

Minutes of Project Board Meeting
Held on
July 25, 2013 at 10:00 a.m.
Clement Jackson Meeting Room
Planning Institute of Jamaica

Present were:

- Ms. Easton Williams - Director, Social Policy, Planning and Research Division, PIOJ
{Co-chair}
- Ms. Keisha Livermore - Head of Office, IOM Kingston
- Mrs. Rukiya Brown - IOM Kingston
- Mrs. Toni-Shae Freckleton - Manager, Population & Health Unit, SPPRD, PIOJ
- Ms. Sonia Gill - Assistant Resident Representative & Governance Advisor, UNDP
- Mrs. Stacey Clarke Callum - Manager, Vital Statistics Unit, PIOJ

Secretariat:

- Ms. Chadine Allen - Project Manager, Migration Policy Project Unit
- Ms. Monique McLean - Project Associate, Migration Policy Project Unit
- Ms. Suwayne Trowers - Research Assistant, Migration Policy Project Unit

Apologies for Absence:

- Mrs. Andrea Miller Stennett - External Corporation Management, PIOJ
- Mr. Glen Smith - National Programme Office, UNFPA
- Mrs. Itziar Gonzalez - Governance Analyst, UNDP
- Ms. Marlene Lamonth - Project Manager, EU Delegation
- Elsie Lawrence-Chounounce - Deputy Resident Representative, UNDP

1. Call to Order

The meeting was called to order at 10:05 a.m. by Mr. Easton Williams, Project Board Co-Chair.

2. Prayer

Prayer was offered by Mrs. Toni-Shae Freckleton.

3. Welcome and Opening Remarks

Mr. Williams welcomed the members of the Project Board to the meeting. He highlighted the fact that the issue of Migration and Development had become particularly important in light of the upcoming UN High Level Dialogue on Migration and Development to be held in October 2013.

Apologies for Absence

Apologies were offered on behalf of Mrs. Andrea Shepherd Stewart, Mrs. Marlene Lamonth, Mrs. Itziar Gonzalez, Elsie Chounoune and Mr. Glen Smith.

4. Confirmation of Minutes of April 12, 2013

The minutes were confirmed by Mrs. Toni-Shae Freckleton and seconded by Ms. Sonia Gill subject to the following changes:

- Page 1, Line 11- Replace "Office" with "Officer"
- Page 4, Paragraph 1, Line 1- Replace "US \$21 500" with "US \$221 500". Line 3- Replace "develop activity" with "development activities".
- Page 4, Paragraph 2, Line 7-End sentence after GMG

5. Matters Arising

a) Update on National Policy and Plan of Action on International Migration and Development

Ms. Allen updated the members that at the last Project Board meeting it was stated that the policy document and Cabinet Submission would be sent to the four partners: Ministry of Labour and Social Security, Attorney General's Chamber, Ministry of National Security and the Office of the Prime Minister for endorsement. She also stated that subsequently it would be sent to the Ministry of Foreign Affairs and Foreign Trade (MFAFT) and the Ministry of Finance and Planning (MoFP) for signatures, respectively. She stated that the feedback from those organizations had been received and incorporated; however, the MFAFT had not yet returned the document.

Ms. Allen advised that counterparts from MFAFT stated that they had received suggestions to make further revisions to the document and that the process had commenced, but MFAFT had not given a commitment as to when it would be completed. She explained that the delay in the MFAFT's submission was due to a number of competing priorities at present. These included the Seabed Authority meeting, co-ordination of the Diaspora Conference and the International Conference on Population and Development (ICPD) beyond 2014 and post 2015 discussions. She further stated that the document would be returned very soon in light of the fact that it has to be sent to the (MoFP) before being submitted to Cabinet. Mr. Williams informed the meeting that the Human Resource Council (HRC) may want to examine both policies simultaneously. Ms. Gill advised that the work plan should reflect all the various steps that had to be taken during the policy development process.

b) Update on Diaspora Policy Consultancy

Ms. Allen updated the members that the consultant had been engaged for the Draft Diaspora Policy and the process was being led by the MFAFT. She informed the meeting that a Memorandum of Understanding (MOU) between Planning Institute of Jamaica (PIOJ) and MFAFT had been signed and the MOU governs how the transfer of funds, which essentially was PIOJ's role, would be executed. She stated that there were challenges with the consultancy, as the consultant was ill and had not been able to submit deliverables according to the original timeline. She informed that apart from the Inception Report and the Work Plan, no other deliverable had been satisfactorily received in accordance with the timeline. Ms. Allen noted that consultations had taken place in the United Kingdom, but to date, the PIOJ had not received a report from MFAFT on this matter.

