

## Minutes

### Guyana REDD+ Investment Fund (GRIF) Steering Committee

#### Meeting number 1

**Date:** Wednesday 24 November

**Time:** 8:00 EST

**Participants:**

**Name:**

**Organisation:**

Government of Guyana

Tarachand Balgobin (Chair)	Ministry of Finance
Shyam Nokta	Office of the President
Kevin Hogan	Office of the President
Steven Grin	Office of the President
Louise Brown	Office of the President

Government of Norway

Hans Brattskar	Norwegian Climate and Forest Initiative, Ministry of Environment
Tove Stub	Norwegian Climate and Forest Initiative, Ministry of Environment
Marte Nordseth	Norwegian Climate and Forest Initiative, Ministry of Environment
Trygve Bendiksbj	Multilateral Bank and Finance Section, Ministry of Foreign Affairs
Ingrid Dana	Norwegian Climate and Forest Initiative, Ministry of Foreign Affairs

Trustee

Priya Basu	Multilateral Trusteeship and Innovative Financing, World Bank
Jonathan Caldicott	Multilateral Trusteeship and Innovative Financing, World Bank
Fernando Machado	Multilateral Trusteeship and Innovative Financing, World Bank
Tom Duvall	Legal department, World Bank
Giorgio Valentini	Guyana Country Office, World Bank

Observers

Vemund Olsen	Rainforest Foundation Norway
David James	Individual Capacity, Multi-Stakeholder Steering Committee (MSSC) Guyana
Jocelyn Dow	International Institute for Environment and Development, MSSC Guyana
George Norton	Guyana Organisation of Indigenous People, MSSC Guyana

Partner Entities

Marco Nicola	Guyana Country Office, Inter-American Development Bank (IDB)
Patsy Ross	Guyana Country Office, United Nations Development Program (UNDP)
Marlon Bristol	Guyana Country Office, UNDP
Moneeta Singh Bird	Guyana Country Office, UNDP

**Agenda:**

1. Welcome and introductions
2. Review and endorse GRIF Governance Framework Document and GRIF Verification Framework
3. Review operations manual
4. Update from the Trustee
5. Partner Entity introductions and updates
6. Brief introduction to projects that will be under review for first tranche of funds
7. Discussion of Results Framework process
8. Tentative schedule for project submission and next meeting(s)
9. Other business
10. Closing

**1. Welcome and Introductions**

- 1.1. Mr. Tarachand Balgobin, as chair, called the meeting to order.
- 1.2. The chair welcomed all participants to the meeting and thanked all parties for their participation, and invited all parties to introduce themselves and the organisations they represent.

**2. Review and endorse GRIF Governance Framework Document and GRIF Verification Framework**

- 2.1. It was noted that the GRIF Governance Framework Document and GRIF Verification Framework have been in the public domain, as appendices to the Administration Agreement, for some time, and all parties have had time to familiarize themselves with these documents.
- 2.2. It was agreed that it would not be necessary to go through the documents in detail during the meeting.
- 2.3. It was noted that these documents can be reviewed and amended by the Steering Committee at any time, should the need arise.
- 2.4. The GRIF Governance Framework Document and GRIF Verification Framework were endorsed by the Steering Committee members.

**3. Review of the operations manual**

- 3.1. Guyana emphasised the need to focus on macro-level issues and to agree on a framework, rather than delving into minor details, and noted that there would be several more iterations between various parties before the operations manual can be approved.
- 3.2. Norway proposed that given the limited time that the Trustee, Partner Entities and observers have had to review the document, all stakeholders should be given at least another week to review the document and send written comments to the Secretariat. Guyana expressed agreement with this proposal.
- 3.3. The Trustee stated that it will provide detailed comments in writing, but noted three broad concerns:
  - The Trustee questioned whether this is the appropriate time and the appropriate document to deal with the process for the expansion of Partner Entities;

