Date: October 17, 2013

Dr. Len Ishmael  
Director General  
Organisation of Eastern Caribbean States Secretariat  
Morne Fortune  
P. O. Box 179, Castries  
St. Lucia, W. I.

Re: SIDS Grant No. TF014856-Saint Lucia (Eastern Caribbean Energy Regulatory Authority Project)  
Additional Instructions: Disbursement

Dear Dr. Ishmael:

I refer to the Letter Agreement ("Agreement") between the International Development Association ("World Bank"), acting as administrator of grant funds provided under the Support for Small Island Developing States (SIDS) DOCK Support Program Multi-Donor Trust Fund, and Organization of Eastern Caribbean States Secretariat ("OECS" or "Recipient") for the above-referenced project, dated May 5, 2013. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF014856 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006, ("Disbursement Guidelines") (Attachment 1), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

I. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:

- Reimbursement
- Advance
- Direct Payment
(ii) **Disbursement Deadline Date (subsection 3.7).** The Disbursement Deadline Date is 4 months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the World Bank.

II. Withdrawal of Grant Proceeds

(i) **Authorized Signatures (subsection 3.1).**
A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

The World Bank  
1818 H Street, N.W  
Washington, DC  
United States of America  
Attention: Ms. Sophie Sirtaine, Director, Caribbean Country Director  
Management Unit

(ii) **Applications (subsections 3.2 - 3.3).** Please provide completed and signed (a) applications for withdrawal, together with supporting documents, to the address indicated below:

The World Bank/Banco Mundial  
Setor Comercial Norte,  
Quadra 02, Lote A  
Edificio Corporate Finance Center  
7º Andar  
70712-900 Brasilia, D.F.  
Brazil  
Attention: Loan Department

(iii) **Electronic Delivery (subsection 3.4)** The World Bank may permit the Recipient to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Recipient has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification credentials ("SIDC") from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Recipient have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Recipient with SIDC for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient.
(iv) **Terms and Conditions of Use of SIDC to Process Applications.** By designating officials to use SDIC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation ("Terms and Conditions of Use of SIDC") provided in Attachment 3; and (b) to cause such official to abide by those terms and conditions.

(v) **Minimum Value of Applications (subsection 3.5).** The Minimum Value of Applications for Direct Payment and Reimbursement is USD 20,000.

vi) **Advances (sections 5 and 6).**

- **Type of Designated Account[s] (subsection 5.3):** Segregated.
- **Currency of Designated Account[s] (subsection 5.4):** United States Dollars.
- **Financial Institution at which the Designated Account[s] Will BeOpened (subsection 5.5):** A commercial bank acceptable to the Association.
- **Ceiling (subsection 6.1):** US$ 100,000

III. Reporting on Use of Grant Proceeds

(l) **Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Reimbursement:**
  
  o Summary of Expenditures (Summary Sheet) in the form attached (Attachment 4) with Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments made:
    
    ➢ under contracts with Consulting Firms costing US$ 100,000 equivalent per contract or more; and
    
    ➢ under contracts with Individual Consultants costing US$ 50,000 equivalent per contract or more.

  o Statement of Expenditure in the form attached (Attachment 5) for payments that do not exceed the thresholds established above.

- **For reporting eligible expenditures paid from the Designated Account:**

  o Summary of Expenditures (Summary Sheet) in the form attached (Attachment 4) with Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments made:
➢ under contracts with Consulting Firms costing US$ 100,000 equivalent per contract or more; and

➢ under contracts with Individual Consultants costing US$ 50,000 equivalent per contract or more.

○ Statement of Expenditure in the form attached (Attachment 5) for payments that do not exceed the thresholds established above.

○ Designated Account Bank Statement(s).

○ Designated Account Reconciliation Statement (Attachment 6)

• For requests for Direct Payment: records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3): Quarterly.

IV. Other Important Information


If you have not already done so, the World Bank recommends that you register as a user of the Client Connection website (https://clientconnection.worldbank.org). From this website you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. All Recipient officials authorized to sign and deliver Applications by electronic means are required to register with Client Connection before electronic delivery can be effected. For more information about the website and registration arrangements, please contact the World Bank by email at <clientconnection@worldbank.org>.
If you have any queries in relation to the above, please contact us at vconde@worldbank.org using the above reference.

