

# Identify Relevant Stakeholders

## Consultancy for Technical and Economic Feasibility of Solar Units and Water Storage on Public Building in Dominica

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Prepared for:  
UN Climate Technology Centre & Network (CTCN)



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Any questions concerning the information, or its interpretation should be directed to Nick St-Georges.

## Document Revision History

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0	Issued as Final	 Alistair Grell	 Nick St-Georges	 Stuart Torr	Apr. 19, 2023

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## 1 INTRODUCTION

The aim of this report is to identify key stakeholders involved in the management of public buildings and their relevance to the project. This report presents the strategy and outcomes of the stakeholder engagement process undertaken to date for the Consultancy to deliver a Technical and Economic Feasibility Study of Solar and Water Storage Units on 10 Public Buildings in Dominica, as identified by the Stakeholders.

Stakeholder involvement, and analysis will be a continuous task throughout this project and is a critical function contributing to the success of the project initiatives. This summary report includes the:

- Aims, structure and methodology of the stakeholder engagement plan;
- Key stakeholders of the project;
- Schedule of engagement activities;
- Issues and clarifications raised during the engagement process to date; and
- Actions and outcomes from the overall process.

## 2 CONSULTATION REQUIREMENTS

Documentation provided by the relevant Government of Dominica Ministries during the onset of this project considers the following requirements for consultation:

- During the preparation of the consultancy, consultations are made with relevant local Government authorities, infrastructure and service providers, community groups, affected landowners, and utility service providers.
- Consultation with any affected landowners surrounding the buildings area in question.
- The engagement must describe the consultation process and the issues raised and identify any gaps as well as any response to these issues. Where amendments have not been made to address an issue, a short explanation should be provided.

This report follows the principles of an Integrated Water Resources Management process which promotes the coordinated development and management of water, land, and related resources in order to maximise economic and social welfare in an equitable manner without compromising the sustainability of vital ecosystems and the environment<sup>1</sup>. As such, all relevant stakeholders (see Table A) will continue to be included throughout the project life cycle. Gender analysis is also a key aspect of the project and is included within the Stakeholder involvement.

<sup>1</sup> <https://www.gwp.org/en/GWP-CEE/about/why/what-is-iwrm/>

### 3 CONSULTATION APPROACH

Stakeholder engagement involves nominated interested parties in the decision-making process at various points within the project. In engaging with stakeholders through this initial part of the process, we will also seek to find stakeholder groups with an interest in assisting our team on various aspects of the project.

Effective engagement has three important functions which are to:

- Facilitate a deeper understanding of issues and decisions required for the project;
- Improve the quality of decisions made for the project; and
- Allows people of all genders to be involved in decision making that has effect on their identified interests.

As a project team, all parties are committed to the engagement with stakeholders identified through this information-gathering exercise. The success of projects such as this, is closely linked to the manner in which stakeholders are collaborated with, ensuring clear alignment of vision and objectives. This commitment to engagement combined with the parameters set by the CTCN fuelled development of this particular strategy, which was implemented in collaboration with Ministries of Finance and The Environment as well as other line ministries and private partners.

By pursuing genuine stakeholder engagement, the team aims to deliver a study that delivers on a wide range of stakeholder needs.

#### 3.1 Phase 1: Initial Stakeholder Engagement

A desktop analysis was undertaken to develop an initial Stakeholder engagement list. This included identifying the following:

- A Stakeholder Inventory (Table A), identifying, where applicable:
  - Local interest groups, with a priority focus on schools, hospitals, and agricultural/fisheries facilities; and
  - Any interested Government and Government agencies such as DOWASCO (Dominica Water and Sewerage Company Limited) and DOMLEC (Dominica Electrical Services Ltd.) representatives.

#### 3.2 Phase 2: Continued Stakeholder Engagement

Potential additional Stakeholders may be identified throughout the project and invited to future Stakeholder engagement meetings. An ongoing list of Stakeholders to engage with throughout the project is included in Appendix 1 and will be updated as the project develops. Feedback and outcomes will be captured and collated within future reports, representing the conclusion of the process.

## 4 STAKEHOLDER GROUPS AND CONTACTS

Appropriate engagement strategies are outlined below for each Stakeholder group that has been identified by the project team and by the local Government Ministries. The general approach applied to all groups is to either inform, consult, involve, or any combination of mechanisms.

