



**MINUTES OF VIRTUAL PROJECT CLOSURE MEETING**  
***Supporting Sustainable Ecosystems (SSE) and Low Carbon Development Path***  
***(LCDP)***  
***Held on July 07, 2021 via Zoom***

**CALL TO ORDER**

The meeting commenced at 9:14 am. The Chair welcomed the meeting attendees and invited them to introduce themselves. Please see Annex 1 for the full list of participants.

**APOLOGIES**

The Chair tendered an apology for his early departure following the Support Sustainable Ecosystems presentation, he thanked Luis Francisco Thais whom he asked to chair the meeting in his absence.

**PURPOSE**

The chair noted that the purpose of the meeting was to close out two GEF funded projects; Low Carbon Development Path (LCDP) and Support Sustainable Ecosystems (SSE). He stated that the projects were in collaboration with the Ministry of Environment, the approach was energy and biodiversity and laid the foundation for Dominica to be the first climate resilient country in the world.

**REPORT ON SUPPORT SUSTAINABLE ECOSYSTEMS (SSE)**

The report was presented by Nickez McPherson. She noted that the project was started in 2016, it was supposed to be a 4-year project but due to the challenges with Hurricane Maria in 2017 it was extended by 1 year and extensive work was done during the last year. Two major components were highlighted:

**Component 1:** Strengthening the core zone management of Protected Areas (PAs) at systematic level and scale up innovative interventions at core zone of selected PAs to improve sustainability.

**Component 2:** Establish and manage buffer zone as a key component of National Protected Area system and select experiences to be scaled up beyond the buffer zone.

A powerpoint presentation was used to highlight the following:

Activities in Component 1



1. A biodiversity company traveled to Dominica and conducted a biodiversity assessment, a baseline was created to assess and monitor threats to the ecosystems. A database of species and habitat maps were developed, and training was provided for 19 staff members of the forestry, wild life and parks division for one week.
2. A GIS consultant was engaged to produce maps showcasing the protected areas, fauna and flora maps along with consultations with the biodiversity company. The staff would have been taught how to produce maps.
3. A legal specialist worked on amending the existing protected area legislation and provided legal guidelines for the National Conservation Trust. This was done through national town hall meetings in four communities and online consultations.
4. An Ecosystems Finance Specialist developed a national system for PA systems. This involved a revenue generation feasibility assessment for the 19 ecosites that can generate income for Dominica, four co-management finance plans were developed for 7 protected areas and a roadmap was created for the establishment of a National Conservation Trust. In addition, in December 2020 the Government was assisted in maintaining observer status with the Caribbean Diversity fund.
5. The Protect Area System Specialist had responsibility to develop a system plan for the overall management of PAs. In a 3-month period she engaged the community to gain knowledge and insight of the park, she formulated a co-planning team of main stakeholders who had direct involvement in the park. A comprehensive plan was produced and endorsed by the Ministry of the Environment.
6. The Protect Area Information Systems Specialist developed a web domain for information sharing. All the information will be accessible, the ICT unit of the Government is responsible for maintaining the web domain and the Forestry division will provide updates.

#### Activities in Component 2

1. The responsibility of the Land and Survey Buffer Zone Specialist was to provide the boundaries of MTPNP buffer zone, this activity was not concluded since persons were still erecting signage. The crew was not completely staffed.
2. Environmental Impact Assessment Codification Specialist focused on EIA standards. Some departments desired to be more involved in the EIA process, the consultant committed to continue working with the Planning Division who has direct responsibility for this process.
3. Community Resource Management Specialist developed community atlases. During the exercise, the Specialist identified threats to the ecosystem and proposed ways to





sustainably use the park to engage in biodiversity friendly activity and increase revenue streams for persons in the park boundaries.

4. The livelihood assistance programme provided an opportunity to assist the community with infrastructural development.
5. Outreach and education was undertaken through community workshops. Composting ideas, training, school outreach - teaching children about the parks and the importance of protecting the environment, pamphlets, posters and videos were shared with stakeholders.

### Exit Strategy and Sustainability Plan

- Biodiversity Assessment

A manual on the management and monitoring of threats was produced along with a database of the biodiversity of MTPNP. This will be handed over to the Ministry of Environment/Forestry Division and should be included on Forestry's PA web platform.

