United Nations Development Programme Country: St. Vincent and the Grenadines and the OECS Annual Work plan

Project Title	Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES)
UNDP Strategic	
Plan-	Growth and development are inclusive and sustainable,
Environmental and	incorporating productive capacities that create employment and
Sustainable	livelihoods for the poor and excluded.
Development	
Primary	
Outcome:	
Outcome 1	
UNDP Strategic	
Plan	Countries are able to reduce the likelihood of conflict and lower the
Secondary	risk of natural disasters, including from climate change.
Outcome -	risk of hatural disasters, including from chiliate change.
Outcome 5	
UNDAF / SPD	Outcome 1- Improved governance and regulation of environmental
Outcome (s)	and energy issues for more resilient economies by 2016.
Expected CPAP	Enhanced capacity of national, sub-regional and regional institutions
Output (s)	and stakeholders to: effectively manage natural resources; build
Output (s)	, ,
	resilience to adverse impacts of climate change and natural
	anthropogenic hazards; improved energy efficiency and use of
	renewable energy; improved policy, legal, regulatory and
	institutional frameworks for environmental and energy governance.
Implementing	
Partner	Energy Unit of the Ministry of National Security (MoNS)
Responsible	VINLEC (Implementing Entity) / Ministry of Health, Wellness and
Parties	Environment (MoHE) (Responsible Partner)

Programme Period: 2014 – 2017	2017 AWP Budget: \$961,012.75 USD
Key Result Area (Strategic Plan):	
Sustainable Development Pathways	Total resources required: \$91,351,484 USD
	Total allocated resources: \$91,351,484 USD
Atlas Award ID: 00080915	• GEF- \$1,726,484
Project ID: 00090426	• Energy Unit - \$ 725,000
	• VINLEC - \$10,300,000
Start Date: July 1, 2014	
	Barbados Light & Power Holdings - \$ 78,000,000
End Date: June 30, 2017	78,000,000
	Private Property Owners - \$600,000
PAC Meeting Date: March 10, 2016	
Management Arrangements: NIM	TOTAL: \$91,351,484 USD
January Santa Sant	

Agreed by Government of St. Vincent and the Grenadines

JOB January 20, 3017
Date/Month/Year

Agreed by UNDP

				2015			\perp	_		201	6		T		201	7		_						PLANN	ED BUDGET		
EXPECTED OUTPUTS	PLANNED ACTIVITIES							FM	AM	1 1	A S	ONI	D 1 1	MAN	N 1 1	I A S	s o	N D	MEN TIC ENT	ITA d		Acc. Code	Budget Description	Amount (US\$) 2016	Amount (US\$) 2015	Amount (US\$) 2017	TOTAL
UTPUT 1: VINLEC and Energy Unit evolves into	o a facilitation center to support private sector RE inv	estme	nt de	elop	men	t												羅龍									
utput 1.1: Approved framework and sessment of RE resources for long-term nergy planning that support RE targets of the	Consultant to develop TOR for the Electricity Supply Act of SVG						Ш																International Consultants			\$5,000.00	\$5,000.00
010 Energy Action Plan utput1.2: Approved and streamlined rocedures for RE project development utput 1.3: Grid code that will define the	Conduct study to determine the requirements for grid stability as a consequence of variable input loads from renewable energy sources geothermal, solar pv etc.										fur l and	tivity nded by other ency											International Consultants		Funded by another agency		\$0.00
quirements for variable reneable energy surces to reduce the risks of power outrages sultignn from voltage dips and sudden drops renewable energy inputs	Follow up on the different legislations (geothermal, solar, biomass); these legislations will be then places on the Energy Unit's website										dy										-	1	Local Consultants			CONDUCTED BY THE PROJECT TEAM	
utput 1.4: Institutional arrangements that volve an independent energy regulatory athority to determine fair market electricity wriffs for SVG	Supporting ECCLAC with the Energy Policy and Action Plan																					1	International Consultants		*	\$11,200.00	\$11,200.0
utput 1.5: Energy Unit RE investment acilitation center	Proposed amendment to the Electricity Supply Act of SVG																						International Consultants			\$23,555.56	\$23,555.5
dicator 1: Number of on-grid RETs approved ased on studies of improved RE policy and uriffs and RE grid integration	Workshop or lecture with financial firms on the issue of providing financial options for RE development in St. Vincent and the Grenadines													DL ENDIN COLL WITI	ABO	POS	SIBL		UN	DP			Local Consultants			\$11,111.11	\$11,111.1
aseline: 0 DP target: 2	Energy Unit to facilitate dialogue with the Ministry of Finance to have incentives for RE technologies																						Local Consultants			CONDUCTED BY THE PROJECT TEAM	
dicator 2: Number of RE development project oponents that were assisted by staff from e Energy Unit and VINLEC in the technical ssign of their projects sseline: 0	Clear process and procedures, tendering and licensing of electricity outlines																						Local Consultants			CONDUCTED BY THE PROJECT TEAM	
DP target: 352	Assessment of the requirement to stabalise the local grid																						International Consultants			\$10,000.00	\$10,000.00
	Assessment of the results of the grid stability study																						Local Consultants			CONDUCTED BY THE PROJECT TEAM	
	Monitoring system to track RE development, GHG reductions																						International Consultants			\$50,000.00	\$50,000.0
	Billings														9 (1)			2.5	ĺ							\$4,000.00	\$4,000.0