**Table A. Initial Stakeholder Groups Identified**

Stakeholder	Description	Consultation Type
<b>Local Ministries</b>	As beneficiary, the GOCD (Government of Commonwealth of Dominica) local ministries hold a significant role as primary stakeholders for the project.	<b>Inform, consult, and involve.</b>  The ministries have been engaged from the early planning of the project. The project team will serve to keep the ministries abreast of project status and issues.
<b>Surrounding Landowners</b>	It is anticipated that landowners affected by the project should be contacted if deemed necessary by the GOCD.  If deemed necessary, the landowners will be made aware of the project through distribution of information and invited to future Stakeholder engagement meetings.	<b>Inform, consult, and involve.</b>
<b>Utility Operators</b>	In accordance with the requirements, the project team would provide information to named utility operators, such as: <ul style="list-style-type: none"> <li>▪ DOWASCO; and</li> <li>▪ DOMLEC</li> </ul>	<b>Inform and consult.</b>  The nominated utility operators would be provided with the related project information. Follow up with these utility companies will be undertaken.
<b>Permitting Agencies</b>	Current permitting agencies relevant to the project, such as Government Physical Planning Division, are to be involved when necessary.	<b>Inform and consult.</b>

## 5 SCHEDULE OF ENGAGEMENT ACTIVITIES

Different methods of stakeholder engagement to be used in order to gain feedback on the proposed development, including:

### 5.1 Initial Stakeholder Engagement Meeting

An initial Stakeholder engagement meeting was scheduled for March 15<sup>th</sup>, 2023 (Figure A) within the conference room of the Ministry of Finance building in Dominica. The agenda of this meeting included:

- Introductions;
- Permanent Secretary, Ministry of Environment welcoming remarks;
- Consultant presentation outlining the overall project objectives and project schedule; and
- Follow-up up deliberations, including a Stakeholder discussion to identify ten (10) public buildings to perform an in-field assessment. These ten (10) buildings are outlined in Table B.

The overall sentiment displayed from attendees was one of genuine interest in the project. Those that chose to attend the event did so with a desire to learn more or have discourse around pertinent issues. The ten (10) site selections were nominated and agreed upon unanimously by the Stakeholders in attendance. There was no specific resistance to the project presented by attendees and significant regard was placed on the timing that the project would be completed.



**Figure A. Initial Stakeholder Session – March 15<sup>th</sup>, 2023**

**Table B. Stakeholder Contacts for the Ten (10) Identified Public Buildings to Analyse**

Stakeholder ID	Building ID	Contact Person	Contact Person Phone ID	Contact Person email ID
<b>Education</b>				
1	Dominica State College	Daryl Hurfault Dominica State College	767-225-0355 (Hurtault)	<a href="mailto:daryl.hurfault@dsc.edu.dm">daryl.hurfault@dsc.edu.dm</a>
		Derrick Guiste Dominica State College	767-225-0355 (Guiste)	<a href="mailto:derrick.guiste@dsc.edu.dm">derrick.guiste@dsc.edu.dm</a>
2	Dominica Community High School	Mrs. Deborah Joseph Dominica Community H.S.	767-614-4307	
3	Mahaut Primary School			
<b>Community</b>				
4	Vieille Case Community Centre	Glenroy Toussaint Local Government	767-276-8608 (Glenroy Toussaint)	<a href="mailto:tousy_69@hotmail.com">tousy_69@hotmail.com</a>
5	Trafalgar Community Centre			
6	Sineku Resource Centre			
<b>Health</b>				
7	Soufriere Health Centre	Sylvester Henderson Ministry of Health	767-275-8352	<a href="mailto:Sonsyl900@gmail.com">Sonsyl900@gmail.com</a>
8	Newtown Health Centre			
<b>Other Sectors</b>				
9	Roseau Fisheries Complex	Derrick Theophile Fisheries Division	767-616-9793	<a href="mailto:theophilled@dominica.gov.dm">theophilled@dominica.gov.dm</a>
10	Dominica Meteorological Office	Ithoma James Dominica Met. Services	767-612-4399	<a href="mailto:metoffice@cwdom.dm">metoffice@cwdom.dm</a>

## 5.2 Site Visits During Field Programme Related to Output #3

While preparing Output #3 - Review of solar generation units and water capture/storage units for 10 public buildings in Dominica, our team plans to visit the ten (10) identified public buildings and perform a visual assessment and collect data. We will also take this opportunity to continue our discussion with the various Stakeholders in order to better understand their needs.

