

**Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project
DRAFT Record of Steering Committee Meeting 28-29 May 2012**

28th May 2012 Bilateral Meetings

Participants were welcomed to the Secretariat of the Pacific Community (SPC) and the First Steering Committee Meeting of the Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project by Patricia Sachs-Cornish, Acting Director, Strategic Engagement and Policy Planning Facility, SPC. After introductions the meeting objectives were outlined:

- Raise awareness and share information about the Global Climate Change Alliance, and in particular the GCCA: PSIS project.
- Receive guidance from partner countries as to the focus of national mainstreaming activities and the scope and nature of climate change adaptation activities to be conducted in each country under this project.
- Discuss and reach agreement on the activities in the work plan for year 2 of the GCCA: PSIS.
- Agree on operational procedures for the Steering Committee.

The agenda for the meeting is presented as Annex 1.

Brian Dawson, Senior Climate Change Advisor, SPC, presented an “Introduction to SPC’s integrated approach to climate change.” The presentation outlined SPC’s Climate Change Engagement Strategy that was endorsed in November 2011. This policy focuses on three strategic outcomes: (a) strengthened capacity of Pacific Island communities to respond effectively to climate change; (b) climate change integrated into SPC programmes and operations; and (c) strengthened partnerships at the regional and international level. SPC is implementing a “one team approach” in its delivery of climate change services through its technical divisions and dedicated climate change projects.

Gillian Cambers, Project Manager, GCCA: PSIS project, presented an “Introduction to the GCCA: PSIS project.” The presentation provided a broad overview of the Global Climate Change Alliance and described how the Pacific project will support the governments of the nine Pacific smaller island states in their efforts to tackle the adverse effects of climate change. The main goals are: (a) climate change mainstreaming; (b) implementation of climate change adaptation projects; (c) strengthening climate change information exchange; and (d) facilitating countries’ access to streamlined adaptation finance.

This was followed by individual meetings between the GCCA: PSIS project team and the country representative for Cook Islands, Federated States of Micronesia (FSM), Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau and Tonga to advance the planning of project activities in the respective countries. A meeting with the country representative for Tuvalu was conducted at the end of the regional meeting on 29th May 2012.

The list of participants is presented as Annex 2.

29th May 2012 Regional Meeting

Welcome

Participants from the previous day’s meeting along with representatives from the European Union (EU), Pacific Islands Forum Secretariat (PIFS), and the Secretariat of the Pacific Regional Environment Organisation (SPREP) were welcomed to the second day of the Steering Committee Meeting of the GCCA: PSIS project by Patricia Sachs-Cornish.

Election of a Chairperson

Ms Ana Tiraa, Director, Climate Change Cook Islands, was elected Chairperson for the meeting.

Guidelines for Procedure for the Steering Committee

Guidelines for procedure for the Steering Committee were reviewed and the following amendments and clarifications of the draft guidelines were agreed:

- There will be at least one face-to-face meeting of the Steering Committee each year and if possible this will be scheduled back-to-back to another regional meeting.
- Additional meetings of the Steering Committee will be scheduled on a needs basis and wherever possible will be conducted using virtual modalities.
- The Steering Committee is not responsible for oversight of the budget.
- The Chairperson for each meeting of the Steering Committee will be elected by the meeting members.
- Members of the Steering Committee may elect alternate representatives from their country/organisation.

The representative for Niue advised the Committee that he was representing the Director of the Environment, and the representative for Tonga advised that she was representing the Director of the Ministry of Environment and Climate Change.

In response to a query about extending the duration of the project, the EU representative recommended that the Project Secretariat and the country representatives focus on completing the project in the agreed timeframe (by December 2014). However, there may be the possibility of an extension if sufficient notice and justification is provided but there would be no increase in funding.

The amended Steering Committee Guidelines are presented as Annex 3.

Presentation on the Global Climate Change Alliance

Cristina Casella, Delegation of the European Union for the Pacific, gave a presentation on the Global Climate Change Alliance. The presentation outlined the 40 GCCA programmes that are ongoing or under preparation in over 35 countries and across 4 regions with an envelope of €300 million. As the experiences accumulate across the globe it is important to ensure that lesson learning is an integral part of the process and that the knowledge generated is shared across countries and regions and with development partners. Following this presentation there was some discussion about EU's representation in the region, particularly in the smaller islands of the North Pacific.

