



SOPAC/GEF/IWRM/RSC.4/1 (revised)
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Fourth 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”*

Nadi, Republic of Fiji Islands, 30th July – 3rd August 2012

PROVISIONAL ANNOTATED AGENDA

1. OPENING OF THE MEETING

1.1 Opening Prayer

An opening prayer will be delivered.

1.2 Traditional Welcome on Behalf of the Fiji Islands

A traditional welcome will be extended to participants.

1.3 Official Opening by a Representative of the National Government of the Fiji Islands

The Fiji Government’s Minister for Primary Industries, the Honourable Mr. Joketani Cokanasiga will deliver an opening speech and declare the meeting officially open.

1.4 Welcome Address on Behalf of SCP/SOPAC

The Regional Project Manager of the GEF Pacific IWRM Project, Mr. Marc Wilson will be invited to address the RSC and will welcome participants to the meeting on behalf of the project, the SPC/SOPAC Director, Dr. Russell Howorth and the SPC Director-General, Dr. Jimmy Rogers.

1.5 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).

1.6 Welcome Address on Behalf of the European Union

Mr. Renato Mele, representing the Delegation of the European Commission for the Pacific will provide some opening remarks and welcome participants on behalf of the European Union.

1.7 Opening Remarks from a Representative of the GEF Secretariat

Mr. Christian Severin of the GEF Secretariat will be invited to deliver some opening remarks on behalf of the GEF and its support to the development of *“Ridge-to-Reef”* and *“Community-to-Cabinet”* approaches to water resource management in the Pacific Small Island Developing States.

1.8 Group Photograph

Participants will be invited to assemble outside the Tanoa International Hotel Conference room for a group photograph.

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.4/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, then 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. Further, the IWRM Focal Point for the Cook Islands, Ms. Donye Numa and IWRM Focal Point for Nauru, Mr. Russ Kun had served as Chairperson and Vice-Chairperson, respectively, during the Committee's third meeting convened in the Cook Islands during July 2011.

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.

Mr. Wilson will invite the Committee to consider, from the members present, appointment of 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.4/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.4/Inf.3. Mr. Wilson will inform the Committee that the first day of the meeting, Monday 30th July 2011 was used to conduct rotating country clinics to enable national IWRM staff to meet and discuss project matters with SOPAC Advisers and staff of other partner organisations. He will highlight that the week following the RSC meeting will be used to convene a regional planning workshop for IWRM Project Managers aimed at consolidating work planning required to guide the successful achievement of project results and putting in project sustainability plans for the remaining 18 months of the project.

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.4/1 and the Annotated Provisional Agenda, document SOPAC/GEF/IWRM/RSC.4/2 (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 Annual Report from the Regional Project Manager of the GEF Pacific IWRM Project, including Update on Work of the Regional Technical Advisory Group

The Chairperson will invite the Regional Project Manager of the GEF Pacific IWRM Project, Mr. Marc Wilson to present his "*Annual Report of the Regional Project Manager on the GEF Pacific IWRM Project*". Mr Wilson will outline project progress and achievements to June 2012 and an update on work of the Regional Technical Advisory Group (RTAG) will be provided. Priority needs of the project over its final 18 months will be summarised.

4.2 Status of the Closure of the EU IWRM National Planning Programme

The Chairperson will invite a representative of the EU IWRM National Planning Programme to present document SOPAC/GEF/IWRM/RSC.4/5 entitled “*Status of Closure of the EU National Planning Programme*”. This presentation will outline the status of efforts to close this project and alert participating countries to outstanding issues requiring their attention.

4.3 Presentation of National IWRM “Results” Notes

The Chairperson will inform the meeting that in the lead up to the meeting participants were invited to prepare “*Results Notes*” focusing on key results of their projects against **six (6)** indicators from their national sets of indicators contained in the Project Monitoring and Evaluation Framework (PMEF) developed by the project’s Regional Technical Advisory Group and endorsed by the Regional Steering Committee in 2011. The Chairperson will invite a representative of the Regional Project Coordinating Unit to provide some background to the Committee on the design of the “*Results Note*” reporting structure. The Chairperson will invite National IWRM Teams to deliver brief ~15 minute presentations of their results notes and photo journals of latest on the ground project works. These presentations will be followed by brief questions and answer sessions. It will be pointed out that spaces around the meeting room have been set aside for country teams to display latest awareness materials and outputs from their projects. It will be further explained that final country results notes will be disseminated online via the results section of the Pacific IWRM project website - <http://www.pacific-iwrm.org/results>.

