



Minutes Project Board Meeting

Project 110504

Government of Antigua and Barbuda/UNDP India-funded “Rehabilitation of Pivotal Public Infrastructures in Post-Irma Barbuda”

Wednesday 21st October 2020 – 10:00a.m.

Venue: National Office of Disaster Services

Meeting Minutes

Agenda

Time	Description	Responsible
10:30 - 10:40	Welcome Remarks	National Office of Disaster Services (NODS), Director
10:40 – 11:00	Summary of Project Progress and challenges	UNDP, Head of Project Office
11:00 - 11:05	Q &A / Discussion	All Participants
11:05 - 11:10	Wrap-up and conclusion	NODS Director

Participants

Name	Institution
Mr. Philimore Mullins	Director, National Office of Disaster Services, Director
Middle Francis	National Office of Disaster Services, Communications Officer
Ms. Gloria Cephas	Ministry of Agriculture and Barbuda Affairs
Dr. Oritta Zachariah	Ministry of Health, Wellness and Environment, Principal Nursing Officer
Algen Isaac	Ministry of Work
Melissa Johnson	UNDP Antigua and Barbuda, Head of Project Office
Herbert Martinez	UNDP Antigua and Barbuda, Project Engineer

Meeting Overview

1) Mr. Phimore Mullin, Director, NODS

Opening Remarks

Mr. Mullin welcomed participants and thanked them for their continued engagement throughout the life of the project.

2) Mellissa Johnson, Head of Project Office, UNDP

Ms. Johnson informed participants of the meeting's objective as well as the Q&A session for queries about project progress and challenges, additionally the objectives of the meeting and subsequently the project's outputs were presented:

- Meeting Objective: To present the Project Board members with achievements and final update on project completion

Summary of the Last Project Board Meeting

- ✓ Agreement by all project members on the revised project timeline presented during the meeting
- ✓ No-cost extension to be requested to donor by UNDP until end May 2020.
- ✓ UNDP/PWD to continue provision of quality assurance and technical assistance to Contractors involved in the project (Post Office and HTH).
Continued partnership, collaboration and coordination with government ministries/agencies and the Barbuda Council.

Update on project progress, challenges and way forward

Project outputs were presented as follows:

- Project Output 1: The Hannah Thomas Hospital rehabilitated and equipped ensuring resilience
- Project Output 2: The Barbuda Post Office rehabilitated and equipped ensuring resilience

The following results were presented for outputs 1 & 2:

Output 1 -Activity 1.1: Rehabilitation of HTH

- ✓ Rehabilitation works completed to more resilient standards on 30th July 2020;
- ✓ UNDP/PWD quality assurance provide;
- ✓ Handover Ceremony happened on August 14th 2020 with the Prime Minister and Ministers from Ministry of Agriculture and Barbuda Affairs, Ministry of Health and Ministry of Information being in attendance .
- ✓ Additional improvements not initially considered in the scope of works were required:
 - Replacement of entire electrical system.
 - Division of electrical systems, one for the in-patient and out-patient areas,
 - Procurement and installation of a UPS system that provides power to the in-patient are up to 12 hours.
 - Reinforcement of roof structure,
 - Termite treatment
 - Storm drain system installation (underground pipes and channels).

- Underground electrical pipes to carry out the wires that connect to the electrical grid, as required by APUA.

Output 1 – Activity 1.2: Equipment of HTH

- ✓ Medical equipment and supplies completed by NODS and Barbuda Council completed on August 12th, 2020. Annex of List of Equipment attached for reference.

Output 2 – Activity 2.1: Rehabilitation of Barbuda Post Office

- ✓ Rehabilitation works completed to more resilient standards;
- ✓ UNDP/PWD quality assurance provided;
- ✓ Handover Ceremony happened on November 6th, 2019.

Output 2 – Activity 2.2: Equipment of Barbuda Post Office

- ✓ Procurement process of office equipment completed;

Quantity	Item
4	Furniture - Executive Bankers Chair/Stool
5	Furniture - Office Chair
5	Furniture – Office Desk – With Drawers
5	Furniture – Filing Cabinet – Legal Vertical
4	A/C Units at Barbuda Post Office n Barbuda

Additional Results:

- Strong partnership between UNDP and Government partners in project implementation means solid delivery of joint results
- Continued support of UNDP for building local capacity for UN-wide procurement processes

3) Project Challenges and Lessons Learnt

Lessons Learnt:

- ✓ Partnership management was a sound investment with these challenges being overcome for the most part based on consultations with all key partners under the leadership of the governments;

Challenges:

- ✓ Initial project delay due to limited contractor availability – minimum technical criteria were not meet.
- ✓ Limited availability of Quantity Surveying services (local and regional).
- ✓ Limited budget:
- ✓ The logistical problem in transferring materials from Antigua to Barbuda persists, given the unreliability of the Barges available on island, the weather, accommodations and other challenges related to transferring items to Barbuda; eg Barge did not operate for three weeks between both Island due to the weather.

COVID-19

- ✓ Delayed the project completion by approx. 3 ½ months.
- ✓ The Government of Antigua and Barbuda implemented certain restrictions to include implementation of curfew in March 2020.
- ✓ As a result, construction team was not able to travel between island. Construction was eventually listed as an Essential service”, however, due to an intra-island travel ban implemented by the Barbuda Council, travel was still restricted and remain in place until June 2020.
- ✓ There was significant delay with the Medical equipment due to COVID-19, as flights were suspended globally, causing challenges with finding options for shipping, specifically those coming from Europe and the US. To further compound the issue, some of the items were listed as “Dangerous Goods which required a special permit before they could be shipped. Items finally arrived in Antigua on July 2020.

4) Q & A / Discussion:

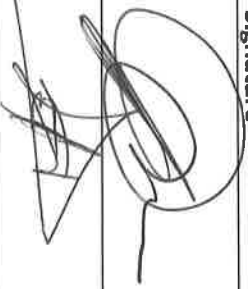
Mr. Isaac (PWD) asked if additional funds were to be sourced, whether UNDP would complete the entire hospital. Ms. Johnson clarified that the project under the UNDP is now completed. She, however indicated that UNDP would share with the council complete drawings inclusive of the PAHO report that should the Barbuda Council source additional funding, they would have all the necessary information needed to complete the Hospital.

5) Wrap-up and Conclusion:

Agreements:

Ms. Johnson thanked, on behalf of the UNDP team, NODS for the continued strong partnership established during the implementation of the project, as well as all present partners for their collaboration since the beginning to completion of the project .

Signatures:

Name	Title and Organization	Signature
Mr. Clarence Pilgrim	Permanent Secretary, Ministry of Works and UNDP Focal Point for the Government of Antigua and Barbuda	
Mr. Philmore Mullin	Director, National Office of Disaster Services	
Ms. Mellissa Johnson	Head of Project Office, UNDP Antigua and Barbuda	