

Minutes of Project Board Meeting
Held on
January 11, 2013 at 10:00 a.m.
Clement Jackson Meeting Room
Planning Institute of Jamaica

Present were:

- Mrs. Andrea Shepherd-Stewart - External Cooperation Management Division, PIOJ
{Chair}
- Mr. Easton Williams - Director, Social Policy, Planning and Research Division, PIOJ
- Ms. Keisha Livermore - Head of Office, IOM Kingston
- Mrs. Toni-Shae Freckleton - Manager, Population & Health Unit, SPPRD, PIOJ
- Ms. Sonia Gill - Assistant Resident Representative & Governance Advisor, UNDP
- Ms. Itziar Gonzalez - Governance Programme Analyst, UNDP
- Ms. Marlene Lamonth - Project Manager, EU Delegation

Secretariat:

- Ms. Chadine Allen - Project Manager, Migration Policy Project Unit
- Ms. Monique McLean - Project Associate, Migration Policy Project Unit
- Ms. Suwayne Trowers - Research Assistant, Migration Policy Project Unit

Apologies for Absence:

- Dr. Elsie Laurence-Chounoune - Deputy Resident Representative, UNDP
- Mr. Glen Smith - National Programme Office, UNFPA

1. Call to Order

The meeting was called to order at 10:15 a.m. by Mrs. Andrea Shepherd-Stewart, Project Board Chair.

2. Prayer

Prayer was offered by Mrs. Andrea Shepherd-Stewart.

3. Welcome and Opening Remarks

Mrs. Shepherd-Stewart welcomed the Project Board members to the meeting and stated that the project was embarking on the final stages.

4. Apologies for Absence

Apologies for absence were tendered on behalf of Dr. Elsie Laurence-Chounoune, UNDP Deputy Resident Representative a.i. and Mr. Glen Smith of UNFPA.

5. Confirmation of Minutes of October 12, 2012

The minutes were confirmed by Mr. Easton Williams and seconded by Ms. Keisha Livermore.

6. Matters Arising

a) Update on request for Project Extension

Ms. Allen gave an update on the achievements which included the finalization and launch of the Migration Profile in September 2012. She advised of the completion of the Draft National Policy and Plan of Action on International Migration and Development. Ms. Allen also advised of the recommendation from the Ministry of Foreign Affairs and Foreign Trade (MFAFT) for the development of a Draft Diaspora Policy from the Diaspora and Development sub-theme. She noted that the Terms of Reference (ToR) for the Consultant had been formulated and that the recruitment would be done by the MFAFT. Ms. Allen noted that a Memorandum of Understanding (MOU) would be signed between MFAFT and PIOJ. She stated that the Migration Policy Project Unit (MPU) would be the secretariat for the Draft Diaspora Policy. Ms. Allen indicated that the Diaspora consultancy would take place over the period of January 15 to April 15, 2013 and that the output would be a final Draft Diaspora Policy.

Ms. Allen indicated that the overall Project Delivery rate to date was 41%. She advised that this had been a result of the challenges faced in recruiting a consultant to develop the Implementation Plan, the Capacity Development Strategy and the Monitoring and Evaluation Framework. She also indicated that some of the funds allocated to bring in international experts were not spent, and as a result they were re-allocated into the revised work plan towards the Draft Diaspora Policy.

Ms. Allen advised that Mrs. Rukiya Brown had tendered her resignation and that Ms. Monique McLean would replace her as Project Associate. Ms. Allen stated that Ms. McLean's part-time contract would be changed to full-time. Ms. Gill stated that the project board should recognize Mrs. Brown's remarkable contribution during her tenure on the project.

Ms. Gill noted that the project's wrap-up activities would take place in June and July and therefore the implementation would have to be completed by May. Mrs. Shepherd-Stewart questioned whether it was possible to get an additional extension beyond the time to facilitate the completion of project activities. Ms. Gill stated the donor had not placed any restrictions on a possible extension, but that the project had to be mindful of the possibilities of a Phase II.

