

**Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project
Third Planning and Steering Committee Meeting
30 September – 1 October 2013**

Minutes



BACKGROUND

Introduction

The Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project is funded by the European Union (EU) and implemented by the Secretariat of the Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment Organisation (SPREP). The project budget is €11.4 million. The implementation period for the GCCA: PSIS project is from the date of signature of the agreement, 19 July 2011, to 19 November 2014.

The overall objective of the GCCA: PSIS project is to support the governments of nine Pacific smaller island states, namely Cook Islands, Federated States of Micronesia (FSM), 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 on climate change at the national and regional level.

The project approach is to assist the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. This has the added advantage of helping countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

The Third Steering Committee Meeting of the GCCA: PSIS project was held at the Scenic Hotel, Tonga from 30th September – 1st October, 2013. The meeting followed the Regional Meeting on Climate Change Finance using Budget Support Modalities, which was held at the same venue from 25th to 27th September 2013.

Meeting Objectives

The meeting had the following objectives:

1. Share national information about activities undertaken to date, challenges faced and lessons learnt.
2. Visit the climate change adaptation project in Tongatapu: Trialling coastal protection measures in eastern Tongatapu.
3. Assess progress with implementation of the 2013 work plan.
4. Review a draft 2014 work plan and endorse.
5. Advance national work planning for 2014.
6. Share information about regional coordination of climate change activities.

Meeting Agenda

The meeting agenda is presented as Annex 1. The two day meeting was preceded by a field trip to the site of the Tonga climate change adaptation project in eastern Tongatapu on 28th September. This gave the participants the opportunity to understand the coastal erosion issues along a 6 km length of coastline from the village of Nukuleka to Kolonga, to hear about the hard and soft engineering measures that will be put in place as part of the project, and to spend time with the community and understand their perspective and the issues faced. Some details about the project and photos of the field trip are presented as Annex 2.

Meeting Participants

The meeting participants included:

- Two participants from each project country.
- Representative from the GCCA regional project in the Caribbean.
- Representatives from development partners and other projects: European Union (EU), Pacific Islands Forum Secretariat (PIFS), Secretariat of the Pacific Community (SPC), Secretariat of the Pacific Regional Environment Programme (SPREP), University of the South Pacific (USP) GCCA project, Coping with Climate Change in the Pacific Island Region Programme (CCCPIR).
- Representative from F & P Consulting, firm conducting the mid-term project evaluation.
- GCCA: PSIS project team.

The list of participants is presented as Annex 3.

30TH SEPTEMBER 2013

The opening address was given by Mr Asipeli Palaki, Chief Executive Officer, Ministry of Lands, Environment, Climate Change and Natural Resources (MLECCNR), Tonga. He emphasised the need for countries to collaborate and work together: “If you want to go faster, you go alone. If you want to go further, you stick together.” Countries in the programme should move together, bringing along those who have not progressed so far. Similarly, the regional organisations – SPC, SPREP, United Nations Development Programme (UNDP) and others – have to work together.

The representative from Tonga, Ms Lu'isa Tu'i'afitu-Malolo, Deputy Director Climate Change, MLECCNR, Tonga, was elected as chairperson by the Republic of the Marshall Islands and seconded by Cook Islands. (She was assisted in this role by Mr Asipeli Palaki and Mr Sione Fulivai, both from MLECCNR). The proposed agenda was accepted. The following represents the Statement of Record for the discussions on 30th September 2013 that was endorsed by all participants on 1st October 2013.

Introduction to the meeting by Gillian Cambers, GCCA: PSIS Project Manager

Some key highlights achieved so far in the project were presented. Generally the project has made good overall progress and some valuable lessons are being compiled as the project progresses (some initial lessons have already been shared with SPREP in April 2013). One key lesson that has been learned is the need for flexibility, e.g. in use of indicators, and in logistical arrangements and planning. At the last Project Steering Committee Meeting countries proposed that a formal request for a project extension for the GCCA: PSIS be submitted. This has been submitted to the EU and is being reviewed. Progress in the four Key Result Areas (KRAs): mainstreaming, climate change finance, climate change adaptation projects and regional collaboration were briefly presented. The project is using the revised log frame that was endorsed by the December 2012 Project Steering Committee Meeting. This revised log frame will be reviewed by the mid-term evaluation consultants. Reporting on country activities – both activity reports and financial reports – is important in going forward.

Project performance and delivery by Thierry Catteau, Attache, Natural Resources and Infrastructure Section, Delegation of the European Union for the Pacific

Good progress has been made over the past nine months, especially since last December when the project was somewhat behind. It is important to keep up the good progress. The request for extension is under consideration, and no decision has been made yet. The best case scenario would have all project activities completed by December 2015. If no extension is approved, then all activities would have to be finished by December 2014. All countries should be encouraged to move as quickly as possible to deliver the results on-the-ground.

Regarding general EU-Pacific cooperation on climate change, EU values its partnership with the Pacific as demonstrated by EU Commissioner for Climate Action, Connie Hedegaard's participation at the September 2013 Forum meeting in Majuro. Noticeably the GCCA is now covering all 15 Pacific Island Countries (PICs) including Timor Leste. Also, there are two new positive developments within the EU: (a) Regarding the pledges under Fast Start Finance commitments, the EU has fully delivered for the period 2010-12 and has even slightly exceeded its target, delivering €7.34 billion to developing countries, despite the EU financial and economic crisis; (b) For the next period, 2014-20, 20% of EU overall budget will be climate relevant, which includes also development cooperation funds. This could potentially triple the climate-related funding - a significant commitment. Lastly, the GCCA is likely to continue and be expanded in the period to 2020.

Progress in 2013 for Key Result Area (KRA) 1: Climate change mainstreamed into national and/or sector response strategies by Pasha Carruthers, GCCA: PSIS Climate Change Adviser

The presentation introduced the notion of mainstreaming, its definition and indicators from the revised log frame. Requests from countries to help with mainstreaming include national and sectoral planning activities, training and communication activities. Requests for national planning activities are being addressed in Palau and Nauru and requests for sectoral activities are being addressed in several countries including Cook Islands, Nauru, Kiribati and Tonga. There is still scope for future requests, which need to be submitted using the project template.

