

**43<sup>rd</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Thursday 10 December 2020 at 10:00 a.m.**  
**1<sup>st</sup> Floor Ritter House, Wickham's Cay 2 and**  
**via Microsoft Teams , Tortola, British Virgin Islands**

**MINUTES**

**Members Present**

Mr. Clarence Faulkner (CF or Ag. Chair)  
Dr. David Hancock (DH) via Microsoft Teams  
Pastor Gregory George (GG) via Microsoft Teams  
Mr. Neil Smith (NS or Director of Programme Strategy)  
Ms. Maria Mays (MM) via Microsoft Teams

**Absent with Apologies**

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

**Action Points**

- **Action Point #1:** Director of PSD to follow up with the Ministry of Finance on the reconciliation of what was posted as opposed to what was requested as it relates to operational funding. **This has been addressed by the Premier.**
- **Action Point #2:** Director of PSD to follow up with the CTO as to whether an outstanding matter surrounding Caribbean Environmental Restoration Ltd. (CERL) could be a reputational risk. **Done. The reputational risk is low to medium.**
- **Action Point #3:** Director of PSD to ensure that the statement as it relates to the cause of the loan guarantee is amended. **The loan guarantee to be turned into a possible opportunity on the risk register.**
- **Action Point #4:** Director of PSD to ensure that Risk 57 is amended to state 'during the first quarter of 2021 and not mid 2021.' **Done**
- **Action Point #5:** MM to follow up with the IA as to the meeting of the Audit and Risk Committee Sub-committee. **Deferred**
- **Action Point #6:** Ag. CEO to ensure that a comprehensive assessment of the AOSG Lighting project is done. **Done**
- **Action Point #7:** Chair of HR Sub-committee to amend Ag. CEO objectives to reflect succession planning. **SR to follow up**
- **Action Point #8:** The Ag. CEO to ensure that the recommendation of award in favour of the Contractor, No Limit Construction, for the renovation works to the Anegada

Administrative Complex, Anegada, BVI at a cost not exceeding Two Hundred and Nine Thousand, Six Hundred and Fifty-three US Dollars and Eighty-Six Cents (US\$209,653.86) is resubmitted to the Board for a decision. **The Board has no objection, and it is, therefore approved.**

### Decisions

- Reviewed the risk matrix.
- Noted that there are 3 **GREEN**, 10 **AMBER** and 3 **RED** Risks.
- Noted that risks 54, 57 and 61 are **RED**.
- Noted the Internal Audit Update.
- Approved the recommendation of award in favour of the Contractor K & C Construction for the renovation works to the Attorney General's Residence, Road Town, Tortola, BVI at a cost of Three Hundred and Thirty-one Thousand, Eight Hundred and Sixty-two US Dollars and Fifty-three Cents (US\$331,862.53).
- Deferred, pending a discussion with Procurement, the recommendation of award in favour of the Contractor, No Limit Construction, for the renovation works to the Anegada Administrative Complex, Anegada, BVI at a cost not exceeding Two Hundred and Nine Thousand, Six Hundred and Fifty-three US Dollars and Eighty-Six Cents (US\$209,653.86).
- Noted the status of current procurements.
- Noted the progress of projects during this reporting period.
- Noted that concerns associated with working with the Director of CERL have been placed on the RDA Risk Register.
- Noted that the Ministry of Finance is responsible at the programme level for the management of the CDB RRL contingency.
- Noted the progress with the Phase One Programme and the return of funding following the RDA placing the two Pockwood Pond projects on hold.
- Approved the allocation of Project and an additional \$288.7k for the AG's Residence Project, as per the contracts proposed \$272.5k for the Anegada Public Administration Building under the Procurement Board Paper.
- Noted the risks identified regarding the lack of a clear budget approval process with MoF regarding the CDB projects implemented by the RDA, and the Board continue to monitor these risks closely until the mitigation measures are effectively realised and found to be satisfactory to manage these risks.
- Approved the Cost Estimate and Budget Report for inclusion in the RDA MoF Monthly Report.
- Approved the Draft November 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the continued high-level collaboration with the Government on RDA communications, the positive impact this has had on coverage in the media and engagement with the website and social media, resulting in improved public perceptions.
- Noted that the launch of the Grievance Redress Mechanism will take place in January.
- Approved the revised Capacity Building Strategy, which will then be submitted for formal approval by the Premier, in accordance with the draft regulations.

- Noted the RDA office accommodations update.
- Noted the current manning status of the RDA.
- Approved a token of appreciation to be given to Mr. Mathavious on the event of his retirement.
- Approved the Financial report for the period to 30 November 2020.
- Noted the intention to revise the 2021 approved budget by January 2021.
- Noted the need to formally confirm the revised RDA CDB RRL project estimates as fully funded by the MoF (refer to PSD Board Paper RDA-20-43-06 for more details).
- Approved the separate reporting on Governmental (GOVI and FCDO) funding and grant fundraising.
- Noted the positive developments with the recent new funding contracted from UK Government, Government of the Virgin Islands and Maples Group.
- Approved the Summary Minutes of the 41<sup>st</sup> Board Meeting, subject to amendments.
- The next Board meeting is scheduled for 10 a.m. on Thursday 21 January 2021 at 1st Floor, Ritter House, Wickham's Cay II.