



SOPAC



SOPAC/GEF/IWRM/RSC.1/2
Date: 10th September 2009
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First Meeting of the Regional Project Steering Committee
and Inception Workshop for the SOPAC/UNDP/UNEP/GEF Project:
*“Implementing Sustainable Water Resources and Wastewater
Management in Pacific Island Countries”*

Nadi, Fiji, 14th – 18th September 2009

PROVISIONAL ANNOTATED AGENDA

1. OPENING OF THE MEETING

1.1 Opening Address on Behalf of SOPAC

The Director of the Pacific Islands Applied Geoscience Commission (SOPAC), Ms. Cristelle Pratt will open the meeting at 0900 on 14th September 2009 and welcome participants on behalf of SOPAC.

1.2 Opening Address on Behalf of the GEF Implementing Agencies

The Deputy Resident Representative on the United Nations Development Programme in Fiji, Mr. Toily Kurbanov will welcome participants to the meeting and provide a brief overview of the goals and objectives of the GEF project entitled *“Implementing Sustainable Water Resources and Wastewater Management in Pacific Island Countries”*.

1.3 Welcome Address on Behalf of the Government of Fiji

Fiji's Minister for Primary Industries, Mr Jokatani Cokanasiga will deliver a welcome address on behalf of the Government of the Republic of Fiji and will declare the meeting officially open.

1.4 Introduction of Members

Participants will be invited to introduce themselves to the meeting. A provisional list of participants is contained in document SOPAC/GEF/IWRM/RSC.1/Inf.1.

At the conclusion of this agenda item members will be invited to assemble for a group photograph

1.5 Group Photos and Media Interviews

Participants will be invited to gather for a group photograph. Thirty minutes will then be provided to representatives of the media for interviews with Government Officials, representatives of the GEF Implementing Agencies, SOPAC, National Focal Points, Demonstration Project Managers, and staff of supporting organisations as required.

2. ORGANISATION OF THE MEETING

2.1 Election of Officers (Chairperson; Vice-Chairperson; and Rapporteur)

The Regional Project Manager, Mr. Marc Wilson will inform the meeting that until such time as the Committee adopted its own rules of procedure, those of the SOPAC Governing Council would be deemed to apply to the conduct of the meeting. He will invite participants to elect a Chairperson, Vice-Chairperson, and Rapporteur(s) to serve the meeting.

Members are invited to nominate individuals as Chairperson, Vice-Chairperson and Rapporteur(s).

2.2 Documentation Available to the Meeting

The Regional Project Manager will introduce the discussion and information documents available to the meeting, a list of which is contained in document SOPAC/GEF/IWRM/RSC.1/Inf.2.

2.3 Programme of Work and Arrangements for the Conduct of the Meeting

The Regional Project Manager will brief participants on the administrative arrangements for the conduct of the meeting, and the proposed organisation of work as outlined in information document SOPAC/GEF/IWRM/RSC.1/Inf.3. He will note that formal sessions of the meeting will be conducted in English, and in plenary as far as possible. He will note further that sessional working groups may be formed at the discretion of the Committee, either to review substantive matters prior to their consideration in plenary, or as part of training exercises.

3. ADOPTION OF THE MEETING AGENDA

The Chairperson will introduce the Provisional Agenda prepared by the Regional Project Co-ordinating Unit (PCU) as document SOPAC/GEF/IWRM/RSC.1/1 and the Annotated Provisional Agenda, document SOPAC/GEF/IWRM/RSC.1/2 (this document). The Chairperson will invite members of the RSC to propose any amendments or additional items for consideration, prior to the adoption of the agenda. One consideration is the need to provide an opportunity for Mr. Taito Nakalevu, the Regional Project Manager of the GEF Pacific Adaptation to Climate Change project to inform the meeting of progress in that project.

Members are invited to review, amend as required, and adopt the meeting agenda

4. ADMINISTRATIVE AND FINANCIAL MATTERS

4.1 Overview of the Project Management Framework for the SOPAC/UNDP/UNEP/GEF Project Entitled “*Implementing Sustainable Water Resources and Wastewater Management in Pacific Island Countries*”

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.1/4, which outlines the governance structure for the SOPAC/UNDP/UNEP/GEF Project Entitled “*Implementing Sustainable Water Resources and Wastewater Management in Pacific Island Countries*” (hereafter referred to as the GEF Pacific IWRM Project).

The Secretariat will outline the roles, responsibilities, and relationships between and among the Global Environment Facility (GEF), GEF Implementing Agencies (UNDP and UNEP), SOPAC, the Project Co-ordinating Unit, Regional Project Steering Committee, the Regional Technical Advisory Group (the Pacific Partnership), National Lead Agencies and Demonstration Project Co-ordinating Committees, and other projects and programmes.

