



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

Project Steering Committee Meeting Minutes

Date: March 31, 2017

Time: 9 am – 12 pm

Venue: PetroCaribe Conference Room

Meeting Called by: Permanent Secretary Mr. Godfred Pompey

Facilitators: Mr. Jason LaCorbiniere, Ms. Leshan Monroe

Note taker: Ms. D'Andre' Jackson

INTRODUCTION

The meeting was called to order by the Chairman, Permanent Secretary Pompey. A prayer was done by Ms. Pompey which was then followed by a warm welcome and brief introduction of attendees.

REVIEW OF THE 2016 QUALITY ASSURANCE REPORT & PROJECT IMPLEMENTATION REPORT (PIR)

A detailed review of the project's performance through UNDP's internal quality assurance assessment and GEF's external assessment (PIR) was discussed. This activity was done against the backdrop of components 1 to 3 and the associated indicators in the project document that are all used to measure performance. This section was conducted by Jason LaCorbiniere – UNDP Programme Specialist (UNDPPS).

Purpose of the reports – To assess the interim progress of project activities as measured against outcome targets, to identify challenges and propose risk mitigation measures, to generate lessons learned and to provide planning input for the upcoming fiscal year.

Overall feedback –

- The procurement process of the PACES Project was done relatively on time.
- The Quality Assurance Report was rated Highly Satisfactory.
- Conversely, the PIR carried ratings of moderately satisfactory for both project progress toward development as well as progress toward implementation.
- The UNDPPS identified that the PIR identified low overall delivery of approximately 20% after 75% of the project implementation time had expired and identified that institutional linkages and mainstreaming of knowledge products should be improved.
- As a result, the PSC agreed that the meeting should review the indicators with a view to assessing the targets and identifying ways to accelerate delivery and catalyse impact.

Project Objective: Reduction in GHG emissions from fossil-fired power generation and fossil fuel consumption for road transport through the exploitation of SVG's renewable energy resources for power generation

Indicator: % share of RE in the power generation mix of SVG by end of project (EOP).



- The percentage share of RE generated as a percentage of total energy consumed as opposed to examining installed capacity, and not energy capacity was the highlight of discussion. As it stands this matter depends on several factors and VINLEC has been on a rehabilitation exercise. By the end of project (EOP) VINLEC should have more hydro capacity. Currently the share is 18% for hydro.
- Outside of hydro, all authorised and installed solar pv systems are tracked.
- VINLEC advised that information on the installed capacity of the solar pv systems and what they sell can be provided by VINLEC upon request.

Outcome 1: The Energy Unit with the support of VINLEC evolves into a facilitation centre to support private sector RE investment development, enable regulators to determine fair flexible tariff structures, bring confidence to private RE investors and increase the number of approved RE projects.

Indicators:

1. **Number of on-grid RETs approved based on studies of improved RE policy and tariffs and RE grid integration**
2. **Number of RE development project proponents that were assisted by staff from the Energy Unit and VINLEC in the technical design of their projects.**

- The project document states that a total of 150 private property owners would be connected to the grid with solar pv installation. VINLEC noted that currently there are an estimated 80 systems that have been integrated into the grid to date. As such, VINLEC indicated that it may be possible to reach the 150 by project end.
- 352 development projects are required to be assisted by the Energy Unit during the life of the project in accordance to the project document. The group discussed the difficulty with measuring this indicator, generally noting that the term “assisted by the Energy Unit” was ambiguous as it did not specify the size and scope of the assistance. However, the PT noted that, to date, 50 private sector expressions of interest were recorded by the Energy Unit. The issue of the economic capacity of most Vincentians to install solar photovoltaic was raised by VINLEC’s representative. At the moment both PACES and VINLEC have both been conducting awareness campaigns that are all targeted toward sensitizing Vincentians about the varying RETs.
- Currently there are no incentives for customers to install solar pv. The issue of creating an incentivising mechanism that is fair to all income levels was also mentioned.
- It is critical that a monitoring system be established to track the number of individuals who are interested in solar pv installations.



