

MINUTES

**May Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level
Activity Implementation Cooperative Agreement No. AID-532-A-13-00003**

DATE: August 21, 2015

PRESENT: AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF), Parent Specialist, Jenifer Brown (JB), Enrichment Specialist, Shauner Murray (SM), arrived late

Actions, August 21, 2014

Action	By	Date	Update
Share feedback on EP Manual	DF team	28/08	
Send list of 4 schools which can be visited over the next two weeks	JAF	26/08	Completed
Send list of 104 project schools to JB	JAF	21/08	Completed
Share checklist for the assessment of schools and Parent Places	JB	25/08	
Follow up on DF/ MoE MoU and updated DF team	SM	28/08	Update shared on 25/08
Share assessment criteria from the New Horizon's programme to see if some other award can be created for the schools.	CS	28/08	
Update TraiNet with training related figures from USAID FY 2015 ahead of September	JAF	31/8	WIP
Arrange meeting to review liquidation supporting documents	BFY		

Action Updates, July 24 –August 21, 2015

Action	By	Date	Update
Share feedback on EP Manual	SM	31/7	Amended Document Shared by SM on August 19. Team is to review and provide feedback to SM ahead of finalization
Confirm that USAID team has list of all 104 project schools	JAF	27/07	Completed
Call meeting with NPSC and JB to discuss way forward on parents place manual	DR		Draft Manual was shared with JB by Marcia Dixon

Follow up with all stakeholders re meeting with ECC, NPSC and JB to establish way forward for assessments of schools and parent places	DR		Outstanding
Share DF/ MoE MoU with SM	DR	29/7	Completed
Development of workplan of activities in keeping with Scope of Work signed by the Permanent Secretary	JB		Submitted to DR by JB
Development of checklist for the assessment of schools and Parent Places	JB		WIP, to be shared on 25/08
Update TraiNet with figures ahead of September	JAF	31/8	To be completed
Arrange meeting to review liquidation supporting documents	BFY		To be confirmed

DISCUSSION – ISSUES	RESPONSIBLE	DATE
<p>1) Welcome & Call to Order – (JAF) Meeting was called to order by JAF (8:47am)</p> <p>2) Confirmation of Minutes & Matters Arising – (JAF) Notes from the last meeting were circulated ahead of this meeting. There were no corrections. Action list was updated in above table</p> <p>3) Project Performance Review (Various)</p> <p>a. MoE Project Activity Update</p> <p>i. Enrichment Manual Update (JAF)</p> <p>Revised manual was circulated by SM on August 18. It was posited that the team review and share feedback by August 28.</p> <p>b. DF Project Activity Update</p> <p>i. Summer School Wrap Up & Evaluation – Grade 1 – Update (EC)</p> <p>Payments have been processed for 23 of 25 schools that participated in the summer school intervention. The remaining schools, Lucea Primary and Cavaliers All Age schools have outstanding documentation. EC is in communication with the schools regarding same.</p> <p>ii. Renovations – Cohorts 2 & 4 (JAF)</p> <p>Works are ongoing at Bryce Primary and have begun at 4 of the additional 7 schools. Expected completion of 6 of the additional 7 schools is the first week of September. Old Harbour Bay Primary is scheduled for completion at the end of</p>		

September.

CS notes that she would like to make site visits to the schools undergoing renovations.

She reminds the team that site visits should be made with a view to completing EMMP documentation which is due in December.

SM notes she will meet with principals at the schools which are undergoing renovations to get feedback from the schools on how the renovation process is going.

CS also notes that according to the USAID/DF cooperative agreement, as the **recipient** the DF is the responsible for what happens on construction sites and any other works being done by contractors. She also notes that until the end of the project, DF is responsible for, and the owner of, all ECs and the materials there within.

SM takes the opportunity to note that some air conditioning (AC) units are not grided and asks who is at fault if the air AC units are stolen. Claire notes that while DF is ultimately the owner of all items, given the nature of the investment, schools can be expected to take measures to ensure their received items are protected. SM adds that in light of the ownership of all items by DF until the end of the projects, the MoU between DF and MoE should be finalized with some urgency.

Action: Jo to send list of 4 schools to be visited by USAID team over the next two weeks.

iii. Library Corners – Additional 7 Schools (JAF)

Following review by A-AOR BFY, the books have been delivered to all 7 additional schools for their library corners.

iv. Parenting Assessment Partnership (JB)

a. Work plan and timelines for implementation

JB reports that a Workplan was shared with DR by. JB notes that original discussions included the G2G project contracting research officers to assist with the school situational analyses/ audits of Parents' Places in project schools. To the best of her knowledge, the engagement of these persons has not taken place. This will have an impact on the timelines for collection of data as well as the feasibility of same as the assessment of 104 schools will be untenable without support staff. She also raised query around the feasibility of the intended officers carrying out their G2G duties as well as additional Enrichment Programme duties in the event that they are engaged.

