

Annex A

Approved Project Proposal (Concept) (including budget)

Project Number: CBA/JAM/SPA/09/05

Project Title: "Tell It" – Disseminating Caribbean Climate Change Science & Stories

Climate Studies Group Mona
August 2, 2009

<p align="center">Contact Details of Proponent (kindly complete):</p> <p>Name: Michael Taylor Address: The Department of Physics The University of the West Indies, Mona, Kingston, 7, Jamaica Title: Dr. Email: michael.taylor@uwimona.edu.jm Telephone: (876) 927-2480</p>
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Project title: "Tell It" – Disseminating Caribbean Climate Change Science & Stories

<p>Summary</p>	<p>This project proposes an examination of three (3) UNDP/GEF funded Community-Based Adaptation projects that have been undertaken in Jamaica. The aim is to disseminate information on the objectives of each project, methods used, their outcomes and ultimately their replicability. Three (3) primary media will be used to communicate findings for each study. They include:</p> <ol style="list-style-type: none"> (1) Scientific journal article, (2) Non-technical report and Summary for Policy Makers, (3) Short video. (4) The Establishment of three Automatic Weather stations and analysis of weather and climatic data <p>The premise is that given greater public awareness of climate change, its impacts and some community-level adaptation strategies, a larger number of Caribbean communities will be able to more effectively adapt to climate change.</p>
<p>Type of organisation:</p>	<p>Academic Research Centre</p>
<p>Purpose of Organisation:</p>	<p>The CSGM undertakes research under the following themes:</p> <ul style="list-style-type: none"> - Mechanisms responsible for (i) the mean climate and (ii) extremes in climate in Jamaica and the wider Caribbean; - Seasonal and annual climate predictions; - Manifestations of anthropogenic climate change in the Caribbean; - Potential of renewable energy resources in the Caribbean;

	- Use of climate prediction in socio-economic sectors, for example health and agriculture		
GEF Focal Area(s) addressed by project: <i>(Check applicable focal area-do this by double clicking and selecting "check")</i>	<input type="checkbox"/>	Land Degradation*	<input checked="" type="checkbox"/> Multi-focal
	<input type="checkbox"/>	Biodiversity*	
	<input checked="" type="checkbox"/>	Climate Change*	
GEF Operational Programme addressed by project: <i>(Check applicable focal area-do this by double clicking and selecting "check")</i>	<input type="checkbox"/>	Land Degradation 15. Sustainable Land Management (including disaster risk reduction)	<input type="checkbox"/> Climate change 5. Removal of Barriers to Energy Efficiency and energy conservation
			<input type="checkbox"/> 6. Promoting the adoption of renewable energy
	<input type="checkbox"/>	Biodiversity 1. Arid & Semi-arid ecosystems (dry forest)	<input type="checkbox"/> 11. Promoting Environmentally Sustainable Transportation
	<input type="checkbox"/>	2. Coastal, Marine and Freshwater ecosystems	<input checked="" type="checkbox"/> 12. Adaptation
	<input type="checkbox"/>	3. Forest Ecosystems	
	<input type="checkbox"/>	4. Mountain Ecosystems	
	<input type="checkbox"/>	13. Conservation and Sustainable Use of Biological Diversity	<input checked="" type="checkbox"/> Multi-focal 12. Integrated eco-system management
6. Overall Project budget:	TOTAL PROJECT COST: US\$38,500		
7. AMOUNT REQUESTED FROM SGP (Maximum of USD40,000)	CBA requested amount: US\$20,500		
8. Co-financing details <i>(Please note that your co-financing forms a part of your total project budget.)</i>	Cash: US\$ 5,000 UNESCO (proposal submitted) In-kind: US\$13,000 CSGM Total co-financing: US\$18,000		

Problem Statement (one page)

In brief: Caribbean climate change science and stories need to be recorded and told!

Tell the Science. Since the publication of the Intergovernmental Panel on Climate Change (IPCC) Second and Third Assessment reports a decade ago, there appears to have been a decline in the momentum for vulnerability and adaptation studies. Additionally the IPCC Fourth Assessment Report could only cite a few robust investigations of climate change impacts on small islands using more recent scenarios and more precise projections (Mimura et al. 2007).

A single component of this dearth in publications on climate change impacts and proposed adaptation strategies for small islands, is that although several studies and pilot projects have been undertaken, few have been presented in a way that will allow for rigorous peer review from the scientific community. This is certainly true of the Caribbean.

