

Japan-Caribbean Climate Change Partnership (J-CCCP)

8th Project Board Meeting (Extraordinary)

25 October 2018 (Virtual)

11:00 – 13:00

1. Welcome

The Meeting was facilitated by Ms. Chisa Mikami, Resident Representative a.i., UNDP Barbados and the OECS.

Ms. Mikami commenced the meeting at 11:12am and introduced herself as Chair. She welcomed everyone to the 8th Project Board Meeting - stating it was an Extraordinary Board Meeting. She mentioned that this meeting would review the progress of pilot projects under Outcome 2 of the Project and would focus on projects with an implementation rate of less than 40%, suggested Project Management Unit (PMU) actions and agreed next steps. She mentioned that the aim was to complete all pilot projects by 30 June 2019 and the overall project by end of December 2019.

The Co-chair, Mr. Richard Barathe stated that climate change was a topic of high priority for the sub-region. As we are approaching the year end, there is a need to press the accelerator pedal on delivery and other areas of concern. There are also aging cash advances which need to be cleared. He mentioned that there has been a lot of progress and results, engagement from governments and partners, however there is a need to pay attention to aspects of implementation. He closed by thanking the Chair and Project Manager – Yoko Ebisawa for convening the Board.

The Chair then invited everyone to introduce themselves (please see **Annex 2** for Board members and observers present).

Following introductions, **the Chair** moved to the next agenda item which was Progress of Pilot Projects under Outcome 2. She gave the floor to Ms. Ebisawa and the technical team to make their presentations.

2. Progress of Pilot Projects under Outcome 2 and Discussion

Ms. Ebisawa thanked everyone for joining and stated what the focus of presentations would be on by giving an outline. She mentioned that about twenty minutes prior to the start of the meeting, a revised version of the presentations was sent out, in addition to the quarterly progress update. All documents relating to this Project Board Meeting can be located in the drop box folder ([here](#)). In presenting, she gave a recap of Outcome 2 and what was discussed in the last Board Meeting resulting in this update. There are currently 38 pilot projects being implemented in 8 countries in the areas of water resource management (8 projects), sustainable agriculture (19 projects), climate resilient infrastructure (8 projects) and renewable energy and energy efficiency (3 projects). The challenge rested with the delay in implementation, with 20 projects delivering less than 40% as of 30 September 2018. From July 2018, 22 projects with implementation challenges were closely monitored for ways to fast track their

implementation and to change procurement modality if needed. Belize had only one pilot project and it was above the 40% implementation rate.

She then gave the floor to the Technical Specialists for more focused and detailed information on the 20 projects, after which the floor would be open for discussions. For each project presented, information would focus on **the percentage of delivery, what the original activities were, reasons for the delay in implementation, suggested actions, justification for the suggested action and the revised timeframe for the project where needed**. The detailed presentation is available in the drop box folder ([here](#)).

J-CCCP Technical Specialist Ms. Neisha Manickchand gave an overview of Dominica

Five projects have a low delivery rate. These are:

1. D1 Bagatelle alternate water harvesting and storage project:
After the hurricane in 2017, sourcing materials was a difficult process and locating safe storage facilities. It was suggested to continue implementation as planned, as the procurement of the water tanks was scheduled to be completed by November, which would take implementation to just over 40%;
2. D2 Improving seasonality and diversity of vegetable production in Morne Prosper:
This project was only at 1% delivery. Delays were because of the protracted time to finalize the scope and specifications of the project, higher post hurricane costs, and a limited local market. It was recommended to continue with implementation with adjusted timelines as current procurement and contractual processes would result in a 42% rate of implementation. The timeframe for implementation would be revised to May 2019.
3. D4 Enhanced functionality of the Morne Rchette Emergency Shelter and Resource Centre Project was delayed as the assessment report revealed that the shelter required substantial structural stabilization which would be above budget. It was recommended to cancel this project and the funds reallocated. The final decision on this project would however be deferred pending further discussion with key stakeholders.
4. D5 Promoting climate smart agriculture at the Dominica Community High School:
Delivery was recorded at 23.1% due to the impacts of the hurricane in 2017 and the short supply of skilled labour post-disaster as the country was in re-building mode. It was recommended to continue implementation as certain pending actions such as obtaining the support of an Agricultural expert would take implementation to 48.1%.
5. D6 Acquisition of a water truck for post disaster use in vulnerable communities:
Project delivery was recorded as 4%, however it was recommended to continue as originally planned as the water truck was procured and handed over and payment to be fully processed taking implementation to 100% by November 2018.

