**MINUTES**

 **2ND RDA STEERING COMMITTEE MEETING**

**HELD AT ACCRA CITY HOTEL, ACCRA**

**(THURSDAY, FEBRUARY 9TH, 2023)**

**ATTENDANCE:**

**MEMBERS PRESENT ORGANIZATION DESIGNATION**

Yvonne Quansah Ministry of Finance Chair

Oseadeeyo Kwesi Kennin IV National House of Chiefs Member Mercy Owusu Ansah Tropenbos Ghana Member

Vincent Awotwe -Pratt World Cocoa Foundation Member

Isaac Kwadwo Gyamfi Solidaridad West Africa Member Albert Katako Forest Watch Ghana Member

Surveyor Ebenezer Arthur Office of the Administrator of Member

 Stool Lands

**IN ATTENDANCE (OBSERVERS):**

**NAME ORGANIZATION**

Roselyn Fosuah Adjei Forestry Commission

Michael Ekow Amoah COCOBOD

Bob Hanson World Bank

Thomas Yaw Gyambrah Forestry Commission

Charles Sarpong Duah Forestry Commission

Helen Fosuhemaa Wiafe Forestry Commission

Stephen Ofori Forestry Commission

Samuel Kenneth Salami Forestry Commission

Samuel Agyemang Tutu Forestry Commission

Kingsley Obeng Forestry Commission

Joanita Akakpo Ministry of Finance

**LIST OF ACRONYMS**

**Acronym Meaning**

BSP Benefit Sharing Plan

CCD Climate Change Directorate

COCOBOD Ghana Cocoa Board

ERPA Emission Reductions Payment Agreement

ERs Emission Reductions

FC Forestry Commission

FFM Fund Flow Mechanism

GCFRP Ghana Cocoa Forest REDD+ Programme

HIAs Hotspot Intervention Areas

HIC HIA Implementation Committee

HMB Hotspot Intervention Area Management Board

MoF Ministry of Finance

NRS National REDD+ Secretariat

OASL Office of the Administrator of Stool Lands

RDA REDD+ Dedicated Account

REDD+ Reducing Emissions from Deforestation and forest Degradation plus conservation, sustainable management of forests, and enhancement of forest carbon stocks