Small island states, such as those in the Caribbean are among the most vulnerable “communities” to climate change. Present vulnerabilities include a susceptibility to hydro-meteorological and geological disasters, poorly developed infrastructure, limited natural, human and economic resources, heavy reliance on tourism, agriculture and marine resources and a lack of capacity to adapt (both financial and technical). A number of recent attempts/projects have been made to develop and implement effective adaptation strategies for future climate change, particularly at the community level. This project proposes the “translation” of three (3) such studies/pilot projects that have been undertaken in Jamaica into “scientific” language in order to facilitate a peer review of the work and ultimately inclusion in the Fifth Assessment Report.

Tell the Stories. The dissemination of information on climate change projects is, however, important at all levels, that is, to policy makers, teachers, private sector, regional and international agencies, tourists, media and “grass-root” communities. This is essential given that greater public awareness and understanding is required to provide Caribbean communities with the knowledge, tools and skills to effectively adapt to climate change (CANARI Technical Report 386).

The second aim of this project therefore is to disseminate the results of the same three (3) studies in the public domain via (1) Summary for Policy Makers, (2) Non-technical report and (3) short videos. Interactions with the persons involved in the adaptation projects will provide an opportunity to present context, methods used and the impacts evident at the community level. The summaries would be available to a spectra of interested individuals e.g. policy makers, teachers and students, non-governmental organizations, and serve as reference documents for similar projects that will be undertaken. The videos compiled would be aired using free broadcast times on local cable networks or on the national broadcasting stations.

Project Objective (no more than one page)

- **Objective**

The objective of this project is to communicate the investigations undertaken for three (3) adaptation projects executed in Jamaica to the local and international communities via (1) high impact science journals, (2) Summaries for Policy Makers, (3) Non-technical reports and (4) three-minute videos.

With the collaboration of the UNDP/GEF funded Community Based Adaptation (CBA) programme three climate change projects have been identified. The CBA project is a global pilot initiative led by UNDP, implemented by the UNDP GEF Small Grants Program. The CBA project is funded by the GEF Trust Fund, as well as a number of international partners, including the governments of Japan and Australia, the United Nations Volunteers, and others. Jamaica, along with nine other countries,¹ is participating in this effort. It is hoped that with lessons from this pilot phase, UNDP in partnership with other institutions (such as the GEF, SGP etc) will expand the size

¹ These are namely Bangladesh, Bolivia, Guatemala, Kazakhstan, Morocco, Namibia, Niger, Samoa, and Vietnam

and scope of community based adaptation initiatives both within and outside Jamaica. The CBA project is an important global pilot, and lessons gained from implementation will guide broader adaptation responses that will become increasingly critical as climate change progresses

Additional technical support and data will be provided by the Meteorological Service, which is the local focal point for the IPCC and UNFCCC. This support will include installation and monitoring of three (3) weather stations in close proximity to identified project locations.

The projects so far identified are namely:

- (i) Reducing climate change driven erosion and landslide risks through sustainable agriculture for safer slopes (Blue and John crow Mountains-being implemented by JCDT).
- (ii) Increasing community adaptation and ecosystem resilience to climate change in Portland Bight-Implemented by the Caribbean Coastal areas Management Foundation (CCAMF)
- (iii) Land and preservation measures to combat climate change pressure in the Cockpit Country's Martha Brae Watershed-the Bunkers Hill Community Development Committee is the implementing partner

- Expected outcomes and outputs of the project

Table 1. Project Objective: List of Outcomes, Outputs and Indicators

Project Objective:				
	State Outcomes/Outputs here	Verifiable Indicators (from Annex 2)	Baseline (Initial measurement)	Target (intended goal)
Outcome 1:	Three (3) peer-reviewed journal articles			
Output 1.1				
Output 1.2				
Output 1.3				
Outcome 2:	One (1) Non-technical Report and Summary for Policy Makers			
Output 2.1				
Output 2.2				
Output 2.3				
Outcome 3:	Three (3) five-minute videos			
Output 3.1				
Output 3.2				
Output 3.3				
Outcome 4:	Three wireless automatic weather stations established and 9 maps produced			
Output 4.1				
Output 4.2				
Output 4.3				

Project Characteristics (1page)

a. Community Participation (including gender focus), Empowerment and Capacity building

Task 1: Getting the stories

This task will involve the following:

- (i) Meeting with teams implementing the above-named CBA projects
- (ii) Performing additional analyses where required
- (iii) Producing and reviewing first draft of journal articles

Task 2: Telling the stories

This task will involve the following:

- (i) Writing scripts for the five-minute videos
- (ii) Submission of journal articles
- (iii) Producing the five-minute videos

