**Project Report**: June 2014 – July 2014

**New Staff**

The predominant activities for this period centered on finalizing administrative arrangements for oncoming project staff and revising previously established activities to reflect a more realistic series of expected outcomes by December 2014. On June 2nd the Technical and Administrative Associate (TAA), Mr. Lorenzo Harewood, started his service in ICCAS. During this month a draft framework for the Climate Change Adaptation Fund was developed and arrangements made for a mission to Grenada from July 2nd to July 4th. The start of the mission coincided with the first day of service for the Technical Officer (TO), Mrs. Kadijah Edwards.

The Project Coordinator is expected to join the ICCAS team from August 18th.

**Mission to Grenada** *(2 -4 Grenada Mission in attachment)*

The July 2nd to July 4th ICCAS mission to Grenada was productive I many respects as the mission succeeded at:

1. Introducing the new staff members to each other and key stakeholders such as The Ministry of Agriculture, GIZ and the Ministry of Finance
2. Allowing current ICCAS staff members to determine their internal administrative frameworks such as communication and procurement considerations
3. Establishing a closer collaborative framework regarding financial records between the Ministry of Agriculture and the Ministry of Finance
4. Determining the extent to which GIZ had implemented their components in ICCAS
5. Establishing tentative dates for key project meetings such of the National Climate Change Committee (July 29th) and the Project Steering Committee (August)
6. Addressing administrative issues to ensure project staff located in Grenada are suitably located in the execution of their duties

**Revised Work Plan** *(Draft Workplan in attachment)*

The TAA and TO established a functional working schedule via Skype, SMS, Email and Telephone exchanges. As a result of the constant collaborative efforts, a Revised Work Plan was completed and submitted to PS Jessamy on July 14th during the weekly project management committee meeting. This work plan mirrored some of the activities of the Annual Work Plan (AWP) from the project document, while extending the presentation format to include a Gantt Chart. This was added to aid in monitoring the implementation and timelines of ongoing and expected activities. The work plan was met with favor from both the Ministry of Agriculture in Grenada and the relevant Program Manager in UNDP.

**Face Form** *(July – Sept FF in attachment)*

The Project Team completed two face forms, reflecting the activities as outlined in the Revised Work Plan. One Face Form accounted for expenditures directly undertaken from UNDP such as payment of salaries, procurement and GMS while the other face form reflected expenditure for activities that are more applicably undertaken in Grenada. Both forms were signed by PS Jessamy and forwarded to UNDP for follow up signature by the relevant Program Manager.

**Procurement** *(RFP 140829 in attachment)*

Assets: Office furniture (desks and chairs) for staff in Grenada were delivered on July 21st.

Website: Terms of Reference were developed for the services of a Web Developer to design, develop and manage the ICCAS website. The official Request for Proposals is expected to be advertised publicly from August 1st to 29th, referenced “RFP140809”. This website is expected to serve as a key tool in developing a dynamic Knowledge Management (KM) and Project Awareness platform for the ICCAS project.

**Next Steps**

Site Visits: the Project Team will be conducting a site visit to specific vulnerable communities across Grenada and including Petit Martinique and Carriacou. The objectives of this initiative are:

1. To identifying the current state of vulnerable communities affected by Climate Change
2. To interact with various community residents and gauge the level of awareness to Climate Change.
3. To identify key contact persons for subsequent community outreach efforts
4. To build content for the KM platform (website).

The site visits are is expected to take place in the first week of August.

Project Steering Committee (PSC): the PSC is expected to take place in August. No date has been established as yet.