



SOPAC



SOPAC/GEF/IWRM/RSC.2/2 (Amend.1)
Date: 18th July 2010
Original: English

Second 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"*

Republic of Palau, 19th – 23rd July 2010

PROVISIONAL ANNOTATED AGENDA

1. OPENING OF THE MEETING

1.1 Welcome Address on Behalf of SOPAC

The Director of the GEF Pacific IWRM Project, Mr. Marc Wilson will start proceedings at 0830 on 20th July 2010 and welcome participants on behalf of SOPAC.

1.2 Opening Prayer

The Chairperson of the First Regional Project Steering Committee Meeting, Mr. Suluimalo Amataga Penaia will deliver an opening prayer.

1.3 Traditional Palauan Chant

A traditional Palauan water chant will be delivered.

1.4 Welcome Address on Behalf of the GEF Implementing Agencies

A representative of the GEF Implementing Agencies will welcome participants to the meeting and provide a brief overview of the purpose and objectives of the GEF project entitled *"Implementing Sustainable Water Resources and Wastewater Management in Pacific Island Countries"*.

1.5 Welcome Address on Behalf of the European Union

A representative of the European Union will welcome participants to the meeting and provide a brief overview of the purpose and objectives of the EU funded Pacific IWRM Planning Programme.

1.6 Welcome Address by the Chair of Palau's Environmental Quality Protection Board

The Chair of Palau's Environmental Quality Protection Board will provide a brief overview of the water and sanitation issues facing the Republic of Palau and highlight the work of Palau's National IWRM Demonstration Project to address these.

1.7 Official Opening by the President of the Republic of Palau

His Honourable Excellency, the President of the Republic of Palau, Mr. Johnson Toribiong will deliver an opening speech and declare the meeting officially open.

1.8 Group Photograph

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 representatives of supporting organisations as required.

1.9 Introduction of Members

Following a brief tea break, participants will be invited to introduce themselves to the meeting. A provisional list of participants is contained in document SOPAC/GEF/IWRM/RSC.2/Inf.1.

2. ORGANISATION OF THE MEETING

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

The Regional Project Manager, Mr. Marc Wilson will remind the Committee that, Mr. Suluimalo Amataga 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 on 14th September 2009. He will note also that Mr. Tangianau, Chaired a Reporting Sub-Committee during the first meeting comprised of Mr. Christopher Paterson of the Regional Project Coordinating Unit, Ms. Esetelelita Fulivali Lakai, Project Manager for Tonga, and Ms. Senivasa Waqairamasi, Project Assistant for Fiji.

Mr. Wilson will remind the Committee further that, according to its Rules of Procedure, the Vice-Chairperson of the previous meeting Mr. Tangianau will act as Chairperson for the current meeting. He will invite the Committee to elect from its members a Vice-Chairperson and Rapporteur(s).

Members are invited to nominate individuals as 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.2/Inf.2.

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

The Regional Project Manager, Mr. Marc Wilson 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.2/Inf.3. He will inform the Committee that the first day of the meeting, 19th July 2010 was used to conduct rotating country clinics to enable national IWRM staff to meet and discuss project matters directly with SOPAC Advisers. He will inform the Committee further that Wednesday 21st July 2010 will feature split sessions to enable separate meetings of GEF and EU project staff.

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 Coordinating Unit (PCU) as document SOPAC/GEF/IWRM/RSC.2/1 and the Annotated Provisional Agenda, document SOPAC/GEF/IWRM/RSC.2/2 (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.

Members are invited to review, revise, and adopt the meeting agenda.

4. STATUS OF THE REGIONAL PACIFIC IWRM INITIATIVE

4.1 Status of the GEF Pacific IWRM Project

The Chairperson will invite the GEF Pacific IWRM Project Manager, Mr. Marc Wilson to deliver a presentation outlining project progress and outcomes to June 2010.

The Project Manager's status report for the year 2009-2010 is available to the meeting as document SOPAC/GEF/IWRM/RSC.2/4. 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 project staffing, expenditures, and results;
- 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 additional matters 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

4.2 Status of the EU IWRM National Planning Programme and Linkages with the GEF Project

The Chairperson will invite the Coordinator of the European Union funded IWRM National Planning Programme to deliver a presentation outlining progress at the national level in: establishing and operating National Water Committees; development of national water policies; and the improvement of national legal frameworks for IWRM and Water Use Efficiency. The linkages of national IWRM planning initiatives with the GEF Pacific IWRM Project, particularly its suite of national demonstration projects will be highlighted.