Due to the long distance between some of the site locations, our team has scheduled the site visits to occur over the course of four (4) days, between April 5<sup>th</sup> to 12<sup>th</sup> (Table C). The building locations and travel routes can be viewed in the Google MyMaps link below.

<https://www.google.com/maps/d/u/1/edit?mid=1WwLrmZMFxStotdF2dOGbYYHCCkLv0o&usp=sharing>

**Table C. Site Visit Schedule**

Date	Site Description
Wednesday April 5 <sup>th</sup> or Thursday April 6 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Trafalgar Community Centre</li> <li>2. Dominica Community High School</li> <li>3. Newtown Health Centre</li> <li>4. Newtown Health Centre</li> </ol>
Wednesday April 5 <sup>th</sup> or Thursday April 6 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Fisheries Development Division</li> <li>2. Dominica State College</li> <li>3. Mahaut Primary School</li> <li>4. Dominica Meteorological Office</li> </ol>
Tuesday April 11 <sup>th</sup> or Wednesday April 12 <sup>th</sup>	Sineku Resource Centre
Tuesday April 11 <sup>th</sup> or Wednesday April 12 <sup>th</sup>	Vieille Case Community Centre

## 5.3 One-on-One Meetings and/or Discussions with Key Stakeholders

Throughout the course of the project, various Stakeholders will be contacted on an as-needed basis to collect information. However, when invitations are required to invite Government Stakeholders to future meetings, our team will consult with Mr. Michael Sevarin to follow proper protocol where invitations will originate from the Ministry of Environment, Rural Modernisation Kalinago Upliftment and Constituency Empowerment.

## 6 STAKEHOLDER INQUIRIES

Table D outlines discussion points that have been captured to date, some that require further clarification, during the ongoing stakeholder process. The table captures the issue, but also provides a response and action resulting from that commentary received.

**Table D. Comments / Clarifications Raised To Date**

Clarification	Responses	Action
Access to the power generated – queries were raised as to whether the power generated would create positive impact on power bills.	The project team was able to clearly stipulate that the power created will be fed into the grid and will reduce consumption, rather than create impact for individuals in vicinity of the solar farm.	No action required.
Water storage – clarification was sought as to the impact of increased storage to be used by other buildings within the community.	This will be investigated further during the site visits to the ten (10) selected public buildings.	Included in project analysis.
Glare from the panels – query over the extent of any glare that will be created by the solar array.	Solar panels in themselves do not create any adverse glare impacts, as they are made with a non- reflective coating to increase the efficiency. Light bouncing off panels means less light being converted into electricity, so minimising glare is important. The solar installation concept plan has included border vegetation screening to minimise any potential for glare to surrounding areas.	No action required.
Are any of the buildings being used as hurricane shelters? If so, does the solar and water storage allow for maximum number of residents	Yes, several of the public buildings, including schools, are used as emergency shelters and are part of this project to analyse.	Included in project analysis.
Solar effect – can the buildings operate totally on solar or is it to be used in conjunction with regular electricity.	This depends on the building use and will need to be examined individually.	No action required.
Site constraints – it is likely	This was a criteria when the	Engagement with GOCD will be

Clarification	Responses	Action
that the site should be selected based on opportunity for expansion.	Stakeholders identified the ten (10) public buildings to investigate during the field programme.	established to ensure best decisions made.
Liability for damage – if the installations cause any damage to the solar panels, liability needs to be delineated.	This project is limited to conducting a feasibility study and does not involve any construction. This issue will need to be further discussed when/if the project receives funding to move into construction.	No action required.
Maintenance – who is responsible for responding to maintaining infrastructure over time?	This will be discussed briefly during subsequent reports related to this project.	We will discuss this briefly throughout the project analysis.

## 7 CLOSURE

This engagement strategy has been developed for consultation with nominated stakeholders in response to project objectives, and to respond to requirements of the project as specified by the CTCN. The success of the projects is closely linked to the manner in which stakeholders are collaborated with, ensuring clear alignment of vision and project inception.

With this approach defined by the project team, a variety of engagement activities have been progressed in order to disseminate information about the proposed solar and water storage installation. In general, the discussions that have occurred to date display a sentiment of support for the project which we anticipate will continue following engagements.

