

Project Appraisal Committee (PAC) Meeting Minutes for the “Strengthening Disaster Risk Reduction in St. Vincent and the Grenadines”

UN House, Christ Church, Barbados
9 September 2013

Welcome and Introductions

The Meeting Chair welcomed the persons to the meeting noting that this Project Appraisal Committee (PAC) was convened to review the proposed TRAC allocation for Disaster Risk Reduction in St. Vincent and the Grenadines based on a corporate checklist and criteria for this kind of review. The UNDP team was located at UN House, Christ Church, Barbados, while partners from the Government of St. Vincent and the Grenadines via conference call. The PAC meeting for this project started at 2.30pm and concluded at 3.10pm.

The project document was shared with other Sub-regional office staff and partners in anticipation to the meeting. It was noted that all stakeholders do not have to be present at the PAC but after the meeting an update and the draft report would be shared with all beneficiaries so consensus moving forward is achieved.

Attendance

The list of attendees is included in Annex 1

Overview of Project

In his introduction of the Project, Mr. King noted that this followed the standard UNDP template including an Annual Work Plan, management arrangements and monitoring and evaluation sections. He went on to note that the project will provide enhanced community resilience through capacity building and emergency communications; public awareness education (PAE) for multiple natural hazards, including tropical storms, tsunamis and volcanoes. In addition, an external evaluation of the activities supported by the UNDP Disaster Risk Reduction programme would be conducted; specifically the impact and effectiveness of DRR programmes and activities executed over a five (5) year period between 2008 and 2012.

Mr. King also informed that the total budget of the project would come from TRAC resources to a total of USD 50,000, with USD 20,000 being executed in 2013. Mr. King also noted that the project would have a duration of two (2) years and would be implemented by Central Planning Unit, Ministry of Finance, Planning and Development with the St. Vincent and Grenadines National Emergency Management Office (NEMO) acting as the project manager.

It was further noted that separate TRAC resources would be allocated to an EIA Geo-Thermal activity; however a separate project document would be drafted by the Programme Manager to cover this project and its associated resources.

Comments on Project Document

It was noted that the Project Board would consist of the UNDP Resident Representative or his delegate and the Central Planning Unit, Ministry of Finance, Planning and Development; Mr. King proposed that an external agent, such as CDEMA, should also be represented on the board. This was welcomed by Ms. Anthony-Browne.

Ms. Anthony-Browne advised that a physical meeting would need to take place. Mr. King confirmed that a one (1) day meeting would take place, most likely in St. Vincent or Barbados. This was noted and agreed by Ms. Anthony-Browne. The Meeting Chair also advised that the Project Board should be convened following the completion of the external evaluation. The Meeting Chair indicated this would ensure that the overall recommendations and outcomes of the evaluation would be shared and discussed by the Board. The evaluation would also indicate other areas for disaster risk reduction activity. Ms. Anthony-Browne questioned whether some Terms of Reference could be shared in related to the evaluation. Mr. King noted that he would be able to provide some draft TORs within one week that would also be shared with Ms. Anthony-Browne and the NEMO office for their input and comments.

The Meeting Chair advised that the Project Board meeting should take place in early January 2014 following the completion of the evaluation. This meeting would also allow for consideration of new initiatives in this area of disaster risk reduction. The Meeting Chair advised that currently USD 2,500 was allocated to the monitoring and evaluation component of the project, which had a flexibility of 10%. It was also noted there would be flexibility in the TRAC budget for 2014.

Mr. King advised that this project seeks to link the new DIPECHO-funded Community Alerts Project (CAP) that targets three (3) communities in St. Vincent and the Grenadines and other projects in the country.

Recommendations

1. Project Board should have a representative from CDEMA
2. Draft Terms of Reference for the Evaluation should be shared with NEMO and Ms. Anthony-Browne for their input and comments
3. The Project Board Meeting should be held in early January 2014 as a first Activity.


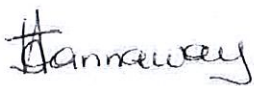

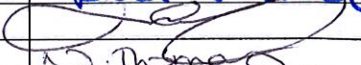
Approval

Ms. Anthony-Browne indicated her approval of the Project Document pending some minor adjustments.

Closing

The Meeting Chair thanked members for giving of their time to attend the PAC meeting.

Annex 1

Name	Organization	Signature
Ms. Laura Anthony-Browne	Central Planning Division, Ministry of Finance and Economic Planning (St. Vincent & the Grenadines)	
Ms. Janelle Hannaway	Central Planning Division, Ministry of Finance and Economic Planning (St. Vincent & the Grenadines)	
Lara Blanco	UNDP (Chair)	
Ian King	UNDP	
Nathalie Thomas	UNDP	