



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 (July 22, 2011).

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 SC meeting, the Secretariat has facilitated the processing of four projects for HRF approval, allocation and final approval by the IHRC. This entailed following up with partner entities on the final project documents, communicating approval requests to the SC and IHRC, following up with Partner Entities on comments received from the SC and IHRC, and informing the Trustee and Partner Entities of final project approvals such that project funds could be transferred. The projects that were approved since July 22 (Housing and Neighborhood Reconstruction Support Program, 16 Neighborhoods/6 Camps, Support to the Implementation of the Education Plan and Reform in Haiti, and Development of Milk Production and Processing in Haiti) represent \$61.67 million of financing from the HRF. Following confirmation by the Secretariat that projects were approved, the Trustee transferred \$61.67 million to Partner Entities for project implementation. This brings total fund transfers to \$259.08 million, representing 95 percent of total project funding approved.

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 115 days from the receipt of a project concept note from the IHRC 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 SC.

The Secretariat has undertaken all necessary preparations for the Eighth Steering Committee meeting scheduled for March 30, 2012: in consultation with the government the Secretariat prepared and updated a paper on options for the HRF's government counterpart; drafted and circulated for the minutes from the seventh SC meeting for review and approval and disclosed the Trustee and Secretariat reports and minutes from the Sixth and Seventh SC meetings on the HRF website; communicated the decisions made at the Seventh SC meeting to the Trustee and Partner Entities; followed up with Partner Entities on the preparation of full project documents; liaised with the IHRC on forthcoming project proposals for HRF financing; and responded to a variety of member requests for information. In addition, at the request of the Steering Committee, the Secretariat followed up with the IHRC's Performance and Anti-corruption Office (PAO) on the potential conflict of interest in the Development of Milk Production and Processing project. The PAO conducted its review and found no apparent conflict of interest following which the project was resubmitted for HRF financing.

With the expiration of the IHRC mandate on October 21, 2011, the need has arisen to find an alternative Government counterpart for the HRF to receive, evaluate, select, and transmit new financing requests. During the course of the period covered by this report, the Secretariat has undertaken a process to identify and confirm a new counterpart. This has involved several consultations with the Prime Minister, Ministers of Finance and Planning, and the Trustee. A proposal was sent to the Steering Committee on January 19, 2012 but several members felt that additional information and dialogue were necessary. In response, the Secretariat consulted with key Government officials, drafted an options paper to expand the range of possible counterparts and prepared a Steering Committee meeting for March 30, 2012 so that the options could be reviewed in order to reach a consensus.

3. Communications: For this activity, the HRF Secretariat is required to: provide public information on trust fund activities; develop and maintain the HRF websites 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, and the media.

¹ The average includes only those projects (16) which have completed all steps, i.e. funds have been transferred to the Partner Entity.

Since the last SC meeting, the Secretariat has:

- Released press announcements on the launch of the HRF Annual Report and the July 22 financing decisions by the HRF Steering Committee and distributed the Annual Report and summary brochures to national and international stakeholders, donors and partners;
- Jointly with the IHRC held several information sessions for NGOs, journalists and Parliamentary deputies to present the IHRC and HRF;
- Participated in a press conference with Presidents Martelly and Clinton to launch the 16 Neighborhoods/6 Camps project and participated in the ceremony to reopen the cleared Place Saint Pierre as a public space
- Launched a Quarterly Update series with two issues published (Fall 2011, Winter 2011/2012) and a third drafted (Spring 2012);
- Held a photo exhibit with press conference and launched the 2012 HRF Calendar during the week of January 9th, 2012;
- Briefed the Prime Minister, Finance Minister and Minister of Planning on the HRF's funding status, project pipeline and procedures;
- Developed a set of mass media products for radio broadcasting jointly with IOM to inform Haitian citizens of key aspects of the reconstruction. These radio programs have been distributed through community radios, CDs played in tap-taps, and MINUSTAH's national radio network.;
- Prepared briefing materials for the Government of Haiti's participation in the UNGA at the request of President Martelly's advisors;
- Participated in the launch of the Earthquake Prevention Plan for the North of Haiti in Cap Haitien;
- Distributed HRF promotional materials such as polos, caps, stickers, notebooks, calendars and pens to project teams to ensure HRF visibility; and
- Facilitated participation by Steering Committee members in project supervision missions. SC members participated in a project visit to the South and supervision mission for the Partial Credit Guarantee Fund.