Integrated Sustainability and its partners would like to thank the UN Climate Technology Centre & Network for the opportunity to work on this project and for your support. We trust that this report meets your needs and expectations. If you have any questions, please contact the undersigned at any time.

Sincerely,



Nick St-Georges  
Project Manager



Alistair Grell  
Project Engineer



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## Appendix 1 – Stakeholder List

No	Position	Name	Address	Contact Information	Email address
1.	Permanent Secretary, Environment	Mrs. Sylanie Burton	1st Floor, Financial Centre, Kennedy Avenue, Roseau	266-4648	<a href="mailto:psenvironment@dominica.gov.dm">psenvironment@dominica.gov.dm</a>
2.	Permanent Secretary, Education		2nd Floor, Government Headquarters, Kennedy Avenue, Roseau	266 - 3256	<a href="mailto:pseducation@dominica.gov.dm">pseducation@dominica.gov.dm</a>
3.	Financial Secretary	Ms. Denise Edwards	5 <sup>th</sup> Floor Financial Center, Kennedy Avenue, Dominica	266 -3221	<a href="mailto:finsecfinance@dominica.gov.dm">finsecfinance@dominica.gov.dm</a>
4.	Permanent Secretary, Health	Mrs. Letitia Lestrade – Wyke	4th Floor, Government Headquarters, Kennedy Avenue, Roseau	266 3260 (Secretary) 266 3464	<a href="mailto:pshealth@dominica.gov.dm">pshealth@dominica.gov.dm</a>
5.	Permanent Secretary, Agriculture	Mr. Reginald Severin	2nd Floor, Government Headquarters, Kennedy Avenue, Roseau	266 - 3282	<a href="mailto:psagriculture@dominica.gov.dm">psagriculture@dominica.gov.dm</a> <a href="mailto:pssecagriculture@dominica.gov.dm">pssecagriculture@dominica.gov.dm</a>

No	Position	Name	Address	Contact Information	Email address
6.	Permanent Secretary, Culture, Youth, Sports and Community Development	Mr. Lucien Blackmoore	1st Floor, Government Headquarters, Kennedy Avenue, Roseau	266 - 3249	<a href="mailto:Psseccommunitydevelopment@dominica.gov.dm">Psseccommunitydevelopment@dominica.gov.dm</a>
7.	General Manager, DOWASCO	Mr. Bernard Ettinoffe	3 High Street Roseau	255 -2916	<a href="mailto:g.christian@dowasco.dm">g.christian@dowasco.dm</a>
8.	General Manager, DOMLEC	Mrs. Bertilia McKenzie	18 Castle Street, Roseau	255 -6029	<a href="mailto:Bertilia.mckenzie@domlec.dm">Bertilia.mckenzie@domlec.dm</a>
9.	President, Dominica State College	Dr. Donald Peters	Stockfarm, Roseau, Dominica	275 - 6604	<a href="mailto:officeofthepresident@dsc.edu.dm">officeofthepresident@dsc.edu.dm</a>
10.	National Disaster Coordinator, ODM	Mr. Fitzroy Pascal	Jimmit, Dominica	266 -4411  266 -4412 (Secretary)	<a href="mailto:odm@dominica.gov.dm">odm@dominica.gov.dm</a>  <a href="mailto:odmsec@dominica.gov.dm">odmsec@dominica.gov.dm</a>
11.	Dominica Air and Sea Ports Authority	Mr. Benoit Bardouille	Woodbridge Bay Port, Fondcole	235 -4009  255- 9127 (Secretary)  255 - 9137	<a href="mailto:Ceodaspa@dominica.gov.dm">Ceodaspa@dominica.gov.dm</a>
12.	Chief Development Planner	Gerald Jean Jacques	5 <sup>th</sup> Floor Financial Center,	266 -3301	<a href="mailto:chiefdevplanner@dominica.gov.dm">chiefdevplanner@dominica.gov.dm</a>



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			Kennedy Avenue		
13.	Senior Met Officer (Ag.)	Mr. Ithoma James	Jimmit, Dominica	612 -4399  266 – 4440 (Jimmit)  255 – 9179 (Canefield)	<a href="mailto:metoffice@cwdom.dm">metoffice@cwdom.dm</a>