- The Trustee suggested that the function of the Secretariat may need further consideration, since a fully functional unit will be required as projects come in and work starts to multiply;
  - The Trustee noted that the document contains some areas of overlap and duplication with the Governance Framework, notably in the discussion of financial transfers from the Trustee to the Partner Entities. They suggested that these sections be replaced with references to the appropriate sections of the Governance Framework.
- 3.4. The Trustee noted that it is important to ensure that provisions in the operations manual are consistent with the Administration Agreement and the Transfer Agreements between Trustee and Partner Entities.
- 3.5. The IDB stated that it will provide detailed comments in writing, but raised three broad concerns/questions:
- The IDB noted that the results framework will only be established within one year of the signing of the Administration Agreement, and questioned how the baseline will be acquired and projects approved in the interim;
  - The IDB noted that it is important to ensure that procedures for project approval and the transfer of funds to the Partner Entity do not conflict with the internal policies of the Partner Entity. For example, the IDB board cannot approve an operation until it has been approved by the Steering Committee;
  - The IDB noted that there is nothing in the operations manual relating to the administrative fee structure of the Partner Entity, and asked whether this would be included as an annex to the document.
- 3.6. The UNDP noted that it has already sent comments on the operations manual to the Secretariat, but stated that it will send further comments in writing, and raised the following general points:
- The UNDP reiterated the need to ensure consistency with the Partner Entities' operational procedures and policies;
  - The UNDP suggested that the section on reporting could be set out more clearly, with clearly defined guidelines on the kind of reports, to whom they are submitted, their frequency and their contents.
- 3.7. Rainforest Foundation Norway(RFN) stated that it will provide detailed comments in writing, but raised the following points:
- RFN emphasised the importance of supporting the participation of all sectors in Guyana, and especially that of indigenous peoples;
  - RFN noted that documents to be discussed in the Steering Committee meetings need to be shared with the observers and Partner Entities in sufficient time to allow for a full review and for civil society organisations to consult with their members.
- 3.8. Observers from the Guyana MSSC indicated their agreement with RFN that indigenous people should be given the opportunity to participate in a meaningful way, and suggested that some text be added emphasising the importance of building capacity and strengthening institutions, and of the social impact of GRIF-funded projects. It was noted that the MSSC observers will provide further comments in writing.
- 3.9. It was agreed by all parties that observers, Partner Entities and the Trustee would provide further comments on the operations manual to the Secretariat by Friday, December 3<sup>rd</sup>.

Guyana and Norway will then review the document taking into account all comments and suggestions (see footnote 1).

#### **4. Update from the Trustee**

- 4.1. The Trustee referred to the first Trustee Report that was submitted to the Secretariat on the 4<sup>th</sup> November and is a public document. The Trustee noted that there is currently US\$ 30.4 million in the GRIF, of which US\$ 29.7 million is available to the Steering Committee for allocation to projects and administrative costs.
- 4.2. The Trustee noted that the Transfer Agreements between Trustee and Partner Entities have been sent to the Partner Entities. The Trustee stated that it has received comments from the UNDP and has a meeting scheduled with the IDB for early December.
- 4.3. Norway requested the Trustee to provide more specific details on when the Transfer Agreements are expected to become operational.
- 4.4. The Trustee explained that there is no particular date set, but noted that the Transfer Agreements are modelled on similar existing agreements with the UNDP and IDB and as a result it is not expected that there will be any contentious issues. The Trustee suggested that the Transfer Agreements are likely to be ready sometime in December, but noted that there is no need for discussions on Projects to be held up before then..

#### **5. Partner Entity Updates**

- 5.1. The IDB explained that it is in the process of establishing a trust fund to receive GRIF funds. This will need to go the IDB Board for approval, and can be completed on finalisation of the Transfer Agreement with the Trustee. The IDB expects that the trust fund will be taken to the board for approval in late January or early February 2011.
- 5.2. The IDB observed that it has received indication from the Government of Guyana to begin working on several projects, and has begun work to develop the project concept note for the Institutional Strengthening and Hinterland Electrification projects.
- 5.3. Norway noted that as they have a board representative in the IDB, Norway could provide additional assistance to the process through this representative when relevant.
- 5.4. The UNDP explained that it has received a letter from the Ministry of Finance in Guyana inviting it to act as Partner Entity and requesting that it begin to put in place the required mechanisms.
- 5.5. The UNDP observed that it has received draft project profiles for the Amerindian Land Titling and Demarcation project as well as the Amerindian Village Economy Development project, which it is currently reviewing and will discuss further with the Ministry of Amerindian Affairs and Project Management Office. The UNDP expects that a project concept note for the former will be ready to bring to the Steering Committee for review by January 2011.

#### **6. Brief introduction to projects that will be under review for first tranche of funds**

- 6.1. Guyana explained that the Project Management Office in the Office of the President plays the role of project coordinator, lending support to the planning, execution and implementation of all GRIF-funded projects and acting as a liaison between the Partner Entity, Implementing Entity, Ministry of Finance and the GRIF Steering Committee through the Secretariat.

