



HRF Secretariat Report

The HRF Secretariat serves to support the work of the HRF Steering Committee and plays a coordinating role between the various entities making up the HRF governance structure. In this function, the Secretariat is responsible for delivering services in four areas:

1. Proposal Management;
2. Support to the Steering Committee;
3. Communications; and
4. Reporting.

In order to support these activities, the Secretariat also incurs expenses related to office management and travel. This report briefly summarizes the Secretariat's work in these areas since the last HRF Steering Committee Meeting (March 30, 2012).

1. Proposal management: This activity includes advising the Partner Entities and other entities interested in receiving financing from the HRF on proposal development and processing steps, receiving and processing project and program proposals, and advising the Steering Committee on the consistency between original concepts and final proposals in terms of objectives and financing needs.

Since the last Steering Committee meeting, the Secretariat has worked with its new counterpart, the Ministry of Planning and External Cooperation (MPCE), to implement the new grant approval process approved by the Steering Committee in July 2012. It has also worked with the Ministry of Economy and Finance, the Prime Minister's Office and the MPCE to identify priority activities for HRF financing. The Secretariat then worked with relevant Government officials, agencies and Partner Entities to support their preparation of MPCE Project Concept Notes and facilitate their selection of a Partner Entity for the priority activities. This resulted in the approval of five financing requests, totaling US\$51 million, by the Council of Ministers on December 21, 2012. These results were formally communicated to the Secretariat on January 8, 2013 and shared with the Steering Committee the following day.

In addition, the Secretariat worked with the Ministry of Economy and Finance and Partner Entities to begin preparation of two requests to co-finance budget support operations. The Secretariat also coordinated with organizers of an international benefit concert (the Clinton Foundation and JPHRO) so that the proceeds of a planned 2013 event could flow through the HRF for one or more priority programs that are being identified by the Government.

Finally, the Secretariat worked with the Partner Entities and Steering Committee to restructure three projects: a) **Neighborhood Housing Reconstruction Project** (US\$65 million; World Bank) – US\$8 million was reallocated to provide cash grants to help 12,000 households residing in highly vulnerable camps to return to improved housing conditions in neighborhoods over a one-year period; b) **Partial Credit Guarantee Fund** (US\$12.5 million; Inter-American Development Bank) - US\$5.0 was reallocated to help smaller firms gain access to financial and technical services for smaller firms with the Ministry of Finance (MEF) as the implementing agency and the remaining US\$7.5 million will be applied to a program to support smallholder agriculture with the Ministry of Agriculture (MARNDR) as the implementing agency; and c) **Natural Disaster Mitigation in the South Department** (US\$14 million; IDB) – at the request of the Government, the focus of HRF co-financing was shifted from flood risk reduction to environmental management and energy. US\$9 million was reallocated for protection and management of the Macaya National Park (with the Ministry of Environment) and US\$5 million was reallocated for the development of clean energy (with the Ministry of Finance and the Prime Minister's Office).

To assess the efficiency of the HRF grant approval process, the Secretariat continues to analyze the performance of the HRF's overall grant approval process. On average, the full process took 106 days from the receipt of a project concept note to the transfer of funds to a Partner Entity¹. Summary information on the time required for each step of the process is provided in Attachment 1.

2. Steering Committee support: This activity involves: drafting and updating an Operations Manual to set out the Steering Committee's rules and procedures; organizing Steering Committee meetings (preparation of agenda and background materials in English and French, notification of members, venue logistics); drafting, circulating and disclosing minutes; responding to members concerning questions about Steering Committee matters; notifying the Trustee of funding requests approved by the Steering Committee and communicating instructions for the transfer of funds to Partner Entities; and performing any other functions assigned to the Secretariat by a decision of the Steering Committee.