CS notes that she could not sanction the original agreement between G2G and

Digicel, as it was not in keeping with the DF Contractual Agreement with USAID. As such the original agreement was reviewed and revised to not be in contravention with any other agreements with USAID. In keeping with the revised agreement. Digicel Foundation will have to take the lead on, and be directly responsible for the spend, on the areas for which it has ultimate responsibility.

b. Criteria for School Situational Analysis –
Governance

One comprehensive checklist is being put together by JB and Mrs. Carter. This will be shared next week Tuesday for review and finalization. This will also include the list of items required to be included in the parents' places.

Action: JB to share assessment criteria

JAF to send list of 104 project schools to JB

c. Criteria for Parents' Place Audit

As above

d. List of required items for Parents' Places

As above

e. Parents' Place Manual

Further to the last monthly implementation meeting, a meeting was to be held between JB, the NPSC to review the draft manual the NPSC is working on so as not to duplicate efforts.

A draft of this manual, along with other NPSC documents on the establishment and registering of Parents' Places was shared with JB by Mrs. Dixon. JB notes that the recommended books are very high level and she does not feel they are necessarily appropriate. She is concerned that these books may be a turn off to some parents.

SM also feels that that following this recommended book of list would not be the best spend of project funds. She agrees that some of the information covered in the books is helpful for parents, however, she suggests that pamphlets and posters that cover the same information be placed in the Parents' Places instead. These simple formats, she feels, will be more appealing and accessible to the parents using the Place. JD notes that it is these kinds of resources, along with information on social services across the country that are usually included in other USAID funded Parents' Places.

Parenting partners, CDA and NPSC are sources for this kind of informational pamphlets along with educational posters etc. which can also be included in the Parents' Places

SM also recommends the use of short play videos. CS agrees that the

recommended books would not be a good spend of project funds and notes that a lot of information is available on youtube.

JB described the manual shared and that which she had begun drafting noting that they may be for different purposes. Given the great diversity in the parent's places that exist, the G2G team conceptualized a Parents' Place manual, in the same vein of a Lesson Plan Manual, which would focus on providing guidance on and highlighting best practices for operating a Parents' Place. She queried the purpose of the NPSC document and the wisdom of working on only their document.

CS reviewed the contents of the NPSC manual and notes that it appears quite comprehensive and well put together. She finds no challenges with it and suggests we move forward with the completion of this (NPSC drafted) document.

Actions:

Review NPSC Draft (DF/JB) with an aim to confirming that the project would like to collaborate with the NPSC to finalize this document.

Identify next steps to collaborating on the completion of the Operational Document if it is in keeping with what we would like to produce. This may include providing assistance with editing, printing and distribution.

c. USAID Project Activity Update (CS)

Since or last meeting PM DR met with the AO. Some commendations and feedback was provided on the programme. Following the meeting, outstanding resources for the team and other recommendations are being followed up on.

BFY was able to review the books to be delivered to the additional seven schools.

4) Plans to quarter ending September 2015 (JAF)

a. Parents' Place Audit & School Situational Analysis

Engagement of support personnel to complete the audits in the schools.

b. School of the Year Awards

Schools have been shortlisted for the award. The awardees are to be finalized following information provided by the MoE. It is expected that this information will be provided on August 28. The DF team would like to Make the announcement in the second week in September.

SM notes that the top 2 schools were asked to provide the information ahead of August 24 originally, but neither school produced the correct information requested. She asked for the team present to discuss a way forward in the event that the schools are unable to provide the requested information.

CS shared that the worst thing to do is have an award shrouded in doubt. She

<p>advised that we do not have the awards if schools are not able to provide the information requested to substantiate them. She does not believe the top 2 schools should be given the additional time to provide the information, nor that the next two schools should be given the opportunity to provide same either.</p> <p>SM notes that an award of a different title can be provided. But she would like this not to be called school of the year.</p> <p>Action: CS to share assessment criteria from new horizon’s programme to see if some other award can be created for the schools.</p> <p style="padding-left: 40px;">c. Summer School Manual</p> <p>This is to be drafted by the end of the month with assistance from Mrs. Young.</p> <p>5) AOB</p> <p><u>Enrichment Programme Manual</u></p> <p>Next steps re the manual were discussed as per the below.</p> <ul style="list-style-type: none"> - SM to complete review of Module 12 (Communicating with Parents, Encouraging Participation and Empowerment) ahead of sharing revised draft with Roxanne Malcolm Brown; - CS queries whether there will be an introduction. - SM notes that she will then send the manual back to Roxanne Malcolm Brown for rewrite. - JAF notes that DR should have some oversight on work being asked of Roxanne Malcolm Brown as she was engaged by DF rather than the MoE. - SM notes that the chapter on Special Needs Education is still pending from Dr. Meredith’s team. 		
<p>The date of the next meeting is set for September 25, 2015. The meeting was adjourned at 10:23 am.</p>		

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			

a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/2014 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			

c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			