

## Japan-Caribbean Climate Change Partnership (J-CCCP)

### Project Board Meeting 6

31 January, 2018

Virtual

11:00 – 13:00

#### 1. WELCOME

Chairman, Mr. Stephen O'Malley, Resident Representative of UNDP Barbados and the OECS, introduced himself and welcomed everybody who joined the meeting physically and virtually.

The chair started with a short round of introductions.

The chair asked the participants if there are any additional points for the any other business section of the meeting. With no additional points from the participants, the chair handed the floor over to the JCCCP Project Manager, Ms Yoko Ebisawa for the first agenda item.

#### 2. PROJECT PROGRESS AND DISCUSSION

**Presented by: Ms. Yoko Ebisawa, J-CCCP Project Manager**

Ms. Yoko Ebisawa, JCCCP Project Manager (PM) joined the chairman in thanking everyone for attending the meeting both physically and virtually. She also informed that all documents could be found in [the Dropbox folder](#) which had been shared.

After the PM provided a brief background on the J-CCCP project and a presentation of the project progress (please see [the presentation](#)), the Chair opened the floor for questions and discussions.

- Ms. Gisel Correa (National Focal Point in Belize) mentioned that the Belize government did not recognize that the Belize communication strategy was developed. Ms. Penny Bowen (Communication Associate, PMU) explained that the communication strategy for the Project has been developed. However, the government requested to develop at a national level. The consultant agreed to undertake the task voluntarily, but the PMU understands that this is out of our scope of support. Chair suggested to discuss on this between the PMU and the Belize government.
- Ms. Maribel Landau (UNDP Panama Regional Hub) questioned the reason of the non-development of NAP for Dominica. PM explained that Dominica is in the process of developing its Third National Communication (TNC) and they would like to develop a NAP based on the results of the TNC. As the progress of the TNC delays, we agreed that we do not support a NAP for Dominica.
- The PM asked the Board's approval to cancel of NAMA activity in Dominica and reallocate the fund (\$80,000) to their community interventions under Outcome 2 by adding on to the existing

projects to address the additional needs after the passage of Hurricane Maria). The suggestion of the reallocation was approved.

### 3. PRESENTATION OF PILOT PROJECTS UNDER OUTCOME 2

**Presented by: Ms. Donna Gittens, J-CCCP Technical Specialist and Ms. Neisha Manickchand, J-CCCP Technical Specialist**

Ms. Gittens and Ms. Manickchand provided a brief overview and description of the approved pilot projects (please see [the presentation](#)). The project fact sheets of pilot projects are available in [the dropbox folder](#).

The following questions were made regarding the procurement of water truck in Dominica:

- Mr. Cornelius Isaac (OECS Commission) enquired about the distribution and access to the water from the truck and Ms. Manickchand noted that the specifications required the truck to traverse the steep terrain in the country to enable distribution of water to the tanks in communities in need of water.
- Ms. Gordon also asked about the maintenance of the truck. Ms. Manickchand replied that the DOWASCO will be in charge of the maintenance.

### 4. RESULTS OF THE MID-TERM EVALUATION

**Presented by: Ms. Sherri Frederick, J-CCCP M&E Analyst**

The draft report of the mid-term evaluation is placed in the Dropbox (please access from [here](#)).

Ms. Frederick gave a brief overview of the results of the mid-term review (Please see [the presentation](#)). An individual consultant has conducted the mid-term review since August 2017 and submitted his final report in December 2017. In his evaluation there were 5 main areas to review: Relevance, Effectiveness, Efficiency, Sustainability, and Lessons Learnt. The results of these areas are presented in the below:

 Mid-term Review

Criteria	Score
Relevance	High Satisfactory (1)
Effectiveness Project Design Project Implementation Project Strategy Progress towards results	Moderately Satisfactory (3) Highly Satisfactory Moderately Satisfactory Satisfactory Moderately Satisfactory
Efficiency	Moderately Satisfactory (3)
Sustainability	Moderately Likely

