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| UNDP_Logo-BluewTagline-ENG_000 | United Nations Development Programme | **MEETING MINUTES**Submitted by: Luseni Kappia, Manager GEF EEPUC ProjectDate Submitted: 25th August, 2016 |
| 1. **Topic:** Meeting of the Steering Committee of the GEF EEPUC Project, 23rd August, 2016  |
| **2. Objective:** The main objectives of the meetings were:* Discuss project structure and role of the Steering Committee
* Update participants of progress on project
* Review project results framework and Annual Work plan
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| **3. Summary:** **Opening Address*** The chairperson, Director of the Department of Energy (DoE) Eng. Benjamin Kamara, called the meeting to order and welcomed all participants.
* The chairperson expressed the relevance of this project to the recovery priorities. That the Project is part of the PDT tracker
* Other speakers included the Permanent Secretary of the Ministry of Energy, UNDP Country Director, and Presidential Adviser on Renewable Energy. It was emphasized that:
	+ The Steering Committee serves as a forum to engage multiple stakeholders and is critical to the success of the project.
	+ The Steering Committee meeting is long overdue so this one was considered by all as timely
	+ Community people are not just beneficiaries but key partners to ensure the realization of project results.

**Project Governance and Coordination*** The project structure and responsibilities of the Steering Committee, as per project document (prodoc), was discussed with participants.
* Following the management arrangements described in the prodoc, each of the three project components should be supported by relevant Technical Experts from mandated Government intuitions. MoE, MAFFS Forestry Division and MLCPE were intended to provide technical support to Component 1, Component 2 would receive technical support from MoE, MAFFS Forestry Division, and the Ministry of Trade and Industry, whereas Component 3 would receive support from MoE. The practicalities of these arrangements need to be further discussed (deferred to next meeting).
* . SC members agree that in case a consensus cannot be reached by its members, the decision making power should not be with the PM but rather be based on a majority rule.
* The word deviation in the sentence the Steering Committee ‘endorses workplan and approves any essential deviations from the original plans’ should be substituted to ‘modification’.

**Project update**The Steering Committee agreed that the Project Manager should first take them through the progress before the logframe. Update:* Project Manager recruited 4th January, 2016.
* Inception Workshop held 5th February 2016.
* Annual work Plan for 2016 endorsed by MoE.
* TORs developed and consultant hired for agro-foresty activity.
* 60 Hectares of land donated by Makolerr, Robana and Mawoma Communities for community based agroforestry.
* Planted over 50,000 seedlings on 24 hectares of the 60 hectares with eight hectares in each community with support from NPAA.
* MAFFS assigned a forester from Port Loko to support the agroforestry activity on the ground.
* New renewable energy policy developed and approved by Cabinet. Needs to be printed; sensitization and popularization.
* National Energy Policy needs to be reviewed.
* Limited progress made thus far in implementation of the 2016 AWP.
* GEF Annual Project Implementation Report (PIR) for the period of June 2015 to July 2016 is due and the template with initial input by the Project Manager has been sent to MoE, MAFFS and NPAA for their input.

**Project M & E Framework*** It is not clear if the project goal of GHG emissions mitigated annually (tCO2e) is measurable and achievable. MoE will consult United Nation Framework Convention on Climate Change database.
* The following three indicators should be revised (further discussion deferred to next meeting):
	+ No. of enterprises supplying clean and efficient charcoal by EOP.
	+ No. of households and industries that adopted, and are benefiting from, the energy-efficient furnaces/stoves by EOP
	+ No. of biomass energy utilization projects that are planned and developed for PURE/SURE purposes by EOP

**General Discussions*** The Renewable Energy Policy and Efficient Energy policy has been approved by cabinet, however, the National Energy Policy is yet to be reviewed. In addition, the policy documents need to be printed, and popularised widely
* The Renewable Energy Center and Stoveplus have collected data on cookstoves and entrepreneurs in cookstove business. However, there are still data gaps that need to be filled in order for project interventions to be adequately informed.
* The AWP needs to be revised to capture activities that can be realistically done in the next three months, possibly including stronger linkages to the Presidential Priorities for Post-Ebola Recovery. Project manager to ensure this happens with inputs from MoE.
* Visit to be organised to one of the communities in Port Loko that is participating in the agroforestry activity, with participation from MoE and other key stakeholders, possibly the UNRC and also ensuring wide media coverage.
* NPAA is similarly engaged in Co-financing tree planting in Port Loko with 10 hectare planted
* To address the loan scheme the project neds to engage Ecobank and or BRAC for microfinance
* Project stakeholders to visit Port Loko Community Based Forest (CBF) communities; radio discussions, television etc. (MoE, State House, Parliamentary Committee, Renewable Energy Centre)
* Addition of EPA to the SC
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| **4. Follow-up**  |
| Actions to be taken | By Whom | Expected Completion Date |
| * Share project document with Steering Committee members
* Steering Committee to meet fortnightly for the time being in order to speed up delivery.
* Develop a revised activity plan with budget for the next quarter and share with committee members before next committee meeting.
* Support popularization of policies
* Develop MoUs or TORs for activities approved by the Committee from the revised budget
* Organize field visit for stakeholders to communities
* Ensure that EPA is part of the SC and attends next meeting
* Discuss and approve hire of Project Assistant: M&E and Communication Expert
 | * Project Manager
* All
* Project Manager
* Director, DOE
* Project Manager
* Project Manager
* Director, DoE
* SC
 | * 25th Aug
* On-going
* 30th Aug
* 6th Sept
* On-going
* 30th Aug
* 30th Aug
* 30th Aug
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| 5. Participants of the meeting  |
| 1. Zainab Buya- Kamara
 | Ministry of Energy |
| 1. Henry Serry-Kamal
 | SPU – State House |
| 1. Benjamin Kamara
 | Ministry of Energy |
| 1. Mohamed Ben Lamin
 | National Protected area Authority |
| 1. Sudipto Mukeree
 | UNDP |
| 1. Luseni Kappia
 | UNDP, Project Manager |
| 1. James Romeo Kamara
 | Ministry of Finance and Economic Planning |
| 1. Saskia Marijnissen
 | UNDP |
| 1. Mohamed A. R Kamara
 | Renewable Energy Center |
| 1. Edward Sisay
 | Ministry or Trade and Industry |

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