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## MEETING MINUTES

Submitted by Andrew Katta, Project Focal Person,  
GEF EEPUC Project

Date Submitted: 11<sup>th</sup> February 2019

**1. Topic:** First Quarter Steering Committee Meeting of the GEF EEPUC Project, 8<sup>th</sup> February 2019

### 2. Objective:

The main objectives of the meetings were:

- Provide updates on the project implementation
- Review and approve 2019 Annual Work plan (AWP)

### 3. Summary:

#### Opening Address

The chairperson, Director of the Department of Energy (DoE) Eng. Benjamin Kamara, called the meeting to order and also welcomed all participants to the first Steering Committee meeting in 2019. He further expressed concern over the slow pace of the project knowing too well that the project ends this year, 2019.

The Chairman reaffirmed his commitment and assured the team Leader that the committee will do everything possible to fast track the project activities and with its desire impact

#### Project update

The IGSE Team Leader gave the project updates as follows:

- The Team Leader informed the Steering Committee members that 'No cost extension' will no longer be granted for this project because this has been done twice during the Ebola outbreak.
- The construction work of Cook Stove Lab. Testing centre has been re-advertised because the initial procurement process had some challenge. The re-advert will go on for a period of 5 days and this will be closed on Monday 11, February 2019.
- As UNDP is a grant-based organization, it cannot manage a loan risk guarantee mechanism. Therefore, it was recommended to re-allocate the fund meant for the loan guarantee fund to hire the CTA and this has been approved by both Project Board and the Regional Technical Advisor following the submission of Note to File.
- The procurement process for the hiring of the CTA is in progress with shortlisting completed
- The recruitment of the Project Manager is also on going
- The hiring process of the Financial Engineer has been completed and the successful candidate was expected to report for duty in January 2019, but he has not done so. Management will have to re-advertise if the candidate is still not available for the next one week.

#### AWP Review Discussions


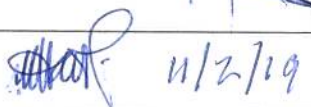
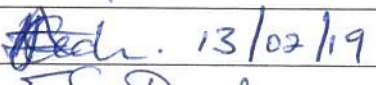
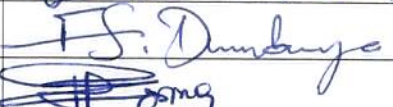

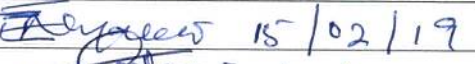

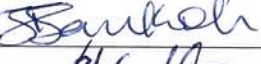

- As a matter of urgency, it was agreed by Steering Committee members that the following activities be implemented in March 2019
  - Activity 1.1.3: Conduct training on efficient charcoal production and utilization to be implement in March 2019
  - Activity 2.3.1: Identification of local fabricators, raw material suppliers and micro-entrepreneurs and their specific areas of involvement
  - Activity 2.3.2: Investigation and formulation of appropriate procurement procedures, cost sharing schemes and market delivery mechanisms
  - Activity 2.3.3: Implementation of public-private partnerships for the production & delivery of energy efficient stoves/furnaces/kilns
  - Activity 3.2.2: Maintenance of Community Woodlots and Labelling of Plots. This activity will start in March and will be on-going

- The budget line for Wood Lots maintenance and Labelling was reduced and the remaining balance moved to other activity lines
- It was recommended that the Steering Committee support the implementation of:
  - Activity 2.4.3: Implementation of public-private partnerships for the installation of efficient kilns
  - Activity 2.4.4: Conduct of training and awareness campaign on the use, maintenance and benefits of energy-efficient kilns
  - Activity 2.4.5: Regular monitoring and evaluation of installed kilns
  - Activity 2.4.6: Improvement in the design based on results of the monitoring and evaluation activities
  - Activity 2.4.7: Promotion and replication of re-designed kilns to remaining producers
- After the review, the 2019 AWP was accepted and approved by Board members represent. Andrew to facilitate the signing of the AWP on the part of UNDP and Benjamin on the part of Ministry of Energy.

#### 4. Follow-up

Actions to be taken	By Whom	Expected Completion Date
• Share contact with Steering Committee members the contact of Karsten, the laboratory installation and training expert	Fofay S Dumbuya - GIZ/EnDev	8 <sup>th</sup> Feb 2019
• Share contact with Steering Committee members the stove testing report by GIZ/EnDev	Fofay S Dumbuya - GIZ/EnDev	8 <sup>th</sup> Feb 2019
• To cross check the availability of Cook Stove installation and Training TOR	Andrew Katta - Project Focal Person (UNDP)	8 <sup>th</sup> Feb 2019
• Provide the list of Local Fabricators	Mohamed A R Kamara – REC/GTI	11 <sup>th</sup> Feb 2019
• Check on the availability of Cooking Energy Action Plan	Andrew Katta - Project Focal Person (UNDP)	11 <sup>th</sup> Feb 2019

#### 5. Participants of the meeting

Name of Participants	Signature
1. Ing. Benjamin Kamara – Director of Energy, Ministry of Energy	 13/02/19
2. Ing. Mohamed A. R Kamara – Director, Renewable Energy Center /GTI	 11/2/19
3. Lamin A Kamara – Consultant, GIZ/EnDev	 13/02/19
4. Foday S Dumbuya – Program Officer, GIZ/EnDev	
5. James Romeo Koroma – Dept. Director, Ministry of Planning and Development	
6. Tamba E Nyaka – HODCCS, EPA SL	 15/02/19
7. Tommy Garnett – Director, EFA	 21/02/19.
8. Tanzila Sankoh – Team Leader IGSE, UNDP	
9. Andrew Katta – Project Focal Person, UNDP	 13/02/19