

Project Preparation Grant for the “Conserving biodiversity and reducing land degradation using an integrated landscape approach project”

7 June 2018

Clement Jackson Meeting Room, Planning Institute of Jamaica (PIOJ)

Agenda items

- Welcome and Introductions –Richard Kelly, UNDP
- Overview of Project – Stacy-Ann Tomlinson Knox
- Next steps for PPG process – Stacy Ann Tomlinson Knox
- Introduction of Lead Consultant – Stacy Ann Tomlinson Knox
- Any other Business

Participants

The following persons participated:

Number	Name	Institution
1	Richard Kelly	United Nations Development Programme
2	Patrick Watson	Ministry of Local Government, Community Development
3	Nastacia Brown	Forestry Division
4	Siddier Chambers	Bureau of Gender Affairs
5	Loreen James	National Environment and Planning Agency
6	Sharona Napier	United Nations Development Programme
7	Stacy-Ann Tomlinson-Knox	United Nations Development Programme
8	Yvette Strong	National Environment and Planning Agency
9	Vaughn Barnaby	Rural Agriculture Development Agency
10	Hugh Dixon	Southern Trelawny Environment Agency
11	Larytha Fletcher	Planning Institute of Jamaica

Introduction

The Technical Working Group (TWG) meeting was called to order at 10:10 am by Chairperson Richard Kelly, Programme Specialist at the United Nations Development Programme (UNDP) with welcome and introduction of attendees. He clarified that this was an initial meeting of the group, which is why he was chairing and going forward a chair person would be identified from the group. Apologies were given for Dr. Elsie Laurence-Chounoune (UNDP Representative) who was unavoidably absent.

- A recommendation was also made to co-opt JSIF as they have the READI project and should have a viable network that could contribute to this project. It was also suggested that the agro-enterprise component of this project could be a scaling up on a similar enterprise project being undertaken by JSIF.
- The Ministry of Local Government should be included as Core and the Municipal Corporation representatives be called as needed
- The Institute of Jamaica should be co-opted
- Water Resources Authority should be co-opted

A proposal was made and accepted to have the TWG comprise of the following groups as required:

- United Nations Development Programme
- Ministry of Economic Growth & Job Creation
- Forestry Department
- Bureau of Women's Affairs
- National Environment Planning Agency
- Planning Institute of Jamaica
- Rural Agriculture Development Agency
- Ministry of Local Government Community Development
- Southern Trelawny Environmental Agency
- Youth Group representative
- Social Development commission
- Ministry of Tourism

The following agencies should be co-opted as needed

- Jamaica Social Investment Fund
- Municipal Corporation representatives
- Institute of Jamaica
- Water Resources Authorities

The TWG recommended that MEGJC, NEPA or the Forestry Department act as co-chair of the TWG along with UNDP going forward, Yvette Strong requested time to discuss with her supervisors to decide and report back to the TWG within the next two weeks. Siddier Chambers suggested that if the recommended entities are not available, the Bureau of Standards is open to act as co-chair. Stacy-Ann also asked the TWG to provide alternates to attend meetings when current members are unavailable to attend.

Review of Terms of References

The terms of references for TWG was reviewed by Richard Kelly (UNDP). It was agreed by the TWG that comments on the TOR should be received within three business days of receipt of edits, non-response within the timeframe will be acknowledged as agreement with edits.

The joint team outlined the following edit to the document as outlined in the table below:

<u>Edits to TWG Terms of Reference</u>

Malcolm advised that NEPA can support the consultants in compiling information on the biological value of the target area, including species, flora and fauna. Data would also include the identification of any threats affecting communities in the target area and if the impact they are likely to have on the area.

Conclusion

The Chair summarized the discussions and motioned to adjourn the meeting at 12: 28pm.

Follow up Actions

Table below reflecting agreed upon follow-up actions and timeline

	ACTION	BY WHOM	DUE DATE	STATUS/COMMENTS
1.	Share a list of names and contact information for all members of the TWG	UNDP	TBC	The letters should also ask for alternate to be named
2.	An updated TOR will be shared with the TWG within another two weeks	UNDP	TBC	a detailed description of the role, function and profile of the Focal Point should be included
3.	Consultants will need to meet with different members of the team	UNDP	16 April 2018	Revisions were made and shared with the joint team on 16 April 2018
4.	TWG members to share an alternative to attend meetings in their absence	UNDP	16 April 2018	A table was shared with members to populate with the names of their alternates
5.	There is a possibility that TWG team members will be asked to facilitate a field visit out of town on the Saturday during the mission	UNDP	19 April 2018	The project document will be shared with the joint team
6.	Mission itinerary will be shared	UNDP	19 June2018	The AWP will be shared with the joint team
7.	Draft Agenda for the Inception workshop will be shared	Gillian Guthrie (MEGJC)	19 June2018	The MOF representative pointed out that the project was not included in the 2018 budget as the project had not been submitted to PIMSEC.

Confirmation of Minutes