J-CCCP Technical Specialist Ms. Donna Gittens gave an overview of Grenada

Seven projects have a low delivery rate. These are:

1. GN1 Princess Royal Water Harvesting Project:
Project at 15% delivery due to challenges in attracting a firm to undertake civil works. Recommended to continue with implementation with adjusted schedule as current contract accounts for 60% of budget to be completed by December 2018.
2. GN5 Building Resilience to Climate Change and Weather Variations at Mirabeau Propagation Station:

Project at 0% implementation due to delays in procurement and timelines for shipping greenhouses, also quotations for water system and drainage works exceed approved budget. It is recommended to continue implementation with an adjusted scope. Contracts have been issued which would take implementation to 87% delivery. Drainage works are also being undertaken as in-kind government contribution. Co-funding was also secured for the installation of the rainwater storage system. Revised timeframe to January 2019.

3. GN6 Chambord Water Rehabilitation Project:
Currently at 0% implementation due to delays in the procurement processes due to market limitations. It is recommended to continue implementation with adjusted timelines due to contracts presently being implemented which would take implementation to 43%. Scope of the pilot project and its timelines were also condensed based on a meeting with the Ministry of Agriculture. Revised timeframe to May 2019.
4. GN7 Carriacou Pasture and Paddock Project:
Currently at 15% due to challenges in sourcing seeds for appropriate species and a protracted process for identifying and securing permission for lands. It is recommended to continue implementation as the procurement of goods and services is in process and will result in 49% of delivery with all activities scheduled for February 2019 completion.
5. GN8 Bacolet Juvenile Rehabilitation and Treatment Centre Hydroponics Project:
Currently at 4% due to challenges in identifying suitable vendors and scheduling conflicts for the study tour. It is recommended to continue implementation with additional technical support from the Ministry of Agriculture. It is estimated that contracts for goods and services will take project to 58% with all activities to be completed upon delivery of greenhouses in November 2018. Revised timeframe to January 2019.
6. GN9 St. Andrews Anglican Secondary School Climate Smart Model Agricultural Project:
Currently at 0% implementation due to limited experience with the aquaponics system, and challenges with identifying suitable vendors. It is recommended to continue implementation with a reduced scope to exclude the construction of the poultry unit and focus efforts on main CC technologies. Procurement for the aquaponics system is in the final stages which will result in 49% implementation. Other procurement services are also to be concluded in the same period. Revised timeframe to January 2019.
7. GN11 La Sagesse Flood Project:
Currently at 0.2% implementation due to challenges in identifying suitable vendors due to the complex nature of works. It is recommended to continue implementation with technical support from the Ministries of Agriculture and Works. Procurement of civil works services being finalized which would result in 71% project delivery. Revised timeframe to May 2019.

J-CCCP Technical Specialist Ms. Neisha Manickchand gave an overview of Guyana

Two projects have a low delivery rate. These are:

1. GY1 Improved access to water in drought-prone rural communities:
Currently at 9% due to amendments to the methodology for implementation and challenges with procurement and reduced capacities. It is recommended to continue with a reduced scope with a cancellation of the first two activities, reallocation of remaining budget to support the third activity including two other nearby villages which were already part of the initial scope of the project and engage a water expert to oversee implementation. The revised timeframe is to June 2019.
2. GY2 Piloting Solar-Photovoltaic (PV) Systems and Energy Efficient Streetlights in Bartica, Region 7:

Currently at 3% due to the time taken to finalize amendments related to the scope of works as well as procurement specifications. It is recommended to continue as originally planned due to activities in progress which would take delivery to 66%. Revised timeframe to June 2019.

J-CCCP Technical Specialist Ms. Donna Gittens gave an overview of Jamaica

One project has a low delivery rate:

1. JM3 St. Ann (It was originally presented as JM1 Water Clarendon by mistake):
Currently at 12% due to the requirement of specialized skills for the design of the irrigation equipment. It is suggested to continue with implementation with an adjusted scope due to the water study and system design being concluded which would result in 80% of project delivery. Revised timeframe of May 2019.