The Secretariat has undertaken all necessary preparations for the Ninth Steering Committee meeting scheduled for February 6, 2013 (originally scheduled for October 31, 2012); briefed the new HRF Chairperson, Government representative and international NGO observers; disclosed the Trustee and Secretariat reports and minutes from the Eighth Steering Committee meeting on the HRF website; communicated the decisions made at the Eighth Steering Committee meeting to the Trustee and Partner Entities; followed up with Partner Entities on the restructuring of three projects; liaised with the MPCE on forthcoming project proposals for HRF financing; and responded to a variety of member requests for information. Similarly, the Secretariat provided support to the MPCE to help organize the first meeting of the new aid coordination framework (CAED) and sought to synchronize the meetings of the CAED and the Steering Committee. Finally, the Secretariat worked with the Steering Committee to process and approve a request by Spain to extend its membership on the Committee by up to two years, pending receipt of its outstanding payment.

¹ The average includes only those projects (14) which have completed all steps, i.e. funds have been transferred to the Partner Entity.

3. Communications: For this activity, the HRF Secretariat is required to: provide public information on HRF activities; develop and maintain the HRF website in English and French; develop and implement a communications strategy for stakeholders including Haitian beneficiaries, the Haitian and international media, and development partners; design and popularize the HRF “brand” (logo and slogan) in a manner that promotes donor visibility; and respond to inquiries from existing and potential donors, as well as the media.

Since the last Steering Committee meeting, the Secretariat has:

- Prepared, laid out and printed the HRF annual report and summary brochures;
- Launched three issues of the Quarterly Update series (Spring 2012, Fall 2012 and Winter 2012/13);
- Prepared briefing materials and participated in the Haiti Partners Meeting in New York as a guest of the Government of Haiti;
- Made a presentation to government officials on the HRF to the Academie diplomatique;
- Restructured the HRF website to improve access to information and make it more visually appealing;
- Updated the communications strategy to include a communications campaign that increases the visibility of the HRF in Haiti;
- In the framework of the communications campaign, the Secretariat has engaged the services of and worked closely with:
 - A photographer to deliver high quality photos of HRF-financed projects;
 - An audio production company to develop radio spots about the HRF;
 - A video production company to produce two videos about the HRF and its results;
 - A web designer to restructure the HRF website;
- Prepared, printed and distributed the 2013 HRF Calendar;
- Participated in and reported on fields visits to the debris projects, the 16/6 program and the education program; and
- Prepared a photo exhibit on reconstruction to be opened at the French Institute in Port-au-Prince on February 21, 2013.

In addition, the Secretariat met with current and potential future donors, media representatives, project proponents, and other interested parties, at their request to explain the functioning of the HRF and provide any additional information required.

4. Reporting: The Secretariat is responsible for: receiving and consolidating annual reports on implementation results; receiving periodic reports submitted by the Partner Entities for distribution to the Steering Committee and all HRF donors; collaborating with the Trustee to ensure that the Trustee has all the information necessary to carry out its responsibilities; and responding to public inquiries concerning implementation results and financial performance.

The Secretariat finalized and coordinated the printing in Port-au-Prince of the second HRF Annual Report which was launched on October 31, 2012. Dissemination of the report to donors, Partner Entities, the Haitian Government and other stakeholders then took place. In addition the Secretariat updated its report on the performance of the HRF grant approval process (Attachment

1) and the role of the HRF in overall reconstruction finance (Attachment 2). Finally, the Secretariat worked with Digicel and a private provider to establish a toll-free SMS number for the Input Tracking System for public complaints and suggestions concerning HRF-financed activities.

5. Office and travel: In order to fulfill its responsibilities, the Secretariat is responsible for: equipping and maintaining an office; renting a vehicle and driver; financing the communications strategy; printing reports and other documents for Steering Committee meetings; and translating communications materials, reports and Steering Committee documents. A presentation was made on the status of the HRF to the Brazilian government on October 26, 2012 in Brasilia. The Secretariat also worked with the Ministry of Economy and Finance and the World Bank to facilitate Haitian participation at an international conference on disaster reconstruction and preparedness in Indonesia that was held in November 2012. Finally, results from the HRF were shared with several thousand participants in early February 2013 at the Aid and International Development Forum in Thailand.

6. Secretariat FY13 activities. Following Steering Committee approval of the Secretariat and Trustee budgets for FY13 in June 2012, the HRF Secretariat prepared its third year work program covering the period from July 2012 – June 2013. With a portfolio of seventeen projects, the Secretariat will continue its focus on reporting, with three short quarterly updates (Fall, Winter and Spring) and a larger annual report (prepared during the summer). It will also begin preparation for a mid-term review of the HRF. In addition, the Secretariat will continue to provide a Secretariat Report at each Steering Committee meeting and will work with the Partner Entities to increase the project-level results reporting. The HRF Secretariat will continue to actively engage in HRF visibility and communications activities by implementing a new communications strategy, including radio and television spots, press releases to announce major funding decisions, distribution of promotional materials, maintaining the HRF website in French and English, and supervising the Input Tracking System. In terms of proposal management, the HRF Secretariat will continue to work with the MPCE on the project pipeline and monitor the performance of the grant approval process. Finally, the Secretariat will continue to provide support to the Steering Committee on a day-to-day basis.

To better coordinate with its new counterpart, the HRF Secretariat has moved its office from the Primature at the Bicentenaire to the new MPCE headquarters in Bourdon.

7. Secretariat budget. The Secretariat had a \$119,000 underrun of its approved FY12 budget of \$997,000 for a savings of 12%. Halfway through the current fiscal year, the Secretariat had spent 42% of its approved budget, indicating the potential for another underrun.

8. Personnel changes. The Secretariat said farewell to Pauline Zwaans (Operations Officer) and welcomed Maria Kim who replaces Pauline and also serves as deputy manager for the Secretariat.

ATTACHMENT 1

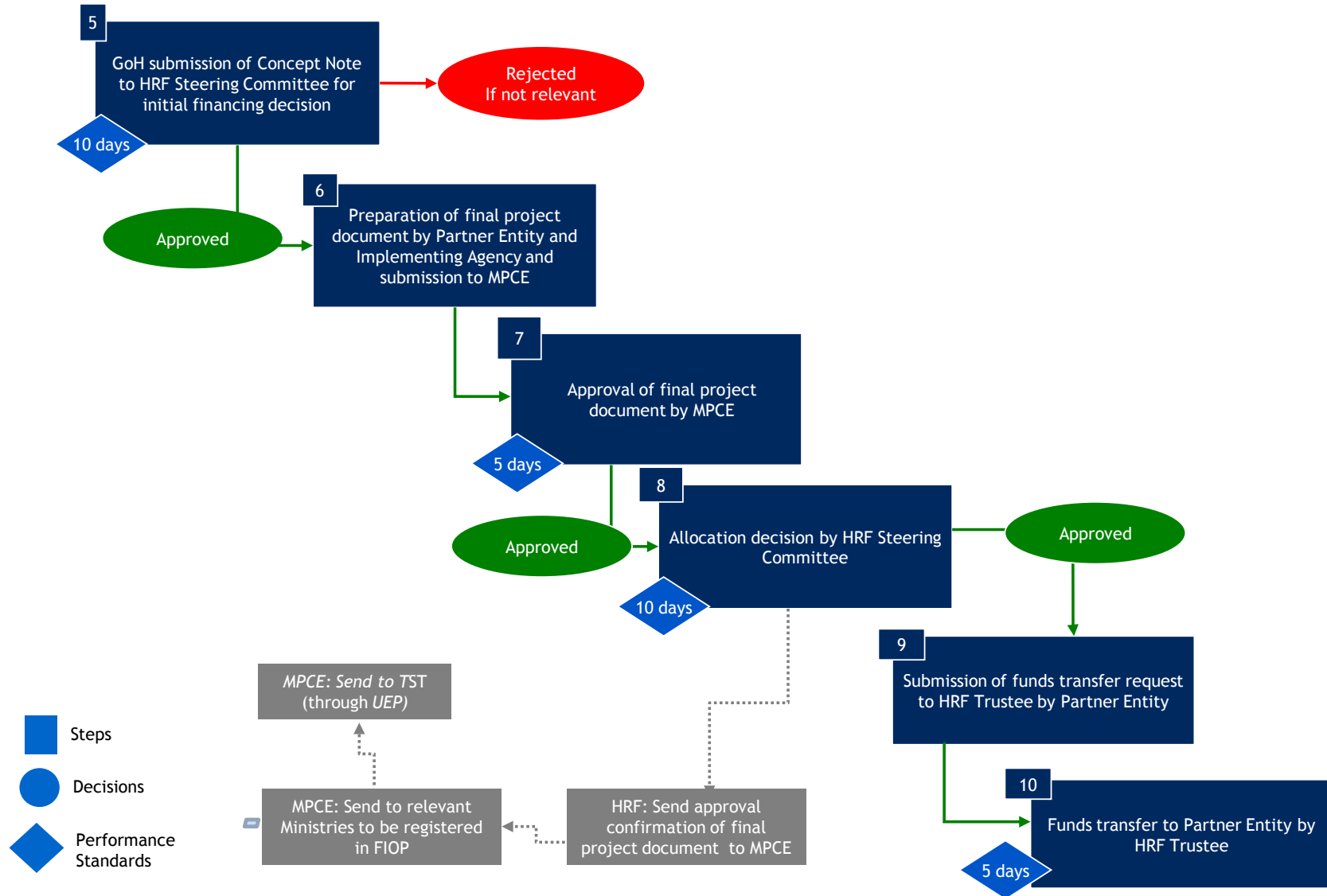
Performance of HRF Grant Approval Process

