

#### United Nations Development Programme

#### Riyadh, Saudi Arabia

**Meeting of the Local Project Appraisal Committee**

**On Operational Excellence in RCJY Phase 1**

**RC Meeting Room, 5 April 2015, 1:00pm – 2:00pm**

Subject: Approval of the Project Document “Operational Excellence in RCJY PH1”

Attendees:

* Firas Gharaibeh, DRR, UNDP
* Mayssam Tamim, ARR, UNDP
* Asim Salah, Senior Programme Associate, UNDP
* Haifa Al Mogrin, Programme Analyst, UNDP
* Laura Bashraheel, PR and Knowledge Management Assistant
* Eng. Mohammed Al Quhtani, RCJY
* Eng. Abdullah Al Subaih, RCJY

Chair: ARR Mayssam Tamim

**Record of discussions:**

* Mr. Gharaibeh welcome visitors
* Ms. Tamim welcomed all participants and presented the main concepts of the Project Document “SAU10-90112 Operational Excellence in RCJY PH1”. She emphasized that the main goal of the project is to build capacity for RCJY, rather than bring in a consultant for this aim. Ms. Tamim added that the Consultant Mr. Victor Egan, who is arriving to Saudi Arabia on 11 April, had identified a new Risk Log, including potential risks, including that of terrorist attacks. Finally, she noted that the project was complying with the new UNDP Project Document checklist.
* Eng. Abdullah Al Subaih informed participants of RCJY agreement with the proposed Project Document,
* Ms. Tamim promised to send PD for signature, as well as contract for Mr. Egan (consultant) and letter requesting cost-sharing by next day.