4.4 Presentation of the Mid-Term Evaluation of the GEF Pacific IWRM Project, Key Findings, and Presentation of a Costed Work Plan for the Terminal Evaluation of the Project

The Chairperson will bring to the attention of participants that this meeting marks the first opportunity for the Regional Steering Committee to collectively discuss the report of the Mid-Term Evaluation for the Pacific IWRM project and will invite representatives of the GEF Implementing Agencies to present discussion document SOPAC/GEF/IWRM/RSC.4/6 entitled “*Final Mid-Term Evaluation Report for the GEF Pacific IWRM Project*”. Plans for the terminal evaluation of the project will also be presented.

Committee members will be invited to make comment on key findings of the evaluation report and consider endorsement of plans for the project’s terminal evaluation

5. CONSIDERATION OF NATIONAL COORDINATION MECHANISMS, POLICIES, AND IWRM PLAN DEVELOPMENT IN PARTICIPATING COUNTRIES

5.1 Progressing National Water and Sanitation Policy and IWRM Plan Development

The Chairperson will invite a representative of the Regional Project Coordinating Unit to present discussion document SOPAC/GEF/IWRM/RSC.4/7 “*Progressing National Water and Sanitation Policy and IWRM Plan Development in Pacific Island Countries*”. Thereafter it will be suggested that the Regional Steering Committee may wish to give consideration to defining the core elements of a national IWRM plan that will assist in strengthening the 3 pillars of IWRM in the participating countries.

Proposed core elements to be presented for discussion by the RSC include: (1) Diagnostic Reviews of Water and Sanitation; (2) Overarching Strategic Policy Statements for Water and Sanitation; (3) Costed Investment Plans (~5 year); (4) Coordination and Governance Arrangements; and (5) Government Endorsement. The Committee will also be invited to consider the role of the Regional Technical Advisory Group (RTAG) in: (a) setting minimum requirements for Diagnostic Reviews of Water and Sanitation for inclusion in an IWRM Plan; and (b) structure for the preparation of costed 5-year IWRM investment plans.

5.2 Development of Costed Regional and National Work Plans aimed at Guiding the Achievement of the Anticipated Coordination, Policy, and Planning Results of the Pacific IWRM Project

The Chairperson will invite Committee members to comment on national level needs to progress towards the IWRM Plan target of the GEF Pacific IWRM Project. The Committee will be further invited to give consideration to the need for the development of a generic work plan aimed at guiding ongoing activities of Component 3 of the project.

6. CONSIDERATION OF NATIONAL AND REGIONAL INDICATOR FRAMEWORKS FOR IWRM IN PACIFIC ISLAND COUNTRIES

6.1 Development of a Results-Based Approach to IWRM in Pacific Island Countries

The Chairperson will invite a representative of the Regional Project Coordinating Unit to present discussion document SOPAC/GEF/IWRM/RSC.4/8 “*Development of a Results-Based Approach to IWRM in Pacific Island Countries, including Options to Strengthen Stakeholder Awareness of Indicator Frameworks and Monitoring and Evaluation Mechanisms*”. The Chairperson will thereafter invite members to consider timelines for completing the national indicator frameworks and related reporting protocols required to prepare the Regional Indicator Framework.

6.2 Discussion of Possible Approaches to Increase Stakeholder Awareness and Understanding within Pacific Island Countries of the Role of Indicator Frameworks and Related Monitoring and Evaluation Mechanisms

The Chairperson will point out that the report of the project’s Mid-Term Review noted some uncertainty by both national project teams and stakeholders of the importance and potential benefits of project Component 2. The Chairperson will invite the Committee to discuss steps to improve awareness on the value of indicator frameworks and related monitoring and evaluation mechanisms.

7. PLANNING THE LONGER-TERM SUSTAINABILITY OF GEF PACIFIC IWRM PROJECT OUTCOMES

7.1 Consideration of Capacity Built through Project Inception to Mid-Term and Identification of Priority Actions to Enhance Regional and National Capacity for IWRM

The Chairperson will invite a member of the Regional Project Coordinating Unit to introduce a “*Capital Accumulation Approach*” as a proposed model for the development of an assessment framework for benchmarking, tracking, and planning investments aimed at building national and regional level capacity for IWRM. Committee members will be invited to participate in a facilitated workshop aimed at progressing the mid-term review recommendation focused on ensuring longer-term capture of capacity developed through the project.

