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Minutes of the Local Project Appraisal Committee (LPAC) Meeting for the Third Biennial Update Report (BUR3) to the UNFCCC, constituted as part of the National Climate Change Committee (NCCC)

Name of the Project	LOCAL PROJECT APPRAISAL COMMITTEE (LPAC) MEETING FOR THE THIRD BIENNIAL UPDATE REPORT (BUR3) TO THE UNFCCC		
Date of the LPAC	Start time	End time	Held at
20 October 2017	09:00	11:00	UN House, 38-44 Stein Street, Klein Windhoek, Windhoek

Name of LPAC Co-Chairperson:	Mr. Petrus Muteyauli
Functional Title:	Deputy Director – Division Multi-lateral Agreements (DMEA)
Institution:	Department of Environmental Affairs (DEA), Ministry of Environment and Tourism (MET)
Signature:	<i>MTNAANDA x P. Muteyauli</i>
Name of LPAC Co-Chairperson:	Ms. Martha Naanda on behalf of Ms. Izumi Morota-Alakija
Functional Title:	Programme Specialist /Head
Institution:	United Nations Development Programme (UNDP)
Signature:	<i>MTNAANDA x P. Muteyauli</i>

Have all LPAC participants received the PRODOC for appraisal prior to the meeting and in a timely manner?	<input checked="" type="checkbox"/> Yes, the electronic copy of the PRODOC was sent to the participants prior to the meeting and no comments were received prior to the meeting and participants were asked to send any written comments after the meeting, if any.
Remarks:	The Ministry of Environment and Tourism together with UNDP sent out LPAC participant packages which included the invitation letters, Project Document and the Agenda of the meeting in electronic format. This was done deliberately to practice environmental friendly behaviour in UNDP and MET; thus, printed versions were not encouraged.

Country:	Namibia
Project Title (full):	Namibia's Fourth National Communications (NC4) to the

	UNFCCC		
Date of submission to the GEF	TBD	Date of approval by the GEF:	TBD
Remarks on approval process, if applicable	N/A		
Name and contact of Environment Focal Point at the UNDP Office:	Martha Talamondjila Naanda, + 264 61 204 6201, + 264 811 500 993 Email: martha.naanda@undp.org		

UNPAF Outcome(s):	Outcome 12: By 2018, institutional frameworks and policies needed to implement the Environmental Management Act (2007); National Climate Change Policy (2011); and international conventions are in place and being effectively implemented.
UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:	Output 2.4: Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented
UNDP Strategic Plan Secondary Outcome:	National and local governments and communities have the capacities to adapt to climate change and make inclusive and sustainable environment and energy decisions benefitting in particular under-served populations
Expected CP Outcome(s):	Same as UNPAF Outcome
Expected CPAP Output (s):	Namibia's Fourth National Communication (NC4) to the UNFCCC

Programme Period:	2014-2018	Total resources required (total project funds)	USD 402,000
Atlas Award ID:	00104370	Total allocated resources	USD 402,000
Project ID:	00105970	Regular	USD 0 ⁱ
PIMS #	6084	GEF	USD 352,000
Project Start date:	01.01.2018	Other (partner managed resources)	
Project expected End Date:	31 December, 2018	o Government in kind	USD 50,000
Proposed Management Arrangements	<input checked="" type="checkbox"/> NIM <input type="checkbox"/> DIM	o UNDP in-kind	USD 10,000
		o UNDP Cash/co-financing	USD 0

Executing Entity/Implementing Partner	Ministry of Environment and Tourism (MET)
Implementing Entity/Responsible Partners:	Division of the Multilateral Environment Agreements (DMEA) and others, e.g. Ministry of Agriculture, Water and Forestry, Ministry Mines and Energy, Ministry of Fisheries and Marine Resources, Ministry of Industrialization Trade SME Development, Ministry of Works and Transport, Office of the Prime Minister, National Planning Commission,