The status report of the IWRM National Planning Programme is available to the meeting as document SOPAC/GEF/IWRM/RSC.2/5.

4.3 Terms of Reference for a Regional Technical Advisory Group for Pacific IWRM

The Chairperson will invite the GEF Pacific IWRM Project Manager to present document SOPAC/GEF/IWRM/RSC.2/6 "*Draft Terms of Reference for a Regional Technical Advisory Group for Pacific IWRM*".

Participants are invited to review, amend where necessary, and agree on Terms of Reference a Regional Technical Advisory Group for Pacific IWRM

4.4 Proposed Project Funding Rules for National IWRM Demonstration Projects

The Chairperson will invite the GEF Pacific IWRM Project Manager to present document SOPAC/GEF/IWRM/RSC.2/7 "*Proposed Project Funding Rules for National IWRM Demonstration Projects*".

Participants are invited to review, amend where necessary, and agree on Project Funding Rules for National IWRM Demonstration Projects

5. STATUS OF NATIONAL IWRM DEMONSTRATION PROJECTS

5.1 Country Presentations

The Secretariat will invite the Project Manager of each country to showcase one aspect of the work of the national IWRM demonstration project over the previous nine months. The presentations will conclude with specific recommendations, or specific questions, for effective IWRM implementation, for

consideration by the Committee. In addition, the Project Managers will provide the Committee with a snapshot assessment of their project progress and challenges, to guide the Secretariat in planning future support to the countries.

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.

A working session will be organised in conjunction with this Agenda Item. This will provide an opportunity for national project teams to logical framework matrices where necessary, and to finalise annual work plans and budgets as required. The GEF Implementing Agency representatives will support this through the provision of information on results-based project planning and management. Where necessary, National Project Managers will work with IWRM focal points and PCU staff to finalise 2010-2011 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 2010-2011 are finalised by Wednesday 21st July 2010.

5.2 Progress and Financial Reporting

The Chairperson will invite the Secretariat to inform the meeting of the quarterly progress and financial reporting requirements of the national demonstration projects. Revised templates to account for evolving UNDP requirements will be discussed and agreed. Guidance with respect to the completion of the quarterly FACE Form template will also be provided to participants, particularly the new Project Managers appointed during the inter-sessional period. SOPAC's Financial Officer will provide examples of supporting documentation required to justify expenditures will be provided, and will remind participants of the procedure for submitting cash advance requests and annual audit reports to the regional PCU. The Administration and Financial Management Manual developed by the PCU will be available to the meeting as document SOPAC/GEF/IWRM/RSC.2/Inf.4.

5.3 Scientific and Technical Support Needs

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.2/8 "*IWRM Demonstration Project Technical and Support Needs*". This report will summarise the outcomes of discussions with national project staff during the inter-sessional period aimed at identifying scientific and technical support needs for national projects and the development of a programme for their delivery.

Participants are invited to agree scientific and technical support needs for National IWRM Demonstration Projects

5.4 Mobilising Communities for Natural Resource Management

The Chairperson will invite representatives of regional and national offices of non-government organisations to present short case studies on their approach to working with Pacific Communities for sustainable natural resources management. The presenters will be invited to critically assess their work and its achievements, from their own perspective, the community perspective, and a gender mainstreaming perspective; to identify the challenges they have faced and the techniques used to address the challenges; to analyse the extent of community ownership of the "*projects*"; and to illustrate the indicators and process that they and the communities use to assess the project progress. Following the presentations, country project staff will work in national groups to develop a statement of their intention for community engagement in their national project.

6. PACIFIC HYDROLOGICAL CYCLE OBSERVING SYSTEM PROJECT AND NATIONAL IWRM DEMONSTRATION PROJECTS: ACHIEVEMENTS, LESSONS, AND FOLLOW-UP

The Chairperson will invite representatives of the Pacific Hydrological Cycle Observing System Project to present document SOPAC/GEF/IWRM/RSC.2/9, which outlines the status, results, lessons and proposed follow-up activities for this project.

