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QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	July to September 2015		
Project number and title	67121 HCFC Phase Out Management Plan – 1st Stage Implementation		
Project Duration	May 2012 to March 2016		
Implementing Partner	National Environment and Planning Agency (NEPA)		
Responsible Parties	National Environment and Planning Agency (NEPA)		
Overall Project Coordinator	Nicol Walker		
Initial Approved Budget	Out put 1 - US\$4,843.36; Output 2 - US\$75,426.84	Revised Approved Budget	Not applicable
Balance Brought Forward from Previous Quarter	Out put 1 (US\$671.43) Output 2 – (US\$ 0)		
Current Quarter Advance	Out put 1 - US\$ 0 Output 2 - US \$ 12,811.05	Current Quarter Expenditure	Output 1 - US \$0 Output 2 –US\$ 5,187.96
		Direct Payments by UNDP	Output 2 – US \$11,404.59
Annual Expenditure to Date	Out put 1 - US\$4,720.86 Output 2 - US\$ 45,410.57	Current Year Delivery to Date	Output 1 – 97.47% Out put 2 – 60.20%

Description of In Kind Contribution (attach any supporting documents) not applicable	Total Estimated Monetary Value not applicable
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I. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

Out put 2 the three - day training of trainers workshop on alternatives to HCFCs and good practices in refrigeration completed.

Fifty manifold gauges (refrigeration equipment) were procured during the period. These will be distributed to technicians at the upcoming training of technicians workshops on alternatives to HCFCs and good refrigeration practices to be held in Portland and Kingston or St. Catherine.

III. INDICATOR TRACKING TABLE

(The Indicator tracking sheet given below is a useful Performance Monitoring tool which can serve as a valuable source of readily available information on project progress. Values of indicators in each quarter show the progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into the following table as per the example)

83035 OUTPUT 1 - results	INDICATOR(S)	BASELINE	Q4 2014	Q1	Q2	Q3	Q4	Annual TARGET (end DEC 2015)
Conversion of foam manufacturing enterprise from HCFC 141b based to non ODS based technology	<ul style="list-style-type: none"> Quantity of HCFCs imported from January 1, 2015 to March 31, 2015 	Zero importation of HCFC 141b	0	0	0	0	0	✓ Zero importation of HCFC 141b from January 1, 2015 to March 31, 2015 by companies that manufacture foam products

83036 OUTPUT 2 - results	INDICATOR(S)	BASELINE	*Q4 2014	Q1	Q2	Q3	Q4	Annual TARGET (end DEC 2015)
HCFC phase-out strategy implemented	<ul style="list-style-type: none"> Number of Trainers trained on alternatives to HCFCs and good practices in refrigeration 	47	16	0	62	78		Eighty seven (87) Trainers trained on good practices in refrigeration and alternatives to HCFCs
	<ul style="list-style-type: none"> Number of Technicians trained on alternatives to HCFCs and good practices in refrigeration 	0	0	0	0	0		Fifty (50) Technicians trained on good practices in refrigeration and alternatives to HCFCs

*NUMBER OF PERSONS TRAINED IN Q4 2014 ONLY AND NOT FOR THE YEAR 2014

IV. **PLANNED OUTPUTS, ACTIVITY RESULTS AND ACHIEVED RESULTS FOR THE QUARTER (BASED ON AWP) [COMPLETION STATUS CODED AS: FULLY=ACTIVITY RESULT ACCOMPLISHED; PARTIALLY=ACTIVITY STARTED BUT INCOMPLETE/NOT FINISHED; NOT STARTED=NO ACTIVITY HAS STARTED DURING THIS QUARTER]**

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress Towards Achieving Output
		Fully	Partially/Not Finished	Started		
83035 – Output 1 Conversion of foam manufacturing enterprise from HCFC 141b based to non ODS based technology	Activity Result 1 Foam manufacturing enterprise converted from HCFC 141b based to non ODS based technology					✓ The output was achieved
	Action 1: To re-imburse Seal Sprayed Solutions for purchase of additional methyl formate, alternative to HCFCs	X				
83036 – output 2 HCFC phase out strategy implemented	Activity Result 1 Training on alternatives to HCFCs and good practices in refrigeration provided					✓ Progress was made on achieving the output. The Training workshop was held on the alternatives to HCFCs and recovery and recycling of the refrigerant. This is expected to assist in the phase out of HCFCs.
	Action 1: International Consultant to train twenty (20) Trainers on international best practices in refrigeration and air-conditioning at the 1x3 days Training of Trainers workshop in Ocho Rios, St. Ann and prepare report on training	X			Ruben Marchand, International consultant conducted the training of 15 persons at the workshop held in Ocho Rios.	

