

**UNEP GEF PIR Fiscal Year 2023**  
Reporting from 1 July 2022 to 30 June 2023

**1. PROJECT IDENTIFICATION**

**1.1. Project details**

Identification Table	GEF ID.: 9849	Umoja WBS: SB-10873.02
	SMA IPMR ID: 38678	Grant ID: S1-32CBL-000001
	Project Short Title: CBIT A&B	
Project Title	Capacity Building for Improved Transparency on Climate Actions through an Environment Registry in Antigua & Barbuda	
Duration months	<i>Planned</i>	36 months + 12 months (extension)
	<i>Age</i>	42 months
Project Type	Medium Size Project	
Parent Programme if child project	N/A	
Project Scope	National	
Region	Latin America and Caribbean	
Countries	Antigua and Barbuda	
GEF Focal Area(s)	Climate Change	
GEF financing amount	USD \$ 1,000,000	
Co-financing amount	USD \$ 200,000	
Date of CEO Endorsement/Approval	19 July 2019	
UNEP Project Approval Date (on Decision Sheet)	20 December 2019	
Start of Implementation (PCA entering into force)	23 December 2019	
Date of Inception Workshop, if available	18 February 2020	
Date of First Disbursement	3 March 2020	
Total disbursement as of 30 June 2023	USD \$ 627,618	
Total expenditure as of 30 June 2023	USD \$ 413,000	
Midterm undertaken?	No	
Actual Mid-Term Date, if taken	N/A	
Expected Mid-Term Date, if not taken	N/A	
Completion Date	<i>Planned – original PCA</i>	31 December 2022
	<i>Revised – Current PCA</i>	31 December 2023
Expected Terminal Evaluation Date	31 December 2023	
Expected Financial Closure Date	31 January 2025	

## 1.2. Project description

The Capacity-building Initiative for Transparency (CBIT) Project is designed to strengthen Antigua and Barbuda's institutional and technical capacities to facilitate the country in meeting the enhanced transparency requirements defined in Article 13 of the Paris Agreement. Through the project, Antigua and Barbuda is receiving support to develop capacity to fulfil reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC), including National Communications and Biennial Update Reports.

The Department of Environment (DOE) under the Ministry of Health, Wellness, Social Transformation and the Environment, serves as the Executing Agency for the project. The objective of this project is to promote mainstreaming of Nationally Determined Contributions (NDC) monitoring, reporting and verification (MRV) into domestic systems and strengthen institutional capacity to enable routine, concurrent and participatory monitoring processes that enhance transparency under the Paris Agreement. The CBIT project has three aims:

- Strengthen national institutions for transparency-related activities in line with national priorities;
- Provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and
- Assist in the improvement of transparency.

The project has two components:

**Component 1: National Registry to support monitoring of NDC implementation and tracking climate change impact.** Under this component, the Environment Registry MRV function will be established. Regulations and guidelines for collecting, sharing, and managing data will be developed, as well as ensuring the registry is accessible to the public and appropriate indicators in line with the Nationally Determined Contributions are developed.

**Component 2: Institutionalization of the national transparency framework across sectors.** This component focuses on building capacity and training government agencies, private sector, and civil society to effectively contribute data to the Environment Registry. Evaluation, learning and scaling up of the transparency initiative is also conducted.

## 1.3. Project Contacts

Division(s) Implementing the project	Economy Division
Name of co-implementing Agency	N/A
Executing Agency(ies)	Ministry of Health, Wellness, Social Transformation and the Environment, Department of Environment
Names of Other Project Partners	N/A
UNEP Portfolio Manager(s)	Geordie Colville, Ruth Coutto
UNEP Task Manager(s)	Asher Lessels
UNEP Budget/Finance Officer	Fatma Twahir
UNEP Support/Assistants	Luiza Schmidt (programmatic) and Carla Santoro (finance)
EA Manager/Representative	Diann Black-Layne
EA Project Manager	Aaliyah Tuitt
EA Finance Manager	Chalisa Phillip
EA Communications Lead, if relevant	N/A

## 2. OVERVIEW OF PROJECT STATUS

### 2.1 UNEP PoW and UN

UNEP Current Subprogramme(s)	Climate action
PoW Indicator(s)	The project contributes to the following indicator: Number of national, subnational and private sector actors reporting under the enhanced transparency arrangements of the Paris Agreement with UNEP support
UNEP previous Subprogramme(s)	N/A
UNSDCF / UNDAF linkages	<p>The project contributes to the following strategic objective of the UN Multicounty SDCF- The English and Dutch Speaking Caribbean (2022- 2026):</p> <p>Priority area 2: equality, well-being and leaving no one behind</p> <ul style="list-style-type: none"> <li>Outcome 3: national governments and regional institutions use relevant data and information to design and adopt laws and policies to eliminate discrimination, address structural inequalities and ensure the advancement of those at risk of being left furthest behind</li> </ul> <p>Priority area 3: resilience to climate change and shocks and sustainable natural resource management</p> <ul style="list-style-type: none"> <li>Outcome 5: Caribbean people, communities, and institutions have enhanced adaptive capacity for inclusive, gender responsive disaster risk management and climate change adaptation and mitigation</li> <li>Outcome 6: Caribbean countries manage natural resources and ecosystems strengthening their resilience and enhancing the resilience and prosperity of the people and communities that depend on them.</li> </ul>
Link to relevant SDG Goal(s)	SDG 13: Take urgent action to combat climate change and its impacts. SDG 5: Achieve gender equality and empower all women and girls.
Link to relevant SDG Target(s)	<p>Target 13.1: Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries</p> <p>Target 13.2: Integrate climate change measures into national policies, strategies and planning.</p> <p>Target 13.3: Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.</p> <p>Target 13.b: Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities.</p> <p>Target 5.1: End all forms of discrimination against all women and girls everywhere.</p>