7.2 Review of Lessons Learned to Project Mid-Term and the Status of National Replication and Upscaling Plans

The Chairperson will invite a member of the Regional Project Coordinating Unit to introduce discussion document SOPAC/GEF/IWRM/RSC.4/9 entitled “*Lessons Learned to Project Mid-Term and Opportunities for Replicating and Scaling-up IWRM in Pacific Island Countries*”. This report outlines a review of lessons learned to project mid-term and provides a refresher on the systems established by the project to capture lessons learned and how these are being used by participating countries to inform national IWRM replication strategy development. Recommendations for the (a) refinement of procedures for capturing lessons learned and (b) elaboration of national replication strategies and plans are provided. The Committee will be invited to consider options for review of replication strategies by the Regional Project Coordinating Unit and Regional Technical Advisory Group.

7.3 Strengthening the Role of the Regional Technical Advisory Group in Providing Technical Quality Assurance of Project Results and Future Actions

The Chairperson will invite the Chair of the Regional Technical Advisory Group to report to the Committee on the outcomes of its deliberations regarding the Mid-Term Review Report recommendations relating to the important role of RTAG and the need to make greater use of its expertise in guiding the successful conclusion of Pacific IWRM.

7.4 Development of a Pacific IWRM Sustainability Planning Toolkit for Application at National and Regional Levels

The Chairperson will introduce the Mid-Term Review report recommendation that effort be made to develop final exit and sustainability plans for the project based on the initial plans contained in Annex 11 of the report of the third Regional Steering Committee meeting. Country teams will be invited to comment on the need for the development of a Pacific IWRM Sustainability Planning Toolkit for their use in guiding national committees through sustainability planning.

8. BUILDING ON THE MID-TERM ACHIEVEMENTS OF THE GEF PACIFIC IWRM PROJECT TO STRENGTHEN THE RELEVANCE OF “COMMUNITY TO CABINET” AND “RIDGE TO REEF” APPROACHES TO PACIFIC ISLAND COMMUNITIES

8.1 Planning the Longer-Term Scaling-Up of IWRM to a Broader Integrated Coastal Management Platform, incorporating Climate Variability and Disaster Risk Management Considerations

The Chairperson will refer the Committee’s attention to the direction provided by the GEF Secretariat’s representative at the third Regional Steering Committee meeting regarding the longer-term scaling-up of IWRM to a broader Integrated Coastal Management platform in the Pacific Islands region. The Chairperson will invite a member of the Regional Project Coordinating Unit to present a brief overview of past GEF International Waters projects in the Pacific Islands region and some considerations the Committee may wish to take into account in considering the issue of scaling-up the geographic and political scope of the current initiative.

9. REVIEW OF KEY PROJECT MANAGEMENT AND COORDINATION ISSUES

9.1 Review of the Agreed Rules and Procedures for the Operation of the Project Fund Reallocation Pool and Determination of RSC 4 Forfeitures and Redistribution Plans

The Chairperson will invite the Regional Project Manager to present discussion document SOPAC/GEF/IWRM/RSC.4/11 “*Agreed Rules of Operation for the Project Fund Reallocation Pool and Determination of RSC 4 Forfeitures and Redistribution Plans*”. Forfeitures as determined by audited project expenditures will be discussed and plans for the redistribution of these funds presented.

9.2 Discussion of the Project Budget, Currency Exchange Issues, and the Continued Tracking of Project Co-Financing

The Chairperson will invite the Regional Project Manager to present the issues arising from Mid-Term Review relating to project budget, currency exchange, and the tracking of project co-financing and additional resources leveraged during project operation. Committee members will be invited to comment on outstanding issues and

9.3 Internal and External IWRM Communications Initiatives

The Chairperson will invite a member of the Regional Project Coordinating Unit to update the Committee on internal and external IWRM communications initiatives since its previous meeting. Country teams will be invited to provide brief updates on the status of national communications and areas of support required from the Regional Project Coordinating Unit.

10. DRAFT WORK PLAN AND BUDGET FOR THE GEF PACIFIC IWRM PROJECT 2012-2013

Based on inputs from previous agenda items the Chairperson will invite the Regional Project Manager to present a draft work plan and budget covering the period post RSC to project end.

11. LOCATION OF THE NEXT MEETING

The Chairperson will invite members to consider and agree on the location and dates for the conduct of the Fifth Meeting of the Regional Steering Committee.

12. OTHER BUSINESS

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

13. CLOSURE OF THE MEETING

The Chairperson will call for a motion to close the meeting at 1700hrs on Friday 3rd August 2012.