J-CCCP Technical Specialist Ms. Neisha Manickchand gave an overview of St. Lucia

One project has a low delivery rate:

1. SL4 Green Architecture Promotion Pilot (GAPP) – Building Resilience to the Adverse Effects of Climate Change:
Currently at 33% due to tenders for the PV System exceeding allocated budget by 200%. Procurement was also delayed. It is recommended to continue with implementation revising specifications to accommodate budget and minimize time taken for negotiations. Remaining works for climate resilient agriculture and expenditure expected to bring delivery to 41% and other procurement has commenced which will account for a further 21%. Revised timeframe of March 2019.

J-CCCP Technical Specialist Ms. Donna Gittens gave an overview of St. Vincent and the Grenadines

Two projects have a low delivery rate. This are:

1. SV7 Dickie Village Slope Stabilization and Road Improvement Project:
Currently at 12% due to challenges in attracting qualified firms to undertake civil works. Bids also exceed approved budget. It is recommended to continue with implementation with the support of the Ministry of Works. Procurement for work which accounts for 88% of project delivery is in progress to be completed November 2018. Revised timeframe of April 2019.
2. SV8 The Pass It on Sustainable Model Gardens Project (Richmond Vale):
Currently at 1% due to the project proponent being unable to complete activities within agreed timeframe. It is recommended to cancel this project and funds reallocated to SV2 Irrigation, SV3 IICA and SV7 Dickie Village to supplement increased costs. It is noted that proposed revisions to timeframe exceeded J-CCCP timelines.

J-CCCP Technical Specialist Ms. Neisha Manickchand gave an overview of Suriname

Two projects have a low delivery rate. These are:

1. SU3 Access to Drinking water for the Community of Nw. Lombé, Brokopondo:
Currently at 2% due to bids from the procurement process being over budget and limited. It is proposed to continue with implementation or cancel the project and reallocate funds to supplement the solar PV project in another village. The Suriname Water Company has committed to submitting a quote by end of October 2018, however it was noted that if the

quote is not received or is over budget, then funds will be reallocated to replicate the Women and RE Solar PV Project in another village.

2. SU4 Encouraging children's homes to grow crops and fish for food security and climate change resilience:

Currently at 33% due to the protracted time it took to finalize procurement specifications. It is recommended to continue implementation with a reduced scope to exclude the installation of stand-alone fish tanks to raise tilapia. The contract for greenhouse installation contributes to 93% of expenditure. Revised timeframe of February 2019.

Ms. Ebisawa gave a summary of the suggested actions and thanked the Technical Specialists for their presentations.

Ms. Gittens highlighted an error on the Jamaica slide, that it should be the Cascade Water Project in St. Ann instead of Clarendon (see presentation on Jamaica).

Ms. Ebisawa gave the floor to the Chair, who opened it for questions and comments. She asked that general questions be taken first followed by specific country questions.

General questions/comments

Mr. Rickie Morain asked if there was a specific time for all projects to be completed. Answer – 30 June 2019.

Ms. Una May Gordon asked if the timelines presented were for an ideal case, not examining risks which would impact implementation. As timelines go to May 2019, what happens if there are any risks. Was this factored?

Ms. Frederick answered on behalf of the PMU that revisions accounted for risks and were reflected in the suggestions made. **Ms. Gittens** also commented that for the agricultural projects in particular, they had dialogue with the proponents regarding when certain works could be undertaken.

Ms. Gordon mentioned that it would be useful for the Board to record that the risks were accounted for in the new suggested timelines.

The Chair indicated that as a Board Meeting was scheduled for the end of January 2019, the PMU will report back to the Board on progress and adjustments made as it would be 6 months before completion of the projects.

Ms. Maribel Landau stated that it was important for Board members to agree on the proposals made by the PMU and also review the proposed reallocation of funds and if these funds can be implemented, such as in the case of the options for SU3.

The Chair asked to hold the discussion on a specific country until later.

The Chair then invited comments specific to projects.

Dominica – D4 Morne Rchette

Ms. Landau asked if the project was able to ensure that proposed actions will be able to use leftover funds/reallocated funds.

