

**Minutes of Project Board Meeting
Held on
January 16, 2012 at 2 p.m.
Hibiscus Meeting Room
Planning Institute of Jamaica**

Present were:

Mrs. Andrea Shepherd Stewart -External Cooperation Management Division PIOJ
{Chair}

Easton Williams - Director (Actg) SPPRD, PIOJ
Marlene Lamonth - Project Manager, EU
Itziar Gonzalez - Governance Programme Analyst, UNDP
Toni-Shae Freckleton - Manager (Actg), Population & Health Unit, SPPRD, PIOJ
Diandra Isaacs - Programme Assistant, IOM Kingston

Secretariat:

Rukiya Brown - Administrative Assistant/Project Associate, Migration Policy Project Unit
(MPU)

1. Call to Order

The meeting was called to order at 2.15 p.m. by Mrs. Andrea Shepherd-Stewart, Chair.

2. Prayer

Prayer was offered by Mrs. Shepherd-Stewart.

3. Welcome and Opening Remarks

Mrs. Shepherd-Stewart introduced herself and welcomed everyone to the meeting. She noted that it was the first Project Board meeting of 2012 and wished the members all the best for the year.

4. Apologies for Absence

Apologies for absence were tendered on behalf of:

- Dr. Arun Kashyap, UNDP
- Ms. Keisha Livermore, IOM
- Ms. Sonia Gill, UNDP
- Ms. Chadine Allen, PIOJ
- Mr. Glen Smith, UNFPA

5. Confirmation of Minutes of November 17, 2011

The minutes were confirmed by Mrs. Toni-Shae Freckleton and seconded by Ms. Itziar Gonzalez subject to the following corrections/changes:

- Page 3, paragraph 4, line 3; replace full stop with a comma after 'migration and development', and replace 'The Consultant' with 'she'.

6. Matters Arising

a) TORs – Policy Development Consultant and International Experts

Mrs. Rukiya Brown advised that the revised TORs circulated incorporated the feedback submitted by the Project Board members subsequent to the last meeting held on November 17, 2011. She advised that the revised TORs were the final draft and the MPU was requesting the Project Boards approval, in order to move forward with advertising the positions.

Ms. Marlene Lamonth noted that she was not in attendance at the last Project Board meeting. She highlighted that after reading the International Experts TOR, it seemed to suggest that there would be interaction between the Policy Development Consultant and the International Experts. However, she advised that the requirement for the Consultant and International Experts to work together was not included in the TOR for the Policy Development Consultant. Mrs. Freckleton advised that the TOR will be revised to explicitly state the link between the Policy Development Consultant and International Experts. She asked the members of the meeting whether they agreed to *'timely consultations with all stakeholders including International Experts assigned to the Project on Mainstreaming Migration into National Development Planning'* being included under the 'Specific responsibilities' section of the TOR. The meeting agreed to this revision being made to the Policy Development Consultant TOR.

Ms. Itziar Gonzalez queried whether the MPU knew the duration of the Consultancy for the International Experts. Mrs. Freckleton clarified that the International Experts will not be Consultants for the project. She advised that when formulating the project it was decided that the PIOJ through the GMG, would identify experts in various areas to assist with the development of the Policy. Therefore, the GMG/UNDP Work Plan includes funds budgeted for the cost of the International Experts per diem/daily subsistence allowance (DSA) and cost of return flights to Jamaica. Mrs. Freckleton informed the meeting that the duration of the International Experts assistance will depend on their availability. She further noted that the TOR was revised to make it clear that PIOJ was not recruiting the International Experts as consultants for the project. She further advised that the International Experts would be advisors who would provide support in relation to the thematic areas. Ms. Gonzalez queried whether the International Experts will be charging for their service. Mrs. Freckleton advised that the International Experts would be providing pro bono support, but they will be given DSA and their travel costs covered if necessary. However, she also noted that the International Experts may not need to come to Jamaica, as some of the meetings are expected to be conducted virtually, where the experts can provide support via videoconferencing. Mrs. Freckleton advised that the TOR was revised after receiving feedback from Sarah Rosengaertner, UNDP New York, who informed her that some GMG colleagues thought the TOR was slightly ambitious based on the fact that the experts would not be paid. She further advised that the MPU was requesting that the IDPs on the Project Board circulate the International

Experts TOR internationally within their respective organizations. Mrs. Freckleton informed the meeting that PIOJ has the support of UN Women to provide expertise to ensure that the gender considerations are integrated into the project.