Yours sincerely,

Sophie Sirtaine
Director
Caribbean Country Management Unit
Latin America and the Caribbean Region

Attachments
2. Form for Authorized Signatures
4. Form of Summary Sheet
5. Form of Statement of Expenditures
6. Designated Account Reconciliation Statement

Prepared by: Tatiana de Abreu, CTRLN

Cleared with and cc: Vivian Nwachukwu-Irondi, LEGLE
Chandra Shekhar, LCSEG

Cc with copies: Maxine Alexander Nestor, Project Manager
Eastern Caribbean Energy Regulatory Authority (ECERA) Project
OECS Secretariat
Morne Fortune
Saint Lucia
Tel: (758) 455 6368
E-mail: manestor@oecs.org
Terms and Conditions of Use of Secure Identification Credentials
in connection with Use of Electronic Means
to Process Applications
and Supporting Documentation

March 1, 2013

The World Bank (Bank)\(^1\) will provide secure identification credentials (SIDC) to permit the Borrower\(^2\) to deliver applications for withdrawal and applications for special commitments under the Agreement(s) and supporting documentation (such applications and supporting documentation together referred to in these Terms and Conditions of Use as Applications) to the Bank electronically, on the terms and conditions of use specified herein.

SIDC can be either: (a) hardware-based (Physical Token), or (b) software-based (Soft Token). The Bank reserves the right to determine which type of SIDC is most appropriate.

A. Identification of Users.

1. The Borrower will be required to identify in a completed Authorized Signatory Letter (ASL) duly delivered to and received by the Bank each person who will be authorized to deliver Applications. The Bank will provide SIDC to each person identified in the ASL (Signatory), as provided below. The Borrower shall also immediately notify the Bank if a Signatory is no longer authorized by the Borrower to act as a Signatory.

2. Each Signatory must register as a user on the Bank’s Client Connection (CC) website (https://clientconnection.worldbank.org) prior to receipt of his/her SIDC. Registration on CC will require that the Signatory establish a CC password (CC Password). The Signatory shall not reveal his/her CC Password to anyone or store or record the CC Password in written or other form. Upon registration as a CC user, the Signatory will be assigned a unique identifying account name.

B. Initialization of SIDC.

1. Prior to initialization of SIDC by a Signatory, the Signatory will acknowledge having read, understood and agreed to be bound by these Terms and Conditions of Use.

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\(^1\) “Bank” includes IBRD and IDA.

\(^2\) “Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
2. Where a Physical Token is to be used, promptly upon receipt of the Physical Token, the Signatory will access CC using his/her account name and CC Password and register his/her Physical Token and set a personal identification number (PIN) to be used in connection with the use of his/her Physical Token, after which the Physical Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Where a Soft Token is to be used, the Signatory will access CC using his/her account name and CC Password and set a personal identification number (PIN) to be used in connection with the use of his/her Soft Token, after which the Soft Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Upon initialization of the SIDC, the Signatory will be a “SIDC User”. The Bank will maintain in its database a user account (Account) for each SIDC User for purposes of managing the SIDC of the SIDC User. Neither the Borrower nor the SIDC User will have any access to the Account.

3. Prior to first use of the SIDC by the SIDC User, the Borrower shall ensure that the SIDC User has received training materials provided by the Bank in use of the SIDC.

C. Use of SIDC.

1. Use of the SIDC is strictly limited to use in the delivery of Applications by the SIDC User in the manner prescribed by the Bank in the Agreement(s) and these Terms and Conditions. Any other use of the SIDC is prohibited.

2. The Bank assumes no responsibility or liability whatsoever for any misuse of the SIDC by the SIDC User, other representatives of the Borrower, or third parties.

3. The Borrower undertakes to ensure, and represents and warrants to the Bank (such representation and warranty being expressly relied upon by the Bank in granting SIDC) that each SIDC User understands and will abide by, these Terms and Conditions of Use, including without limitation the following:

4. Security

4.1. The SIDC User shall not reveal his/her PIN to anyone or store or record the PIN in written or other form.

4.2. The SIDC User shall not allow anyone else to utilize his/her SIDC to deliver an Application to the Bank.

4.3. The SIDC User shall always logout from CC when not using the system. Failure to logout properly can create a route into the system that is unprotected.