Task 3: Meteorological Stations Established and data Mapped

This task will involve the following:

- (i) Three wireless automatic weather stations established at sites to give constant meteorological and climate data. Data can be monitored via remote sensing, and can be viewed by distant users online
- (ii) Data quality and assurance will be controlled by the Meteorological Service
- (iii) Weather maps showing variation of meteorological parameters

b. Explain how sustainable livelihoods will be generated:

c. How will the project impact local and national policies

The dissemination of information on climate change projects is important at all levels, that is, to policy makers, teachers, private sector, regional and international agencies, tourists, media and “grass-root” communities. This is essential given that greater public awareness and understanding is required to provide Caribbean communities with the knowledge, tools and skills to effectively adapt to climate change.

d. Risks and assumptions

The success of this project hinges on the successful implementation of the CBA projects themselves. It therefore assumes that community organization, involvement and will are already in place. It also assumes that the technology for acquisition of data will work as anticipated, that historical data can be easily accessed, and that the science elements of each project can indeed be captured.

Project Management, Monitoring and Evaluation (no more than one page)

Project team

Dr. Michael Taylor (Project Manager)

On-site manager

CSGM researchers

Meteorological Service representative

CBA project leaders

Monitoring will be done via strategic three-monthly meetings to ensure targets are being met.

Sustainability Plan

Project documentation will be available for informing policies much beyond the lifetime of the project. The publications will be published in peer reviewed journal and therefore eligible for inclusion in the **Fifth Assessment report (and subsequent reports) of the Intergovernmental Panel on Climate Change (IPCC)**. Moreover a summary for policy makers and other non-technical audiences will be developed. This will allow for easy dissemination of lessons learnt, awareness raising among different publics and incorporation of good and best practice developed through the project into local and national and international policies.

Project should be easily replicable as new CBA (and SGP) projects are approved. Given success, the methodology could possibly be institutionalized in the CBA/UNDP project process. The success will also make it easier to be replicated in other CBA countries and stands an excellent chance of attracting additional donor funding.

Detailed Budget

Line Item	Total Cost	Support from other Donors As confirmed co-financing		Give details of co-financing sources	Amount Requested of CBA	Explain how budget line expenditure is linked to outcomes in table 1 above.
		Cash	In-Kind			
*Manpower/labor (non technical labour) On-site manager	2,000				2,000	
Training/Seminar/ Workshops etc..	1,000				1,000	
**Consultancies (specialized/certified services)- Installation of AWS Map Analysis CSGM Video producer	1000 13,000 6,000		13,000		880 120 6,000	
Equipment/Material (please list) Mapping paper 3 Automatic Weather stations (AWS)	8,500				300 8,200	
Other (please state category if not covered above) Analyses, Drafting documents & Publication costs	6,000	5,000 (UNESCO)			1,000	
Administrative costs *(this cost along with admin should not exceed 20% of total grant)	1,000				1,000	
Total	38,500	5,000	13,000		20,500	

*****Provide listing of all specialised certified services that will be needed. Please note that Terms of References (TORs) for all consultants along with their Curriculum Vitas (CVs) must be submitted prior to engagement of services during project implementation***

List of Selected Indicators: The following indicators will be used- Based on the composite selected by the projects involved in the case study

A. BIOPHYSICAL INDICATORS

Biodiversity (BD)

1. Number of globally significant species protected by project.
2. Hectares of globally significant biodiversity area protected or sustainably managed by project.
3. Number of innovations or new technologies developed/applied.
4. Number of local policies informed in biodiversity focal area.

Land Degradation (LD)

1. Hectares of degraded land restored by project.
2. Hectares of land sustainably managed by project.
3. Number of innovations or new technologies developed/applied.
4. Number of local policies informed in land degradation focal area.

B. LIVELIHOOD INDICATORS

Livelihoods (LH)

1. Total monetary value (in US dollars) of ecosystem goods sustainably produced and providing benefit to project participants and or community as a whole (in biodiversity, climate change, and land degradation focal areas)

C. EMPOWERMENT INDICATORS

Empowerment

1. Number of CBOs/NGOs participated/involved in CBA Project.
2. Number of women participated/involved in SGP project.
3. Number and type of support linkages established with local governments/authorities
4. Number and type of support linkages established with national government institutions
5. Total additional in cash or in kind support obtained for sustaining, up-scaling, and replicating SGP supported project (in US dollars)

ADDENDUM: Quotation for Automatic Weather Stations Accessories

QUOTATION

FROM: UNIVERSAL MANUFACTURING CORP.
 43900 Groesbeck Hwy.
 Clinton Twp., MI 48036
 586-463-2560 Fax 586-463-2964

Date: 8/12/2009

Terms: CIA

Prices Quoted are
F.O.B.: Clinton Twp., MI

TO: Dr. Michael Taylor
 Dept. of Physics
 University of West Indies
 Mona, Kingston 7 Jamaica W.I.

