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PROJECT EXECUTION GROUP Q1 MEETING REPORT

BELIZE CHEMICALS AND WASTE MANAGEMENT PROJECT

BELIZE, MARCH 31st, 2015.

**First Project Execution Group Meeting
Belize Chemicals and Waste Management Project**

March 31, 2015	DOE Conference Room	9:00 AM
Meeting Chair	Martin Alegria – Chief Environmental Officer, Project Director (DOE)	
Type of meeting	1 st Project Execution Group Meeting	
Attendees	<ol style="list-style-type: none"> 1. Dr. Pedro Villegas – Project Manager (PM), Belize Chemicals and Waste Management Project. 2. Diane Wade-Moore – United Nations Development Programme (UNDP). 3. Glenford Baptist – Fabrigas Belize Limited. 4. Albert Roches – Belize Natural Energy Limited (BNE). 5. Emerson Garcia – Solid Waste Management Authority (SWaMA). 6. Marcos Osorio – Sugar Industry Research Development Institute (SIRDI). 7. Leticia Westby – Sugar Industry Research Development Institute (SIRDI). 8. Dr. Anil Sinha – Caribbean Agricultural Research and Development Institute (CARDI). 9. John Bodden – Ministry of Health (MOH). 10. Miriam Serrut – Pesticides Control Board (PCB). 11. Felipe Rivera – Customs and Excise Department. 12. Kimberly Westby – Ministry of Economic Development (MED). 13. Adriano Vasquez – Belize Agricultural Health Authority (BAHA). 14. Aldo Cansino – Department of the Environment (DOE). 	
Discussion:		
<ul style="list-style-type: none"> ➤ The Chairman thanked all those present for having accepted the invitation to be member of the Project Execution Group (PEG) and welcomed the PEG members to the First PEG Meeting, he proceeded to give a brief overview of the project and the objectives of the meeting. ➤ The UNDP Representative gave a brief presentation on the justification and rationale for the development of the project. ➤ She indicated that it was necessary to also invite the Global Environment Facility (GEF) focal point to be a member of the PEG ➤ She explained that the budget is not static and described it as flexible as long as it would not go over the overall budget and as long as the Project outcomes remained the same. ➤ The CARDI Representative asked about some precedents of the Project. 		

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- The Chair explained that this Project gave continuity to SAICM II Project:
 - The budget initially was 2 million USD but was reduced to one million after discussions with the GEF secretariat, and after removal of the component dealing with medical hazardous wastes, the approval was granted.
 - Both, the Chair and the UNDP Representative indicated that currently work was on-going in the development of a new project focusing on Medical and Hazardous Wastes that will be submitted to GEF under the new GEF 6 period.
- The Project Manager gave a presentation which provided the following:
 - Overview, introduction and synopsis of the Project.
 - Project objectives, components and budget (proposed in the Project Document vs the Actual budget).
 - The updated and adapted budget according to the current situation and the better understanding of some project components as POP's disposal.
 - He also explained that all travels were amalgamated into one amount for the purchase of a vehicle necessary for the successful execution of the project.
- The PCB Representative requested for direct input of the project in the strengthening of their institutional arrangements and inquired about the inclusion of legislative review of the PCB legislation.
- The UNDP Representative indicated that the regulatory framework considers strengthening of regulatory frameworks for chemicals management in general, and thus considers the regulations for the PCB.
- She suggested the development of a strategy to manage POP's nationally looking at national capacities to manage chemical disposal, considering that the Landfill at Mile 24 does have a Hazardous Waste Cell. She recommended that the Strategy deal with chemicals like pesticides, POP's, DDT, etc. and that it conduct a rationalization/justification for the nationally treating vs internationally handling.
- The UNDP Representative requested that a verification of the budget lines be conducted to ensure that they match with the established UNDP codes; for example, contract vs services vs material, etc. She also indicated that a budget for auditing is not necessary to be included in the first year budget rather in the second year.
- It was discussed that the project could bridge some of its activities with ongoing activities in the Agricultural Sector via the Food and Agriculture Organization (FAO).
- The UNDP Representative indicated that the FAO Liason person in Belize is Roberto Harrison and that the FAO Representative for Belize would be in country in April. She asked that the Project Manager to make a request for a meeting with the representative to discuss issues of common interest.
- PEG members had a discussion on the current practices of solid waste management in rural areas, the discussion highlighted some of the challenges of solid waste management and suggestions on improving the current situation.