4.4. If the SIDC User believes a third party has learned his/her PIN or has lost his/her Physical Token he/she shall immediately notify clientconnection@worldbank.org.
4.5. The Borrower shall immediately notify the Bank at clientconnection@worldbank.org of any lost, stolen or compromised SIDC, and take other reasonable steps to ensure such SIDC are disabled immediately.

5. **Reservation of Right to Disable SIDC**

5.1. The Borrower shall reserve the right to revoke the authorization of a SIDC User to use a SIDC for any reason.

5.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a SIDC, de-activate a SIDC User's Account or both.

6. **Care of Physical Tokens**

6.1. Physical Tokens will remain the property of the Bank.

6.2. The Bank will physically deliver a Physical Token to each Signatory designated to receive one in a manner to be determined by and satisfactory to the Bank.

6.3. Physical Tokens contain delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures, crushed or bent. Also, Physical Tokens should be kept more than five (5) cm from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled PDAs, smart phones and other similar devices. Physical Tokens should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Physical Token.

6.4. Without derogating from these Terms and Conditions of Use, other technical instructions on the proper use and care of Physical Tokens are available at http://www.rsa.com.

7. **Replacement**

7.1. Lost, damaged, compromised (in terms of 4.5, above) or destroyed Physical Tokens will be replaced at the expense of the Borrower.

7.2. The Bank reserves the right, in its sole discretion, not to replace any Physical Token in the case of misuse, or not to reactivate a SIDC User's Account.
Payments made during the period from ____________________________ To ____________________________  

Date: ____________________________  
Application No.: ____________________________  
TF No.: ____________________________

For Expenditures:
- Under contracts for consulting firms costing less than: ____________________________ equivalent
- Under contracts for individual consultants costing less than: ____________________________ equivalent
- Training, Workshops

**For: Expenditures under Contracts NOT subject to the Bank's Prior Review**

<table>
<thead>
<tr>
<th>Category No. *</th>
<th>Name of Supplier, Contractor or Consultant</th>
<th>Contract Reference</th>
<th>Total Amount of Contract</th>
<th>Invoice No</th>
<th>Total invoice amount</th>
<th>Eligible % of financing</th>
<th>Eligible amount of financing from TF (6x7)</th>
<th>Date of Payment</th>
<th>Brief Description of Goods, Works or Services</th>
<th>Designated Account (**)</th>
<th>Exchange Rate</th>
<th>Date Paid from Designated Account</th>
<th>Amount debited from Designated Account</th>
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**Note:**
(*) Items should be grouped by category, or alternatively, a separate SS form may be used for each category
(**) If this application is not for related to the Designated Account, leave columns 12 and 13 blank
(***) Include Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for all items claimed on this sheet
### For: Expenditures under Contracts NOT subject to the Bank's Prior Review

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### For: Expenditures under Contracts subject to the Bank's Prior Review

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Total

Supporting documents for this SOE are retained at

**Note:**

(*) Items should be grouped by category, or alternatively, a separate SOE form may be used for each category

(**) If this application is not for related to the Designated Account, leave columns 12 and 13 blank.
### DESIGNATED ACCOUNT RECONCILIATION STATEMENT

**GRANT/LOAN/CREDIT/PPF/COFINANCIER NUMBER _____________**
**ACCOUNT NUMBER ___________ WITH (BANK) ________________**

1. **TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER)** $ _______________
2. **LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK** - $ _______________
3. **EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE SPECIAL ACCOUNT (NUMBER 1 LESS NUMBER 2)** = $ _______________

4. **BALANCE OF SPECIAL ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE ____________** $ _______________
5. **PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. ____________** + $ _______________
6. **PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: ___________________________** + $ _______________
7. **PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS**  
<table>
<thead>
<tr>
<th>APPLICATION NO.</th>
<th>AMOUNT *</th>
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</table>
  /Subtotal of previous applications not yet credited + $ _______________
8. **MINUS: INTEREST EARNED** - $ _______________
9. **TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9)** = $ _______________
10. **EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:** ________________________________________________

11. **DATE:** _______________  **SIGNATURE:** _______________
    **TITLE:** ____________________

- **ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT**