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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April 1 – June 30, 2012		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – March 31, 2013		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:			
Overall Project Coordinator:	Mr. Easton Williams		
Date:	August 14, 2012		
Current year Approved Budget:	US\$115,840		
Current quarter advance:	US\$0	Current qtr exp:	J\$254,170.04 (US\$2,896.57)
Annual expenditure to date:	J\$533,233.98 (US\$6,076.74)	Current Year Delivery to date:	5.2%

A. QUARTERLY SUMMARY OF ACTIVITIES

The work of the project gathered momentum in the quarter under review. The Policy Development Consultant commenced activities for the consultancy on April 10. A work programme and an Implementation Plan have been developed. The sub-committees were established in April and a meeting held with the Chairs and Co-Chairs. Each sub-committee has held a meeting or workshop and are progressing steadily according to the work programme for the Consultant (See Appendix 1). The Consultant has submitted four deliverables according to the work programme during the quarter:

- a. The Implementation Plan submitted on April 24 outlining the methodology and breakdown of the assignment.
- b. A Concept Paper for each sub-committee has been formulated. The initial drafts by the Consultant were presented to the sub-committees for review and technical advice on gaps in the policy issues and recommendations or other general suggestions on the

migration development linkages and how these can improve the Concept Paper. All feedback has been integrated in the document and circulated for further deliberations.

- c. The draft Policy Principles were submitted by the Consultant on June 17. The deliverable did not meet the expectations of the PIOJ team and a meeting was held with the Consultant to review the submission. In communicating the feedback of the PIOJ, sample policy principles were shared with Mr Morrison by the Project Manager. The revised draft Principles were received on June 21 and are currently being reviewed.
- d. A Situation and SWOT Analyses for each of the thematic area were submitted on June 21 which is currently being reviewed by the PIOJ team.

The next deliverable for the Consultant due in Quarter 3 is the Draft Goals and policy statement for each sub-theme due on July 18 and the first draft sub-policies for each sub-theme due on August 31. The Draft Final of the Policy and Plan of Action should be submitted on September 30.

The MPU made efforts to engage additional International Experts during the quarter to inform the work of the sub-committees. Ms Roberta Clarke of the UN WOMEN Caribbean Office recommended the local expertise of the Bureau of Women's Affairs (BWA). The BWA had been contacted by the Migration Policy Project Unit (MPU) prior to the referral and Ms Jennifer Williams was appointed to the sub-committees for Human Rights and Social Protection and Family, Migration and Development. Discussions are on-going on the nature and extent of the support to be provided by UN WOMEN. Ms Clover Graham of the UNHCR was nominated to the Human Rights and Social Protection sub-committee. In addition, Dr Buti Kale has indicated that he will visit Jamaica during this year and would like to meet with the MPU. The MPU has also submitted a request for technical assistance under the Migration EU Expertise (MIEUX 2) for the sub-committees and by extension the policy. A Concept Note has been prepared and submitted outlining the nature of the project and the expected impact of the support. The assistance offered under MIEUX 2 includes:

- Improved understanding and knowledge-base at expert and policy levels in targeted areas of migration management
- Enhanced capacity to effectively manage migration
- Greater confidence in and understanding of cooperation with the EU and EU Member States in the area of migration, also for the benefit of larger-scale and longer-term projects
- Cooperation and platforms for the exchange of information and strengthened processes both at national and regional levels
- Improved capacity to craft, implement and assess national migration policy and frameworks responding to strategic and political objectives

A meeting of the Project Board was held on April 10 to review the activities of quarter 1 and approve quarter two's planned activities and project tolerance. The meeting also discussed the reallocation of the funds that was previously earmarked for the Communications Strategy. It was recommended that these funds be redirected to communication materials such as audio-visual, printing and press kits.

The MPU has reviewed the Final Report and Action Plan of the EMP. The Final draft will be launched after publication in collaboration with IOM Brussels.

Additional support for the MPU was provided following the recruitment of Interns from the University of the West Indies. Currently there are four Interns who are graduates of university. These Interns provide secretarial support to the 8 sub-committees. A stipend that is consistent with Ministry of Finance regulations is being paid from GOJ counterpart funds.

