



MINISTRY OF ECONOMIC GROWTH
AND JOB CREATION



**MINUTES OF THE Human Security Trust Fund Technical Working Group Meeting:
UNDP Conference Room
Virtual
April 16th, 2021**

LIST OF PARTICIPANTS

Name	Agency/Ministry	Designation
Ms. Eltha Brown	United Nations Development Programme	Programme Coordinator
Ms. Lorna Sampson	Planning Institute of Jamaica	Programme Representative
Ms. Alicia Uylett	United Nations Development Programme	Finance Officer
Ms. Georgina Singh	United Nations Environment Programme	Programme Officer
Ms. Jhenelle Brown	United Nations Environment Programme	Programme Intern
Mr. Everton Kidd	Pan American Health Organization	Programme Officer
Ms. Stephanie Matthew	Food and Agriculture Organization	Programme Officer
Ms. Rosine Wildman	United Nations Development Programme	PMU Project Officer
Mr. Rohan Wallace	United Nations Development Programme	PMU Community Engagement Officer
Mrs. Alicia Bowen McCulskie	United Nations Development Programme	UNDP Focal Point
Adrianus Vlugman	Pan American Health Organization	Consultant
Vilma Gregory	United Nations Development Programme	Consultant

Agenda Item

1. Call to Order and Welcome
2. Apologies
3. Minutes of Previous Meeting and/or Action List (Circulated)
4. Programme Training
5. Programme delivery/finance
6. Communication strategy implementation
7. Programme Administration Update
<ul style="list-style-type: none"> • General Programme Matters • Programme Reprogramming

8. Agencies Update Reporting, Financial and Activity Results <ul style="list-style-type: none"> • FAO • PAHO-WHO • UNDP • UNEP
9. Decisions
10. New Business/Announcement
11. Next Meeting
12. Adjournment

1. Call to Order and Welcome

2. Apologies

The meeting was called to order by Programme Coordinator, Ms. Eltha Brown.

Apologies

- An apology was tendered for Mr. Christopher Corbin who had a medical appointment.

3. Minutes of the previous meeting and Action list

- a) The minutes were accepted with no notices for amendment.

It was Adopted by:

1st- Rosine Wildman

2nd- Stephanie Matthew

4. Program Training

Ms. Eltha Brown reported the following:

That the preparation work necessary to the procurement of the tablets to support the programme training has commenced. She reported that an update on the progress will be provided at the next meeting.

e. Delivery and Finance

Ms. Eltha Brown informed the committee that:

- a) Steps are being taken to achieve 70% disbursement.

Ms. Alicia Uylett reported the following:

- b) All agencies are required to submit their certified financial statement confirming 70% expenditure by April end.

Ms. Eltha Brown supported the report with the following:

- c) She outlined that the procurement of tablets from UNEP resources would result in them meeting 70% expenditure.

3. Agencies Update – Reporting, Financial and Activity Results- Joint Programme agencies

3.1 FAO

Ms. Stephanie Matthew reported the following:

- a) The process of finalizing a new LOA with RADA is ongoing and is expected to be finalized by April-end 2021.

- b) Climate change community action plan consultancy has been completed. Thanks were extended to the TWG members who participated in the stakeholder meeting.
 - c) The consultant services have been extended further to provide the specialized training for that component- Climate Change
 - d) The consultancy to develop knowledge products commenced and the data gathering process is ongoing. The first draft of the document will be submitted in a week.
 - e) The vulnerability assessment commenced as well, and the first report will be submitted at the end of the month.
- A consultant has been onboarded to undertake the feasibility study for a reservoir in Northern Clarendon. The activity has commenced and a progress report will be shared at the next meeting.

5.2 UNDP

Mrs. Alicia Bowen McCulskie provided the following updates:

- a) UNDP Consultancies:
 - Social Enterprise Consultancy.
 - This consultancy is ended and five groups have been identified to receive grant support for a feasible business venture. The final report is being prepared and will be reported on at the next meeting.
 - Water Sector Legislative Policy Consultancy
 - The consultancy has been completed. The final report will be submitted by the end of April. The validation session was completed and it was well supported by stakeholders.
 - The Socio-Economic Impact Assessment is ongoing and it is being conducted by a team from the University of the West Indies.