Progress in 2013 for KRA 2: Countries better equipped to access climate change funds through different financing modalities by Gillian Cambers, GCCA: PSIS Project Manager

There has been good progress in recruiting climate change coordinators, seven countries have coordinators in place and in two other countries recruitment is underway. This has benefited the

project and the coordination of national climate change activities. Quarterly narrative and financial reporting using project templates is a requirement.

Review of countries' readiness for accessing budget support, especially mainstreaming into national and sectoral policies, has been completed by Planning 4 Sustainable Development and the 4Assist Network of Experts. The climate finance profiles discussed at the Climate Finance Meeting will be edited, circulated to countries for comment in October and finalised for distribution in November. Many participants at the Climate Finance Meeting commented on the benefits of south-south cooperation. GCCA: PSIS is ready to respond to requests for assisting with the mainstreaming criterion related to budget support.

National training in project proposal preparation is ongoing and may be followed by regional and national training in monitoring and evaluation (M&E). The GCCA: PSIS is ready to respond to national requests for technical assistance, training and attachments.

Training activities by Sanivalati Tubuna, GCCA: PSIS Liaison Assistant

Following a regional workshop in Samoa in 2012 with SPREP and the Asia Pacific Adaptation Network (APN), countries requested national workshops to build capacity in proposal preparation using the logical framework approach. A team of trainers from the Pacific Research and Evaluation Associates are conducting the in-country training. The training has received very good feedback from participants and the uptake of the training 6 months after the sessions is being conducted. There have been different audiences for the training in each country, e.g. youth from outer islands were the focus in the Marshall Islands. Challenges and difficulties include language, difficulty with inclusion of non-governmental organisations (NGOs) who are not available during daytime hours, and government officers having several different roles allowing insufficient time to attend all of the training sessions. Next steps include: (a) conduct workshops in the remaining 5 countries; (b) consider requests for further training after the 6-month post-training evaluations are complete; and (c) discuss the need for training in M&E at the regional and national levels together with partners.

Progress in 2013 for KRA 3: National climate change adaptation projects implemented

by Juliana Ungaro, GCCA: PSIS Climate Change Adviser

The sector has been selected and concept notes developed in all nine countries. Participatory project design workshops have been held in 8 countries so far. Project Design Documents have been signed in 6 countries and first tranche funds transferred to 5 countries where implementation has begun (Cook Islands, Kiribati, Niue, Palau and Tonga). The compilation of lessons learned is ongoing, and a regional conference to share lessons learned with countries, donors and regional organisations is being considered. Quarterly narrative and financial reporting is critical. Important lessons learned so far include: constraints with national procurement, limited human capacity, lack of coordination between line ministries and ministries of finance, and a need to focus on "special needs" groups (youth, women, elderly) since these are sometimes overlooked.

Progress in 2013 for KRA 4: Streamlined technical assistance that supports national adaptation responses delivered by regional organizations in a collaborative manner by Tagaloa Cooper, Climate Change Coordination Adviser, SPREP

A matrix of regional climate change activities has been completed and updated (2013) and the Climate Change Portal has been expanded. There has been regional training of country members in use of the Portal (58 Pacific Islanders have been trained to date). A Donor Directory has been prepared and countries have reported on its usefulness.

Future activities include: (a) continued uptake of the portal by GCCA: PSIS coordinators with further regional training planned; (b) a workshop on a M&E framework (for evaluating the Pacific Islands Framework for Action on Climate Change) planned for November 2013; (c) country profiles to be uploaded to the Portal; (d) follow-up activities related to the Pacific Climate Change Roundtable through 5 working groups; and (e) advancing the "Roadmap" process to prepare a regional strategy, synthesis report and compendium of case studies for integrating climate change and disaster risk

management by 2015. Engagement at regional and national level will be through the Council of Regional Organisations of the Pacific (CROP) meetings, as well as three dedicated workshops for dialogue with civil society, the private sector and emergency managers.

Summary of discussion on the morning session

Presentation by EU

- In response to the EU Institutions' agreement to make 20% of the development cooperation budget climate relevant, in due course the EU will enter into discussions with countries and the region in line with this commitment.
- The EU favoured modality for the Pacific would be Budget Support in line with the 2012 EU-Pacific Renewed Partnership Strategy. Many countries in this project are positioning themselves to channel funds through direct budget support. EU is encouraging countries to progress public finance management (PFM) reforms and National Adaptation Plans to be in a better position to access this support. The EU is working in partnership with other development partners to help countries access budget support. Almost half of the Africa-Caribbean-Pacific (ACP) Countries have benefited from budget support, Cook Islands and Tonga being the latest. New guidelines for budget support now exist. Budget support strengthens national priorities and can support transformation of local systems. Meeting the EU's budget support criteria also helps countries meet standards of other donors.

All KRAs

- The time frame for submission of country requests: the current GCCA: PSIS timetable is to December 2014, with an extension request having been submitted taking the project to December 2015. Requests are reviewed as they are received and a "first come, first served" basis has been adopted.

KRA 1

- It was noted there are many regional projects that have mainstreaming components and key result areas. Project coordinators were encouraged to work together with other national and sector projects to ensure mainstreaming activities are complementing each other and to ensure the mainstreaming dollar is wisely used to fill critical gaps rather than duplicating.
- SPREP, SPC, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and UNDP have recently developed a guideline on mainstreaming for the national and project levels, based on Pacific experiences.
- In the Caribbean, the Caribbean Community Climate Change Centre (5Cs) worked with the political directorate in each country and was given the mandate to prepare a regional framework that involves mainstreaming. Countries are now using the regional framework to prepare national plans.
- The United Nations Framework Convention on Climate Change (UNFCCC) fund for Least Developed Countries (LDCs) has adopted some of the Pacific Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management (JNAP) methodologies and processes in the National Action Plan (NAP) for the LDC special fund. These may be useful for accessing future adaptation funding.
- Under the GCCA: PSIS project, countries had the opportunity from the beginning to define activities to be supported under each of the KRAs, so the project activities can build on national priorities.

KRA 2

- Countries and regional organisations are benefiting from the training on proposal preparation using the logical framework approach.
- Cook Islands expressed interest in M&E training.

- GCCA: PSIS would like to hear from countries about their specific M&E needs so as to tailor regional and national training.

KRA 4

- Having a GCCA: PSIS project officer based in SPREP is important for regional collaboration.