	Namibia Statistics Agency, National Meteorological Services, National Commission on Research, Science and Technology, University of Namibia, Namibia University of Science and Technology, NAMPOWER, Namibia Ports Authority, Namibia Airports Company, Civil Aviation Office, Namibia Agronomic Board, NATIS, City of Windhoek, Municipal Council of Walvis Bay, Municipal Council of Swakopmund, TransNamib, Electrical Control Board, Namibia Roads Authority, Southern African Science Service Centre for Climate Change and Adaptive Land Use, Desert Research Foundation of Namibia, Agra, MeatCo Namibia, FeedMaster (to act as responsible parties) as suggested in the LPAC meeting.
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1) Decisions of the LPAC <input type="checkbox"/> [tick the applicable boxes, if these have been endorsed by the LPAC]	X	General endorsement of the Project's strategy: - Objective, Outputs and Activities (see project document) - Logframe indicators (see Strategic Results Framework) - Management Arrangements (see prodoc Section VIII)
	X	<u>Specific</u> endorsement of the project's budget (see PRODOC Section VI) as amended during the LPAC budgets for Responsible Parties)
	X	<u>Specific</u> endorsement of the proposed project staff complement (see PRODOC Section VIII) and the project's organigramme (as amended during the LPAC)
	X	Endorsement of the TOR for key project staff (PRODOC Annex 1 to 4)
	X	Endorsement of the proposed strategy for stakeholder engagement (see PRODOC section IV)
	x	Endorsement of the Risks and assumptions (see PRODOC section V Project Result Framework)
Remarks on the above	The LPAC endorsed the project objectives, outcomes and outputs to be relevant, feasible in line with the comparative advantage of UNDP in supporting the NC and BURs, and that the proposed implementation framework is suitable, if the recommended adjustments are included for making references to the specific responsible parties. The LPAC also noted that any other minor inputs which may be deemed necessary can be addressed during the inception period and reported in the inception report which will be the binding with the PRODOC. When necessary, specific outputs may be added or revised, with guidance from the NCCC which serves as the project steering committee.	

2) Engagement of Implementing Entity/Responsible Partners	
Will the project engage entities other than the national Executing Entity/Implementing Partner?	<input checked="" type="checkbox"/> Yes

If YES, which and for what purpose?	<input checked="" type="checkbox"/> Government department <input type="checkbox"/> NGO <input type="checkbox"/> Academia / centre of excellence <input type="checkbox"/> Other – Parastatal	Policy, regulatory, implementation and data providers Outcome: 1.1; 1.2; 1.3; 2.1; 3.1
	<input type="checkbox"/> Government department <input checked="" type="checkbox"/> NGO <input checked="" type="checkbox"/> Academia / centre of excellence <input checked="" type="checkbox"/> Other – Parastatal	Policy, regulatory, implementation and data providers Outcome: 1.1; 1.2; 1.3; 2.1; 3.1
	<input checked="" type="checkbox"/> Government department <input type="checkbox"/> NGO <input type="checkbox"/> Academia / centre of excellence <input type="checkbox"/> Other Parastatal	In-kind co-Financier, implementation, and data provider Outcome: 1.1; 1.2; 1.3; 2.1; 3.1
	<input type="checkbox"/> Government department <input checked="" type="checkbox"/> NGO <input checked="" type="checkbox"/> Academia / centre of excellence <input checked="" type="checkbox"/> Other parastatal	In-kind co-Financier, implementation, and data provider Outcome: 1.1; 1.2; 1.3; 2.1; 3.1
Is the pre-selection of these partners in line with UNDP procedures and has this been fully endorsed by the LPAC?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Remarks	The project partners were fully endorsed by the LPAC and also by the additional key stakeholders that were present. In line with the UNDP and government procurement procedures only the public entities are pre-selected and will be directly acting as responsible parties using MOUs between the MET and the RP. However all other entities which are not public or parastatals will be sourced competitively.	