	<p>Target 17.14 Enhancing policy coherence for sustainable development</p> <p>Target 17.18 By 2020, enhance capacity building support to developing countries, including for LDCs and SIDS, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts</p>
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## 2.2. GEF Core Indicators:

Indicators	Targets – Expected Value			Materialized to date
	Mid-term	End-of-project	Total target	
Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	N/A	60 people (30 male and 30 female)	60 people (30 male and 30 female)	45 (25 male, 20 female)

## 2.3. Implementation Status and Risk

	FY 2021	FY 2022	FY 2023	FY 20__	FY 20__
PIR #	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	....
Rating towards <b>outcomes (DO)</b> (section 3.1)	S	S	S		
Rating towards <b>outputs (IP)</b> (section 3.2)	S	MS	S		
<b>Risk rating</b> (section 4.2)	L	M	M		

Rating towards outcomes: The rating is **satisfactory**.

For **outcome 1**, there has been improvement in the quality of MRV System for GHG Inventory, going from GEF score 2 (baseline) to 5, as per Annex III of CBIT programming directions. It means that the MRV System is strong for a limited set of activities and GHG reporting was improved. Also, the team is currently utilizing five transparency guidance documents, with an additional document being completed in 2023. During the reporting period, the Environment Registry platform was also introduced to the public and will be fully launched in Q3 2023. This platform will serve as the national MRV system comprising of GHG Inventory data and climate action data. During development, the registry was presented to various stakeholders for feedback, the main agency was the Department of Environment as they will be responsible for adding information to the platform.

For **outcome 2**, there has been improvement in the quality of MRV System for NDC implementation reporting, going from GEF score 1 (baseline) to 3, as per Annex III of CBIT programming directions. Through the Environment Registry platform, the DOE will be able to monitor NDC targets through the data collected on climate actions. Additionally, the NDC Implementation Plan has been finalized with the necessary indicators to track the targets. Also, there has been improvement in the quality of MRV system for Climate Change Adaptation reporting, going from GEF score 1 (baseline) to 3, as per Annex III of CBIT programming directions. Staff were trained in GHG Inventory and will continue to be trained on NDC

monitoring through the various trainings to be held under this project. An assessment will be done near the end of the project to identify the levels in which staff can implement MRV systems.

Rating towards outputs: The rating is **satisfactory**.

**Output 1.1: Regulations, procedures, and guidelines for monitoring, reporting, and verifying climate change data are developed.** This output has been successfully completed with the signing of a Memorandum of Understanding with the Statistics Division to support data collection and sharing. The team also identified other agencies to develop an MOU with to further increase data sharing, collection and management. A QA/QC plan for data collection and management along with the National Inventory Management System report, which will be used in developing future Greenhouse Gas Inventories were developed under this output.

**Output 1.2: Environment Registry is accessible to the public to promote accountability and transparency.** There was a soft launch for the platform in February 2023 with the support of the developer and representatives from UNEP. The registry will be accessible to the public via its domain address and will house information relating to EPMA documents, notices, roster of experts and specific MRV-related data. Due to difficulties during the transfer of the platform, the contract with the Environment Registry developer had to be extended. The project team is hoping to finalize these activities by July 2023.

**Output 1.3: Data security and climate resilient assessment for the Environment Registry is conducted.** There has been a delay in implementing the recommended measure to upgrade the building to become climate resilient based on the infrastructural assessment completed. The selected building will be used to house the DOE's servers and serve as a backup for the Environment Registry. The Department of Environment will also work along with the government's IT department to manage the security of the Environment Registry along with manuals provided by the Environment Registry Developer.

**Output 1.4: Country-specific indicators in line with Nationally Determined Contribution targets are developed.** The final NDC Implementation Plan was submitted, including feedback from the validation workshop. The NDC Implementation Plan also included indicators to measure the progress of Antigua and Barbuda's NDC targets. Additionally, a summary paper was developed which outlines the responsibility of tracking NDC Implementation whereby the Department of Environment as the UNFCCC focal point will lead this process with the support of other key agencies.

**Output 2.1: Training to government agencies, private sector, and civil society is provided in order to appropriately and efficiently contribute data to the Environment Registry.** This output comprises of varying activities, some of which have been completed such as training of staff in developing GHG Inventories. The outstanding activities include workshops with the private sector to contribute data to the Environment Registry, training to stakeholders on the QA/QC plan developed in Output 1 and development of a periodic report on climate change risks and solutions. The team continues to invite the necessary stakeholders to capacity building initiatives being held under the Project.

**Output 2.2: Evaluation, learning and scaling up of the transparency initiative are conducted.** The team will be hosting workshops to share lessons learned on the development of the Environment Registry and a project results conference near the end of the project. The team also uses the CBIT Global Coordination Platform on a quarterly basis to update the country profile based on the implementation of Antigua and Barbuda's project. The platform is also monitored for events which the CBIT team can participate in.

Overall risk rating: the overall risk is **moderate**. Even though most activities have already been executed and some results are already highly satisfactory, some big procurements are delayed, and the executed budget is still below the expected by this stage of project implementation. The mitigation measures for the moderate risks are already being implemented by the Executing Agency with UNEP's support (see table 3.3 below), and a stronger financial management is expected in the next implementation period.

