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## MEETING MINUTES

Submitted by: Sam B. Goba, Project Manager, Water and Climate Change Project, Energy, Environment & Natural Resources Cluster,

Date Submitted:11/03/16

### 1. UNDP/GEF Water and Climate Change Project Steering Committee Meeting on 09/03/16 at 2:30pm at the Water Directorate Office, Tower Hill, Freetown.

**2 Objective:** The SC with the mandate to provide high level policy direction and guidance on project activities planning, implementation, review and adjustments as necessary for the successful implementation of the UNDP Supported and GEF financed project “Building Adaptive Capacity to catalyze Active and Public Sector Partnership to manage the Exposure and Sensivity of Water Supply Services to Climate Change” (Project ID: 86232 and Award ID: 74076) met to review and approve the 2016 AWP.

### 3. Summary:

The meeting commenced with individual silent prayers. The chairman Mr. Augustine Tucker, Deputy Director, Water Directorate, Ministry of Water Resources reminded members about their task and mandate as members of the Steering Committee and he appealed to members present to critically examine the Work Plan for a successful 2016 implementation.

The minute of the last meeting was read and adoption motion was moved by Mohamed I. Koroma of GUMA Valley Water Company and seconded by Sahr A. Sinah of Sierra Leone Water Company.

One important matter arising from the minutes was the Action Point on Water Quality Testing. The members made emphasis on the important of Water Quality Testing to be included in the Project Activity as it is very crucial in any Water Project. It was therefore suggested that at least \$30,000 should be allocated for Water Quality Testing including the procurement of the reagents for the three (3) Laboratories in the three Districts of Kambia, Kono and Pujehun and the National Laboratory at Water Directory in Freetown.

Discussion on the 2016 AWP.

Output 1 (a):

- It was reported to the members about the Water Mapping Activity to be under taken nationwide by the Ministry of Water Resources, Statistic Sierra Leone and AKVO (an International Consulting Firm).
- It was agreed that \$ 80,000 was to be put aside for the Activities ii) to undertake a climate change risk management (CCRM) capacity assessment of MWR,EPA and District Council Staff and iv) Update the Water Point and Groundwater mapping tools to adapt them to new aspects of climate changes developments. These activities are to be undertaken by the Ministry in collaboration with SSL and AKVO.

OUTPUT 1(b):

- Members were duly informed that this is a Carried Over Activity from 2015 as the consultancy was advertised last year 2015, and later re-advertised twice until very recently that an International Consulting Firm have been awarded the Contract.
- It was noted by the GUMA Representative that some of the tasks under this output have already being undertaken by GUMA.

OUTPUT 1(c):

- A Local Consultant to be hired for the training of WASH Committees.

OUTPUT 1(d)/ (e):

- The two outputs to be awarded for one Local Consultancy

OUTPUT 2(a):

- SALWACO representative, informed members that a work had already been on the designs of rainwater harvesting infrastructures by an international consultant for the AfDB/Rural Water Supply and Sanitation Project.
- \$30,000 to be deducted from the \$250,000 budgeted for this activity for the provision of Water Quality re-agents for the four laboratories.
- \$20,000 from the same budget to be added to the \$10,000 for monitoring.
- Remaining \$200,000 for this output for RWH at MWR, Murray Town Hospital and EPA.

OUTPUT 2(b):

- \$15,000 to budgeted for the commissioning of designs of innovation technologies and infrastructures and undertake independent feasibility assessment and confirm intervention sites.
- \$5,000 to design and run community training programmes for relevant communities.
- \$180,000 for construction of at most 5 spring boxes.
- It was however noted that prices can now be fixed but depending on time taken for the disbursement of funds will definitely affect the price.

OUTPUT 2(c):

- \$30,000 allocated for designs and surveys; and conduct relevant assessments for the construction of infrastructures.
- Distribution of infrastructures per district include:
  - ✓ Gravity Fed System in Kono District- 1 no.
  - ✓ Spring box construction – 2 no. in Kambia district and 2 no. in Pujehun district
  - ✓ Boreholes with solar constructions- 2 no. in Kono district, 2 no. in Pujehun district and 2no. in Kambia district
  - ✓ Rehabilitation of reservoirs in Freetown- 3 no. (\$120,000 to allocated for this activity)
- A balance of \$100,000 for the remaining activities above (**Needs additional budget**)

**4. Follow-up**

Actions to be taken	By Whom	Expected Completion Date
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<ul style="list-style-type: none"> <li>• MWR to make available the TOR/MoU with Statistic Sierra Leone, which will include the development of climate risks tools and learning programe and update of the water point mapping tools to adapt them to new aspects of climate change developments.</li> <li>• Pre-meeting to be arrange between UNDP and GUMA for further discussion on the Consultancy on the GUMA Reservoir. The meeting to be held on Monday 14/03/16 and another meeting with the Consulting Firm Team Leader and GUMA on Wednesday, 16/03/16.</li> <li>• SALWACO Representative to make available the AfDB/Rural Water Supply and Sanitation designs and BOQs of the RWH infrastructures.</li> <li>• Project Team to make sure to undertake boreholes drilling as an activity</li> </ul>	<ul style="list-style-type: none"> <li>• The Director, Water Directorate</li> <li>• The Project Manager</li> <li>• Mr Sahr Sinah, SALWACO</li> <li>• The Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Before the signing of the AWP.</li> <li>• Monday,14<sup>th</sup> March,2016</li> <li>• As soon as the approved and finalized designs and BoQs are provided by the AfDB Consultant.</li> <li>• Before the signing of the AWP.</li> </ul>
<b>5. Participants of the meeting</b>		
<ul style="list-style-type: none"> <li>• Augustine Tucker</li> </ul>	Ministry of Water Resources (Chairman)	
<ul style="list-style-type: none"> <li>• Lamin K.S. Souma</li> </ul>	Ministry of Water Resources	
<ul style="list-style-type: none"> <li>• Samuel M. Kamara</li> </ul>	Environmental Protection Agency (EPA)	
<ul style="list-style-type: none"> <li>• Sahr A. Sinah</li> </ul>	Sierra Leone Water Company (SALWACO)	

• Mohamed I. Kamara	Guma Valley Water Company (GVWC)
• Abdul Salim	EPA / GEF Focal
• Mariatu Swaray	UNDP
• Sam Goba	UNDP (Secretary)