- 6.2. Guyana gave a brief summary and status report on the projects that will be brought to the Steering Committee for allocation of funds from the first tranche of GRIF funds. These are the following:
- Hinterland Electrification project: Phase 1 of the Amerindian Development Fund;
  - Village Economy Development project: Phase 2 of the Amerindian Development Fund;
  - Infrastructure for Development: Phase 3 of the Amerindian Development Fund;
  - Amerindian Land Titling and Demarcation
  - Amaila Falls Hydro
  - Institutional strengthening
- 6.3. The detailed information for each project is provided in Appendix 1.

## **7. Discussion of the results framework process**

- 7.1. Guyana noted that an overall results framework for the GRIF is to be agreed within one year of the signing of the Administrative Agreement, and that it is important to ensure that this is consistent with the results framework for each project.
- 7.2. Guyana proposed that this agenda item be kept open for the time being and developed in parallel by Guyana and Norway.
- 7.3. Norway agreed, but noted that the results framework would be based on the LCDS process, and as such proposed that Guyana take the lead on it. Guyana agreed.

## **8. Tentative schedule for project submission and next meeting**

- 8.1. Guyana put forward the following tentative timeframe for preparing project concept notes to be brought to the Steering Committee for review for allocation of funds:
- Hinterland Electrification project: December 2010
  - Village Economy Development project: first quarter of 2011
  - Infrastructure for Development: first quarter of 2011
  - Amerindian Land Titling and Demarcation: January 2011
  - Amaila Falls Hydro: mid 2011
  - Institutional strengthening: December 2010
- 8.2. Norway proposed that if there are projects that are fairly small and simple, it may be possible for the Steering Committee to review them over email, rather than through a meeting.
- 8.3. Norway noted that there is a great deal of media focus on the Amaila Falls Hydro project, and stressed the importance of ensuring that all parts of the project adhere to Partner Entity policies, procedures and safeguards.
- 8.4. Guyana noted that the team that has been brought in to do the environmental and social impact assessment is of the highly qualified and experienced, and that Guyana would be happy to discuss with Norway any issues or concerns that they may have.
- 8.5. Guyana emphasised the importance of ensuring that any information shared with the media is accurate and fact-based, and noted that the Government of Guyana will be working closely with the IDB to ensure transparency and to assure all stakeholders that all parties are working towards the same objectives.

- 8.6. RFN enquired whether any parts of the Amaila Falls Hydro project would be initiated before all project preparation is completed, and referred specifically to the construction of the access road.
- 8.7. Guyana explained that the upgrade of existing roads had begun after receiving the IDB's positive review of key environmental and social aspects of the road work in the context of the IDB's policies. Guyana mentioned that no work had started on the "virgin" sections of the access road.
- 8.8. It was noted that the relevant documents are publicly available and can be accessed on the Environmental Protection Agency's website. It was agreed that the Secretariat would circulate the link.
- 8.9. Guyana noted that project concept notes for the first projects would be ready to go to Steering Committee for allocation of funds by mid December, and proposed that the next Steering Committee meeting therefore be held in mid December. The IDB, as Partner Entity for the first two projects, indicated that this would be reasonable, given that the Steering Committee could give approval for a project concept note.
- 8.10. Norway noted that all projects have to be made publicly available for a review and comments by civil society, and that there needs to be a reasonable length of time between submission of project documents to the Secretariat and the Steering Committee meeting in order to allow for this review to take place.
- 8.11. Guyana noted that a period of 14-15 working days had been mentioned in previous discussions with Norway as a suitable time period, and that during this time the projects would be presented by the Partner Entity and Implementing Entity, along with the relevant documents, to the Guyana MSSC, who would then identify four persons to attend the Steering Committee meeting as observers.
- 8.12. Guyana noted that the documents that are made public may have to be redacted in order to ensure that they do not adversely impact the bidding process in cases where projects involve an element of procurement.
- 8.13. Given the need to make project documents public 15 working days before a Steering Committee meeting, it was agreed that the second Steering Committee meeting would be scheduled for mid January.

## **9. Other business**

- 9.1. Observers from the Guyana MSSC invited the RFN observers to engage in discussion and to share experiences with the MSSC observers.

## **10. Closing**

- 10.1. The meeting was adjourned.

### **Summary of key decisions:**

**Item 2.4:** The GRIF Governance Framework Document and GRIF Verification Framework were endorsed by the Steering Committee members.