Perspectives on project delivery from the Pacific Island Forum Secretariat by Exsley Taloiburi, Climate Change Coordination Officer, PIFS

PIFS acknowledged the good level of collaboration that they maintain with the project team, and with other key partners including SPREP, SPC, UNDP, EU, AusAID, USAID, Asian Development Bank (ADB), World Bank (WB) and others in progressing the climate change financing mandate from Forum Leaders. PIFS is mandated by the Forum leaders to manage coordination of other agencies working in climate finance. Forum leaders and forum economic ministers have continuously emphasized strong preference for using national systems to access climate change finance in particular budget support and trust fund arrangements. PIFS commended the GCCA: PSIS for assisting the countries under this project to strengthen their capacity for accessing budget support. PIFS acknowledged that climate change financing is a crowded space and a lot of new partners are interested in doing climate finance work in the region, and as such effective collaboration and coordination is required to effectively respond to country needs and to avoid duplication of efforts.

The Marshall Islands has requested PIFS to conduct an assessment similar to the Nauru case study and is responding to the request with the help of other partners. Countries can approach PIFS for support on climate finance through formal requests through their focal point in the Ministry of Foreign Affairs. Climate finance is a “crowded space” in the Pacific region, hence effective coordination is essential to avoid duplication and maximise benefits. PIFS has in-country persons in each of the nine countries and is happy to assist with the implementation of tangible adaptation activities in countries. PIFS supports the idea of a regional conference to share lessons learned proposed by the GCCA: PSIS.

Summary of discussion

- In 2007 Forum leaders asked PIFS to explore modalities and options for member countries to access and manage climate change resources. PIFS works at the policy level and favours a multi-tiered response such as was adopted in Nauru.
- In following up the request to replicate the Nauru case study in the Marshall Islands, PIFS is now liaising with potential partners and plans to respond with a multi-stakeholder team. It is hoped the work will be finished by the first quarter of 2014, depending on the availability of national counterparts in RMI. Findings will be reported back to the Forum Economic Ministers meeting in July.

Perspectives on project delivery from Secretariat of the Pacific Regional Environment Programme by Netatua Pelesikoti, Director, Climate Change, SPREP

There are not enough resources to address all countries’ concerns in one project. Every opportunity to have a regional project should be maximised. The four key areas of the GCCA: PSIS project are key gaps that countries themselves identified as priorities. Countries need to ensure their national projects are coordinated so as to maximise benefits. Accessing climate change finance involves another level of complexity and there is a need to build donor confidence. A notable example of development partner collaboration is the work in Choiseul in Solomon Islands where several development partners are working together in the province. Streamlining technical assistance and better coordination are critical for the region. SPREP has applied to be a Regional Implementing Entity (RIE) for the Adaptation Fund and a regional entity for the Global Environment Facility (GEF).

Summary of discussion

- From a donor (EU) perspective, it is encouraging to see the improvements in coordination between regional organisations over the last three years.
- SPREP's application to be a RIE under the Adaptation Fund is at the final stages and is awaiting the final decision of the Board. SPREP is also applying to become an Implementing Entity of the GEF. This has taken about two years, and this illustrates the complexity of the requirements. SPREP is compiling a guideline for the region based on their experience to assist countries interested in becoming a National Implementing Entity (NIE). This should be ready by the end of the year.
- The GCCA: PSIS is the EU's contribution towards helping countries ready themselves for climate finance and improve national systems. Bilateral channels can also be used where appropriate.
- The GCCA has a technical support facility run from Brussels.

Communication activities by Sean Hobbs, SPC Climate Change Communications and Information Officer

The presentation outlined SPC's role in providing technical assistance and research through its divisions. SPC's climate change communications plan and the GCCA: PSIS communications plan help ensure consistent messaging and branding of the project across the region. The latter also provides for EU visibility and distinguishes the GCCA: PSIS project from other GCCA projects/programmes across the region. Key activities have included media releases, a climate change and disaster risk newsletter, preparation and distribution of visibility products.

Summary of discussion

- Regional organisations rely on countries to assist with coordination e.g. with the compilation of summaries and matrices of climate change activities.
- Donor visibility is an important issue. Donors' constituents are situated thousands of kilometres from the Pacific and often are unaware of the problems facing the region. Communication and visibility of donor-supported activities in the region helps ensure long term commitment from tax payers. This is especially important when there is competition for funds as is presently the case with the EU financial crisis.

Financial report by Sheik Irfaan, GCCA: PSIS Finance Officer

The presentation provided an overview of the €11.4 million budget allocation in the GCCA: PSIS project. The largest component is the €4.6 million for specific adaptation projects in each country. Later in the project SPC will provide financial reports by country, to show spending of direct and indirect costs. The available resources (except for the adaptation projects and the national coordinators) are allocated on a "first come, first served" basis. Some countries have not yet made requests, now is the time to start thinking about this. Five countries have already received the first tranche of funds for the adaptation projects and all nine countries have received funds for the national coordinators. Countries can use their own procurement procedures. All funds have to be properly acquitted with 80% spent and acquitted before the release of further tranches. Countries need to keep an asset register during the project and assets remain the property of SPC/EU until the end of the project when they will be officially handed over to countries. With the adaptation projects the countries have some flexibility of up to 10% adjustment between KRAs although this always requires discussion with the GCCA: PSIS advisor first. The total budget of €0.5 million for the adaptation project will not change.

Summary of discussion

- With the adaptation projects, an adjustment of more than 10% between KRAs may be permitted under special circumstances, however, written approval from the Project Manager is always required.
- It is recommended to submit requests for further tranches as soon as the 80% figure has been reached.
- SPC uses two bank accounts, one in Fiji dollars and one in Euros. Funds transferred to countries are through direct transfer from Euros to national currencies. For reporting to SPC and EU a weighted average exchange rate is used.
- Any un-utilised funds at the end of the project have to be returned to the EU. If a country is unable to utilise all its funds, then these funds could be allocated to another country. The initial principle was based on equitable allocation, but if nearer the end of the implementation period some funds are unused, then the money could be reallocated. The guiding principle is that no money should be lost. If countries know that their funds will not be utilised fully, then they need to provide an early indication of this so the funds can be re-allocated adequately. Overall project spending has to be considered from a national and a regional perspective. Countries cannot commit funds and receive the goods/services after the end of the GCCA: PSIS project.
- The project is dependent on countries' narrative and financial reporting to determine utilisation of funds. The next Steering Committee Meeting will have to consider levels of expenditure across the whole project, so as to ensure a near 100% utilisation of funds.
- The Caribbean GCCA project faces other challenges, e.g. the EU is sometimes very slow to respond to a country's request to deviate from the initial agreement (e.g. re procurement, if they want to use US contractors which are cheaper to engage), resulting in lost project time.

