

**SUMMARY REPORT OF THE 2nd STEERING COMMITTEE MEETING FOR THE
TECHNICAL ASSISTANCE PROGRAMME
FOR SUSTAINABLE ENERGY IN THE CARIBBEAN (TAPSEC)
BARBADOS, 07 March 2018**

KEY POINTS OF DISCUSSION	DECISIONS/ RECOMMENDATIONS	ACTIONS
ITEM 1: WELCOME AND OPENING REMARKS (CARIFORUM)		
ITEM 2: OPENING REMARKS (EU)		
<p>The second TAPSEC Steering Committee (SC) Meeting was opened by the Co-chair and host of the meeting, Mr Luca Pierantoni, from the EU Delegation. He emphasized the high relevance of the TAPSEC Project for the CARIFORUM Region. While the first SC Meeting was the kick-off of the project, the second meeting is now focussing on the implementation. Mr Pierantoni asked SC Members (SCM) to introduce themselves. A list of all SCM is composed as <i>Annex I</i> to this Summary Report.</p> <p>The Chair, Mr Percival Marie, Director General of the Cariforum Directorate, also gave his opening remarks. He also referred to the first meeting as it settled the tone and established the Steering Committee itself, particularly through the endorsement of its Terms of References.</p>	-	-
ITEM 3: ADOPTION OF THE AGENDA		
The Agenda adopted was accepted by all SCM, and can be found as <i>Annex II</i> to this Summary Report.	Decision: The Agenda was adopted.	-
ITEM 4: PROCEDURAL MATTERS		
No specific procedural matter was discussed under item 4.	-	-
ITEM 5: REVIEW AND ADOPTION OF THE SUMMARY REPORT FOR THE 1st MEETING OF THE STEERING COMMITTEE		
The Chair asked Mr Zellner to go through the draft SC-Meeting Summary Report. Feedback to the report was provided by Mr Bertin prior to the meeting, which has already been integrated in an updated version. The Chair asked SCM for questions or remarks to the report. Ms Hankey provided verbal feedback, which was mainly orthographical in nature. The Chair and Co-chair asked Mr Hankey, to provide feedback in writing to Mr Zellner. No other comments were made by SCM.	The First Summary Report has been endorsed.	Ms Hankey to extend written feedback to Mr Zellner
ITEM 6: MATTERS ARISING FROM THE SUMMARY REPORT FOR THE 1st MEETING OF THE STEERING COMMITTEE		
The Chair asked SCM to discuss matters arising from the First Summary Report.		

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<p>ToR Item 3: COMPOSITION OF THE STEERING COMMITTEE</p> <p>Mr De La Maza made the comment, that the composition of the Steering Committee as well as the Technical Advisory Committee (TAC) should be more balanced in terms of Institutional participation from Dominican Republic (DR). He requested to also include the National Energy Commission / Comisión Nacional de Energía (CNE) as SC and TAC member. The reason is, that CNE has a very important role regarding renewable energy (RE) implementation and the national RE goals in DR. Mr Pierantoni asked about the detailed role of CNE and Mr De La Maza explained, that CNE is attached to the Ministry of Energy and Mining (MEM) but currently still an autonomous public institution. Based on the National Pact to handle the Dominican Republic's energy sector, NEC would be absorbed by MEM in the future. He also referred to official correspondence from MEM to CARICOM/CARIFORUM from 27 November 2017, in which MEM nominates and requests CNE as additional SCM. Unfortunately, the letter never arrived at the CARIFORUM Directorate and, thus, Mr Marie invited MEM DR to send the letter again. He made also the point, that only 3 Country Representatives are Members of the TAPSEC SC. These are St. Kitts and Nevis in its current role as Chair of CARIFORUM, Trinidad and Tobago serving as lead on Energy in CARIFORUM and the Dominican Republic to bring regional and geographical balance to the SC. It was suggested, that the role of CNE in TAPSEC will be further discussed under Agenda Item 7. Mr Marie and Mr Pierantoni highlighted, that the SC should be kept as tight as possible.</p> <p>It was discussed and agreed, that Trinidad and Tobago (Ms Hankey) sends an official letter to CARIFORUM Directorate, nominating her along with an alternative representative for the TAPSEC SC.</p> <p>It was agreed in the first SC-Meeting, to establish a document storage system for SCM's use. The CARICOM system doesn't allow external usage. A google drive was created by CARICOM Secretariat (https://drive.google.com/drive/folders/19WIMUIC3HMPMWb6RtdW-8ZYeqwCgrOZH?usp=sharing). The credentials to access the account, if required are: Account: edftapsec@gmail.com Password: happy2017*</p> <p>Google drive doesn't fulfil GIZ IT and security standards, but a pragmatic way to work with google drive would be found. The EU Delegation Barbados will</p>	<p>Decision: NEC DR can attend SC Meeting as observer and technical back stopper for MEM DR, but won't become the status as official SC Member.</p>	<p>Mr De La Maza to resend official letter about CNE participation in Steering Committee to CARIFORUM</p> <p>T/T to send official nomination of SCM and alternative to CARIFORUM</p> <p>EU Delegation Barbados to verify the use of google drive as document storage system for TAPSEC</p>

