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## ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	1 January 2014 to 31 December 2014		
Project number and title:	00067121 HCFC Phase Out Management Plan – 1 <sup>st</sup> Stage Implementation		
Project Duration:	April 2012 to March 2016		
Donors:	Multilateral Fund for the Implementation of the Montreal Protocol		
Implementing Partner:	National Environment and Planning Agency (NEPA)		
Responsible Parties:	NEPA and UNDP		
Overall Project Coordinator:	Nicol Walker		
Initial Approved Budget:	US\$2,000 (output 1); US\$44, 938.31 (output 2)	Revised Approved Budget:	US\$7,000 (output 1) US\$47,839.95 (output 2)
Total annual advance:	US\$0 – output 1 US\$21,503.33 – output 2	<sup>1</sup> Total annual expenditure:	Output 1 - US\$2,611.68 Output 2 - US\$ 41,535.03
Annual Delivery:	37.31 %- out put 1; - 86.82% - output 2		

<sup>1</sup>The expenditures reported for each output are as reflected in the January to December 2014 Combined Delivery Report (CDR)

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## I. EXECUTIVE SUMMARY

### Output 1

The Project Steering Committee approved a revised budget for the year from US\$2,000 to US\$7,000. The additional funds were to assist Seal Sprayed Solutions to maintain zero importation of HCFC 141b. NEPA signed a Memorandum of Understanding with Seal Sprayed to facilitate the re-imbusement of funds for purchasing alternatives to HCFC-141b.

### Output 2

The annual budget was revised from US\$44,938.31 to US\$47,839.95 with the approval of the Project Steering Committee to among other things provide additional technical support (equipment, workshop assistant) to the training of trainers workshops held during the year.

A total of forty five (45) Trainers were trained on alternatives to HCFCs and good practices in refrigeration over the three x three days workshops held in St. Thomas (Morant Villas Hotel), Manchester (Mandeville Hotel) and St. James (Hotel Grandiosa). Dr. Earle Wilson, National Consultant who was contracted during the year delivered the local best practices component of the workshops. Ruben Marchand, International Expert, was contracted by UNDP and delivered the international best practices component of the St. James workshop. Derick Goulbourne was also contracted under the project as a Technical Assistant and provided technical support at the Manchester and St. James workshops with regard to over - seeing use of the training equipment by the workshop participants.

Challenges during the period were related to the ability of participants invited to the three workshops to attend all three days a due to work commitments and emergency situations regarding equipment that needed servicing.

In terms of lessons learnt, contracting of the Technical Assistant to provide support at the workshops was beneficial and facilitated a good flow between theory and practical sessions. The support of the International Expert was also invaluable in that he gave the participants a global perspective of the refrigeration and air-conditioning sectors.

II. FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT – 2014 – OUTPUT 1							
Donor	Total Budget (US\$) <sup>2</sup>	Programable Budget (US\$) <sup>2</sup>	Advances Brought Forward <sup>1</sup>	UNDP Direct Payment/ Reimbursements <sup>3</sup>	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
MLF	7,000.00	7,000.00	0	1,994.86	0	616.82	4,388.32
TOTALS:	7,000.00	7,000.00	0	1,994.86	0	616.82	4,388.32
RESOURCE AND EXPENDITURE REPORT – 2014 – OUTPUT 2							
Donor	Total Budget (US\$) <sup>2</sup>	Programable Budget (US\$) <sup>2</sup>	Advances Brought Forward <sup>1</sup>	UNDP Direct Payment/ Reimbursements <sup>3</sup>	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
MLF	47,839.95	47,839.95	8,117.64	14,230.06	21,503.33	27,304.97	6,304.92
TOTALS:	47,839.95	47,839.95	8,117.64	14,230.06	21,503.33	27,304.97	6,304.92

<sup>1</sup> United Nations Official Exchange Rate (UNORE) for December 2014 (US\$1=J\$112.68)

<sup>2</sup> The total and programmable budgets are the revised approved budgets

<sup>3</sup> The expenditure is as reflected in the CDR for January to December 2014. For output 2, a combined payment to the International Consultant of US\$5,715.76 was reflected in the 4th quarter CDR but not in the January to December 2014 CDR.