	Project Team Salaries											\$54,841.11		\$22,841.11	\$77,682.22
	Total Activity 1.1											\$54,841.11	\$0.00	\$137,707.78	\$192,548.89
Output 2.1: RE learning and mentoring programs	2.1.1 Social media awareness campaign										Local Consultants	\$1,000.00			\$1,000.00
Output 2.2: Dissemination of best practices and lessons learned on the development of RE solutions for SIDS	schools and one tertiary institution on mainland St. Vincent										Professional Services	\$1,814.81			\$1,814.81
Energy Unit dedicated to promoting RE nvestments Baseline: 1	2.1.3 Presentations/discussions on thematic energy related issues to three (3) selected secondary schools in the Grenadine Islands of Bequia and Union Island								UNDF	,	Professional Services	\$3,027.91			\$3,027.91
EOP target: 3	2.1.4 Development of brochures for RE awareness										Materials & Goods	\$1,296.30			\$1,296.30
Indicator 2: Number of technical personnel in VINLEC, Energy Unit and in the private sector who can provide technical oversight on RE project development in SVG and other OECS countries	2.1.5 Four (4) community based consultations on sustainable energy in collaboration with the Adult and Continuing Education Unit: "Energy Efficiency and Energy Conservation in the household"										Local Consultants	\$921.17			\$921.17
Baseline: 2 EOP target: 8	2.1.6 Wire transfer costs for consultants cheques										Miscellaneous Expenses	\$40.74			\$40.74
Indicator 3: Number of tradespersons who have local certification to construct, assemble,	2.2.1 Provide training workshops on solar pv installation and maintenance								UNDF	,	Professional Services			\$50,000.00	\$50,000.00
operate and maintain RE technologies Baseline: 0 EOP target: 50	2.2.2 Electric Mobility Conference								UNDP GIZ/ CARICO		Training, Workshops and Confer	\$6,886.87			\$6,886.87
	2.2.3 Renewable Energy Workshop:" Renewable Energy towards a sustainable future"								101		Training, Workshops and Confer		\$13,323.03		\$13,323.03
	2.2.4 Develop website for the Energy Unit										Professional Services		\$4,444.44		\$4,444.44
	2.2.5 Website launch										Professional Services	NO COST TO THE PROJECT			
	2.2.6 Script Writer for thirty minute documentary										Professional Services	\$1,407.41			\$1,407.41
	2.2.7 Thirty minute documentary on RE progress in SVG										Professional Services		\$8,518.52		\$8,518.52
	Higher level workshop on RE developments & Conduct seminar on site selection criteria for RE sites and the management and operation and maintenance of RE projects								UNDF		International Consultants	\$1,548.15			\$1,548.15
	Compile RE material from CARICOM Secretariat Energy Division											\$2,0 TO.20		DONE IN HOUSE	