Proposed regional and national work plans for 2014 by Gillian Cambers, GCCA: PSIS Project Manager

The draft work plan for 2014 was presented, organised according to the revised log frame and KRAs. This draft is a regional work plan. The 2014 GCCA: PSIS work plan incorporating the changes discussed below is presented as Annex 4.

KRA 1 – summary of discussion

- Correction needed to column headings; should be 2014 not 2013.
- Re 1.2.2, the 2013 work plan identified Cook Islands and Tonga, but the 2014 work plan does not identify the Cook Islands. This is because they did not submit a formal request since they found another source of funding for the particular activity.
- Noted that while both SPC and SPREP have expertise in coastal management and other technical areas it is sometimes necessary to advertise for technical assistance since regional organisations may not be able to commit resources within the time frame required by the project. SPC's technical expertise can always be called on to help prepare and review terms of reference and review outputs, even if not available for delivery of the activity itself.
- Kiribati has obtained assistance in the preparation of a climate change communications plan, and assistance is available for other countries. Palau noted that while they were interested they were presently over-extended, so might wish to leave this area until later.
- Countries approved the idea to document lessons learned re adaptation projects via regional or national videos.
- Requests for assistance can be initiated by any line ministry or NGO group, but the route of the request to the GCCA: PSIS should always come through the Focal Point for the country.

KRA 2 – summary of discussion

- The request from Cook Islands for support with NIE accreditation is progressing with contracting about to start. The output and the indicator for this activity were not tied to successful accreditation because of the time that may be involved. In the work plan the activity states “to assist up to 2 countries”, but this will depend on whether any other countries are interested.
- Change 2.3.2 to “respond to requests from countries *and partner organisations...*”.
- GCCA: PSIS can only provide support related to the budget support criterion on climate mainstreaming. For other criteria e.g. public financial management, other organisations can provide support. (EU is supporting the Pacific Financial Technical Assistance Centre (PFTAC) with €4.6m to help countries progress these other elements).
- Re 2.4.1, training for proposal preparation, FSM requested proposal preparation training be conducted in all four states. The GCCA: PSIS will provide training in one state in this round of training, but depending on the success and uptake then expanding to the other states can be considered for next year (2014).
- Re 2.4.1, the Regional Technical Support Mechanism, when it comes fully on line, may be able to continue and expand this type of training.

KRA 3 – summary of discussion

- Countries have put a considerable amount of work into the project design documents and moving projects forward. Noted that Nauru and Marshall Islands still have to complete their project design documents. The indicators in the log frames for each national project will be used to assess progress.
- The project team welcomes country responses on the idea of a regional workshop on “lessons learned”. Tentative dates for the next Steering Committee were discussed. Based on the suggestion to link the date to quarterly reporting and to use the meeting to review overall utilisation of national project budgets, a tentative date of mid-July was proposed. This could be back-to-back with the SPREP Annual General Meeting to be held in the Cook Islands and could also include a “lessons learnt meeting”. It was noted that the Small Island Developing States (SIDS) meeting is confirmed for September 2014. The project team will prepare a proposal and send it to countries for comment.

KRA 4 – summary of discussion

- Noted that success of the Portal relies on country representatives being able to update it themselves. The GCCA: PSIS is considering a regional event for National Coordinators, and perhaps coordinators from other regional projects, which could include updating the Portal, possibly to be held in FSM and the proposed dates are 7-10 April, 2014. FSM indicated it is ready to host the regional event and initiate discussions with government.
- There was a suggestion to include in this event dissemination of the latest science from the IPCC. There may be a possibility to include USP and involve all PICs.
- The Pacific Climate Change Portal Secretariat works closely with partners who also make up the Advisory Committee, which includes all CROP Agencies and GIZ. The Portal coordinates closely with other platforms e.g. the Pacific Disaster Network. The Portal contains information that is in the public domain.
- Thanks were extended to GCCA: PSIS for supporting the Portal, and it was noted that the Portal is designed to serve the needs of member countries.
- It was noted that the Roadmap process is a reflection of work integrating climate change and disaster risk management already taking place in countries.

1ST OCTOBER 2013

On the second day of the meeting, countries presented the progress achieved and the challenges faced.

Palau

Charlene Mersai, National Environmental Planner and Climate Change Coordinator, Office of Environmental Response and Coordination, and Clarissa Adelbai, Grants Manager, Water and Wastewater Operations presented Palau's progress and challenges with the GCCA: PSIS project activities.

Progress

- Good progress has been made with the preparation of a climate change policy framework with the completion of a community engagement strategy and a gaps and needs analysis. Drafting of the national policy will start shortly.
- Re-establishment of the National Environmental Protection Council (NEPC) will assist with oversight and coordination of climate change activities.
- Hiring of two new project staff in the Office of Environmental Response and Coordination will assist with sharing the overseas travel commitments.
- An officer for climate change adaptation project in Water and Wastewater Operations to commence week starting 7th October 2013.
- Project design document signed in July 2013

Challenges

- Government is still in a transition phase following the December 2012 elections.
- Commitments for staff to travel overseas slows down work in country
- New corporation recently established including water and sewer operations requiring new procedures.
- Supplying project equipment to the outer island states – travel time may take up to 3 days.

Possible future requests

- Training in proposal preparation using the logical framework approach
- M&E training
- Coastal planning attachment – possibly with Tonga – to assist the Koror State Government Development Plan
- Incorporating climate change into the school curriculum
- Climate change communication plan
- Following an initial assessment by UNDP, assistance with NIE accreditation

Nauru

Claudette Wharton, GCCA: PSIS Nauru National Coordinator and Lucy Duburiya, Department of Commerce, Industry and Environment, presented Nauru's progress and challenges with the GCCA: PSIS project activities.