Mrs. Shepherd-Stewart noted that although the International Experts are expected to provide pro bono support; when the IDPs circulate the TOR it will actually look like a job vacancy. She advised that the TOR includes a heading for 'Job Purpose' which may be slightly confusing. Mrs. Freckleton suggested that the heading be revised to 'Purpose and Function'. Ms. Lamonth suggested that the TOR also be revised to clearly state that the International Experts would be providing pro bono support. Ms. Gonzalez queried whether the International Experts would be expected to write a report. Mrs. Freckleton responded that a written report was not expected. She advised the meeting that based on this additional feedback both TORs for the Policy Development Consultant and International Experts would be revised and then sent to the IDPs for them to circulate. The Project Board approved both TORs subject to the revisions discussed.

b) Update on Request for Project Extension

Mrs. Shepherd-Stewart advised that during the last meeting, the Project Board was informed that there may be a need for a project extension. She noted it was discussed that there would be budgetary constraints if the project was extended, as well as there being other difficulties within some organizations because the project was due to end at a set time. Mrs. Shepherd-Stewart requested an update on what had happened since the last meeting. Mrs. Brown updated the meeting on IOM's position in relation to the request for an extension. She informed the meeting that Ms. Keisha Livermore, IOM had contacted Headquarters who approved an extension for an additional 2 months. This means that the IOM component of the project which was due to end September 30, 2012 will now end November 30, 2012. However, Mrs. Brown advised that IOM would not provide additional funding during the project extension period. Mrs. Freckleton noted that this will have implications on the administration of the project.

Mrs. Freckleton advised that in December, 2011, she and Mr. Easton Williams had a meeting with Sarah Rosengaertner, UNDP New York to discuss the overall project and the extension of the Global Migration Group (GMG) component '**Mainstreaming Migration into National Development Strategies**'. She further advised that Ms. Rosengaertner indicated that the GMG does envisage that there may be an extension of the project, based on the slow pace of the GMG project execution within the other 3 pilot countries. Mrs. Freckleton noted that Ms. Rosengaertner suggested that the need for a project extension could be included in the UNDP Annual Progress Report which relates to the GMG component. She advised that this was therefore included in the Annual Progress Report, 2011. The GMG component of the project was scheduled to end December, 2012. Mrs. Freckleton noted that the MPU prepared an Alternate Work Plan up to March 2013, which realigned the GMG budget so that additional funds during the extension period would not be required. Therefore, she informed the meeting that the PIOJ was requesting an extension of the GMG component up to March 2013 with no additional funding.

Ms. Lamonth queried whether all of the project activities could be carried out in view of the IOM project extension up to November 2012. Mrs. Brown advised that it will be possible to implement

all of the activities for IOM's component of the project within their extended timeframe. She further advised that there are other activities for the GMG component, which require additional time, hence the request for the extension up to March 2013. Mrs. Freckleton noted that the IOM part of the project will form the '**National Policy and Plan of Action on International Migration and Development**'. She advised that activities from the GMG component of the project will then be carried out in relation to capacity building, the implementation plan and evaluation framework.

Ms. Gonzalez queried whether during the extension period the Project Manager's salary would be paid from GMG/UNDP funds, since IOM's extension will be without additional funding. Mrs. Freckleton advised that three months' salary for the Project Manager and Administrative Assistant/Project Associate was included in the request recently submitted for Government of Jamaica (GOJ) funds for 2012/2013 to support the project. However, she emphasized that the PIOJ is currently awaiting approval. Mrs. Freckleton noted that if the GOJ funds were not approved then GMG/UNDP funds would have to be reallocated to cover the salary. Ms. Gonzalez queried whether this would mean that the MPU staff would then be contracted by PIOJ and not IOM. Mrs. Freckleton advised that the MPU staff would be issued a PIOJ contract and paid through GMG/UNDP funds when their IOM contracts come to an end on September 30, 2012.