	Provide technical support to the Ministry of Education to conducta training workshop for low level teachers on RE													\$9,828.52	\$9,828.52
	Training workshop for Energy Officers Billings	\blacksquare												\$564.36	\$564.36
	2.29 Project Team Salaries	+++	+++		+++	+++						Ć4F 40F 40		\$4,000.00	\$4,000.00
	2.25 Project realifications	$\pm \pm \pm$										\$15,185.18		\$15,185.19	\$30,370.37
TOTAL OUTPUT 2												\$33,128.54	\$26,285.99	\$79,578.07	\$138,992.60
Output 3: Increased share of RE in SVG power g															
assessments	3.1.1 Performance assessment of electric vehicle							Ш			Professional Services	NO COST TO THE PROJECT			\$0.00
Output 3.2: Feasibility studies Output 3.3: Bankable documents containing business plans and financing options for RE	3.1.2 Conduct project site assessment for the location of Solar PV installation and Hybrid-Electric Vehicle Charging Station										Professional Services		NO COST TO THE PROJECT		\$0.00
demo projects Output 3.4: Support for implementing RE demo projects Output 3.5: Replication plans for additional RE projects Output 3.6: RE demo investment projects	services for installation of solar pv at: Belle Isle Correctional Facility and Argyle International Airport, Electric Vehicle charging station										Professional Services		NO COST TO THE PROJECT		\$0.00
ndicator 1: Number of RE projects that are inanced through RE funds where VINLEC has	3.1.4 Visit to Barbados to examine the charging station and related matters pertaining to Electric Vehicles. Lessons to be learned. & UNDP orientation										Professional Services		\$7,475.01		\$7,475.01
involvement in operationalization by EOP Baseline: 0	3.1.5 Electic Vehicle Conference in Barbados November 2016										Travel		\$3,530.54		\$3,530.54
EOP target: 2	3.1.6 Co-financing trip to Nicaragua										Travel		\$998.29		\$998.29
ndicator 2: Number of privately-financed RE projects connected to VINLEC electricity grid by EOP	3.1. 7 Purchase of 2016 Nissan Leaf Electric Vehicle and 5kW charging station										Materials & Goods		\$111,933.77		\$111,933.77
Baseline: 0 EOP target: 151	3.2.1 Solar photovoltaic supply and installations - Belle Isle 50kW										Professional Services	\$92,627.41			\$92,627.41
ndicator 3: MW of RE on-grid projects installed	- Argyle International Airport 155kW - Site engineer for the Belle Isle Correctional Facility										Professional Services	\$46,934.39		\$422,409.46	\$469,343.8
by EOP Baseline: 6.2	solar pv installation										Contractual Services - Individ	\$2,222.22			\$2,222.22
OP target: 16.58 ndicator 4: MW capacity of RE generation	Site Engineer for the Argyle International Airport solar pv installation										Professional Services			\$2,592.59	\$2,592.59
proejcts (on-grid and off-grid) in planning and design stages by EOP	Belle Isle Correctional Facility Launch										Training, Workshops and			\$1,252.59	\$1,252.59
Baseline: 0 EOP target: 5.20	3.2.2 Electric vehicle launch & roving exhibition										Professional Services	\$8,870.50			\$8,870.50
ndicator 5: % reduction in electicity drawn	3.2.3 Electric vehicle insurance										Professional Services	\$1,368.77		\$1,368.77	\$2,737.54

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from the grid for each household with on-grid	- FedEx costs to ship sim cards, BMC, SIM cards cost	П	П			П	Т		П	Т	П	Т	П	Т	П	Т	П	Т	П			1	
rooftop solar-PV panels Baseline: 0																							
EOP target: 50	Tue anticipant to the country of the	Н	\sqcup	_	4	\sqcup	+			4	\sqcup				Н	_			Ш	_	Н	-	
	- Two participants to travel to Grenada for EV training																						
	3.2.4. 5KW charging station 30MB data plan																						
	Compile all the lessons learned from the most recent uptake of HEV in Barbados and Grenada																						
	Follow up with Star Garage and their assessment of the Hybrid Vehicle																					U	NDP
	Properly document or show cost savings on the different buildings that solar pv was installed.																						
	An assessment of private buildings and commercial establishments on the spave requirements and improvements necessary to accommodate rooftop solar pv installations and to feed electricity to the grid																						
	SVG solar pv rooftop programme																						
	Design fiscal incentives																		П				
	Print media and circulars		Ш			Ш													П				
	Workshops and seminars for private property owners																						
	survey of the willingness of households to invest in rooftops solar pv panels																						
	Preparations of legal and regulatory documents									T											Y		
	Report on the benefits and carbon reductions of the projects																						
	Financial analysis and risk assessment for a program for rooftop solar pv installations																						
	Studies on the solar pv installations at the car port, AIA and Belle Isle (Impact assessment)																						
	Prepare feasibility level engineering designs for demo technology																						

