

**MINUTES FOR PROJECT BOARD MEETING  
“ABACO SHELTER PROJECT”**

**Date:** 28 August 2023

**Time:** 13:00 – 14:00 (GMT -5)

**Venue:** Microsoft Teams Meeting

Name	Agency/Ministry	Designation
Mrs. Ava Whyte-Anderson	UNDP Jamaica	Assistant Resident Representative
Mrs. Stacy-Ann Tomlinson-Knox	UNDP Jamaica	Programme Specialist, Policy
Ms. Rosine Wildman	UNDP Jamaica	Programme Analyst, Capacity
Mr. James Curren	UNDP	Engineer
Mr. Aarone Sargent	Disaster Reconstruction Authority	Managing Director, A.I

Agenda
1. Welcome and Opening Remarks
2. Discussion on Implementation – Progress, Challenges and Project Risks
3. Monitoring Mission
4. No-Cost Project Extension and Workplan
5. Any Other Business
6. Adjournment

### 1. Welcome and Opening Remarks

Ms. Rosine Wildman welcomed all attendees and underscored the importance of this project and its timely implementation. Ms. Wildman then invited Mr. Aarone Sargent, the Disaster Reconstruction Authority, and Mrs. Ava Whyte-Anderson, UNDP, to give opening remarks.

### 2. Discussion on Implementation – Progress, Challenges and Project Risks

Mr. Aarone Sargent, the Disaster Reconstruction Authority, made a brief presentation on the progress of the project and articulated challenges the project has had to date. These are primarily geotechnical issues that have led to significant delays in the establishment of the foundations. Nevertheless, Mr. Sargent assured the Project Board that progress has been made. Specifically, there has been partial completion of Outputs 1.1 and 1.4, the completion of the foundation and the South-South Knowledge Exchange, respectively.

Mrs. Whyte-Anderson expressed concerns regarding the delays and queried as to how the project implementation can be expedited, accounting for the inclement weather and any other project risks.

Mr. James Current has suggested the implementation of a more robust monitoring and tracking system that will allow UNDP to better document delays, challenges, and achievements under the project. Ms. Rosine Wildman, UNDP, informed participants that there has been a WhatsApp Group established to notify

the project board on the project's progress. It was also agreed that there would be periodic monitoring visits. However, it was highlighted that there have not been timely updates.

Mr. Sargent informed participants that there are weekly reports from the Construction Firm. In addition to this, there is a project officer, from the DRA, who monitors the construction site daily. Mr. Curren queried if the Contractor's reports can be shared with the Project Board so to ensure the construction follows the necessary standards.

### **3. Monitoring Mission**

The participants discussed an upcoming mission where Mr. Curren would be assessing the progress made so far under the project. This mission is foreseen to take place on September 10 – 13, 2023 in Abaco. At this time, meetings will be held at the construction site with the contractor, the DRA, and any other relevant parties.

### **4. No-Cost Project Extension and Workplan**

Ms. Wildman presented the work plan, detailing that there are four activities related to construction that were to be achieved utilizing the first advance of funds from the donor. Due to the delays, the remaining advance of US \$414,000 will not be transferred until the activities are completed. As such, a no cost extension of the project will be required and requested from the donor.

Mr. Sargent also informed the Board that the Government of The Bahamas has already established a designated budget to offset the identify additional costs to complete the construction by December 2024.

Participants then voted to endorse the decision to undertake a no-cost project extension to facilitate completion of the project activities. The representatives from UNDP and DRA both endorsed the decision.

### **5. Any Other Business**

There were concerns related to the involvement of various political figures in The Bahamas and if there is any potential impact on the implementation and governance of the project. Mr. Sargent assured the Project Board that there is little to no risk.

Mrs. Whyte-Anderson expressed concern that quorum could not be attained due to the absence of representation from the National Emergency Management Agency (NEMA). Mr. Sargent advised that the agency is in the process of being dissolved.


### **6. Adjournment**

Ms. Wildman adjourned the meeting and asserted that the relevant parties involved in the project will be reaching out regarding any outstanding tasks.

### **Action Points**

Recommended Action	Action By	Deadline
Distribute weekly reports from Contractor and any other relevant information via WhatsApp	Aarone Sargent	Immediately
Follow-up regarding Quorum for Project Board Approval	Rosine Wildman	Immediately
Finalization of the monitoring mission in September	Rosine Wildman	Immediately

Signature:

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Aarone Sargent  
Managing Director

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Ava Whyte-Anderson  
Assistant Resident Representative- OIC