



SOPAC/GEF/IWRM/RSC.3/2
Date: 18th June 2011
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Third Meeting of the Regional Project Steering Committee
for the SOPAC/UNDP/UNEP/GEF Project:
*“Implementing Sustainable Water Resources and Wastewater
Management in Pacific Island Countries”*

Rarotonga Island, Cook Islands, 25th – 30th July 2011

PROVISIONAL ANNOTATED AGENDA

1. OPENING OF THE MEETING

1.1 Traditional Welcome to the Cook Islands

A traditional welcome will be extended to participants.

1.2 Opening Prayer

An opening prayer will be delivered.

1.3 Welcome Address on Behalf of SCP/SOPAC

The Director of the Applied Geoscience and Technology Division (SOPAC) of the Secretariat of the Pacific Community (SPC), Dr. Russell Howorth will be invited to address the RSC and will welcome participants to the meeting on behalf of the SPC Director-General, Dr. Jimmy Rogers.

1.4 Welcome Address on Behalf of the Global Environment Facility Implementing Agencies

A representative of the GEF Implementing Agencies will welcome participants to the meeting on behalf of the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

1.5 Welcome Address on Behalf of the European Union

Mr. Marius-Adrian Oancea of the Delegation of the European Commission for the Pacific will provide some opening remarks and welcome participants on behalf of the European Union.

1.6 Keynote Address from Dr. Alfred Duda of the GEF Secretariat

Dr. Alfred Duda of the GEF Secretariat will be invited to deliver a keynote address on the GEF and its support to the development of “*Ridge-to-Reef and Community-to-Cabinet*” approaches to water resource management in the Small Island Developing States of the Pacific region.

1.7 Official Opening by a Representative of the National Government of the Cook Islands

A representative of the National Government of the Cook Islands will deliver an opening speech and declare the meeting officially open.

2. ADMINISTRATIVE MATTERS

2.1 Introduction of Participants

The Regional Project Manager, Mr. Wilson will invite participants to introduce themselves to the meeting. A provisional list of participants is contained in document SOPAC/GEF/IWRM/RSC.3/Inf.1.

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

The Regional Project Manager, Mr. Marc Wilson will remind the Committee that, Mr. Suluimalo Amatag Penaia, IWRM Focal Point for Samoa and Mr. Otheniel Tangianau, IWRM Focal Point for the Cook Islands were elected Chairperson and Vice-Chairperson of the Committee during its first meeting in September 2009.

Mr. Wilson will note that following the transfer of the IWRM Focal Point role in the Cook Islands from Mr. Tangianau to Mr. Keutekarakia Mataroa during 2010, Mr. Mataroa had served the Regional Steering Committee as Chairperson during its second meeting convened in the Republic of Palau during July 2010. No Vice-Chairperson was elected during that meeting.

Mr. Wilson will remind the Committee further that, according to its Rules of Procedure, elected officers hold office until subsequent meetings, at which time the Vice-Chairperson is promoted to Chairperson. He will also note that the Rules of Procedure also state that the Committee shall elect two Rapporteurs from among its members at the beginning of each meeting.

As no Vice-Chairperson was elected during the past meeting, Mr. Wilson will invite the Committee to elect from its members a Chairperson, Vice-Chairperson and two Rapporteurs.

2.3 Documentation Available to the Meeting

The Chairperson will invite the Regional Project Manager, Mr. Wilson to review the documentation available to the meeting, a list of which is contained in document SOPAC/GEF/IWRM/RSC.3/Inf.2.

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

The Chairperson will invite the Regional Project Manager, Mr. Marc Wilson to 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.3/Inf.3. Mr. Wilson will inform the Committee that that the first day of the meeting, Monday 25th July 2011 was used to conduct rotating country clinics to enable national IWRM staff to meet and discuss project matters with SOPAC Advisers. He will highlight that at various times throughout the meeting, working groups will be formed to address issues specific to both the GEF Pacific IWRM Project and the EU IWRM National Planning Programme.

3. ADOPTION OF THE MEETING AGENDA

The Chairperson will introduce the Provisional Agenda prepared by the Regional Project Coordinating Unit (PCU) as document SOPAC/GEF/IWRM/RSC.3/1 and the Annotated Provisional Agenda, document SOPAC/GEF/IWRM/RSC.3/2 (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.