Mrs. Alicia Bowen McCulskie also reported the following:

Partnerships

- b) The partnership with the Clarendon Parish Development Committee to Rehabilitate two Community water catchment tanks in Culloden in Northern Clarendon has been completed.
- c) The UNDP through a partnership with the UWI Social Work Training Center is facilitating training with 25 community members in leadership. The training will end in May 2021.
- d) Through a partnership with the Clarendon Municipal Council. Youths were being trained in personal development and entrepreneurship. The training has almost concluded and the final report is being prepared.
- e) Through a partnership with the Clarendon Municipal Council, Rainwater Harvesting Systems have been installed in 4 schools in Northern Clarendon.
- f) Through the partnership with CMC 350 backyard gardens have been established in Northern Clarendon. The initial aim of 300 schools was exceeded for this activity.
- g) The West Kingston Community/Social Development Commission (SDC) virtual/online learning programme has commenced and an extension has been requested. The time of the sessions has been extended beyond 2:00 pm. This is to facilitate a literacy programme and support other students who require support.
- h) The disaster risk management consultancy has been initiated and is being undertaken by the Clarendon and Kingston Municipal Council. The funds have been disbursed to support the initiative.
- i) UNDP has procured 181 tablets for distribution to students in the West Kingston Community. These have been received and will be distributed in April.

5.4 UNEP

Ms. Georgina Singh provided the following updates:

- a) Ms. Jhenelle Brown, the new Programme Assistant has been onboarded and will be supporting UNEP's component of programme implementation.
- b) The participatory model consultancy is ongoing, and the consultant, Mr. McFall, submitted his Progress Report towards his 2nd payment. A no-cost extension will be undertaken.
- c) Mr. McFall will be contacting stakeholders to garner a progress report for submission in his next deliverable.
- d) The consultancy with Ms. Flemmings has been completed and the final payment made. The Hello Water training platform is the output from that consultancy.
- e) The financial authorization to support the training coordinator has been processed and submitted to UNDP

5.5 PAHO

Mr. Everton Kidd provided the following updates:

- a) PAHO has expended 93% of its tranche. The consultants have been engaged and the procurement of the resources has been initiated.
- b) Approval is being awaited from the Ministry of Health to advance work in the Health Centers. The first center to be supported will be Denham Town.
- c) The training component will be undertaken through a partnership with MOH.

Mr. Vlugman reported that a meeting was held with the consultant to finalize the mobilization plan for the works to be done in the health centers.

6. Matters Arising

6.2 Communication Strategy

Ms. Eltha Brown reported the following:

- a) VILLCOM Multimedia Ltd. continues to update the social media pages (Facebook, Instagram, Twitter) on a regular basis
- b) A visit was undertaken in Northern Clarendon and photographs were taken of the works being done in the space.
- c) Agency focal points have been following and liking the posts and are encouraged to continue.

6.3 Programme Coordinator Salary

Ms. Eltha Brown reported that a budget review will be done to identify financial resources to support PMU expenses, most notably, the Programme Coordinator's salary. This will be undertaken and the updates shared at the next meeting.

7. Decisions

- a) Agencies are to submit their report on expenditure reflecting 70% expenditure
- b) Advance the preliminary preparations required to fast-track the procurement of the tablets for the training programme.
- c) The Meeting endorsed the suggestion to conduct a review of the budget with reference to PMU expenses.

8. Next Meeting

a) The next meeting will be on May 12th, 2021

9. Adjournment

a) The meeting was adjourned at 2:15 pm

Adjournment moved by Ms. Lorna Sampson and 2nd by Ms. Stephanie Matthew

Action Register

Action	Responsibility	Due Date	Status
Share consultancies final report	Agencies Focal Point	May 12, 2021	Ongoing
Submit certified financial report indicated 70% expenditure	Agencies Focal Point	April 30 th , 2021	Ongoing
Procure tablets to support training	PMU	April 30 th , 2021	Ongoing