Results from the First Year of the GCCA; PSIS project

Gillian Cambers gave a presentation on the "Main activities and deliverables." The schedule for delivery and implementation of the project over the 3.5 year period was described. The first 12 months has focused on the recruitment of staff, background research and laying the foundation for national implementation. The stage is now set for countries to identify and confirm priority areas of focus and begin planning and implementation in the second year of the project. Specific activities focusing on the project's four goals were described as well as several actions related to communications and visibility. The presentation was followed by discussion on the need to give particular attention to capacity building and reference was made to an approach developed by The Nature Conservancy.

Netatua Pelesikoti, Director, Climate Change, Secretariat of the Pacific Regional Environment Programme (SPREP) gave a presentation on the "Climate change coordination role of SPREP in the

GCCA: PSIS project.” The presentation focused on SPREP’s overall environmental mandate in the Pacific and in particular the Climate Change Division. The Division covers adaptation, science & policy, and mitigation. The GCCA: PSIS Climate Change Coordination Advisor will be based in this division and will work closely with the rest of the project team. The discussion after the presentation focused on ways in which the Climate Change Coordination Advisor, Tagaloa Cooper, will interact with the project team.

Pasha Carruthers, Climate Change Advisor – North Pacific, GCCA: PSIS Project gave a presentation on “National coordination arrangements”. The presentation covered arrangements for the coordination of the project activities in country as well as an outline of the proposed modalities such as national coordinators and letters of agreement. During the presentation country representatives were invited to provide examples of modalities that had worked well in the past and that could add to the GCCA: PSIS project. Following this presentation, clarification was provided that while the Project Secretariat advised the Letter of Agreement with each country should be progressed as rapidly as possible, national planning of project activities would be advanced in the meantime.

Graham Sem, Climate Change Advisor - South Pacific presented an “Overview of countries’ readiness for new climate change funding.” The presentation described the present status of public finance management in the nine countries. Requirements and criteria for climate change financing at the bilateral and multilateral levels, including eligibility requirements for the Adaptation Fund and EU Budget Support, were described. After this presentation the representatives from the EU made several additional points:

- The Pacific Financial Technical Assistance Centre (PFTAC), an office of the International Monetary Fund, is responsible for providing technical assistance and training to Pacific Island Countries to improve economic management including public finance management. One of the objectives of the GCCA: PSIS project is to help the countries access climate change funding support.
- New guidelines for direct budget support are under preparation and are expected to be available by the end of 2012; these guidelines will address special issues relating to Small Island States.

During the discussion it was also clarified that the GCCA: PSIS project could provide technical assistance to help countries access sources of climate change funding, besides that provided by the EU.

Draft Work Plan for Year 2 of the project (July 2012 – June 2013)

Gillian Cambers presented the draft work plan for year 2 of the project. There were several points of clarification:

- The work plan should indicate that priority be given to advancing the Letters of Agreement.
- Nauru expressed an interest in the proposed climate change training which would focus on providing a general understanding for persons not directly involved in climate change related work (Activity 3.2).

Section 4 Streamlined Adaptation Finance

- One of the activities under Activity 4, Streamlined adaptation finance, is to bring together the financial communities and the climate change communities to help countries access climate change financing through a regional workshop. It was recommended that this should also be undertaken at the country level through national workshops. However, it was noted that the time frame to complete national workshops would likely extend beyond the second year of the project.

- Activities 4.2 and 4.5 which relate to the provision of technical assistance will be rephrased to reflect the project's focus on accessing climate change funding.
- Public/private partnerships and the leverage of funding can also be addressed through Activity 4.

Section 5 Coordination and Communication

- Consideration to be given to expanding the scope of the national video for FSM to include the other North Pacific countries; and for all countries to integrate national climate change communication activities and those at the regional and sub-regional levels to maximise outreach to different audiences.
- Each country to prepare a national communication plan for the project's activities.
- Meeting documents to be submitted to Steering Committee members four weeks in advance of the meeting so that they can be circulated and discussed with national stakeholders prior to the meeting.

