

Project Closure Board

Terminal Meeting Minutes

Project Operational Excellence – The Royal Commission for Jubail and Yanbu SAU10/90112

Date: Thursday 24/08/2017

Attendees:

Mr. Mohammed Al-Qahtani	RCJY NPD
Mr. Turki AlHalwan	Op. Manager
Mr. Firas Gharaibeh	UNDP DRR
Ms. Mayssam Tamim	UNDP ARR

Discussion and Decisions:

1. Achievement of project: partners consider the project achievements to have been excellent and met all expectations and the consultant was excellent. Lessons learned was the fact that RCJY would've preferred if consultant were here for a longer period. The project identified the needs for training and the need for Quality Assurance.
2. Decision to close Project based on current situation at RCJY and with the hope of getting budgeting for next phase
3. RCJY wishes to receive a short statement of expenses and achievement, income and expenses – one pager
4. Decision to reserve remaining funds with UNDP until mid-2018 and accordingly then funds would be returned to RCJY
5. Should phase two materialize, discussion will be triggered with consultant to stay longer

Minutes prepared by:

Mayssam Tamim



24/08/2017