Participants are invited to discuss and agree on the governance structure for the GEF Pacific Integrated Water Resources Management initiative

4.2 Status of the GEF Pacific IWRM Project

The Chairperson will invite the Project Manager to deliver a presentation outlining project progress and outcomes over the period April – September 2009.

The Project Manager's draft status report for the year 2009 is available to the meeting as document SOPAC/GEF/IWRM/RSC.1/5. This report details *inter alia*:

- receipt of funding from UNDP and UNEP, and financial reporting to these agencies;
- staffing and operation of the Regional Project Co-ordinating Unit (PCU);
- the status of the national demonstration projects, including Memoranda of Understanding and project staffing;
- disbursement of funds, and expenditure at the national level;
- collaboration with other related projects and programmes;
- operational difficulties encountered during the year, and steps taken to address these difficulties; and
- any matters that have arisen during the inception period that require the attention of the Regional Project Steering Committee.

Participants are invited to comment on the Project Manager's report and seek clarification of any content therein

4.3 Consideration of the Terms of Reference and Rules of Procedure for the Regional Project Steering Committee

The Chairperson will invite the Project Manager to present document SOPAC/GEF/IWRM/RSC.1/6 "Draft Terms of Reference and Rules of Procedure for the Regional Project Steering Committee".

Participants are invited to review, amend where necessary, and agree on Terms of Reference and Rules of Procedure for the Regional Project Steering Committee

Following agreement on Terms and Reference and Rules of Procedure, participants will participate in a training session on the design and operations of committees

5. REVIEW OF THE DESIGN AND STATUS OF THE NATIONAL DEMONSTRATION PROJECTS

5.1 Technical Assessment of the Draft National Demonstration Project Documents

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.1/7. The Secretariat will outline the outcomes of a technical review of the draft National Demonstration Project Documents. Actions taken by the participating countries to develop detailed logical framework matrices, work plans, and budgets for the projects will be summarised.

5.2 Country Presentations on the Status of the National Demonstration Projects

The chairperson will invite the National Demonstration Project Managers and/or IWRM Focal Points to deliver country presentations on the status of the National Demonstration Projects, covering *inter alia*: status of the Memoranda of Agreements; recruitment of project staff and office set-up; establishment and operation of the Demonstration Project Co-ordinating Committees; the development of logical framework matrices and 5-year and 2010 work plans and budgets; monitoring and evaluation plans, and stakeholder involvement plans. Country presentations will be made in alphabetic order of country names, although Fiji and the elected Chairperson of the Committee will be invited to make their presentations in the final session of the first day of the meeting.

Participants are invited to review and comment on the status of the national demonstration projects and to consider, where necessary, strategies for strengthening project designs, monitoring and evaluation plans, and stakeholder participation. Members of the Regional Steering Committee will be invited to endorse (or otherwise) the national projects on a presentation-by-presentation basis.

5.3 Status and Planned Activities of the EU IWRM National Planning Project

The Chairperson will invite the Coordinator of the EU IWRM National Planning Project, Ms. Rhonda Robinson to present document SOPAC/GEF/IWRM/RSC.1/8 “*EU IWRM Planning Programme Progress Report January 2008 - July 2009*”. Ms. Robinson will review activities and achievements of the EU IWRM National Planning Project and linkages with the GEF Pacific IWRM Project.

6. DEVELOPMENT OF DEMONSTRATION PROJECT LOGICAL FRAMEWORKS, WORK PLANS, AND BUDGETS

The Chairperson will invite the Secretariat to review the use of logical framework matrices and results based management. The GEF Implementing Agency representatives will support this through the provision of information on results-based project planning and management. A standardised work plan template will be introduced to participants and the UNDP Atlas budget codes will be outlined. Where necessary, National Project Managers will work with IWRM focal points and PCU staff to finalise the 2010 work plans and budgets for the national demonstration projects. Evening sessions will be arranged for countries requiring additional time and support for the completion of these project documents.

Participants are requested to ensure that all detailed national work plans and budgets for 2010 are finalised during the meeting

7. ESTABLISHING A REGIONAL INDICATOR FRAMEWORK

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.1/9 outlining Component 2 of the project, which aims to develop a Regional Indicator Framework for Integrated Water Resources Management (IWRM) and Water Use Efficiency (WUE). Elements for consideration in identifying IWRM and environmental stress indicators will be outlined, and a draft work plan for the establishment of the system will be discussed and agreed.

Participants are invited to discuss and agree in principle on a preliminary framework for a system of regional indicators and on a work plan for the establishment of a Regional Indicator Framework

8. FINANCING OF PROJECT ACTIVITIES AND A PROPOSED SYSTEM FOR TRACKING CO-FINANCING IN PARTICIPATING COUNTRIES

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.1/10 outlining the project budget, and a proposed system for the tracking of cash and in-kind contributions to project activities. A proposed method for valuing the time individuals spend on the execution of project activities will be discussed.