The revised work plan for year 2 is presented as Annex 4.

The meeting concluded with a summary of the items agreed from the morning's session: Guidelines for procedure and results from the first year's activities. There was insufficient time to fully compile the outcome of the discussion of the year 2 work plan, and since some participants had to leave to catch flights, it was agreed that the year 2 work plan would be revised and circulated for comment with the minutes of the meeting.

The meeting concluded with the Chairperson and the Project Manager thanking the participants for their contributions.

Annex 1 Meeting Agenda



**Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS)
Steering Committee Meeting
28-29th May 2012
Pasifika Conference Room, First Floor, Lotus Building, Nabua, Fiji**

Meeting Objectives

- (1) Raise awareness and share information about the Global Climate Change Alliance, and in particular the GCCA: PSIS project
- (2) Receive guidance from partner countries as to the focus of national mainstreaming activities and the scope and nature of climate change adaptation activities to be conducted in each countries under this project
- (3) Discuss and reach agreement on the activities in the work plan for year 2 of the GCCA: PSIS
- (4) Agree on operational procedures for the Steering Committee



Draft Agenda

**Day 1, Monday 28th May, 2012: Bilateral Meetings
0900-1730**

(a) Introduction and background

- 09.00 Welcome, Patricia Sachs-Cornish, Director Strategic Engagement and Policy Planning Facility, SPC
- 09.05 Introduction to SPC's integrated approach to climate change: Brian Dawson, Senior Climate Change Advisor, SPC
- 09.30 Introduction to the Global Climate Change Alliance: Pacific Small Island States project: Gillian Cambers, Project Manager
- 09.50 Meeting objectives: Patricia Sachs-Cornish

- 10.00 TEA BREAK

(b) Bilateral meetings

- 10.30 Bilateral meetings between the GCCA: PSIS team and country representatives as follows:
 - 10.30 Cook Islands
 - 11.15 Federated States of Micronesia
 - 12.00 Kiribati
 - 12.45 LUNCH
 - 1.15 Marshall Islands
 - 2.00 Nauru
 - 2.45 Niue
 - 3.30 Palau
 - 4.15 Tonga
 - 5.00 Tuvalu



**Day 2, Tuesday 29th May 2012: Regional Meeting
0900-1615**

(c) Formal welcome

- 09.00 Welcome and introductions, Patricia Sachs-Cornish
- 09.05 Appointment of a Chairperson for the meeting

(d) Guidelines for procedure for the Steering Committee

- 09.10 Review of draft guidelines for procedure for Steering Committee

(e) About the Global Climate Change Alliance

- 09.45 Introduction to the Global Climate Change Alliance: EU Representative
- 10.15 TEA BREAK

(f) Results from year 1 of the project (July 2011 – June 2012)

- 10.45 Presentation of the main activities and deliverables followed by discussion: Gillian Cambers
- 11.30 Presentation on the climate change coordination role of the Secretariat of the Pacific Regional Environment Programme (SPREP) within the GCCA: PSIS project: Netatua Pelesikoti
- 11.45 Overview of countries' readiness for new climate change funding: Graham Sem, Climate Change Advisor, SPC
- 12.15 Overview of national coordination arrangement: Pasha Carruthers, Climate Change Advisor, SPC
- 12.45 LUNCH

(g) Draft work plan for year 2 of the project (July 2012 – June 2013)

- 1.45.1 Presentation of the draft work plan for year 2 followed by discussion: Gillian Cambers
- 3.15 TEA BREAK