Delivery: appx. 2-4 weeks for production

Attn:

Email: michael.taylor@uwimona.edu.im

Phone:

Cell:

Fax:

We are pleased to quote as follows:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	4-30 Aluminum Tower (1 1/4" Collar)	\$448.00	\$1,344.00
3	B-14 Bases	\$93.00	\$279.00
1	Approximate Freight to zip code 33166 (a commercial location)	\$200.00	\$200.00
			Total: \$1,823.00

Prices on quotes do not include Stamped Engineering Drawings (unless stated otherwise)
 If Stamped Engineering Drawings are required, there is an additional fee.
 (Universal Mfg. only has access to Stamped Engineering Drawings for some states).

QUOTED BY: BILL KEDZIERSKI

DAVIS

Davis Instruments

3465 Diablo Avenue, Hayward, CA 94545-2778

Tel: (510)732-9229 Sales Fax: 510-670-0589

Tax ID/VAT No.: 94-1631206

QUOTE

DATE: 08/12/2009

Dr Michael Taylor
 Department of Physics
 University of the West Indies
 Mona, Kingston 7
 Jamaica W.I.
michael.taylor@uwimona.edu.jm

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Art Sapiandante	N/A	Pending order	UPS Int'l	Hayward, Ca	Prepay (Wire Transfer)

QTY	PART NUMBER - DESCRIPTION (HARMONIZED TARIFF NUMBER)	COUNTRY OF ORIGIN	UNIT PRICE (USD)	AMOUNT (USD)
3	6163 – Wireless Vantage Pro2 Plus w/ 24hr Fan-Aspirated Radiation Shield	USA	\$1,195.00	\$3,585.00
3	6555 – WeatherLink IP	USA	\$295.00	\$885.00
2	6332 – Anemometer Transmitter Kit	USA	\$195.00	\$390.00
1	7716 – Mounting Tripod	USA	\$75.00	\$75.00
SUB TOTAL			\$4,935.00 USD	
Wire Transfer Fee			\$20.00 USD	
SHIPPING & HANDLING			\$1,140.00 USD	
TOTAL AMOUNT			\$6,095.00 USD	

*QUOTES VALID FOR 90 DAYS

DOES NOT INCLUDE TAXES OR CUSTOMS CHARGES. CUSTOMER WILL BE RESPONSIBLE FOR THESE CHARGES

Art Sapiandante
 Consumer Sales
 PHONE: 1-800-678-3669
 FAX: 510-670-0589

Shipping Options to

Alternate Shipping Method: Freight collect on your account with the following companies only: UPS, FedEx or DHL. UPS will not deliver to PO Box addresses.

Terms: Pre-paid only.

Payment Method: Wire transfers are accepted. There is an additional \$20.00 wire transfer fee that you are required to pay.

Bank Information: See Below.

Valid: All quotes are valid for 90 days from date.

Duties & Taxes: All prices quoted for international orders are calculated **without** duties or taxes. It is your sole responsibility to make sure all duties & taxes applied are paid! We are required to complete a brief description and the value of the goods enclosed. We have no way of knowing what your country will charge for duties and taxes. It is your responsibility to know and be prepared to pay your countries duties and taxes applied your shipment(s).

Warranty Policy: We warrant our products to be free of defects in material and workmanship for one year from the date of original purchase. While we make every effort to carefully manufacture our products to the highest standards of quality, occasionally parts may be found to be missing, defective, or damaged.

If you have a defective part, return the product to us, shipping charges prepaid. Include proof of purchase and a written explanation of the trouble. During the warranty period, we will, at our option, either repair or replace the product free of charge.

This warranty does not cover damage due to improper installation or use, lightning, negligence, accident, or unauthorized service, or to incidental or consequential damages beyond the Davis products themselves. Implied warranties are limited in duration to the life of this limited warranty.