Outcome 2: Raised awareness and increased capacity of government personnel and local entrepreneurs to support the development of RE projects in SVG and by geographic extension, other CARICOM countries

Indicators:

- 1. Number of managers in VINLEC and Energy Unit dedicated to promoting RE investments**
 - 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.**
 - 3. Number of tradesperson who have local certification to construct, assemble, operate and maintain RE technologies.**
- There was some confusion expressed by VINLEC and the ECU as to what constitutes a manager that is “dedicated to promoting RE investments”, with VINLEC noting that all managers are involved, to some degree, in raising awareness of RE and promoting investment. The PU noted that they would collaborate with VINLEC to track and document the utility’s public engagements that promote RE.
 - The UNDP noted that it may be useful to undertake an awareness survey before and after additional public awareness activities are implemented to track the impact of the intervention. The PU noted that they would explore the possibility of carrying out the surveys.
 - The group noted that, at the moment, there is a need for individuals that are sufficiently skilled and knowledgeable to provide technical oversight of several RE projects. VINLEC and Government reps noted that specific focus should be placed on having basic solar PV installation standards.
 - The PACES PU noted that they have been evaluating different avenues for offering the solar PV training. The PU noted that there is a training programme that will be conducted by CARILEC from May 29 – June 2, 2017 which will train up to thirteen (13) individuals with the hope of then sending three (3) key stakeholders for complete certification in solar PV installation to the Solar Energy International in the United States.
 - The PSC discussed the issue of having any capacity building programme include an aspect of “training the trainers” to ensure that the knowledge is dispersed beyond the scope of those directly trained by the project.
 - VINLEC indicated that they are on board with the solar pv training and will be sending some of their staff to the solar pv training in USA.
 - The UNDP noted that the PACES project could possibly collaborate with the DREAM project team in Barbados to execute the solar PV training given similar interests of both projects.
 - The UNDP proposed that prior to the workshop, it may be useful to undertake a training needs assessment should be done to assess the overall gaps that need to be filled. The Committee agreed.
 - It is proposed that the target of 50 persons to obtain certification under the project be re-examined and lowered to 3 to reflect the realistic number that would be fully certified under the PACES project. The 50 persons in the indicator is way too ambitious as there are not too many individuals involved in the installation of solar pv sector. There is however a need for this technical skill and as voiced by the representative from VINLEC, it would be more effective to train a small number of persons with a high-level skill set and then a slightly larger number should receive a mid-level training on solar pv installation.



- The Group noted that the project needs to set in place a measure for tracking the number of individuals that have requested information for solar pv installations. PACES is currently creating a list of all the processes and procedures that are needed when installing solar pv, from beginning to end.

Outcome 3: Renewable Energy accounts for an increased share of SVG's power generation mix

Indicator:

- 1. Number of RE projects that are financed through RE funds where VINLEC has involvement in operationalisation by EOP.**
 - 2. Number of privately-financed RE projects connected to VINLEC electricity grid by EOP.**
 - 3. MW of RE on-grid projects installed by EOP**
 - 4. MW capacity of RE generation projects (on-grid and off-grid) in planning and design stages by EOP.**
 - 5. % reduction in electricity drawn from the grid for each household with on-grid rooftop solar pv panels.**
- Thus far the number of projects that have been financed by RE funds where VINLEC is involved in operationalisation by EOP are three (3) to date. These are namely; 155Kw at the Argyle International Airport, 50Kw at the Belle Isle Correctional Facility and 5Kw solar pv charging station at the Administrative Complex.
 - Currently the indicator value for privately financed projects connected to the VINLEC electricity grid by EOP is 151. This figure is highly unrealistic and unachievable. VINLEC noted that battery systems are authorised on a case-by-case basis. The group noted that the absence of a standard policy may be a deterrent for private owners as they seek independence from not being connected to the grid.
 - The baseline indicator for MW of RE on grid projects in planning and design states by EOP is documented as 6.2. This is inclusive of hydropower and solar pv installation on grid. By EOP it is expected that 16.58 MW would be PACES target. This target is very much achievable as 16 MW would be attributed to the geothermal project. In the upcoming months, there would be an update on the status of the geothermal project.
 - Pertaining to the 5.2MW capacity of RE generation projects in planning and design stages by EOP, the project team will compile a list of sources of verification; RE assessments, feasibility studies etc.
 - The PU noted that they will collaborate with VINLEC to actively track to see if the households with electricity drawn from the grid have had a 50% reduction in their electricity bills.