B. RESOURCES AND EXPENDITURE

RESOURCE & EXPENDITURE REPORT BY DONOR – 2012						
DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	EXPENDITURE (US\$)			Remaining Funds ¹ (US\$) Received – Total Expenditure
			Period Prior to [ex.Q2 2012]	[ex.Q2 2012]	TOTAL, i.e. Prior to Q1 + Q2	
Swiss Agency for Development and Cooperation (SDC)	US\$115,840	0.00	3,180.22 ²	2,896.52 ³	6,076.74	64.94 ⁴
Total	US\$115,840	0.00	3,180.22	2,896.52	6,076.74	64.94

AND

¹ This amount represents the funds totalling J\$538,932.11 (US\$6,141.67 based on UN Operational Rate of Exchange (UNORE) for June 2012– US\$1 = J\$87.75) remaining at the end of 2011, minus the amount expended during quarter 1 and 2, 2012.

² The expenditure for the last quarter was J\$279,063.94 which is US\$3,180.215 based on UNORE for June. Funds received for Quarter 4, 2011 were used for expenditure incurred for activities that were included in the Quarter 4 Workplan, but implemented during quarter 1, 2012.

³ Amount is based on UNORE for June 2012, US\$1 = J\$87.75. Expenditure was disbursed in Jamaican Dollars and amounting to J\$260,757.64.

⁴ Expenditure was disbursed in Jamaican Dollars and actual total funds remaining total J\$5,698.13 which is US\$64.94 based on UNORE for June 2012, US\$1 = J\$87.75.

PROJECT EXPENDITURE FOR REPORTING PERIOD						
Activity	Balance brought forward from previous quarter JA\$	Requested ⁵ US\$	Received JA\$	Date Received	Disbursed by IP JA\$ ⁶	Balance JA\$
Output 1, Activity Result 1 –Effective work planning and production of reports: <ul style="list-style-type: none"> Project Associate support Quarterly meeting of the project board Communications and Audiovisual IT Equipment 	-43,455.83 ⁷	7,404.65 0.00	0.00	N/A	187,946.04	-231,401.87
Output 1, Activity Result 5: Development of the National Policy <ul style="list-style-type: none"> Action 5.1 Recruit & contract consultants⁸ Action 5.1 Conduct Policy Development Consultancy Action 5.2 Communication Materials 	130,524.00	6,000.00	0.00	N/A	66,224.00	64,300.00
Output 2, Activity Result 1: Development of sub-theme reports for use by NWGIMD Action 2: Recruit international technical experts	172,800.00	10,000.00	0.00	N/A	0.00	172,800.00
Total		23,404.65	0.00	N/A	254,170.04	5,698.13
Cash in hand @ end of reporting period						5,698.13
Commitments @ end of reporting period						524,141.25⁹

⁵ Funds were not requested as UNDP regulations stipulate that a new advance can only be disbursed when 80% or more from the previous advance has been liquidated. As only 76.2% of the previous advance (quarter 4, 2011) was spent, a new request can only be submitted once the threshold has been reached.

⁶ The funds received in quarter 4, 2011 were used for disbursements during this quarter.

⁷ J\$43,455.83 represents the additional expense incurred for Activity Result 1 within the tolerance level of 20% toward reimbursement to IOM for the Project Associate's Salary for January and February 2012. This amount was deducted from quarter 4, 2011 funds budgeted for other activities. Funds received in quarter 4, 2011 were used for all disbursements during the last quarter.

⁸ Advertisements for the Policy Development Consultant and Communication Strategy Consultant

⁹ This included funds to be reimbursed to the International Organization for Migration for the Project Associates Salary for 5 months and to the PIOJ for the balance paid for the procurement of the laptop and projector for the MPU.

C. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>Output 1: Development of National Policy and Plan of Action</p> <p><i>Baseline: No National Policy on International Migration</i></p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> - Frequency of meetings of Project Board - Production of Policy - Production of Plan of Action <p><i>Targets:</i></p> <ul style="list-style-type: none"> - Project Board meets quarterly - National policy on international migration and development produced - Plan of action produced - Policy integrated in national development plan 	<p><u>Activity Result 1:</u> Effective work planning and production of reports: Action 1.3 Quarterly meetings of project board</p> <p><u>Activity Result 2</u> Establishment of Migration Project Unit: Action 2.1: Procuring office equipment</p> <p><u>Activity Result 3</u> Stakeholders sensitized to project activities: 3.1 Monthly meetings of the National Working Group for International Migration & Development (NWGIMD)</p> <p><u>Activity result 4</u> Development of Extended Migration Profile Action 4.1 Production of final report – Migration Profile Action 4.2 Launch and follow up</p> <p><u>Activity Result 5:</u> Development of the National Implementation Plan</p>	<p>Project Board meeting held on April 10, 2012. Members approved the Quarterly Workplan (QWP) for April 1 to June 30, 2012 and the Quarterly Progress Report for January 1 to March 31, 2012.</p> <p>A laptop and projector has been procured for the Migration Policy Project Unit.</p> <p>A National Working Group on National Migration and Development (NWGIMD) meeting was held on May 17, 2012 and 3 of the International Experts participated via Skype.</p> <p>The final draft Migration Profile and Plan of Action for the EMP were submitted and reviewed by the MPU which found inconsistencies in some of the data. The final report was revised and re-submitted and approved by the PIOJ/MPU for publication.</p> <p>The International Organization for Migration (IOM) has contacted editors and printeries requesting quotations for editing and printing the Migration Profile.</p> <p>The consultant has commenced the development of the National Policy and Plan of Action and has submitted the following deliverables:</p> <ul style="list-style-type: none"> • Implementation Plan 	<p>Project Board meetings held and QWP approved</p> <p>The MPU will be equipped with media equipment to assist with electronic presentations at all sub-committee meetings, workshops and consultations.</p> <p>NWGIMD Meeting held.</p> <p>The Final Report received and approved for publication. However, IOM could only obtain two quotations as majority of the printers in Jamaica required publishing rights.</p> <p>The draft Policy Principles and Situational and SWOT Analysis have been reviewed by the MPU. A number of revisions will need to be made to both documents prior</p>

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>Policy</p> <p>Action 5.1 Conduct Policy Development Consultancy</p> <p>Action 5.2 Communication Materials</p>	<ul style="list-style-type: none"> • Draft Policy Principles • Draft Situational and SWOT Analysis 	<p>to circulating them to the NWGIMD and Sub-committee members.</p>	
<p>Output 2: Development of International Migration Sub Policies</p> <p>Baseline: Absence of thematic policies relating to international migration</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of thematic sub committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD <p>Targets:</p> <ul style="list-style-type: none"> - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD <p>8 sub-policies produced by NWGIMD</p>	<p>Activity Result 1:</p> <p>Development of sub-theme reports for use by NWGIMD</p> <p>Action 1.1: Identify & Recruit international technical experts</p> <p>Action 1.2: Identify and recruit Interns</p> <p>Action 1.3: Sub-committee Meetings</p>	<p>Four (4) International Experts have been recruited for the following sub-committees:</p> <ul style="list-style-type: none"> • Return and Reintegration • Family, Migration and Development • Labour Mobility and Development • Data, Research and Information Systems <p>The MPU has written to the EU delegation in Jamaica requesting technical assistance from the Migration International Expertise 2 (MIEUX 2) initiative for the remaining four (4) thematic areas.</p> <p>16 sub-committee meetings and four (4) workshops have been held.</p>	<p>Eight (8) sub-committees have been established</p> <p>Concept Papers prepared for all eight (8) thematic areas and reviewed by sub-committee members.</p> <p>Draft goal statements and objectives for sub-policies developed</p>

D. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<p>The volume of work since the establishment of the sub-committees has been more than previously envisioned by the MPU.</p>	<p>Low¹⁰</p>	<p>Four Interns have been recruited to give support to the MPU. The Interns commenced duties officially during the month of May. The interns are graduates of the University of the West Indies and have Bachelor of Science degrees in International Relations and/ or Political Science.</p>
<p>The MPU's request for disbursement of funds for the 2nd quarter advance was delayed due to the fact that expenditure relating to the acquisition of communication devices did not satisfy UNDP's regulations of being explicitly outlined in previous workplans. As a result, the expenditure for the communication devices was not accepted by UNDP. As per UNDP regulations at least 80% of funds need to be liquidated before a new request for funds can be approved.</p>	<p>Medium</p>	<ol style="list-style-type: none"> 1. The MPU has sought express retroactive approval from the Project Board for the procurement of the communication devices. 2. This threshold was reached at the end of June and a request for funds has now been made. The PIOJ is awaiting the transfer of funds based on this request.
<p>In addition, the MPU experienced some challenges with the request for approval for the communication devices received from the UNDP. The MPU had taken steps to obtain expressed approval for the devices retroactively from members of the Project Board during the month of May. An email providing an explanation and supported by documentation sent to the UNDP was circulated on May 15. The MPU did not receive feedback and further email correspondences were sent requesting approval on June 1, 12, 15, 18 and 28.</p>	<p>Medium</p>	<p>The MPU also made calls to Project Board Members clarifying the need for this request for a retroactive approval and providing details of the expenditure for which approval was now sought. The matter will be discussed at next meeting of the Project Board which will be held in July.</p>
<p>The UNDP CO has expressed concerns about the low rate of expenditure for the Mainstreaming Migration into National Development Strategies component of the project. It was highlighted that project funds have not been expended at the expected rate over the last six months. A teleconference was held with Ms Sonia Gill where it was agreed that the MPU would re-examine the Annual Work Plan (AWP) in an effort to ascertain what percentage of the project funding is likely to be expended at the end of the year.</p>	<p>Medium</p>	<p>The MPU has commenced a revision of the AWP and Quarterly Work Plan (QWP) as recommended. It should be noted however that based on the workplans, activities towards outputs have not been affected by the low rate of expenditure as there were savings in the some activities to date and budgetary allocations for the International Experts have not yet been utilized based on scheduling conflicts for some experts. The AWP has been revised and will be reviewed at the next meeting of the Project Board.</p>