4. STATUS OF THE REGIONAL PACIFIC IWRM PROGRAMME

4.1 From SOPAC the “*Commission*” to SOPAC the “*Applied Geoscience and Technology Division*” of the Secretariat of the Pacific Community: The “*New*” Water and Sanitation Programme

The Chairperson will invite Dr. Howorth to brief the Committee on the status of the merge of the Pacific Islands Applied Geoscience Commission (SOPAC) into the Secretariat of the Pacific Community (SPC).

Following this brief, the Chairperson will invite the Deputy Director of the SOPAC Division's Water and Sanitation Programme (WSP), Ms. Rhonda Robinson to present discussion document SOPAC/GEF/IWRM/RSC.3/4 and review: the new institutional framework within which the WSP operates; the alignment of WSP activities with the SOPAC Divisional Strategic Plan 2011-2015; the status of existing programmes and projects; as well as programme resourcing, opportunities, and initiatives of note.

4.2 Status of the GEF Pacific IWRM Project

The Chairperson will invite the Regional Project Manager of the GEF Pacific IWRM Project, Mr. Marc Wilson to present discussion document SOPAC/GEF/IWRM/RSC.3/5 entitled "*Annual Report of the Regional Project Manager on the GEF Pacific IWRM Project*". Mr Wilson will outline project progress and achievements to June 2011. Key linkages with other regional initiatives and future needs of the project will be highlighted.

4.3 Status of the EU IWRM National Planning Programme

The Chairperson will invite the Coordinator of the EU IWRM National Planning Programme to present discussion document SOPAC/GEF/IWRM/RSC.3/6 entitled "*Annual Report of the EU National IWRM Planning Programme*". This document will outline the work of the programme and linkages with the GEF Pacific IWRM Project. Achievements of the programme, specifically as they relate to the result areas outlined in Component 3 of the GEF project document will be reviewed. The work plan and role of project partners in the closure of the programme will be highlighted.

4.4 Report of the Chairperson of the Regional Technical Advisory Group

The Chairperson will invite the Chairperson of the Regional Technical Advisory Group (RTAG) to present discussion document SOPAC/GEF/IWRM/RSC.3/7. The work and key decisions of the RTAG since its inception in July 2010 will be reviewed. Specific recommendations to the RSC regarding project implementation issues will be provided.

4.5 Reports of Activities of the GEF Implementing Agencies in support of the Pacific IWRM Programme 2010-2011

The Chairperson will invite representatives of the GEF Implementing Agencies to deliver reports of their activities in support of the GEF Pacific IWRM Project during the period July 2010 – June 2011. The Implementing Agency representatives will be asked to review: (a) efforts to address the Communiqué of Concern issued by the First Meeting of the RSC in September 2009; (b) account for their use of the GEF project fee in support of the project to date; and (c) advise the RSC of their planned activities in support of the Pacific IWRM Programme during the period July 2011-June 2012.

4.6 Plans for the Mid-Term Evaluation of the GEF Pacific IWRM Project

During the Second Meeting of the Regional Steering Committee convened in July 2010 in Palau it was explained to the Committee that "*following discussions with UNEP that it was likely the project's mid-term evaluation would be conducted in the third quarter of 2011*". This was further confirmed during the First Meeting of the project's Regional Technical Advisory Group (RTAG) convened during that Palau RSC meeting. Following consideration of the mid-term evaluation of the project by RTAG, it was agreed that the mid-term review would be held in September 2011.

The Chairperson will invite the representative of the United Nations Environment Programme (UNEP) to inform the Committee of plans for the conduct of the mid-term evaluation of the GEF Pacific IWRM Project. The Chairperson will ask the UNEP representative to outline: the proposed objectives and criteria for the evaluation; the proposed dates for the conduct of the evaluation, including any planned country visits; a summary of the information which the RSC, the Regional Project Coordinating Unit, and the National Project Management Units will be expected to compile for the evaluators; and the proposed process for participating countries to comment on preliminary evaluation findings and the draft report.

4.7 Video Presentation on Pacific IWRM Programme Highlights 2010-2011

A brief video of Pacific IWRM Programme highlights for the period 2010-2011 will be presented to the Committee.