WB World Bank

WCF World Cocoa Foundation

CREMA Community Resource Management Area

SHEC Sub Hotspot Intervention Area Executive Committee

CEC CREMA Executive Committee

CSC Climate Smart Cocoa Practices

**AGENDA**



**Activity**  **Responsibility**

Opening Prayer Charles

Opening Remarks Chairperson

 Roselyn

Reading of previous minutes Chairperson

Matters arising from previous minutes Roselyn

Review of Fund Flow Mechanism Operational Manual Samuel

Discussions All

Update on Emission reductions Payments Thomas

Discussions All

Presentation on Consent Form All

Discussions All

Closing Remarks/ Next Steps Roselyn

Closing Prayer Charles

|  |  |
| --- | --- |
| **ITEM /ISSUE** | **DISCUSSIONS** |
| **1.0 Opening/ Self Introductions**  | The 2nd RDA Steering Committee meeting was called to order by the Chairperson at 10:00 am with an opening prayer by Charles Duah.**1.1 Opening Remarks by Director of Climate Change**Roselyn welcomed and thanked members on behalf of the Chief Executive of the Forestry Commission for their time and availability. She stated that a lot has happened after the first RDA Steering Committee meeting, hence the need to update members on the happenings, also catch up on the actions agreed to be worked on in the first meeting.She added that the GCFRP Emission Reductions Payments have been received and that presentations will be made to throw more light on figures and percentages to be received by various beneficiaries. Roselyn informed the Committee that Neeta Hooda (Task Team Leader) who wished to have joined the meeting physically would rather join virtually as things did not go as planned. She also indicated that other team members from the Bank including the Financial Management Expert would join virtually.She confirmed that the Secretariat is ready and willing to provide assistance to the Committee when called upon to do so. She concluded by wishing members a happy new year.**1.2 Introduction of Committee Members** A quick self-introduction was made by members present in person and virtually. Afterwards, the Chairperson walked members through the agenda for the day.**1.3 Enquiry by the Chairperson**The Chairperson enquired from the Committee about the Ministry responsible for the coordination of climate change activities in Ghana. Roselyn responded that the Forestry Commission is one of the pioneer institutions to have a fully-fledged Climate Change Directorate. She further explained that, given that climate change is sectorial-based, various sectors have set up designated offices on climate change according to their internal organizational structure. The Chairperson further enquired about the apex body (Ministry/Agency) responsible for overall coordination of climate change in Ghana. Roselyn replied that MESTI was the coordinating body for Climate Change issues in Ghana The Chairperson remarked that the uncertainty about the coordination role had made it practically difficult to unlock climate investment required for the country. She also added that similar difficulties had been raised by the international donors.**1.4 Opening Remarks by the Chairperson**The Chairperson thanked members for turning up for the meeting. She indicated that due to health reasons, she had to join the meeting virtually although she looked forward to joining in person in subsequent meetings. She read the agenda for the meeting and indicated the order of proceedings according to the agenda. She admitted that although the country is in challenging times, she believed that Ghana would surmount those challenges. She therefore charged the Committee to ensure that the funds are utilised judiciously for the needed achievements and impacts. She stated that it was unfortunate that the committee could not meet in December 2022 after the first meeting, and she encouraged the Secretariat to step up their effort to ensure that regular meetings are held to facilitate the work of the Committee.  |
| **2.0 Review of Previous Minutes/Corrections made/Commendations and Acceptance** | **2.1 Reading and corrections of previous minutes**The Chairperson read out the previous minutes and the following corrections were made:* Page 1 - correct the name of Oseadeeyo Kwesi Kenin IV to Oseadeeyo Kwesi Kennin IV;
* Page 3 (1.1) - for consistency, address members by their first names instead of using titles;

* Page 3 (1.1) - correct the name of Albert Kataku to Albert Katako;
* Page 6 (3.7) - Roselyn with the permission of the Chairperson indicated that Committee members per their mandate do not need permission to engage landscape actors at the HIA level, so the answer given to question 3.7 should read “the Committee members are encouraged” instead of “the committee members would be allowed”;
* Page 7 (3.9) - exclude the word “area” from the answer given;
* Page 8 (5.1) - the audit service should have been captured in the answer given as per the question asked; and
* Page 9 (6.0) - “Remuneration of RDA Steering Committee”: it was agreed that members shall be paid honorarium not sitting allowance subject to the approval of the Ministry of Finance and details shared with the World Bank.
	1. The Chairperson indicated that she was impressed with the Acronyms section of the Minutes.

* 1. Isaac commended the Secretariat for the orderly and well-structured manner of the minutes.
	2. Surveyor Ebenezer moved for the acceptance of the minutes in the absence of any further corrections, recommendations and comments, and was seconded by Oseadeeyo Kwesi Kennin IV.
 |
| **3.0 Matters arising from the Previous minutes** | The Chairperson initiated discussions on matters arising from the minutes of the 1st RDA Steering Committee meeting and invited Roselyn to walk members through:* Roselyn informed members that the HIA bank accounts have been opened for five HIAs namely Asunafo – Asutifi, Ahafo Ano South, Sefwi Wiawso – Bibiani, Juaboso Bia and Kakum HIAs, for receipt of HIA level payment in the presence of a well constituted constitution. She also indicated that as a control measure, the HIAs can only receive funds or transfers when the HIC provides an authorisation note.