(h) Other items and wrap up

- 3.45 Other items
- 4.00 Agreement on Record of Meeting
- 4.15 CLOSE

Annex 2 List of Participants

Country/ Organisation	Name	Contact Details	Attending	
			28th	29th
Cook Islands	Ms Anna Tiraa	Director, Climate Change Cook Islands, Office of the Prime Minister, Rarotonga, Cook Islands Email anna@pmoffice.gov.ck Tel: +682 25494, ext 814	✓	✓
Federated States of Micronesia	Ms. Cindy Ehmes	Assistant Director, Division of Environment and Sustainable Development, Office of Environment and Emergency Management, PS 69, Palikir, Pohnpei State, FM 96941 Email climate@mail.fm Tel: +691 320 8814, 8815	✓	✓
Kiribati	Mr. Andrew Teem	Senior Policy Advisor, Strategic National Policy Unit, Office of Te Beretitenti, Kiribati Email ateem@ob.gov.ki Tel: +686 21183; 686 62232	✓	✓
Marshall Islands	Mr. Steve Why	Senior Advisor on Climate Change Office of Environmental Planning and Policy Coordination (OEPPC) Office of the President Republic of Marshall Islands Email stevewhy@coralatolls.org ; stevewhy2@gmail.com Tel: +692 625 7944/5; +692 455 8887	✓	✓
Marshall Islands	H.E. Madam Amatlain E. Kabua	RMI Ambassador to Fiji, RMI Embassy, Suva, Fiji Email ambassador@rmiembassyfiji.org Tel: +679 3387 399	✓	✓
Nauru	Mr. Bryan Star	Director of Environment, Department of Commerce Industry & Environment, Yaren District, Nauru Email bryan.star@naurugov.nr Tel: +674 444 3133	✓	✓
Niue	Mr. Haden Talagi	Research Development Officer, Department of Environment, P.O. Box 80, Fonuakula, Alofi, Niue Email h_talagi@mail.nu haden.talagi@mail.gov.nu ; Tel: +683 4021	✓	✓
Palau	Mr. Joseph Aitaro	PAN National Coordinator, Ministry of Natural Resources, Environment and Tourism, Government of the Republic of Palau Email pan@palaunet.com ; jaitaro@gmail.com Tel: +680 7675435, +680 7673125	✓	✓
Tonga	Ms. Luisa Malolo	Team Leader, JNAP Secretariat, Ministry of Environment and Climate Change, P.O. Box 917, Nuku'alofa, Tonga Email ltuiafitumalolo@gmail.com Tel: +676 27262	✓	✓
Tuvalu	Mr Tapugao Falefou	Permanent Secretary, Ministry of Foreign Affairs, Trades, Tourism, Environment & Labour, Government of Tuvalu, Private Mail Bag, Tuvalu Email dfa@gov.tv ; tfalefou@gmail.com Tel: +688 20117		✓

Country/ Organisation	Name	Contact Details	Attending	
			28th	29th
EU	Ms. Cristina Casella	Delegation of the European Union for the Pacific, Private Mail Bag, GPO Suva, Fiji Email Cristina.Casella@eeas.europa.eu Tel: +679 331 3633 ext 124		✓
EU	Mr. Thierry Catteau	Attache, Regional Integration, Natural Resources and Environment, Delegation of the European Union for the Pacific, Private Mail Bag, GPO, Suva, Fiji Email thierry.catteau@eeas.europa.eu Tel: +679 331 3633		✓
SPREP	Dr. Netatua Pelesikoti	Director, Climate Change, Secretariat of the Pacific Regional Environment Programme, P.O. Box 240, Apia Samoa Email netatuap@sprep.org Tel: +68521929		✓
SPREP (as of 1 Aug 2012)	Tagaloa Cooper	Climate Change Coordination Advisor, GCCA: PSIS Project, Secretariat of the Pacific Regional Environment Programme, P.O. Box 240, Apia Samoa (as of Aug 2012) Email tagaloa@sopac.org (currently) Tel: +679 3381377		✓
PIFS	Mr. Exsley Taloiburi	Climate Change Coordination Officer, Pacific Islands Forum Secretariat, Private Mail Bag, Suva, Fiji Email ExsleyT@forumsec.org.fj Tel: +679 322 0281		✓
SPC	Mr. Brian Dawson	Senior Climate Change Advisor, Secretariat of the Pacific Community, BP D5, 98848 Noumea, New Caledonia Email BrianD@spc.int Tel: +687 26 54 38 ext 31131	✓	✓
SPC	Ms Patricia Sachs-Cornish	Director, Strategic Engagement and Policy Planning Facility, Secretariat of the Pacific Community, Private Mail Bag, Suva, Fiji. Email patriciaS@spc.int Tel: +679 337 5313	✓	
SPC	Dr. Gillian Cambers	Project Manager, GCCA: PSIS Project, Private Mail Bag, Suva, Fiji Email gillianC@spc.int Tel: +6793379450	✓	✓
SPC	Ms Pasha Carruthers	Climate Change Advisor North Pacific, GCCA: PSIS Project, Secretariat of the Pacific Regional Office North Pacific, P.O. Box Q, Kolonia, Pohnpei, Federated States of Micronesia 96941 Email pashaC@spc.int Tel: +691 320 7044; 691 707523	✓	✓
SPC	Dr. Graham Sem	Climate Change Advisor South Pacific, FCCA: PSIS Project, Private Mail Bag, Suva, Fiji Email grahams@spc.int Tel: +679 3379 448	✓	✓
SPC	Mr. Sheik Irfaan	Finance Officer, GCCA: PSIS Project, Private Mail Bag, Suva, Fiji (as of 18 June 2012) Email sheikI@spc.int Tel: +679 3379204	✓	✓