3) General and Specific Recommendations of the LPAC			
Section in the Prodoc	Comments/Recommendations/Questions from the LPAC	Responses	Changes in Prodoc or Actions
1. Outcome 1: Institutional arrangements and national circumstances; constraints and related financial, technical and capacity needs; and other information considered relevant			
Project: Outcomes, Outputs & activities page 10	<ul style="list-style-type: none"> Retrospective institutional arrangements are lacking behind. The Ministry of Environment and Tourism should not bear all costs of implementing the BUR but the relevant line ministries. 	<ul style="list-style-type: none"> Ownership by institutions such as the Climate Change Unit should be through existing institutional objectives of the Ministry of Environment and Tourism (MET) for the utilization of the institutional budgeting and financing. Sharing the responsibilities of implementation with others 	No

	<ul style="list-style-type: none"> • The bottleneck of the funding only to the tune of N\$352 000.00, should be dealt with. • Relinquishing of resource control. • Excessive consultancies in proportion to the budget. • Capacity constraints in respect of coordination of knowledge management and data collection. Data collection and knowledge retention should be a priority with ownership of the implementing partner (IP). 	<p>acting as Responsible Parties (RP).</p> <ul style="list-style-type: none"> • Developing countries are eligible to entitlement for reporting under GEF cycles including additional resources from the STAR allocations, if necessary. The bottleneck should be addressed through the latter or appropriate alternative financing mechanisms. • Setting up resource control relinquishing agreements with the GRN under the prevailing National Implementation Modality (NIM) by virtue of Memorandum of Understandings (MoUs) to hold RPs accountable. • Funding for capacity building should be used on national development in order to implement activities in the project document that were supposed to be implemented by the consultants. • The addition of appropriate persons in the Climate Change Unit for the duration of the project for data collection, packaging and knowledge management to complement lacking skills and competencies. The Terms of Reference (ToR) in the Prodoc should be changed to address these. 	
2. Outcome 2: National greenhouse gas inventory			
	<ul style="list-style-type: none"> • Climate change accounting through the respective IPCC sectors. Inventory reporting should be 	<ul style="list-style-type: none"> • There should be a MOU between the principal implementing partner, MET and other 	Yes

	through the established institutional arrangements of the former project, preceding this one.	supporting institutions added in the TBWP as RPs responsible for reporting of the IPCC sectors including the line ministries. <ul style="list-style-type: none"> The line ministries should be responsible for their respective climate change accounting in accordance with the IPCC sectors of energy, industrial processes and product use (IPPU), agriculture, forest and other land-use (AFOLU), and waste through the formation of the working groups. 	
3. Mitigation actions and their effects; information on domestic measurement, reporting and verification (MRV)			
	<ul style="list-style-type: none"> It was noted that the MET is preparing for a proposal for MRVs to support this process 		No
4. Preparation and submission of the biennial update report			
	<ul style="list-style-type: none"> The Ministry of Environment and Tourism (MET) should not bear all costs of implementing the BUR but with the relevant line ministries. REDD+ Annex should be part of the BUR and the Climate Change Unit in MET are working on the REDD+ concept. The NCCC should have a standing agenda item on BUR 3 NAM. Fast-track the implementation of the project by focusing on the implementation of BUR 3 NAM. 	<ul style="list-style-type: none"> BUR 3 to be prioritized as opposed to the NC4, as BUR 3 will be submitted by end of 2018 and NC\$ by end of 2019. The total budget for the BUR 3 to be allocated to the year 2018, beginning January 2018 and ending December 2018. 	No Yes

Note: LPAC Participants reviewed the entire project document as presented during the appraisal meeting; however, no specific changes or actions were proposed under other outcomes. Furthermore participants were given another two weeks from the date of the LPAC meeting to submit any further written comments, but none were received by end date.

List of LPAC Participants:

Apologies:

None

Attendance:

No	Name and surname	Organization	Email address	Mobile number
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