Following this discussion, the Project Board agreed to the PIOJ's request for a 3-month extension for the GMG component of the project up to March 2013.

c) Update on Extended Migration Profile Consultancy

Mrs Freckleton updated the meeting on the Extended Migration Profile Consultancy. She advised that the Consultant had submitted the draft Migration Profile at the end of December, 2011 and the deliverable had since been reviewed extensively by PIOJ. Mrs. Freckleton also noted that the draft Migration Profile was also shared with the Project Board and the NWGIMD who have submitted feedback. She advised that the feedback from the PIOJ, the Project Board and the NWGIMD was submitted to the Consultants for them to incorporate into the second draft of the Migration Profile. Mrs. Freckleton advised that the Consultants have requested a one week extension before submitting the second draft; this is to enable them to sufficiently make alterations based on the feedback. She informed the meeting that the request for an extension was granted by IOM and the PIOJ.

Mrs. Shepherd-Stewart asked what the general view was regarding the deliverable. Mrs. Freckleton responded that as previously expected, the development issues in relation to Migration and Development were not sufficiently addressed. However, she noted that the first draft of the Migration Profile received in December, 2011 included only sections A to D. She advised that the second draft to be submitted will include section E, which will include recommendations relating to policy development. Mrs. Freckleton also noted that the members of the NWGIMD identified gaps in the document.

Mrs. Freckleton advised that as discussed during the last Project Board meeting, the IOM funds originally allocated for the Situational Analysis would now be added to the funds for the Policy

Development Consultancy. She noted that this will mean the Consultant recruited will be expected to prepare a Situational Analysis before proceeding with the Policy Development aspect. Mr. Williams stated that this would put additional pressure on the Consultant, and he hoped the timeline given would be adequate. Ms. Lamonth queried whether the PIOJ would be recruiting a team of consultants to conduct the Policy Development Consultancy. Mrs. Freckleton responded that it is expected that a Consultancy team would be recruited. Mr. Williams queried the type of expertise that will be expected within the team. Mrs. Freckleton noted that they expected that the team would have experience in migration and development issues, and policy development. Mr. Williams suggested that the team also include persons with qualifications in economics and law. Mrs. Freckleton advised that the qualifications and experience section of the TOR would be revised to incorporate Mr. Williams' suggestion. She also informed the meeting that the Policy Development Consultancy would be advertised in January, 2011. She noted that it was expected that the recruitment process would take approximately 2 months and that the Consultant should start in March, 2012. Mrs. Freckleton further advised that the duration of the Consultancy was 8 months, and was expected to end in September, 2012.

Mrs. Shepherd-Stewart queried whether a lesson had been learnt in relation to the hiring of the Migration Profile Consultant. Mrs. Freckleton advised that a lesson learnt was that the recruitment of subsequent Consultants would not be restricted to local applicants. She noted that it was now recognised that an area such as migration and development requires outside thinking of persons exposed to certain policies and programmes, which are not necessarily practised in Jamaica. Mrs. Freckleton also advised that the Policy Development Consultant TOR was drafted to explicitly state the requirements of the study, to prevent any misunderstandings on the part of the Consultant.

Ms. Lamonth queried whether the PIOJ envisaged that the final Migration Profile document will be useful. Mrs. Freckleton advised that it would be useful, because for the first time Jamaica would have one document that speaks to all migration related data. She noted that because of how the programme with the EU had been developed, the Migration Profile was an instrument that should be updated periodically, and capacity building would be conducted with government agencies that collect the relevant data to improve how the information is collected and shared. Mrs. Freckleton informed the meeting that IOM had recently developed a new Migration Profile template specifically focused on migration and development. Therefore, over time, the Migration Profile would be of greater utility to Jamaica once it is updated based on the new template.

7. New Business

a) Annual Progress Report, 2011

Mrs. Shepherd-Stewart advised that the Annual Progress Report 2011, circulated to the Project Board, captured in detail the achievements, constraints, and challenges that occurred during the year. Mrs. Freckleton informed the meeting of the recommendations included in the report. She noted that one of the recommendations was for the project to be extended up until April, 2013. Mrs. Freckleton advised that this will ensure that something tangible can be demonstrated due to

IOM and GMG support at the **UN High Level Dialogue on Migration and Development** in 2013. She indicated that another recommendation in the report was the need for an additional staff member, to ensure that project activities are implemented within the specified timeframe. Mrs. Freckleton noted that it was envisaged that the additional staff member would be employed for 12 months, from March 2012 to March 2013.

Another recommendation Mrs Freckleton highlighted from the report was the development of a stakeholder communications strategy. She advised that consultation was one of the components of the project that was initially overlooked. Mrs. Freckleton noted that it was also recommended that the procurement of a laptop and projector for the MPU was necessary as the equipment within PIOJ was limited. She indicated that this equipment would be needed for meetings offsite and the islandwide consultations.