Mrs. Freckleton noted that discussions on Phase II were held in 2012. She further advised that MIEUX II had made contact and was positive about Phase II. She indicated that Jamaica was automatically invited to be a part of Phase II as opposed to countries that are being invited to apply. She also informed the group that funding had not been determined. Mrs. Freckleton added that the extension would facilitate more room for flexibility. However any additional project extension beyond July might have negative implications for the Second Phase.

Ms. Gill stated that the outcomes and their completion time should be specifically outlined. She noted the importance of the completion of the Implementation Plan and the Monitoring and Evaluation Framework.

b) Communications Plan

Ms. Allen updated the members that Professor Dunn was contacted and that a meeting had been proposed with the MPU. Ms. Gill stated that the activities related to formulating the Communication Plan should be reflected on the project work plan.

c) Update on Drafting Committee

Ms. Allen gave an update on the establishment of the Multi-Agency Working Group (MWG) to review the Draft National Policy and Plan of Action on International Migration and Development. She indicated that the MWG was scheduled to meet on January 21-23, 2013. She advised that the team was comprised of ten representatives from within the PIOJ as well as external agencies, who were specialists in the areas of economics, legislative review and human rights. Ms. Gill queried when the Draft of the Policy would be finalized. Ms. Allen responded that it would be finalized in the Drafting committee meetings.

Ms. Livermore suggested that changes to the policy be made in track changes and that the number of Draft Policies sent out should be limited. Ms. Allen noted that the Policy document would be sent to the National Working Group on International Migration and Development (NWGIMD) for their approval. Ms. Livermore queried whether a timeline could be garnered from Cabinet Office. Mr. Williams responded that the information could be garnered from Cabinet Office. Mrs. Shepherd-Stewart advised that the project board would accept the Green paper as the Output for the National Policy. Ms. Allen noted that after the process of the consultations the recommendations for the policy would be taken back to cabinet for approval.

d) Update on Consultancy for Outputs 3 and 4

Ms. Allen reminded the meeting that the final stages of the project included the development of the Implementation Plan, the Capacity Development strategy and the Monitoring and Evaluation framework. She noted that as a result of the challenges faced in the recruitment of the consultant, the MPU had made revisions to the request for proposal and had identified 10 firms that had been sent letters of invitation to submit tenders. Ms. Allen stated that there had been five clarifications and two firms have stated that they would be making submissions. Ms. Allen indicated that the deadline for submission of proposal was January 28, 2013. Mrs. Shepherd-Stewart queried the length of time proposed for the consultancy. Ms. Allen advised that the proposed time was 65 days.

Ms. Gill advised that the Implementation Plan could be carried out without the final policy document. Ms. Lamonth queried the problems experienced in the recruitment process. Ms. Allen stated that only two proposals were submitted in the process. She indicated that one of the proposals had not met the eligibility criteria due to the non-submission of a Tax Compliance Certificate (TCC) and that the financial proposal hadn't been separately packaged as outlined in the Request for Proposal (RFP). Ms. Allen advised that the other proposal had not met the minimum score of 70.

Ms. Gill noted the challenges faced by the project in recruitment. Ms. Livermore stated that given past experiences, the project team should examine the timelines and have arrangements made in the event of delays.

7. New Business

a) Annual Progress Report, 2012

Ms. Gill advised that the risks should be highlighted in the report. Ms. Allen stated that an Article on Mainstreaming Migration had been published in the Migration Policy Practice Journal. Ms. Gill indicated that this should be reflected as a part of the achievements. Ms. Gill noted that the targets were stated very flexibly. She advised that this was important as it allowed room to incorporate milestone achievements in the policy development process. Ms. Allen stated that the changes would be made and circulated by January 14, 2013.

b) Quarterly Progress Report, October 1- December 31, 2012

Ms. Gill stated that the report should not focus on activities but on the results. Ms. Allen stated that feedback was received from the UNDP but those will be incorporated and shared with the project board members.

c) UNDP Monitoring Visit

Mr. Williams stated that the Monitoring Visit report was sent to the Director General of the PIOJ. He indicated that the MPU was advised that the reports would have been sent to the Division to clarify any concerns that were raised. Mr. Williams indicated that the relevant divisions within the PIOJ had met and a formal response would be sent to the UNDP.