ACTION ITEMS

1. VINLEC will provide information on the installed capacity of solar pv systems.
2. Monitor the number of persons that express interest in solar pv installation at their households. Review the number of managers in VINLEC that promote RE. and properly document the exercises that VINLEC managers have done to promote RE in St. Vincent and the Grenadines throughout the life of the project.
3. Create a needs assessment and administer to the individuals and institutions that will be attending the solar pv training in May to assess the knowledge gaps and seek measures to fill them.



4. The target number of 50 persons for full certification in solar pv will be reduced to 3 individuals.
5. Revise the baselines for privately financed projects from 0 to that of VINLECs documented amount
6. Track / monitor if there has indeed been a 50% reduction in electricity. A survey will be done to capture this data. This work will be done in accordance with VINLEC.

The Committee then discussed the AWP for 2017.

AWP ADJUSTMENT AND WORKPLAN REVIEW

Component 1 – Establishment of clean energy enabling policy framework

- Electricity Supply Act –
 - USAID will be reviewing and amending the Electricity Supply Act.
 - There is presently a lawyer in house that will draft the TOR.
 - To date no firm has been selected to do the policy.
 - The Director of Energy will be meeting with USAID on March 31, 2017 to fine tune all matters regarding the deliverable. The timelines for this activity will be discussed at this meeting.
 - Pertaining to the stakeholder consultation for the Electricity Supply Act, The Ministry of National Security will be responsible for creating the list of stakeholders that will be present at the consultation.
- National Energy Policy and Action Plan
 - The National Energy policy was recently drafted by ECLAC and is awaiting further review by the National Energy Committee. This meeting is scheduled to take place on April 6, 2017.
 - Upon its completion, PACES will go to tender for a consultant to draft the Action plan.
- Consultant to review Building Codes and Energy Efficiency Household appliances.
 - PACES Project should present strong justification for a consultancy to address energy efficiency in building codes. This activity is not explicitly addressed in the project document and as such is not a mandate of the PACES Project.
 - With regards much work has been done internationally and regionally with energy efficiency standards for residential equipment. The UNDPPS noted that under another regional project, the work toward standard implementation had been supported by the execution of regulatory impact assessments (RIAs) for energy efficient lighting. The Group noted that the PU should explore the possibility of undertaking a similar assessment in SVG under the project.
 - The activity should state that the Project will work along with the consultants to recommend energy efficient standards for appliances (domestic). Specify that the appliances are; lighting, cooling (ac and refrigeration).
- Monitoring system to track RE development, GHG reductions.
 - The monies from this activity in the amount of \$50,000 USD should be redirected to another activity as it is more than sufficient to assist the Climate Change Department in their initiative to track GHG emissions.
 - The project will find an alternative activity for these resources.
- Thirty-minute documentary review and additional footage.



- The thirty-minute documentary was reviewed by the Energy Unit. There are few extra clippings that need to be added.
- Workshop or lecture with financial firms on the issue of providing financial options for RE development in St. Vincent and the Grenadines.
 - Possible collaboration with GIZ/ CDB.
 - Awaiting feedback on the approval of the workshop.

Component 2 – Clean energy capacity development

- Provide training workshop on solar pv installation and maintenance.
 - From May 29 – June 2 the PACES Project in collaboration with CARILEC will be conducting a one week training on solar pv installation.
 - A total of thirteen (13) individuals will be trained under the project with three (3) individuals advancing to the training at Solar Energy International for which they will receive full certification.
- Roving Exhibition to the Grenadines Islands
 - The Electric Vehicle will be taken to the Grenadines Islands of; Mayreau, Union Island, Canouan and Bequia for demonstration purposes.
- Safety workshop for Emergency personnel with regards to the Electric Vehicle.
 - Mega power's proposal of \$700 USD per individual was reviewed.
 - There was a motion to request a proposal from JARIC Environment, Safety and Health Services Ltd. to conduct similar training to compare against Mega power's proposal.
- Energy Efficiency Challenge
 - Over the duration of four months, June – September 2017, the PACES Project and the Energy Unit will be conducting an energy efficiency challenge.
 - The objective of the challenge is to sensitize Vincentians about the necessary tips and tricks that can be adopted to lower their electricity bill and foster a change in consumers' behaviour to be EE.
 - A PR person will be hired over five (5) months and is required to conduct a media campaign; community outreach, radio programme visits, create ad campaigns etc.
 - A request was made that VINLEC come on board to offer a reward to persons who would have significantly lowered their electricity bill by 75% and up with a 5% discount on their bill.
 - The challenge is divided into four groups: schools, households, private sector businesses, government ministries.