**2.4. Co-financing**

<b>Planned Co-finance Total:</b>	Total: USD \$200,000
<b>Actual to date:</b>	Actual to date: \$190,000 (95%)
<b>Progress</b>	<p>Co-financing contributions were based on staff time, participation in meetings, contributions to reports and use of government resources (office space and equipment and venues for hosting meetings.) During the period staff supported the project in:</p> <ul style="list-style-type: none"> <li>- Developing internal Monitoring and Evaluation reports on a quarterly basis</li> <li>- Reviewing reports submitted by consultants (MRV Consultant, Environment Registry Developer)</li> <li>- Preparation of requisitions/work orders and financial reports</li> <li>- Preparation of concept notes and workshop planning</li> <li>- Participating in user-testing for the Environment Registry platform</li> </ul>

**2.5. Stakeholder engagement**

<b>Date of project steering committee meeting</b>	<p>The Project Coordinator met with the Project Management Committee (<i>i.e. the steering committee</i>) on the following occasions to receive approval on the project related decisions.</p> <ul style="list-style-type: none"> <li>- 29<sup>th</sup> June 2022 to receive approval of officers to participate in an Evaluation training</li> <li>- 28<sup>th</sup> September 2022 to receive approval for hiring an Environmental Information Systems Consultant</li> <li>- 5<sup>th</sup> October 2022 to receive approval of an officer to travel for a knowledge exchange visit</li> <li>- 23<sup>rd</sup> November 2022 to receive approval on hiring a production company to produce a documentary on the Environment Registry and for an officer to attend a UNFCCC training workshop</li> <li>- 20<sup>th</sup> February 2023 to receive approval on entering into an agreement with UNEP-CCC to complete the activities started by UNEP-DTU</li> </ul>
<b>Stakeholder engagement</b>	<p>During this reporting cycle the project team conducted a total of two (2) workshop activities facilitated by the Monitoring, Reporting, and Verification (MRV) Consultant whose main task is focused on sensitizing Private Sector Stakeholders to the Environment Registry (ER). The first workshop introduced the Environment Registry whereas the second workshop provided an overview of the data collection needs for preparing a Greenhouse Gas Inventory. A third workshop is being planned for the third quarter of 2023 which will focus more on quality analysis and quality control of the data being collected. The aim of these workshops is to develop a better working relationship with the private sector and to encourage data sharing in order to effectively report on the country's emissions/removals. A total of eleven (11) participants representing various sectors (energy, waste, agriculture) took part in the sessions. However, the project team believes there are more stakeholders which can be a part of the process. Material from the previous workshops will be shared via email, and there will be an opportunity to discuss further how both agencies can work collaboratively in this area during quarter 3 2023.</p> <p>The soft launch of the Environment Registry platform was held in February 2023 whereby 28 persons from government, NGO and private sector were in attendance. The launch provided participants with first-hand</p>

	insight on the systems' functionalities while highlighting the importance of both government and private agencies working together to maximize the potential of the system. During the launch there was also a discussion on data sharing whereby representatives from several agencies shared their thoughts on how data can be easily shared between agencies and their hopes for the platform.
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## 2.6. Gender

<b>Does the project have a gender action plan?</b>	Yes.
<b>Gender mainstreaming</b>	<p>The project team has begun work on the activities outlined in the proposal, however, there has been a delay due to higher priority of activities to be completed by the ESS &amp; Gender Officer. Therefore, the project team has scheduled a meeting to revise the proposal and refocus activities for completion by Quarter 3 2023. These activities will include revision of previous gender-related reports by the PMU and development of a Gender Action Plan by the project team with support by the ESS &amp; Gender Officer. Following the completion of these, the team will develop the necessary outreach materials to be shared with stakeholders and published electronically. Furthermore, the indicators developed by the former gender consultant have been reviewed and were included in our listing of indicators to track implementation of the NDC targets. The immediate next steps for this activity are to draft and finalize a report on gender sensitive data collection.</p> <p>The project team currently comprises of mostly women, as well as other stakeholder groups such as the Project Management Committee (PMC) and the Technical Advisory Committee (TAC) which will be involved in the process. As for recent project events such as the private sector workshops and launch of the environment registry, there has been a fair representation by women. However, the project team will continue to encourage agencies to take gender equality into consideration when nominating participants.</p>

## 2.7. Environmental and social safeguards management

<b>Moderate/High risk projects (in terms of Environmental and social safeguards)</b>	<p>Was the project classified as moderate/high risk CEO Endorsement/Approval Stage? No</p> <p>If yes, what specific safeguard risks were identified in the SRIF/ESERN? N/A</p>
<b>New social and/or environmental risks</b>	<p>Have any new social and/or environmental risks been identified during the reporting period? No.</p>
<b>Complaints and grievances related to social and/or environmental impacts</b>	<p>Has the project received complaints related to social and/or environmental impacts (actual or potential) during the reporting period? No</p>
<b>Environmental and social safeguards management</b>	<p>A safeguard action plan was not required for this project and the initial ESS Risk classification is still valid. The project remains cognizant of the principles of resilience and sustainability; human rights, gender equality and women empowerment, accountability and leave no one behind as well as the potentially affected, marginalized and vulnerable population.</p>

### 2.8. Knowledge management

<p><b>Knowledge activities and products</b></p>	<p>The Department of Environment currently uses Smartsheet to track the implementation of projects. This includes archiving of deliverables produced under the project, updates on activities, reports submitted to the donor agency and tracking of timelines. This ensures availability of knowledge materials for future project development, baseline data and capacity building. In addition, the Environment Registry is close to completion and once operationalized it will act as a data management system for MRV tracking, EPMA documents and Roster and Notices for dissemination to the public.</p>
<p><b>Main learning during the period</b></p>	<p>We learned it was important for us to have biweekly check in meetings as a project team to ensure tasks were being delivered on time. We also used this time to discuss outstanding activities, find ways to get them back on track if delayed and to ensure each team member was on the same page. These meetings were also transferred to meeting with consultants on a scheduled basis to receive updates on tasks and finalize deliverables.</p>

