**Bahamas Second National Communication to the UNFCCC**

**Implemented by BEST Commission**

**Summary of 2013 Quarter One Teleconference Monitoring Call**

**Tuesday, February 26, 2013**

**Present:**

Margaret Jones Williams, Elsie Laurence-Chounoune, Nicole Brown, Philip Weech, Stacy Lubin Grey

**Text of Summary e-mail follows:**

Dear Mr. Weech and Stacy,

Thank you both very much for making the time to participate in the Quarterly Monitoring Teleconference as we continue to strive to support the BEST Commission on the implementation of the Bahamas SNC Project.

Please see below a summary of the discussion items, and the decisions jointly agreed:

**Reporting**

1. Draft Annual Report 2011 – Revisions needed as per comments included. Eg Alignment of 2011 AOP with 2011 AR needed. (See attached).
2. Annual Report 2012 – Revisions needed as per comments included. Eg. Includes 2011 AR data. AWP for 2013 same as for 2012. (See attached).
3. 2012 Quarterly Reports – No quarterly reports have been submitted and since the 2012 Draft Annual Report has been submitted, we now request the submission of the individual Quarterly Financial Report for 2012.
4. All reporting to be submitted by mid-March (Friday, March 15).

**Implementation of Activities**

1. All project activities completed and a Compiled Draft SNC has been prepared. This is an internal draft not yet vetted by Government or approved by Cabinet and will be sent by BEST to UNDP CO for internal use and as evidence of completion of activities. BEST would welcome comments from UNDP for this compiled Draft
2. PEO Strategy and Samples of Comic book to be sent to UNDP CO for files
3. UNDP CO to request of NCSP at HQ the editing of the draft technical report that was offered in 2012. The next phase of the draft will be sent for review by BEST by April 2013 after further internal revisions.
4. Projected Timelines: Review by NCSP (if still available) by April 2013; Cabinet submission by June 2013; submission to UNFCCC before presentation at COP in Warsaw.

**Funds**

1. Available funds remaining in the project approximately $35,800
2. All previously disbursed funds must be spent and reported on before consideration of disbursement of the balance, as the funds have been unpent for over a year (Aged NEX balance). All four of the 2012 quarterly financial reports to be sumbitted in support of this.
3. The 2013 quarter one request should then be sumbitted.
4. Funds available for approximately $25,800 to ensure allocation of funds for Final Audit Requirements

**Audit Requirements**

1. Final Audit is required for the project. Process to be managed by UNDP, and paid for from the project funds, estimated at USD 10,000.00

Please let us know if we have captured everything as we discussed.

Very best regards.

Margaret