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QUARTERLY PROGRESS REPORT

| | | | |
|--|---|--------------------------------------|-----------------------------------|
| Country | JAMAICA | | |
| Reporting period | July to September 2014 | | |
| Project number and title | UNDP GEF PIMS no 4967 – Third National Communication (TNC) and Biennial Update Report (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC); Output 87933 | | |
| Project Duration | 3 years; 2014 – 2016 | | |
| Implementing Partner | Ministry of Water, Land Environment & Climate Change (Climate Change Division) | | |
| Responsible Parties | | | |
| Overall Project Coordinator | Mr. Albert Daley, Principal Director, Climate Change Division | | |
| Initial Approved Budget | 141,562.22 | Revised Approved Budget | N/A |
| Balance Brought Forward from Previous Quarter | n/a | | |
| Current Quarter Advance | 0 | Current Quarter Expenditure | JMD 21,600 in USD |
| Annual Expenditure to Date | | Current Year Delivery to Date | Annual exp/approved budget x 100% |

| | |
|--|---------------------------------------|
| Description of In Kind Contribution (attach any supporting documents) | Total Estimated Monetary Value |
| Support to PMU, office space, utilities, laptop, internet, | 2200USD |

II. PROJECT EXPENDITURE FOR REPORTING PERIOD (JUL - SEP, 2014)

| Output # / Activity Result # | Balance B/F from previous Qtr | Requested JMD\$ | Received JMD\$ | *Date Received | Payments by UNDP (including External Atlas) | Payments by IP | Balance JMD\$ |
|--|-------------------------------------|--------------------|-------------------|-------------------|---|-------------------|------------------|
| | A | B | C | | D | E | (A+C)-E |
| Outcome 1: National Circumstances; Output 1.1 Inception Workshop; Activity 1.1.1. Conduct Inception Workshop (Inception Workshop 1, September 16, 2014) | 0 | 0 | 0 | | 21600 | 0 | |
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| | | | | | | | |
| Total | 0 | 0 | 0 | | 21600 | 0 | 0 |
| Cash in hand @ end of reporting period | | | | | | | |
| Commitments @ end of reporting period | | | | | | | |
| | | | | | | | |

PLANNED AND ACHIEVED RESULTS FOR THE QUARTER (BASED ON AWP) [COMPLETION STATUS CODED AS: FULLY=ACTIVITY RESULT ACCOMPLISHED; PARTIALLY=ACTIVITY STARTED BUT NO ACTIVITY HAS STARTED DURING THIS QUARTER]

| Activity Results | Completion Status | | | Remarks on completion status of planned activities | Progress Towards Achieving Output |
|----------------------|-------------------|------------------------|-------------|--|--|
| | Fully | Partially/Not Finished | Not Started | | |
| Orientation Workshop | X | | | Workshop scheduled for Tuesday 16 September 2014 at UNDP's Conference Room | The workshop was held on Tuesday 16 September 2014 at the UNDP's Conference Room. There were nine persons present and one on conference call. These included two of the three members of the Project Steering Committee with one member been absent. The PSC unanimously agreed to equally function as the "Project Board". They also decided on the date of their next meeting. |
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| # | Description | Date Identified | Type | Impact & Probability | Countermeasures / Mngt response | Owner | Submitted, updated by | Last Update | Status |
|----|---|-----------------|----------------|----------------------|--|-------|-----------------------|----------------|----------------|
| | | | | | at an early stage of project development and execution | | | | |
| 5. | Inadequacies in the data collection mechanism | Not identified | Not applicable | High | Sensitise and train stakeholders on effective data collection in the first quarter of the project | PMU | Not applicable | Not applicable | Not applicable |
| 6. | Poor governance and accountability | Not identified | Not applicable | Low | Establish report and monitoring framework, with identified responsibilities for state and non-state accountability | PMU | Not applicable | Not applicable | Not applicable |

COMPLETION CHECKLIST:

PRIOR TO SUBMISSION OF FINAL DRAFT TO UNDP, PLEASE CHECK THE FOLLOWING:

- Asset Inventory log completed with signature (See Annex I: Asset Inventory template)
- Report reviewed by PSC ((Yes/NO)
- All sections of Quarterly Report completed
 1. Summary of Progress towards Outputs
 2. Project Expenditure for Reporting Period
 3. Indicator Tracking Table
 4. Planned Outputs, Activity Results, and Achieved Results for the quarter
 5. Unplanned activities during quarter
 6. Risk Log
 7. Implementation Constraints and Lessons Learned
 8. Planned Activities
- Signed Asset inventory
- Signed report by Project Management

Project Management: (This should be the person whose name is in the Signatory Registry)

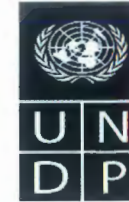
Prepared by: *C. Kelly* Date: *8.1.15.*

Reviewed & Approved by: *A. Maly* Date: *9.1.15*

UNDP Resource Person:

Accepted by: *Itan Gonzalez* Date: *26/1/2015.*

_____ (Signature)



Annex I: Assets Inventory

Project Title:
 Award Number: 000
 Project Number: 000
 Date of Report:

| Asset Profile 1 – Vehicles | | | | | | | | | | | |
|---|--------------|---------------|-------------------------------|--------------|----------|----------|------------|---------------|-------|-----------|---------|
| S/N | Country Code | Business Unit | Item Description | Make & Model | Quantity | Location | Tag Number | Date acquired | Value | Custodian | Remarks |
| 1 | JAM10 | | Vehicle | | | | | | | | |
| 2 | | | Vehicle | | | | | | | | |
| 3 | | | Vehicle | | | | | | | | |
| 4 | | | Vehicle | | | | | | | | |
| Asset Profile 2 – Furniture | | | | | | | | | | | |
| 5 | | | Furniture or Fixture | | | | | | | | |
| 6 | | | Furniture or Fixture | | | | | | | | |
| 7 | | | Furniture or Fixture | | | | | | | | |
| 8 | | | Furniture or Fixture | | | | | | | | |
| Asset Profile 3 – Electrical | | | | | | | | | | | |
| 9 | | | Electrical Equip. or Computer | | | | | | | | |
| 10 | | | Electrical Equip. or Computer | | | | | | | | |
| 11 | | | Electrical Equip. or Computer | | | | | | | | |
| 12 | | | Electrical Equip. or Computer | | | | | | | | |
| Asset Profile 4 - Heavy Machinery | | | | | | | | | | | |
| 13 | | | Heavy Equip. or Generator | | | | | | | | |
| 14 | | | Heavy Equip. or Generator | | | | | | | | |
| 15 | | | Heavy Equip. or Generator | | | | | | | | |
| 16 | | | Heavy Equip. or Generator | | | | | | | | |
| Asset Profile 5 - Non Capitalized Items | | | | | | | | | | | |
| 17 | | | Other (less than 1,000 \$) | | | | | | | | |
| 18 | | | Other (less than 1,000 \$) | | | | | | | | |
| 19 | | | Other (less than 1,000 \$) | | | | | | | | |
| 20 | | | Other (less than 1,000 \$) | | | | | | | | |

Project Manager
 Date and Signature

[Signature]
 8.1.15

Programme Officer
 Date and Signature

[Signature]
 26/1/2015

Deputy Resident Representative
 Date and Signature

[Signature]
 27/1/2015