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Pre-Project Board Meeting

Friday 13th March 2020

The meeting commenced at 9:40 a.m.

MEMBERS PRESENT:

- Natalie Hutchinson, Senior Development Officer, Government of Canada (GoC)
- Gina Arjoon, Development Officer, Government of Canada
- Patricia Shako, Climate and Disaster Resilience Advisor, UK Department for International Development (DFID) Caribbean
- Ingrid Lavine, Senior Programme Officer, UK Department for International Development (DFID) Caribbean
- Nicole Greenidge, Disaster Risk Management Specialist, Caribbean Disaster Emergency Management Agency (CDEMA)
- Sarah Bailey, Head of Programme, Caribbean Emergency Preparedness & Response, World Food Programme (WFP)
- Kyana Bowen, Programme Officer- Humanitarian, Climate Change and Disaster Risk Resilience, UNWomen Multi Country Office (MCO) – Caribbean (attending in virtual modality)
- Danielle Evanson, Cluster Leader- Sustainable Solutions and Energy, UNDP Barbados and the OECS
- Massimiliano Tozzi, Project Manager, EnGenDER, UNDP Barbados and the OECS
- Sherri Frederick, Monitoring & Evaluation Analyst, EnGenDER, UNDP Barbados and the OECS
- Marium Alleyne, Technical Specialist-Climate Change, EnGenDER, UNDP Barbados and the OECS





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WELCOME

The Chair of the Pre-Project Board meeting, Mr. Massimiliano Tozzi, opened the meeting and provided an overview of the agenda items for the meeting which included:

- Round of introductions
- Current status of the project
- WP and priorities for 2020
- Coordination/reporting mechanisms
- AOB

CURRENT STATUS OF THE PROJECT

Project Management Unit (PMU)

Mr. Tozzi indicated that three positions on the Project Management Unit have been filled, including Project Manager, Monitoring and Reporting Analyst and Technical Specialist Climate Change. He added that the Project Associate has been recruited and is expected to commence duties on 16th March 2020. He stated that recruitment has also been conducted to fill the posts of Technical Specialist- Gender Equality and the Technical Specialist-Disaster Recovery but are yet to be successful. He indicated that the post of Technical Specialist-Gender Equality has been re-advertised and concluded on the 9th of March. The successful candidate, if any, will likely commence duties around the end of May. It has also been agreed that the Technical Specialist-Disaster Recovery will be stationed at the CDEMA Coordinating Unit, this position will serve as technical support to the CDEMA. Mr. Tozzi added that the TOR for that position is currently being reviewed by CDEMA and that UNDP is ready to publish the revised version as soon as it is received. In the interim the PMU has proposed recruiting ICs to possibly provide the needed support temporarily until the positions are filled.

Mr. Tozzi highlighted that initial meetings have been conducted with all the participating countries, except Dominica, and all are eager to commence work on the Project. The first





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coordination meeting with the Government of Dominica has been scheduled for Monday 23 March. He highlighted that Guyana may experience some challenges as they are in an election year, elections having just concluded a week or so ago and the final result not being clear as yet.

Mrs. Hutchinson inquired about the response from the OECS countries with regards to additional national project support required.

Mr. Tozzi indicated that Saint Lucia has officially requested support, so a national focal point is being recruited to fulfill that request. He further added that the ToR have been finalized and the recruitment process has commenced. He indicated that an arrangement has also been made with an existing staff of the UNDP Project Office in Dominica for her to provide direct support to the implementation of Engender until the end of May. He added however that due to the concerns of the coronavirus the colleague may not be able to complete the obligation as she has indicated a possibility of returning home, which is Trinidad and Tobago.

Mrs. Evanson indicated that the activities for the year 2019 included: recruitment for the Project Management Unit; conducting the Project Inception Workshop in September 2019 and the first Project Board Meeting. She further indicated that detailed dialogue about the selection of the priority sectors were undertaken. Engagement with CDEMA and the revision of the audit tool was undertaken with the support of a consultant as well.

