**UNITED NATION DEVELOP PROGRAMME (UNDP) REPORT**

**Report Type: Quarterly**

**Reporting Period**: July 1st – September 30th, 2014

**Report Prepared By**: Mr. Martin Barriteau

**ACTIVITIES ACCOMPLISHED**

Major accomplishments for the last quarter were hiring of the full cohort of staff and opening of the UNDP Grenada Office within the Ministry of Agriculture. Considerable progress was also made toward developing a structure for the CCAF and hiring short consultants for designing and implementing the community/public awareness campaigns on climate change risk and impacts for the UNDP ICCAS project.

**Project Management:**

**UNDP Office Opened and Staff Hired:** During the last quarter UNDP hired its full complement of staff and started operations within the Ministry of Agriculture on July 1st, 2014. Ms. Kadijah Edwards, Technical Officer (TO) UNDP-ICCAS started working on July 1st, 2014 and Martin Barriteau, Project Coordinator (PC) UNDP-ICCAS started working on September 1st 2014. Staff computers, printer and furniture were purchased for the office and other supplies and equipment are being procured for full operation. The UNDP-ICCAS project local team visited the Sub-Regional Office in Barbados between September 8th and 9th at the invitation of senior management. This request was made with a view of formally welcoming the full complement of the ICCAS team. Lorenzo Harewood, Technical Administrative Associate (TAA): UNDP-ICCAS and Lara Blanco, Deputy Resident Representative (DRR) based in Barbados also forms part of the UNDP ICCAS team. The primary objective of the mission was to allow the team, especially those based in Grenada, to become sufficiently comfortable and fully aware of the project arrangements and the level of support being offered by colleagues at the UNDP office.

**UNDP Barbados Mission to Grenada:** From July 2nd to July 4th ICCAS mission to Grenada was productive with the following being achieved:

1. New staff members were introduced to each other and key stakeholders at The Ministry of Agriculture, GIZ and the Ministry of Finance
2. Current ICCAS staff members determined their internal administrative frameworks such as communication and procurement considerations
3. Established a closer collaborative framework regarding financial records between the Ministry of Agriculture and the Ministry of Finance
4. Determined the extent to which GIZ implemented their components in ICCAS
5. Established tentative dates for key project meetings such of the National Climate Change Committee (July 29th) and the Project Steering Committee (August)
6. Addressed administrative issues to ensure project staff located in Grenada are suitably located in the execution of their duties

**UNDP Work Plan and Budget Developed and Fund Disbursed:** The work plan and budget for the period July – December 2014 was completed during the month of July. These documents received approval from the UNDP program manager Mr. Ian King before his departure and Mrs. Merina Jessamy PS Ministry of Agriculture.

Two UNDP financial reporting “Face Forms” were completed. One reflecting expenditures undertaken directly by UNDP Barbados, such as, salaries, travel and procurements of some items. While the other form reflected expenditures to be undertaken by Grenada. Both forms were signed by Mrs. Merina Jessamy PS Ministry of Agriculture and Program Manager Mr. Ian King. The forms were then passed to the PS at the Ministry of Finance, Mr. Timothy Antoine for the final signature. With approval of the budget and work plan the first trench of UNDP funds were transferred from Barbados to the Project Account of the government of Grenada for project use.

**Project Steering Committee (PSC):** An interim meeting of the UNDP PSC was held on Friday, September 26th 2014. The PSC is a critical factor in the overall implementation of the activities in the Workplan. This first meeting served as a ‘kick-off’ to enable the Project Team (PT) to proceed with planned activities for the year and to get approval for the budget for 2014 and 2015 activities.

Project Vehicle: The UNDP Office is in the process of procuring a project vehicle. Terms of Reference was published and the selection process for a supplier will be taking place early in October.

**Project Component 3 Updates – Climate Change adaptation Fund**

**Mapping of Community Climate Related Issues and Risks:**

Communities Site visits: Three missions were undertaken by the UNDP-ICCAS team in collaboration with staff members of the Ministry of Agriculture throughout Grenada, Carriacou, Petite Martinique and Isle De Ronde during the last reporting period. The first mission was conducted from August 5th to 8th 2014 on the Mainland of Grenada. The second was conducted on Carriacou on Petite Martinique from September 22nd to 24th, and the third was conducted on the September 25th to Isle de Rhonde. The major outcomes were getting a firsthand experience of some of the vulnerable areas and communities, identified potential communities to work with and start collating project ideas.

Launch of community meeting to introduce the CCAF: During the mission to Carriacou and Petite Martinique, two community meetings were held to introduce the CCAF to the Communities as well as discuss climate related issues affecting their communities. Carriacou meeting was held on September 22nd, and Petite Martinique meeting on the 23rd. The major outcomes were a compilation of potential projects and a detail list of community groups for continued collaboration.