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress Towards Achieving Output
		Fully	Partially/Not Finished	Started		
	Action 2: International Consultant to train twenty (20) Trainers on international best practices in refrigeration and air-conditioning at the 1x3 days Training of Trainers workshop in Negril and prepare report on training	X			Ruben Marchand, International consultant conducted the training of 16 persons at the workshop held in Negril and prepared the report on the training.	
	Action 4: National Consultant to train twenty (20) Trainers on alternatives to HCFCs and good practices in refrigeration at the 1x3-days Training of Trainers workshop in Ocho Rios, St. Ann	X			, conducted the training of 15 persons at the workshop held in Ocho Rios.	
	Action 5: National Consultant to train twenty (20) Trainers on alternatives to HCFCs and good practices in refrigeration at the 1x3-days Training of Trainers workshop in Negril	X			Dr. Earle Wilson, National Consultant, conducted the training of 16 persons at the workshop held in Negril.	
	Action 10: Technical assistant to provide onsite logistics and management of equipment at the 1x3-days Training of Trainers workshop in Ocho Rios	X			provided onsite logistics and management of equipment	
	Action 11: Technical assistant to provide onsite logistics and management of equipment at the 1x3-days Training of Trainers workshop in Negril	X			The technical assistant, Derick Goulbourne, provided onsite logistics and management of equipment at the workshop in Negril	

V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
Output 2	22 September 2015 to 25 September 2015	Noel Brown, Earle Wilson, Terrence Lyn and Derick Goulbourne attended the 19th Edition of the Refrigeration, Air Conditioning, Ventilation and Heating Exhibition (FEBRAVA) and the 14th Edition of the Refrigeration, Air Conditioning, Ventilation and Heating Congress (CONBRAVA) in Sao Paulo Brazil. The conference focused on new and emerging alternative technologies to ozone depleting substances in the manufacturing and servicing sectors.	<p>As Jamaica is implementing the first stage of the HPMP and will soon implement the second stage of the HPMP, participation in the 2015 edition of FEBRAVA and CONBRAVA was suitable as it provided appropriate tools for Governments, private sector Associations, Consultants and other Stakeholders to assess information, technologies and trends, and engage in discussions related to policies and standards that can help in implementation, facilitating the transfer of low-GWP and energy efficient technologies, and establishing valuable partnerships and networks that may allow enterprises and countries to make informed decisions for the next steps of the phase-out of ozone-depleting chemicals.</p> <p>All four persons are lecturers in the refrigeration and air-conditioning sectors at different professional levels and were suited to attend and participate in the conference. Dr. Wilson is the National Consultant while Mr. Goulbourne has provided technical assistance at workshops. Dr. Brown was the National Consultant on the United Nations Environment Component of the HPMP Implementation Project.</p>

VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Output 2 – 83036								
	Activity 1 - Training and technical support:								
1.	Train the Trainers workshops not held in the quarters planned	January 2015	Operational and Organisational	Delays in implementation of the two Train the Trainers workshops due to the venue and Technical	Monitoring of each stage of the selection and contracting process to try to ensure the venue	NEPA	NEPA	June 2015	All Train the Trainers workshops completed.

VII. IMPLEMENTATION CONSTRAINTS AND LESSONS LEARNED

Implementation Constraint	Measures/Action Taken	Recommendation for follow-up (If implementation constraints persist after measures taken)	Issues resolved (yes/no) (Complete Lessons Learnt section)
There were no implementation constraints	Not applicable	Not applicable	Not applicable

LESSONS LEARNT

Delivery of international best practices in the refrigeration and air-conditioning sectors by the International Consultant, Ruben Marchand, added to the value of the workshop held in Negril. The Technical Assistance, provided by Derick Goulbourne contributed to the smooth flow of the practical exercises.

Training equipment for practical sessions should have been located in the same room as where the theoretical sessions were being held for the Negril workshop. This would facilitate better monitoring of the equipment by the trainers and technical assistant and possibly prevented loss of the PDF40 Digital Amp/ClampMeter.

VIII. PLANNED ACTIVITIES (NEXT QUARTER OCTOBER TO DECEMBER, 2015)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Source of Funds	Planned Budgets	
		M1	M2	M3			Budget Description	Amount
Output 2 - 83036/ JAM/PHA/64/INV/29 HCFC phase-out strategy implemented	Activity 1 Training and technical support							
	Action 3: International Consultant to submit final report on the consolidated results of the workshops	X	X		NEPA/International Consultant	MLF	71200	1,684.00
	Action 7: National Consultant to train fifteen (15) technicians on alternatives to HCFCs and good practices in refrigeration at the 1x1-days Training of Technicians workshop in St. Thomas or Portland	X			NEPA/National Consultant	MLF	71300	1,873.78
	Action 8: National Consultant to train fifteen (15) technicians on alternatives to HCFCs and good practices in refrigeration at the 1x1-days Training of Technicians workshop in Kingston or St. Catherine		X		NEPA	MLF	71300	1,873.78
	Action 9: National Consultant to be re-imbursed for local travel, meals and accommodation expenses for delivery of workshops		X	X	NEPA	MLF	71600	Amount not yet known for Portland and Kingston or St. Catherine workshops