Progress

- Consultants are being recruited to complete the Climate Change Adaptation and Disaster Risk Management Framework for Nauru (RONAdapt); after this a Climate Change Policy will be prepared.
- Regarding the climate change adaptation project which focuses on rainwater catchments, in June-August 2013 consultations were held with key stakeholders, roof assessments were conducted by a local consulting firm, and community and household surveys were conducted.
- An assessment report and criteria for household selection have been prepared

- The institutional framework for the project has been established – the Commerce, Industry and Environment Committee reports to the National Development Committee and this in turn reports to Cabinet.
- The project was also publicised

Challenges

- Procurement and delivery of supplies may cause delays

Requests

- A request for a 20-year water and climate change sector plan has been received.

Discussion

- One of the most difficult aspects of the project is the focus on the roof catchments rather than water tanks.
- Some houses will require portions of the roofs replaced while others will require full roof replacements
- It is proving difficult to get people to contribute to payment of the roof catchments which is being promoted so as to create ownership and maintenance of the catchments. Community consultations are being undertaken.
- Niue shared their project approach – whereby householders have to purchase the down pipes, guttering and fascia boards and the project provides the water tanks.

Federated States of Micronesia

John Solith, Yap Resources and Development, Yap State, and Gillian Doone, Assistant Director for Overseas Development Assistance, Statistics, Budget, and Economic Management, presented FSM's progress and challenges with the GCCA: PSIS project activities.

Progress

- National coordinator started in March, but unfortunately has just resigned.
- Project design document for enhancing water and food security in Yap and Chuuk States has been signed.
- Project Steering Committee and oversight arrangements are in place
- Media training and Climate Change Portal training undertaken

Challenges

- Political requirements are very stringent – two legislative ratifications are required before the project can proceed
- High level of staff turnover.

Requests

- Model water sector plan for Yap which will also support the adaptation project there.
- Training on proposal preparation using the logical framework approach in each of the four states
- M&E training

Discussion

- Four countries from the GCCA: PSIS project have selected water as their focus - FSM, Nauru, Niue, Palau – and there is a need for these countries to coordinate amongst themselves as well as to collaborate with other development partners e.g. GIZ, AusAID, UNDP, SPC, as well as other projects working in the water sector e.g. USP-GCCA, Pacific Adaptation to Climate Change (PACC) project.

- Palau are already coordinating with other water sector projects e.g. Integrated Water Resource Management project and the Ministry of Natural Resources which has an important database.

Caribbean EU ACP GCCA Regional Project

Joseph McGann, Caribbean Programme Manager, Caribbean Community Climate Change Centre, Belize presented progress and challenges with the Caribbean regional GCCA project

Progress

The objective is to encourage the region to adapt to climate change, enhance local and national resilience linked to sustainable development and contribute to the Millennium Development Goals. The project is supported by €8 million from the EU, and has a time frame of 42 months to December 2014. The project has six key components:

- Using regional climate change models to develop effective adaptation
- Improving climate monitoring
- Refining vulnerability and risk assessment methodologies
- Adaptation pilots
- Building regional and national capacity for carbon financing
- Project management

Challenges

- Time constraints were accentuated by the late start of the project
- Limited absorptive capacity of countries due to human resource constraints
- Slow turnaround time in the EU

Discussion

- Under the 2010 EU procurement rules 2010, activities under €60,000 do not need delegation approval.
- Possibly the 5Cs can contribute to the proposed Lessons Learnt Conference in 2014. One proposal is to move away from project focus towards programme approach that goes beyond project life.
- SPREP and the 5Cs will be entering into a Memorandum of Understanding next week in Samoa next week; which will allow for collaboration between the two regions.

Marshall Islands

Ywao Elanzo, Project Officer, Office of Environmental Planning and Policy Coordination and Jefferson Bobo, Civil Engineer, Ministry of Public Works presented the Marshall Islands' progress and challenges with the GCCA: PSIS project activities.

Progress

- Coastal protection in Ailinglaplap has been selected as the focus and a project concept note finalised.
- An initial survey was conducted in February 2013.
- Stakeholder engagement has been initiated, also with island and national government.
- Recruitment is underway for the national coordinator.
- Proposal preparation training has been conducted.

Challenges

- Selection of the adaptation sector was a challenge and took a long time
- The proposal preparation training did not result in any proposals being submitted by the outer islands and there is a need for further training

- Delays were experienced because of the drought emergency.
- Involvement of all of government in the recent Forum meeting in Majuro.

Discussion

- While there may be linkages between the two coastal protection projects in Marshall Islands and Tonga, it must be realised that the Marshall Islands is different geographically in that it is an archipelago of atolls.
- There is a need to utilise the technical expertise of SPC and SPREP. In this regard it was noted that they are involved in the Marshall Islands and Tonga projects although only in an advisory and oversight role because of time constraints. SPC's technical divisions are also engaged in the other countries' adaptation projects.
- Cook Islands noted that several proposals had been submitted after the proposal preparation training although these were not linked directly to climate change.

Tuvalu

Faoliu Teakau, GCCA: PSIS Tuvalu Coordinator, Department of Environment, Ministry of Foreign Affairs, Trade, Tourism, Environment & Labour presented Tuvalu's progress and challenges with the GCCA: PSIS project activities.

Progress

- Food security selected as the sector focus, particularly agro-forestry.
- The project concept note has been approved and translated into Tuvaluan
- A stakeholder consultation and project planning meeting has been held.
- The climate change adaptation video was launched in Tuvalu in August
- The project will be conducted in close consultation with the NAPA project and the Taiwanese home gardens project
- A national coordinator and a capacity building officer have started work
- It is anticipated that the project design document will be signed before the end of 2013.
- A request has been received for training in planting practices from the National Council of Women.
- It has been decided to form a mobile team to conduct training in the outer islands

Challenges

- Land issue issues will require negotiations with land owners
- Transportation to outer island sites
- Coordination between two different ministries
- Limited time to implement the project
- Encourage government to contribute resources to the project

Discussion

- It will be necessary to start discussions and negotiations with the land owners as soon as possible. This will also need to be taken into account when selecting the demonstration sites.
- Many countries face similar issues with land tenure and lessons can be learnt from other projects.

Kiribati

Tebao Awerika, Secretary, Office of the President presented Kiribati's progress and challenges with the GCCA: PSIS project activities.

Progress

- The project design document for environmental health surveillance has been signed and funds transferred. Implementation has started with training, procurement and purchase of equipment for the environmental health laboratory.
- A Financial Officer and a Project Officer to be located in the Ministry of Health are being recruited.
- Proposal preparation training has been conducted in Kiribati.
- A climate change adaptation video focusing of human issues especially health has been prepared and launched in Kiribati.