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verify on their end, if google drive can be used to share relevant documents.		
ITEM 7: REVIEW AND DISCUSSIONS ON THE TECHNICAL ADVISORY COMMITTEE (TAC)		
<p>Dr. Gardner introduced the Technical Advisory Committee along the prepared Terms of References for the TAC. The ToR have been sent to SCM prior to the meeting. After a short discussion and question and answer round, the following has been agreed:</p> <ul style="list-style-type: none"> The Format of the ToR can be adopted to the ToR Format of CARIFORUM. National Energy Commission / Comisión Nacional de Energía (CNE) in Dominican Republic, GIZ and the EU will be full members of TAC. ToR, Item 6 <i>ADMINISTRATIVE & OTHER RELATED ARRANGEMENTS</i>: The word “<i>obtain</i>” should be replaced by “<i>participate</i>”. The second sentence should be changed as follows: “In order to fulfil its remit, the Committee may obtain technical advice from qualified experts and other institutions who are not members of the Committee, as deemed necessary. SCM makes provision to TAC to enable decision taking. 	-	Revision of the ToR in terms of stated bullet points to the left and recirculation to SCM
ITEM 8: UPDATE ON THE TAPSEC SITUATION ANALYSIS		
<p>Mr Zellner and Dr. Gardner provided an overview of the TAPSEC Situation Analysis for the current State of the (i) Legislative framework, governance arrangements and capacity for supporting sustainable energy goals and (ii) Financing options, facilities and institutions for sustainable energy project implementation in CARIFORUM. The introduction was followed by a very engaged discussion between all SCM. The main results of the discussion can be summarized as the following:</p> <ul style="list-style-type: none"> The Situation Analysis is very important to gain detailed information about the current status in CARIFORUM countries and to be used as basis for the Planning Workshop. The timeline for the analysis seems to be very ambitious and tight. Critical is, how draft laws, regulations, etc. will be presented in the report and Energy Report Cards. The inception meeting of the consultants will be very important and should be well prepared to provide sufficient background information. Particularly the expected results need to be discussed in detail. SCM should support the consultants in terms of data/information collection. 	-	GIZ to further extend the contract duration to allow for detailed analysis.

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ITEM 9: UPDATE ON THE TAPSEC PLANNING WORKSHOP		
<p>Mr Zellner gave detailed insights about the TAPSEC Planning Workshop which is planned for 24 – 26 April 2018 in Santo Domingo, Dominican Republic. The PowerPoint presentation is available as <i>Annex III</i>. The presentation was followed by a longer discussion about the workshop participants and methodology.</p> <p>After the lunch break, Mr Pierantoni raised the question about exchange with and involvement of other development agencies in the workshop. The EU Delegation Barbados has been approached by US AID, who's currently implementing the CARCEP project. Due to a financial cut by the US administration, the CARCEP project has to stop implementation. US AID is currently looking for funding opportunities, to continue implementation of (some) activities. It was agreed between all SCM, to continue discussion with US AID / CARCEP and to identify interesting initiatives and/or activities for TAPSEC.</p> <p>In the following discussion about the Planning Workshop, further recommendations were made.</p> <ul style="list-style-type: none"> • The group work should only be separated in 2 sessions along 1) Legislative Framework and Capacity and 2) Financing. • The first results of the TAPSEC situation analysis should be used as starting point for discussions at the planning workshop. <p>Mr Pierantoni was referring to delays in the project implementation since the Financing Agreement between CARIFORUM and EU was signed already in October 2016. There are different reasons which are all alone understandable. Nevertheless, implementation has to start ASAP. Beside other reasons, Mr Zellner was highlighting again the high relevance of the planning workshop for GIZ before implementation starts, as the operational plan will be developed in the workshop. SCM also discussed possibilities, to start some activities immediately, possibly already before the planning workshop. The Chair brought the attention back to the role of the SC as it is the TAC which can give advice on implementation. The SC don't go into operational matters.</p>	<p>Recommendation: Identification of interesting initiatives/actions from CARCEP with potential for implementation under TAPSEC</p> <p>Recommendation: Preparation of a revised workshop structure</p> <p>Decision: The Draft Operation Plan should be send by 10th May 2018 to SCM. Endorsement will be given by Round-Robin.</p>	<p>EU/GIZ to continue discussions with US AID / CARCEP. Consultants for situation analysis should also speak with CARCEP.</p> <p>GIZ to revise workshop structure</p>
ITEM 10: INTRODUCTION TO OTHER PLANNED TAPSEC EVENTS		