5. STATUS OF NATIONAL IWRM INITIATIVES

5.1 Summary Report on the Status of the GEF National IWRM Demonstration Projects

The Chairperson will invite a member of the Regional Project Coordinating Unit to present discussion document SOPAC/GEF/IWRM/RSC.3/8 "*Annual Report on the Status of the GEF Pacific IWRM Demonstration Projects*". This report details:

- The project planning, coordination, and reporting arrangements established for the National IWRM Demonstration Projects;

- Disbursement of cash advances from UNDP and SOPAC, project expenditures, and compliance with project reporting requirements;
- Project delivery against anticipated logframe outputs;
- Project co-financing; and
- Operational difficulties encountered during the year, and steps taken to address these; and
- Additional matters requiring the attention of the Regional Project Steering Committee.

The RSC will be invited to:

- Comment on project expenditures, and co-financing raised, with respect to the delivery of anticipated national demonstration project outcomes; and
- Provide any suggestions with respect to improved efficiency of national project delivery.

5.2 Review of Lessons Learned from the Pacific IWRM Inception Phase and Mechanisms for Continued Knowledge Exchange and Learning

The Chairperson will invite a member of the Regional Project Coordinating Unit to present discussion document SOPAC/GEF/IWRM/RSC.3/9 "*Lessons Learned from the Inception Phase of the GEF Pacific IWRM Project and Options for Continued Knowledge Exchange and Learning*". This document contains: an analysis of lessons learned by the National IWRM Project Management during the inception phase of the project; an overview of the procedures established for the internal peer review of lessons learned reporting; and recommendations for the sharing of these lessons during the project's implementation phase. Options for continued knowledge exchange and learning will be provided for discussion by the Committee.

The RSC will be invited to:

- review the analysis of inception period lessons learned and agree upon how this can be best used to inform the development of national IWRM initiatives and transferred to other projects and programmes;
- consider and propose any suggested modifications to the procedures and template established for the internal peer review of lessons learned reports;
- provide suggestions on how to enhance the capture, sharing and replication of best practices and lessons learned, including linkages with the GEF IW:LEARN project.

5.3 Consideration of the RSC Endorsed Expenditure Targets and Development of Rules for the Operation of the Reallocation Pool

The Chairperson will invite the Regional Project Manager, Mr. Wilson to present discussion document SOPAC/GEF/IWRM/RSC.3/10 "*Draft Rules of Operation for a Regional Re-Allocation Pool for Unspent National IWRM Demonstration Project Funds*". Mr. Wilson will remind the Committee of the decisions made during its second meeting with respect to the establishment of expenditure targets and a reallocation pool for unspent project funds. He will outline the need for such a mechanism and the key issues the Committee would need to consider in penalizing national projects for not meeting RSC agreed expenditure targets and in the operation of a reallocation pool. He will proceed to outline draft Rules of Operation for the consideration of and discussion by the Committee.

5.4 Consideration of Draft National IWRM Mid-Term Reports

The Chairperson will invite a member of the Regional Project Coordinating Unit to introduce the idea of preparing National IWRM Mid-Term Reports to better inform the impending mid-term review of the project. A proposed Table of Contents for these reports will be presented for the consideration of the Committee. Tentative timelines for the drafting, review, and publication of these reports will also be presented.

5.5 Country Presentations on National IWRM Project Delivery

The Chairperson will invite the National IWRM teams to present brief ~10 minute presentations on achievements of national IWRM initiatives. These presentations will be followed by brief questions and answer session and a panel discussion on the needs and challenges faced by the National IWRM demonstration projects.

5.6 Experiences of the GEF supported Caribbean SIDS IWRM Project

The Chairperson will invite Mr. Vincent Sweeney, Regional Project Manager of the GEF supported project entitled "*Integrating Watershed and Coastal Areas Management in Caribbean Small Island Developing States*" (IWCAM Project) to deliver a presentation on experiences, achievements, and

lessons from that project. Mr. Sweeny will also be invited to highlight the approach adopted in that project to facilitate national level replication and sustainability of project interventions.

Following the conclusion of this presentation, the Regional Project Manager, Mr. Wilson will facilitate a discussion on possible modalities for increased collaboration between the Pacific and Caribbean SIDS projects.

5.7 Linkages with the GEF Supported Pacific Adaptation to Climate Change Project

The Chairperson will invite the Regional Project Manager of the GEF supported Pacific Adaptation to Climate Change Project, Mr. Taito Nakalevu to update the Committee on the work of this project and highlight support to the water and sanitation sector. The Committee will be invited to provide recommendations regarding the strengthening of linkages between national IWRM initiatives and the GEF PACC project.

6. DEVELOPMENT AND OPERATION OF A PARTICIPATORY MONITORING AND EVALUATION PROGRAMME FOR NATIONAL PROJECT INTERVENTIONS

6.1 Review of National Project Indicators, Baselines, and Performance Measures

The Chairperson will invite a member of the Regional Project Coordinating Unit to present discussion document SOPAC/GEF/IWRM/RSC.3/11 entitled "*National Project Indicators and Recommendations for Participatory Monitoring and Evaluation of Project Progress*". National project indicators, baselines, performance measures, and reporting approaches will be reviewed.

6.2 Consideration of Options for Participatory Monitoring and Evaluation of Project Interventions

The Chairperson will invite a member of the Regional Project Coordinating Unit to review current arrangements for the participatory monitoring and evaluation of national IWRM project interventions and to outline options for the elaboration of these. The Committee will be invited to:

- review the existing participatory monitoring and evaluation arrangements developed for the project;
- review draft national participatory monitoring and evaluation plans for national IWRM projects, and provide any necessary recommendations with respect to the template used for these; and
- develop recommendations and a costed work plan for participatory monitoring and evaluation of project activities to end June 2013.

6.3 Review of Project Technical Support and Quality Assurance Needs

The Chairperson will invite a member of the Regional Project Coordinating Unit to present document SOPAC/GEF/IWRM/RSC.3/12 entitled "*Review of National Project Technical Support Needs and Recommendations for the Quality Assurance of the Scientific and Technical Aspects of Project Delivery*".

This report will summarise the results of a survey of scientific and technical support needs executed during the inter-sessional period. The specific needs of national projects will be presented, as will options for the quality assurance of project interventions.

The Committee will be invited to:

- discuss and provide recommendations regarding the development of a quality assurance framework for the technical components of the project; and to
- identify project technical needs for the project until end June 2012.

7. STRENGTHENING REGIONAL ENGAGEMENT IN WATER AND SANITATION

7.1 The Need for a New Pacific Regional Position on Water, Sanitation and Climate

The Chairperson will invite Ms. Robinson to present document SOPAC/GEF/IWRM/RSC.3/13 entitled "*Building a Framework for Water, Sanitation and Climate*". This session will begin with a historical overview of the three regional strategies relating to water and sanitation in the Pacific Islands, namely: the Pacific Wastewater Policy Statement and associated Pacific Wastewater Framework for Action (2001); the Pacific Regional Action Plan (RAP) on Sustainable Water Management (2002); and the Drinking Water Quality and Health Framework for Action (2005).

The session will also provide a brief on the efforts currently underway in preparing a way forward to fulfilling our obligation to members to "... *undertake a consultative process towards the revision of the regional strategy and action plan to address the urgent issues pertaining to the sustainable management of water resources and delivery of water and sanitation services*" as requested by the SOPAC Governing Council in 2010.

7.2 Strengthening Country Engagement through the Preparation of National Outlooks for Water, Sanitation and Climate

The Chairperson will invite the consultant, Dr. Jan Gregor to report on recent work in developing a process to support PICTs in prioritising emerging threats and opportunities in securing access to safe drinking water and sanitation across the Pacific. Dr. Gregor will outline how this process can assist strengthen the engagement of Pacific leaders in emerging water and sanitation issues and facilitate their effective participation in upcoming international water and environment fora (including meetings of the Pacific Leaders, the Asia-Pacific Water Forum, the World Water Forum, and Rio+20), and securing an agreed framework for the management of water and sanitation across the region.

7.3 Developing an Effective Regional Indicator and Reporting Framework

The Chairperson will invite a member of the Regional Project Coordinating Unit to: provide an overview of how the implementation of an effective regional indicator and reporting framework can strengthen the management of water and sanitation issues; highlight how this framework can be supported by the National Outlook process, and present an example of the form that such a framework could take.

8. ENHANCING STAKEHOLDER INVOLVEMENT IN NATIONAL IWRM INITIATIVES

The Chairperson will invite a member of the Regional Project Coordinating Unit to present document SOPAC/GEF/IWRM/RSC.3/14 "*Enhancing Partner and Stakeholder Engagement in IWRM Demonstration Project Delivery*". This document will outline the planned actions of national IWRM projects to facilitate and enhance stakeholder involvement in National IWRM initiatives, as well as progress to date to benchmark and measure levels of community engagement in water resource and sanitation management.

The Chairperson will invite the Committee to contribute views and ideas on possible mechanisms of support for the development and implementation of community-based projects under the IWRM and climate change adaptation umbrellas. Representatives of partner organisations (i.e., IUCN, USP, UNDP, UNEP, UNESCO, and IWC) will be invited to present brief (~7 minute) presentations on their current and planned projects and to highlight possible areas of collaboration with national IWRM initiatives.

The Chairperson will further invite the Committee to consider possible approaches for enhanced involvement of stakeholders in national implementation of IWRM initiatives.

9. CONSIDERATION OF CLIMATE VARIABILITY AND CHANGE ISSUES INFLUENCING THE ACHIEVEMENT OF WATER AND SANITATION OUTCOMES IN PACIFIC ISLAND COUNTRIES

The Chairperson will invite a Mr. David Hebbelthwaite to present document SOPAC/GEF/IWRM/RSC.3/15 "*Climate Variability and Change Issues Influencing the Achievement of Water and Sanitation Outcomes in Pacific Island Countries*". The Committee will be invited to assist in the identification of opportunities for the water and sanitation sector to effectively engage with regional climate change adaptation initiatives.

10. REPLICATION, UPSCALING, AND MAINSTREAMING OF NATIONAL IWRM INITIATIVES

The Chairperson will invite a member of the Regional Project Coordinating Unit to present document SOPAC/GEF/IWRM/RSC.3/16 "*Defining Replication, Upscaling, and Mainstreaming in the Context of the Pacific IWRM Programme: Recommendations for Priority Areas of Work and Work Plan Development*". The Committee will be invited to:

- develop and agree upon a regional work plan for the replication, upscaling, and mainstreaming of IWRM; and to

- review draft replication plans for national IWRM projects and to provide recommendations with respect to the amendments of these.

11. IMPLEMENTATION OF NATIONAL AND REGIONAL IWRM COMMUNICATIONS STRATEGIES IN SUPPORT OF IWRM MAINSTREAMING

The Chairperson will invite Mr. Tiy Chung to present SOPAC/GEF/IWRM/RSC.3/17 "*National and Regional Communications Strategies for Mainstreaming IWRM in Pacific Island Countries*". This document will contain a summary report on the status of national IWRM communications strategy development, key communications results of the project to date, and a draft Regional IWRM Communications Strategy to support the longer-term mainstreaming of IWRM.

The Committee will be invited to consider and comment on national and regional communications needs in support of IWRM and Water-Use Efficiency in Pacific Island Countries.

12. REVIEW OF THE REGIONAL IWRM POST-GRADUATE TRAINING PROGRAMME

The Chairperson will invite the Regional Project Manager, Mr. Wilson to present document SOPAC/GEF/IWRM/RSC.3/18 "*Capacity Building for IWRM*". In addition to a review of the status of the regional IWRM post-graduate training programme, Mr. Wilson will outline a proposed capacity development approach for enhanced IWRM in Pacific Island SIDS.

13. FINALISATION OF REPLICATION PLANS FOR THE NATIONAL IWRM DEMONSTRATION PROJECTS

The Chairperson will invite members to form country-based working groups to finalise: (a) participatory monitoring and evaluation plans; and (b) replication plans for the National IWRM Demonstration Projects. This will be supported by regional programme advisors and administrative staff.

14. DEVELOPMENT OF EXIT STRATEGIES FOR WORK OF THE EU IWRM NATIONAL PLANNING PROGRAMME

The Chairperson will invite members to form country-based working groups to develop exit strategies for the National IWRM Planning Programme.

15. DRAFT WORK PLAN AND BUDGET FOR THE GEF PACIFIC IWRM PROJECT 2011-2012

The Chairperson will invite the Regional Project Manager, Mr. Wilson to present discussion document SOPAC/GEF/IWRM/RSC.3/19 "*Draft Work Plan and Budget for 2011-2012*" for consideration, comment, and decision of the meeting.

16. LOCATION OF THE NEXT MEETING

The Chairperson will invite members of the Committee to decide on the location for the fourth meeting of the Regional Steering Committee.

17. OTHER BUSINESS

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

18. ADOPTION OF THE REPORT OF THE MEETING

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

19. CLOSURE OF THE MEETING

The Chairperson will call for a motion to close the meeting at 1700hrs on Friday 29th July 2011.