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Ms. Bailey indicated that WFP's area of focus for the project is shock responsive/social protection and the need to make links and not just limit it to the Ministry of Social Protection. She further indicated that the case studies served as the analytical foundation and were conducted in Belize, Saint Lucia, Jamaica and Guyana. She added that these will be finalized this quarter or next quarter depending on the length of feedback provided by the governments. She added that the development of the road map for Belize and the





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workshop in Saint Lucia will help to finalise the reports by the end of this quarter. She indicated that the plans for 2020 will be dependent on travel and the impact on the region from the corona virus. She added that many of these Ministries of Social Protection are linked to the Ministries of Health and would depend on the extent to which covid 19 remains a priority. She further added that a lot of the thinking with regards to shock responsive and social protection began with the 2008 financial crisis because of the criticality of social protection systems, protecting those who are most vulnerable. She posited that as a result there will be a lot of discussion in the region about the importance of social protection as the economic effects of covid 19 becomes apparent. This may be outside the scope of where WFP would normally be engaging their analysis which is more along the lines of disaster risk reduction, but she indicated that there is going to be some thinking and discussion on those issues and will go beyond just maintaining the relevance but also engaging on this topic, which is most important for people who are going to be affected at various levels. She emphasised that the aim is to protect these countries from the occurrence of another 2008 financial crisis.

Ms. Shako inquired about what happens with the information produced from the report”. She inquired as to the relevance of these estimates to the Ministries. She suggested that possibly the Ministries can include the information in their plans and thus strengthen their proposed plans of work.

Ms. Bailey responded that the workshops bring together a wide variety of stakeholders. For example, in St. Lucia it included people from various ministries, which totaled 35 people. She added that the idea is two-fold: one, is the priorities of the Ministries’ of Social Protection, in terms of trying to bring others into the fold, but also to be able to facilitate exchanges. She highlighted that for WFP the case studies are a part of the process of analytical road mapping, but also includes engaging technical assistance where WFP has the entry points but also to produced useful information beyond the scope of this work. She further added that this work is not simply a feasibility study, but the goal is to map out the strategic and relevant steps. The process as Ms. Bailey indicated is to





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map out the steps that are helpful and relevant which would follow from the case studies to the road map to identify the entry points.

In recognition of the importance of moving from assessment to action, Dr. Greenidge indicated that the process that was described by WFP appears to be very similar to CDEMA's process for the development of national early warning systems (EWS) road maps. It includes an assessment using the EWS checklist, gaps analysis, followed by the road map development. She further indicated that the next step in the process is a policy dialogue, of a symposium nature with very high-level decision-makers. During the policy symposium there is discussion as to which one/ key actions would be undertaken and how it would go forward. She highlighted that it is another step, moving from the prioritised list, to decision makers identifying activities they can take forward, and is used as a discussion for advocacy and to secure financing. WFP could consider this kind of activity to take it (the findings from the assessments) from "idea to enterprise".

Ms. Bailey responded that is certainly the point of it and further added that there have been no actions taken to prepare social protection systems in the Caribbean region to perform the activities that they are actually doing. She indicated that the intention is to prepare social protection systems linked to the disaster recovery systems. For example, the manner in which systems have been used in Jamaica, Grenada, Dominica, British Virgin Islands, it became clear that it was not necessarily set up for that. As such WFP works with the defector ministries from the countries. Ms. Bailey stated that WFP now has to evaluate the best way of executing the work on social protection, without rearranging all those pieces, because there are always competing needs for social protection to cover a host of things. She posited that the intention is to bring disaster risk management (DRM) more strongly into the discussion as a lot of this work has been focused solely on social protection and that is why the engagement of CDEMA on these topics is critical. She emphasised the need to communicate the various aspects better.

Mr. Tozzi suggested that PMU can highlight ways in which the project can support these goals, in terms of communications, how we can advocate. He further added that the TS



DR which would be positioned at CDEMA, will have an important role in supporting these efforts.

Ms. Bailey indicated that the majority of the activities for 2020 are in collaboration with CDEMA (primary partner in the region), and involve the development of joint training. She stated that this also fits in the general WFP strategy with CDEMA and working sessions are scheduled for Monday and Tuesday (Mar 16-17) and is viewed as a critical activity. Ms. Bailey indicated that any training that has to be conducted would have to be adjusted based on the constraints posed by the spread of the corona virus. She further made mention of the upcoming hurricane season and highlighted further restrictions that will be imposed by country governments and WFP has been proactive in assessing how this would impact of activities under the project. Ms. Bailey stated that activities were scheduled for a two-year period but would mostly have to be extended into 2021.