- PA Legislation

An update on PA legislation was completed, draft protected Areas bill and legal guidelines for the establishment of a National Conservation Trust Fund. The draft legislation will be submitted to the Ministry of Environment for onward submission to Attorney General's Chambers further review

- Develop a Financial System for PAs

Financial feasibility plan inclusive of 4 co-management plans and roadmap for the establishment of a National Trust Fund. The Ministry of Environment can use the recommendations to perform a pilot for adaptation of other PAs and revenue generation.

- Develop PA Management Plan

The plan has been developed and endorsed by the Minister of Environment. Plans are on the way to establish a department with responsibility to action the recommendations. Any developments should be reviewed by the new department.

- Develop PA Information System

A web platform has been developed in collaboration with the Government ICT. The Ministry of Environment and ICT unit will have joint responsibility for maintaining the site.

- Boundaries of the MTPNP

Reports and CAD files identifying, and demarcating park boundaries will be handed to the Ministry of Environment who will collaborate with the Land and Survey Division for data sharing.

- Codification of EIA standards

This information will be given to the Ministry of Environment, the Physical Planning Department will collaborate for information sharing.



- Community Resource Atlases

Four community resource atlases have been developed; the Ministry of Environment and Division of Agriculture will make information available to Community Based Organizations.

- Communication Material

All materials produced will be distributed to stakeholders through the Ministry of Environment.

### Results Framework

<b>Outcome/Output Indicator</b>	<b>Target</b>	<b>Status at 14/04/21</b>
Biodiversity assessment, monitoring and conservation - Monitoring and assessment plan - trained persons - Improve METT scores of MTPNP and other targeted PAs	Annual reports used in decision making. Implementation of conservation strategies  METT score at end of project 75.	Target partially met - Biodiversity monitoring plan developed  Target not met - 61 was the METT score
Develop, approve and operationalize management plan for MTPNP - A legally recognized management structure with guidelines	Implementation of the approved management plan. 75% of staff hired. Improved financial and technical management	Target partially met - Management plan revised in 2018. The plan is awaiting Cabinet's approval.
Resource MTPNP management - A financial plan and trained staff - Increased financing in place for sustainability of the National Park	Dedicated financing for MTPNP applied	Target partially met - The finance specialist conducted an assessment of the MTPNP, recommendations made to increase finances. - Revenue feasibility assessment - Roadmap to establish NTF
Develop operational capacity - The increased area of MTPNP from 6342 hectares to 8372 hectares including buffer zone	At least 530 Hectares added as buffer zone within existing park	Target met – The 2030 hectares was confirmed by the Forestry Division.
Establish PA Coordinating Unit - PA management unit staffed with trained staff - PA management capacity strengthened	PA unit staffed and financed	Target not met. The Ministry is in the process of restructuring.
Strengthen PA policy/legislation - PA controls established - PA legislation approved and registered	PA policies with approved and enforced regulations PA legislation registered and enforced.	Partially met – draft PA legislation awaiting approval.
Develop a PA system plan	A coordinated PA system plan with legal and financial considerations	Target met.



Consolidate PA information system. - A single database and information system	A unified information system and database	Target met. The consultant developed a data management system to incorporate networking.
Identify and define boundaries of buffer zone - 2030 hectares of buffer zone marked on maps	Buffer zone, identified, demarcated and mapped.	Target partially met.
Legally established buffer zone as a managed landscape with restrictions on hunting - Approved buffer zone legislation	Legislation governing buffer zone drafted and approved	Target not met. Restrictions recommendations were incorporated in the draft legislation.
Support Community Resource Management Plan -Develop land tenure and compensation review process	Clear and acceptable review process for land tenure	Target not met. The consultant exited and there was not enough time to recruit a replacement.
Develop 4 community resource management plans - Vulnerability atlases for 4 communities listed	4 community resource management plans developed and 50% implementation.	Target partially met – the timeframe did not allow for full completion.
Engage residents within buffer zone in livelihood activities. - Livelihood activities conformed to land-use restrictions	All farmers in buffer zone practice biodiversity friendly agriculture.	Target partially met - 10 green houses were installed and tools and equipment were given to farmers who were affected by Hurricane Maria. Not all farmers were reached.
Community based education programs - Stakeholder awareness of project progress and PA management strategy	All Dominicans knowledgeable about and practice controls on Charcoal burning, harvesting and hunting restrictions.	Target partially met – several communication outputs were produced for PA protection education.