Bank Information:

Bank of America
345 Montgomery St
San Francisco, CA 94104- USA

Acct #14995-02075
Routing #0260-0959-3
Swift Code: BOFAUS3N

Annex B

Project Budget of Local NGO (including the payment calendar/schedule/time-table)

Project Number: CBA/JAM/SPA/09/05
Project Title: "Tell It" – Disseminating Caribbean

Date: August 2009

Project Title: "Tell It" – Disseminating Caribbean

Name of the Local NGO: Climate Studies Group, Mona

Total Amount of Funds under the Agreement: **US\$20,500**

Date of signature of the Agreement: _____

PROJECT BUDGET (in USD)

PERIOD COVERING FROM August 200 TO July 2010

General category of expenditures	2009	2010	Total
Manpower/labor (non technical labour)	1000	1000	2000
On-site manager			
Training/Seminar/ Workshops etc..	200	800	1000
Consultancies Installation of AWS Map Analysis CSGM Video producer	2300	4700	7000
Equipment/Material (please list) Mapping paper 3 Automatic Weather stations (AWS)	8500	0	8500
Other (please state) Analyses, Drafting documents & Publication costs	200	800	1000
Administrative costs	300	700	1000
Total	12,500	8,000	20,500

Payments Schedule:

	Amount	Date foreseen
- Upon signature of the Agreement:	US12,500	August 31, 2009
- Percentage:	61%	
- Balance	US\$8,000	
- Upon receipt of first interim/progress report:	US6,000	January, 2010
- Percentage:	29%	
- Balance	US\$2,000	
- Upon receipt of second interim/progress reports:	US2000	July 2010
- Percentage:	10%	
- Balance	0	

Prepared by:

Name and signature of the Representative of the Local NGO

Annex C: Model of Progress Report

Name of the Local NGO providing the report:

Address:

Person in charge of filing report:

Identification of the project

Title of the project:

Project Location:

Agreement number:

GEF Focal Area of project:

Commencement Date:

Project on Schedule: Yes No

If no, provide brief explanation and remedial measures to be taken:

Completed Activities

<i>Activity/Output</i>	<i>Date completed</i>	<i>Result</i>

Participants/beneficiaries

Number of females:

Number of males:

Number of children:

Capacity Building/Training

Number of females:

Number of males:

Number of children:

Variation from planned activities

[Detail any variations on the activities as outlined in your concept]

Lessons learned/Remarks:

Annex D: Interim Report on the use of funds

Project Number: Project Title

Date: _____

Project Title: _____

Name of the Local NGO: _____

Total Amount of Funds Under the Agreement: _____

Date of signature of the Agreement _____

FOR THE PERIOD COVERING FROM _____ TO _____

General category of expenditures	Global Budget	Expenditures	Balance	Amount Requested
Manpower/labor (non technical labour)				
On-site manager				
Training/Seminar/ Workshops etc..				
Consultancies Installation of AWS Map Analysis CSGM Video producer				
Equipment/Material (please list) Mapping paper 3 Automatic Weather stations (AWS)				
Other (please state) Analyses, Drafting documents & Publication costs				
Administrative costs				

Total Budget approved:.....

Funds already advanced:.....

Amount of expenditures:.....

Funds requested:.....

Balance (if it exists):.....

Date of the next request for funds:(DD/MM/YY)

Certified by: _____

Name and signature of the Representative of the Local NGO

The Local NGO is responsible for compiling and providing all supporting documentation or information related to this report at the request of UNOPS.

Annex E: Final Report on the use of funds

Project Number: Project Title

Date: _____
Project Title: _____
Name of the Local NGO: _____
Total Amount of Funds Under the Agreement: _____
Date of signature of the Agreement _____

FOR THE ENTIRE PERIOD OF THE GRANT

General category of expenditures	Global Budget	Expenditures	Balance
Manpower/labor (non technical labour) On-site manager			
Training/Seminar/ Workshops etc..			
Consultancies Installation of AWS Map Analysis CSGM Video producer			
Equipment/Material (please list) Mapping paper 3 Automatic Weather stations (AWS)			
Other (please state) Analyses, Drafting documents & Publication costs			
Administrative costs			

Total Budget approved:.....
Funds advanced:.....
Amount of expenditures:.....
Funds requested:.....
Balance (if any exists):.....

Certified by: _____





**GEF Small Grants Programme & UNDP CBA Project
National Steering and Coordinating Committees
Project Concept and Proposal Review Meeting
Minutes of Meeting held on July 28, 2009**

Present were:

- Ms Leonie Barnaby, GEF Focal Point
- Ms. Karen McDonald-Gayle, EFJ
- Ms. Amsale Maryam, ADA
- Ms. Delores Wade, PIOJ
- Rev. Gary Harriott, JCC
- Ms. Jeanne Robinson, ICWI Group Foundation
- Christopher Corbin, UNEP

- Mr. Dale Rankine, SGP Jamaica
- Ms. Hyacinth Douglas, SGP Jamaica
- Mrs. Michelle Curling-Ludford, National UN Volunteer Specialist

Call to Order

Meeting was called to order by the Deputy Chair at 12:35 p.m.

