

**Project Appraisal Committee (PAC) Meeting Minutes for the
“Promoting Access to Clean Energy Services in Saint Vincent and the Grenadines”**

UNDP (Barbados and the OECS) , UN House, Christ Church Barbados
25 August 2014

Agenda

1. General Introductions. (St. Vincent and the Grenadines and UNDP)
2. Project Presentation (Mr. Musaad Al Saleh)
3. Review of Project by PAC Checklist
4. Approval
5. Closure of Meeting

1. General Introduction

Ms. Lara Blanco (Chair) welcomed persons to the meeting noting that this Project Appraisal Committee (PAC) was convened to review the project “Promoting Access to Clean Energy Services in Saint Vincent and the Grenadines”. The UNDP team was located in the external conference room of the UNDP, Barbados while the team from St. Vincent and the Grenadines joined the meeting via Skype. The Chair explained the structure in which the meeting will take.

2. Project Presentation

The meeting was handed over to Mr. Al Saleh by the Chair. Mr. Al Saleh proceeded to provide a brief summary of the project document. He presented the current situation on the ground as it relates to the energy regime in St. Vincent and the Grenadines.

Mr. Al Saleh emphasized that the project will seek to promote clean energy decentralized electricity solutions in Saint Vincent and the Grenadines from unused hydropower capacity, untapped wind resources and unrecovered waste heat power. A breakdown of the three (3) components of project and the expected outcomes of each component was also provided.

The Chair opened discussions to all any comments from the St. Vincent Team. Mr. Dacon endorsed the project highlighting that the project has more or less capture what is wanted especially the case of demonstration components. However he was very interested in knowing the start date.

3. Review of Project by PAC Checklist

The Chair introduced the Checklist for the review of Project Documents (PAC Checklist). It was outlined that the meeting will go through the PAC checklist section by section allowing for any questions or comments to be raised when addressing the particular section.

Section 1 – General

- Mr. Al Saleh pointed out that the UNDAF Outcome and the expected CPAP output(s) was left out from the cover page and will be filled in.
- Mr. Dacon enquired about the details of the project budget. Mr. Al Saleh explained the budget a little more and pointed out the notes on the budget.
- The Chair, noting that this was the first Global Environment Fund (GEF) funded project with the Energy Unit in St. Vincent and the Grenadines, explained how these projects are implemented and offered to have a more in depth meeting on implementation closer to the startup of the project. Mr. Dacon agreed that would be helpful. The Chair asked Mr. Nurse to facilitate this meeting closer to the startup of the project.

Section 2 – Situation Analysis and Strategy

- The Chair highlighted the potential for creation of employment, engagement of various sections of society and the bridging of gender gaps with some of the demonstration components of the project. The Chair noted that this point came up in previous discussions on this project. Mr. Dacon acknowledged that one demonstration project planned to work with a correctional facility and the training of prisoners. This training could be extended to allow the prisoners to assist in some of the other demonstration projects outside of the correctional facility. Mr. Dacon noted that more thought has to be given to the gender component of this project. The Chair thanked Mr. Dacon for his information and encouraged him to look more closely into the gender component given its importance to the UNDP.
- Ms. Adjodha highlighted the need for more linkages between the result framework and the outcomes of the project which would assist in better in monitoring and evaluation. Mr. Al Saleh agreed these sections could be reviewed and updated.
- The Chair suggested that it would be very useful for the St. Vincent team to review the monitoring framework and the results framework to make sure everything is covered.

Section 3 – Annual Work Plan

- No comment by either team.

Section 4 – Management Arrangements

- Mr. Al Saleh noted that some of the diagrams, relating to the management arrangement, needed to be adjusted so they can be more clearly seen.

- The Chair verified that the implementing agency on behalf of the government will be the Energy Unit. Whereas teams will be heading the various components. Mr. Dacon highlighted that for Component 3, the project management unit will assist with the coordinating and reporting of this component.
- The Chair asked who the director of the project will be. Mr. Dacon stated that he will take up this responsibility.
- The Chair reminded the St. Vincent team that they need to develop a working method with finance since this project will have to go through Permanent Secretary (PS) Anthony-Browne. This would assist in avoid any issues with requesting the funds or making payments for the project. The Chair suggested that UNDP could forward the project document to the PS Anthony-Browne.

Section 5 - Monitoring and Evaluation

- No comments

Section 6 - Legal Context

- No comments

Section 7 – Annexes

- No comments

4. Approval

- Mr. Al Saleh noted his agreement with the Chair on the need for an additional meeting with the St. Vincent team to further discuss the GEF procedures.
- Ms. Hinds pointed out the possibility of an audit for this project.
- The Chair agreed that some clarification on the requirements for audit is needed but this can be discussed further at a later date.
- The Chair raised the point that since this is the first time working with the Energy Unit, there is a need to do the Harmonized Approach to Cash Transfer (HACT) micro-assessment.
- The participants of the meeting discussed the start date of the project and the pre task to be completed.
- The Chair suggested that the project can be started right away in 2014 with micro-assessment, Inception workshop and preparation of the AWP to be presented to the steering committee.
- Mr. Dacon agreed fully with the Chair that the project should start right away.
- Mr. Harewood endorsed the point that an earlier start for the project should be possible given the most of the ground work is in the latter part of the project and the preparatory work should be done now.






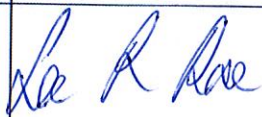




The Chair asked the meeting if there were any other comments. No further comments or issues were raised by the participants of the meeting. The Chair moved that project document could be signed

pending the adjustments suggested. All participants of the meeting agreed with the signing of the project document.

5. Closure of Meeting

The Chair thanked participants of the meeting for their time and contribution. Goodbyes were exchanged.

Participants:

Name	Position	Signature
UNDP Team		
Lara Blanco	Deputy Resident Representative	
Musaad Al Saleh	Energy and Environment, Programme Analyst	
Janine Chase	Project Manager, Youth-IN	
Cherryanne Hinds	Programme Finance Associate	
Cherise Adjodha	Sustainable Human Development and Inclusive Governance, Programme Analyst	
Lee Rose	Sustainable Human Development and Inclusive Governance, Programme Manger	
Lorenzo Harewood	ICCAS, Technical Administrative Associate	
Nathalie Thomas	Programme Assistant	
Dwayne Nurse	Programme Assistant	
St. Vincent and Grenadines Team		
Ellsworth Dacon	Director, Energy Unit	
Janeel Miller-Findlay	Director, Environmental Management Department	