Country/ Organisation	Name	Contact Details	Attending	
			28th	29th
SPC Consultant	Ashwini Prabha- Leopold	P.O. Box 13196, Lautoka, Fiji Email ashwiniprabha@yahoo.com +679 9268 016	✓	
GIZ	Wulf Killmann	GIZ Program Director & Senior Advisor SPC/GIZ Coping with Climate Change in the Pacific Island Region, P.O. Box 14041, Suva, Fiji Email wulf.killmann@giz.de Tel: +679 3305 983; +679 3307 543	✓	

Annex 3 Steering Committee Guidelines



Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) Steering Committee Guidelines

Background

SPC is committed to helping Pacific Island countries and territories (PICTs) address the risks posed by climate variability and climate change. The Pacific region has for centuries been vulnerable to natural climate hazards such as floods, droughts and cyclones. The frequency of such events varies from year to year and decade to decade due to phenomena such as the El Niño Southern Oscillation. Climate change resulting from increased greenhouse gases is posing additional risks for the region, such as increasing air and sea surface temperatures. SPC is working to help PICTs respond to the risks and impacts of climate variability and climate change through its sectoral work and its ‘whole of organisation’ approach and in partnership with other members of the Council of Regional Organisations in the Pacific (CROP).

The European Union (EU) established the **Global Climate Change Alliance (GCCA)** in 2007 to strengthen dialogue, exchange of experiences and cooperation on climate change with developing countries most vulnerable to climate change, in particular those listed by the United Nations’ as Least Developed Countries or Small Island Developing States. GCCA is the main implementing channel for the EU fast start commitments related to climate change adaptation. Under funding approved in 2010, €11.4 million has been allocated to the **Global Climate Change Alliance: Pacific Small Island States (GCCA-PSIS) project**.

The overall objective of GCCA: PSIS is to support the governments of nine smaller Pacific Island states, namely Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change.

