

## UNITED NATIONS DEVELOPMENT PROGRAMME

### MINUTES OF MEETING:

#### Local Project Appraisal Committee (LPAC) for the Guyana Social Cohesion Project II

<b>DATE OF MEETING:</b>	26 February, 2015
<b>LOCATION OF MEETING:</b>	UNDP - 42 Brickdam & United Nations Place, Georgetown
<b>APPROXIMATE START AND END TIMES:</b>	10:00a.m. to 11:30a.m.
<b>DATE MINUTES PREPARED:</b>	27 February, 2015
<b>ATTENDEES:</b>	See attached list.

#### SUMMARY OF THE PURPOSE OF MEETING:

The meeting was convened to discuss and review the Project Document of the Guyana Social Cohesion Project II. The purpose of the meeting is to:

1. Get feedback on the soundness of the design and applicability of the project's work plan;
2. Garner agreement on deliverable timelines for all activities in the implementation process; and
3. Make recommendations for the finalization of the draft Project Document before its signing by the authorized signatories.

#### SUMMARY POINTS:

- The meeting was chaired by Ms. Chisa Mikami, Deputy Resident Representative (DRR) of UNDP, who opened with some welcoming remarks and a brief overview of the purpose and procedures of the LPAC meeting.
- Ms. Mikami in her overview of the procedures of an LPAC, made specific reference to the PAC guide as stipulated in the UNDP POPP.
- The Chair invited Mr. George Wachira, Policy Advisor, to present a summary of the project from the perspective of the design and scope.
- Mr. Wachira in his presentation gave a brief history/background of the project and then the subsequent rationale for its conceptualization and implementation.

- He indicated that the Project was designed to have four (4) major outputs, where output 3 was scenario based due to the fact that at time of initial conceptualization there was no definitiveness as it related to some political issues and output 4 is not being funded by the BPPS.
- Following the summary overview, participants were invited to give feedback and ask questions in relation to the various project document heads and the Annual Work Plan (AWP) as presented.

### **COMMENTS AND DISCUSSION POINTS:**

The following inputs and comments were offered by participants:

1. Ms. Heath-London and Ms. Morris posed the point as it related to Output 3, that the wording of the activities under this output should not be so specific in targeting the support to Speaker of the National Assembly but as to be more general in interpretation to indicate support to the National Assembly as an entity.
2. Also it was indicated that the entire Output 3 must be reworded at a later date to reflect the current political scenario and position.
3. Mr. Trevor Benn and Mr. Wachira indicated to the meeting that these interventions are meant to be for both pre and post elections, hence the necessity to exercise some discretion on the extent of the editing of the output and its activities.
4. Ms. Mikami also reminded the meeting that this project with this project proposal document has already been approved by the BPPS and there should be caution of making too many major changes to it for the fact that it would have to be reapproved, which will be a very lengthy process.
5. The meeting agreed that since there is need for substantial changes to the project document to make it more reflective of the current status of the political landscape of the country, a substantive revision of the project would be carried out after the election. All necessary changes to the text of the document will be taken into consideration for future reference at the point where they could be incorporated.
6. The meeting agreed that output 4 would not be undertaken and hence it should be completely deleted from the project document, this includes from the text of the body, the RRF and the AWP. It was suggested that output 4 could be conceptualized as an individual project at a later point in time barring the availability of resources.
7. Mr. Hemraj indicated that since the revised overall financial budget which should reflect for outputs 1 – 3 BPPS funded US100K and output 4 is US\$400K unfunded at




this point and is suggested to be a separate project that the revised figures be reflected in the project document.

8. It was agreed that the start date of the project would be changed to March 1, 2015 in keeping with the duration of the project which is one (1) year to bring the end date to February 28, 2016.
9. The time period on the AWP must be changed to reflect the year 2015 and the subsequent quarterly divisions.
10. As it related to matters of gender equality, it was highlighted by the meeting that the text should not be too specific as it relates to the level of intervention and results of the project in terms of women participation and effectiveness.
11. Also, as it related to the involvement of the Resident Coordinator and her role as the focal point of the UN Support, the meeting highlighted that the text should not be so specifically focused on the RC but be more broad based to reflect the entire UN system as giving support.
12. Under **Section XI – Management Arrangements, subsection 29** the meeting agreed that an explanation must be inputted to vindicate why this project is being implemented under the DIM implementation modality. Ms. Mikami indicated that a DIM authorization request should be submitted to RBLAC.
13. It was highlighted that the composition of a multi-stakeholder Project Advisory Board as stated in **subsection 31** is not realistic in light of the situation of the country and suggested to be revised.
14. Following the previous point the meeting agreed that under **Section XII – Monitoring Framework and Evaluation**, the Final Project Report would be done by the project manager/coordinator.

**LIST OF ACTIONS AGREED TO AT THE MEETING:**

1. LPAC members recommend Resident Representative to approve the project and also to carry out a substantive revision of the project after the Elections.
2. Minutes was prepared by Programme Associate Governance and circulated to all present for comments and verification.

Signed by: \_\_\_\_\_

  
Chisa Mikami, Deputy Resident Representative UNDP

Local Project Appraisal Committee (LPAC) for the Guyana Social Cohesion Project II

List of Participants

<u>Name</u>	<u>Designation</u>	<u>Agency</u>
Ms. Chisa Mikami	Deputy Resident Representative	UNDP
Mr. George Wachira	Policy Advisor	UNDP
Mr. Trevor L. Benn	Programme Analyst	UNDP
Mr. Hemchand Hemraj	Finance Associate	UNDP
Ms. Andrea Heath-London	Planning, Monitoring and Evaluation Analyst	UNDP
Mr. Kyle Walrond	Programme Associate	UNDP
Mr. Patrick John	Project Finance Associate	UNDP
Ms. Vanessa Morris	Procurement Associate	UNDP