### 2.9. Stories to be shared

<p><b>Stories to be shared</b></p>	<p>The Implementation Plan for the Nationally Determined Contributions submitted to the UNFCCC in 2021 was developed under this project. It was a noteworthy accomplishment which included numerous stakeholder consultations. The plan is meant to be a living document and will be updated periodically to reflect changes in national circumstances and developments in climate change science. The implementation plan outlines a set of mitigation and adaptation actions plans with specific actions, activities, and timelines. The project team has also worked on developing the necessary indicators to track the various targets which will assist in future reporting requirements.</p>
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### 3. PROJECT PERFORMANCE AND RISK

#### 3.1 Rating of progress towards achieving the project outcomes (Development Objectives)

Project objective and Outcomes	Indicator	Baseline level	Mid-term target	End-of-project target	Progress as of current period (numeric, percentage, or binary entry only)	Summary by the EA of attainment of the indicator & target as of 30 June 2023	Progress rating <sup>1</sup>
<p><b>Objective:</b> To promote mainstreaming of NDC monitoring, reporting and verification into domestic systems and strengthen institutional capacity to enable routine, concurrent and participatory monitoring processes that enhance transparency under the Paris Agreement</p>	<p>Improvement in the quality of Institutional capacity for transparency based on GEF score 1 to 4 as per Annex IV of CBIT programming directions</p>	<p>2</p>	<p>N/A</p>	<p>+2</p>	<p>3</p>	<p>The DOE has staff with capacity to coordinate and implement transparency activities. Therefore, based on the GEF score, it is a 3.</p> <p>In addition to the MOU signed with the Statistics Division, terms have been agreed upon for a Memorandum of Understanding with a local recycling company, Will's Recycling Limited. The project team has also been in discussions with the Antigua and Barbuda Transport Board as another suitable agency for this endeavour.</p> <p>NDC indicators have also been developed to aid in reporting on progress being made with implementation of the enhanced targets set in 2021. The DMU will publish a report to detail the progress made in achieving these targets to date. The country has also received approval for their First Biennial Transparency Report which will build on the systems developed under the CBIT project in order to further report on progress made in implementing targets to the UNFCCC.</p>	<p>MS</p>

<sup>1</sup> Use GEF Secretariat required six-point scale system: Highly Satisfactory (HS), Satisfactory (S), Marginally Satisfactory (MS), Marginally Unsatisfactory (MU), Unsatisfactory (U), and Highly Unsatisfactory (HU).

Project objective and Outcomes	Indicator	Baseline level	Mid-term target	End-of-project target	Progress as of current period (numeric, percentage, or binary entry only)	Summary by the EA of attainment of the indicator & target as of 30 June 2023	Progress rating <sup>1</sup>
<b>Outcome 1:</b> The Environment Registry MRV function is established through a participatory process that includes a resilience assessment	Improvement in the quality MRV system for GHG Inventory based on GEF score 1 to 10 as per Annex III of CBIT programming directions	2	N/A	+3	5	<p>Measurement systems are strong for a limited set of activities and periodically report on key GHG related indicators i.e., mainstreamed into the activity implementation; reporting is improved through few pathways but limited audience and formats; verification limited.</p> <p>The MRV consultant has organized two workshops with the private sector, one of which focused on the data collection needs for the GHG Inventory. This will encourage sharing of data in preparation for future GHG Inventory reports. The fifth GHG Inventory report has been drafted for submission with the Fourth National Communication. The Department has also received approval on their Project Implementation Plan for their First Biennial Transparency Report which will also include a GHG Inventory for submission by April 2024. The systems developed under the CBIT project will be instrumental in completing this report.</p>	S
	Number of transparency guidance documents being used by DOE staff and sectoral data compilers	0	N/A	6	5	<p>Five (5) transparency guidance documents have been developed for use by DOE staff and sectoral data compilers, as follows:</p> <ul style="list-style-type: none"> <li>- National Inventory Management System</li> <li>- QA/QC guidelines</li> <li>- MRV Framework Report</li> <li>- Mitigation Modelling Data Collection Procedures Manual</li> <li>- GIS Unit Operational Manual</li> </ul> <p>The last report planned for 2023 are the Environment Registry training manuals.</p>	S

Project objective and Outcomes	Indicator	Baseline level	Mid-term target	End-of-project target	Progress as of current period (numeric, percentage, or binary entry only)	Summary by the EA of attainment of the indicator & target as of 30 June 2023	Progress rating <sup>1</sup>
<b>Outcome 2:</b> The Environment Registry becomes the official national source for NDC monitoring, reporting and verification	Improvement in the quality MRV system for NDC Implementation reporting based on GEF score 1 to 10 as per Annex III of CBIT programming directions	1	N/A	+2	3	According to the GEF score, we rated a 3 due to systems being in place for data quality and methodology. However, access to reporting is still limited and information is partial. An NDC implementation plan and indicators were developed and validated with a broad set of stakeholders. The team has also worked on prioritizing the list of indicators based on targets and with the assistance of the UNEP consultant will be developing the appropriate methodologies. Training manuals are under development and will be completed by Q3 2023.	S
	Improvement in the quality MRV system for Climate Change adaptation reporting based on GEF score 1 to 10 as per Annex III of CBIT programming directions	2	N/A	+2	3	The 3 rating is based on measurement systems are in place for a few activities, improved data quality and methodologies, but not cost or time efficient; wider access to reporting is still limited and information is partial; verification is rudimentary/non-standardized. The Environment Registry will have a section on the MRV System which includes reporting on adaptation indicators. In addition, the team will be tracking the implementation of the NDC targets which also includes adaptation targets. Lastly, the DOE submitted Antigua and Barbuda's Adaptation Communication which outlines the adaptation priorities and support needs. The data collected through the registry will increase the quality in reporting.	MS
	% of specialized trained staff who declares to be in a better position to implement MRV systems (gender disaggregated)	N/A	N/A	70%	N/A	16 Staff members (8 women and 8 men) are currently engaged in GHG training, NDC monitoring and reporting to the UNFCCC. At the end of the project, staff will be assessed based on a survey to indicate their position in implementing MRV systems.  Survey will be conducted in October 2023.	N/A