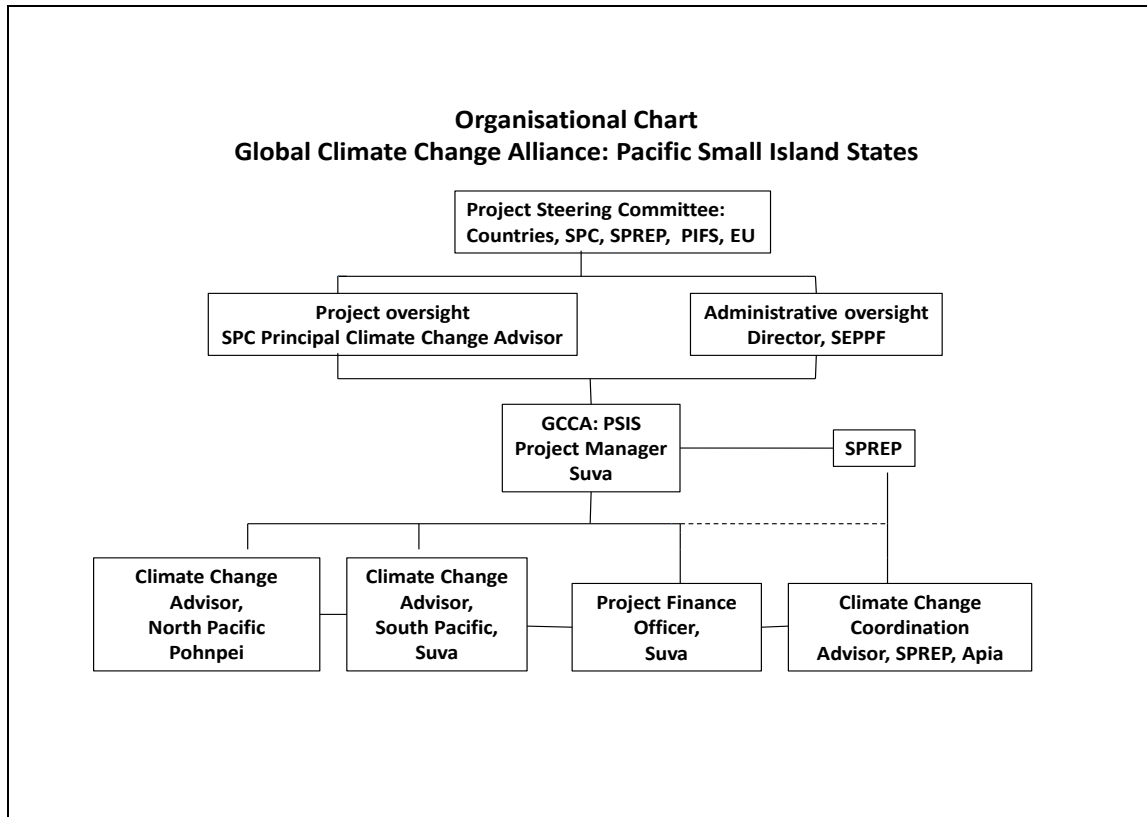
The purpose of the project is to promote long-term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery to address climate change at the national and regional level.

Organisation and Set-up of GCCA: PSIS

The project is implemented under the terms of an agreement between the EU and SPC. The project supervisor is SPC’s Senior Climate Change Adviser and administrative oversight is provided by the Director, Strategic Engagement, Policy and Planning Facility of SPC and the SPC Director-General. The project’s core team consists of a Project Manager, three Climate Change Advisers (one based in the Secretariat of the Pacific Regional Environment Programme (SPREP)) and a Project Finance Officer, see Figure 1.

The Project Steering Committee will provide overall guidance and assessment of project activities and work plans.

Figure 1 Project Organisation



Membership of the Steering Committee

The membership shall be made up of:

- 9 representatives, one each from Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.
- 2 representatives from SPC (Senior Climate Change Adviser and Director, Strategic Engagement, Policy and Planning Facility).
- 1 representative from SPREP.
- 1 representative from the Pacific Islands Forum Secretariat (PIFS).
- 1 representative from the European Union (EU).
- Project Manager GCCA: PSIS project.

Other stakeholders may be invited to attend as observers.

Function and Responsibilities of the Committee

The Committee will undertake the following functions:

- Provide guidance and input on the design of the project activities.
- Provide guidance on the planning, coordination, facilitation and implementation of the project.
- Address any potential gaps in the existing and proposed activities and reach consensus on how these may be addressed.

- Ensure that duplication with other national and regional climate change adaptation activities are minimised.
- Endorse annual work plans.

Procedures

There will be at least one face-to-face meeting of the Steering Committee each year and if possible this will be scheduled back-to-back to another regional meeting. Additional meetings of the Steering Committee will be scheduled on a needs basis and wherever possible will be conducted using virtual modalities.

Meetings will be quorate when 10 of the 15 members, or their alternates, are present. Members of the Steering Committee may elect alternate representatives from their country/organisation.

The Chairperson for each meeting of the Steering Committee will be elected by the meeting members.

The Project Manager of the GCCA: PSIS project is responsible for preparing the meeting minutes. Draft minutes to be provided to the meeting members within ten working days of the meeting.

Project documents to be submitted to Steering Committee members four weeks in advance of the meeting so that they can be circulated and discussed with national stakeholders prior to the meeting.

The Committee will make decisions on a consensus basis wherever possible. Where consensus cannot be reached a majority vote will determine specific outcomes.

These terms of reference may be altered by consensus of all Steering Committee members.

Annex 4, Revised work plan for year 2, is appended separately