Ms. Shako indicated that not only should lessons learnt be noted but we also have to capture and highlight these synergies and to demonstrate how funds are leveraged within the reporting.

Ms. Bailey indicated that the work of WFP under the EnGenDER Project is much in line with their general mandate and the already established relationship that exists with CDEMA and enhances and facilitates more engagement.

Mrs. Hutchinson inquired as to the collaboration from the World Bank with WFP, as GoC has US \$20 million with the World Bank on various activities and would be useful to know who the contact person in the World Bank is, just in case it's the same people are involved and would facilitate communication between the groups of people in the World Bank working on related activities.

Ms. Bailey responded that there is mainly the US \$20 million project in St. Lucia funded by the World Bank. However, she indicated that WFP's work has mainly been to activities related to the SDG fund where other agencies such as UNWomen, UNICEF and UNDP are





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involved as well. She highlighted that, the point of contact would be the individuals in the World Bank that have responsibilities related to social protection and disaster risk reduction.

Mrs. Hutchinson further explained that GoC's work is related to disaster risk financing and would be wise to introduce the individuals that work on that project to the activities of WFP under the EnGenDER Project. That refers to CDEMA as well as GoC has US \$8 million assigned for that including hiring staff etc., so it is essential to understand how all these links together.

Mr. Tozzi reassured that coordination between partners and beneficiary countries is the PMU's responsibility and indicated that work on that has already began and Ms. Frederick, the M&E Analyst has been producing reporting templates that would assist in capturing the relevant information. He further indicated that PMU will circulate these tools for review and feedback. It was agreed that the synergies, savings and other relevant information will be captured by these tools.

UNWOMEN

Ms. Bowen indicated that for the year 2020 UnWomen has prioritized 7 activities and though it appears a lot, it is deemed highly feasible, because many of the activities are inter-linked. For the first activity, training on Gender mainstreaming (Activity 1111.1), she explained that the allocated budget is US \$35,000.00 and was initially envisioned to conduct 2 regional workshops (northern and southern countries, 2 days training of the trainers' workshop) and 9 in country workshops. Ms. Bowen indicated that 10 virtual initial sessions between February and March were planned with the countries, but she successfully conducted 8. She further indicated that she has not been able to establish contact with Dominica. Ms. Bowen explained that because of the threat of the corona virus, the method of administering the training has been changed to 2 virtual Training of Trainers (ToT) between April and May, which would include 1 gender focal point and 1 technical specialist from each priority sector. She indicated that the individuals that





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participated in the ToT will be in country to support the 9 in country workshops. The intention Ms. Bowen added is to conduct 9 in country training sessions, which would take place once the risk of covid 19 has been reduced and it is proposed to be conducted between May and June and will include a group of 25 persons for 2 days. She stated that the virtual session is proposed to be for 4 hrs. per day for 3 days in the week (total of 12 hours). If the travel ban is lifted, UNWomen may be inclined to assist with the 9 in country workshops or another option could be to move the trainings to a later date in the year. Ms. Bowen stated that feedback on the proposed approach, given the threat of the corona virus, is welcomed.

Ms. Bowen also proposed to conduct a virtual session with only the gender focal points to further explain the training goals and outcomes. She also indicated that a pre-assessment tool was circulated to countries and the information gleaned from this tool will be used to further tailor the trainings. She explained that the budget would be used to retain a facilitator to provide support including the preparations of the training reports, training modules and participation tool kits and an evaluation of the virtual training workshops. In addition, the option of an online training platform to make the training material accessible in the future (hosted from an already established website) is being explored. It was highlighted that the World Bank (Senior Officer in Disaster Risk Management) has been in discussion with UNWomen with regards to gender mainstreaming training.

Ms. Shako stated that she believes that unique opportunities will be presented through the use of the virtual concept. She suggested extending the invitation list in country to build in redundancy. She further suggested that depending on whether social distancing is maintained or not, that hosting all the individuals at a specific site even for the virtual training can be considered to ensure engagement and not for people to participate at their desk or at their home. However, she envisioned that the cost would be higher, and it would be important to note any alterations to the budget.





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Mrs. Hutchinson indicated that under a previous project GoC was working with UWI Disaster Risk Reduction Centre in Jamaica in the development of a number of courses for online delivery, one of which is meant to be gender mainstreaming into disaster management. She was unable to speak to the status of the outcome. The courses were being prepared by the Institute of Development and Gender studies, Mona, Dr. Leaf Duun. The delivery mechanism was to be UWI Open Campus, and she proposed that the use of this medium, support Ms. Shako's suggestion, due to the fact that each country has a campus, and these can be used as the facility where people convene for that ToT virtually.