**PIR FY 2023**  
**<insert project abbreviated name>**

### 3.2 Rating of progress implementation towards delivery of outputs (Implementation Progress)

Outputs/Activities <sup>2</sup>	Expected completion date <sup>3</sup>	Implementation status as of 30 June 2022 (%) (Towards overall project target)	Implementation status as of 30 June 2023 (%) (Towards overall project target)	Progress rating justification <sup>4</sup> , description of challenges faced and explanations for any delay	Progress rating <sup>5</sup>
<b>COMPONENT 1: National Registry to support monitoring of NDC implementation and tracking climate change impact</b>					
<b>Output 1.1: Regulations, procedures and guidelines for monitoring, reporting and verifying climate change data are developed</b>	<i>March 2022</i>	<i>100%</i>	<i>100%</i>		<b>S</b>
<b>Activity 1.1.1</b> Design a legal structure for climate data collection and sharing based on MOUs and other formal agreements	<i>June 2021</i>	<i>100%</i>	<i>100%</i>	This activity has been completed with the signing of an MOU with the Statistics Division to support data collection, sharing and management. An MOU was also signed with Will's Recycling, a local recycling company to assist with data collection and management within the waste sector. The team has held discussions with the Antigua and Barbuda Transport Board to outline the scope of responsibilities under the MOU. The agreement, once approved, will enhance data and information sharing between the agencies and provide support in data collection, analysis, reporting, and usage, to accurately represent progress towards achieving national targets.	S
<b>Activity 1.1.2:</b> Develop QA/QC standards for data that will be collected by the various stakeholders	<i>January 2022</i>	<i>100%</i>	<i>100%</i>	This activity has been completed with the development of a QA/QC report for GHG and NDC data. This was developed by a consultant under UNEP-CCC which will host trainings under Output 2.1 in Q3 2023.	S
<b>Activity 1.1.3:</b> Develop and formalize methodologies and guidelines for data collection, management and sharing	<i>March 2022</i>	<i>100%</i>	<i>100%</i>	This activity has been completed with the finalization of the National Inventory Management System (NIMS). This document will assist in developing future GHG Inventory reports to the UNFCCC.	S
<b>Output 1.2: Environment Registry is accessible to the public to promote accountability and transparency</b>	<i>November 2022</i>	<i>45%</i>	<i>89%</i>	<b>Following the transfer of the site to the government servers there were some complications which have been difficult to resolve. The team has been working with the government's IT centre and Environment Registry Developer to rectify the issue.</b>	<b>MS</b>

<sup>2</sup> Outputs and activities (or deliverables) as described in the project logframe (and workplan) or in any updated project revision.

<sup>3</sup> The completion dates should be as per latest workplan (latest project revision).

<sup>4</sup> As much as possible, describe in terms of immediate gains to target groups, e.g. access to project deliverables, participation in receiving services; gains in knowledge, etc.

<sup>5</sup> To be provided by the UNEP Task Manager

**PIR FY 2023**  
**<insert project abbreviated name>**

Outputs/Activities <sup>2</sup>	Expected completion date <sup>3</sup>	Implementation status as of 30 June 2022 (%) (Towards overall project target)	Implementation status as of 30 June 2023 (%) (Towards overall project target)	Progress rating justification <sup>4</sup> , description of challenges faced and explanations for any delay	Progress rating <sup>5</sup>
<b>Activity 1.2.1:</b> Establish a user-friendly online data portal for the Environment Registry, including a management system to facilitate data sharing among data sources and a data entry manual	<i>November 2022</i>	81%	98%	<p>There has been challenges in communication between the project team and the developer which results in a delay in completing work. However, to date, the registry has been soft-launched and a draft manual produced. Given the delays experienced, the contract between the DOE and the developer had to be extended to October 2023 to allow for completion of activities.</p> <p>During the reporting period, the developer met with the project team on several occasions to present the site and receive feedback on the design and usability. After additional revisions were made the team held discussions with the government's IT centre on the transfer of the platform onto the government's server</p>	MS
<b>Activity 1.2.2:</b> Conduct consultations with public sector stakeholders, NGOs, private sector and CSOs on the design of the online platform and the data management system	<i>November 2022</i>	50%	97%	The project team has provided feedback on the platform in several instances, however there was a user-testing survey developed to capture additional feedback once the site was completed. To date, this survey hasn't been shared with the team given challenges accessing the platform.	MS
<b>Activity 1.2.3:</b> Provide training in operating the online platform and long-term service agreement	<i>November 2022</i>	5%	69%	The Environment Registry developer has developed a draft manual for operation of the Environment Registry. There will be a training session with selected staff members and representatives from the IT centre once the issues on the site have been rectified. The developer has also shared a draft version of the warranty whereby the project team provided comments.	S
<b>Output 1.3: Data security and climate resilient assessment for the Environment Registry is conducted</b>	<b><i>September 2023</i></b>	<b>42%</b>	<b>42%</b>	<b>The percentage changed given the deadline was extended. However, under this output the building renovation has been delayed and the project team is working on building capacity in data security.</b>	<b>MS</b>
<b>Activity 1.3.1:</b> Undertake an infrastructural and data security risk assessment of Antigua and Barbuda's data management and storage system	<i>January 2022</i>	100%	100%	This activity has been completed whereby an assessment was done on the buildings at the department outlining the recommendations for ensuring climate resiliency. An assessment was also completed on risks to the department's data security.	S