Expected Outputs	Planned Activities	Timeframe			Responsible Party		Planned Budgets	
		M1	M2	M3		Source of Funds	Budget Description	Amount
	Action 13: Technical assistant to provide onsite logistics and management of equipment at the 1x1-day Training of Technicians workshop in St. Thomas or Portland	X			NEPA/ National Consultant	MLF	71300	399.36
	Action 14: Technical assistant to provide onsite logistics and management of equipment at the 1x1-day Training of Technicians workshop in Kingston or St. Catherine		X		NEPA/ National Consultant	MLF	71300	399.36
	Action 15: Technical assistant to be re-imbursed for local travel, meals and accommodation expenses for providing assistance at workshops		X	X	NEPA	MLF	71600	638.79 (re-imbursement for Portland and Kingston or St. Catherine workshops)
	Action 18: Procurement of venue to host 1x1 day Training of Technicians workshop in St. Thomas or Portland	X			NEPA	MLF	75700	851.72

Expected Outputs	Planned Activities	Timeframe			Responsible Party		Planned Budgets	
		M1	M2	M3		Source of Funds	Budget Description	Amount
	Action 19: Procurement of venue to host 1x1 day Training of Technicians workshop in Kingston or St. Catherine		X		NEPA	MLF	75700	851.72
	Action 20: To re-imburse fuel costs associated with use of NEPA's vehicles to transport training equipment to four training venues		X	X	NEPA	MLF	71635	Amount not yet known for Negril, Portland and Kingston or St. Catherine workshops
	Action 21: Meals and accommodation expenses for NEPA drivers and assistants to transport training equipment to four training venues		X	X	NEPA	MLF	71600	Amount not yet known for Portland and Kingston or St. Catherine workshops
	TOTAL							8,572.51 (tentative total)

COMPLETION CHECKLIST:

PRIOR TO SUBMISSION OF FINAL DRAFT TO UNDP, PLEASE CHECK THE FOLLOWING:

- Asset Inventory log completed with signature (See Annex I: Asset Inventory template)
- Report reviewed by PSC ((Yes/NO)
- All sections of Quarterly Report completed
 1. Summary of Progress towards Outputs
 2. Project Expenditure for Reporting Period
 3. Indicator Tracking Table
 4. Planned Outputs, Activity Results, and Achieved Results for the quarter
 5. Unplanned activities during quarter
 6. Risk Log
 7. Implementation Constraints and Lessons Learned
 8. Planned Activities
- Signed Asset inventory
- Signed report by Project Management

Project Management:		
Prepared by: Nicol Walker	<i>Nicol Walker</i>	Date: <u>18 November 2015</u>
Reviewed & Approved by: Novlette Douglas	<i>Novlette Douglas</i>	Date: <u>18/11/2015</u>

UNDP Resource Person:		
Accepted by: <u><i>NONA McKeay</i></u>		Date: <u>23 November 2015</u>
<u><i>NONA McKeay, CD</i></u>		(Signature)

ASSET INVENTORY



Project Title: HPMP Implementation Project (UNDP Component)
Award Number:
Project Number: 67121
Date of Report: 1 January 2013 to 30 September 2015