	Transport, Shipping and handle	\$223.00		\$223.00
	Grants	\$185.19		\$185.19
	Information Technology Equipmt	\$88.41	\$51.11	\$139.52
	Local consultants		CONDUCTED BY THE PROJECT TEAM	
Р	Local consultants		CONDUCTED BY THE PROJECT TEAM	
	Local consultants		CONDUCTED BY THE PROJECT TEAM	
	International Consultants		\$9,500.00	\$9,500.00
	International Consultants			
			\$9,500.00	\$9,500.00
			\$1,296.30	\$1,296.30
			\$7,407.41	\$7,407.41
			\$1,000.00	
	Local consultants		\$10,000.00	\$10,000.00
	International Consultant		\$9,500.00	\$9,500.00
	International Consultant		\$10,000.00	\$10,000.00
	International Consultant		\$9,500.00	\$9,500.00
	International Consultant		\$13,700.00	\$13,700.00

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	Transmission lines feasibility study for the Geothermal Company											International Consultant			\$150,000.00	\$150,000.00
	Electric Vehicle surge protector for the 5kW Charging Station											Local consultants	\$331.48			\$331.48
	Data Logger for the Electric Vehicle											Information technology equipment			COST UNCERTAIN. AWAITING MANUFACTURE RS PRICING	
	4.5% Handling Charges for the 155kW Solar PV installaiton at AIA											Transport shipping and handling			\$11,010.12	\$11,010.12
	HEV Readiness Assessment											Local consultants			\$2,000.00	
	Macro economic analysis											International Consultant	\$20,000.00			\$20,000.00
	School visits to the VINLEC Renewable Energy Sites														\$4,000.00	\$4,000.00
	Billings							988		BE B					\$4,000.00	\$4,000.00
	Project Team Salaries											Salaries	\$30,740.74		\$14,740.77	\$45,481.51
TOTAL OUTPUT 3													\$203,592.11	\$123,937.60	\$694,829.12	\$1,019,358.8
Project Management																
4.1 Project Board Meetings	4.1.1 Project Board Meeting - March 10, 2016											Training, Workshops and Confer	\$5.13			\$5.13
	4.1.2 Project Board Meeting - August 11, 2016											Training, Workshops and Confer	\$19.24			\$19.24
	Project Board Meeting - November 8, 2016											Training, Workshops and Confer				
	Project Board Meeting 3											Training, Workshops and Confer			\$60.00	\$60.00
	Project Board Meeting 4											Training, Workshops and Confer			\$60.00	\$60.00
4.2 Advertisement of project positions	4.2.1 Advertisement for RFPs										UNDP	Professional Services	\$909.35			\$909.35
	4.3.2 UNDP Travel							de E		13 8 8		Travel	\$7,296.30		\$7,296.30	\$14,593.60
4.5 Miscellaneous expenses	4.5.1 Miscellaneous expenses (stationery and ink for priting)											Supplies	\$791.12		\$1,481.48	\$2,272.60
	4.5.2 Furniture for the Project Team											Materials & Goods		\$8,067.96		\$8,067.96
	4.5.3 Straps for shipping EV to the United Kingdom											Materials & Goods	\$59.26			\$59.26
	Final Evaluation	+++	1	+	+	+++	 +		\vdash	 -			-		\$10,000.00	\$10,000.00

	Project Audit														
	Direct Project Costs				П		П								П
	4.5.4 Billings	П	\prod		П			П						П	
TOTAL OUTPUT 4															
TOTAL PROJECT									3		16				

	\$307,642.15	\$158,291.56	\$961,012.75	\$1,423,947.46
	\$16,080.40	\$8,067.96	\$48,897.78	\$73,047.14
	\$7,000.00			\$7,000.00
			\$20,000.00	\$20,000.00
Professional Services			\$10,000.00	\$10,000.00







GEF/ Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES)

Project Steering Committee Meeting Minutes

Date: November 8, 2016 Time: 9 am – 12 pm

Venue: Telecom Conference Room

Meeting Called by: Permanent Secretary Mr. Godfred Pompey

Facilitator: Mr. Ellsworth Dacon Note taker: Ms. D'Andre' Jackson

Introduction

The meeting was called to order by the Chairman, PS Pompey, who then instructed Louise Tash to pray for the proceedings of the meeting. A hearty welcome was then done by Ellsworth Dacon followed by an introduction of all those in attendance.