### Terminal Evaluation Rating, Recommendations and Management Response

The overall rating was moderately unlikely (MU). The below recommendations were also noted.

1. The need for handover of all knowledge products, web page, communications to the Government.
2. Guarantee a process for synergies, a joint review of principle upstream knowledge products and policy recommendations incorporated in the legal draft PA act for future operations.
3. A GEF 7 project design mission with the world bank for Government's consideration.



4. A follow up initiative of operationalizing a financial management system, including trust fund, payments and collections. Consideration could be given to incorporating buffer zone co-management and national PA management system highlighting benefits of biodiversity for all.

#### Lessons Learnt

- Project planning is important for successful implementation.
- Ensure project designs are effective – timelines are critical especially when Cabinet approval is required.
- Project review is integral to identify red flags and implement corrective action.
- Roles and responsibilities established from project inception.
- Standard Operating Procedures for the various stages, procurement, monitoring, evaluation to effect adaptive management.

#### Recommendations

1. Establish standard operating procedure for review and acceptance of reports.
2. Support implementing partners to deliver on monitoring and evaluation duties.
3. Conduct a project utilizing project research and recommendations.

In response to a question from Claudia Ortiz regarding access to documents, it was noted that the documents would be available on the website minus the legal submissions because of the necessary procedures to be undertaken for cabinet approval.

Permanent Secretary Fagan responded to a query about cabinet approval of the bill; she informed the meeting that as long as the draft bill is presented, it would be reviewed under the guidance of the Attorney General's office, amendments would be made and then submitted to cabinet for approval after which it would be presented in parliament where it would be passed.

The teams were complimented for a comprehensive presentation.

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## REPORT ON LOW CARBON DEVELOPMENT PATH (LCDP)

Kimisha Thomas, former Project Coordinator for LCDP and now GEF Focal Point from the Ministry was recognized by the Chairman.

The report was presented by Dexter Newton. The project sought to remove policy, technical and financial barriers to energy efficiency in Dominica. The project was described as successful.

There were 3 components to the project:

### Component 1

1. Institutional and technical knowledge, awareness and capacity (improving knowledge and awareness)
  - 1.1 PV plants installed
  - 1.2 Solar PV Training
  - 1.3 RE awareness and outreach

### Component 2

2. Policy measures and enforcement for EEs and RETs (adaptation of new institutional arrangements and policy measures)
  - 2.1 Energy efficiency building code
  - 2.2 Collaborative, vocational training programmes

### Component 3

3. Financing options and mechanisms (proposed financial and institutional mechanisms)
  - 3.1 Feasibility study on financial mechanisms
  - 3.2 Recommendations for EPC
  - 3.3 Training programme to support EPC

The Outcomes for each component were as follows:

#### Outcome 1

- Pilot installation was done at six locations.
- WIFI thermostats and LED bulbs were installed at the Financial Centre.
- Virtual workshops on best practices in solar PV installation were held.
- Engaged in end user training for maintenance personnel, some students in secondary schools also benefited.
- Solar lights installed at Botanic Garden to increase the security.

#### Outcome 2

- Uptake of EE applications and solar PV technology.

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- Removal of import duties by Government was a major achievement.
- Capacity building activities – training on efficiency building code; LCDP collaborative training with regional organizations - 2 trainer of trainers

### Outcome 3

- Completed recommendation for the establishment of climate change trust fund
- Feasibility study conducted on financial method for scaling
- Provided recommendation for energy performance contract
- Conducted Training programme to support EPC participants
- Completed draft template for EPC

### Exit Strategy and Sustainability Plan

#### Component 1

The presenter reported that the six public buildings and the Financial Centre outfitted with RETs and EEs respectively will be handed over to the Ministry of Finance to own, operate and maintain. There were some challenges with regulation, there was an extension from March to June and all activities should be completed by end of July. A proposed built-in monitoring system remains a challenge.

#### Component 2

Recommendations made for the development of the Department of Energy were presented to Ministry of Environment. Regional standards need to be adopted for the collaborative training that was done.

#### Component 3

The project did not have enough time to complete the scale of action as stated in the project document. One activity was performed in the Botanic Garden.

### Terminal Evaluation

The evaluation was done remotely at the end of June 2021. The in-country mission was cancelled because of COVID-10. The overall project rating was moderately satisfactory. Most challenges resulted from Hurricane Maria and COVID-19, some staff challenges also affected the rating.





