

16th Meeting of the Board of the Recovery and Development Agency (RDA) held on Thursday, 13 September, 2018, at 10:00 am, at BVI International Arbitration Centre, Wickham's Cay II, Tortola, British Virgin Islands

MINUTES

Members Present:

Mr. Clarence Faulkner (Acting Chair)
Ms. Monica La Bennett
Mr. Robert Mathavious
Dr. David Hancock
Pastor Gregory George
Mr. Paul Bayly
Ms. Sharie deCastro
Ms. Maria Mays

Apologies:

Mr. Clyde Lettosome

Outstanding Action Points from Previous Meeting

- Action Point #3: CEO to share final proposal from IAC with the Board once received. This is still outstanding. CEO confirmed that he received the terms and conditions for the rental of the space but is awaiting a finalised version from IAC. See action point 5 below.

Actions

- Action Point #1: Offer Mr Keita the position of CFO.
- Action Point #2: Place regional and local adverts for key positions in the Agency (listed below).
- Action Point #3: Place local adverts for key positions in the Agency (listed below).
- Action Point #4: Provide a full report on recruitment to the RDA Board.
- Action Point #5: CEO to provide final version of the rental agreement once finalised.

Decisions

- Confirm the secondment of Neil Smith as Director of Plans and the appointment of Matthew Waterfield as Deputy Director of Plans; Tom Lilleyman as Chief Technical Officer; and Kareem-Nelson Hull as Head of Communications.
- Proceed to appoint Rockel Woods as Administration, Procurement; Felina Moss as Administration, Human Resources; Lydia Jones as Administration Assistant, Office Manager.
- Advertise locally and regionally the following positions: Director of Operations; Deputy Director of Operations; Director of Procurement; Head of Technical Planning; Planner – Human Development; and Planner – Infrastructure.

- Advertise locally the following positions: Statistician; Economist; Head of Finance; Head of Monitoring and Evaluation; Project Manager – Infrastructure; Project Manager – Human Development; Head of Human Resources; Head of Support Services, Administrative Assistant; Accountant and Procurement Officer.
- A member of the Board to sit on the recruitment evaluation panels.
- Approve the budget of \$22.8m for the RDA implemented Six-Month Accelerator Programme based on the priorities and scope now signed off by the Ministries.
- Note the change to the budget from previous submission: \$22.8m instead of the \$20m noted in the Board Paper of 12 August and the \$21.8m noted in Board Paper of 29 August, following modifications made by Ministries during the consultation and then sign-off process.
- Noted that the budget will only be shared at the outcome level more widely, to preserve commercial confidentiality. However, it is intended that the RDA will release budget details at the activity level after projects have been contracted.
- Approved and signed the letter to the Premier requesting the Government of the Virgin Islands secure \$22.8m in funding for the RDA implemented 6 Month Accelerator Programme, subject to Members providing feedback on the wording of the letter.