Project Update & 2016 – 2017 Work-plan

- 1. The activities of the 2016 2017 work-plan were explained by the Project Director.
- 2. The Terms of Reference (ToR) for the review of the Electricity Supply Act would be perused by the Attorney General as well as VINLEC to ensure that the deliverables and scope of work outlined in the ToR are in accordance with all partners.
- 3. The National Energy Policy is currently being reviewed by ECLAC and a draft is expected to be completed by the end of 2016. The draft document would be circulated to the National Energy Committee for feedback.
- 4. Carbon War Room Rocky Mountain Institute is currently being engaged to develop an Integrated Resource Plan (IRP) at the cost of \$300,000 USD. The electrical utility would subsequently sign on to this consultancy. It is expected that this activity will take an estimate of six (6) months to be conducted. It has a high technical component and some stakeholder interaction. The purpose of the IRP is to establish the optimal resource option for the utility.
- 5. The matter of the funds being shifted was addressed. The DRR highlighted that the shifting of funds within a certain threshold needs to all be approved by the Project Steering Committee.
- 6. Achievements of the project are measured against the indicators listed in the PACES Project Document.
- 7. PACES will be co-financing \$50,00 USD to the Climate Change Unit of the Government of St. Vincent and the Grenadines for the implementation of the Monitoring Review and Verification (MRV) framework that is currently being developed.
- 8. In relation to the capacity building and awareness of component 2, Mr. Myers highlighted the value of teaching the students about the foundation and importance of RE. He noted along with







- Dr. Jerrol Thompson that at least ten (10) RE things should be pin pointed that every person should know at the end of PACES existence. There is also a need be a young champion/ambassador to promote RE in St. Vincent and the Grenadines.
- 9. Renac has been identified as the preferred institution to conduct the solar PV training and workshop. They have conducted a similar workshop in Jamaica. GIZ through the support of CARICOM will be utilised to facilitate the workshop. There is a possibility of a collaboration with VINLEC. The \$70,00 USD allotted to this activity will be revised.
- 10. The matter of the power surge at the 5 kW Charging Station at the Administrative Complex was addressed. It was concluded that there should have been a surge protection installed and as such the project is in the process of procuring a surge protector.
- 11. The 50kW Solar PV system at the Belle Isle Correctional Facility was also damaged by a power surge which was caused by a lightning storm. The power surge damaged both inverters and the communication device; these are currently being replaced by the contractor under the equipment warranty. It is expected that this set back will not affect the launch scheduled for November 28, 2016.
- 12. Concerning the feedback by ECCA for the Solar PV installation at AIA, PS Pompey has consented to facilitating the conversation and receiving an update.

Decision Made

- PACES to work with VINLEC to conceptualise the most optimal way of conducting the Solar PV training workshop that will target the critical individuals.
- VINLEC to work along with the project to facilitate an activity where students are given the
 opportunity to visit some of the Renewable Energy technologies in St. Vincent and the
 Grenadines.
- Mr. Ricardo Adams site engineer- to assess the damage to the PV system at the Belle Isle Correctional Facility.
- The target group of participants for the Solar PV training is inclusive of the following: electrical inspectorate, private RE businesses, technical personnel.
- Reschedule the readiness assessment from the third week in January to another date.
- The extra 50kw for the Argyle International Airport was approved by the entire Project Steering Committee Members. Installations are scheduled to begin January 16, 2017.
- The project will request an extension of 18 months given the limited time frame to complete the list of activities and outstanding funds that need to be allocated to a deliverable.
- Next Project Steering Committee Meeting is slated for the end of March 2016
- Work-plan revision is due by the end of November 2016.

Any Other Business

- PACES to provide Dr. Matthias with the anti-glare information that ECCA requested.
- The Attorney General will review the contract soonest for the AIA Solar PV installation which will then be made available to the contractor, RENOVA, for feedback.
- VINLEC to provide the ToR for the feasibility study of the transmission lines for the geothermal project.







 Mrs. Janeel Miller-Findlay will send a letter to Mr. O'Malley stating the request for the projects' extension of up to 18 months.

Attendees:

- 1. Godfred Pompey Permanent Secretary of Ministry of National Security, Air and Sea Port Development
- 2. Ellsworth Dacon Director of the Energy Unit/ PACES Project Director
- 3. Chisa Mikami UNDP Deputy Resident Representative
- 4. Leshan Monrose PACES Project Officer
- 5. D'Andre' Jackson PACES Administrative Assistant
- 6. Rudy Matthias CEO International Airport Development Company
- 7. Louise Tash Senior Economist
- 8. Carlos Wilson Representative of the Ministry of Health
- 9. Dr. Jerrol Thompson Chairman of the Energy Committee
- 10. Thornley Myers CEO of VINLEC
- 11. Hudson Nedd Permanent Secretary Ministry of Transport and Works.