Dr. Greenidge indicated that she is currently undergoing training with UWI Open campus as she is to facilitate one of their courses and highlighted the importance of not just placing the resources online but also exploring other online delivery methods because of the uncertainty with the risk of corona virus. She added that the solution could be the use of digital technology and the project can further investigate how to build on the platform and address the issue of social distancing.

Mr. Tozzi added that the project can also explore synergies with the Gender Cluster in Panama (UNDP Regional Bureau) as they are undertaking a gender mainstreaming course in DRR and climate change. He indicated that there is a scheduled meeting on Wednesday to obtain some more information and determine if there are opportunities for synergies and agreed to share the update provided.

Ms. Bowen indicated that Output 1111.3 is being undertaken in conjunction with UNDP and a light training was provided to the PMU and a scoping exercise followed. In addition, to date UNWomen has developed a ToR for a consultant to provide support for the gender-responsive budgeted sectoral plans, with training on that topic being incorporated into Activity 1111.1 as well. Ms. Bowen further indicated that the ToR prepared by UnWomen will be advertised during the same time as the ToR being prepared by UNDP as collaboration between consultants for the success of this activity is essential.



Ms. Shako recommended that the ToRs be modified to list as a criterion, that persons need to demonstrate ability to deliver online.

Ms. Bowen indicated that for Activity 1121.1 there are 3 separate activities incorporated into one: the comprehensive review of gender inequality; the cost of in action to climate change as well as mapping the gender differences. Activity .1 speaks to the research and conducts a situational analysis. She indicated that the ToR had been drafted and shared with one of the TAG members, the Caribbean Community Climate Change Centre (5Cs). She stated that feedback should be provided early next week, and the ToR will be advertised as soon as feedback is received. This activity should be completed by November 2020. Following from that exercise would be the activity to produce infographics and data charts etc. and Ms. Bowen indicated that it will be produced when the previous activity is completed. Ms. Bowen further stated that the sensitization sessions will also be based on the results. Sensitization activities were scheduled for November 2020, but the method of delivery will need to be reconsidered, and one option is possibly virtual due to the uncertainty with the outcome of covid 19.

Ms. Bowen stated that a meeting was conducted in February between UNWomen and CDEMA to further discuss activity 1123.2, the design and delivery of the recovery systems. She added that a number of synergies were identified with CDEMA including being part of the ToR development and the training. UNWomen also identified that CDEMA has the capacity to conduct a review of the cost of inaction, not from the gender lens but from the climate change perspective. Similar capabilities are also present at UNWomen with regards to the national recovery framework as well as the audit tool. There is also an opportunity for some of CDEMA’s results to be included into the development of the infographics.

Dr. Greenidge clarified that although CDEMA will review the TOR, as mentioned in the CDEMA/UNWomen meeting, CDEMA does not have the expertise in assessing the cost of inaction, and therefore recommended the 5Cs as the agency with the required expertise for assisting with the development of the ToR and that engagement should continue. As



also noted, Mrs. Alleyne (Technical Specialist for Climate Change) would also possess the expertise to provide assistance as well.

Ms. Bowen indicated that for 1211.1 KAPB (behavioural study) which is scheduled to commence on April 1 was advertised and only one company, Institute of Sustainable Development in Canada responded to the call that was advertised in 2019 and the recruitment process is currently being finalized.

Ms. Bowen indicated that their total budget for the year is US \$628,560.00. She further explained that while UNWomen has prioritised 7 activities for the year, with one activity commencing in 2021. This activity would be the design and development of the communication strategy, which would be informed by the KAPB study.