### Results Framework

Outcome/Output Indicator	Target	Achievement May 2021		Comment
<b>Outcome 1</b>				
Number of studies for EE applications and RETs to be piloted through and EPC arrangement	1	1	100%	Target met
Number of pilot installations of EE applications and RE technologies	23	6	26%	The kilowatt capacity of the 6 systems were almost equivalent to the capacity of the 23 projected.
Number of electrical technicians and EE/RE equipment installation personnel trained.	60	69	115%	Exceeded target
<b>Outcome 2</b>				
Number of draft strategic plans and institutional arrangements developed	1	1	60%	Target partially met.
Number of RE and EE technologies with mandatory minimum energy performance standards by year 2	3	0	0	CROSQ member states adopted 5 IEC standards in 2017 to achieve harmonization across the Caribbean
Ministry of Environment officers involved with the enforcement of MEPS and green building codes by EOP	6 50% female	20 2 females	100%	Target met - Dominica adopted CREEBC
<b>Outcome 3</b>				
Cumulative number of commercial establishments and households accessing	10	0	0	Target not met.





financial assistance by CCTF by EOP				
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Terminal Evaluation Recommendations

The following were presented:

1. Continue to provide support on the development of measurement, reporting and verifying (MRV).
2. Follow up on the development of a feasibility plan for implementation of a new energy policy approved by Government in 2021.
3. Conduct end review of installations and provide policy and technical recommendations to implanting partners.
4. UNDP and Government work together to undertake resource scanning for the organization of the new environment bill
5. Establishment of the Department of Environment for coordinating IRE and energy solutions for low carbon society work.

The presenter advised that 1, 2 and 5 were partially accepted while 3 and 4 were noted.

Kimisha noted that even though the project would be officially handed over to the Ministry of Environment, there were some areas like Financial Centre systems that would go to the Ministry of Finance or schools to the Ministry of Education. Also, the energy standards would be the purview of the Bureau of Standards and appliance labelling would be available for households. In response to Louis question on how standards would be maintained; Kimisha suggested a knowledge management process would eliminate prior mistakes and enable greater efficiency in the future.

Any other Business

PS Fagan requested that all reports and documentation be submitted to the Ministry; large documents could be presented on a memory stick. SSE project would be a project to extend to other Protected Areas, Energy project could be extended to other buildings; also a training component should be made available for exposure to all maintenance personnel.

Luis supported the request of the Permanent Secretary.

PS Fagan thanked Luis and the UNDP team for their outstanding work on the projects.


The Chair declared both projects officially closed; the meeting was adjourned at 11:28 am.





## APPENDIX 1 – ATTENDEES LIST

<u>NAME</u>	<u>ORGANIZATION</u>
Mohammad Nagdee	UNDP Barbados and the Eastern Caribbean – Cluster Head
Luis Francisco Thais	UNDP Dominica Head of Office
Samuel Henry	UNDP Barbados and the Eastern Caribbean
Dexter Newton	UNDP Low Carbon Officer for LCDP
Astrid Proverbs	UNDP Barbados and the Eastern Caribbean
Maxine Welsh	UNDP Barbados and the Eastern Caribbean
Kimisha Thomas	Former LCDP Project Coordinator
Kurt Savarin	DOMLEC Representative
PS Mandra Fagan	Ministry of Environment, Rural Modernisation and Kalinago Upliftment
Claudia Ortiz	UNDP Regional Technical Advisor for SSE
Nickez McPherson	UNDP Dominica - Project Coordinator for SSE
Kimara Burton	UNDP Focal Point, Dominica
Sacha Lindo	UNDP Monitoring and Evaluation Associate
Karen Casimir	Dominica Bureau of Standards
Jacqueline Andre	Forestry, Wildlife and Parks Division
Jason LaCorbiniere	UNDP Barbados and the Eastern Caribbean – Cluster Head
Lucia Edwards	Physical Planning Division
Michael Fadelle	Ministry of Trade, Energy and Employment; Energy Unit
Pheonix Belfield	Dominica Cooperative Societies League Ltd

Name	Title and Organisation	Signature
Mandra Fagan	Permanent Secretary, Ministry of Environment, Rural Modernisation and Kalinago Upliftment	
Mohammad Rafik M.S. Nagdee	Cluster Head, Sustainable Solutions, Energy and Climate Change, UNDP	