

# GCF Readiness and Preparatory Support Project

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## Project Steering Committee Meeting

16 March 2020

Present:

1. Gloria Joseph: Permanent Secretary, Ministry of Economic Affairs, Planning, Resilience, Sustainable Development, Telecommunications and Broadcasting
2. Dr. Kyra Paul: GCF NDA Focal Point
3. Danielle Evanson: Cluster Lead, Sustainable Solutions and Energy, UNDP
4. Jason LaCorbiniere: Planning, Monitoring and Evaluation Analyst, UNDP
5. Taletha Laudat: GCF Readiness Project Officer, UNDP
6. Michael Savarin: GCF Programme Coordinator, NDA

## AGENDA

Time	Item	Facilitator	Ref documents
11:00-11:05 am	Welcome and introductions	Dr Kyra Paul	
11:05-11:50 am	Progress update on activities and project targets	Ms Danielle Evanson	GCF report Dec 2019 GCF report Jun 2019
11:50-12:00 pm	Stakeholder Response Mechanism	Mr Jason LaCorbiniere	SRM guidance
12:00-12:10 pm	Project closure process and next steps	Ms Danielle Evanson	
12:10-12:30 pm	Any Other Business	Chair	
12:30pm	Closing	Chair	

### Welcome and introductions

Dr Kyra Paul welcomed the group and invited members to introduce themselves. She thanked members for their participation in this important meeting. She invited Ms Evanson to present on project progress.

### Progress update on activities and project targets

Ms Evanson referred to the status of project progress as described in the December 2019 report and proceeded to review each output, and the intended targets for the final quarter of the project.

Members were invited to share updates on each target and actions until project end. These are summarised below:

	<b>Planned targets</b>	<b>Progress</b>	<b>Next actions</b>
<b>Outcome 1: Country capacity strengthened</b>	<ul style="list-style-type: none"> <li>• Meeting and training of the Technical Working Group in Jan 2019</li> <li>• A finalised and signed bilateral agreement submitted to the GCF Secretariat by Q1 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Interim TWG was established and met in January.</li> <li>• No Objection Procedure was accepted. Related communication products developed</li> <li>• Bilateral agreement between GCF and country is before the Ministry of Foreign affairs.</li> </ul>	<ul style="list-style-type: none"> <li>• To meet in March with NDA to formalise engagement.</li> <li>• Comms products await final comments from NDA.</li> <li>• Privileges and immunities agreement is drafted and being reviewed for submission to Cabinet.</li> </ul>
<b>Outcome 2: Stakeholders engaged in consultative processes</b>	<ul style="list-style-type: none"> <li>• Workshops to facilitate review of existing LCCRDS by Feb 2020.</li> <li>• Dominica's NDA Framework Document for Engagement with the GCF updated by Feb 2020.</li> <li>• Completion of communication plan by Jan 2020.</li> <li>• Finalisation of the third sector (civil society and NGOs) mapping study by Jan 2019</li> <li>• Completion of study on NGO barriers to access Climate Finance in Feb 2020</li> <li>• Action plan developed to integrate NGOs and civil society in climate change adaptation planning and decision-making by Feb 2020</li> <li>• A framework for engagement of the NDA with civil society and NGOs for</li> </ul>	<ul style="list-style-type: none"> <li>• NDA Framework Document and Country Programming Brief on track to be completed by 31 March.</li> <li>• Third sector mapping completed.</li> <li>• Action plan drafted.</li> <li>• Gender equality assessment completed.</li> </ul>	<ul style="list-style-type: none"> <li>• NDA to draft TOR for assignment on the identification of gaps to mapping study by 17 March.</li> <li>• NDA will meet with consultant by 19 March to discuss CBO action plan and gender assessment.</li> <li>• Technical working group and NDA to articulate framework for engagement. Meeting date 30 March.</li> <li>• NDA to articulate strategy for consultative process with consultant if extension not granted.</li> </ul>

	<p>GCF project engagement and idea screening developed by Mar 2020.</p> <ul style="list-style-type: none"> <li>• Revised and updated Commonwealth of Dominica Country Programme Brief for submission to the GCF completed by Mar 2020.</li> <li>• Gender equality assessment of existing national climate change plans and processes by Jan 2020</li> <li>• Completion of plan to support gender equality mainstreaming in climate change planning by end of Feb 2020.</li> </ul>		
<b>Outcome 3: Direct access realised</b>	<ul style="list-style-type: none"> <li>• Mobilise NCCU resources in-house to collect, compile and download all the documents required, and to mobilize external resources according to the Action Plan.</li> <li>• Submission of the request form by NCCU to open an account in the GCF OAS.</li> <li>• Submission of the request form by NCCU to open an account in the GCF OAS.</li> <li>• Conduct workshop to assist in the development of multi-year work programme to include specific interventions and training needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter drafted for NCCU nomination and request of GCF OAS account</li> </ul>	<ul style="list-style-type: none"> <li>• PM nomination of NDA focal point still needed – PS to follow up.</li> <li>• NCCU to complete 4 of 12 required policy documents by 31 March; the multi-year work programme is to be addressed in new Readiness project being developed.</li> </ul>
<b>Outcome 5: Private sector mobilisation</b>	<ul style="list-style-type: none"> <li>• Finalisation of private sector study</li> <li>• Finalisation of concept note</li> </ul>	<ul style="list-style-type: none"> <li>• Draft private sector study completed.</li> </ul>	<ul style="list-style-type: none"> <li>• GCF project concept to be developed by 31 March, addressing both the private sector and civil society.</li> </ul>

## Stakeholder Response Mechanism

Mr LaCorbiniere provided a summary of UNDP's corporate Stakeholder Response Mechanism (SRM) which is available to affected project stakeholders for the resolution of grievances arising from the project.

The SRM ensures individuals, peoples, and communities affected by projects have access to appropriate grievance resolution procedures for hearing and jointly addressing complaints and disputes related to the social and/or environmental impacts of UNDP-supported projects. It helps project-affected stakeholders, governments and others partners jointly resolve concerns and disputes. It is available when Implementing Partner and UNDP project-level stakeholder engagement processes have not successfully resolved issues of concern.

Any person or community potentially adversely affected by a UNDP-supported project may file a request. If they have raised their concerns with Implementing Partners and/or with UNDP through standard channels for stakeholder consultation and engagement and have not been satisfied with the response. Once the UNDP Country Office determines that the request is appropriate for the SRM, the involvement of the SRM will continue as long as the stakeholders believe it is beneficial, or until agreement is reached.

The SRM Guidance was circulated after the meeting.

## Project closure

Ms Evanson advised the group that with the project ending on 31 March, there were a number of actions needed to bring it to an official close. Among these are:

- The final project review of the results achieved, their sustainability and lessons learned. This should have input from a range of stakeholders engaged in the project, including PSC members who are encouraged to engage actively in the consultation process.
- Quality Assurance Report
- Final financial report

## AOB and closing

Ms Evanson summarised the action points emerging from the discussion:

- Organise meetings with the NDA, UNDP and Consultants (CBO and Gender Specialist).
- The civil society Technical Working Group and NDA are to meet before month-end.
- PS Joseph to follow up on the GoCD GCF Focal point nomination letter.
- Consultants to develop joint GCF proposal with private sector and civil society.
- Conduct lesson learnt survey with input from PSC and other stakeholders.

There being no other matters raised, members were thanked for their participation and the meeting adjourned.