Challenges

- Confirmation of arrangements for the Coordination committee

Requests

- Follow up to the Proposal preparation training
- M&E training
- Attachments to Samoa and Solomon Islands re their work with climate finance and budget support modalities

Niue

Haden Talagi, Project Officer, Department of the Environment presented Niue's progress and challenges with the GCCA: PSIS project activities.

Progress

- The project is being implemented in collaboration with the PACC and PACC+ projects
- The project design document was signed in July
- Implementation of the climate change adaptation project is well underway.
- Community workshops have been conducted
- The tank moulding plant is under construction and a construction and moulding training will be held shortly
- Education and awareness activities are being implemented together with other project partners

Challenges

- M&E for partner projects
- Constraints caused by shipping in the region
- Understanding reporting requirements of different projects
- Cyclone season possibly delaying project activities
- Ensuring community buy-in
- Some households, agricultural farmers and hotels have requested additional tanks

Discussion

- Congratulations on the project planning undertaken by Niue and using the resources from three development partners to maximise benefits for the country.
- Niue offered to host the next steering committee meeting.

Cook Islands

Teina Rongo, GCCA: PSIS Cook Islands Coordinator and Dorothy Solomona, Project Officer, Pearl Division presented the Cook Islands' progress and challenges with the GCCA: PSIS project activities.

Progress

- The Ministry of Finance and Economic Management are recruiting a consultant firm to help them advance becoming an NIE for the Adaptation Fund (GCCA: PSIS is providing financial support); the firm has been selected and is being contracted; work due to start in January 2014.
- One officer from the Ministry of Finance and Economic Management was funded to go to COP 18 to follow the climate change financing discussions in particular.
- National coordinator has been recruited; staff members in office share the duties.
- The adaptation project is focusing on pearl farming, an important part of the economy. The industry has declined due to climate variability, disease and cyclone damage.
- There was a quick turn-around between preparing the concept note and completing design and getting the funds.
- The project is linked to national development goals and a steering committee framework has been prepared to provide oversight for projects.
- A Project Manager has been recruited and will be based in Manihiki; building the capacity of the community is a key part of the project.
- Training in proposal preparation has been undertaken. Nine proposals were prepared, four of which are under consideration.

Challenges

- Logistical and travel constraints working in the northern islands
- There were some initial challenges with accessing the funds through the Ministry of Finance and Economic Management, but this has now been solved.
- A longer lead-in time would allow for a project such as this to be incorporated into Government work plan and finance system more easily
- Preparing relevant training materials for pearl farmers and fishermen.
- Collaboration with other similar projects.

Requests

- Training for senior citizens in use of internet to understand climate change issues.
- Technical assistance for pearl/oyster training – relating the monitoring results to climate change.

Tonga

Luisa Tuiafitu-Malolo, Deputy Director Climate Change, MLECCNR, and Manu Manuofetoa, GCCA: PSIS Tonga Coordinator, MLECCNR presented Tonga's progress and challenges with the GCCA: PSIS project activities.

Progress

- The adaptation project focuses on trialing coastal protection measures in eastern Tongatapu.
- The community was involved in several consultations; they support the project design.
- Technical assistance was recruited by SPC to cost and design the engineering components of the project. This work was completed in June 2013.
- The project design document was signed in August.
- A village committee has been established for the project
- The national coordinator was appointed in March 2013.

Challenges

- Procurement is a major challenge.

Requests

- Diagnostic study to inform the preparation of an integrated coastal management plan for Tongatapu
- Review existing building code
- Formulate community by laws
- Training in proposal preparation using the logical framework approach – already scheduled for February 2014.
- Review Tonga’s climate change policy.
- Support to establish a Tonga Climate Change Portal

Discussion

- USP: GCCA commended the project and lessons learnt; and identified possible areas of collaboration e.g. community trainings and involving the USP-GCCA in-country coordinators.

Summary of key challenges and emerging issues by Aaron Atteridge, Climate Change Adviser, GCCA: PSIS project

- Institutional: coordination; reporting requirements; establishment of project procedures.
- Geographical – logistical arrangements in remote locations.
- Meteorological and geological challenges, e.g. typhoons/cyclones, tsunamis, climate variability e.g. El Niño/La Niña.
- Financial – especially with procurement.
- Social – how to meet the expectations of stakeholders.
- Community buy-in mechanisms and building in sustainability of project aspects.
- Political – challenges with ratification of project agreements, and setting adaptation priorities.
- Baseline data deficiencies – essential for assessing progress.
- Human capacity – staff mobility; recruitment challenges; capacity building has to be an ongoing process.
- Land tenure issues.
- Imbalance between timescale of climate change and project –based solutions; how to scale-up beyond project life.
- Reporting, monitoring and evaluation.

Evaluation

The results of the evaluation are presented as Annex 5. Twenty two persons filled in evaluation forms of which 14 were male. More than 75% of the participants ranked the presentations on the two days between 4 and 5 (on a scale of 1-5) in relation to their context, usefulness and relevance. All the participants found the session on the 2014 work plan useful and one person commented as follows: “It’s very useful to align my work and project activities to this work plan since some of the activities have potential for collaboration and sharing ideas, resources, expertise etc.” Whilst highlights were identified from all the country presentations, the ones given by Tonga, Niue, Cook Islands and Tuvalu scored highest. For example: “The detail as presented by Cook Islands will guide me to the level of detail and coverage I must also see implemented in my country.” Several interesting suggestions were made regarding future Steering Committee Meetings.

Workshop Closing

The meeting was closed by Lu’isa Tu’i’afitu-Malolo who thanked the national and regional partners for sharing information about their activities and ways in which challenges are being addressed.

Annex 1



SPC
Secretariat
of the Pacific
Community in partnership with



GLOBAL CLIMATE CHANGE ALLIANCE: PACIFIC SMALL ISLAND STATES

Third Planning and Steering Committee Meeting

**30 September – 1 October 2013
Scenic Hotel, Tonga**

AGENDA

Meeting Objectives

1. Share national information about activities undertaken to date, challenges faced and lessons learnt.
2. Visit the climate change adaptation project in Tongatapu: Trialling coastal protection measures in eastern Tongatapu
3. Assess progress with implementation of the 2013 work plan
4. Review a draft 2014 work plan and endorse.
5. Advance national work planning for 2014.
6. Share information about regional coordination of climate change activities.

