

Enabling Activities for the Preparation of The Bahamas' Second National
Communication to the UNFCCC
PIMS 3212 CC EA SNC Bahamas

Quarterly Progress Report
January – March 2008

A. Summary of the specific activities that took place within the quarter.

1. Annual Workplan and Progress Report developed – March 2008
2. Greenhouse Gas Inventory - work continued throughout the quarter
3. Impact Assessment Framework – work continued throughout the quarter
4. National Circumstances component - work continued throughout the quarter
5. GHG Inventory Progress Report – March 2008

B. If an activity was scheduled to have been completed within the quarter and wasn't, state the reasons and also the measures that have been put in place to ensure its completion in the next quarter. The same should be done for a planned activity that was not worked on during the quarter.

Equipment needed for the project was to be purchased during this quarter. Government procurement procedure requires approval from Data Processing Unit within the Ministry of Finance before any computer equipment can be purchased. Up until March 31st, 2008, this approval had not been granted.

C. If workshops were held a copy of the workshop report should be submitted. Also minutes of Steering committee meetings held within the quarter should also be attached.

No Steering Committee meetings were held.

D. If consultants were hired, then attach a copy of the signed contracts. If the recruitment process has started what is the current stage and what is the estimated time of completion. Are there any potential bottle necks?

The draft Terms of Reference were developed for recruiting the V&A Team Leader. These have been circulated to the Project Steering Committee members and the Executing Agency for review. The draft TORs is scheduled for review by the NCSP.

E. If equipment was purchased (eg. computer) attach inventory sheet indicating: purchase date, supplier, cost, description of item, serial number, model number, and purpose for which equipment will be used and where the equipment will be located.

No equipment was purchased during this quarter.

F. Potential issues and risks that might affect the successful and timely implementation of activities within the upcoming quarter and how can these risks be reduced.

Issue 1:

Lengthy administrative procedures – this can cause significant delays in execution of project activities. For example, it has taken more than 6 months to obtain approval to purchase project equipment. There is a domino effect with activities requiring use of this equipment also being delayed, such as the vulnerability assessment.

How risk can be reduced for Issue 1:

Administrators within the civil service need to be informed of the importance of timely execution of their duties as it relates to this project. Such information needs to come to them from senior levels of the Executing Agency, i.e. Director and Permanent Secretary.

Issue 2:

Delayed or no response from stakeholders requested to provide information – due to limited human resources within the sectors that information has been requested from for the Impact Assessment Framework, stakeholders often have many demands placed on their time and other activities take priority over request for information for the SNC project.

How risk can be reduced for Issue 2:

Persistence in requests for information by following up initial requests with reminders by letter, e-mail and phone calls. Obtaining information may also require face-to-face interviews with senior members of agencies, even though this is not always easy to achieve as has been experienced with obtaining information to develop the Impact Assessment Framework.

Progress has been made in obtaining information for the National Circumstances component and the GHG Inventory.