

**32<sup>nd</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Thursday 12 December 2019 at 10:00 a.m.**  
**1st Floor, Ritter House, Wickham's Cay II, Tortola, British Virgin Islands**

**MINUTES**

**Members Present**

Mr. Clarence Faulkner (CF or Ag. Chair)  
Mr. Clyde Lettsome (CL)  
Dr. David Hancock (DH) (by phone)  
Ms. Maria Mays (MM)  
Pastor Gregory George (GG)  
Mr. Paul Bayly (CEO)

**Absent with Apologies**

Mr. Robert Mathavious (RM or Chair)  
Ms. Shane Rhymer (SR)

**Present by Invitation**

Mr. Tom Lilleyman (TL)  
Mr. Anthony McMaster (AM)  
Mr. Matthew Waterfield (MW)  
Ms. Maxine Stewart (MS)

**Action Point**

- *Action Point #1: Audit and Risk Sub-Committee to meet next week.* The Audit and Risk Committee met on Tuesday 10 December 2019.

**Decisions**

- Reviewed the Risk Matrix.
- Noted that Risks 30, 31, 32, 39, 42, 44 and 45 are **RED** risks on the matrix.
- Noted the status of the various procurement activities.
- Approved the recommendation of award in favour of Bould Consulting Limited, who is already contracted with the RDA under Framework Agreement No. RDA/2019/CQS/007, for a price not exceeding Two Hundred and Thirty-one Thousand, Eight Hundred United States Dollars (US\$231,800).
- Noted the update from the Programme Delivery Department as it continues to plan, procure and implement the projects laid out in the RDP.
- Noted that as of this report: 8 activities (across 8 projects) are undergoing planning; 4 activities (across 2 projects) are nearing delivery; 10 activities (across 10 projects) are currently being delivered and 11 activities (across 8 projects) are complete, closed out and handed to the relevant Ministry.

- Noted the preparation of the implementation of the revised Recovery-to-Development Plan (rRDP) and the status of the CDB projects.
- Noted the discussions underway to finalise the allocations against the \$10m.
- Noted the approach proposed to address the lessons learnt on strategic engagement with ministries.
- Noted the October monthly report.
- Approved the amended Value for Money Reports on the VG Police Barracks and JVD Admin Building projects which include quality considerations based on satisfaction assessments.
- Noted work on improving functionality and reporting within the RDA's M&E Framework.
- Noted the modification to RDA communications policy based on guidance from the Premier's Office.
- Noted the communications update and reports on media and social media engagement.
- Noted the workshops, internal training and capacity building activities.
- Noted the current manning status of the RDA.
- Approved the revised budget for the three years ended 2020, 2021 and 2022.
- Approved the draft Financial Statement for the period to 30 November 2019.
- Approved the proposed updates to the Financial Management Manual and Procurement Handbook as it relates to Purchase Orders.
- Noted the Internal and External Audit Status.
- Noted the status of the funding activities as at 5 December 2019.
- Noted that Unite BVI has proposed two new projects (repair of Long Bush and Anegada recreation facilities) and an expanded scope for VG Sports Complex, on which the RDA will consult with Government before proceeding.
- Requested that feedback from all Board members regarding the draft 2020 Business Plan be sent to Mrs. Forbes.
- Requested that training become a major component of capacity building.
- Noted that key performance indicators are being prepared.
- Requested the finalised Business Plan be formally approved at the January Board meeting.
- Subject to that change, approved the Summary Minutes of the 30th Board Meeting.

### **Next Board Meeting**

- The next Board meeting is scheduled for 10:00 a.m. on Thursday 23 January 2020.