Participants are invited to review, revise, and agree in principle on a system for the tracking of cash and in-kind contributions to project activities

Representatives of the GEF Implementing Agencies will be invited to inform the meeting of the project’s progress and financial reporting requirements.

9. PROJECT MANAGEMENT TRAINING

9.1 Gender Mainstreaming in Project Execution

The Chairperson will invite Dr. Anna Tengberg of the United Nations Development Programme to deliver a presentation on gender policies in UNDP, UNEP, and GEF, as well as the Resource Guide on Mainstreaming Gender in Water Management developed by the Gender and Water Alliance and UNDP. Dr. Tengberg will outline a gender mainstreaming check list developed for GEF Natural Resource Management projects and apply it to the Pacific IWRM project.

9.2 Risk Management

The Chairperson will invite Ms. Asenaca Ravuvu of the United Nations Development Programme to present a presentation on Risk Management in GEF projects. Ms Asenaca informed the Secretariat in advance of the meeting that “Risk Management is a very important part of project management. Risks are identified and recorded at the beginning of a project as opposed to Issues, which are encountered once the project is being implemented. This session will focus on the importance of proper risk identification, management of risks throughout the lifetime of the project, and the importance of timely reporting and communications to ensure management responses to identified risks are undertaken.”

9.3 Participatory Monitoring and Evaluation

The Chairperson will invite Dr. Ampai Harakunarak of the United Nations Environment Programme to facilitate a training session on the development and implementation of the Participatory Monitoring and Evaluation approach. Dr. Harakunarak will deliver a presentation on the relevance of Participatory Monitoring and Evaluation for water resources management; common steps in Participatory Monitoring and Evaluation for Pacific IWRM; and key factors in sustaining Participatory Monitoring and Evaluation.

9.4 Enhancing Community Participation in Integrated Water Resources Management

The Chairperson will invite the Secretariat to introduce document SOPAC/GEF/IWRM/RSC.1/11 “*Enhancing Community Participation in Integrated Water Resources Management*”. This will highlight some of the main issues for community participation. Participants will be invited to assess the community focused activities in their demonstration project and their stakeholder engagement action plan in the light of the preceding workshop sessions.

9.5 Progress and Financial Reporting Requirements

The Chairperson will invite the Secretariat to inform the meeting of the quarterly progress and financial reporting requirements of the national demonstration projects. A template for use in reporting on project progress, including project outputs and outcomes, will be discussed and agreed. A project expenditure report template will also be introduced to participants, and examples of supporting documentation required to justify expenditures will be provided. The procedure for submitting cash advance requests and annual audit reports to the regional PCU will be outlined. An Administration and Financial Management Manual developed by the PCU will be circulated amongst participants as document SOPAC/GEF/IWRM/RSC.1/12.

9.6 Developing a Regional and National Communication Strategy

The Chairperson will invite the Secretariat to introduce document SOPAC/GEF/IWRM/RSC.1/13 *Development of a Communication Strategy for the GEF Project Entitled “Implementing Sustainable Water Resources and Wastewater Management in Pacific Islands Countries”*.

9.7 Lessons Learned

The Chairperson will invite the Secretariat to introduce a proposed system for tracking lessons learned, as well as a summary of lessons learned identified by individuals associated with national demonstration projects during their inception phase.

10. CAPACITY DEVELOPMENT AND TRAINING NEEDS

The Chairperson will invite the Secretariat to execute the capacity needs questionnaire survey contained in document SOPAC/GEF/IWRM/RSC.1/14 *Capacity Needs Questionnaire*.

11. PARTNERSHIPS AND LINKAGES WITH OTHER REGIONAL PROJECTS AND PROGRAMMES

The Chairperson will invite representatives of supporting and partner organisations to present details of their water related projects and programmes, and to highlight possible synergies and linkages with the GEF Pacific IWRM Project. Potential support and opportunities for collaboration with country level demonstration projects will be highlight.

12. PRESENTATION OF THE REGIONAL WORK PLAN AND ACTIVITIES FOR THE GEF PACIFIC IWRM PROJECT 2009-2010

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.1/15 and any amendments thereto resulting from the discussions and agreements reached under proceeding agenda items.

The Regional Project Steering Committee is invited to consider and approve the proposed work plan and timetable

13. DATE AND PLACE OF THE SECOND REGIONAL PROJECT STEERING COMMITTEE

14. ANY OTHER BUSINESS

The Chairperson will invite members to raise any additional items of business under this agenda item.

15. ADOPTION OF THE REPORT OF THE MEETING

The Chairperson will invite the Rapporteur to present the draft report of the meeting for consideration, amendment and adoption by the meeting.

16. CLOSURE OF THE MEETING

The Chairperson will call for a motion to close the meeting at 1200 hrs on Friday 18th September 2009.