* Roselyn added that the list of acronyms was included in the

minutes as per the request of the members in the first meeting. She also thanked members for commending the Secretariat for adding an acronym section in the minutes.* She indicated that all the relevant documents on the Ghana Cocoa Forest REDD+ Program have been shared with members as well the FFM Consultant’s draft operational manual.
* She also informed members that the Consultant is yet to work on the following in the operational manual;
1. Definition of the rules of engagement
2. Term of Office
3. Chairing of meetings
4. Co – Chair
* Members agreed that the definition of the Co – chair should be taken out of the operational manual
* The Chairperson advocated that an Acting Chair should be adopted rather than a Co- Chair.
 |
| **4.0 Presentation – Review of the Fund Flow Mechanism Operational Manual by Samuel Agyemang Tutu** | Samuel made a power point presentation on the Fund Flow Mechanism Operational Manual which broadly centred on procurement and contracting processes. As evidenced in the Fund Flow Manual, Samuel’s presentation focused on the following:* Governance Arrangements under the Ghana Cocoa Forest REDD+ Programme;
* The role of the RDA Committee of Trustees;
* The role of the HIA Implementing Committee;
* The role of the HIA Management Board (HMB);
* Sub-HIA Executive Committee (SHEC);
* CREMA Executive Committee (CEC)/Community Resource Management Committee (CRMC);
* Processes for selection of Consortium Partner(s) for Procurement/Contracting;
* Criteria for Selecting (a) member(s) of the Consortium for Procurement or Contracting;
* Procurement & Contracting Processes
	+ Terms and conditions for Procurement
	+ Delivery of Benefits to Farmer Groups
	+ Delivery of Benefits to the Community; and
* Responsibilities of Procurement Entities.
 |
| **5.0 Questions / Answers** | **What do you have in mind for Traditional Authority(ies)?**According to Roselyn, the NRS next level line of action would seek to engage the National House of Chiefs with the Chief Executive of the Forestry Commission personally leading this activity. This would provide the opportunity to understand and agree on the modalities/structures that would facilitate the operationalization of benefits to the Traditional Authorities. She also indicated that the engagement would be complemented by the Chair of the RDA Committee. Additionally, she mentioned that another round of engagement would be arranged with the MMDA beneficiaries to agree on a work schedule that would detail how the funds due them would be used. |
|  **6.0 Presentation - Update on ER payments by Thomas Gyambrah** | **6.1** Thomas made an updated presentation on the Emission Reductions (ER) Payments. His presentation shared details on the background of the Emission Reduction (ER) Programme that had led to the ER Payments, the analysis and the percentages to each beneficiary. The following were the key highlights of his presentation:* Under the ERPA arrangement, Ghana is expected to deliver four (4) monitoring reports according to the following timelines:
	+ First Monitoring Report – 2019
		- ***Validated and Verified ERs: 972,456 ERs***
	+ Second Monitoring Report- 2020/2021
	+ Third Monitoring Report- 2022/2023
	+ Fourth Monitoring Report- 2024
* Distribution of Net ER Payment to Beneficiaries:
	+ FC - $180,336.70
	+ MMDAS - $89,462.36
	+ COCOBOD - $89,462.36
	+ Farmer Groups - $1,768,041.22
	+ Community Projects - $1,188,855.30
	+ Traditional Authorities - $91,450.41
	+ HIA Buffer - $94,278.77
	+ Government Buffer - $36,891.69

**6.2** **HIA Specific Payment Details:**

|  |  |
| --- | --- |
| **HIAs** | Carbon Payments |
| Farmer Groups | Community Projects | Traditional Authorities |
| **Asunafo Asutifi** |  $442,010.30  |  $297,213.83  |  $22,862.60  |
| **Kakum** |  $343,785.79  |  $231,166.31  |  $17,782.02  |
| **Juaboso/Bia** |  $343,785.79  |  $231,166.31  |  $17,782.02  |
| **Atewa** |  $98,224.51  |  $66,047.52  |  $5,080.58  |
| **Sefwi Wiawso** |  $294,673.54  |  $198,142.55  |  $15,241.73  |
| **Ahafo Ano** |  $245,561.28  |  $165,118.79  |  $12,701.45  |
| **Total** |  $ 1,768,041.22  | $1,188,855.30  |  $91,450.41  |

**6.3 MMDAs HIA Specific Payments:**

|  |  |  |  |
| --- | --- | --- | --- |
| HIAs | ER Payment For HIA | Number of MMDAS | Carbon Payment for Each MMDA |
| ASUNAFO ASUTIFI |  $ 22,365.59  | 4 | $ 5,591.40 |
| KAKUM | $ 17,395.46  | 4 | $ 4,348.86  |
| JUABOSO | $ 17,395.46  | 2 | $ 8,697.73 |
| ATEWA | $ 4,970.13  | 6 | $ 828.355 |
| SEFWI WIAWSO |  $ 14,910.39  | 4 | $ 3,727.60 |
| AHAFO ANO |  $12,425.33  | 5 | $ 2,485.07 |
|  | TOTAL=$ 89,462.36   | TOTAL= 23 |   |