Welcome & Opening Remarks

The NC welcomed everyone present, and prayer was offered by the Deputy Chair, Rev. Harriott.

Apologies

Apology for late arrival was tendered for Karen McDonald-Gayle and apology for absence was tendered for the Chairman, Professor Chen, Dr. Margaret Williams and Michael Taylor.

Operational Changes to the CBA

- Concepts will continue to be prescreened by NC and Secretariat and a summary sent to NCC for approval. There will be no further need to send document to New York for approval as technical clearance will only be given on a demand-driven basis. At the proposal stage, the NCC will continue to meet to peruse document.

- There will no longer be a cap on the CBA grant budget of USD 400,000 but funds received will be based on the absorption capacity of the Country Programme.
- 5% of the Grant amount can be used for Knowledge Management.
- There is no further need for 1:1 co-financing of projects as in kind contribution can be used.
- UNV will be integrated into the project and will be directly responsible for liaising with the Grantees and CBA.

The NC thanked EFJ for once again committing USD 50,000 in co-financing for SGP projects.

Parliamentary Visit/Bunkers Hill

The NC updated the committee on the visit by members of the British Parliament to one of the CBA project site-Bunkers Hill and told the committee that the first cheque for disbursement was ready to be handed over at the site.

Capacity Building

The SGP Secretariat in its effort to build capacity among its grantees, has decided to host a four-day training course (August 17-20) in Project Cycle Management. With this in mind, a proposal was brought to the committee from the Association of Development Agencies (ADA) - one of the companies invited by the secretariat to submit a proposal for the course.

During the meeting, the Chairperson of ADA - Amsale Maryam, who is also a member of the National Steering and Coordination Committees, was asked to leave the meeting while the other members decide on whether or not ADA should be awarded the contract. After the deliberations, the committee voted in favor of awarding the contract to ADA. It is hoped that there will be an increase response to the "calls" and better quality proposals.

The UNDP through the Governance Unit has pledged their support for the programme by partnering with the SGP/CBA to the tune of USD 5,000.

Knowledge Management

The NC informed the committee that there was a proposal to collaborate with the Climate Studies Group (CSG) of the UWI for a knowledge Management product, "Tell It". This proposal will see the streamlining of the "stories"/experiences of CBA grantees into scientific journals that are peer-reviewed and will thus find their way into IPCC. This initiative will be led by a noted climate change expert, Dr Michael Taylor.

Leonie Barnaby and Jeanne Robinson expressed the view that information has been shared locally and internationally but nothing has resulted in way of policy, so how will this new effort translate into policy. In the end the proposal was accepted with a few recommendations for implementation:-

- The project should clearly identify its target audience, so the information can be relevant to them.
- The project should identify the delivery mechanism to be used
- And the proposal should show the link with policy makers and how to engage them
- When the “stories” have been told, that a focus technical brief be done for submission to government, to be made into policy.

The committee felt that there was greater need for collaboration with government through the Planning Institute of Jamaica (PIOJ) and that government should play a lead role.

On the issue of “calls for proposal”, Rev. Harriott reiterated the point earlier made by Leonie Barnaby for greater collaboration between donor agencies, so that there is a more harmonized process. The EFJ has a mechanism in place that seeks to bring all donor agencies and stakeholders together and this will be further strengthened.

The NC informed the meeting that he was invited to a workshop in Samoa and this was due in part to the excellent work of the NSC/NCC and the SGP Secretariat.

Other Items Discussed

JET

The committee was told that EFJ has decided not to fund this proposal as there is need for further work on it. SGP has therefore written to the proponent to advise them that there is now a co-financing gap and until it is filled, SGP will suspend their commitment to fund the project.

NSC Retreat

The NC informed the group that an end of year retreat is to be held and various options are to be explored. An award is to be made to the most outstanding member of the committee, criteria to be determined.

EFJ Grant Disbursement

There were 37 grants awarded this year to applicants as told by the Executive Director, Karen McDonald- Gayle.

Adjournment

The meeting was adjourned at 2:25 p.m.

