

**Promoting Access to Clean Energy Services (PACES)**  
**in**  
**St. Vincent and the Grenadines**  
**Project Steering Committee Meeting Minutes**

Date: November 7, 2017

Time: 9:30 am – 12 pm

Venue: Central Planning Conference Room

**Meeting Called by: Permanent Secretary Mr. Godfred Pompey**

**Chairman: Mr. Ellsworth Dacon (Acting in the absence of PS. Pompey)**

**Note taker: Ms. D'Andre' Jackson**

**WELCOME REMARKS & BRIEF REMARKS**

A prayer was offered by the Administrative Assistant on the PACES Project after which welcome remarks were given by the Acting Chairman of the proceedings. In his remarks, he noted the work completed to date and thanked the Project Team for a job well done in ensuring that the project activities were successfully completed. The Acting Chairman apologised for the absence of the Chairman and conveyed his regret for not being present.

The UNDP Deputy Resident Representative (DRR) expressed her gratitude for being present at the meeting and thanked everyone for their attendance. She expressed sincerest apologies for the absence of Mr. LaCorbiniere who was deployed on a mission in Dominica. The DRR expressed her main interest in finding out the status milestones of a few project activities and hoped that they would all be discussed within the time frame allotted for the PSC meeting.

**WORKPLAN REVIEW**

**COMPONENT 1: POLICY FRAMEWORK & LEGISLATION**

***Electricity Supply Act***

- Co-financing for this activity will no longer be provided by USAID as there have been budget cuts within the organisation and as such they will not be able to assist with the activity. Given this news, PACES will have to redirect funds to support this activity as it is of importance to the Government of St. Vincent and the Grenadines. Assessing the overall cost, there is an estimated total of over \$100,000 USD for such policy work.
- The outstanding funds within the workplan will be used to support the activity. An amount of \$27,238.83 USD.
- This outstanding fund can be used to pay the Lawyer to review the Act.



### ***Grid Stability Assessment study / Integrated Resource Plan***

- This activity was done by Rocky Mountain Institute (RMI) / Carbon War Room.
- A presentation was held in Barbados most recently which highlighted the approach that was taken to conduct the Integrated Resource Plan study.

### ***Follow up on the different legislations (geothermal, solar, biomass etc.)***

- Currently on the Energy Unit's website there are several Energy legislations.
- It was highlighted that the Environmental Management Act placed on the website is a draft and should be removed from the site.
- This act was later reviewed and renamed.

### ***National Energy Policy and Action Plan (NEAP)***

- The NEP is currently being supported by the Economic Commission for Latin America and the Caribbean (ECLAC) as it is stipulated that policy revision should take place about every 5 years after the publication of the current policy.
- The National Energy Committee reviewed the National Energy Policy (NEP).
- The Energy Unit of the GoSVG reviewed the NEP and was not pleased with the overall document.
- PACES will need to complete this activity with the available funds.

### ***Energy Efficient Vehicle Draft Policy***

- This policy is currently out for tender and is due sometime in November.

### ***Financial Model Workshop***

- This activity was completed and done in collaboration with GIZ and CARICOM. It was a success and had about fifty individuals present from both local and regional government entities, financial institutions, international development agencies as well as project developers.

### ***Clear process and procedures, tendering and licensing of electricity outlines.***

- This activity is overdue and needs to be completed soonest.
- The Technical Officers will be assigned to completing this activity (The two interns).

### ***Training Needs Assessment***

- The Training Needs Assessment is currently out for Tender.
- Its purpose is to assess the market for solar pv and other renewable energy technologies and identify the knowledge gap in their skills and build a training plan.

### ***UNDP Orientation; Barbados August 16 – 17 Airfare and Lunch***

- A query was raised about this item.
- The item is labelled as airfare and lunch because UNDP procured the airfare for each attendee and took out the lunch allowance from the overall daily subsistence allowance given that lunch would be served at the headquarters.

## **ACTION ITEMS**

1. Re-work AWP to facilitate new costs associated with the Electricity Supply Act and the National Energy Policy and Action Plan (NEAP).
2. Remove the draft Environment Management Act off the Energy Units' website.



3. The Technical Officers will produce a document consisting of the clear processing and tendering and licensing for electricity outlines.

## COMPONENT 2 – CAPACITY BUILDING / AWARENESS

### *Training for the Energy Unit*

- Funds for training at the Energy Unit of the GoSVG was reduced significantly over time given the high turnover of the staff. Currently employed at the Unit are; three Interns, a Deputy Director, Director of Energy, one Technical Officer, an Administrative Secretary and two Technical Officers that are on study leave.
- At the beginning of the Project, the Unit was asked to identify various training needs. To date there still has not been any specific training identified.
- Several proposed training programmes to look at:
  - CARILEC regulatory training
  - Upcoming JICA training
- The JICA training that the Deputy Director attended in Japan would be added as a co-financing venture that the PACES Project can make note of in future reports.