Component 3 – Clean Energy RE- based electricity generation demonstrations

- NEMO battery storage and solar pv installation.
 - Place solar pv panels in a central area where persons can see it. The bill can also be credited to another entity if the roof space isn't suitable.
 - A suggestion of the Modern Medical Complex in Georgetown was given to place the solar pv panels on.
 - The criterion for choice of rooftops should be; visibility, energy consumption, usage.
- Belle Isle and Argyle International Airport solar pv installations



- The 50Kw system at the Belle Isle Correctional Facility recently received surge protection and it is expected that on April 7 – 11, 2017, GUP will complete all installation, inspection and training of prison staff.
- The 155Kw installation at AIA still awaits confirmation from ECCA to commence full installation of the system
- The inverter building is currently being constructed by IADC.
- Redo decal for Electric Vehicle
 - It was proposed that the decal for the Electric Vehicle be redone due to scratches and missing design work that resulted from its shipping to the United Kingdom in 2016.
- Transmission lines feasibility study for the Geothermal Company
 - This process is still ongoing.

ACTION ITEMS

1. Ascertain a formal written correspondence from USAID stating that they will be drafting the Electricity Supply Act.
2. Contact CROSQ to see how far they are with regards to setting standards for lighting and energy efficiency.
3. Present a strong case for the project to address the issue of energy efficiency with regards to the building code.
4. Assign an estimate of about \$15,000USD towards the Regulatory Impact Assessment for lighting project.
5. Source the consultation sample of Energy Efficiency Standards for appliances that was done in Dominica for review of potential best practices.
6. Provide proper justification for why NEMO building was chosen to install solar pv on the rooftop as well as battery storage.
7. Project Team is responsible for coming up with 4 / 5 potential places to place solar pv on roof tops.
8. Find activities for the outstanding monies in the activity “Monitoring system to track RE development, GHG reductions”.
9. Forward the draft thirty-minute documentary to the UNDP Communications Specialist.
10. Request proposal from JARIC for the emergency personnel training with regards to HEV.
11. Meeting with VINLEC to discuss the possibility of collaborating with the PACES Project to offer a 5% discount on electricity bills as a reward for the Energy Efficiency Challenge.
12. Merge the activity that looks at designing fiscal incentives under the solar rooftop programme with the RE financial workshop that will be done in collaboration with GIZ / CDB.
13. Properly monitor and document the weekly statistics of the hits of the Energy Unit’s Facebook page.
14. Work along with the NAMA on Electric Vehicles when developing the draft policy for energy efficient vehicles.

OTHER MATTER(S)

Project Extension

- The project extension was submitted to the regional officer and there was word that they are currently reviewing the extension application. To date there has never been a rejected application for extension and as such it is more than likely that it would be granted. The onus is on the PACES



PU and National Project Director, with support of UNDP, to try and increase the performance and expenditure of the project.

- Some of the challenges for delay in activities is due to timing and coordination of activities. Special mention was made to the feasibility study for the geothermal project as well as the policy components of the project.

Utilisation of Project Funds

- The question was asked if unused funds can be utilised elsewhere for further demonstration purposes? – The ultimate decision about project fund usage must be made by the Project Steering Committee if it is a small amount of money that is less than 10% of the relevant Outcome. As long as the activity for which you are re-directing funds has met the specified objective and leads to one of the indicators in the project document then the new activity can be done once approved by the board.

