coordinator	Summary of action points and next points

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Annex 2: Meeting Attendees

Organization	Participant(s)	Phone #(s)	Email Address(es)	Present
Bureau of Gender Affairs	Melissa Morgan	2259992	genderaffairs@dominica.gov.dm	no
Dominica Association of Local Community Authorities	Roland JnoJules	613-1609	dalcainc@gmail.com	no
Dominica Bureau of Standards	Caren Casimir	275-5921	info@dominicastandards.org carencasimir@gmail.com	yes
National Youth Council	Paul Baron	277-4101	nyc_dom@hotmail.com; baronp@hotmail.com	yes
DOMLEC	Kurt Savarin	255-6000	domlec@domlec.dm kurt.savarin@domlec.dm	yes
Ministry of Trade, Energy and Employment; Energy Unit	Michael Fadelle	616-2159	michaelfadelle@hotmail.com	yes
Environmental Coordinating Unit	Lloyd Pascal	266 5256 448 4577	ecu@dominica.gov.dm; pascallloyd@gmail.com	no
Independent Regulatory Commission (IRC)	Connie Joseph Louis	440-6634	admin@ircdominica.org;	yes
Ministry of Finance	Rosilia Lawrence	266-3221	finsecfinance@dominica.gov.dm	no
Physical Planning Division	Leah St. Jean	277 3244	physicalplanning@dominica.gov.dm; leahstjean@gamil.com	yes
Ministry of Justice (Attorney General's Chambers)	Tamika Hyacinth-Burton	266 3092 266 3378	attorneygeneralsec@dominica.gov.dm jclerklegalaffairs@dominica.gov.dm	no
Dominica Cooperative Societies League Ltd.	Phoenix Belfied	448-4051 285-2901	dculeague@cwdom.dm	no
UNDP Focal Point	Anderson Parillon	266-3513	parillona@dominica.gov.dm Anderson.parillon@gmail.com	yes
UNDP Barbados and the OECS	Jason LaCorbiniere		jason.lacorbiniere@undp.org	yes
UNDP Barbados and the OECS	Allan Franklin		allan.franklin@undp.org	yes
UNDP Project Office Dominica	Massimiliano Tozzi		massimiliano.tozzi@undp.org	Yes
Ministry of Environment	Careen Prevost			yes

Others: Kimisha Thomas; Shari-Anne Gregoire

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Annex 3: Invitation Letter (which includes Change in IP)



Commonwealth of Dominica
MINISTRY OF ENVIRONMENT, CLIMATE RESILIENCE, DISASTER
MANAGEMENT AND URBAN RENEWAL

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6th Floor, Financial Centre
Kennedy Avenue, Roseau
Commonwealth of Dominica

February 28, 2019

INVITATION:

Project Steering Committee Meeting for the Project entitled: “Low Carbon Development Path: Promoting energy efficient applications and solar photovoltaic technologies in streets, outdoor areas and public buildings in island communities nationwide (LCDP)”

Dear Members of the Steering Committee,

I write to you regarding the status of the entitled GEF project. As you are all aware, the project is substantially behind schedule. Having officially commenced at the end of 2016, the four-year project has only expended approximately 5% of its total budget and is yet to make any notable progress toward achieving its intended outcomes. Unfortunately, a key and substantial opportunity to support the initial post-Maria recovery process was missed in 2018 as the Implementing Partner was unable to make progress on recruitment of critical technical staff, site assessments, procurement of renewable energy equipment or policy and institutional reviews. At the same time, a review commissioned as part of UNDP’s regular monitoring process at the end of 2018 of the Implementing Partner (IP), the Environment Coordinating Unit, suggested critical capacity constraints related to planning, financial management and quality assurance.

UNDP discussed these project delays and financial findings with the Permanent Secretary of the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal (referred to as the Ministry of Environment in this document) and the Financial Secretary to identify options for improving project management and accelerating project delivery across the entire GEF portfolio. The key emerging action to fill the capacity gap is for the Ministry of Environment to provide more direct project oversight and to take a greater role in the operational decision-making of the project. To this end, it is proposed that the role of Implementing Partner (IP) be assumed by the Ministry of Environment. Under this arrangement, the PS of Environment will become the National Project Director. The ECU will remain a key partner in coordination as well as a pivotal member of the Steering Committee. This shift in the IP will also mean that the PS Environment will take over the role of Chairperson for the Steering Committee.

As members of the Steering Committee, we invite you to consider this important change for the advancement of this project. **We ask that you provide any feedback you may have on this by March 6, 2019.** In the absence of objections from the majority members of the Committee by this time, this amendment will be considered approved and we will proceed to finalize the arrangements for this process.

In light of the above, and to discuss other aspects of the project, you are cordially **invited to a Project Steering Committee Meeting on from 9:00am to 12:30pm, on Friday, March 8th, 2019 at the UNDP Project Office, 2nd Floor, 16 Kennedy Avenue, Pan American Building, Roseau (Upstairs Lee Unit).**

Please see attached tentative agenda for the meeting, as well as the minutes of the last PSC Meeting.

The success of this project will depend on your active participation. We would appreciate if your organization can **confirm participation by sending the Name and Contact information (mobile and/or email address) of your representative, to Kimisha.Thomas@undp.org by 3:30pm on Wednesday, March 6th, 2019.**

We look forward to continuing to work with you to move this project forward as a key pillar of advancing universal access to clean energy for all Dominicans.

Best Regards,

CAREEN PREVOST
PERMANENT SECRETARY

“Building Resilient Public Service: A Collective Response”