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 first HRF Annual Report that was launched on July 22, 2011 and was distributed widely to donors, Partner Entities, the Haitian Government and other national and international stakeholders. 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). To provide more regular updates on HRF activities, the Secretariat has been producing a quarterly

update series with a focus on project results, HRF governance, the HRF family and HRF donors. Two updates, Fall 2011 and Winter 2011/2012 have been published and a third update (Spring 2012) is being prepared to be released mid-April.

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 items for Steering Committee meetings; and translating communications materials, reports and Steering Committee documents. A brief trip was taken from February 5-10, 2012 to meet with East Asian donors (Japan, Thailand) and share HRF experience at an international conference on natural disasters.

6. ***Secretariat FY12 Activities.*** During the summer months, the HRF Secretariat prepared its second year work program covering the period from July 2011 – June 2012. With a portfolio of seventeen projects, the Secretariat will increase its focus on reporting, with three short quarterly updates (fall, winter, spring) and a larger annual report (summer) planned. 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, including press releases to announce major funding decisions, distribution of promotional materials, maintaining the HRF website in French and English, and supervising the Input Tracking Mechanism. In terms of proposal management, the HRF Secretariat will continue to work with the IHRC's successor 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.

7. ***Personnel changes.*** The Secretariat said farewell to Diego Osorio (Sr. Operations Officer) and Sarah Mondiere (Team Assistant) who have gone on to challenging careers with, respectively, the UN in Liberia and the World Bank in Haiti. We thank them for the important contributions that they have made to the HRF. We welcomed Gabrielle Dujour (our new Team Assistant) and Berdine Edmond (our Communications Officer), both of whom were selected through a competitive process. We are currently recruiting a new Sr. Operations Officer for the team. Finally, we take this opportunity to congratulate Pauline Zwaans, HRF Operations Officer, on her marriage to Simeon Wallace in October 2011 and the impending birth of their first child in July 2012.

ATTACHMENT 1

Performance of HRF Grant Approval Process

1. HRF grant approval process - The HRF grant approval process consists of six simple steps as detailed in Figure 1. To ensure an efficient process, performance standards are set for each of the approval steps and for the disbursement of funds by the Trustee. The HRF grant approval process was aligned with the IHRC project review process to facilitate a fluid processing of funding requests. It may be adapted as necessary to align with procedures for project review and approval put in place with a new HRF government counterpart, once selected

2. Average processing time - As of mid-March, 2012, the average processing time from the submission of a project concept note to the HRF by the IHRC up until the transfer of funds by the Trustee to the Partner Entity was 115 days² with the total processing time per project varying from 11 days for the IHRC Capacity Building Program to 258 days for the Development of Milk Production and Processing in Haiti (figure 2). On average more than half of the processing time (60 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 IHRC were closely adhered to with these steps taking respectively on average 9.1, 8.3 and 6.4 days, cumulatively representing less than 22 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 in only two months.

² The average includes only those projects (16) which have completed all steps, i.e. funds have been transferred to the PE.