1. HRF grant approval process – The new grant approval process was approved by the Steering Committee in July 2012, but the process remains similar to the previous one, consisting of six simple steps as detailed in Figure 1. New performance standards will be established by the MPCE with the support of the Secretariat. The HRF grant approval process is aligned with the MPCE project review process to facilitate a fluid processing of funding requests.

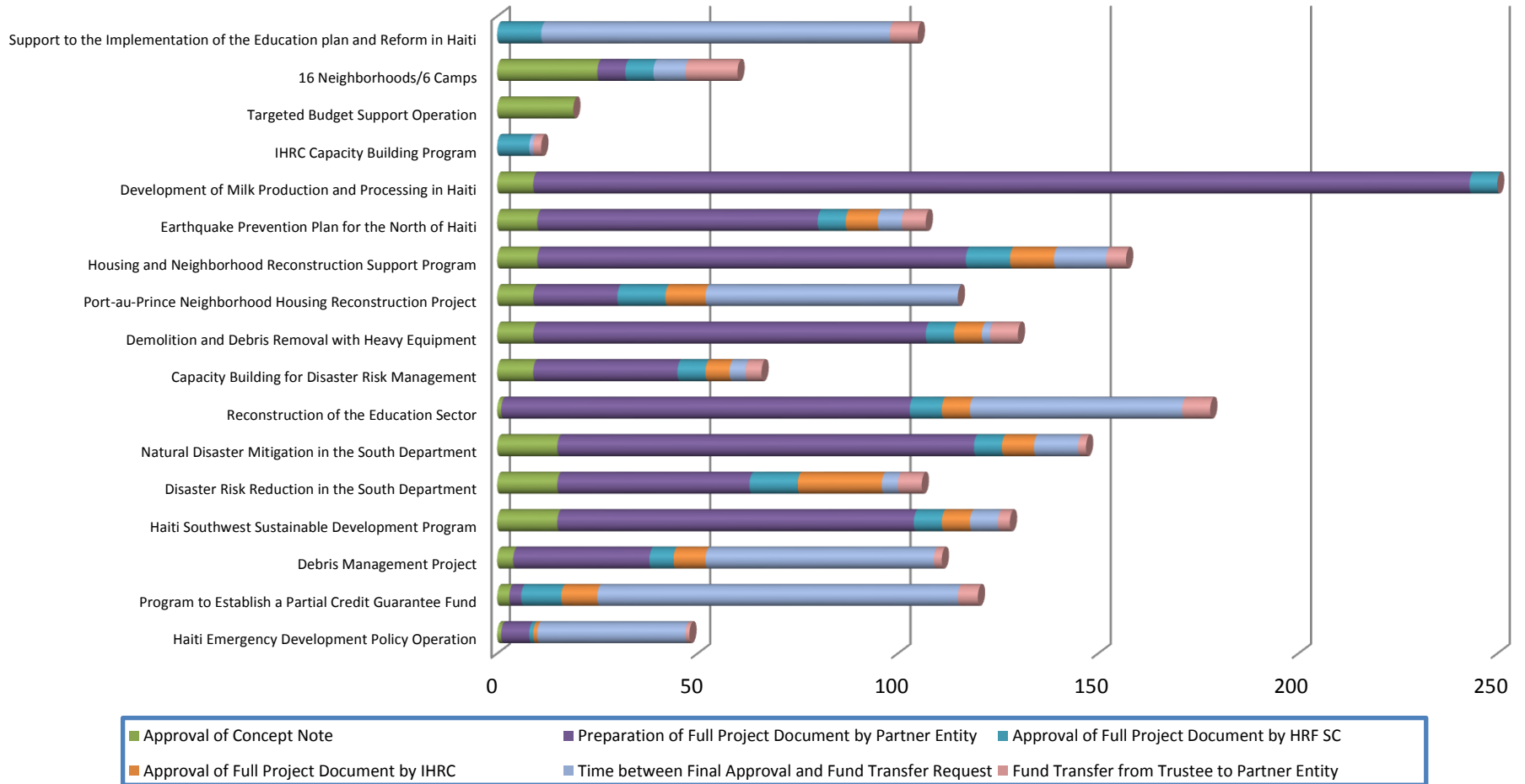
2. Average processing time - As of end September 2012, the average processing time from the submission of a project concept note to the HRF by the GoH up until the transfer of funds by the Trustee to the Partner Entity was 106 days² with the total processing time per project varying from 11 days for the IHRC Capacity Building Program to 178 days for the Reconstruction of the Education Sector project (Figure 2). On average almost half of the processing time (51.9 days) was used to prepare the full project document. The performance standard for the approval of the project concept note and the approval of the full project document by the HRF Steering Committee and the GoH were closely adhered to with these steps taking respectively on average 9.7, 7.9 and 7.4 days, cumulatively representing less than 24 percent of the total processing time. The HRF showed its capacity to rapidly respond to Government financing requests by processing the request for funding of the first phase of President Martelly's priority 16 Neighborhoods/6 Camps projects within two months.

² The average includes only those projects (14) which have completed all steps, i.e. funds have been transferred to the PE.