¹⁰ The levels of significance are rated accordingly: High = 3, Medium = 2 and Low = 1 on a Likert scale, where 1 represents the least likelihood to impact the projects activities, objectives and outputs and 3 has the most likelihood of impacting

<p>The sub-committee for Family, Migration and Development is lagging behind due to the members' lack of focus on the main development issues. While issue areas such as gender, data and research and human rights and social protection have been delineated for the sub-committees, other development issues have not been clearly linked to migration in some cases.</p>	<p>Medium</p>	<p>The MPU has employed strategies to ensure that the sub-committee focuses on the relevant issues; a meeting has been held with the Chair to discuss the way forward, a research paper has been prepared by an MPU summer intern which includes areas that the sub-committee should focus based on best practices in other countries. Presentations by leading local experts have also been arranged to contextualize issues relating to family and migration that should be addressed in the policy. The next meeting of this sub-committee will be held in July.</p>
<p>Risks</p>		
<p>Time has been identified as a potential risk to the success completion of project activities.</p>	<p>Low</p>	<p>The MPU continues to strategize and track progress against deliverables to ensure that the timeline is met. Careful planning has been made in scheduling of meetings and workshops to ensure adequate allocation for review and preparation by sub-committees.</p>
<p>LESSONS LEARNT:</p> <ul style="list-style-type: none"> Virtual contact with International Experts does not replace the need for face to face contact especially given the lack of clarity for the sub-committees members and NWWGIMD members in making the migration and development nexus. As a result a schedule has been established to coordinate workshops for all sub-committees between August and September. 		

E. PLANNED ACTIVITIES (NEXT QUARTER – APRIL 1 – JUNE 30, 2012)

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>		TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
	Jul	Aug	Sept	Funding Source	Budget Description		Amount		
Output 1: Development of National Policy and Plan of Action Baseline: No National Policy on International Migration Indicators: - Frequency of meetings of Project Board - Production of Policy - Production of Plan of Action Targets: - Project Board meets quarterly - National policy in international migration produced - Plan of action produced - Policy integrated in national development plan	Activity Result 1: Effective work planning and production of reports: Action 1.1 Quarterly meetings of Project Board Action 1.3: Procuring office supplies Action 1.4: Quarterly meetings of NWWGIMD		X	X		Migration Project Unit PIOJ (MPU)	UNDP	71400 Service contract – individual	2,404.65
							MPU		72400 Communications
							IOM	Individual Service Contracts	8,325.00
								Office Supplies	437.50
							Refreshments (NWWGIMD)	112.50	
Activity Result 2: Development of the National Policy Action 2.1 Conduct Policy Development Consultancy Action 2.2 produce reports						MPU	IOM	Consultant (Policy Development)	14,700
	X	X	X					Training/ workshops/ conferences	13,019
	X	X	X						