Mr. Morain asked if funds will be going to a particular project and what is the criteria for reassigning funds?

Ms. Ebisawa discussed that they would like to support other projects in line with project outputs. She mentioned that J-CCCP would like to implement shovel ready projects, instead of developing a new project as this takes time. She added that the project would like to support interventions which introduce more innovations and technology transfer, as this was recommended during the mid-term evaluation.

The Chair clarified that upscaling a project means it would not go through the process of developing an implementation plan.

Ms. Ebisawa further explained that the shelter was used twice – during Tropical Storm Erika (2015) and Hurricane Maria (2017). The structural assessment indicated that required renovations would surpass the allocated budget and would not be within timelines. Hence, the PMU suggests the project be cancelled.

Ms. Gordon asked if the recommendation is that the project be cancelled, and funds reallocated to alternative interventions?

Ms. Frederick indicated the PMU was in discussions with IOM and PS Prevost, but timelines will not work. In moving forward, the PS would have to give more information as full renovation of the shelter cannot be undertaken with the existing budget.

Ms. Gordon indicated that it was clear now.

PS Careen Prevost indicated that the Government of Dominica was working with the proponent on an alternative project which can be implemented within the timeline. She also indicated that they were in discussions with IOM and other partners regarding possible collaboration on the Morne Rchette Shelter as the community sees it as a priority and would certainly want to proceed with some support, as the shelter captures the most vulnerable areas affected by Hurricane Maria and Tropical Storm Erika. The Government is meeting with the IOM again. She also indicated that the Government would be willing to partner on the project if possible. She would appreciate the suggestion to allow Dominica to complete discussions with partners and if not feasible will have no objection to the reallocation of funds.

Ms. Ebisawa proposed that the project would request the proponent to submit the implementation and procurement plans for the new intervention which needs to be approved by the PMU and the Technical Advisory Group (TAG) Chair by reviewing its consistency with J-CCCP results and the feasibility of timelines and budget. The PMU will report to and share results with the Project Board after this meeting with the TAG.

PS Prevost indicated that plan was acceptable. This was followed by agreements from Panama and Belize

Mr. Morain asked that since discussions were ongoing with IOM if it was possible to allow this to be included, try to raise additional funds and then make a decision on the project.

Ms. Prevost stated they were meeting with IOM the following Thursday and the Government is willing to partner with the project.

Ms. Frederick mentioned that the approval process with the external donor to support the structural stabilization takes time. A January timeline is too tight to finish in time with guidance from partners.

The Chair mentioned that as it relates to developing an alternative project, this could be discussed bilaterally between the country and the PMU.

Ms. Gordon stated she was not sure if discussions should be bilateral for such an important discussion as we don't have the luxury of time. She supports the PMU's suggestion of reallocation to the other 2 projects instead of anxiety on one project.

Ms. Landau endorsed the recommendation to strengthen the other pilots noting the timeframe till the end of project. It would be an irrational use of resources otherwise knowing the limited time.

Mr. Cornelius Issac asked about the PMU's process for intervention. What would be the modality for distributing funds for new beneficiary projects and how would the proponents be engaged to ensure that projects are delivered on time?

Ms. Ebisawa suggested that the PMU and TAG Chair approve alternate interventions by confirming that the implementation and the procurement plan are in line with timelines, budget and results of the J-CCCP project.

Ms. Gordon asked if scaling up is increasing intervention with other projects.

Ms. Frederick stated that parameters remain the same just scaling up additional activities and with a community nearby.

PS Prevost said she appreciated the suggestion to allow discussions with partners this week. If not feasible, then she has no objections to the recommended decision.

Ms. Gordon asked if the Board would reconvene.

Ms. Frederick indicated that the extra week does not affect timelines if a decision is being made.

The Chair suggested that the Board allow another week for Dominica to have discussions. If no progress is made or if timelines of partners don't match J-CCCP timelines, the project will be cancelled and move on to alternatives. The PMU will then notify the Board about the way forward. The Board agreed to this suggestion.

The Chair asked if everyone was clear regarding the Dominica projects and suggested moving to the next country.

Grenada – GN9 St. Andrews's Anglican Secondary School

Mr. Morain mentioned that the poultry component was not performing according to the suggested action. The decision was made to exclude this component based on time and focus on other components. The Finance and Planning Ministry intervened and held a meeting with the school. The poultry component was viewed as a high priority area for the development of best practices in poultry farming in rural areas. He made two suggestions: (1) the scope of other areas could be reduced and made smaller than originally planned, and (2) the government could explore additional funding and keep the original scope. He prefers the first suggestion.

Ms. Gittens mentioned that the scope was reduced for the other components already, and further reductions would compromise the quality of the outcomes and usefulness for the schools. The issue is the budget and not lack of performance. The decision was taken that out of the 3 components,

this one was the least aligned to the J-CCCP project targets. She asked if there was supplementary funding available for mobilization.

Mr. Morain indicated he could not commit to that right now and asked for one or two weeks for the Government of Grenada to mobilize funds.

Ms. Gittens asked if it was one week to find out if funds are available, otherwise continue as recommended.

The Chair asked if based on Grenada's comments, the Board would have further questions/comments regarding GN9.

Ms. Gittens indicated it was possible to expedite the process, but it depends on the availability of funds. The activity of the poultry component can be done in parallel to installing an aquaponics system.

Ms. Ebisawa asked if the funds could be channeled to the UNDP in case the Ministry can co-finance.

Mr. Morain stated that that was not worked out as yet but that the Government may do its own part and UNDP funds complement.

Ms. Gittens mentioned that under the Mirabeau pilot (GN5), there was a clear indication of available funds ready to be mobilized and someone to undertake works.

The Chair asked that if the Government can mobilize additional funds by 2 November, then the Board can be asked for a decision. If no funds, proceed with suggested recommendations. The PMU will revert to the Board on the decision. This was agreed to.

Guyana

The proposed suggestions were approved by the Board.

Jamaica

The Board agrees with the PMU suggestions.

St. Lucia

Suggested actions were approved by the Board.

St. Vincent and the Grenadines

The Board approved the continued implementation of SV7 and cancellation of SV8.

Suriname – SU3 Nw. Lombé

Ms. Landau asked how it could be assured that the project can assimilate an additional US\$100,000 of spending. The issue is not only reassigning funds but that they can be expended.

Ms. Ebisawa deferred response to Suriname.

Mr. Anil Pershad indicated that Suriname would like to continue with this project. NIMOS and UNDP have tasked the Ministry of Natural Resources and the Water Company to speed up the process. They are expecting a quote in the coming week and can determine if it is within budget to continue. If not, there is the option to scale up the solar project. This will be done with a local NGO experienced in working with communities in the interior. They noted that they do not foresee delays with scaling up that project.

Ms. Ebisawa indicated that ACT, the name of the proponent, has completed another project (SU6) and so this should not be a problem.

The Chair asked the Board to agree to wait until 2 November for the Government's response then an option would be selected. Panama asked to be informed of the decision. **Ms. Ebisawa** indicated that the PMU will share the implementation plan.

3. Any Other Business and Next Steps

The Chair indicated that the Board can revert to quarterly updates for all outcomes although this meeting is under Outcome 2.

Ms. Landau said it would be good to share with the Board about implementation timelines. This was noted.

Mr. Ryan Cobb in reflecting on the Minutes from the last Board Meeting, and under instruction from the official Belize representative on the Board, indicated that many of points were not resolved as yet. There was no project steering committee meeting, still issues with communication and decision-making and no National Focal Point for the project in Belize.

The Chair asked the Belize UNDP Office to comment.

Ms. Carla Zacapa indicated she was aware of the issues and had had a meeting with Dr. Allen. The issues are being dealt with internally to find a viable solution for the points raised. UNDP Belize will convene a meeting with local partners regarding the issues raised by the board member and to have a solution regarding a national focal point. She mentioned that this will be defined in early November.

Mr. Cobb thanked Ms. Zacapa and noted that since her arrival in Belize there has been an improvement in communication.

Ms. Landau asked if steps were being taken by the PMU regarding liquidating cash advances as it's a requirement of UNDP and certain cash advances were aging. She also asked about the delivery implemented by the partners as they needed to support the PMU to have successful implementation.

Ms. Ebisawa mentioned that this is being addressed. The PMU was reviewing the budget for Quarter 4 for delivery by end of 2018. Some offices with slow delivery were revisiting budget. She also mentioned that regarding cash advances and liquidation, this modality does not apply to all countries. However, the PMU was following up with liquidation where necessary. Letters are being sent to government partners to expedite the process. Some countries have submitted expenditure reports, and these are being processed in Atlas.

The Chair asked if there was any other business, after which she undertook a review of agreements and recommendations for the PMU regarding the pilot projects. These are:

- Regarding 3 projects D4, GN9, SU3, the Board agrees to wait for another week until 2 November for feedback from the various government partners on respective projects, and then based on feedback, projects will be continued or move on to actions suggested by PMU. The PMU will revert to the Board.

- Regarding risk mitigation, it is to be included how risks will be mitigated in the established timeframe for each of the pilot project.
- In case of cancellation and reallocation to an alternate intervention, the project will fast track the procedure for upscaling shovel-ready or innovative projects.
- The PMU and TAG Chair will review and approve new interventions and report to the Project Board. Criteria to be used is (1) if results proposed are in accordance with J-CCCP project results and (2) timelines, and budget are feasible with completion by 30 June 2019.
- The project will follow up with the issues which Belize raised during the last Board meeting.

A regular meeting is scheduled for the beginning of 2019, and should be a face to face one, however it will be proposed to convene a virtual meeting during the last week of January 2019. The final project meeting will be a face to face.

The Chair wished everyone a good day and closed the meeting at 13:18.

ANNEX 1.

**The 8th Project Board Meeting (Extraordinary Meeting)
25 October 2018
Virtual**

Time	Agenda	Expected Outcome	Facilitated by
11:00-11:10	Welcome		Resident Representative a.i., UNDP Barbados & the OECS - Chair
11:10-12:50	<p>Progress of Pilot Projects under Outcome 2 and discussion</p> <p><i>Updates and suggested action of pilot projects which delivered less than 40% as of 30 September 2018</i></p> <ol style="list-style-type: none"> 1. Dominica 2. Grenada 3. Guyana 4. Jamaica 5. Saint Lucia 6. St. Vincent and the Grenadines 7. Suriname <p><i>Ref: Presentation "Pilot Project Updates" Quarterly Updates No. 14 (Jul-Sep 2018)</i></p>	<ul style="list-style-type: none"> - Status of pilot projects which delivered less than 40% provided - Suggested actions for each pilot project agreed - The reallocation of the funding agreed (if required) 	<p>J-CCCP Project Manager</p> <p>J-CCCP Technical Specialists</p>
12:50-13:00	<p>Any other business and next steps</p> <ul style="list-style-type: none"> • Review of key agreements and recommendations • Scheduling of the next PB meeting 		Chair