Asset Profile 1 - Vehicles														
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Serial Number	Location	Tag Number	Date acquired	Value JMD	Exchange rate	Value USD	Custodian	Remarks
	JAM10	B0512	Vehicle											
Asset Profile 2 - Furniture														
1	JAM10	B0512	A/C Stand		1		UTECH	Nepa-245-106-01	25-Sep-14	13,650.00	112.68	121.14	UNDP	
Asset Profile 3 - Electrical														
2	JAM10	B0512	A/C Unit (Evaporator)	Windy	1	JAA0GBD810 5539000071	UTECH	Nepa-145-519-01	15-Oct-13	47,995.00	97.30	493.27	UNDP	
3	JAM10	B0512	A/C Unit (Condenser)	Windy	1	JAA0WAD81 06016000224	UTECH	Nepa-145-528-01	15-Oct-13				UNDP	
4	JAM10	B0512	A/C Unit (Evaporator)	Windy	1	JAA0GBE311 8202000056	UTECH	Nepa-145-519-02	25-Sep-14	50,995.00	112.68	452.56	UNDP	
5	JAM10	B0512	A/C Unit (Condenser)	Windy	1	JAA0WAE311 8201000027	UTECH	Nepa-145-528-02	25-Sep-14				UNDP	
Asset Profile 4 - Heavy Machinery														
6	JAM10	B0512	Refridgerant Recovery	CR500	3	5R20561 5R20562 5R20560	UTECH	Nepa-245-658-01 Nepa-245-658-02 Nepa-245-658-03	10-Nov-13	11,2000.00 11,2000.00 11,2000.00	97.30	1,151.08 1,151.08 1,151.08	UNDP	
7	JAM10	B0512	HVAC Refridgerant Identifier (Ref. Analysis)	N/A	4	RA0045092 RA0045083 RA0045085 RA0045084	NEPA NEPA NEPA NEPA	Nepa-245-651-01 Nepa-245-651-02 Nepa-245-651-03 Nepa-245-651-04	06-Sep-13	599,379.00 599,379.00 599,379.00 599,379.00	97.30	6,160.11 6,160.11 6,160.11 6,160.11	UNDP	
8	JAM10	B0512	Recycling Module	CRXRM	3	N/A	UTECH	Nepa-245-659-01 Nepa-245-659-02 Nepa-245-659-03	17-Feb-14	80,172.00 80,172.00 80,172.00	97.30	823.97 823.97 823.97	UNDP	
9	JAM10	B0512	Mini ID Refridgerant Ana	N/A	2	RA0045351 RA0045360	NEPA	NEPA-245-651-05 NEPA-245-651-06	12-May-15	130,000.00 130,000.00	115.86 *1	1,122.04 1,122.04	UNDP	
10	JAM10	B0512	Recycling Module	N/A	2	366263 365734	NEPA	NEPA-245-659-04 NEPA-245-659-05	12-May-15	52,000.00 52,000.00	115.86 *2	448.82 448.82	UNDP	

Asset Profile 5 - Non Capitalized Items														
11	JAM10	B0512	Digital Amp. Metre	PDF 40	1	13080185	UTECH	Nepa-245-655-01	11-Nov-13	33,354.00	97.30	342.80	UNDP	
12	JAM10	B0512	Leak Detector	N/A	3	13500071 13500081 13500090	UTECH	Nepa-245-654-01 Nepa-245-654-02 Nepa-245-654-03	17-Feb-14	42,000.00 42,000.00 42,000.00	97.30	431.65 431.65 431.65	UNDP	
13	JAM10	B0512	Thermometer (Pocket)	N/A	3	N/A	UTECH	Nepa-245-637-04 Nepa-245-637-05 Nepa-245-637-06	17-Feb-14	4,200.00 4,200.00 4,200.00	97.30	43.17 43.17 43.17	UNDP	
14	JAM10	B0512	Thermometer (Laser)	EST-65	3	130428014 130428030 130203995	UTECH	Nepa-245-637-01 Nepa-245-637-02 Nepa-245-637-03	17-Feb-14	3,500.00 3,500.00 3,500.00	97.30	35.97 35.97 35.97	UNDP	
15	JAM10	B0512	Scale (wireless)	MT240	3	803294 803293 782130	UTECH	Nepa-245-653-01 Nepa-245-653-02 Nepa-245-653-03	17-Feb-14	54,000.00 54,000.00 54,000.00	97.30	554.98 554.98 554.98	UNDP	
16	JAM10	B0512	Digital Vacrometer	VG 200	2	1387129 1387128	UTECH	Nepa-245-656-01 Nepa-245-656-02	10-Nov-13	6,500.00 6,500.00	97.30	66.80 66.80	UNDP	
17	JAM10	B0512	Vacuum Pump	VP8D	3	110308 110189 110168	UTECH	Nepa-245-657-01 Nepa-245-657-02 Nepa-245-657-03	10-Nov-13	45,900.00 45,900.00 45,900.00	97.30	471.74 471.74 471.74	UNDP	
18	JAM10	B0512	Fire Extinguisher	N/A	3	5HISA40ABC AB-844373 AB-844372	UTECH	Nepa-245-323-01 Nepa-245-323-02 Nepa-245-323-03	10-Nov-13	3,500.00 3,500.00 3,500.00	97.30	35.97 35.97 35.97	UNDP	
19	JAM10	B0512	Hydro-Carbon 22A (A/C Refillable 30 lb. Cylinder)	N/A	3	TV282274 TV282262 TV282272	UTECH	Nepa-245-661-01 Nepa-245-661-02 Nepa-245-661-03	17-Feb-14	8,700.00 8,700.00 8,700.00	97.30	89.41 89.41 89.41	UNDP	
TOTAL										J\$4,002,130.00	\$	40,582.18		

Project Manager

Date and Signature

Nawal Halal
13 October 2015

Programme Officer

Date and Signature

Deputy Resident Representative

Date and Signature

M. J. ... 23/11/2015

PDF 40 Digital amp/clamp meter serial number 13080339 and tag number Nepa-245-655-02 cannot be located

The exchange rates used are those at which the disbursement came in to NEPA except *1 and *2. Those exchange rates are those used at the time of payment by UNDP