### *Solar PV training*

- Thirteen participants attended the North American Board of Certified Energy Practitioners (NABCEP) training that was conducted by CARILEC. As a follow up to this training, two persons were sent to Colorado to receive full certification at the Solar Energy Institute.
- The indicator for this activity is: three fully certified installers. The third person designated to attend the training at the Solar Energy Institute could not attend as he had failed the prerequisite course.
- PSC members offered four options for consideration to utilise any available funds regarding this activity.
  - Option 1 – Let the guy that failed retake the exam.
  - Option 2 – Choose someone else
  - Option 3 – Reallocate the money to the Regulatory training programme in Florida
  - Option 4 – Send two persons to attend the NABCAP solar pv training that is offered by Caribbean Electric Utility Services Corporation (CARILEC) given that the two participants from the Energy Unit did not complete. The funds for the course have already been paid to do such and as such will be a replacement to Mr. Dacon and Mr. Peters.
- There was discussion about the capacity level of many individuals within the energy sector who only have on the job training and no specific theoretical training.
- Ricardo Boatswain a local private business solar pv installer was identified as a suitable candidate to receive further solar pv training. His current business model that is arranged with the bank is very supportive of the solar pv industry.



### *Thirty Minute Documentary*

- PACES most recently completed a thirty minute documentary.
- Upon its review, late last year it was agreed internally that there was need for additional footage with regards to geothermal energy, residential solar pv installation and interviews with local business men and residence that adopt solar in their everyday use.
- The funds needed to complete the documentary were taken from Component 1 of the project funds as there were no available funds in Component 2. The amount stated in component 1 is \$3,296.03 USD and was designated for the payment of the script writer and the videographer for additional footage for the thirty minute documentary in 2017.
- The launch of this activity will take place in the month of November.
  - It will be aired on SVG TV and API as well as other regional mediums.
  - A public showing will take place at the St. Vincent and the Grenadines Community College. Transportation should be provided.

### *Safety workshop for Emergency Personnel with regards to the Electric Vehicle.*

- The Director of Energy explained the situation surrounding the mishap of the Electric Vehicle. He alluded to it being of his own negligence.
- Further research on the competency of firemen in SVG to do safety training for the EV needs to be considered.
- The decision on the activity is that there is a need for safety training.
- Several questions were raised;
  - Does the trainer have to be certified for training?
  - What are the training components? / What all are involved in the training?

### **ACTION ITEMS**

1. Review the Safety training for Emergency personnel.
2. Decision on the solar pv training
3. Find out if there are any upcoming CARILEC regulatory training.

### **COMPONENT 3 – DEMONSTRATION PROJECT**

#### *Purchase of the Electric Vehicle*

- The Electric Vehicle that was previously bought had to be replaced due to it being written off early this year.
- The cost of the new replacement vehicle is \$99,090 XCD. An amount of \$83,430 XCD was received from the insurance claim. The PSC members agreed to repurchasing another electric vehicle and a decision was made to allocate \$6,000 USD from Component 3 (Demonstration of renewable energy technologies) of the projects annual work plan (AWP) to cover the outstanding amount for the vehicle.
- The issue surrounding the crash of the Electric Vehicle was reviewed. Many matters were highlighted;
  - All stakeholders should be periodically updated on the performance of the EV.



- Better understanding about the results of the vehicle needs to be shared with all PSC members.
- After one year of the vehicle being present the PSC / Stakeholders have not seen anything regarding the demonstration of this renewable energy technology.
- There needs to be more organisation with regards to the use of the vehicle. Some sort of mechanism need to be in place.
- The Permanent Secretary of National Security, Air and Sea Port Development will be responsible for setting clear guidelines and rules regarding the use of the vehicle. These guidelines will be shared with the PSC.

***Belle Isle Correctional Facility***

- There has been yet another surge cause by lightning strike.
- Prior to the installation, the contractor had written numerous letters to the local Utility highlighting the inadequacy of the protection to safe guard the inverters. The letter was ignored by the local utility and as a result all the inverters were destroyed.
- SMA the manufacturers and suppliers of the inverters have stated that they will not be covering the replacement of the equipment under warranty and such this will be a cost incurred by the project.
- An assessment was done by the Electrical Inspectorate. A report will be written and sent soonest. The overall assessment states that there are overhead lines connected to the grid and that there is also damage to the alternative current (AC) side of the system. An assessment of the damage at Belle Isle would be provided via email by the PACES Project Officer.
- The decision taken by the PSC is to replace the inverters. The budgeted cost of the damage replacement may be about \$7,000 USD. Further clarification on this matter would be provided by the contractor on the Belle Isle project.
- Protection will be made from the Utility side as well as from PACES side.