28th September 2013: Field trip	
2.00- 6.00	Visit to project site in eastern Tongatapu
30th September 2013: Review of project work plan for 2013 and 2014	
<i>Opening ceremony and background</i>	
9.00 – 9.30	<p>Opening ceremony</p> <p>Chair-person: Ms Lu'isa Tu'i'afitu-Malolo, Deputy Director Climate Change, Ministry for Lands, Environment, Climate Change and Natural Resources.</p> <p>Opening Prayer: Rev. Uikelotu Vunga</p> <p>Opening address: Mr Asipeli Palaki, Chief Executive Officer, Minister for Lands, Environment, Climate Change and Natural Resources</p>
9.30 – 10.00	<p>Election of chair and introductions and acceptance of the agenda</p> <p>Introduction to the meeting</p> <p>Dr Gillian Cambers, Project Manager, GCCA: PSIS</p>
10.00 – 10.15	<p>Project performance and delivery</p> <p>Mr Thierry Catteau, Attache, Natural Resources and Infrastructure Section, Delegation of the European Union for the Pacific</p>
10.15 – 10.45	MORNING TEA
<i>Delivery of key results in 2013</i>	
10.45 – 11.15	<p>Progress in 2013 for KRA 1: Climate change mainstreamed into national and/or sector response strategies</p> <p>Ms Pasha Carruthers, GCCA: PSIS Climate Change Adviser</p>
11.15 – 11.45	<p>Progress in 2013 for KRA 2: Countries better equipped to access climate change funds through different financing modalities</p> <p>GCCA: PSIS Climate Change Adviser</p>
11.45 – 12.00	<p>Training activities</p> <p>Mr Sanivalati Tubuna, GCCA: PSIS Liaison Assistant</p>
12.00 - 12.30	<p>Progress in 2013 for KRA 3: National climate change adaptation projects implemented</p> <p>Ms Juliana Ungaro, GCCA: PSIS Climate Change Adviser</p>
12.30 – 1.00	<p>Progress in 2013 for KRA 4: Streamlined technical assistance that supports national adaptation responses delivered by regional organizations in a collaborative manner</p> <p>Ms Tagaloa Cooper, Climate Change Coordination Adviser, SPREP</p>
1.00 – 1.45	LUNCH
<i>Perspectives from partner implementing agencies: PIFS and SPREP</i>	

1.45 – 2.00	Perspectives on project delivery from the Pacific Island Forum Secretariat Mr Exsley Taloiburi, Climate Change Coordination Officer, PIFS
2.00 – 2.15	Perspectives on project delivery from Secretariat of the Pacific Regional Environment Programme Dr Netatua Pelesikoti, Director, Climate Change, SPREP
<i>Communication and training activities</i>	
2.15 – 2.30	Communication activities Mr Sean Hobbs, SPC Climate Change Communications and Information Officer
<i>Financial report</i>	
2.30 – 3.15	Financial report Mr Sheik Irfaan, GCCA: PSIS Financial Officer
3.15 – 3.30	AFTERNOON TEA
<i>Proposed work plan for 2014</i>	
3.30 - 4.45	Proposed regional and national work plans for 2014 Dr Gillian Cambers, GCCA: PSIS Project Manager
4.45	Meeting close
6.00 - 7.30	Cocktail, Scenic Hotel

1st October 2013: Sharing national experiences	
<i>Reporting from Palau, Nauru and Federated States of Micronesia</i>	
9.00 – 9.30	Progress and Challenges: Palau Ms Charlene Mersai, National Environmental Planner and Climate Change Coordinator, Office of Environmental Response and Coordination Ms Clarissa Adelbai, Grants Manager, Water and Wastewater Operations
9.30 – 10.00	Progress and Challenges: Nauru Ms Claudette Wharton, GCCA: PSIS Nauru National Coordinator Mrs Lucy Duburiya, Department of Commerce, Industry and Environment
10.00 – 10.30	Progress and Challenges: Federated States of Micronesia Mr John Solith, Yap Resources and Development, Yap State Mr Gillian Doone, Assistant Director for Overseas Development Assistance, Statistics, Budget, and Economic Management, Division of Budget, Ministry of Finance
10.30 – 11.00	MORNING TEA
<i>Perspectives from the Caribbean EU ACP GCCA Regional Project</i>	
11.00 – 11.30	Overview and challenges: EU ACP GCCA Regional Project Mr Joseph McGann, Caribbean Programme Manager, Caribbean Community Climate Change Centre, Belize
<i>Reporting from Marshall Islands and Tuvalu</i>	
11.30 – 12.00	Progress and Challenges: Marshall Islands Mr Ywao Elanzo, Project Officer, Office of Environmental Planning and Policy Coordination Mr Jefferson Bobo, Civil Engineer, Ministry of Public Works
12.00 – 12.30	Progress and Challenges: Tuvalu Mr Faoliu Teakau, GCCA: PSIS Tuvalu Coordinator, Department of Environment, Ministry of Foreign Affairs, Trade, Tourism, Environment & Labour
12.30 – 1.30	LUNCH
<i>Reporting from Kiribati, Niue, Cook Islands and Tonga</i>	
1.30 – 2.00	Progress and Challenges: Kiribati Mr Tebao Awerika, Secretary, Office of the President Mr Choi Yeeting, GCCA: PSIS Kiribati Coordinator
2.00 – 2.30	Progress and Challenges: Niue Mr Haden Talagi, Project Officer, Department of the Environment Mr Andre Soihane, Water Resources Division, Public Works Department

2.30 – 3.00	<p>Progress and Challenges: Cook Islands</p> <p>Dr Teina Rongo, GCCA: PSIS Cook Islands Coordinator, Prime Minister’s Office, Climate Change Cook Islands Division</p> <p>Ms Dorothy Solomona, Project Officer, Pearl Division, Ministry of Marine Resources</p>
3.00 – 3.15	AFTERNOON TEA
3.15 – 3.45	<p>Progress and Challenges: Tonga</p> <p>Ms Luisa Tuiafitu-Malolo, Deputy Director Climate Change, Ministry of Lands, Environment, Climate Change and Natural Resources (MLECCNR)</p> <p>Mr Manu Manuofetoa, GCCA: PSIS Tonga Coordinator, MLECCNR</p>
<i>Summary of experiences</i>	
3.45 – 4.00	<p>Summary of key challenges and emerging issues</p> <p>Mr Aaron Atteridge, Climate Change Adviser, GCCA: PSIS project</p>
<i>Meeting evaluation and closing</i>	
4.00 – 4.15	Meeting evaluation
4.15	Formal closing

