

## **PROJECT STEERING COMMITTEE**

### **Strategic Platform to Promote Sustainable Energy Technology Innovation, Industrial Development And Entrepreneurship in Barbados**

**DATE: 18<sup>th</sup> September 2019**

**Time: 10:00 a.m.**

#### **AGENDA ITEMS**

- Item 1.** Round of Introduction and Welcoming Remarks
- Item 2.** Introduction to the GEF Project  
(1) History and key mile-stones  
(2) Key project information (e.g. partners, budget, duration)  
(3) Envisaged results and development  
(4) Theory of change and main project components
- Item 3.** Project Steering Committee  
(1) Clarification of the PSC functions and roles  
(2) Review and Approval of the Terms of Reference  
(3) Appointment of Chair and Deputy  
(4) Confirmation of the final composition of the PSC and members
- Item 4.** Presentation and discussion of the project progress report  
(1) General project progress, achievements and budget expenditures  
(2) Progress on the Barbados Green Technology Cluster Component  
(3) Observed project obstacles/risks and mitigation measures
- Item 5.** Presentation and discussion of the Annual Work Plan and Budget  
(1) Review of the annual work plan and outlook on the work-time-schedule throughout the project life-time  
(2) Review and consideration of the annual Budget and earmarking of funds for specific activities  
(3) Review of cofounding commitments
- Item 6.** Visibility, public relations (websites, press work) and creation of synergies
- Item 7.** Third PSC Meeting
- Item 8.** Any Other business
- Item 9.** Closing Remarks