***Argyle International Airport***

- The procurement for the system is already completed and the Project is currently waiting on a signed contract from the Utility.
- Contract signing will be done this week November 10, 2017.
- The system needs to be completed by March 2018.
- A concern was raised by the Deputy Resident Representative with regards to the constant lightning surges that are taking place in SVG. The local utility reassured her that the systems are safe and the reason for the constant surge at the Belle Isle Correctional Facility is as a result of its location in a mountainous area. The Utility does not anticipate any further surges that will affect the system and as such will provide protection from their side along with PACES Protection.

***Co-financing of the Mayreau Project***

- \$250,000 will be allocated to finance this activity. This is made up of \$150,000 USD from the geothermal lines and \$100,000 USD for the installation of solar pv on government buildings.
- PSC members agreed to this re-allocation of funds.

- The Director of Energy re-assured the Deputy Resident Representative that there will be no delays and payment can be made by the end of 2017.

#### **ACTION ITEMS**

1. Contractor will provide a budget for the overall damage to the Belle Isle Correctional Facility.
2. Follow up with a letter to cabinet requesting waiver of cost for the 4.5% handling charges for the Argyle installation.
3. Provide a payment schedule to UNDP Barbados as well as a work schedule.
4. VINLEC will provide protection from their side for the solar pv installation at the Belle Isle Correctional Facility.
5. Provide PSC with an assessment of the damage at the Belle Isle Correctional Facility.

#### **PROJECT MANAGEMENT**

##### **ACTION ITEMS**

1. PACES will allocate \$30,000 USD for the final evaluation. Currently the funds allocated to this item is too small to facilitate this cost.
2. The Project Implementation Report (PIR) should be shared with the PSC members.
3. The quality assurance report is outstanding and this exercise needs to be completed and shared with the PSC members.

#### **DECISIONS MADE**

1. *The outstanding funds will be redirected to the Electricity Supply Act.*
2. *PACES will continue to finance the National Energy Policy and Action Plan.*
3. *There will be a replacement Electric Vehicle that is identical to the last 2016 Nissan Leaf Electric Vehicle. The extra \$6,000 USD needed to cover the additional cost of the vehicle will be covered by component 3 of the Project finances.*
4. *PACES will cover the costs for the damage of the solar pv system at the Belle Isle Correctional Facility.*
5. *The Argyle International Airport 155kW solar pv installation will be completed by March 2018.*
6. *The funds for the Geothermal feasibility study for transmission lines and the solar pv installation for government buildings will be combined to co-finance the Mayreau Project. This activity now totals \$250,000 USD.*
7. *The thirty minute documentary will be launched via media and a viewing at the SVGCC.*




**LIST OF ATTENDEES**

1. Ellsworth Dacon – Acting Chairman / Director of Energy / PACES Project Director
2. Leshan Monrose – Project Officer (Technical), PACES Project
3. Mrs. Pompey – Senior Assistant Secretary, Ministry of National Security
4. Chisa Mikami – UNDP Deputy Resident Representative
5. Carlos Wilson – Ministry of Health representative
6. Lance Peters – Deputy Director of Energy
7. Mrs. Janelle Horne – Central Planning representative
8. Thornley Myers – CEO of VINLEC
9. D'Andre' Jackson – Administrative Assistant, PACES Project

**SIGNED BY UNDP FOCAL POINT**

**Mrs. Laura Anthony-Browne**

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**Date:** ..... 21. 11. 17 .....

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

**PROJECT STEERING COMMITTEE MEETING**

*Venue: Central Planning Conference Room*

*Date: November 7, 2017 Time: 9:30 am – 12 pm*

**AGENDA**

1. Prayer
2. Welcome Remarks – Ellsworth Dacon
3. Remarks - UNDP Programme Team Representative
4. Project Update – Second Quarter and Third Quarter Review
5. Annual Workplan Updates
  - a. Argyle International Airport 155 kW Solar PV installation
  - b. 2017 Nissan Leaf Electric Vehicle - Replacement
  - c. Belle Isle Correctional Facility surge
  - d. Proposal of \$250,000 USD to co-finance the Mayreau Solar PV Project



e. Summary of the Performance Assessment for the Electric Vehicle -  
Leshan Monroe

6. Any other business

