



CAPACITY BUILDING FOR CLEAN DEVELOPMENT MECHANISM IN SUB-SAHARAN COUNTRIES - CDM AFRICA

Contract No. 7.623/D/02-001

Kick off Meeting - *MINUTES*

Congress Center, IST, Lisbon, Portugal – 8th September 2003

Present:

Partner Delegate	Partner Initials - Country
Dr. Luis Alves	IST – Portugal
Mr. Sergio Santos	IST– Portugal
Eng. Ulisses Fernandes	IST – Portugal
Eng ^a . Ana Pipio	IST – Portugal
Prof. Peter Zhou	EECG – Botswana
Prof. Francis Yamba	CEEEZ – Zambia
Dr. Francesca Farioli	CIRPS – Italy
Dr. Jaap Koppejan	TNO - Netherlands
Dr. Alhassane Diallo	ARC – Niger
Dr. Gonzalo Piernavieja	ITC – Spain
Dr. Safwan Yousif	CINAR - UK
Prof. Ingo Romey	WBF – Germany
Prof. Kate Hornsby	WBF – Germany

Absent:

Ms. Dalila San	CEISA – Mozambique *
Dr. Simon Minett	COGEN - Belgium
Dr. Steve Szewczuk	CSIR - South Africa

* Ms Dalila San was absent in the meeting due to visa problems. In the same week she met Mr. Santos in Lisbon from whom she got a report of the meeting and they discussed about Institutional Issues.

Welcome and Overall Presentation

Luis Alves (LA) welcomed all the Partner delegates to the kick-off meeting, and presented apologies from those absent.

A summary of the CDM - Africa project was presented, including a brief history of the application procedure, direct tangible objectives, etc.

Partner Presentation

Each of the delegates provided an introduction to their organization, and the valences which could directly contribute to the objectives and success of the project.

Resources of relevance to the project

All Partners were asked to investigate within their institution for past projects, research and other activities which could add value to the CDM-Africa project. In meeting the overall project objectives, i.e. opening up the prospects for attracting CDM project opportunities, it was suggested that African project partners engage potential stakeholders in national-level discussions and awareness-raising initiatives through media and at a political level. This was particularly important for Partner institutions in



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countries where the state had not yet ratified the Kyoto Protocol. The importance of information dissemination was highlighted.

One of the issues that was discussed as being of importance to the objective of the Project, in particular for sub-Saharan African countries, was that of the use of woody biomass (as firewood or charcoal) as an energy resource, and the opportunities for studies and eventually investigation of CDM projects around this. Some work and sampling has already been carried out in Zambia and in other countries.

One of the objectives for the project was to make a listing of possible projects to attract CDM opportunities and investment. This would require an investigation on national available and cost-effective energy resources. All projects should then be ranked in order of maturity and viability, highlighting opportunities for further project-work on concrete CDM opportunities.

Discussion on the Consortium Agreement and Work Plan

It was recommended, for climatic and seasonal considerations, that the order of the Round of Dialogues be switched, so that the first meeting (Task 18) would take place in Niamey, Niger, and the second (Task 19) in Maputo, Mozambique or South Africa. Further, the Niamey meeting would ideally be planned for the last week of February 2004.

After a discussion on each of the Work Packages (WP), the following changes were proposed and agreed by the group:

Widening participation in specific Work Packages:

- WP5 (development of a methodology form mapping CDM potential): CEEEZ has experience and interest in this area and can add value to the objectives of the WP, and should be involved.

Proposed actions - Change in Work Package order:

- In Phase 2 (Methodology for selection of a CDM Project), WP3 and WP4 would be switched, so that WP3 would be "identification of ongoing and potential CDM projects" and WP4 would be "Assessment of direct benefits and co-benefits of potential CDM projects".

Identification of Coordinators for individual Work Packages:

As discussed, the coordination of the WP was distributed as follows:

- WP1 - CEEEZ (Zambia)
- WP2 - CEEEZ (Zambia)
- WP3 - CIRPS (Italy) + IST (Portugal)
- WP4 - CEEEZ (Zambia) + CIRPS (Italy)
- WP5 - IST (Portugal)
- WP6 - WBP (Germany)



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- WP7 - ITC (Spain)
- WP8 - ITC (Spain)
- WP9 - TNO (Netherlands)
- WP10 - IST (Portugal)
- WP11 - IST (Portugal)

Discussions on Responsibilities, deadlines and internal communication

A project management website has been set up by the project Coordination at IST, where all important documentation, including meeting minutes, contract, Partner contacts, deliverables and on-going project description would be made available to all Partners, with access limited by a username/password combination. It was recommended that the site also provide additional resources which would provide useful to the project, such as links to websites with basic national information especially on the African Partner countries. All Partners were requested to send in reports, resources and other inputs which could add value to the website resource.

Ana Pipio explained an accounting procedure that would be an important consideration in determining budgetary costs to participants, based on real cost to the Partner institutions of staff time. This did not apply to every Partner, and each affected Partner would be contacted specifically to address the issue.

Partners were reminded of the slight delay in starting the projects as per contract due to the project initiation coinciding with summer months. As such, it was requested that efforts and resources be applied in order to complete tasks quickly to achieve project deliverables on schedule.

Coordinators for each WP should send results to IST as over all project Coordinator, which would be responsible for dissemination amongst the project Partners. Each WP Partner should maintain contact with WP contributions to ensure timely and satisfactory completion of the WPs.

Conclusion

With the determination of WP coordinators, identification of value-adding deliverables to the overall project, agreement on the Work Plan and on the need to recover time to comply with schedule, Luis Alves thanked delegates for their participation and the meeting was concluded.