8. Approval and Signing of the Workplan Jan-Mar 2013

Ms. Gill queried how the salaries would be covered for the additional months. Mrs. Freckleton advised that the additional salaries for June would be paid through Government of Jamaica (GoJ) funds. Ms. Gonzalez stated that the expenditures from GoJ funds should be highlighted on the Work Plan. Ms. Gill stated that the Workplan should reflect all required activities.

Mrs. Shepherd-Stewart stated that the process appeared very concise. Ms. Gonzalez advised that the development of the Implementation Plan should be kept as Output 3, as outlined in previous project documents.

The Project Board agreed that the AWP was approved subject to the requested changes being made. Ms. Gonzalez questioned whether the funds were sufficient to cover the cost of the activities.

9. The Way forward

Mrs. Shepherd-Stewart inquired about the GFMD Conference in Mauritius that was attended by Mrs. Freckleton and Mr. Williams. Mrs. Freckleton indicated that on civil society days, Jamaica was represented by Prof. Elizabeth Thomas-Hope and on Government days by herself, Mr. Williams and Mrs. Sharon Miller from the MFAFT. She advised that there was a good representation from other countries as well as Jamaica, given its involvement at the Round Table discussions. She stated that there were three Round Table discussions at any given period and that Jamaica was represented in all the discussions.

Mrs. Freckleton advised that Jamaica was ahead of other pilot countries in the project process. She stated that Jamaica was selected as one of the focal points for Domestic Care workers checklist and was a part of the launch for the checklist. Mrs. Freckleton advised that Jamaica would be working with UN Women to provide information on Domestic Care Workers and assess the performance of other countries on the checklist. Mrs. Freckleton stated that the UN High Level Dialogue on Migration and Development was scheduled for 2013 which would allow for more exposure of the project.

Ms. Livermore advised that the International Organization for Migration (IOM) had received an email from Cape Verde. She stated that IOM was asked to officially inform the GoJ and find out whether the Global Migration Group (GMG) would support them doing a study tour on Migration and Development (M&D). Mr. Williams stated that PIOJ would have to consult with the MFAFT. Ms. Gill stated that UNDP was very supportive of South to South cooperation. Ms. Gill suggested that a letter be written by the PIOJ to UNDP outlining its interest. She advised that this letter should include Jamaica's automatic selection for a second phase of the project.

Mrs. Shepherd- Stewart queried whether a schedule of upcoming meetings with MFAFT was developed. Ms. Allen advised that PIOJ had been having on-going meetings with MFAFT. Ms. Gill suggested that high level champions be identified to take the policy forward.

10. Adjournment

Mrs. Shepherd-Stewart thanked the Project Board members for their input. The meeting was adjourned at approximately 11:34 a.m.

Action Sheet

ACTION	RESPONSIBLE PARTY
1. Revise Annual Work Plan 2013 and Quarterly Work Plan; January 1 – March 31, 2013.	MPU
2. Revise Annual Progress Report for 2012 and Quarterly Progress Report for October 1- December 31, 2012.	MPU
3. Circulate final Reports to Project Board members on Monday, January 14, 2013.	MPU
4. Prepare Letter to UNDP re Selection for Phase II and interest in South to South cooperation.	MPU
5. Liaise with Cabinet on timelines for National Policy.	MPU
6. Send Migration Article to Project Board members.	MPU
7. Prepare schedule of timelines for project activities.	MPU