Mrs. Freckleton informed the meeting that the PIOJ had previously advised the Project Board that the MPU was in need of an additional member of staff. Mrs. Freckleton advised that once the sub-committees have been established the MPU did not want to burden the members of the NWGIMD with providing secretariat services to the sub-committees. Mrs. Freckleton emphasized that if an additional member of staff was not recruited it would stretch the staff within the Unit. She informed the meeting that the MPU have also considered innovative ways of getting additional assistance, by offering internships to University students or graduates to provide secretarial support to the sub-committees. Mrs. Freckleton advised that the interns would be paid a stipend and would gain valuable work experience.

Mrs. Shepherd-Stewart asked the International Development Partners on the Project Board for their views on the recommendations made in the Annual Progress Report, 2011. She queried whether there would be funds available for an additional member of staff. Ms. Gonzalez queried whether a TOR had been developed for the additional member of staff. Mrs. Freckleton responded that the MPU had developed a TOR for a Documentalist/Project Coordinator which was previously shared with the Project Board. She advised that the TOR was shared initially with UNFPA to see whether funding would be available. However, Mrs. Freckleton noted that UNFPA had indicated that Headquarters had done some internal cuts and therefore funding was not possible.

In relation to the GMG/UNDP funds, Ms. Gonzalez noted that the budget allocated was US\$150,000 and the PIOJ would need to utilise the funds allocated. Mrs. Shepherd-Stewart queried whether this meant that no additional funds were available and therefore the PIOJ would have to reallocate funds within the current budget. Ms. Gonzalez advised that UNDP Headquarters would probably not have a problem with funds being reallocated. However, she also indicated that an assessment should be made regarding whether reallocating funds for additional staff would affect the implementation of project activities. Ms. Lamonth queried what the budget was for the additional staff member. Mrs. Shepherd-Stewart and Mrs. Freckleton indicated that it was likely to be approximately J\$3.6 million. Ms. Gonzalez highlighted that the amount was approximately US\$40,000 and would be a large amount of money for one person, based on the total GMG budget of US\$150,000.

Mrs. Shepherd-Stewart indicated that if additional funding could not be made available for an additional member of staff, then the MPU would have to go with the alternative option of hiring Interns. She noted that if the MPU decided on the internship option then this would require significantly less money. Mr. Williams indicated that a strategy would have to be developed for the interns. Mrs. Freckleton advised that the interns would sit in the sub-committee meetings and take notes. She noted that the interns would be responsible for preparing the reports of the meetings. Mr. Williams indicated that the interns would be similar to rapporteurs.

Mrs. Brown added that the original sub-committee TOR stated that a sub-committee member would be nominated to take notes. However, she advised that the NWGIMD feedback was that this would be too much work for them to be burdened with. Mrs. Shepherd-Stewart noted that if University Graduates were hired as interns and paid a stipend this would resolve the issue. She further noted that even if one additional member of staff was hired it would be impossible for one person to manage all 8 sub-committees. Mrs. Shepherd-Stewart suggested that hiring interns would be the best option. Mrs. Freckleton advised that the PIOJ would contact the universities and allow them to assign the MPU their best students as interns relevant to each sub-committee thematic area. She noted that there was a programme on International Migration being offered at the University of the West Indies (UWI) which they could be assigned an intern from. Mrs. Freckleton also suggested that they could hire an intern from other departments including economics, law and government. Ms. Isaacs indicated that IOM was considering hiring an intern for the summer period. She suggested that the MPU consider this as an option. However, Ms. Isaacs noted that internships are usually for a limited period. Mrs. Freckleton suggested that PIOJ and IOM jointly contact UWI regarding internships.

Mrs. Freckleton advised that the MPU had already identified funds for the interns' stipend. Ms. Lamonth noted that internships would be mutually beneficial. The Project Board agreed that interns should be hired rather than recruiting an additional member of full-time staff.

Mrs. Shepherd-Stewart queried whether funding was available for the development of a Communications Strategy, based on the recommendation made in the Annual Progress Report, 2011. Mrs. Freckleton advised that UNDP funds for the GMG component of the project had been re-allocated in the Annual Work Plan for 2012. Ms. Gonzalez noted that her concern was whether the PIOJ have identified funding for the implementation of the Communications Strategy. Mrs. Freckleton responded that both the GMG and IOM components of the project already had funds allocated for Consultations. She noted that once the Communications Strategy had been developed the current resources available would be appropriately allocated for implementation. The Project Board agreed to the UNDP funds being re-allocated for the Communications Strategy Consultant.