ANNEX 2. Meeting Attendees

COUNTRY/ ORGANISATION	NAME	DESIGNATION	E-MAIL
UNDP Panama Regional Hub	Mr. Richard Barathe	Director	richard.barathe@undp.org
UNDP Barbados & the OECS	Ms. Chisa Mikami	Resident Representative a. i	chisa.mikami@undp.org
UNDP Barbados & the OECS	Ms. Yoko Ebisawa	Project Manager, J-CCCP	yoko.ebisawa@undp.org
Dominica	Ms. Careen Prevost	Permanent Secretary, Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal	osenvironment@dominica.gov.dm
Grenada	Mr. Rickie Morain	Project Officer – Department of Economic and Technical cooperation, Ministry of Finance, Economic Development, Planning and Physical Development	morainrickie@gmail.com
Jamaica	Ms. Una May Gordon	Principal Director, Climate Change Division, Ministry of Economic Growth and Job Creation	unamay.gordon@megic.gov.im
Saint Lucia	Ms. Charlin Louisy	Economist, Economic Planning, Unit, Ministry of Economic Affairs	charlin.louisy@gmail.com
Belize	Mr. Ryan Cobb	Energy Director, Ministry of Public Service, Energy and Public Utilities	energy@estpu.gov.bz
Suriname	Mr. Anil Pershad	Legal Advisor, Senior Programme Advisor, National Institute for Environment & Development (NIMOS)	apershad@nimos.org
OECS Commission	Mr. Cornelius Isaac	Project Technical Specialist Global Climate Change Alliance Project	cisaac@oecs.org
Observers			
UNDP Panama Regional Hub	Ms. Maribel Landau	Regional Programme Manager	maribel.landau@undp.org
UNDP Barbados & the OECS	Ms. Danielle Evanson	Programme Manager, Climate Change and Disaster Risk Resilience	danielle.evanson@undp.org
UNDP Barbados & the OECS	Mr. Jason LaCorbiniere	Planning, Monitoring and Evaluation Analyst	jason.lacorbiniere@undp.org
UNDP Barbados & the OECS	Ms. Donna Gittens	Technical Specialist, J-CCCP	donna.gittens@undp.org
UNDP Barbados & the OECS	Ms. Neisha Manickchand	Technical Specialist, J-CCCP	neisha.manickchand@undp.org
UNDP Barbados & the OECS	Ms. Penny Bowen	Communications Associate, J-CCCP	penny.bowen@undp.org
UNDP Barbados & the OECS	Ms. Sherri Frederick	Monitoring and Evaluation Associate, J-CCCP	sherri.frederick@undp.org
UNDP Barbados & the OECS	Ms. Tanisha Cross	J-CCCP Temporary Project Assistant	tanisha.cross@undp.org
UNDP Barbados & the OECS	Ms. Andrea Cummins	Project Associate, J-CCCP	andrea.richards-cummins@undp.org
UNDP Barbados & the OECS	Ms. Claudine Roberts	Dominica National Focal Point, J-CCCP	claudine.roberts@undp.org
UNDP Barbados & the OECS	Mr. Kurt Prospere	St. Lucia National Focal Point, J-CCCP	kurt.prospere@undp.org
UNDP Barbados & the OECS	Ms. Annlyn McPhie	Grenada National Focal Point, J-CCCP	annlyn.mcphie@undp.org
UNDP Barbados & the OECS	Mr. Ruthvin Harper	J-CCCP National Focal Point, St. Vincent and the Grenadines	ruthvin.harper@undp.org
UNDP Belize Country Office	Ms. Carla Zacapa	Officer in Charge	carla.zacapa@undp.org
UNDP Belize Country Office	Ms. Diane Wade-Moore	Programme Analyst	diane.wade-moore@undp.org
UNDP Belize Country Office	Ms. Gisel Correa	Project Assistant, J-CCCP	gisel.correa@undp.org
UNDP Guyana Office	Ms. Mikiko Tanaka	Resident Representative	mikiko.tanaka@undp.org
UNDP Guyana Office	Ms. Astrid Lynch	J-CCCP Programme Analyst	astrid.lynch@undp.org
UNDP Jamaica Office	Mr. Bruno Pouezat	Resident Representative	bruno.pouezat@undp.org
UNDP Jamaica Office	Mr. Richard Kelly	Programme Manager	richard.kelly@undp.org
UNDP Jamaica Office	Ms. Ayesha Constable	National Coordination Officer	ayesha.constable@undp.org
UNDP Jamaica Office	Mr. Jeffrey James	J-CCCP Project Assistant	jeffrey.james@undp.org
UNDP Jamaica Office	Ms. Eltha Brown	J-CCCP National Focal Point (Jamaica)	eltha.brown@undp.org
UNDP Suriname Office	Ms. Sharon Legiman	J-CCCP National Focal Point (Suriname)	sharon.legiman@undp.org
St. Lucia	Ms. Stephanie Matthew	Economist, Economic Planning, Unit, Ministry of Economic Affairs	stephanie.matthew@govt.lc
Suriname	Ms. Shannon Murg	Junior Legal Advisor, Office of Environmental Legal Services, National Institute for Environment & Development (NIMOS)	smurg@nimos.org
Suriname	Ms. Priscilla Hensen	J-CCCP Project Assistant	priscilla.hensen@undp.org

Absent			
Japan	Mr. Shinichiro Kobayashi	Second Secretary	shinichiro.kobayashi@mofa.go.jp
Guyana	Ms. Janelle Christian	Head, Office of Climate Change, Ministry of the Presidency	janelle.Christian.occ@motp.gov.gy
CARICOM Secretariat	Ms. Amrikha Singh	Senior Project Officer, Sustainable Development	amrikha.Singh@caricom.org