Participants are invited to discuss and identify mechanisms for sustaining efforts to build the hydrological information and data base for improved water resource management in Pacific Island Countries

7. ENHANCING COMMUNITY ENGAGEMENT AND PARTICIPATION IN IWRM IN PACIFIC ISLAND COUNTRIES

The Chairperson will invite the Committee to deliberate on the outcome of Agenda Item 5.4 “*Mobilising Communities for Natural Resource Management*”; and to outline the type of actions that they plan to facilitate through the GEF Pacific IWRM Project, to achieve their project vision (or intent) for community engagement. Members will be further invited to identify the outcomes or indicators that they regard as appropriate for showing the community engagement progress; these will be the basis for a community engagement reporting framework.

Additionally, the Chairperson will invite the Committee to contribute views and ideas on a possible regional level project to support and resource community-based micro-projects under the IWRM and climate change adaptation umbrella. Members will be requested to offer opinions on the need and scope of such a project and on the management options for its national implementation. Suggestions will be reflected in the design of any regional project proposal that is to be developed. Preliminary ideas of the regional Project Coordinating Unit for such a project are summarised in document SOPAC/GEF/IWRM/RSC.2/10 “*Developing a Pacific Regional Project for Community-led Water Resources Management*”.

8. ESTABLISHING A REGIONAL INDICATOR FRAMEWORK FOR IWRM AND WATER USE EFFICIENCY IN THE SMALL ISLAND STATES OF THE PACIFIC

The Chairperson will invite the representative of the United Nations Environment Programme to inform the meeting of the current expectations of the GEF Secretariat with respect to the development of indicators for GEF funded International Waters (IW) projects, and how these expectations may change in response to the new strategic directions for International Waters in GEF 5.

In this connection, the Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.2/11 entitled “*Establishing a Regional Indicator Framework for IWRM and Water Use Efficiency in the Small Island States of the Pacific*”. This presentation will outline key elements for a Regional Indicator Framework for Integrated Water Resources Management (IWRM) and Water Use Efficiency (WUE), including considerations for identifying IWRM and environmental stress indicators.

9. TRACKING CO-FINANCING OF PROJECT ACTIVITIES AND MAINSTREAMING IWRM IN NATIONAL DEVELOPMENT PLANNING

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.2/12 which presents 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

10. CAPACITY DEVELOPMENT FOR IWRM

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.2/13 “*Capacity Development for IWRM*” which outlines the proposed study programme prepared by the

International Water Centre for national IWRM staff. This programme aims to provide an opportunity for focal points, IWRM Demonstration Project Managers, and IWRM policy staff with an opportunity to study towards a post graduate certificate in IWRM as part of the GEF Pacific IWRM Project. A short workshop for IWRM Steering Committee members will then be convened with the aim of building capacity for IWRM Steering Committees to contribute to IWRM both at project and national levels.

11. INCORPORATING CLIMATE VARIABILITY AND CHANGE INTO IWRM

The Chairperson will invite the representatives of the United Nations Development Programme and United Nations Environment Programme to inform the Committee of opportunities for funding to improve the incorporation of climate variability and change considerations into IWRM for Pacific Island Countries. Specific guidance will be provided with respect to the development of a Medium-Sized Project for funding during the Fifth Phase of the GEF

Advice will also be sought from representatives of the GEF Implementing Agencies with respect to existing United Nations related support mechanisms and related opportunities to enhance cross sectorial learning and exchange for Integrated Water Resources Management in Pacific Island Countries, particularly with respect to incorporating climate variability and change considerations into water resources management and water use efficiency planning.

12. DEVELOPING AN INTERNAL COMMUNICATIONS STRATEGY FOR THE PACIFIC IWRM PROGRAMME

The Chairperson will invite the Secretariat to introduce the need for an internal communication strategy for the GEF project entitled "*Implementing Sustainable Water Resources and Wastewater Management in Pacific Islands Countries*". Depending on the views of the Committee, a Sessional Working Group could be formed to prepare a draft strategy for review by the Committee in plenary.

13. PARTNERSHIPS AND LINKAGES WITH OTHER 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 highlighted.

14. DRAFT WORK PLAN AND BUDGET FOR THE GEF PACIFIC IWRM PROJECT 2010-2011

The Chairperson will invite the Secretariat to present document SOPAC/GEF/IWRM/RSC.2/14 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

15. ANY OTHER BUSINESS

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

16. ADOPTION OF THE REPORT OF THE MEETING

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

17. CLOSURE OF THE MEETING

The Chairperson will call for a motion to close the meeting at 1700 hrs on Friday 23rd July 2010.