Highly Satisfactory – 1; Satisfactory – 2; Moderately Satisfactory – 3;  
Moderately Unsatisfactory – 4; Unsatisfactory – 5; Highly Unsatisfactory – 6

- Relevance: High Satisfactory  
The project is highly aligned with Caribbean Climate Change policies, the SDG’s and the National Requirements in each country
- Effectiveness is divided in Project Design, Project Implementation, Project Strategy and Progress towards results
  - Project Design- Highly Satisfactory: Project initiative benefitted from a balanced project design so it responded to specific country needs
  - Project Implementation- Moderately Satisfactory: Implementation of the project has been professionally managed and administered by the PMU team however the project suffered critical delays in the beginning
  - Project Strategy- Satisfactory: the strategy of bringing together experts, policy makers and representatives of communities to encourage policy innovation was very effective but was also very demanding for the project
  - Progress towards results- moderately satisfactory: broken down under each outcome. Given the results in all outcomes the score was given of moderately satisfactory
- Efficiency: Moderately Satisfactory: challenges of working with several sovereign governments and low project formulation capacities were underestimated. Given the high volume of planned activities, he recommended that the timeline of the project needs to be extended to fully achieve the planned outcomes of the project
- Sustainability: moderately likely: at the time of the review the consultant felt like some plans were not adequately formulated to guarantee sustainability of the project or at least some of the results.

The following were recommended:

1. Expectations of project achievement and impact needs to be adjusted.
2. Streamline the project Results Framework to make for greater alignment to clearer indicators and end of project targets.  
Ms. Frederick added that the PMU has already identified this and will suggest the revised Results Framework in this meeting for approval.
3. Need acceleration of delivery of the remaining outputs.  
Ms. Frederick mentioned that the PMU has already taken this into consideration and put plans in place to ensure acceleration of delivery.
4. Speed up all activities related to the Japan- Caribbean transfer of technology.

The consultant noted that there is a study tour planned to Japan in April 2018 but he mentioned that the dissemination after the tour would be crucial in each country.

5. Request a 6-month extension for maximum number of outputs to be successfully delivered. During the TAG- meeting in December 2017 this was also discussed. Instead of the 6-month extension, a 12-month extension was suggested to ensure that all activities would be completed.
6. Develop implementation of strategies to secure additional funding sources for long- term sustainability

The Chair opened the floor to questions. The following questions/ comments were raised:

- Ms. Gina Griffith (Suriname) asked which North-South partnerships the consultant of the Mid Term Evaluation was referring to. Ms. Frederick indicated that the consultant did not give specific partnerships but given the nature of the project the consultant assumed the partnership with Japan looking at new technologies e.g. in the agriculture sector.
- Mr. Shane Singh (Guyana) asked who conducted the Mid-Term Evaluation. Ms. Frederick indicated that it was an individual consultant, Mr. Alfredo Caprile from Argentina.
- Ms. Una May Gordon (Jamaica) asked who would participate in the study tour. PM indicated that two persons of each country will participate; one technical person and one farmer. Gender balanced nomination was requested. The focus will be in the Agriculture sector such as hydroponics, the use of ICT, no/less tillage.

## 5. REVISED RESULTS FRAMEWORK

**Presented by: Ms. Yoko Ebisawa, J-CCCP Project Manager**

PM presented the revised Results Framework of the project (please see [the document](#) in the Dropbox folder).

She explained that the red color indicates the changes suggested by the PMU for approval of the Board. The blue color also indicates suggested changes but this was done after the Dropbox link was initially shared on 26 January 2018. No changes will be made to the indicators of most of the outcomes. The majority of the changes was suggested for Outcome 2.

For Outcome 1 the NAPs and NAMA targets are changed from 'validated and implemented' to only 'validated'. Because it takes time for the government to submit their NAP and NAMA to the UNFCCC. For Outcome 3, additional indicators were added related to the North- South and South- South cooperation. In the document, the current status of the indicators and the target for 2018 are included. As indicated not all will be achieved in 2018, the PMU would like to request the extension of the project.