Mrs. Shepherd-Stewart queried whether additional funding would be required for the recommendation relating to the procurement of a laptop and projector. Mrs. Freckleton advised that UNDP funds have also been re-allocated in the Annual Work Plan for 2012 to cover the related costs. The Project Board agreed to the funds being re-allocated for the procurement of the equipment.

b) Establishment of 8 Sub-committees

Mrs. Freckleton informed the meeting that 8 Sub-committees would be established. She noted that the first NWGIMD meeting for the year would be held in February. Mrs. Freckleton advised that it was expected that during this meeting they would then begin the process of formally establishing the sub-committees. She also noted that the sub-committees would be expected to develop a work schedule and explain how they plan to approach the work of their respective sub-committees. Mrs. Freckleton advised that the sub-committees will indicate whether they wish to meet on a monthly basis, or have one day workshops in order to cover their thematic area in a shorter space of time. She indicated that once the MPU had received this information they would be able to see what type of financial and technical resources would be needed for the sub-committees.

Ms. Lamonth suggested that parameters be given to the sub-committees in relation to developing work schedules. She advised that persons in the sub-committees should be informed of the time-frame that the MPU are working to. Ms. Lamonth also suggested that they be advised to submit their work schedule to the Secretariat by a certain date. Mr. Williams suggested that the MPU/PIOJ develop a generic work programme.

Mrs. Shepherd-Stewart queried whether the composition of the sub-committees had been established. Mrs. Freckleton responded that the NWGIMD will be expected to assess the composition of the sub-committees and if necessary identify persons to be co-opted based on the thematic areas.

c) Update on NWGIMD Chairperson

Mrs. Freckleton informed the meeting that following the outcome of the general elections, Senator Malahoo Forte will no longer be at the Ministry of Foreign Affairs and Foreign Trade (MFAFT). However, she noted that the decision has been taken internally at PIOJ to no longer have a person from the political directorate Chair the Working Group. She advised that the Chairmanship of the NWGIMD will reside in the PIOJ and MFAFT but at a technical level. However, moving forward the PIOJ will advise the political directorate as necessary. Mrs. Shepherd-Stewart queried whether the PIOJ have already had this discussion with MFAFT. Mrs. Freckleton advised that the PIOJ would discuss this matter with MFAFT, but they do not anticipate that they would have a problem with this arrangement.

8. Approval and Signing of Annual Work Plan and Quarterly Work Plan

The Project Board approved the Annual Work Plan (AWP) 2012 and the Quarterly Workplan (QWP) for January 1 to March 31, 2012 subject to the following changes:

- Output 2, Activity Result 1: Replace 'International Consultants' with 'travel'
- Indicators and targets for 2012 relate to the activities conducted in 2011, this should be revised to relate to activities that will be carried out in 2012.

Mrs. Freckleton noted that once the changes were made, the revised AWP and QWP would be circulated for the relevant parties to sign. The project tolerance for the quarter was set at 20%.

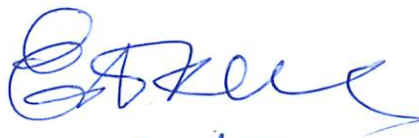
9. The Way Forward

Mrs. Freckleton advised the meeting that the revised TORs for the Policy Development Consultant and International Experts would be sent to the Project Members by January 18, 2012. Mrs. Shepherd-Stewart noted that once the amendments had been made the Policy Development Consultancy would be advertised, and the TOR for the International Experts should be circulated internationally by the IDPs on the Project Board.

10. Adjournment

Mrs. Shepherd-Stewart thanked the Project Board members for their participation. The meeting was adjourned at 3.30 p.m.

ACTION	RESPONSIBLE PARTY
1. Revise Annual Work Plan 2012	MPU
2. Revise Quarterly Work Plan; January 1 – March 31, 2012	MPU
3. Prepare formal letter requesting project extension	MPU
4. Revise Policy Development Consultant and International Experts TORs	MPU
5. Email revised TOR's for International Experts and Policy Development Consultant to Project Board	MPU
6. Circulate International Experts TOR within organization internationally	Project Board
7. Contact U.W.I regarding interns	MPU & IOM


24/2/12