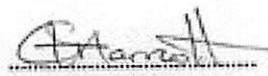
National Steering Committee and National Coordinating Committee
 Luncheon Meeting held on July 28, 2009

National Steering Committee and National Coordinating Committee
 Luncheon Meeting held on July 28, 2009

#	NGO/HGO	PROJECT TITLE	NGO/HGO COMMENTS	STATUS/NSC DECISIONS & STIPULATIONS
1	Association of Development Agencies	Capacity Building Training project for NGO and CBO Development	The project will help meet the following organizational objective: To increase the individual capacity of present and future leaders, to support the development of NGOs and CBOs and programmes for capacity building, and; To assist in information exchange and coordination of efforts among the NGO community.	Approved. US\$14, 500.00 JAM/OP4/3/CORE/09/05
2	Climate Change Studies	"Tell it" - Disseminating Caribbean Climate change Science and Stories	Caribbean climate change science and stories need to be recorded and told! To disseminate the results of the same three (3) studies in the public domain through the use of short videos. Interactions with the persons involved will provide an opportunity to present context, methods used and the impacts evident at the community level. The videos compiled would then be aired using free broadcast times on local cable networks or on the national broadcasting stations.	Approved. US\$17, 000.00 CBA/JAM/5PA/09/05

Prepared by: SGP/CBA Secretariat

Approved by:


 Rev. Gary Harriott
 Deputy Chairperson - NSC
 For Professor Anthony Chen
 NSC Chairperson

Date: 12/8/09

From: Gary Harriott [garionne@hotmail.com]

Sent: Friday, August 21, 2009 10:40 PM

To: Dale Rankine; Margaret Jones Williams; achen@flowja.com; asdevgen@cwjamaica.com; andrea_stewart@pioj.gov.jm; bhaque@worldbank.org; cristojc@yahoo.com; cjc@cep.unep.org; delores_wade@pioj.gov.jm; dgayle@efj.org.jm; eric.garraway@uwimona.edu.jm; fjm@cep.unep.org; Hyacinth Douglas; foundation@icwi.com; j.e.spooner@cwjamaica.com; kmcdonaldgayle@efj.org.jm; emdmle@yahoo.com; Minh H. Pham; Nicole Brown; wxservice.dir@cwjamaica.com

Cc: Michelle Curling-Ludford; Dale Rankine

Subject: RE: Addendum to NSC minutes for Meeting-July 28, 2009

Dear Dale,

My apologies for not responding before now. Based on the circumstances presented, I have no objection to having the additional sum of **US \$3500** added to the initially approved grant to the "Tell it" Climate Studies Group, Mona (UWI) and the additional sum of **US \$600** to offset unexpected expenses incurred by the Certified Course in Project Cycle management.

Yours truly,
Gary Harriott
Deputy Chairman
SGP NCC

Date: Fri, 21 Aug 2009 10:12:17 -0500

#	CBO/NGO	PROJECT TITLE	CBO/NGO COMMENTS	STATUS/NCC DECISIONS & STIPULATIONS
2	Climate Studies Group, Mona	"Tell it" Disseminating Caribbean Climate Change Science & Stories	Caribbean Climate change science and stories need to be recorded and told. The project will disseminate the results of three studies in the public domain through the use of short videos. Interactions with the persons involved will provide an opportunity to present context, methods used and the impacts evident at the community level. The videos compiled would then be aired using free broadcast times on local cable networks or on the national broadcasting stations.	Approved. US\$17,500 Amended to:USD20,500 (see Addendum to minutes below) CBA/JAM/SPA/09/05

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From: rally876@gmail.com

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CC: Michelle.Curling-Ludford@undp.org; dale.rankine@undp.org

Dear Gary and NSC members

As you are aware two knowledge management/capacity building projects were approved on July 28, 2009 as follows:

UNDP GEF CBA Project: CASE 1. "Tell It"-Climate Studies Group, Mona (UWI) now Headed by Dr. Michael Taylor, with technical support from Prof. Anthony Chen (founder of the Unit)-Sum of USD17,000 (from CBA) and co-financing of USD12000 from CSGM, and UNESCO of USD5000 (pending).

This project will produce inter alia published material for climate change journals, inputs into the IPCC fifth Assessment report, a summary for local (and by extension regional) policy makers on adaptation options, based on lessons learnt from three pilot case projects in Climate change adaptation under the CBA, and climate change analysis by the CSGM. Three wireless automatic weather stations (with universal online access to data generated there from) will also be purchased, and installed by the Met. Service as part of constant weather monitoring, and later climate change assessment.

