

33rd Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Tuesday 21 January 2020 at 2:00 p.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)
Ms. Maria Mays (MM)
Dr. David Hancock (DH) (via skype)
Pastor Gregory George (GG)
Ms. Shane Rhymer (SR)
Mr. Paul Bayly (CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

Action Points

- *Action Point #1: RDA Intellectual property should be branded and entered on the Risk Register. This has been done but not as a risk to be managed at the Board level at this time.*
- *Action Point #2: The revised budget in the Value for Money (VfM) Report to be revisited. Done. Client satisfaction has been included in the Quality section.*
- *Action Point #3: CEO to ensure that the Resolution, regarding the \$2,000 procurement limit, to be inserted in the Procurement Handbook, is prepared and that it states that the Internal Auditor would be required to review it periodically. Completed.*
- *Action Point #4: The draft 2020 Business Plan should be resent to the Board at the January 2020 meeting for approval. Done*
- *Action Point #5: Summary Minutes of 30th Board Meeting to be amended to delete "noted the presented Board paper." Done*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 31, 32 39, 42 and 44 are **RED** risks on the matrix.
- Noted the Internal Auditor's progress on the audit of the Procurement Department.
- Noted the updated Audit Schedule for the Internal Audit Plan for the First Quarter 2020.

- Accepted the Minutes of the Audit and Risk Sub-committee meeting held on 10 December 2019.
- Approved the recommendation of award in favour of the Contractor, C.W. General Maintenance for the supply and installation of a new lighting system at the A. O. Shirley Recreation ground at a cost of Five Hundred and Seventy-five Thousand, Four Hundred and Thirty-seven Dollars and Fifty Cents (\$575,437.50).
- Approved the recommendation of award in favour of the Contractor Caribbean Environmental Restoration Ltd for the A. O. Shirley Recreation Ground grandstand repairs at a cost of Two Hundred and Eighty-four Thousand, Seven Hundred and Ninety-five Dollars and Sixty-four Cents (US\$284,795.64).
- Noted the update from the Programme Delivery Department (PDD) as it continues to plan, procure and implement the projects laid out in the Recovery and Development Plan.
- Noted that as of this report:
 - i. 8 activities (across 7 projects) are undergoing planning
 - ii. 3 activities (across 1 project) are nearing delivery
 - iii. 8 activities (across 8 projects) are currently being delivered
 - iv. 13 activities (across 8 projects) are complete, closed out and handed to the relevant Ministry.
- Approved a Resolution that the four (4) authorised signatories for the Loan Agreement No. 12/SFR-OR-BVI dated December 29 2017 and the Agreement Amending Loan Agreement No. 12/SFR-OR-BVI dated December 18 2019 between the Caribbean Development Bank and the Government of the British Virgin Islands are: Robert Mathavious, Clarence Faulkner, Maria Mays and Anthony McMaster.
- Noted that there has been no response received to the letter of 27 November to the Financial Secretary regarding the allocations against the \$10m, and that the RDA is making decisions on allocations against Phase One projects based on the agreed priorities and earlier communications.
- Noted the ongoing work to finalise the Implementation Schedule with Government in January 2020.
- Noted that the West End Port Facility has been formally handed to the delivery team with a budget delegation for the planning phase, and Planning Strategy Department continues to work on securing the external funding arrangements.
- Approved the VfM reports on the ESHS CTL Improvements and Temporary Classrooms projects.
- Approved the Draft December Monthly Report for submission to the Premier's Office for comment.
- Noted that the Grievance Redress Policy is being amended to incorporate CDB technical comments and will be submitted to the Board for approval in February.
- Noted the Communications Update and that the 2020 RDA Communications Strategy and Plan will be submitted to the Board for review in February.
- Noted the RDA Occupational Health and Safety Handbook.
- Noted the current manning status of the RDA.

- Approved the draft Financial Statements for the period to 31 December 2019.
- Noted the status of the funding activities as at 15 January 2020.
- Noted that funding from Unite BVI has provided \$190k towards two new projects (repair of Long Bush and Anegada recreation facilities), and an expanded scope for the VG Sports Complex project.
- Noted that there have been at least two new financial services companies expressing interest in contributing funds to RDA projects.
- Noted that once the Implementation Schedule is approved, the RDA will engage in a proactive fundraising campaign to mobilise resources around an agreed and final programme portfolio.
- Noted the progress in the implementation the RDA's 2019 Business Plan.
- Approved the final 2020 Business Plan.
- Noted that the document may require amendments as the requirements placed on the RDA change, and these changes will be presented to the Board when necessary.
- Approved the Summary Minutes of the 31st Board Meeting.

Next Board Meeting

- The next Board meeting is scheduled for 10 a.m. on Thursday 20 February 2020.