**Item 3.9:** It was agreed by all parties that observers, Partner Entities and the Trustee would submit further comments on the operations manual to the Secretariat by Friday, December 3<sup>rd</sup>.<sup>1</sup>

**Item 8.13:** it was agreed that the second Steering Committee meeting would be scheduled for mid January.

**Follow up items:**

**Item 8.8:** The EPA website, where documents relating the Amaila Falls Hydro project can be found, can be accessed at:

[http://www.epaguyana.org/index.php?option=com\\_docman&task=cat\\_view&gid=23&Itemid=29](http://www.epaguyana.org/index.php?option=com_docman&task=cat_view&gid=23&Itemid=29)

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<sup>1</sup> In subsequent correspondence between Guyana and Norway, in consultation with the Trustee, it has been agreed that once comments from the Trustee and Partner Entities have been received, the Operations Manual will be reviewed and revised accordingly, and then circulated for review by a broader civil society audience, who will be given another week to submit comments to the Secretariat.

**Appendix 1: Projects to be submitted to the Steering Committee for allocation of funds from the first tranche of GRIF funds**

<b>Project</b>	<b>Implementing Entity</b>	<b>Summary</b>	<b>Status</b>	<b>Timeline</b>	<b>Partner Entity</b>
Hinterland Electrification project: Phase 1 of the Amerindian Development Fund	Ministry of Amerindian Affairs, with support from the Office of the Prime Minister	This project will involve installing solar home systems in every Amerindian household that has not yet received one - approximately 10,500 households.	The bid documents for the procurement of panels and the procurement of installation services are in the final stages of preparation, and will be submitted to the IDB later this week.	A project concept note can be ready for submission to the Steering Committee by mid December 2010.	IDB
Village Economy Development project: Phase 2 of the Amerindian Development Fund	Ministry of Amerindian Affairs (MoAA)	This project will see investment in every Amerindian community in priority areas (as identified in their community development plan) with the aim of creating opportunities for economic and social upliftment and employment. The project will be executed through a grant agreement between the MoAA and each Village Council.	The community development plans (CDPs) are in the process of being reviewed by communities and collected and aggregated by the MoAA. UNDP is in discussions with MoAA and Project Management Office.	It is expected that all CDPs will be completed by December 2010 and a project concept note can be ready for submission to the Steering Committee by first quarter 2011.	UNDP
Infrastructure for Development: Phase 3 of the Amerindian Development Fund	Ministry of Amerindian Affairs, with support from the Office of the Prime Minister	This project will involve putting in place the requisite infrastructure to enable continued social and economic development through implementation of community development plans.	The infrastructure requirements for development will be assessed based on the priorities set out in community development plans, once they are all completed.	It is expected that all CDPs will be completed by December 2010 and a project concept note can be ready for submission to the Steering Committee by first quarter 2011.	IDB
Amerindian Land Titling and Demarcation	Ministry of Amerindian Affairs (MoAA), with support from the Guyana Lands and Surveys Commission (GLSC)	This project involves the transfer of communal land tenure rights to Amerindian communities, a process that is already underway. It will include the Titling and demarcation of communities that have already submitted requests, identifying and providing support to communities that have not yet submitted request for title but may wish to, and developing a mechanism to deal with land disputes.	The UNDP, MoAA, GLSC and Project Management Office have committed to work expeditiously to prepare all the documentation by early 2011.	It is expected that a project concept note can be ready for submission to the Steering Committee by January 2011.	UNDP

Project	Implementing Entity	Summary	Status	Timeline	Partner Entity
Amaila Falls Hydro	Ministry of Finance	This is a private sector hydropower project involving a development partnership with the Ministry of Finance and Project Management Office. It will involve constructing a hydropower plant with 165MW peak capacity, clearing an area of 27km <sup>2</sup> , as well as a 278km transmission line linking the plant to hubs in Linden and Georgetown.	The Environmental and Social Impact Assessment (ESIA) has gone through the first iteration with the IDB's Environmental Safeguards (ESG) Unit, and the PMO is preparing comments to send to the IDB by the 2nd week December. A second iteration is expected, after which the ESIA will be made public.	The ESIA will be made public in early January 2011. A four month public consultation period is required, by the end of which it is hoped that the project will be nearing financial close. It is expected that a project concept note can be ready for submission to the Steering Committee by mid 2011.	IDB
Institutional strengthening	Project Management Office, Office of Climate Change, Guyana Forestry Commission	This project will involve strengthening the key institutions involved in the implementation of the Low Carbon Development Strategy, namely the Project Management Office, Office of Climate Change, and Guyana Forestry Commission.	Project profiles have been submitted to the IDB and will be finalised over the next week.	A project concept note can be ready for submission to the Steering Committee by mid December 2010.	IDB