### III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
	<b>Activity 1 – Training and Technical Support</b>				
<p><b>Output 1 00083035/ JAM/PHA/64/INV/28 -</b></p> <p>Conversion of foam manufacturing enterprise from HCFC 141b based to non ODS based technology</p> <p><u>Baseline</u></p> <ul style="list-style-type: none"> <li>• Zero importation of HCFC141b</li> </ul> <p><u>Target</u></p> <ul style="list-style-type: none"> <li>• Zero importation of HCFC 141b by companies that manufacture foam products</li> </ul> <p><u>Indicator</u></p> <ul style="list-style-type: none"> <li>• Quantity of HCFCs</li> </ul>	<p>Action 1</p> <p>Action 1:</p> <ul style="list-style-type: none"> <li>✓ To lead project completion process and provide certificate of completion</li> </ul>	2,000.00	2,611.68	<p>The project was completed and the certificate of completion signed. The final payment under the Memorandum of Understanding (MoU) between NEPA and Seal Sprayed Solutions (SSS) was made.</p>	<p><b>The output for achieved. There was no importation of HCFC 141b during the year.</b></p>

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
141b imported					
	Action 2: To re-imburse Seal Sprayed Solutions for purchase of additional methyl formate, alternative to HCFCs	5,000.00	0	A new MoU was signed between NEPA and SSS to facilitate reimbursement of the funds	
<b>Output 2</b> <b>Output 2</b> <b>00083036/</b> <b>JAM/PHA/64/INV/29</b>  HCFC phase-out strategy implemented	<b>Activity 1 - Training and technical support</b>				
<b>Baseline</b>  • 17 Trainers trained on alternatives to HCFCs and good practices in refrigeration	1. Action: ✓ International Consultant to prepare final report on scope of work including lessons learnt and action plan for 2014 and onwards for the refrigeration and air-conditioning sector.	3,080	3,080	✓ Ruben Marchand, International Consultant prepared and submitted the final report on his scope of work to UNDP and NEPA.	Output 2 was achieved. The HCFC phase out strategy was implemented during the year.
Targets:  • 45 Trainers trained on alternatives to HCFCs and good practices in refrigeration to make total number trained	2. Action: ✓ Procurement of International Consultant to conduct 1x3 days Training of Trainers workshop in Montego Bay and prepare report on training	2,000	3,080	Mr. Marchand was contracted by UNDP and delivered the international best practices component of the training of trainers workshop held in Montego Bay, St. James	
	3. Action ✓ Payment of international travel, terminal and DSA expenses for International Consultant to conduct	2,000	2,635.76	✓ Travel expenses, terminal expenses and DSA were paid to Mr. Marchand for conducting the train the trainers workshop in Montego Bay	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
102.	Training of Trainers workshop in Montego Bay				
Indicators: -  • Number of Trainers trained on alternatives to HCFCs and good practices in refrigeration  •	4. Action ✓ National Consultant to complete and submit the retrofit plan	787.99	745.47	✓ Dr. Wilson completed and submitted the retrofit plan to NEPA. It detailed the national plan for companies to retrofit refrigeration equipment from R-22 to an alternative refrigerant. He indicated types of equipment needed, such as a retrofit kit and associated costs.	
	5. Action: ✓ National Consultant to complete and submit the Recovery, Recycling, Re-use plan	787.99	745.47	✓ Dr. Wilson completed and submitted the recovery, recycle, re-use plan to NEPA. The Consultant divided the national plan into the investment (equipment purchase and distribution/delivery to end-users) and the non-investment (training of trainers and technicians and capacity building) components.	
	6. Action  National Consultant to prepare final report on implementation of scope of work including lessons learnt and recommendations  ✓	3,151.97	2,981.90	✓ Dr. Wilson completed and submitted the final report to NEPA. Some lessons learnt were that the training workshop held in Kingston should have targeted more 'second tier' managers. The top managers targeted already had the knowledge and did not necessarily pass it on to the second tier managers who were mainly in the ones working in the field.  ✓ One recommendation made by Dr. Wilson was that training workshops should be held across the island for the next couple of years so as to increase the rate at which the pool of trained practitioners grows.  ✓	
	7. Action: To complete Government of	0	0	✓ Dr. Wilson was contracted to carry out the three training of Trainers	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
	Jamaica's follow-on procurement process for the National Consultant to carry out three training of Trainers workshop ✓			workshops.	
	8. Action: ✓ National Consultant to prepare work plan for undertaking three Training of Trainers workshops on alternatives to HCFCs and good practices in refrigeration	\$515.95	\$488.11	✓ Dr. Wilson completed and submitted the work plan for his scope of work to NEPA. He detailed the parishes in which the workshops would be held, proposed dates and venues as well as companies from which participants should be invited.	
	9. Action: ✓ National Consultant to conduct 1x3-days Training of Trainers workshop in Mandeville	1,547.84	\$1,952.43	✓ Dr. Wilson conducted the three days training of Trainers workshop in Mandeville at the Mandeville Hotel. ✓ 16 persons attended	
	10 Action: National Consultant to conduct 1x3-days Training of Trainers workshop in Montego Bay	1,547.84	1,952.43	✓ Dr. Wilson conducted the three days training of Trainers workshop in Montego Bay at the Grandiosa Hotel. ✓ 16 persons attended	
	11 Action: Local travel, meals and accommodation expenses for National Consultant to carry out 3x3-days Training of Trainers workshops	5,628.52	3,322.14	✓ Dr. Wilson was re-imbursed for local travel, meals and accommodation expenses associated with conducting three x three days training of trainers workshops held in St. Thomas, Manchester and St. James.	
	12. Action: ✓ To contract workshop assistant to assist with onsite logistics for training in Mandeville and Montego Bay	1,374.26	1,331.20	✓ Derick Goulbourne was contracted by NEPA and provided technical assistance at the workshops held in Mandeville and Montego Bay. He specifically assisted with on site	



Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
				<p>logistics for equipment use by participants during practical sessions at the workshops. ✓</p> <p>Mr. Goulbourne was also responsible for receiving equipment delivered on site for training and at the end of the workshops ensuring all were removed from the venue and returned to the storage area in Kingston. ✓</p>	
	<p>13. Action: Local travel, meals and accommodation expenses for workshop assistant to assist with onsite logistics for Training of Trainers workshops in Mandeville and Montego Bay</p> <p>14 Action: National Consultant to prepare final report on implementation of scope of work including lessons learnt and recommendations</p>	<p>1,832.34</p> <p>2,579.74</p>	<p>\$1,052.02</p> <p>1,464.32</p>	<p>Mr. Goulbourne was re-imbursed or local travel, meals and accommodation expenses incurred in providing technical assistance at the Mandeville and St. James workshops. ✓</p> <p>Dr. Wilson prepared and submitted the final report on implementation of scope of work related to conducting the three x three days training of trainers workshops including lessons learnt and recommendations. He indicated lessons learnt which included the benefit of having a second air-conditioning unit for practical sessions at the workshops. Participants were generally unaware of the alternatives to R-22. ✓</p> <p>Recommendations included the need to develop and distribute to trainers and technicians guidelines (wallet sized) on how to retrofit from R-22 to Hydrocarbons that Participants appreciated ✓</p>	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
				workshops were held in their work parish/location as it made attendance more convenient. ✓ Participants noted the need for proper tools to effectively carry out their jobs	
	15 Action: Procurement of venue to host 3x3 days Training of Trainers workshops in St. Thomas, Mandeville and Montego Bay	✓ 10,553.47	✓ 9,139.66	✓ The venues were procured for hosting of the three workshops. Morant Villas in St. Thomas, Mandeville Hotel in Manchester and Grandiosa Hotel in St. James	
	16. Action To re-imburse costs associated with use of NEPA's vehicle to transport training equipment to venue in Mandeville and Montego Bay	183.23	452.44	✓ NEPA was –reimbursed for fuel costs associated with transporting training equipment from Kingston to Mandeville and Montego Bay and return.	
	17. Action Meals and accommodation expenses for NEPA driver and his assistant associated with transporting training equipment to Mandeville and Montego Bay	537.43	586.32	✓ NEPA drivers and assistant were reimbursed for meal expenses and accommodation was provided for the trip to and from Montego.	
	18. Action National Consultant to conduct 1x3-days Training of Trainers workshop in St. Thomas	0	1,952.43	✓ Dr. Wilson conducted the three days training of trainers workshop in St. Thomas at the Morant Villas Hotel ✓ Fifteen persons attended and were given certificates of participation. ✓	
	<b>Activity 2 - Communication and public awareness</b>				