**6.4** **HIA-Level Communities**

|  |  |
| --- | --- |
| **HIA** | **TOTAL NUMBER OF COMMUNITIES** |
| SWB | 323 |
| JB | 169 |
| AA | 303 |
| AHAFO ANO | 307 |
| KAKUM | 120 |
| TOTAL | **1,222** |

**6.5 Engagement with Stakeholders and HMB On Emission Reductions Payments**Thomas indicated that all the 54 Hotspot Intervention Area Management Board (HMB) members in 5 HIAs (Asunafo-Asutifi, Juabeso-Bia, Kakum, Sefwi Wiawso and Ahafo Ano) were invited to a meeting on September 01 – 02, 2022 at the Mensvic Grand Hotel in Accra. The purpose of the meeting was to formally inform stakeholders of the completion of Verification and Validation of the first GCFRP monitoring report and to agree on the resultant stakeholder benefits that would accrue as per the various agreed BSP percentages.**6.6 DEVELOPMENT OF GOVERNANCE ARRANGEMENTS FOR THE GCFRP AREA**He again mentioned that the Chief Executive of FC, Mr. John M. Allotey engaged the GCFRP HIA Management Board members on the Fund Flow Mechanism and the distribution of carbon payments on 30th November, 2022 at the Corporate Headquarters.**6.7** Thomas invited the Committee to visit the Ghana REDD+ designated website for further information with details below:**https://reddsis.fcghana.org/documents.php** |
| **7.0 Discussions/ Suggestions/Other Matters** | **7.1 HMB Chairman as HIA Manager**Thomas suggested that for consistency the HMB Chairman should not be referred to as the HIA Manager.**7.2 Community Development Projects Proposal*** Isaac suggested that the proposals from the beneficiary communities should be simplified for easy accessibility. He also added that the private sector who would meet the basic requirements should be given priority during awarding of contracts.
* Albert also suggested that there should be gender consideration in the choice of community projects.

7.3 **Transfer of funds to Traditional Authorities:**The Committee agreed to adopt the existing OASL method of payment of royalties to Traditional Authorities and District Assemblies as detailed below:* Stool receives 25%
* Traditional Council receives 20%
* District Assembly receives 55%

However, considering that the DA’s portion of benefits have already been cut out, the Committee agreed to work on the appropriate percentages to reflect the proportionate allotment of benefits due the Stools and the Traditional Councils. **7.4** **Based on request, can an irrigation be set up for a beneficiary farmer ground?**That could be delivered under the community benefit category. However, it cannot be set up for individual farmer (s) but the farmer groups/cooperatives.**7.5 What are the indications of the items farmers are requesting?**Across the various landscapes, farmers have expressed for items including cutlasses, boots, fertilizers etc. **7.6 Can the items be labelled?**Yes, it would be a good idea to label those items with GCFRP logo to create visibility and ensure attribution. **7.7 Will work plans that will be developed come to the committee for review?** The payment would be effected following the review and approval of the submitted workplans by the Committee.  |
| **8.0 Presentation of Consent Form** | The NRS presented a draft Consent Form for the consideration of the Committee. According to Roselyn, the Consent Form would serve as a financial regulation measure to be signed by the Chairperson indicating the approval/authorization of transfer of funds to the respective beneficiaries. The committee offered the following feedback on the forms:* The COCOBOD’s allotment has its dollar sign missing
* Seek legal advice on the choice of word “authorize”
 |
| **9.0 Recommendations/Update** | * 1. Roselyn informed the Committee that per the World Bank guidelines, the NRS is required to produce BSP implementation report within a period of six months after the receipt of the funds.

* 1. The Committee tasked the NRS to submit the Consent Form for legal review and comments.
	2. NRS requested the Committee to hold the RDA meeting in a month’s time.
	3. Roselyn on behalf of NRS commended Joanita for her resourcefulness and usefulness.
 |
| **10.0 Closing**  | Roselyn on behalf of the NRS thanked the Committee for a successful meeting. The Chairperson on the other hand expressed her gratitude and appreciation to the Committee, the World Bank and the NRS for the rich inputs and contribution. She expressed her expectation of seeing all participants feature in the next meeting. Ebenezer moved for the closing of the meeting and was seconded by Vincent. The meeting ended at 2:00 pm with a prayer by Salami. |

