



**Minutes Project Board Meeting
Project 112474/114460
“Resilient Rehabilitation of Salisbury Educational Facility in Dominica Post-Hurricane Maria”
Held on 3 December 2020 at 09:00 a.m.
Venue: Via Zoom**

Present:

Ministry of Education, Human Resource Planning, Vocational Training and National Excellence

- Chandler Hyacinth, Permanent Secretary (“PS”)
- Miguel St Ville (“MSV”) - Project Coordinator
- Kervelle Munro (“KM”) - Project Manager Civil Works
- Anderson Parillon (“AP”) - UNDP Focal Point

United Nations Development Programme & Engineers (UNDP)

- Luis Francisco Thais (“LFT”) - Head of UNDP Dominica Project Office
- Avis Talbot (“AT”) - Operations & Administrative Manager

Engineers Without Borders (EWB) - James Curren (“JC”) – Senior Engineer

CREAD - Kennard Dazzel (“KD”) - Capital Project Manager

Apologies:

Tim Lavinier (“TL”) – Procurement Officer (MoE)

1) Opening Remarks - PS Chandler Hyacinth

The PS welcomed participants and used the opportunity to register deepest thank you to UNDP and EWB for their contributions, support and opportunity to build capacity within the Ministry of Education. Special thank you to JC for facilitating stakeholders’ consultations with his clear and concise explanations of the process. PS thanked UNDP support staff for their contribution to the rehabilitation, building of safe schools, resilient structures within the Ministry and resilient education in Dominica and for training and administrative experience.

2) Review of Minutes - Luis Francisco Thais, Head of Project Office, UNDP

LFT extended thanks and appreciation to the PS and the Ministry for the kind words, their trust and cooperation placed in UNDP, then moving on to present the Minutes of the last Project Board Meeting held on 18th October 2019 for approval.

LFT indicated that this meeting is a prerequisite for the operational closure of the project which has successfully come to an end and asked members to confirm they had received and reviewed the minutes, then proceeded to review main items noting the Next Steps (below). The last minutes were presented for approval, all members agreed, and it was noted:

- ✓ Funds allocated to Salisbury in budget may be used for labour
- ✓ Focus to complete South Building by 31st Dec and all other works completed by April 2021
- ✓ Kitchen to be designed by MoE
- ✓ Funds of 70,000 USD for additional works are fully available for use on additional items
- ✓ Septic tank was highlighted as only foreseeable engineering hiccup

LFT noted that remaining funds was less than the 70,000 and AT confirmed that the funds were used to complete finishing construction and other works, not included in contractors' agreements. A document outlining the use of funds (Annex 1) will be circulated with the minutes.

Consensus approving the last meetings minutes led by PS Hyacinth's approval was achieved. LFT then invited JC to talk on the next item on the agenda.

3) Update on Project (Project Status) - James Curren

JC confirmed that the project is now completed and noted goals and highlights from a technical perspective:

Output 1 -Activity 1.1: Technical

- ✓ Buildings restored to a high level of resilience and meeting current building codes
- ✓ Building restoration included retrofit foundations of the buildings bringing it up to seismic codes
- ✓ Extensive repairs to steel structure and frame – was a major part of the work
- ✓ Redesign of building to provide a range of facilities (school and community) for the future
- ✓ Refitting plumbing and electricals to modern standards

Output 1 – Activity 1.2: Roofing, Furnishing, Repairs,

- ✓ Rehabilitation works including extensive repair to the steel structure and frame of buildings
- ✓ Procurement of materials completed – small amount of funding remaining to be used for ongoing items and improvements to the school
- ✓ Building re-designed to have a better layout for the future
- ✓ Complete remodel of plumbing and electrical to ensure they were up to modern standards

Output 1 – Activity: Project Support & Project Management and Support

- ✓ Rehabilitation works completed
- ✓ Collaborative effort from project team to re-design a broad and multi-usage facility; suitable for primary education, early childhood support, community use and continuing education
- ✓ UNDP/EWB quality assurance provided

4) Challenges and Lessons Learnt

JC referenced the members to the items in the handout which was circulated and welcomed inputs. JC noted that in a post disaster environment when attempting a lesson learned exercise, there are no clear baselines of what represents a good outcome and projects can be a moving target.

- This one had no as-built drawings, so these had to be prepared from field measurements which is a time-consuming process. The lack of drawings required a project management strategy similar to a "design -build" project. This impacts the timing of decisions and requires larger contingencies early in the project. **Highlights on the handout was also referenced and again the members were asked for their input.**
- Cost estimates were highlighted as an issue stating that when decisions are made in a post disaster environment cost estimates are often put together by different engineers or technicians using different assumptions.

All members agreed that despite the challenges faced, all hurdles were successfully overcome.

JC noted that as-built drawings are available. PS confirmed that the Ministry will need copies of the drawings and will arrange for them to be stored in the library at Public Works for future. AT said she would make the drawings available to the Ministry.

5) Q & A / Discussion

LFT suggested to rephrase the document "Challenges and Lessons Learned" to show that all challenges were worked on and overcome extremely well, pushing the overall project forward. Rather than focusing on "what needs to take place", show "what took place". How we managed to operationalize and push forward each lesson. PS highlighted as an example the recognition gained on the importance of communicating effectively and timely with stakeholders.

PS also noted that in the area of procurement, when there was a lack of concrete blocks, lessons were learnt on planning, more effective approach to supplies for materials. Reinforcing that early procure is important to not delay the project and also, that many project management lessons were learnt.

AT agreed to amend the document accordingly and with no further comments or questions LFT moved to the next item on the agenda.

6. Matters Arising

AP asked if the comments relating to remaining funds would form part of previous or matters arising from this meeting. PS confirmed they would be under Matters Arising from this meeting and are explained in Appendix 1 attached to the minutes.


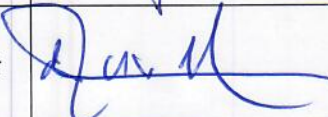
AT confirmed that an Independent audit was successfully completed as part of the commitment to the donor. The report was overall favorable except for some gaps in procurement processes. AT stated that she has communicated to Tim Lavinier, the Ministry's procurement officer, who will draft a short report on steps taken and will be put in place for the response. PS requested a short bullet-point list of the Audit Highlights. This is shown as Appendix 2 attached to the minutes.

AT also mentioned the successful procurement, installation and testing of the Early Warning System which formed part of the project implementation plan, by the Ministry procurement officer.

6) Closing

With no further comments or questions LFT thanked everyone present on behalf of the UNDP and the Government of India. PS Hyacinth mirrored the sentiment thanking UNDP, CREAD as well as the staff of the Ministry of Education, the meeting Closed.

Signatures:

Name	Title and Organization	Signature
<i>Mrs Chandler Hyacinth</i>	<i>Permanent Secretary - Ministry of Education, Human Resource Planning, Vocational Training and National Excellence</i>	
<i>Mr Luis Francisco Thais</i>	<i>Head of Office – United Nations Development Programme, Dominica Project Office</i>	
<i>Mr Anderson Parillon</i>	<i>Economist, Ministry of Planning – UNDP Focal Point</i>	