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
	1. Action: To produce 1X30 seconds radio commercial with text related to the ongoing reduction in importation of HCFCs ✓	328.33	0	✓ The advertisement was produced with funds from the Institutional Strengthening Project.	
	2. Action: ✓ To air 30 seconds radio commercial on RJR FM and Nationwide Radio	1,876.17	443.73	✓ The radio commercials were aired on RJR and Nationwide Radio	
	<b>Activity 3 - Procurement of equipment</b>				
	1. Action: To make payment to Rapid Procurement for refrigeration equipment (three recycle modules for the three recovery machines purchased)	2,256.25	0	✓ The payment was made in 2013 and was placed in the 2014 AWP in error.	
	2. Action: To make payment to Rapid Procurement for additional refrigeration equipment procured for use during training to be undertaken in 2014	4,748.41	6,626.70	Rapid procurement was paid for delivery of the additional refrigeration equipment.	
	3. Action: To procure refrigerant and safety glasses for use by participants during the Train the Trainers workshop in Mandeville and Montego Bay	522.22	2,381.01	Cylinders of R22 and hydrocarbon refrigerant, refrigeration hoses, safety glasses, workman gloves, air-conditioning unit and stand were all purchased and used at the training of Trainers workshops.	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<b>TOTAL</b>		US\$54,839.95	US\$ 49,025.22		

1. There is a variance of US\$ 4,878.51 between the total expenditure in the Jan to Dec 2014 CDR (US\$ 44,146.71) and the total in table III, Activities and Achieved results
2. Action 18 was omitted in error from the revised 2014 workplan. Delivery of this workshop was a part of the scope of work for the National Consultant.
3. The table reflects a combined payment to the International Consultant of US\$5,715.76 which was reflected in the 4<sup>th</sup> quarter CDR but not in the Jan to Dec 2014 CDR. The payment is under output 2- activity 1 – for actions 2 and 3.

IV. INDICATOR TRACKING TABLE

OUTPUT#	INDICATOR(S)	BASELINE	ACHIEVED In 2014	Annual TARGET (DEC 2014)
<p><b>Output 1 00083035/ JAM/PHA/64/INV/28</b></p> <p>-</p> <p>Conversion of foam manufacturing enterprise from HCFC 141b based to non ODS based technology</p>	<ul style="list-style-type: none"> <li>Quantity of HCFCs 141b imported</li> </ul>	<ul style="list-style-type: none"> <li>Zero importation of HCFC141b</li> </ul>	<p>Zero importation</p>	<ul style="list-style-type: none"> <li>Zero importation of HCFC 141b by companies that manufacture foam products</li> </ul>
<p><b>Output 2 00083036/ JAM/PHA/64/INV/29</b></p> <p>HCFC phase-out strategy implemented</p>	<ul style="list-style-type: none"> <li>Number of Trainers trained on alternatives to HCFCs and good practices in refrigeration</li> </ul>	<ul style="list-style-type: none"> <li>17 Trainers trained on alternatives to HCFCs and good practices in refrigeration</li> </ul>	<ul style="list-style-type: none"> <li>49 trainers trained on alternatives to HCFCs and good practices in refrigeration</li> </ul>	<ul style="list-style-type: none"> <li>45 Trainers trained on alternatives to HCFCs and good practices in refrigeration to make total number trained to 102.</li> </ul>

## V. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Partnerships continued with several agencies. These included the UNDP, the Jamaica Air-conditioning, Refrigeration and Ventilation Association, Jamaica Customs and the Ministry of Health.	<ul style="list-style-type: none"> <li>✓ The UNDP provided guidance on reporting requirements and general input and assistance on implementation of project activities. Assistance from UNDP included contracting the International Expert, Ruben Marchand, to deliver a component at the Montego Bay workshop and two workshops in 2015.</li> <li>✓ The Ministry of Health as instrumental in ensuring Jamaica maintained the freeze in importation of HCFCs through regulation of the HCFC import quota assigned to importers.</li> <li>✓ There were no problems encountered with partners that negatively impacted project implementation</li> </ul>
Other Inter-agency partnerships were also formed with members of the Project Steering Committee other than UNDP. These agencies were the Ministry of Water, Land, Environment and Climate Change/Environment Management Division (MWLECC/EMD), Planning Institute of Jamaica (PIOJ) and Ministry of Finance.	<ul style="list-style-type: none"> <li>✓ These agencies reviewed and provided useful comments on the 2014 AWP and reports from the National Consultant.</li> <li>✓ There were no problems encountered with these partners that negatively impacted project implementation</li> </ul>
<b>SUSTAINABILITY</b>	
<p>Continuous liaison with local partnerships during the year under review contributed to ensuring sustainability of the project.</p> <p>Sustainability of the achievements of Seal Sprayed in terms of the phase out of the use HCFC 141b is expected through the HCFC import quota system which does not allow importation (consumption) by Seal Sprayed. Bert Veenendaal who served as the International Consultant in 2013, continued to provide technical guidance on the activities of Seal Sprayed in 2014. His technical support to Seal Sprayed and NEPA will assist in sustainability.</p> <p>The National Consultant issued jump drives with training material to participants at all three training of trainers workshops which they are expected to use reference material for operating 'on the job'. The material will help to ensure that there is sustainability with regard to the training that was received. Any additional form of technical support could be obtained from the Trainers directly as they were given contact information or through NEPA.</p> <p>The Trade (Montreal Protocol) (Trade in Ozone Depleting Controlled Substances) Order, 2014, which is in draft, along with the HCFC import quota system that was developed, will help to ensure the targets achieved for each output are sustained.</p> <p>General monitoring and evaluation of the project was done through quarterly reporting that were required by UNDP.</p>	

Annex III Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted , updated by	Last Update	Status
<b>Output 1 - 83035</b>									
<b>Activity - Training and technical support</b>									
	Invoices from supplier of alternatives to HCFC141b not received in a timely manner	September 2014	Operational and Organisational	P = 3 I = 5	Follow up with Seal Sprayed to ensure they receive invoices from the supplier in a in a timely manner	NEPA	NEPA	October 2014	Solved
<b>Output 2 – 83036</b>									
<b>Activity 3 – Procurement of equipment</b>									
1	Training equipment not received on time from supplier	September 2014	Operational and Organisational	P = 3 I = 5	Monitoring of each stage of the procurement process to ensure request for quotes, preparation of purchase orders and receipt of goods are carried out in a timely manner	NEPA	NEPA	October 2014	Solved

Annex IV Issues Log

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Some persons invited to the three days training of trainers workshops unable to attend all three days and obtain certificate of participation	April 2014	Problem	Number of trainers expected to be trained will be less than targeted  Priority = 3	Training workshops beyond 2014 will be limited to one day and the content will be reduced	NEPA/ Consultant	Consultant	November 2014	Pending
2.	Technical assistant required at workshops to assist with training equipment management during practical sessions	April 2014	Problem	Efficiency in delivery of theory and practical sessions will be impacted  Priority =5	Technical assistant contracted to assist at workshops in Mandeville and Montego bay	NEPA/ Consultant	Consultant	November 2014	Solved



## Annex V Lessons Learned

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Project Management/ Human Factor	2014	<ul style="list-style-type: none"> <li>✓ The Project Steering Committee (PSC) being comprised of key project stakeholders only (UNDP, PIOJ, MWLECC/EMD, Ministry of Finance and NEPA) worked well in ensuring the project output would be met.</li> <li>✓ The small PSC facilitated meaningful discussion on project implementation and lessened input based on personal preferences.</li> </ul>			NEPA
2.	Project Management/project results	2014	<ul style="list-style-type: none"> <li>✓ The procurement of another air-conditioning unit for demonstration of the retrofit process for R-22 to hydrocarbon used at the training workshops added to the overall efficiency of the practical sessions</li> </ul>	✓		NEPA
3.	Human factor	2014	<ul style="list-style-type: none"> <li>✓ Contracting of the technical assistant to provide technical support at the workshops enabled a smooth flow from training in theory immediately followed by demonstration/practical sessions. to practical</li> </ul>	✓		NEPA

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
			sessions			
4.	Human factor	2014	✓ Contracting the International Expert to provide support to deliver the international best practices component of the workshop in Montego Bay allowed the participants to obtain a global perspective on the refrigeration and air-conditioning industry	✓		NEPA
5.	Project Management/human factor	2014	✓	✓ Many participants had difficulty being present at all three days of the workshops due to work commitments and work emergency situations (refrigeration or air-conditioning units malfunctioning) that arose	✓ The technicians training workshops expected to commence in 2015, will be held for one day only	NEPA

**Project Management:**

Prepared by: [Signature]

Date: 2 April 2015

Approved by: [Signature]

Date: 2/4/2015

**UNDP Resource Persons:**

Name, Programme Analyst – Capacity Development

Name, Programme Associate – Capacity Development

Accepted by:

\_\_\_\_\_

Date: \_\_\_\_\_