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<p>Regional Energy Modelling Workshop Dr. Gardner provided input about the high relevance for Energy Modelling and the hosting of a regional kick-off workshop, which has been proposed by CARICOM for 27 - 28 June, 2018 in Trinidad and Tobago. Instead of hiring international short-term consultants for detailed grid assessments and further energy modelling, existing regional expertise should be used and further developed. Currently, the main existing regional energy modelling experiences lies at UWI, particularly with their Ph.D. Students. After a discussion between SCM, the preparation of the workshop has been endorsed.</p> <p>Regional Regulatory Forum Dr. Gardner explained the history about the planned Regional Regulatory Forum and highlighted its necessity, particularly with regards to TAPSEC as this a key working area. The idea is, to integrate the workshop/topic in the next Caribbean Sustainable Energy Forum (C-SEF), which is planned for 19 - 20 November, 2018 in Belize. After a short discussion between SCM, it was mentioned by Mr Khan, that the dates for the intended workshop are probably in conflict with other regional and international events, in which the regulators might have to participate.</p>	<p>Decision: The preparation of the Regional Energy Modelling Workshop, planned for 27 – 28 June, 2018 has been endorsed.</p> <p>Decision: The preparation of a Regional Regulatory Forum has been endorsed in principal. An investigation regarding proposed dates to avoid conflicts with other events is required.</p>	<p>CARICOM to prepare a Concept Note and list of possible invitees.</p> <p>CARICOM, CARILEC, OCCUR and GIZ to identify suitable dates, to allow participation of regulators.</p>
ITEM 11: UPDATE ON RECRUITMENT & STAFFING FOR THE TAPSEC		
<p>Mr Zellner gave an overview of the TAPSEC staff concept and informed SCM about the current staffing situation (references are made to <i>Annex III, Slide 17</i>):</p> <ul style="list-style-type: none"> The position of the <i>Programme Leader</i> is currently advertised and will be filled ASAP. In the meanwhile, Mr Simon Zellner is the main contact person and responsible together with Ms Marina Meuss. The position for <i>No. 10 Project Finance Management, Reporting</i> (Finance Manager) has been filled by Julia Krauss (100% TAPSEC), with a focus on internal finance management, book keeping and accounting between GIZ and the EU. Ms Krauss will be based in the GIZ regional office in Santo Domingo, Dominican Republic and starts her assignment on 04 April, 2018. As first regional consultant, the position <i>No 8. Communication (PR)</i> will be filled shortly. GIZ is just about to publish the job advert. <p>Once the TAPSEC activities and related relevant experts' profiles are clearer, GIZ will immediately continue the recruitment of further outlined positions from the staffing chart.</p>	-	-