**PIR FY 2023**  
**<insert project abbreviated name>**

Outputs/Activities <sup>2</sup>	Expected completion date <sup>3</sup>	Implementation status as of 30 June 2022 (%) (Towards overall project target)	Implementation status as of 30 June 2023 (%) (Towards overall project target)	Progress rating justification <sup>4</sup> , description of challenges faced and explanations for any delay	Progress rating <sup>5</sup>
<b>Activity 1.3.2:</b> Implement the recommendations from the assessment	<i>September 2023</i>	25%	25%	There has been a delay in implementing the infrastructural recommendations to the building. Given the absence of bids received on the RFP, the DOE has decided to conduct a bulk procurement for all infrastructural related projects. To date, a contractor has been identified to complete all the building works and a contract will be signed shortly.	MS
<b>Activity 1.3.3:</b> Provide training in operating the data storage system and long-term service agreement	<i>June 2023</i>	0%	25%	There has been a delay in this activity following the delay in operationalizing the Environment Registry. The team also needs to have further discussions with the government's IT centre on managing security for the platform. The Environment Registry developer has agreed to provide a one-year warranty which will cover the platform as well as the development of a manual to support. In terms of data storage, the DOE has been engaging in quarterly backups to hard drives as well as a server. The training materials are being prepared and the sessions are planned for Q3 2023. One session will be held with DOE staff and another one with IT Center.	MS
<b>Output 1.4: Country-specific indicators in line with Nationally Determined Contribution targets are developed</b>	<i>November 2022</i>	98%	98%	<i>The final plan has been presented by the consultant. It will need to be shared with the Technical Advisory Committee and Project Management Committee with guidance from the Director.</i>	S
<b>Activity 1.4.1:</b> Develop an NDC implementation plan through a participatory process	<i>November 2022</i>	95%	98%	There were delays in this activity given the organizational changes with UNEP-DTU and UNEP-CCC. The new agreement with UNEP-CCC has since been signed. The consultant has delivered the final version of the NDC Implementation Plan including comments from the validation workshop. The final step is to present the plan to the necessary parties in September 2023.	S
<b>Activity 1.4.2:</b> Develop indicators in a consultative way for the NDC implementation plan	<i>November 2022</i>	100%	100%	The consultant along with the project team has developed a list of indicators which will be used to monitor the NDC targets. The next step following this activity will be to develop appropriate methodologies to collect the necessary data. The UNEP-CCC NDC consultant will also host a training on data collection with key stakeholders.	S

**PIR FY 2023**  
**<insert project abbreviated name>**

Outputs/Activities <sup>2</sup>	Expected completion date <sup>3</sup>	Implementation status as of 30 June 2022 (%) (Towards overall project target)	Implementation status as of 30 June 2023 (%) (Towards overall project target)	Progress rating justification <sup>4</sup> , description of challenges faced and explanations for any delay	Progress rating <sup>5</sup>
<b>Activity 1.4.3:</b> Determine terms of reference (TOR) and scope of the MEA committee, its legal mandate, and its administrative location	<i>December 2021</i>	100%	100%	This activity has been completed with the development of NDC summary report which captures the roles and responsibilities for monitoring the implementation of the targets. The DOE as the focal point for the UNFCCC will manage this process with support from key agencies.	S
<b>COMPONENT 2: The Environment Registry becomes the official national source for NDC monitoring, reporting and verification</b>					
<b>Output 2.1: Training to government agencies, private sector and civil society is provided in order to appropriately and efficiently contribute data to the Environment Registry</b>	<i>March 2023</i>	35%	37%		S
<b>Activity 2.1.1:</b> Train key stakeholders in applying the QA/QC plan and the new data collection guidelines	<i>March 2023</i>	4%	4%	There has been a delay in this activity given the organizational changes with UNEP-DTU and UNEP-CCC. The new agreement with UNEP-CCC has since been signed and a new workplan put forward by the team. These trainings are currently scheduled for September 18 <sup>th</sup> to 19 <sup>th</sup> 2023.	MS
<b>Activity 2.1.2:</b> Train relevant staff in the Data Management Unit and sectoral experts to develop GHG inventories and reporting on adaptation	<i>July 2022</i>	95%	100%	This activity has been successfully completed whereby four staff members completed a GHGMI IPCC Sector-specific course. These members of staff will be instrumental in the development of the GHG Inventory report under the BTR project. Members of staff were also engaged in a Monitoring and Evaluation course to build capacity needed in evaluating projects and programmes being implemented by the DOE.	S
<b>Activity 2.1.3:</b> Create awareness about the Environment Registry and make data available for policymakers through periodic yearly reports on climate change risks and solution	<i>March 2023</i>	10%	50%	The project team has been involved in several media activities to create awareness about the Environment Registry. The team has also presented at various workshops and held discussions with stakeholders on data needs for the platform. These stakeholders include Statistics Division, APUA, Ministry of Agriculture, Environmental Awareness Group, GARD centre and other government and private agencies. A report is currently under development on the implementation progress for the NDC targets. Once finalized this will be presented to the Technical Advisory Committee and Project Management Committee by November 2023.	S