CDEMA

Dr. Greenidge stated that it has been recognised that there was significant delay in implementation from last year and reasons for the delay included the engagement of CDEMA in providing assistance to countries in their response to Hurricane Dorian. She added that it is essential that CDEMA manages the risks (including covid 19) to ensure delivery for the project. She stated that it is important to note the manner in which engagement will be conducted with the participating states as they prioritise managing the impact of covid 19. She indicated that the focus of CDEMA for 2020 under the EnGenDER Project is advancing implementation and working on providing the technical services; strengthening the suite of tools that support recovery and understanding recovery. Under Activity 1122.2, Dr. Greenidge indicated there was a scheduled regional workshop for October/November 2020 but will be adjusted accordingly based on the development of covid 19. The Request for Proposal (RFP) was reissued because of limited responses. She added that the implementation approach for Activity 1122.2 will be led by a consultant and supported by CDEMA. She stated that CDEMA's role for this activity would be to use their convening power to ensure participation from entities that tend to play a role in recovery. As a result of the impacts of Dorian and other catastrophic events





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in the region, it became important for focus to be given to recovery in advance and she added that this is the basis for the focus on the National Recovery Model Framework for each country. This model will be accessible from the [Caribbean Risk Information System \(CRIS\)](#)- a platform where other models and tools developed by CDEMA are available.

Ms. Shako inquired about some previous information that she received (unsure of the source of the information) which states that through stakeholder consultations in 5 countries, the model framework was updated. She inquired as to the validity of this information.

Dr. Greenidge indicated that at this time she was unsure of the status, but for certain the ToR for the RFP was developed and maybe the information that Ms. Shako has, explains the process of developing the ToR.

Mr. Tozzi suggested increased circulation of ToRs, RFIs, RFPs etc. in order to obtain extensive responses. He suggested that an example, of a mitigation measure could be the publication of an RFI such as the one that was done for the Baseline Analysis and another measure is using the available expertise such as the UN roster. He recommended that limited response should be included in the risk log to which Ms. Frederick indicated that it was already captured as a challenge. Mr. Tozzi also proposed to publish ToRs, RFIs, RFPs etc. in Canadian and UK's media, including newspapers.

Ms. Shako indicated that there are a group of retired persons who can serve as consultants and identified a possible option as the Canadian Executive Service Organisation (CESO). Ms. Bowen added that another possible option could be the Federation of Canadian Municipalities (FCM). Mrs. Hutchinson and Ms. Shako both agreed to assist with the circulation of ToRs and other documents after publication through their channels (possible the Government of Canada Market Place etc.).

Dr. Greenidge explained that the update of the audit tool involves enhancing the recovery component of the tool. She added that information collected from the audit tools is used





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to prepare an audit report which filters into the Country Strategy for Disaster Management and is Target E under the UN Sendai Framework. She explained that countries that have just completed the audit will be required to do the revised recovery component and countries who have not done the audit will use the updated version of the tool. She stated that another part of this activity is the review of the recovery experiences and identifying how the recognised gaps can be addressed. She added that CDEMA has just completed the audit in 8 countries but they have not had the benefit of having the updated recovery component so that will be recirculated to them.

In a response to Ms. Lavine's question about the timeline for the completion of the Revision and update the Recovery Component of the CDM Audit Tool, Dr. Greenidge and Mr. Tozzi indicated that the updated recovery component has gone through a period of review (by CDEMA and UNDP) and a draft has been completed. Dr. Greenidge indicated that the updated version has been reviewed by CDEMA and the revised version addresses the comments provided. A formal notification of the acceptance of the report will be provided in the coming week.

Ms. Shako recommended that proposed dates of completion be added to each activity. Dr. Greenidge confirmed that this can be done given that CDEMA already has a very detailed work plan but have not taken into consideration the impact of COVID- 19.

(Ms. S. Bailey was excused due to other obligations)

Ms. Hutchinson suggested formulating a table (mapping) with the list of agencies working on the audit tool, defining it by tasks and what sources of funding corresponds to specific activities. She further suggested that the project has to be about addressing gaps as the emphasis has to be on implementation. Ms. Hutchinson further emphasised the need to identify the contribution of other funding agencies for this activity. She indicated that World Bank has identified US \$20 million to provide support to this activity. She highlighted that currently there are three sources of financing which is being used to fund this activity: World Bank, CDEMA, EnGenDER.





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Mr. Tozzi added that the PMU will design a matrix to assist with capturing the different players and roles of each player with regards to similar activities. He further added the PMU is in the process of formalizing the establishment of a National Mechanism for Decision making in each beneficiary country. He indicated that the National Mechanism for Decision Making ToR will be shared with the donors once that has been finalised. He further added that there will be ad hoc meetings if further coordination is required.