ATTENDEES

1. *Leshan Monroe – Project Officer, PACES*
2. *Lance Peters – Deputy Director, Energy Unit*
3. *Jason LaCorbiniere – Programme – UNDP Project Coordinator*
4. *Carlos Wilson – Representative from the Ministry of Health*
5. *Janeel Miller- Findlay – GEF Focal Point*
6. *Danielle Evanson – UNDP Programme Manager*
7. *D'Andre' Jackson – Administrative Asssistant, PACES*
8. *Ms. Pompey – Senior Assistant Secretary, Ministry of National Security*
9. *Godfred Pompey – Permanent Secretary, Ministry of National Security, Air and Sea Port Development*
10. *Mr. Thornley Myers – Chief Executive Officer, VINLEC*
11. *Hudson Nedd – Permanent Secretary, Ministry of Transport and Works*
12. *Ellsworth Dacon – Director, Energy Unit (joined via Skype)*



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

Project Steering Committee Meeting

PetroCaribe Conference Room

Date: March 31, 2017 Time: 9 am – 11 am

AGENDA

1. Prayer
2. Welcome
3. Review of the Quality Assurance Report 2016
4. Project Update – Fourth Quarter 2016 & First Quarter 2017
5. AWP adjustments
6. Any other matters



Promoting Access to Clean Energy Services
in
St. Vincent and the Grenadines (PACES)
Project no: 00090426
First Quarter Reporting
January – March 2017

Project Output	Indicator and Source of Verification	Activity brief description Expected completion date & Challenges	Amount committed/ XCD \$	Strategy for implementation	Status
Outcome 2 – Renewable Energy Workshop to Primary School teachers	Indicator: Outcome 2.1 Number of managers in VINLEC and Energy Unit dedicated to promoting of RE investments Source of Verification: Workshop and seminar proceedings	A total of thirty (35) participants were present at the three-day workshop from January 4 – 6, 2017. Dr. Indrawatee Haraksingh was the consultant hired to conduct the training which	\$13,264.91	<ol style="list-style-type: none"> 1. Planning 2. Meetings with Mrs. Muhammad (Curriculum Officer at the Ministry of Education) 3. Develop TOR 4. Consultancy Advertised 5. Consultant selected and hired 6. Workshop organised 	COMPLETE D



		comprised of practical demonstrations as well as an overview of RE theory.		7. Implementation	
<p>Outcome 3 – Solar pv installation at the Argyle International Airport: Inception meeting and Mobilisation fee payment to RENOVA</p>	<p>Indicator: Outcome 3.1</p> <p>Number of RE projects that are financed through RE funds where VINLEC has involvement in operationalization by EOP</p> <p>Source of Verification: Contract documents for construction and RE technology installation</p>	<p>An inception meeting was held on January 9, 2017 for all stakeholders of the 155Kw solar pv installation at the Argyle International Airport. RENOVA, IADC, Energy Unit, PACES Project team as well as DCH were all in attendance. Many of the issues and concerns of the contractor were noted and solutions for a successful installation process were discussed.</p>	\$126,722.85	1. Direct payment through UNDP	COMPLETED
<p>Outcome 2 – Electric Mobility Readiness Assessment</p>	<p>Indicator: Outcome 3.1</p> <p>Number of RE projects that are financed through RE</p>	<p>PACES is continuing to explore the potential for electric mobility in St. Vincent and</p>	\$2,296.86	<p>2. Planning with GIZ – REETA Project</p> <p>3. Tele-conferences with the</p>	COMPLETED



	<p>funds where VINLEC has involvement in operationalization by EOP</p> <p>Source of Verification: Feasibility studies of RE technologies and their deployment at specific sites (Readiness Assessment Report)</p>	<p>the Grenadines. The renewable energy technologies of electric and hybrid vehicles are all viable means to solving the many issues in the transportation sector as well as mitigating global climate change. As such, a Readiness Assessment was conducted on January 18 – 19, 2017 with Energy Stakeholders, Government, Private businesses as well as NGO's to discuss and develop a high-level road map to expedite the uptake of HEV technology in SVG. A total of thirty-six (36) individuals</p>		<p>hired consultant from Siemens</p> <ol style="list-style-type: none"> 4. Organising 5. Implementation 	
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		were in attendance. This activity was conducted in collaboration with CARICOM, GIZ-REETA Project.			
Outcome 2 – Solar PV training Secure training activity with CARILEC, advertisements for EOI in the local newspapers	<p>Indicator: Outcome 2.2 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</p> <p>Indicator 2.3 Number of tradespersons who have local certification to construct, assemble, operate and maintain RE technologies</p> <p>Source of Verification: Newspaper advertisement</p>	PACES has been in contact with CARILEC to provide certified solar PV training in SVG In the February 3, 2017 issue an advertisement was placed in the Searchlight, News and Vincentian newspaper.	\$1,564.00	<ol style="list-style-type: none"> 1. Negotiation and planning meetings with CARILEC 2. Construct advertisement 3. Submit to the newspaper publisher 	COMPLETE D
TOTAL			\$143,848.62		