Figure 1: HRF Project Processing Steps

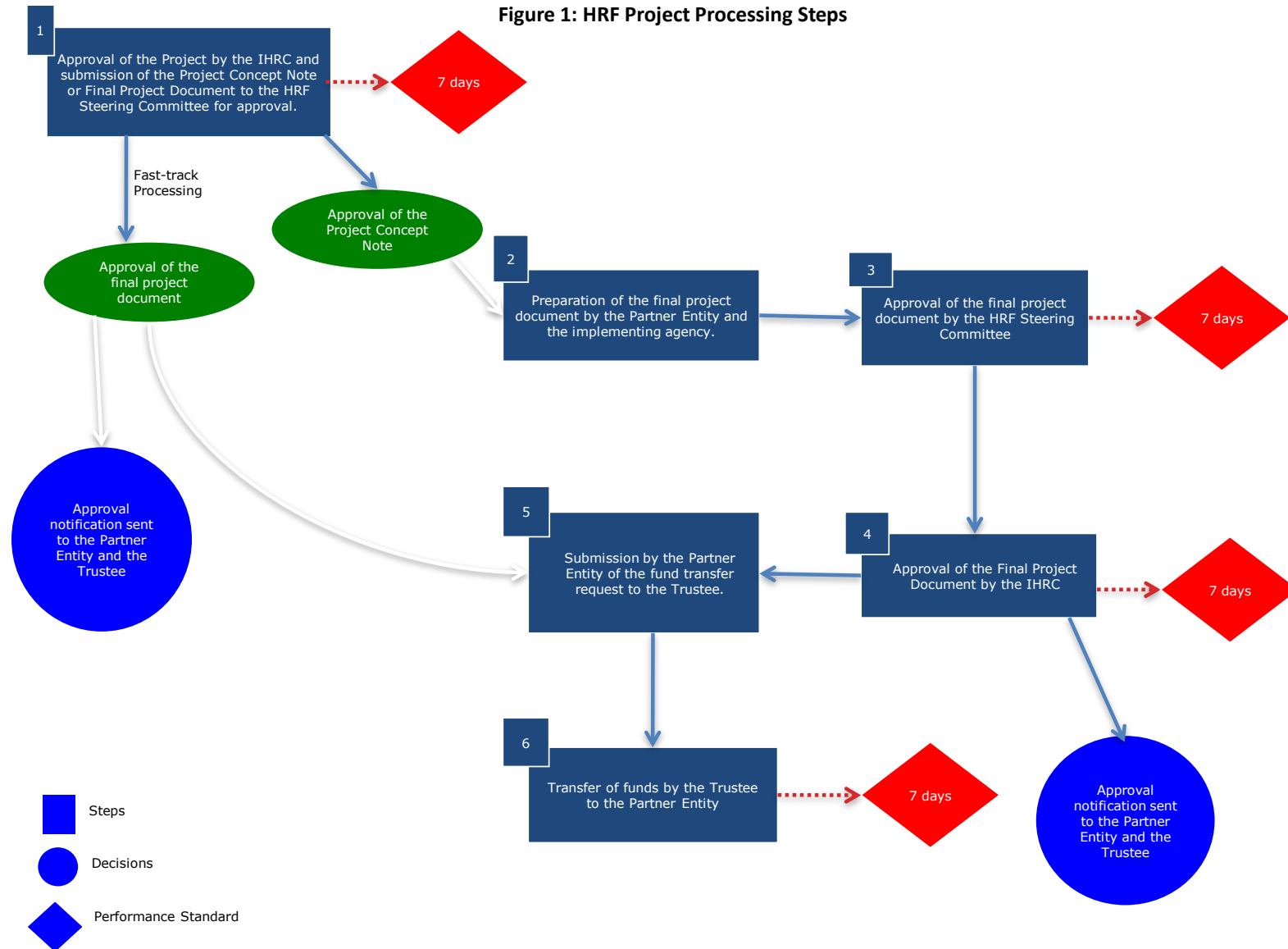
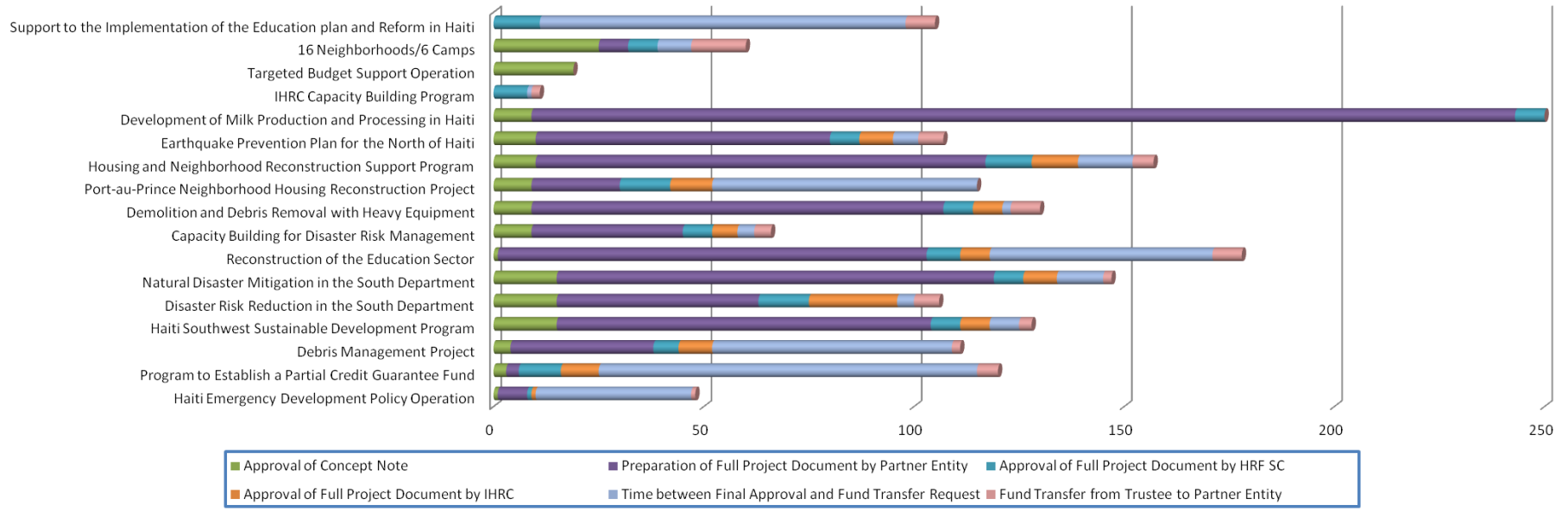


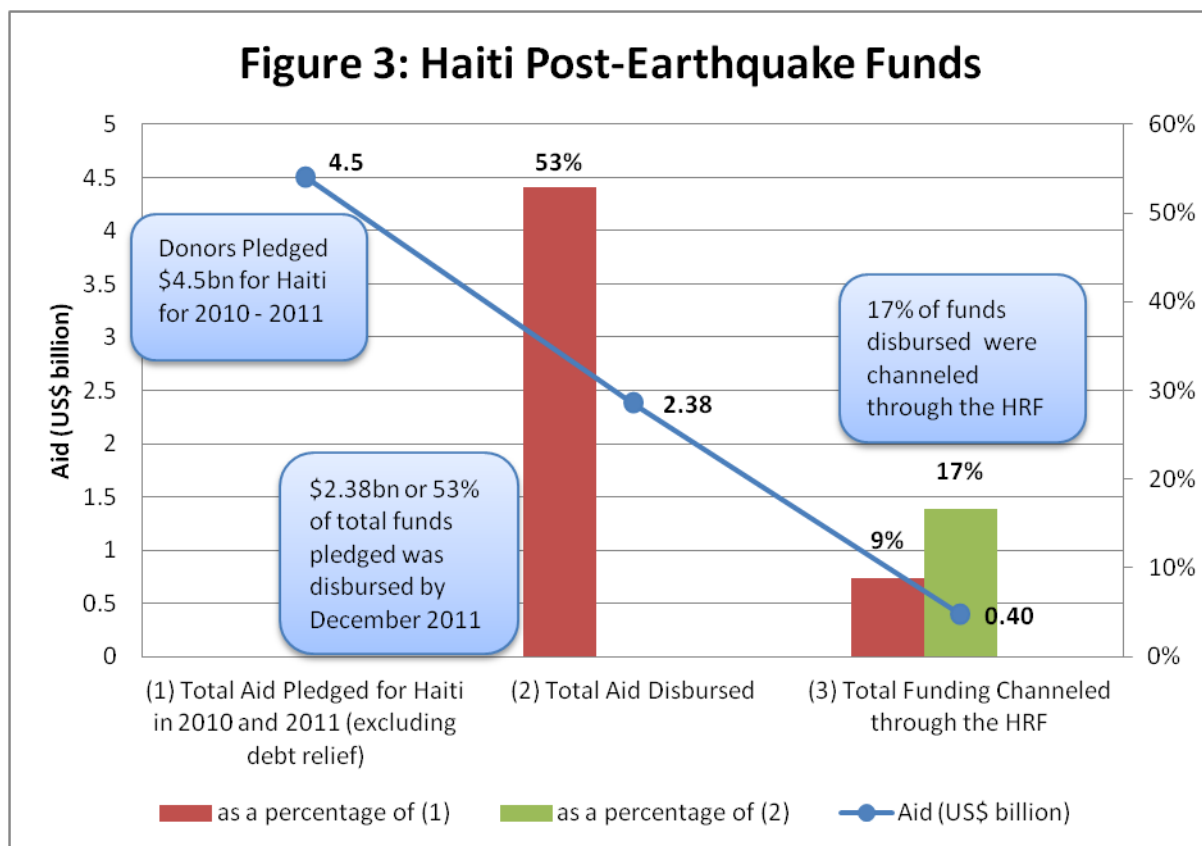
Figure 2: HRF Project Preparation and Implementation Timeline
 (Number of Days)
 Data as of March 23, 2011



ATTACHMENT 2

Role of the HRF in Overall Reconstruction Finance

1. Post-Earthquake Aid for Haiti – In March 2010, 55 public sector donors pledged \$4.5 billion in funds to be committed in 2010 and 2011 to rebuild Haiti³. Of this, as of December 2011, donors had disbursed \$2.38 billion, representing 53 percent of total funds pledged to Haiti for 2010 and 2011. Out of the 53 percent of funds that were disbursed, 17 percent was channeled through the Haiti Reconstruction Fund which, as of end March, 2012, had received commitments totaling \$396 million.



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 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. Figure 4 provides an overview of the key sectors supported by the HRF and details the total HRF and other donor contributions to the funding needs identified for each sector and the remaining financing gap. Most notably, the HRF has contributed to the GOH’s 18 month budget by

³ Funds Pledged by national governments and multilateral organizations, excluding debt relief as reported by the Office of the Special Envoy in December 2011

contributing 22 percent of needed funds for Disaster Risk Reduction and 21 percent for Reconstruction, including housing. Table 1 shows the HRF funding allocated by IHRC priority sector with housing and debris removal and management being the most significant sectors supported by the HRF with 48 and 15 percent respectively.

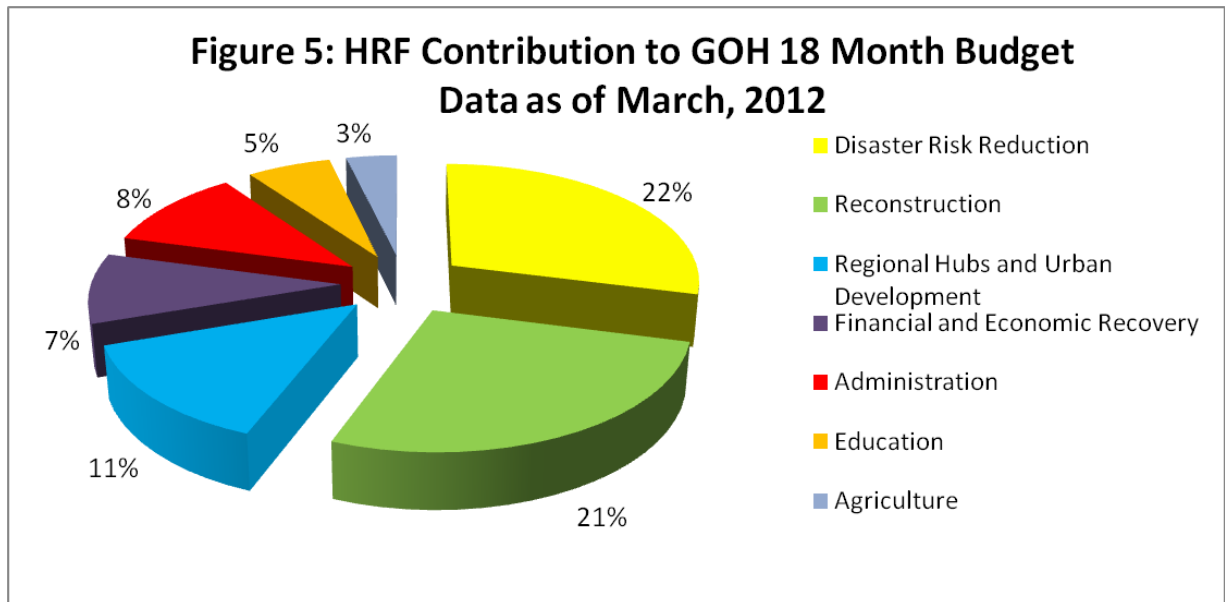
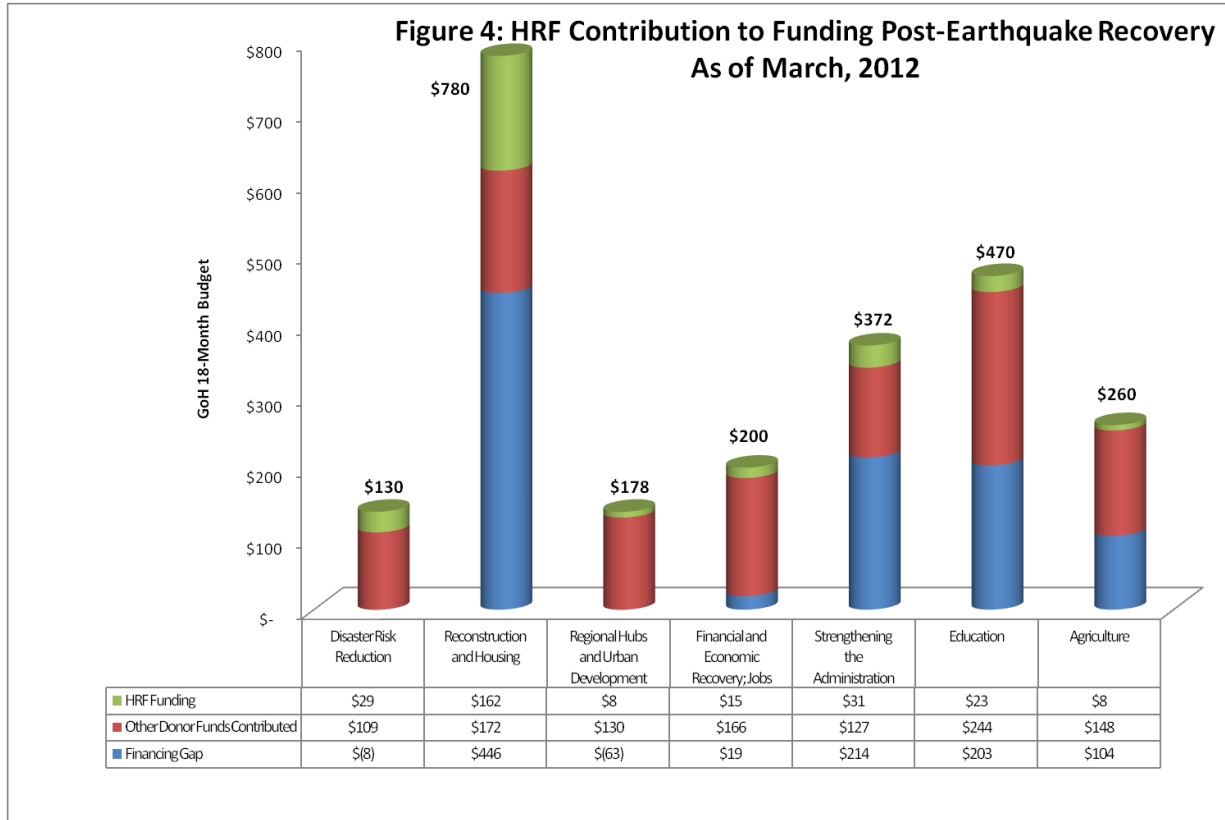


Table 1: HRF Funding by IHRC Priority Sector

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%
* Project amounts including Partner Entity Fees		