Figure 1: HRF Grant Approval Process



**Figure 2: HRF Project Preparation and Implementation Timeline
(Number of Days)
Data as of September 30, 2012**

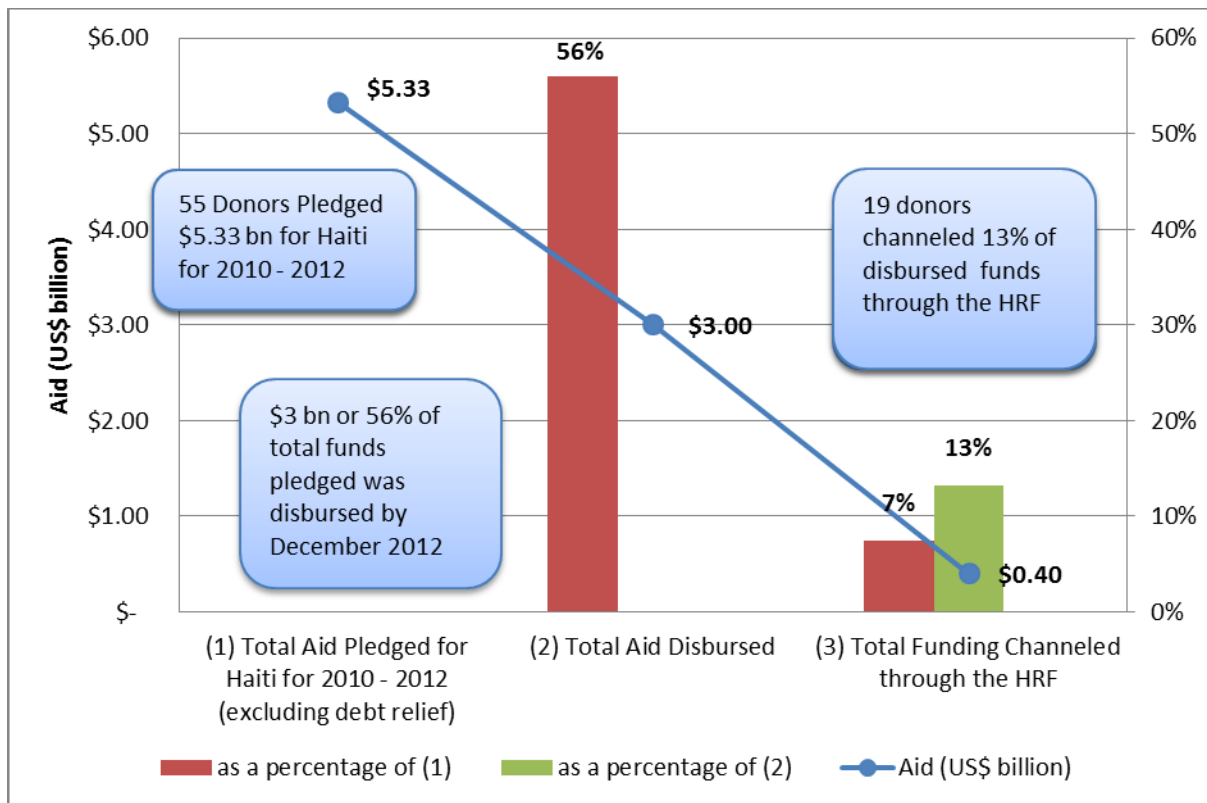


ATTACHMENT 2

Role of the HRF in Overall Reconstruction Finance

1. Post-Earthquake Aid for Haiti – In March 2010, 55 public sector donors pledged \$5.33 billion in funds to be committed from 2010 to 2012 to rebuild Haiti.³ Of this, as of December 2012, donors had disbursed \$3 billion, representing 56.2 percent of total funds pledged to Haiti from 2010 to 2012. Out of the 56.2 percent of funds that were disbursed, 13 percent was channeled through the Haiti Reconstruction Fund which, as of end December 2012, had received \$381 million from donors..

Figure 3: Haiti Post-Earthquake Pledges and Disbursements



2. Filling Sectoral Financing Gaps – The funds channeled through the Haiti Reconstruction Fund have made a significant contribution to addressing the financing needs identified by the

³ Funds Pledged by national governments and multilateral organizations, excluding debt relief

Government of Haiti in the March 2010 Action Plan for the National Recovery and Development of Haiti and in supporting the eight priority reconstruction sectors of the IHRC. Table 1 shows the HRF funding allocated by priority sectors with housing and debris removal and management being the most significant sectors supported by the HRF with 48 and 15 percent respectively.

Table 1: HRF Funding by Priority Sector*

IHRC Priority Sectors	Total HRF Funding by Sector**	Percentage of HRF Financing allocated by Sector
1. Housing	132	48%
2. Debris Removal and Management	42	15%
3. Education	30	11%
4. Energy	0	-
5. Health	0	-
6. Job Creation	37	13%
7. Water and Sanitation	0	-
8. Capacity Building	1	0.4%
9. Other/Cross-Sectoral	33	12%
Total	274	100%
* IHRC Priority Sectors. Priority sectors to be updated or validated by MPCE		
** Project amounts including Partner Entity Fees		