Mr. Andre Joseph-Witzig (Grenada) asked if the target of "2,000 people with improved access to water with 40% female-headed households benefitting from this access" is feasible by 2018. PM replied that we aim to achieve so as the majority of this results relies on a particular project, which we expect to complete this year.

Ms. Griffith clarified that if the “validation” of NAMAs” includes the validation of Standardised Baseline by the UNFCCC. PM replied that the project only aims to obtain the government approval of the NAMA and does not include the UNFCCC’s validation of the Standardised Baseline.

The Chair asked if there is a management response to the recommendations of the Mid-Term Evaluation. Ms. Frederick indicated that there is a management response that addresses each of the issues and key-actions specific to how the results will be achieved in 2019. Ms. Landau commented that she review the response and how key actions need to be implemented to complete implementation in 2019. She mentioned that it was important to revise the results framework because since the inception workshop it was highlighted that the results framework was very ambitious. It is important to finalize project implementation once the extension is approved.

The chair suggested to share the management response with the board and update the status for the next Board meeting.

The Chair asked the approval of the revised Results Framework from the Board members. All countries except Belize (which is absent) approved. The Chair confirmed that the Board approved the revised Results Framework subject to the confirmation from Belize.

## 7. Presentation on the Annual Work Plan (AWP 2018)

**Presented by: Ms. Yoko Ebisawa, J-CCCP Project Manager**

PM presented the AWP for 2018 which are document 4 “[AWP 2018](#)”, 5 “[Time Schedule \(except Outcome 2\)](#)” and number 6 “[Time Schedule \(Outcome 2\)](#)” in the Dropbox folder. This was prepared for the years 2018 and 2019 subject to the approval of the Board as well as the approval of the Government of Japan. Summary of the activities were presented (please see the slide No. 20-27 of [the document](#)).

Outcome 1:

- NAPs: Activities will be continued for St. Vincent, St. Lucia, Suriname to be finished in 2018. For Belize and Guyana, the procurement is ongoing and it is expected to continue in 2019. The PMU suggests to conduct a Climate Public Expenditure and Institutional Review (CPEIR) in at least one country.
- NAMAs: Grenada and Saint Lucia are in the final stage of completing NAMAs. Guyana and Suriname will be finalized in the 1<sup>st</sup> quarter. For Belize and St. Vincent, modelling of calculating GHG emission still needs to be conducted. Belize could be extended in 2019. Jamaica will start the first consultation next month. Basic NAMA training in Jamaica will be planned. Seminar for the Standardised Baseline will be planned for Belize and St. Vincent. Also, a regional workshop on MRV will be planned in October in St Lucia with possible partnership with the NDC Investment workshop.
- An opportunity to present some NAMAs during the Carbon Forum in August 2018.

Outcome 2:

- The timeline of each pilot project can be found in the document 6 in the Dropbox folder. The 15 pilot projects in blue will continue in 2019. That is a total of 15 projects. We target to complete 13 projects by 2018.

Outcome 3:

- Communication campaigns will be continued in Jamaica, St. Vincent and Saint Lucia.
- Study Tour to Japan is planned in April 2018.
- Case study development will be commenced until 2019.
- The project intends to showcase the project's results in the side event of COP 24.

**Project Management:**

- One more Project Board meeting will be planned in July 2018.
- TAG meeting will be held in July and December 2018.
- The project expects to receive audit in April 2018.
- The project plan to organise training sessions in M&E and gender mainstreaming.