**PIR FY 2023**  
 <insert project abbreviated name>

Outputs/Activities <sup>2</sup>	Expected completion date <sup>3</sup>	Implementation status as of 30 June 2022 (%) (Towards overall project target)	Implementation status as of 30 June 2023 (%) (Towards overall project target)	Progress rating justification <sup>4</sup> , description of challenges faced and explanations for any delay	Progress rating <sup>5</sup>
<b>Activity 2.1.4:</b> Include the private sector in data collection for the Environment Registry through trainings and workshops	<i>March 2023</i>	20%	60%	A MRV Consultant was hired to support this role and has since delivered two workshops with representatives from the private sector. The workshops focused on an introduction to the registry and information needed to support its development; and a session on data needs for the GHG Inventory. A third workshop is being planned which will focus on QA/QC to be held in Q3 2023 (September 25 <sup>th</sup> ).	S
<b>Output 2.2: Evaluate, learning and scaling up of the transparency initiative are conducted</b>	<i>November 2023</i>	37%	85%		S
<b>Activity 2.2.1:</b> Conduct two workshops on relevant topics to share lessons learned of establishing a climate transparency system with regional peers and other	<i>September 2023</i>	4%	60%	Two workshops were identified for this activity, the launch of the Environment Registry and a project results conference near the end of the project. The soft launch of the registry was held in February 2023, where it was attended by key stakeholders, representatives from UNEP and regional colleagues and the results conference is being planned for Q4 2023. The project team will invite representations from the Caribbean region who are currently implementing CBIT projects along with national stakeholders to share lessons learned and an overview of the achievements made.	S
<b>Activity 2.2.2:</b> Participate actively in the Global Coordination Platform and global CBIT workshops	<i>November 2023</i>	70%	87%	The team seeks to update the CBIT Global Coordination Platform quarterly with the country's implementation status. Events are also tracked on the platform and attended once available. During the reporting period, members of the project team would have participated in a CGE workshop on transparency and shared lessons learned in the BUR process and how activities under CBIT will assist in transitioning to the Enhanced Transparency Framework.	S

#### 4. Risk Rating

##### 4.1 Table A. Project management Risk

Please refer to the **Risk Help Sheet** for more details on rating.

Risk Factor	EA's Rating	TM's Rating
1. Management structure – Roles and responsibilities	L	L
2. Governance structure – Oversight	L	L
3. Implementation schedule	M	M
4. Budget	L	L
5. Financial Management	L	M
6. Reporting	L	L
7. Capacity to deliver	L	L

If any of the risk factors is rated a Moderate or higher, please include it in table B below.

##### 4.2 Table B. Risk-Log

Risk	Risk affecting:	Risk Rating							Variation respect to last rating	
	Outcome / outputs	CEO ED	PIR 1	PIR 2	MTR	PIR 3 (this PIR)	PIR 4	PIR 5	Δ	Justification
Data ownership and intellectual property issues prevent certain stakeholders from participating in the project		H	M	L		L			=	Through continued engagement with stakeholders, they can appreciate and understand the use of the data being requested. Under the project an MOU was signed with the Statistics Division, the national agency responsible for receiving data from other agencies which would make data more accessible. The department has also signed another MOU with a local recycling company and completed discussions about a MOU with Antigua & Barbuda Transport Board.
Limited Staff Complement		M	L	L		L			=	The Project Management Unit (PMU) is available to support the project team once needed.
Shifting priorities detract from project implementation		L	L	L		L			=	

Political buy-in		M	L	L		L			=	The Project Management Committee is continuously updated on the project's development. The project team seeks their approval on any financial and contractual matters.
Poor project coordination and limited alignment among government agencies		L	L	L		L			=	
Limited IT skills to manage new data systems after project closure	Output 1.2	M	M	M		M			=	The Environment Registry Developer is in the process of developing manuals on the use of the platform, and prior to the end of the contract will be conducting a training session with selected staff members and representatives from the government's IT centre. To date, there has been some issues in transferring the site onto the government's servers; the team is still working on rectifying this issue.
Staff turnaround at the national level		M	L	L		L			=	The team encourages participation of all local staff in trainings to build the necessary capacity.
Data and information systems remain disjointed, undermining the validity of information in NDCs, etc.		M	L	L		L			=	The MRV system within the Environment Registry will become the main platform for tracking NDC data. Since development of the registry, the team has identified indicators to track the targets. Once the platform is operational the necessary data will be uploaded.  The Department has also developed a National Environmental Data & Information System which helps to address the issue of decentralized data.
Establishing partnerships with international agencies to support the project	Output 1.1, 1.4, 2.1	N/A	M	M		L			↓	There was a delay during the reporting period in finalizing the new contract arrangements and signing the agreement. The document was signed in May 2023 whereby a new work plan was developed. Given the project extension by UNEP, all activities being supported by UNEP-CCC consultants will be completed by September 2023. We have been meeting on a regular basis to ensure all activities are on track and the requirements for each deliverable are clear.
Delays in implementation schedule	Output 1.3	N/A	N/A	N/A		M				The architect would have provided initial costings for materials and labour. However, this amounted to more than was budgeted. Therefore, the DOE is using the approach of "bulk" procurement with other infrastructure-related projects.  A request for proposal was advertised for a contractor to complete the necessary scope of work, however no bids were received. The team revised the RFP and published it once more resulting in no bids being submitted. A contractor was selected based on previous work done with the DOE and the procurement process is ongoing.

**PIR FY 2023**  
**<insert project abbreviated name>**

Financial Management						M				The expenditure report for Q2 2023 wasn't finalized on time for this PIR. As this is the last year of the project, this creates uncertainty about the budget execution until December 2023.
<b>Consolidated project risk</b>		M	L	M		L			↓	The consolidated project risk is "Low" since the mitigation measures for the moderate risks are already being implemented.