Promoting Access to Clean Energy Services
in
St. Vincent and the Grenadines (PACES)
Project no: 00090426
Fourth Quarter Reporting
October – December 2016

Project Output	Indicator & Source of Verification	Activity brief description Expected completion date & Challenges	Amount committed/XC D\$	Strategy for implementation	Status
Outcome 2 Workshop for Energy Month "Combating Climate Change through Sustainable Energy"	Indicator: Outcome 2.1 Number of managers in VINLEC and Energy Unit dedicated to promoting of RE investments Source of Verification: Workshop and seminar proceedings	PACES Project in collaboration with the Energy Unit of the GoSVG conducted a two-day workshop that was designed to target Government officials and Private sector	\$6,559.15	<ul style="list-style-type: none"> Planning was done in collaboration with the Energy Unit of the Ministry of National Security of the Government of St. Vincent and the Grenadines There was no need for 	COMPLETE D



		<p>individuals. This workshop was a success as a total of forty individuals participated both days.</p> <p>The only challenge experienced whilst executing this activity was related to the passage of a trough system which affected the island during the period that the workshop was originally slated for - November 29 -30. As a result of the weather system the two-day workshop was postponed to December 6-7, 2016. Despite this challenge the objective of the workshop</p>		<p>procurement for a consultant as speakers were sourced from each Ministry and or Government Department</p>	
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		was achieved.			
Outcome 2 Mainland and Grenadines School visit	<p>Indicator: Outcome 2.1 Number of managers in VINLEC and Energy Unit dedicated to promoting of RE investments</p> <p>Source of Verification: Workshop and seminar proceedings</p>	<p>On October 13-14 and 17 and 20, 2017 five schools across St. Vincent and the Grenadines were visited by the project to build awareness on renewable energy technologies in St. Vincent and the Grenadines. A total of over two hundred students were reached.</p>	\$4,292.87	<ul style="list-style-type: none"> • Planning and liaising with the schools from mainland St. Vincent and the Grenadines. • The presentations were done in-house by the Deputy Director of the Energy Unit. 	COMPLETE D
Outcome 3 Surge Protection for the charging unit at the Administrative Complex	<p>Indicator: Outcome 3.1 Number of RE projects that are financed through RE funds where VINLEC has involvement in operationalization by EOP</p> <p>Source Verification: Studies of RE assessments and potential</p>	<p>Alternative Energy and Engineering Solutions (AEES) supplied and installed a surge protector and lightening arrester for the 5Kw Solar PV charging station at the</p>	\$890	<ul style="list-style-type: none"> • AEES was the company subcontracted by Megapower to install the 5Kw PV system at the Administrative Complex. Given their understanding of the system and prior 	COMPLETE D



		Administrative Complex.		working experience, it was only fitting to contract them to supply and install adequate surge protection for the system.	
Outcome 2 Script Writer	Indicator: Outcome 2.1 Number of managers in VINLEC and Energy Unit dedicated to promoting of RE investments Source Verification: RE training course material	Final payment for the documentary script	\$1,900		COMPLETED
Outcome 2 Half page advertisement for Energy Month	Indicator: Outcome 2.1 Number of managers in VINLEC and Energy Unit dedicated to promoting of RE investments	The Energy Unit of the GoSVG as part of CARICOM's Energy Month planned a number of activities to commemorate the month of November that was designated to Energy. As such, a half page advertisement	\$1,381.73		COMPLETED



		nt was placed in the NEWS newspaper to celebrate its inauguration			
TOTAL			\$15,023.75		

ANNEX 4

Please refer to attachment for viewing of the 2017 AWP

Mrs. Laura Anthony Browne - UNDP Focal Point