The Chair opened the floor to questions after PM had completed her presentation. The following questions and comments were raised:

- Ms. Griffith asked to elaborate on the MRV training. PM indicated that once the NAMA is developed some training is needed in MRV. The OECS is planning a NDC investment forum this year. As the NAMA is considered as a tool to implement the NDC, the project would like to seek synergies to this forum by adding extra days for MRV training. This training will be done for all 8 countries.
- Mr. Bryan Drakenstein (UNDP Suriname) commented regarding project management. He could not find sustainability in the revised results framework so it will be good if the management response is shared as well to be included in the AWP in the project management. He also suggested to craft the agenda of MRV training carefully as the NAMAs under interventions include various sectors.
- Ms. Landau requested supports from each country for the Audit to be conducted in this year. She also requested to have a realistic implementation plans and to be aware of the data collection mechanism and reporting to the M&E specialist.

## 8. Request on Project Extension

**Presented by: Ms. Yoko Ebisawa, J-CCCP Project Manager**

PM suggested a 12-month extension by using the presentation (please see the slide No. 28-31 of [the document](#)).

The following reasons were raised to request a no-cost extension:

- Hurricane Maria last year that requires adjustment of the project implementation in Dominica
- Although the PMU and NFPs are dedicated to this project, there are some challenges on the operations in the UNDP Offices.
- Some of the key stakeholders have changed which cause delay in responses and we need extra time to explain our activities.
- We have experiences challenges in the procurement Challenges due to the following:
  - the limited market in the Caribbean;
  - the scale of the Procurement is not attractive;
  - Limited technical quantified candidates; and
  - Delay in shipping especially in OECS countries

As shown in the document 5 "[Time Schedule \(except Outcome 2\)](#)" and number 6 "[Time Schedule \(Outcome 2\)](#)", the PMU targets to complete majority of the projects by June 2019 and wrap up the project such as conducting the terminal evaluations from July until December 2019. PM also suggested mitigation actions to accelerate project implementation including:

- Targeted and more efficient procurement process is being established
- Attract more potential vendors by
  - wider dissemination of the notice(through SNS)
  - providing an extended bid period
  - requesting the use of delivery acceleration measures
  - issue Request for Information to secure potential bidders
- Increase involvement of high level officials to prioritize in-country activities
- Adequate consideration of the time needed to facilitate formal communication

The Chair opened the floor for questions after the PM had completed her presentation. The following questions and comments were raised:

- Mr. Anderson Parillon (Dominica) asked if further extension would be possible to consider in case of passing another hurricanes in future. Ms. Landau commented that the donor is the one to decide the extension, not UNDP. She added that the Government of Japan has already been notified of the request of possible extension.
- Mr. Issac asked if the PMU has a dedicated procurement staff. PM indicated that there is a dedicated procurement staff who was recruited in August 2017.
- Mr. Isaac asked to elaborate who are high level officials to be involved. PM replied that we assume PS level although this will be different by each country's situation.

The chair opened the floor for the board to approve the AWP and recommend the extension of 12 months. There was no objection from the 6 countries present at the meeting. This will be communicated to Belize and St. Vincent and the Grenadines who were not present.

## 9. Any other business and next steps

The Chair asked members to identify any other business to be discussed. No one raised any issue.

He proceeded to summarize the key agreements and recommendations:

- PMU will discuss with Belize to resolve the issue regarding the communication strategy.
- The Board agreed that the funds for the NAMA in Dominica are re- allocated to the pilot projects
- The final document of the Mid-Term Evaluation will be shared.
- The revised Results Framework is approved and the management response will be shared after the meeting.
- A key take-away of this project was the importance of the capacity development for designing of the pilot projects.
- The Board agreed on the AWP 2018.
- The 12-month extension was supported by the six countries that were present and this will be shared with Belize and St. Vincent and the Grenadines.

The chair moved to the next action item on the date of the next Board Meeting. It was proposed to hold

during the first half of July 2018. A date will be shared with the Board members.

PM commented that she received apologies from the Embassy of Japan in Trinidad for not being able to attend the meeting. The Chair asked a comment from Mr. Hideki Shinozaki, from the Embassy of Japan in Jamaica. He appreciated for the cooperation towards this project and hoped that the Government of Japan approves the no-cost extension and the project to be finalised by 2019.

The Chair commented that the J-CCCP team deserves a huge amount of credit of the results reached in 2017 and a roadmap for successfully implementation of the project.

