

**46<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)**  
**Thursday 18 March 2021 at 10:30 a.m.**  
**White Cedar Conference Room, Building No. 13, Cyril B. Romney Tortola Pier Park, Road**  
**Town and via Microsoft Teams, Tortola, British Virgin Islands**

**MINUTES**

**Members Present**

Mr. Clarence Faulkner (CF or Ag. Chair) via Microsoft Teams  
Pastor Gregory George (GG) via Microsoft Teams  
Mr. Clyde Lettsome (CL)  
Ms. Shane Rhymer (SR) via Microsoft Teams  
Mr. Anthony McMaster, (AM) and Ag. CEO

**Absent with Apologies**

Dr. David Hancock (DH)  
Ms. Maria Mays (MM)

**Action Points**

- *Action Point #1: Ag. CEO to ensure that the Risk Register is amended to reflect that of the 43<sup>rd</sup> Board Meeting and that the complete Risk Register is shared with the Board. Done*
- *Action Point #2: Ag. CEO to provide the Board with the bio of the contractor, MGA Project Management and Construction Services Limited, as a matter of information and knowledge sharing, for the supply and installation of the solar facility at the Ivan Dawson Primary School. Done*
- *Action Point #3: Ag. CEO to provide the Board with the confirmed Capital Projects allocation. Done*
- *Action Point #4: MM to confirm what areas under the Governor's constitutional responsibilities might be eligible for FCDO funding support and, in due course, identify where projects in those areas could be executed by the RDA. Ongoing*
- *Action Point #5: Ag. CEO to ensure that the Comms. team informs the Governor's Office, as early as possible, when there are contract signing ceremonies for all projects funded by the UK Government. Done*
- *Action Point #6: The Ag. CEO to inquire if a door can be placed from the holding cell to the bathroom at the Anegada Admin. Building. Done*
- *Action Point #7: MM to arrange for the Board to have an audience with the incoming Governor, Governor John J. Rankin. To be done*

## Decisions

- Reviewed the risk matrix (9 March 2021).
- Noted the RDA Senior Management Team (SMT) met on 9 March to conduct the monthly analysis of risk, and the risk matrix was updated accordingly.
- Noted that risk 57 (Board Tenure) is now becoming urgent and is presently a critical risk for the RDA.
- Approved the Acting Chair to raise the risk of the expiration of Board membership with the Governor and Premier as a matter of urgency to ensure that a resolution is achieved prior to the end of April 2021.
- Noted the risks 57 (Board Tenure), 65 (Operational Budget), 67 (Programme Budget) and 69 (Magistrates Court) remain **RED**.
- Noted the HR Sub-committee's Update.
- Noted the Internal Audit Update.
- Noted the progress of projects during this reporting period.
- Noted the progress with the Phase One Programme and that \$674k of the \$10m in the Recovery Trust remains unallocated.
- Approved the Cost Estimate and Budget Report for inclusion in the RDA February Monthly Report to the MoF.
- Approved the list of new projects to be initiated in 2021 and the proposed mechanism of approval of cost estimates and budget with MoF.
- Approved the Draft February 2021 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Approved Dr. Neil Smith as a signatory for RDA.
- Noted the capacity building activities for 2021.
- Noted the current manning status of the RDA.
- Approved the Financial Report for the period to 28 February 2021.
- Approved the request to drawdown up to **US\$1,550,486** from the Designated CDB Account held with the Virgin Islands Recovery Trust.
- Noted the addition of a 'High' risk on the Finance Risk Control Register as at 28 February 2020.
- Noted the Annual Audit status of the RDA as at 28 February 2021.
- Note the focus in February to finalise remaining Final Reports has concluded, with one report remaining outstanding.
- Note the challenges with completing works funded by FCDO by the 31 March deadline, means that some funding is likely to be lost, with alternative Government of VI funds needing to be secured to fill the shortfall.
- Note the additional new funding (\$43k) secured from FCDO for the completion of essential works for the Road Town Police Station.
- Approved the Summary Minutes of the 44<sup>th</sup> Board Meeting, subject to amendments.
- The Ag. Chair informed members of the Commission of Inquiry's request for information and that the Agency will be in full compliance in providing the information requested.
- The next Board meeting is scheduled for 10 a.m. on Thursday 22 April 2021 at Bldg. No.13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I.