**Table B.** Outstanding Moderate, Significant, and High risks

Risk	Actions decided during the previous reporting instance (PIR <sub>t-1</sub> , MTR, etc.)	Actions effectively undertaken this reporting period	Additional mitigation measures for the next periods		
			What	When	By whom
Limited IT skills to manage new data systems after project closure	Develop training manuals and organize training workshops for key DOE staff on the use of the platform.	The timeline for this activity had to be extended to July 2023. The consultant will be developing training manuals and organizing trainings for stakeholders on use of the platform.  Actions undertaken this period were: revision of manuals, discussions with developer on managing the platform, revision of maintenance agreement.	Submission of manuals and training of key staff members and representatives from the government's IT centre.	July 2023	Environment Registry Developer
Delays in implementation schedule	N/A	The funds allocated to this activity were insufficient therefore the DOE is using the approach of "bulk" procurement with other infrastructure-related projects. This approach is being implemented to ensure the renovations are completed at a reasonable cost. A contractor was selected based on previous work done with the DOE and the contract was approved by the Project Management Committee.	<ol style="list-style-type: none"> <li>1. Regular follow-up meetings with the contractor and visits to the building.</li> <li>2. Development of a detailed workplan to be followed by the CBIT project team</li> <li>3. UNEP mission to the country to visit the building</li> </ol>	<ol style="list-style-type: none"> <li>1. Bi-weekly</li> <li>2. August 2023</li> <li>3. By October 2023</li> </ol>	<ol style="list-style-type: none"> <li>1. Project coordinator</li> <li>2. Project coordinator and contractor</li> <li>3. UNEP LAC</li> </ol>
Financial Management	N/A	N/A	1. Development of a strategy to close the budget and all financial reports in a timely manner.	1. By end of Q3 2023	1. Project coordinator and financial accountant,

			2. Bi-weekly meetings to follow budget execution and define any adaptive measure, if necessary.	2. Q3 and Q4 2023	2. with UNEP's support Project coordinator and UNEP
Additional measures to project closure:			1. Prepare a consolidated list of the stakeholders involved in the project by now (gather the lists of the different activities) and make a global analysis of the participation to inform the engagement strategy for the final activities. 2. Meeting with CBIT Global Platform to get inputs for the results conference to be held in November 2023. 3. Training on developing final reports and closing the project	1. August 2023 2. September 2023 3. By November 2023	1. Project coordinator 2. Project coordinator, UNEP LAC and CBIT Global Platform 3. Project coordinator and UNEP

**High Risk (H):** There is a probability of greater than 75% that **assumptions** may fail to hold or materialize, and/or the project may face high risks.  
**Significant Risk (S):** There is a probability of between 51% and 75% that **assumptions** may fail to hold and/or the project may face substantial risks.  
**Moderate Risk (M):** There is a probability of between 26% and 50% that **assumptions** may fail to hold or materialize, and/or the project may face only modest risks.  
**Low Risk (L):** There is a probability of up to 25% that **assumptions** may fail to hold or materialize, and/or the project may face only modest risks.

### Project Minor Amendments

#### 5.1 Table A: Listing of all Minor Amendment

- |  |  |
|--|--|
| <input type="checkbox"/> Results framework<br><input checked="" type="checkbox"/> Components and cost<br><input type="checkbox"/> Institutional and implementation arrangements<br><input type="checkbox"/> Financial management<br><input checked="" type="checkbox"/> Implementation schedule<br><input type="checkbox"/> Executing Entity | <hr style="width: 20px; margin-left: 0;"/> <input type="checkbox"/> Executing Entity Category<br><input type="checkbox"/> Minor project objective change<br><input type="checkbox"/> Safeguards<br><input type="checkbox"/> Risk analysis<br><input type="checkbox"/> Increase of GEF project financing up to 5% |
|--|--|

Co-financing

Other

Location of project activity

[\[Annex document linked to reported minor amendment\]](#)

<b>Minor amendments</b>	<p>Rev 0.1 Revision to rephrase unspent activities due to COVID-19 delays, reallocate part of the budget under staff &amp; personnel to implementing partners, to reallocate part of the training travel budget lines to online training alternatives and to record new commitments.</p> <p>Rev. 1.1 Revise Budget lines: Launching the NDC report is included in the budget line: Stakeholder Consultations for NDC Implementation Plan (as budget allocated to this line is considered sufficient for these activities) and taken out from Project milestone workshops budget line.</p> <p>Rev. 1.2 Revision to reallocate funds from 'Consultancy on Local data/GHG expert' and 'Local expert on climate resilient data systems' to new activities: (i) MRV Consultant to carry out 3 workshops with the private sector; (ii) two MRV apprentices for data collection for the Environment Registry; and (iii) the development of Environment Registry Video.</p>
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## 5.2 Table B: History of project revisions and/or extensions

*To be completed by Task Managers*

Version	Type	Signed/Approved by UNEP	Entry into Force (last signature Date)	Agreement Expiry Date	Main changes introduced in this revision
Rev. 2	Extension	18 November 2022	25 December 2022	31 January 2025	12 months extension

### GEO Location Information:

The Location Name, Latitude and Longitude are required fields insofar as an Agency chooses to enter a project location under the set format. The Geo Name ID is required in instances where the location is not exact, such as in the case of a city, as opposed to the exact site of a physical infrastructure. The Location & Activity Description fields are optional. Project longitude and latitude must follow the Decimal Degrees WGS84 format and Agencies are encouraged to use at least four decimal points for greater accuracy. Users may add as many locations as appropriate. Web mapping applications such as [OpenStreetMap](#) or [GeoNames](#) use this format. Consider using a conversion tool as needed, such as: <https://coordinates-converter.com> Please see the Geocoding User Guide by clicking [here](#)

Location Name Required field	Latitude Required field	Longitude Required field	Geo Name ID Required field <u>if</u> the location is not an exact site	Location Description Optional text field	Activity Description Optional text field
Saint John's	17.12096	-61.84329	3576022		

Please provide any further geo-referenced information and map where the project interventions is taking place as appropriate. \*

N/A