He thanked all the members of the Board and other participants for their support during the year.

The meeting adjourned at 13:27.



## Annex 1: AGENDA

Time	Agenda	Expected Outcome	Facilitated by
11:00-11:10	Welcome		Director, UNDP Barbados & The OECS- Chair
11:10-11:40	Project progress and discussion <i>Description of activities undertaken to date and challenges.</i>  <i>Ref: Quarterly Progress Report: Update 10 and 11 (July - December 2017)</i>	- Highlights of major achievements during the year of 2017  - Recommendations for addressing challenges highlighted	J-CCCP Project Manager
11:40-12:00	Presentation of Pilot Projects under Outcome 2	- Informed summaries of additional pilot projects approved	J-CCCP Technical Specialists
12:00-12:20	Results of the Mid- Term Evaluation and Revised Results Framework	- Informed summary of the evaluation  - Validated the recommendations  Approved the revised Results Framework	J-CCCP M&E Analyst
12:20-13:00	Presentation of Annual Work Plan (AWP) 2018 and discussion  Detailed discussion of expected activities and expenditure for 2018, risks and assumptions  Ref: Draft AWP 2018	- Approved the AWP 2018 and intended activities	J-CCCP Project Manager
13:00-13:10	Any other business and next steps <ul style="list-style-type: none"> <li>• Review of key agreements and recommendations</li> <li>• Scheduling of the next PB meeting</li> </ul>		Chair

## Annex 2: ATTENDEE

COUNTRY/ ORGANISATION	NAME	DESIGNATION	E-MAIL
UNDP Barbados & the OECS	<b>Mr. Stephen O'Malley</b>	Resident Representative	<a href="mailto:stephen.omalley@one.un.org">stephen.omalley@one.un.org</a>
Dominica	<b>Mr. Anderson Parillon</b>	Senior Economist/UN Focal Point, Ministry of Planning, Economic Development and Investment	<a href="mailto:parillona@dominica.gov.dm">parillona@dominica.gov.dm</a>
Grenada	<b>Mr. Andre Joseph-Witzig</b>	Technical Officer - Climate Change, Ministry of Agriculture, Lands, Forestry, Fisheries and the Environment	<a href="mailto:andresoci@gmail.com">andresoci@gmail.com</a>
Guyana*	<b>Ms. Shareeda Yusuf</b>	Technical Coordinator, Office of Climate Change, Ministry of the Presidency	<a href="mailto:s.yusuf@lcde.gov.gy">s.yusuf@lcde.gov.gy</a>
Jamaica*	<b>Ms. Una May Gordon</b>	Principal Director, Climate Change Division, Ministry of Economic Growth and Job Creation	<a href="mailto:Unamay.Gordon@megjc.gov.jm">Unamay.Gordon@megjc.gov.jm</a>
Saint Lucia*	<b>Ms. Macricia Auguste</b>	Economist, Economic Planning, Unit, Ministry of Economic Affairs	<a href="mailto:mauguste@gosl.gov.lc">mauguste@gosl.gov.lc</a>
St. Vincent and the Grenadines*	<b>Ms. Nyasha Hamilton</b>	Environmental Educator, Climate Management Department, Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour	<a href="mailto:nyakh@gmail.com">nyakh@gmail.com</a>
Suriname	<b>Ms. Gina Griffith</b>	Legal Advisor, Office of Environmental Legal Services, National Institute for Environment & Development (NIMOS)	<a href="mailto:ggriffith@nimos.org">ggriffith@nimos.org</a>
OECS Commission	<b>Mr. Cornelius Isaac</b>	Project Specialist Global Climate Change Alliance Project	<a href="mailto:cisaac@oecs.org">cisaac@oecs.org</a>
CARICOM Secretariat*	<b>Ms. Amrikha Singh</b>	Senior Project Officer, Sustainable Development	<a href="mailto:Amrikha.Singh@Caricom.org">Amrikha.Singh@Caricom.org</a>
<b>Absent</b>			
UNDP Panama Regional Hub	<b>Mr. Richard Barathe</b>	Director	<a href="mailto:richard.barathe@undp.org">richard.barathe@undp.org</a>
Japan	<b>Mr. Shinichiro Kobayashi</b>	Second Secretary,	<a href="mailto:shinichiro.kobayashi@mofa.go.jp">shinichiro.kobayashi@mofa.go.jp</a>
Belize	<b>Dr. Peter Allen</b>	Chief Executive Officer, Ministry of Public Service, Energy and Public Utilities	<a href="mailto:ceo@mps.gov.bz">ceo@mps.gov.bz</a>
<b>Observer</b>			
Guyana*	<b>Mr. Shane Sing</b>	Office of Climate Change, Ministry of the	<a href="mailto:shanersingh@gmail.com">shanersingh@gmail.com</a>