Situation 1 (an additional USD3500 is needed to bring grant to USD20,500): After the project was approved by the NSC a strong recommendation was made from the technical experts and our chairman Prof. Chen, to source weather stations that have the capability to measure solar radiation. This will inter alia allow us to determine feasible sites for erection of possible solar energy equipment for generation of electricity, particularly for poor rural communities. Given this very noble recommendation (which also ressonates with CBA New York), we kindly ask your approval for an additional USD3500 to be added to the initial grant to accommodate the purchase and installation of these improved stations.

GEF SGP CASE 2: Certified Course in project Cycle management-Association of

Development Agency- USD 14,500 with co-financing of USD 5000 from UNDP JSPD Project.

Situation 2: and extra USD600 is needed: An additional USD 600 is needed to Cover unexpected expenses for the course that was completed yesterday and by all accounts was a REAL success.

In light of the circumstances I would be grateful for a non-objection notice from you today as you chaired the meeting (supported by other members of the NSC before 1:30 pm today-when the UNDP closes).

I look forward to an immediate response, since I have to draft the necessary MoA and amendments today.

Please advise.

Regards-Dale

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**Addendum to Proposal by the Climate Studies Group Mona (CSGM),
University of the West Indies, Mona (Jamaica)**

Community participation and Capacity Building in the Communities

The project will build capacity in the communities of interest and accrue a number of benefits to the residents in many ways. In particular the project will *Inter alia*:

- (1) Host workshops in the communities to share project rationale, aims, methods and outcomes. This process of engagement has already commenced with a meeting hosted for all three Community Groups, namely the Jamaica Conservation and Development Trust (JCDDT), the Caribbean Coastal Areas Management Foundation (CCAMF), and the Bunkers Hill Community Development Committee. This meeting allowed for sharing of the project's goal and objectives and to clearly articulate the role that all parties will play in the successful implementation of the project. It also allowed for the groups to express their needs and expectations of the partnership.

In a broader context, community engagement and participation through *inter alia*, *workshops*, will serve to:

- Concretize key climate change concepts at the local level;
 - Show the kind of response that is needed and indeed possible at the community level to adequately address climate change risks and vulnerabilities (including the recurrence of extreme events and surprises)
 - Create an appreciation for the pioneering working that is taking place at their location which they can further expand with their own projects, thereby further securing the sustainability of project outputs.
- (2) Communities will be exposed to the operation of wireless automatic weather stations including their advantages and limitations. They will assist in the monitoring and upkeep of the equipment which will also engender a sense of

ownership. The availability of on-line live streaming data will also allow for their work to be shared globally with *inter alia*, other parties in other initiatives similar to the UNDP GEF CBA.

- (3) The community residents and a very broad set of global stakeholders, will have access to the data collected via the automatic weather stations installed at the sites. This will facilitate and motivate other interest groups (for example schools) to carry out their own studies related to weather and their field of interest. Moreover through the established partnership with the Focal Agency for the UNFCCC and The IPCC, the Meteorological Service (Jamaica), data quality, data assurance and analyses will produce various knowledge management products. These will help **Tell the Story and Science of Climate Change** at the local level in a most compelling way. It will obviously also *inter alia* redound to the greater good of the global CBA Programme.
- (4) Arrangements can be made for site visits by relevant interest groups (even from distant locations) to expose them to on-the-ground implementation of projects that are responding to climate change issues in a concrete way through grass-roots initiatives that protect, secure and generate global environmental benefits while generating alternative livelihoods and empowering communities.

Additionally, from the activities outlined above, there will be opportunities for community participation of students enrolled in programmes offered by the Climate Studies group, Mona. Through volunteerism of interns and (masters and higher level) students in climate change, training will be offered to community groups. Moreover these students will form a critical cadre of resource persons and budding experts through which information on key climate change concepts and issues can be aptly communicated and learnt. This symbiotic relationship will mutually benefit community groups and the Climate Studies Group Mona (CSGM).

On the one hand, through outreach by the CSGM, communities will receive training, benefit from capacity building initiatives and awareness raising of climate change issues. They will also gain a better understanding of how to pilot, and cope with adaptation at the grass roots level through community-driven and community-led initiatives. On the side of the CSGM, our students and course lecturers will obviously benefit from the opportunity to ground truth methodologies in adaptation and from the involvement in voluntary service to the development of concrete adaptation measures in vulnerable communities.

This comes most opportunely at a time when volunteerism is playing an even more important role in the curriculum of the University, and more broadly, in the fulsome development of graduates from the University, and development work at large. We are therefore very proud to be pioneers in this noble partnership with the UNDP GEF Community Adaptation (CBA) and the GEF Small Grants Programme (GEF SGP). We are confident of success for all parties concerned!