Dr. Greenidge continued with her presentation and discussed plans for the establishment and operationalization of the CDEMA Caribbean Recovery Facility, which is based on addressing the capacity gaps in Participating States. She stated that the concept and operation procedures for the facility will be established through collaboration with other partners who will serve as a part of the CDM Coordination Harmonisation Council (CHC), which includes sub-sector committees working on various aspects and sectors. She explained that the idea is to ground recovery in the already existent CHC mechanism, from which a 'recovery' working group (WG) will be established. The WG will assist with developing the concept and plan for the Facility. Dr. Greenidge added that the Facility will build on successful mechanisms such as the Regional Response Mechanism.

Mrs. Hutchinson further emphasised the need to ensure a harmonious working relationship with World Bank as they are also responsible for filling in the gaps currently while this facility is being developed. Dr. Greenidge added that CDEMA has met with World Bank and has encouraged a harmonious working relation.

Mrs. Hutchinson inquired as to whether UN Headquarters in New York is providing more funding to CARICOM, specifically with additional funds for 1124.1. Mr. Tozzi indicated that there is no indication of funds being allocated directly from UNDP and clarified that the focal point for coordination with CDEMA is the RR in Barbados.

Ms. Shako reiterated the need to capture the harmonization such as source of funds, timelines, leverage, gaps and clarification of task. She also added her commitment to ensuring that the needed support (ad hoc meetings etc.) is provided as is necessary. She



stated that she believes that some work is also being done in that area in Panama through the International Federation of Red Cross. She further added the need to include a tab in the report templates to reflect the coordination efforts and a dedicated line to capture the cost of this coordination.

Project Management Unit (PMU)

Mr. Tozzi reiterated the information mentioned earlier with regards to staffing of the PMU. He highlighted some of the major activities that the PMU is undertaking for 2020. He indicated that the RFI for the baseline was published for 2 weeks and the deadline for submissions is the 25th March. Mr. Tozzi indicated that the aim of the RFI was to determine the skills that were available and to assess whether the TOR would have to be adjusted based on the information received from the RFI. Mr. Tozzi emphasised the need to push implementation and indicated that attempts have been made to achieve more easily attainable goals such as the Call for Support. Mr. Tozzi indicated that the Call for Support is an open call to beneficiary countries except Suriname who has already budgeted for this activity within their own programme. Mr. Tozzi added that the Call for Support will provide financing (limit of \$100,000.00 USD) to assist countries in accessing additional climate finance. He further indicated that the Call for Support can be used to procure an IC or conduct a validation workshop, whatever is required to assist the country in accessing climate finance. Mr. Tozzi indicated that another activity which Ms. Bowen had made mention of is the joint arrangement between UNWomen and PMU to support the development of budgeted gender-responsive sectoral action plans which would ensure tangible benefits from the project.

A request was made by Dr. Greenidge to share the Call for Support document for review. In response Mrs. Evanson indicated that the Call for Support Document will be circulated to the TAG for review which includes the implementing partners. Ms. Lavine added to remind country stakeholders not to reinvent the wheel but to utilize existing plans and strategies for this call for support. Dr. Greenidge added that other policy documents such





as the country work programme can be used as an action within the Call for Support which applications can support.

Upon request from Ms. Arjoon, it was agreed that gender be featured more prominently in the Call for Support document. Ms. Arjoon also suggested capturing stories from the project, as it relates to the impact of EnGenDER.

Mr. Tozzi added that countries are in the process of formally establishing a National Mechanism for Decision making and the PMU is drafting a document to provide more guidance to the countries as to what will be expected. He added that the country's feedback will be incorporated before the document is finalized.

Ms. Frederick presented an overview of the reporting templates and schedules and provided clarification of the differences between the risk and challenges tabs. She highlighted the importance of capturing lessons learnt by a quarterly basis. She also added the need to capture the gender considerations with regards to addressing the gaps and vulnerable groups. She made special mention of the sustainability matrix. She highlighted that the communication aspect is also essential as it relates to the prominence of the project in the media.

In response to Ms. Arjoon's question about the communication aspect of the project, Mr. Tozzi indicated that it will follow the direction that the office has taken in which all communication will be centralized and communication for the project will be supported through this manner.

The dates proposed for the reporting was accepted but Ms. Lavine indicated that a report to accompany the payment request to DFID may be required which may fall outside the proposed reporting deadline.

Meeting concluded at approximately 12:55