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- A request was made to invite Ms. Monsanto of DOE to the next PEG meeting to brief the PEG on activities being undertaken regarding the returnable containers initiative.
- The SIRDI Representative gave a presentation on the activities being proposed by SIRDI.
- He was requested to contact the representatives of the GEF Small Grants Programme, because the activities being undertaken by SIRDI may fit the criteria for additional funding under that programme.
- Members inquired about if the farmers were prepared (i.e. Field Preparations and cane variety) for green harvesting of Sugar Cane.
- Various members expressed concern about the risk of snake bites from green harvesting and suggestions were made including that SIRDI build linkages with the MOH to be able to respond to such incidents.
- SIRDI Representative discussed the various challenges and risks in the green harvesting of sugar cane and explained the rationale of using test groups and the benefits of these groups.
- UNDP Representative suggested that there are various possibilities of aligning components of the project with other organizations and initiatives such as the International Labour Organization and other UN agencies working in Belize. This will be with a view to leverages funding for chemicals management initiative.
- The representative of the SWaMA gave a brief presentation on the component being implemented by the Authority.
- The Project Manager highlighted the need for monthly reporting on the progress of the activities being undertaken at the Burrell Boom Transfer Station.

Q1 Stage Plan and Report Presentation Dr. Pedro Villegas – Project Manager

- The Project Manager presented on the activities undertaken during the First Quarter Stage Plan these included:
 - Overview, introduction and synopsis of the Initiation Period.
 - Stage objectives, components and budget.
 - Budget execution and summary of the main activities.
- UNDP Representative indicated that the DOE should take the lead with the assistance of the project in reference to the passage of the chemicals bill and aspects related to legislative drafting and/or review. It was further suggested that if needed the project could hire a legal advisor or request could be made to the Solicitor General's office for assistance in reference to the legal review process.

Q2 Stage Plan Presentation by Dr. Pedro Villegas – Project Manager

- The Project Manager presented on the activities being proposed for the Second Quarter Stage Plan these included:
 - Overview, introduction and synopsis of the proposal for the Second Quarter.
 - Stage objectives, components and budget.

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- Summary of the main activities:
 1. Inception Workshop (Radisson Hotel on April 30th)
 2. First steps to obsolete POP's disposal, some specific activities are:
 - ✓ Site inspection to facilities to get a better understanding of the disposal of obsolete chemicals (ADM-PASA on April 16th) (MOH: April 10th).
 - ✓ Focus meeting for discussion and review concerns about hazardous chemicals disposal (Princess Ramada Hotel on May 20th).
 - ✓ Support the participation of PM in meetings in Honduras (April 19th - 24th).
 3. Closure of the open dumpsite at Burrell Boom and construction of a Transfer Station (All the quarter).
 4. Piloted alternatives to dismiss agricultural burning in sugar cane farming (All the quarter).
 5. Workshops and trainings to sensitize farmers into the adoption of better practices (All the quarter).
- The PMU should verify with the MFFSD about the signing of the Memorandum of Agreement with SIRDI.
- The procurement process for the harvester may be lengthy, thus it is essential that SIRDI provide the specifications of the harvester.
- UNDP Representative indicated that since the project will purchase a vehicle, it is understood that the DOE/GOB will provide fuel to the vehicle from recurrent budget of the DOE.
- The project will pay for the comprehensive insurance of the vehicle.
- UNDP Representative indicated that the vehicle would be transferred to the Government of Belize for the use of project activities; however it forms part of the Government fleet and would be managed accordingly and could be used for other activities.
- UNDP Representative discussed the rationale behind the trip to Honduras, she explained that the trip would assist in the development of the Disposal of Chemicals which would need to be completed prior to May 20, 2015.
- The trip would guide the PMU in the challenges and experience of Honduras in their plight to environmentally sound disposal of the obsolete pesticides.
- UNDP Representative further explained that the Project Manager would be required to submit a Mission report at the end of his mission to Honduras.
- With respect to the trip to Honduras MOH recommended that PM should include into the Annex 2 the objectives and outcomes of this travel.
- The PEG recommended that the mission be reduced to 4 days through the schedule of two interview/meetings per day.
- UNDP Representative one more time commended Dr. Villegas for the quality and the excellence of the document presented.

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The Project Execution Group agreed on the following:

1. The approval of the overall adjusted Project Budget for the three years.
2. The approval of the First Year Annual Plan and its corresponding budget.
3. The approval of the First Quarter Stage Plan Report.
4. The approval of the trip to Honduras by the Project Manager with the following considerations:
 - a. Clearly outlining the objectives of the meeting
 - b. Adjusting the time of stay in Honduras by doing at minimum 2 meetings per day.
5. Schedule a meeting with SWaMA, DOE and UNDP to discuss Boom Transfer Station process and to establish the monthly reports that SWaMA should provide to PMU about the progress of this activity. Date: April 15th, 9:00 AM at DOE Conference Room.
6. A Memorandum of Agreement be signed between SIRDI/DOE regarding the transfer of funds for the activities being undertaken by SIRDI.
7. SIRDI should provide the specifications for the Mechanical Harvester ASAP so that the procurement procedure can commence.
8. The approval of the Inception Workshop at Radisson Hotel and the purchase of Polo Shirts for Public Awareness.
9. The approval of the Second Quarter Stage Plan, its corresponding Procurement Plan and Q2-2015 Budget.
10. A copy of the presentations be emailed to the PEG members.
11. A copy of the minutes would be circulated to PEG members within a 2 week period.

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Attendance for Project Execution Group Meeting
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 Department of the Environment Conference Room, Tuesday March 31st, 2015

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