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Mr Zellner also raised the question about the status of CCREEE as main beneficiary of TAPSEC. This is particularly relevant, as 2 regional GIZ experts are going to be based at the CCREEE office, including Communication/PR. Dr. Gardner provided an update of the legal status of CCREEE. 13 CARICOM Member States have signed the legal status agreement for CCREEE. This has to be ratified by another 5 Member States. So far, 4 countries ratified the legal status agreement, incl. Belize. Once 5 Countries ratified, CCREEE can become officially operational in Barbados. Dr. Gardner also informed SCM, that the recruitment for the Executive Director, a Senior Secretary and a Sustainable Energy Expert started.		
ITEM 12: ANY OTHER BUSINESS		
Ms Williams-Robertson raised the question, how persons for TAC would be selected. It was agreed, that a letter should be send to member institutions and the institutions should nominate a suitable candidate with sufficient technical expertise.	Decision: CARIFORUM to send invitation for TAC to member institutions and asks to nominate a suitable candidate.	-
ITEM 13: SUMMARY OF DECISIONS & NEXT STEPS		
<ol style="list-style-type: none"> 1. Preparation of a Summary Report about the 2nd SC-Meeting 2. Following up on recommendations, actions and decisions from the Summary Report 3. Providing a short Briefing Note about TAPSEC for the next COTED Meeting 	-	CARICOM to send a short TAPSEC Briefing Note for next Energy COTED meeting and sharing the information with SCM
ITEM 14: CLOSING REMARKS		
After a short summary and closing remarks by the Chair and Co-Chair, the SC Meeting was closed at.	-	-

ANNEX I - LIST OF DELEGATES

ANNEX II - AGENDA

ANNEX II – GIZ PowerPoint Presentation, held by Simon Zellner

ANNEX I - LIST OF DELEGATES
FIRST MEETING OF THE TAPSEC STEERING COMMITTEE
28 NOVEMBER 2017, BARBADOS

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Chair TAPSEC Steering Committee

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ANNEX II - AGENDA

RESTRICTED

SECOND MEETING OF THE STEERING COMMITTEE OF THE 11TH EUROPEAN DEVELOPMENT FUND TECHNICAL ASSISTANCE PROGRAMME FOR SUSTAINABLE ENERGY IN THE CARIBBEAN (TAPSEC)

**Barbados
07 March 2018**

AGENDA

Time	Session	Who
09:00 – 09:30	Registration	
09:30 – 09:45	1. WELCOME & OPENING REMARKS	CARIFORUM
09:45 – 09:55	2. OPENING REMARKS	EU
09:55 – 10:00	3. ADOPTION OF THE AGENDA	CARIFORUM
10:00 – 10:05	4. PROCEDURAL MATTERS	CARIFORUM
10:05 – 10:30	5. REVIEW AND ADOPTION OF THE SUMMARY REPORT FOR THE 1 st MEETING OF THE STEERING COMMITTEE	CARIFORUM
10:30 – 11:00	6. MATTERS ARISING FROM THE SUMMARY REPORT FOR THE 1 st MEETING OF THE STEERING COMMITTEE	CARIFORUM
11:00 – 11:30	Coffee Break	
11:30 – 12:15	7. REVIEW AND DISCUSSIONS ON THE TECHNICAL ADVISORY COMMITTEE (TAC) <ul style="list-style-type: none">• Concept and Terms of Reference• Rules, roles and responsibilities	CARICOM GIZ
12:15 – 12:45	8. UPDATE ON THE TAPSEC SITUATION ANALYSIS <ul style="list-style-type: none">• Current State of the Legislative framework, governance arrangements and capacity for supporting sustainable energy goals in CARIFORUM	CARICOM GIZ

	<ul style="list-style-type: none"> • Current State of the Financing options, facilities and institutions for sustainable energy project implementation in CARIFORUM 	
12:45 – 13:45	Lunch	
13:45 – 14:30	9. UPDATE ON THE TAPSEC PLANNING WORKSHOP <ul style="list-style-type: none"> • Objectives • Methodology and Approach • Expected Results and Outputs • Draft Agenda 	GIZ CARICOM
14:30 – 15:00	10. INTRODUCTION TO OTHER PLANNED TAPSEC EVENTS <ul style="list-style-type: none"> • Regional Energy Modelling Workshop 27-28 June, Trinidad & Tobago • Regulatory Forum 19-20 November, Belize 	CARICOM
15:00 – 15:20	11. UPDATE ON RECRUITMENT & STAFFING FOR THE TAPSEC	GIZ
15:20 – 15:30	12. ANY OTHER BUSINESS	CARIFORUM
15:30 – 15:45	13. SUMMARY OF DECISIONS & NEXT STEPS	CARIFORUM
15:45 – 16:00	14. CONCLUDING REMARKS	CARIFORUM EU
16:00	Adjournment	

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ANNEX III – GIZ PowerPoint Presentation, held by Simon Zellner