**MEETING NOTES – TELECONFERENCE**

**UNDPJAMAICACO/BEST - BAHAMAS**

**Date and Time:** 5 August, 2014 at 9am (Jamaican time)

**Venue:** UNDP Jamaica CO

**Objective:**

1. To discuss issues relating to the Second National Communication (SNC)
2. To decide on the way forward

**Participants:**

Mr. Philip Weech – Bahamas Environment, Science and Technology (BEST) Commission

Ms. Stacey Lubin-Gray – BEST

Mrs. Judy Collie-Simmons - BEST

Dr. Elsie Laurence-Chounoune – UNDP

Mr. Richard Kelly – UNDP

Ms. Sasha Shirley – UNDP

**DISCUSSION POINTS**

* Outstanding issues regarding the annual financial reports for the SNC
* Account balances on the project needs to be reconciled
* The Draft SNC has been completed and awaiting final sign off/approval by the Cabinet
* The Draft SNC was shared with the UNDP Jamaica CO and feedback provided
* The project requires closure
* Final audit of the project needs to be done once all expenditures are undertaken and financial reports submitted and approved
* Outstanding amounts owed to some consultants for work done on the project
* The project audit must be done to UNDP’s requirements. The international auditing firm BDO is used. UNDP has a Long term Agreement (LTA) with the firm. Auditing of the project cannot be done until all expenditures are complete and the Combined Delivery Report (CDR) is done.

**Please see Table below for Action Items and Timelines**

**ACTION ITEMS AND TIMELINES**

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| **Item**  | **Timeline**  | **Responsible Party**  |
| The Draft SNC document to be shared with the UNDP Jamaica CO  | 6 August 2014 | BEST  |
| UNDP Jamaica to receive email trail of previous discussions on reconciliation of accounts as well as outstanding reports  | 6 August 2014 | BEST  |
| Status report on outstanding financial reports and other required reports for the SNC project  | 7 August 2014  | BEST  |
| Explore how auditing of the project could be facilitated in the Bahamas. BDO International has a firm in Bahamas as BDO Bahamas.  | 7 August 2014  | UNDP |
| Provide information on how much money is left (available) for the project  | 7 August 2014  | UNDP  |
| Follow-up teleconference to be hosted. Will involve discussion on Third National Communication  | 7 August, 2014 at 9am (Jamaican time) | UNDP/BEST |