		Presidency	
Embassy of Japan in Jamaica*	<b>Mr. Hideki Shinozaki</b>	Secretary	<a href="mailto:hideki.shinozaki@mofa.go.jp">hideki.shinozaki@mofa.go.jp</a>
UNDP Panama Regional Hub	<b>Ms. Maribel Landau</b>	Regional Programme Coordinator	<a href="mailto:maribel.landau@undp.org">maribel.landau@undp.org</a>
UNDP Barbados & the OECS	<b>Ms. Yoko Ebisawa</b>	J-CCCP Project Manager	<a href="mailto:yoko.ebisawa@undp.org">yoko.ebisawa@undp.org</a>
	<b>Ms. Donna Gittens</b>	J-CCCP Technical Specialist	<a href="mailto:donna.gittens@undp.org">donna.gittens@undp.org</a>
	<b>Ms. Neisha Manickchand</b>	J-CCCP Technical Specialist	<a href="mailto:neisha.manickchand@undp.org">neisha.manickchand@undp.org</a>
	<b>Ms. Penny Bowen</b>	J-CCCP Communications Associate	<a href="mailto:penny.bowen@undp.org">penny.bowen@undp.org</a>
	<b>Ms. Sherri Frederick</b>	J-CCCP M&E Analyst	<a href="mailto:sherri.frederick@undp.org">sherri.frederick@undp.org</a>
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	<b>Ms. Annlyn Mc Phie</b>	J-CCCP National Focal Point (Grenada)	
	<b>Mr. Kurt Prospere*</b>	J-CCCP National Focal Point (Saint Lucia)	<a href="mailto:kurt.prospere@undp.org">kurt.prospere@undp.org</a>
	<b>Mr. Ruthvin Harper</b>	J-CCCP National Focal Point (St. Vincent and the Grenadines)	<a href="mailto:ruthvin.harper@undp.org">ruthvin.harper@undp.org</a>
	<b>Ms. Danielle Alleyne</b>	J-CCCP Project Associate	<a href="mailto:danielle.alleyne@undp.org">danielle.alleyne@undp.org</a>
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UNDP Jamaica*	<b>Ms. Eltha Brown</b>	J-CCCP National Focal Point (Jamaica)	<a href="mailto:eltha.brown@undp.org">eltha.brown@undp.org</a>
	<b>Mr. Jeffrey James</b>	J-CCCP Project Assistant	<a href="mailto:jeffrey.james@undp.org">jeffrey.james@undp.org</a>
	<b>Ms. Ayesha Constable</b>	National Coordination Officer	<a href="mailto:ayesha_constable@yahoo.com">ayesha_constable@yahoo.com</a>
UNDP Suriname	<b>Mr. Bryan Drakenstein</b>	Programme Specialist	<a href="mailto:Bryan.drakenstein@undp.org">Bryan.drakenstein@undp.org</a>
	<b>Ms. Sharon Legiman</b>	J-CCCP National Focal Point (Suriname)	<a href="mailto:sharon.legiman@undp.org">sharon.legiman@undp.org</a>

\* Virtual attendance