She further informed the meeting that the PIOJ was encountering some challenges with the MFAFT in terms of the management of the consultancy. She stated that a meeting on this matter was held between PIOJ and MFAFT on Tuesday, July 23, 2013. Ms. Allen advised that the PIOJ had outlined a number of activities that needed to be done for the consultancy to be completed within the newly proposed timeline. She added that to date, the action that was committed to the PIOJ by MFAFT based on that timeline had not been received. Ms. Allen noted that there was a new commitment from MFAFT that the consultant would be able to submit the revised first draft of the policy by Friday, July 26, 2013, and the final draft by August 16, 2013, which would allow for review time. Ms. Freckleton emphasized that review meetings had been scheduled within this timeline and a broader meeting of the Diaspora and Development sub-committee of the NWGIMD and selected members from the Diaspora Implementation sub-committee would also be held. She informed the group that MFAFT had requested a no-cost extension for the consultancy to the end of August.

Ms. Freckleton stated that the PIOJ had gotten assurance from the team at MFAFT that the administrative process for managing the consultancy would be addressed. Mrs. Clarke Callum advised that the PIOJ had expressed concern even with the issue of an extension in light of the delayed process. She noted that MFAFT was of the view that the now stringent timeline would not allow for the team to go back to market for new tender submissions, so they would monitor the consultant to ensure that the work was done in a timely manner. Mrs. Clarke Callum posited that if the consultant was unable to complete the assignment due to illness, she should seek assistance to complete the assignment or withdraw from the consultancy.

Ms. Livermore questioned whether it was realistic for both policy documents to be submitted by September, considering that the Diaspora Policy had to be sent to the Attorney General's Chamber for review, which may take up to a month. Mrs. Freckleton advised that this process would not be as lengthy; being that Diaspora falls directly within the ambit of MFAFT, and that Ministry would have already signed off on it. She further advised that both policies could be submitted to Cabinet under the note that they were at two different stages of development.

Diaspora Conference

Ms. Allen stated that the National Policy and Plan of Action on International Migration and Development and the Draft Diaspora Policy were showcased at the Diaspora Conference. She informed the group that the PIOJ had a booth, in which posters, banners, CDs and booklets outlining the process and policy actions that were being undertaken for each priority area and the policies as a whole. Ms. Allen stated that persons participated in a session on Migration and Development and presentations were also

made. She indicated that documentations that were prepared from the conference regarding the work that was being done for both policies were sent to the MFAFT to be sent out to the missions. Mrs. Freckleton emphasized that the response to both policies had been overwhelming. She noted that the support received from the Ministries, Departments and Agencies (MDAs) and the International Development Partners (IDPs) was duly noted at the conference. Mrs. Freckleton further stated that members of the Diaspora had expressed great interest, and had also applauded the Government of Jamaica (GOJ) for the work done so far. She added that the Diaspora members stated that this has demonstrated to them that the GOJ was employing a new approach on matters of importance to them. Mrs. Freckleton indicated that these individuals have requested that information on the issues be sent to them so it can be shared with their constituents in their Diaspora meetings.

Mrs. Freckleton informed the meeting that in the recently concluded Caribbean Forum on Population and Development, Caribbean Community (CARICOM) with the African Caribbean and Pacific states (ACP) group hosted a one day workshop on Migration and Development, in which it confirmed to her how far Jamaica has reached in the process. She further stated that she had an opportunity to share Jamaica's experience, so the other Caribbean countries were now keen on what was being done in Jamaica. Mrs. Freckleton noted that she had received a letter from CARICOM Impacts requesting a copy of the presentation that she made after which they stated that they would contact her again in order to ascertain how Jamaica could further share lessons learnt from their experience. She stated that a presentation was also made at the Caribbean Forum as part of Jamaica's efforts in implementing the ICPD programme of action, specifically under International Migration. Mrs. Freckleton advised that she shared with them the objectives and outcomes of the said policy and they were impressed. She indicated that the issue of migration and development was one of the Regional Consultative Process (RCP) for the Caribbean region and it had been identified as one of the issues to be taken on by the region post 2014.

