



MINISTRY OF ECONOMIC GROWTH  
AND JOB CREATION



**MINUTES OF THE Human Security Trust Fund Technical Working Group Meeting:  
Virtual  
August 18<sup>th</sup> , 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. Stephanie Matthew	Food and Agricultural Organization	Project Officer
Mr. Everton Kidd	Pan American Health Organization	Programme Officer
Ms. Rosine Wildman	United Nations Development Programme	PMU Project Officer
Mr. Adrianus Vlugman	Pan American Health Organization	Technical Consultant
Ms. Shaniek Parks	Pan American Health Organization	Communication Specialist
Mr. Christopher Corbin	Pan American Health Organization	Programme Specialist
Ms. Jhenelle Barrett	United Nations Environment Programme	Programme Assistant
Ms. Kerry-Ann Willis	United Nations Development Programme	Focal Point

**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. Sit Visit – Northern Clarendon
7. Programme Administration Update <ul style="list-style-type: none"> <li>• General Programme Matters</li> <li>• Programme Reprogramming</li> </ul>
8. Agencies Update Reporting, Financial and Activity Results <ul style="list-style-type: none"> <li>• FAO</li> <li>• PAHO-WHO</li> <li>• UNDP</li> <li>• UNEP</li> </ul>
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

- Apology was tendered for Ms. Alicia Uylett who was unavoidably absent.

## **3. Minutes of the previous meeting and Action list**

- a) The minutes were accepted without amendment.

The minutes were approved by Kerry-Ann Willis and seconded by Everton Kidd

## **4. Delivery and Finance**

Ms. Eltha Brown informed the committee that:

- a) The HSU has indicated that the final tranche for the programme has been disbursed to all the agencies.
- b) The agencies confirmed receipt of their allocations.
- c) The focus for the programme is to complete all remaining activities and utilize the funds available.

## **5. Agencies Update – Reporting, Financial and Activity Results- Joint Programme agencies**

### **6.1 FAO**

Ms. Stephanie Matthew provided the following updates:

- a) Mr. Shaw, the consultant who is completing the water management knowledge product has completed the research and developed products. Consideration is being made to have a presentation at the next TWG meeting.
- b) The first draft of the climate change manual has been received and is being reviewed. Upon finalization the training will be implemented.
- c) The land husbandry consultant has been onboarded. His main task will be assessing land husbandry and soil erosion issues in Mount Airy and making recommendations based on the findings. Additionally, works will be undertaken to construct pineapple barriers in the space.
- d) A feasibility report has been received from the consultant regarding the scope of work required for the rehabilitation of the reservoir in Mount Airey. The budget to undertake the work required, exceeds the funds available and as such decision are being made to modify the works to be undertaken. The focus will be on completing critical activities that the budget can support.

Ms. Eltha Brown requested that a proposal be submitted outlining the areas that funds of other agencies could possibly support through a collaborative partnership, for example the purchasing of solar pumps.

### **6.2 UNDP**

Ms. Kerry- Ann Willis provided the following updates:

- a) The a partnership with the Clarendon Municipal Council involving the training of in personal development and entrepreneurship has been suspended because of challenges with online learning. Seven of the initial batch of 30 completed the course. Attempts are being made . at recruitment of additional participants to make up the cohort. An update will be provided at the next meeting.
- b) The disaster risk management consultancy has been initiated and is being undertaken by the Clarendon and Kingston Municipal Councils. The funds have been disbursed to support the initiative. The fire warden training has commenced with a duration of five (5) weeks. Training has been undertaken in Culloden which focuses on climate change adaptation and water safety.
- c) An agreement has been established with the Jamaica 4H Foundation to support the disbursement of grants to selected social enterprises. The process on initiating the social-enterprises in West Kingston has commenced. The enterprises include an event management/ party supplies rental business, an upholstery business and a landscaping business. Four grants have been disbursed and the process for supporting the other groups is ongoing.

Ms. Eltha Brown indicated that a meeting will be organized to include Ava- UNDP Programme Specialist to discuss the way forward for the disbursement of grants to beneficiaries of the entrepreneurship training.

### **6.3 UNEP**

Mr. Christopher Corbin indicated that the discussions with PAHO reflect the main points from UNEP and these are:

- a) UNEP is presently finalizing the partnership activities with PAHO.
- b) The Participatory Documentation research is ongoing and will end in December. The consultant has been instructed to contact PAHO to document the partnership activities.

### **6.4 PAHO**

Mr. Everton Kidd provided the following updates:

- a) UNEP will undertake work at the Comprehensive and Maxfield Health Centers with the technical support being provided by PAHO.
  - b) Costing is being undertaken for the works to be undertaken at the Frankfield and Tweedeside Health Centers. Two health centers; Crofts Hill and Kellits will also be supported.
  - c) UNEP and PAHO are finalizing training of health inspectors in Clarendon. The procurement of test kits for the inspectors are being procured to ensure that they can undertake the relevant water quality tests.
  - d) The work at the Denham Town Health Centre is ongoing and is scheduled to be completed at the end of September.
- Ms. Eltha Brown queried whether the funds available are sufficient to fund the works at the Maxfield and Comprehensive Health Centers.
  - Mr. Corbin reported that the costing is being finalized and that will determine the extent to which support will be provided.
  - Mr. Corbin also indicated that approximately USD 90,000 would be available to support the works to be undertaken.
  - Ms. Eltha Brown reported that, as another option, consideration is being given for UNEP to support sanitation systems in schools using the GEF Small grant model. The details for this activity are being finalized and will be shared at the next meeting.

- Ms. Eltha Brown also requested photos and videos of the work done at the Denham Town health center for uploading on the social media platforms.

## 7. Matters Arising

### 7.1 Training/Campaign

Ms. Eltha Brown reported that the tablets procurement is ongoing and will be completed shortly..

Ms. Rosine Wildman reported that the Sanitation and Water Management Campaign will commence in September. The marketing materials have been printed and distributed and images will be shared upon the commencement of the activity.

## 8. Decisions

- Follow-up with UNEP AND PAHO to monitor activities and consider alternative activities
- Meet with UNDP to finalize implementation of activities
- Meet with FAO to discuss support to be provided with reservoir
- FAO consultant (Mr. Shaw) will make a presentation at the next TWG meeting
- PAHO will provide images from the works being undertaken at the Denham Town Health Center.
- Draft report template will be submitted to the agency to input their perspective on the relevance of the programme and the benefit to the beneficiaries.

## 9. Next Meeting

- The next meeting will be on September 8<sup>th</sup>, 2021

## 10. Adjournment

- The meeting was adjourned at 12:15 pm

Adjournment moved by Mr. Everton Kidd

Action Register

Action	Responsibility	Due Date
Follow-up with UNEP AND PAHO to monitor activities and consider alternative activities	PMU	September 8 <sup>th</sup> , 2021
Meet with UNDP to finalize implementation of activities	PMU	September 8 <sup>th</sup> , 2021
Meet with FAO to discuss support to be provided with reservoir	PMU	September 8 <sup>th</sup> , 2021
FAO consultant (Mr. Shaw) will make a presentation at the next TWG meeting	FAO	September 8 <sup>th</sup> , 2021
PAHO will provide images from the works being undertaken at the Denham Town Health Center.	PAHO	September 8 <sup>th</sup> , 2021

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