<p>Output 2: Development of International Migration Sub Policies <i>Baseline: Absence of thematic policies relating to international migration</i></p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of thematic sub-committees of NWWGIMD established - # of Technical reports produced by sub-committees of NWWGIMD - # of sub-policies produced by NWWGIMD <p>Targets:</p> <ul style="list-style-type: none"> - 8 sub-committees of NWWGIMD established - 8 technical reports produced by sub-committees of NWWGIMD <p>8 sub-policies produced by NWWGIMD</p>	<p>Action 2.3 review by NWWGIMD</p> <p>Action 2.4 Public consultations</p> <p>Action 2.5 Development and distribution of Communication Materials</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>74200 Audio Visual and Print Production Cost</p> <p>75700 Training/workshops/conferences</p> <p>71600 Travel</p>	<p>4,000¹¹</p> <p>20,000</p> <p>4,500</p>
<p>Activity Result 1:</p> <p>Development of sub-theme reports for use by NWWGIMD</p> <p>Action 1.1: International experts to attend sub-committee workshops and provide technical expertise</p> <p>Action 1.2: Technical reports from sub-committees provided to NWWGIMD</p> <p>Action 1.3: Technical reports from sub-committees reviewed by NWWGIMD</p>	<p>MPU</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>71600 Travel¹²</p> <p>Training/workshops/conferences</p>	<p>12,000¹³</p> <p>4,400</p>	

¹¹ This amount was requested in Quarter 2, 2012; however these funds were not expended. It is expected that these funds will be expended during this quarter (July to September 2012)

¹² This is to cover the travel, accommodation and daily subsistence allowance for the International Experts who will provide technical expertise to the Sub-Committees.

¹³ US\$12,000 of the amount stated was requested in previous quarters but was not expended. It is now expected that these funds will be expended during this quarter (July to September, 2012)

<p>Output 3: Development of Implementation Plan Baseline: No plan to support Ministries, Departments and Agencies(MDA's) implementation of national policy on international migration</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Consultancy for the development of implementation plan - Consultation with MDAs on implementation plan - Production of implementation plan - Development of M & E plan - Measurement of indicators under national M&E mechanism <p>Targets:</p> <ul style="list-style-type: none"> - Consultancy conducted to develop implementation plan - All targeted MDAs consulted on draft implementation plan - Implementation plan produced - M & E plan developed - Measurement of migration policy indicators through Jamstats 	<p>Activity Result 1 Consultant to develop an Implementation Plan Action 1.1 Recruit and contract consultant</p> <p>Activity Result 2: Measurement of IM policy indicators through national mechanism Action 2.1 Recruit and contract consultant</p>			X	MPU	UNDP	71300 Consultant	1,000 ¹⁴
				X	MPU	UNDP	71300 Consultant	1,000 ¹⁵
TOTAL								86,198.65

Project Management: Prepared by Chadine Allen

Approved by *for* Easton Williams

Date: 21/8/2012

Date: 23/8/2012

¹⁴ These funds will be used for advertisement costs for the recruitment of the Consultant to develop the Implementation Plan
¹⁵ These funds will be used for advertisement costs for the recruitment of the Consultant to develop a Monitoring and Evaluation Instrument

F. APPENDIX 1

3.0 WORK PLAN AND MANAGEMENT OF THE ASSIGNMENT

3.1 Time Frame

The project is slated for completion in eight (8) calendar months with a duration from March 2012 – November 2012.

3.2 Major Activities

The major activities required for the submission of the deliverables are:

1. Secondary Data Collection
2. Primary Data Collection
3. Organizing group meetings and attending meetings with stakeholders
4. Data Analysis
5. Data Presentation

3.3 Major Deliverables

1. **Implementation Plan:** this will include a detailed work schedule (work breakdown structure, Gantt schedule, process flowcharts etc.) and a technical report on how the work will be carried out. This report will be delivered on or before April 24, 2012.
2. **Situational Assessment and SWOT Analysis Report:** this Report will include; [a] policy and programme reviews, [b] institutional audit reports, [c] reports from thematic areas, [d] demographic statistics and trends, financial and [e] environmental SWOT and enterprise analysis report. This is to be delivered on June 18, 2012.
3. **Policy Principles, Objectives etc:** this Report will be inclusive of detailed policy principles, expected outputs and outcomes and strategies for each thematic area and the policy as a whole. This document will be delivered in final form on July 17, 2012.
4. **Policy and Plan of Action:** this report will include; [a] policy rationale, [b] role of government, [c] legislative and institutional framework, [d] policy issues and recommendations, [e] policy co-ordination and implementation, [f] budget and financing [e] logical framework tables, [f] monitoring and evaluation framework, [g] plans of action and [h] communication strategy. Draft Documents will be submitted in August 31, 2012 and September 30, 2012 (after presentations

and stakeholder deliberations). Final documents will be submitted in November 5 2012 with Ministry and Cabinet Papers (November 22, 2012).