**Designing of the CCAF**

Developing OPERATIONAL GUIDELINES and STRUCTURE: A considerable amount of work went into designing procedures and a structure for the fund. A detail draft document called “OPERATIONAL GUIDELINES and STRUCTURE” have been developed outlining key areas pertaining to the functionality and structure of the Climate Change Adaptation Fund (CCAF), with a view to creating a relevant reference to compliment the Project Document. Including within the document are the procedures for the decision-making Structure, application process, general grant information, Qualification Criteria and information on the project cycle of the grants to be funded. The document also contained other supporting documents for the operation of the fund including, project overview document, templates for the call for summary proposal and full proposal and the project evaluation document. A first draft of the climate change adaptation fund was submitted (via email) to the Secretary of the NCCC for circulation, review and comments along with the project document and summarized project overview for further reference.

Selection Process for Community Projects: An interactive scorecard was developed to assist the NCCC in the assessment of the eligibility, feasibility, sustainability and impact of the proposed project activities according to pre-determined criteria established. The scorecard will be used by the sub-committee to approve project submitted to them by the UNDP Office.

Community Groups Data Base: A data base with a list of community groups throughout Grenada, Carriacou and Petite Martinique is being developed. The UNDP Project Team (PT) communicated with key organization doing community work, such as, MAREP, Grenada Red Cross, community development department at the Social Services and the GIZ ICCAS in an effort to collate additional information on community groups and potential projects.

**Project Component 4.2 Updates – Increasing awareness of climate change risks and disseminate lessons learned and best practices at the local**

The processes are almost completed to hire two short term consultants to design and implement community/public awareness campaigns on climate change risk and impacts for the UNDP ICCAS project:

Website Developer for the UNDP Project: Terms of Reference were finalized, the post advertised and it expected that the person / company will be contracted to begin within the month of October 2014. The website will be used as an interactive Knowledge Management Platform and will also facilitate other awareness activities for the ICCAS Project.

Communications Specialist: The Terms of Reference was published and three companies were evaluated. It is expected that a communication specialist will be contracted to start in early October 2014.

**Meetings / Presentations**

Ministry of the Agriculture Weekly Update Meeting: Throughout the reporting period the staff of the UNDP attended weekly meetings of the Permanent Secretary and the Division of the Environment. The UNDP Staff provided regular updates on process made and use the meetings as an opportunity get technical and administrative support for the UNDP operations.

***Sustainable Development Council Meeting – August 1st 2014:*** On August 1st the UNDP ICCAS team was invited to make a presentation at the Sustainable Development Council meeting to introduce the UNDP components.

***Community Alerts project board meeting at the NADMA – August 14th 2014:*** At this meeting contacts were made and a follow up meeting is to be scheduled to work along with community officers at NADMA. This will provide us with added support once we are ready to commence our community meetings.

***Meeting with Red Cross – August 19th 2014:*** This meeting initiated with a discussion on how ICCAS will work along with the Red Cross team to begin the coordination of the community meetings.

***Presentation with the Ministry of Agriculture Field officers – August 25th 2014:*** This meeting provided UNDP-ICCAS team an opportunity to share with the supervisors of the extension field officers on all that the project entails and how farmers associations/ groups can benefit from the Climate Change Adaptation Fund.

Meeting with the Ambassador of Cuba Mrs. Maria Cariada Balaguer Labrada: The UNDP Staff, headed by Mrs. Lara Blanco Deputy Resident Representative from Barbados, on Friday, September 26th, 2014, met with the Cuban Ambassador at the Cuban Embassy in Lance Aux Epines to discuss possible collaboration between Cuba and Grenada to develop a UNDP response to address the spread of the Chikungunya in Grenada.

**Constraints:**

Office Space: UNDP staff made a number of requests to the PS for a larger or more available office space to accommodate additional staff and equipment. The PS promised to make the room adjacent to the UNDP Office as an additional Office space but this has not yet been confirmed.

Internet Service is not very reliable: The internet continued to be slow and most times cannot accommodate the many conference calls made between UNDP Grenada and Barbados.

Processing vouchers with the Ministry of Agriculture: In development the operational guidelines and structure for the CCAF it was observed that the soon to begin community projects will add an additional 100 - 150 vouchers for processing within present Ministry smart stream system. This issue was raised with the PS who promised to hold a meeting with the SAO, Project Officer and UNDP to determine how best to address the situation. The new date for the meeting is yet to be decided.

Deciding on an appropriate Structure for the CCAF: The UNDP Office is constantly in such of lesson learned and/or best practices in operating a community fund especially with groups that are not formalized. On Wednesday October 1st, 2014, the UNDP Barbados and Grenada Staff held a conference call with Mr. Gerardo Quiros Cuadra Gerardo of Costa Rica who implemented a similar fund to assist communities in Cinchona following the 2009 earthquake. The major outcome of the meeting was that we should as much as possible support provide administrative and capacity building support to groups that is not instituted.

The preceding comprises the UNDP ICCAS quarterly report for the period July 1st – September 30th, 2014.



Martin Barriteau

Project Coordinator