

རྒྱལ་ཁབ་འཛུགས་པའི་འཕེལ་རྒྱུ་ལྟུང་གི་འཕེལ་རྒྱུ་གྲྭ་རྒྱུ་ལྟུང་གི་འཕེལ་རྒྱུ་གྲྭ་རྒྱུ་
 National Environment Commission
 Royal Government of Bhutan



**Minutes of the second meeting of the Project Board
 for the Project Enabling Activities for the Preparation of Bhutan's Second National
 Communication to the UNFCCC
 12 October 2010
 BAFRA Meeting Room, Thimphu, Bhutan**

PSB members present:

1. Dr. Ugyen Tshewang, Secretary, NECS, Chair of PSC
2. Mr. Bakhodir Burkhanov, Deputy Resident Representative, UNDP
3. Ms. Peldon Tshering, Head Policy and Planning Services, NECS
4. Mr. Karma Rapten, Head, Environment, Energy and Disaster Mgmt, UNDP
5. Mr. Karma Chhophel, Water Resources Specialist, Dept of Energy, Ministry of Economic Affairs
6. Mr. Thinley Namgyel, SNC Project Coordinator, NECS

PSB Members absent:

1. Mr Wangchuk Namgay, Sr. Planning Officer, PMCD, GNHC
2. Mr. Rinzin Dorji, Sr. Planning Officer, PPD, Ministry of Agriculture and Forests

In attendance:

1. Mr. Sonam Dabay, Asst. Environment Officer, SNC Project Assistant, Climate Change Unit, NECS

1. The second meeting of the Project Board (PB) for the Project Enabling Activities for the Preparation of Bhutan's Second National Communication to the UNFCCC (SNC Project) was held at on 12 October 2010, 9:30 am at the meeting room of the Bhutan Agriculture and Food Regulatory Authority, Thimphu Bhutan.
2. The meeting opened by welcome remarks by the Chair of the PB who then invited the Project coordinator to introduce the Agenda. After the introduction of the agenda and its adoption, the Chair invited the Project Coordinator to make the presentations as per the Agenda.
3. The Project Coordinator presented the report of the project for the year 2009 noting that the PB meeting was late as quorum could not be formed and had to be postponed several times throughout the year. Work had been hampered in 2009 due to absence of the Project Coordinator due to personal circumstances and no replacement was available in his absence.

- 8. The UNDP Representative also informed the project management unit that there will be an onsite review of the SNC project towards the end of October 2010. The project management unit was requested to maintain all documents and reports in order for the review.
- 9. The PB agreed that its next meeting will be held in January 2011.

Dr. Ugyen Tshewang
Secretary, NECS
Chair, SNC Project Board

Mr. Bakhodir Burkhanov
Dy. Resident Rep., UNDP

Mr. Karma Dupchu
Head, HMSD, DOE

Mr. Wangchuk Namgay
Sr. Planning Officer, GNHC
NEC

Mr. Kinzin Dorji,
Sr. FO, DoA, MOAF

Mr. Thinley Namgyel
SNC Project Coordinator,

4. The Project's Coordinator also presented the Annual Work plan for 2010 which was prepared and endorsed at the tri-partite Annual Work Planning Meeting of GNHC, UNDP and Implementing Agencies in December 2009 was also presented to the PB. The PB members examined and discussed the work-plan and budget. One member asked about the total expenditure in the past year and discussed the anticipated expenditures in the coming quarters. The new work plan also proposes a no-cost time extension of 6 months from the original closing date due to delays in implementation in 2009. It was informed that mitigation chapter would be completed this year and the remaining chapter was the Vulnerability and Adaptation. The challenge in implementing V&A was finding appropriate climate change models for Bhutan given its small area and mountainous topography. The project management has now settled on PRECIS as the model for Bhutan and development of climate scenarios was already underway with START Thailand and a training for stakeholders is planned from 25-19 November 2010 in Timphu. With regard to V&A consultants, the invitation for Expression of Interests for V&A consultants was also already advertised and the selection would be completed by December 2010.
5. A brief presentation was also made on the findings of emissions and trends and emissions coming out of the GHG inventory and Mitigation chapters that will be part of the final SNC.
- During the discussions following the presentation, UNDP representative urged the need for institutional arrangements at NECS to ensure continuity in case of absence of the Project Coordinator and to avoid future disruptions. It was informed that shortage of staff at NECS was an issue due to loss of staff to politics, private sector and UN Agencies, and that NECS has recently instituted changes in management of projects at NECS. An internal Projects Steering Committee for all projects at NECS has been formed to ensure coherence and coordination and that two additional staff (one from PPS and one from Climate Change Unit) has also been assigned to existing SNC project team of one Project Coordinator and Accountant.
- The project management unit assured the PB that the progress of implementation will improve and they will designate an alternate project manager to handle day-to-day management of the project.
6. With regard to the work-plan the PSC endorsed a no-cost extension of the project till 30 June 2010.
7. With regards to information on GHG Inventory, the members urged the distribution of the results as there was demand from many stakeholders for this data. The project management informed that while it was desirable to release the complete SNC as one complete document, the GHG Inventory could be released once the Mitigation chapter was completed to ensure complete information both on status of emissions and actions being taken in Bhutan. This however would need the endorsement of the NEC.