C). Update on Capacity Development Strategy

Ms Allen informed the meeting that the Capacity Development Strategy consultation was in its final stages of completion. She stated that the consultancy had also been delayed owing to the level of dissatisfaction with the content of the deliverables received from the consultant. She added that the consultant was in Jamaica conducting the second field visit. Ms. Allen reminded the meeting that the first field visit took place during the period: May 22-27, 2013, where stakeholder interviews, focus group discussions and a workshop were held in order to obtain the requisite information for the Capacity Assessment Report. She stated that based on the internal reviews and feedback received from stakeholders; there were elements that were not included in the Capacity Assessment Report. She noted that meetings were held with the consultant regarding the link between the Capacity Assessment Report and the Strategy to make it relevant. Ms. Allen stated that to date, the Migration Policy Project Unit (MPU) had satisfactorily received the first draft of the Capacity Assessment Report; and the final draft of this document should be submitted by August 5, 2013 and the Capacity Development Strategy should be submitted by August 23, 2013. She noted that prior to this final submission of the Strategy document, there would be reviews.

Ms. Allen informed the meeting that a Capacity Development Strategy workshop was held on July 24, 2013. She stated that the feedback received from the workshop was very useful. Ms. Allen noted that two important questions were raised by representatives from the MFAFT. She added that the first question related to the methodology and how the results that were being communicated linked back to the government's priority and the actions to be recommended. The second question related to the need

for more inter-sectoral approach as reflected in the procedure that was used throughout the process. Ms. Allen emphasised that the extension granted for the August 23 deadline is a no-cost extension.

6. New Business

a) Extension of Phase 1 and Update on Phase 2—GMG Project

Ms. Freckleton stated that the Swiss Development Company (SDC), through consultation with UNDP, advised that there should be a 3 months minimal cost extension of the project up to September, just to cover the cost of administration until the end of the project. She indicated that the MPU had submitted this virtually to the Project Board. She advised that it was intended that Phase 2 of the project would start in October. Mrs. Freckleton also advised that changes had been made internally based on some weaknesses found in the 1st phase of the process. She added that the PIOJ recognized that there was greater need for more planning to avoid risks.

Mrs. Freckleton indicated that a new manager with experience in project management, Mrs. Clarke Callum has been selected. She informed the group that Mrs. Clarke Callum would have overall responsibility for managing the project. She further stated that Ms. Chadine Allen would be a technical expert for migration, but she would report to the project manager. She emphasized that while Jamaica was leading in this process, it can be managed more efficiently. Mrs. Freckleton stated that this change would officially come into effect in October, but changes have already begun in order to ensure that the new project manager will be sufficiently apprised on the project by October. Mrs. Freckleton noted that coming out of this GMG process, this mainstreaming project will be highlighted at the UN high level dialogue. Ms. Gill noted that in the final report of the project these lessons learnt and how they were being reflected in good management process and mitigating risks should be highlighted. Ms. Gill asked if the TORS have been developed to reflect this transition. Ms. Freckleton indicated that they had been done and would be shared with Ms. Gill.

b). Quarterly Progress Report April 1- June 30, 2013

Ms. Allen stated that at the time when the report was prepared, the MPU was only able to report on what was paid out by the Accounts Department up to the end of June. She added that there were a number of commitments that could not have been honoured until the commencement of July, payments for the Diaspora conference, as well as the payments that were made to the Capacity Development Strategy consultant. She further added that since this statement had been prepared by the Accounts Department, the MPU had expended a significant portion of the remaining funds; and the portion that was in hand had already been committed to various expenses. Ms. Allen concluded that by the end of this quarter, the MPU would have expended all of the remaining money such as the \$10 400 that was used for the Diaspora Conference and the \$1,250 for the Capacity Development Strategy. Ms. Gill questioned the likelihood that the entire remainder of the money will be expended in the next two months.

c). Discussion of Project Evaluation

Ms. Gill noted that a first round of recruitment for consultants to carry out the project evaluation was done. She stated that a technically eligible consultant was not identified, so a consultant was sought by limited tender. She stated that the evaluation of the technical and financial proposal of the consultants

were underway and UNDP is expecting it to end in the next couple of days; and a contract issued taking into consideration public holidays by mid-August. Ms. Gill further stated that UNDP expected the implementation of the evaluation of the project to commence by September. She informed that the process includes desk review, engagement with the project team, meeting with other stakeholders independent of the project team, presentation of a draft evaluation report to stakeholders then finalization and submission. She highlighted that there were some substantive issues from this very successful project that were to be taken into phase 2.

7. The Way Forward

Ms. Gill stated that the next meeting of the Board would be the final review meeting and it would be informed by a comprehensive project-long final review report and the lessons learnt report. The next meeting was scheduled for Thursday, September 26, 2013.

8. Adjournment

The meeting was adjourned at 11:52 a.m.

Action Sheet

Action	Responsible
Follow up with Lloyd Wilks regarding NWGIMD	MPU
Revise Quarterly Progress Report	MPU
Revise Quarterly Work Plan	MPU
Prepare Financial Report and Justification for minimal cost extension	MPU
Share ToR with UNDP Team	MPU