Annex 2

Background to the Field Visit to Tonga's GCCA: PSIS Climate Change Adaptation Project Site

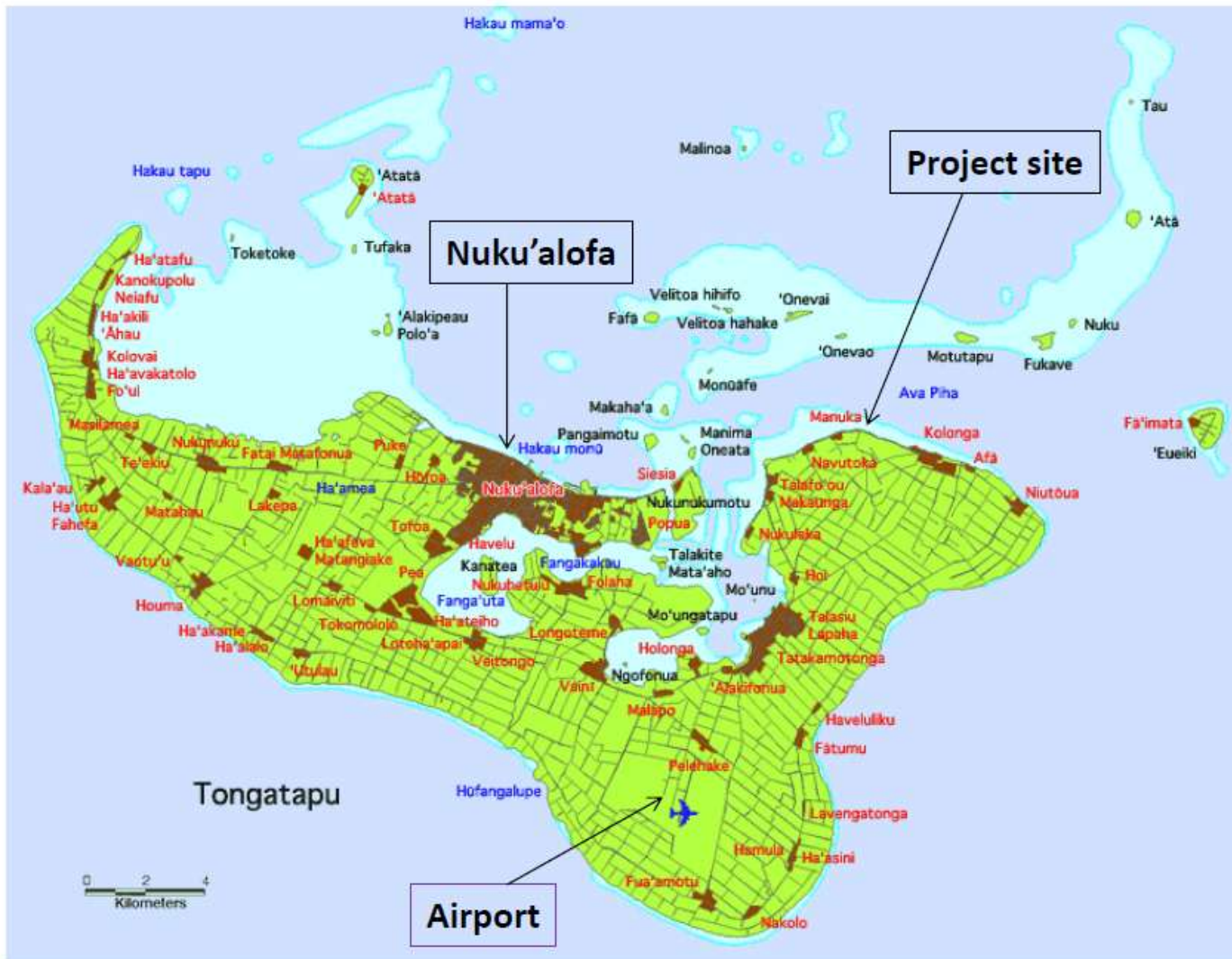
2-6 pm, Saturday 28th September 2013

The project is titled "Trialling Coastal Protection Measures in eastern Tongatapu" and involves six communities located along a coastal area that has been eroding since the 1960s.

The major steps taken so far are as follows:

1. Protection of this coastal area was identified as a priority issue in Tonga's Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management in 2010. Communities in this area are affected by sea water flooding, sometimes several times a year. Extensive sand mining in the past is one of the major contributors to the erosion, which is also being exacerbated by sea level rise.
2. The Ministry of Environment and Climate Change contracted CTL Consult to undertake a feasibility study into the geomorphology and coastal engineering options. This study was funded by AusAID through the International Climate Change Adaptation Initiative.
3. The Ministry of Lands, Environment, Climate Change and Natural Resources (MLECC) decided to use their national Climate Change Adaptation project funds under the GCCA: PSIS project to start implementation.
4. A stakeholder consultation and planning workshop was conducted in December 2012.
5. In 2013 eCoast Marine Consulting and Research were contracted to prepare a final design and costing for the proposed works.
6. The outcome was presented at a second stakeholder consultation and planning workshop in June 2013.
7. The final project Design Document was signed in July 2013 and implementation is starting.
8. The GCCA: PSIS project cannot support all the required works along this section of coastline, however, the Strategic Program for Climate Resilience, funded by the Asian Development Bank and scheduled to commence in 2014, will ensure that the lessons learnt from the GCCA: PSIS trialled coastal protection measures can be incorporated into additional coastal protection measures planned for eastern Tongatapu.
9. As part of the mainstreaming work of the GCCA: PSIS project a coastal management plan is being prepared for Tongatapu. This will provide long-term options for planning for coastal areas through to 2050.

The field visit will take us to the project site in eastern Tongatapu, where we will have a chance to meet with the affected communities and hear their views on the issues and problems. There will also be an opportunity to view the affected coastal areas.



Google Earth views of Tongatapu and the Project Site

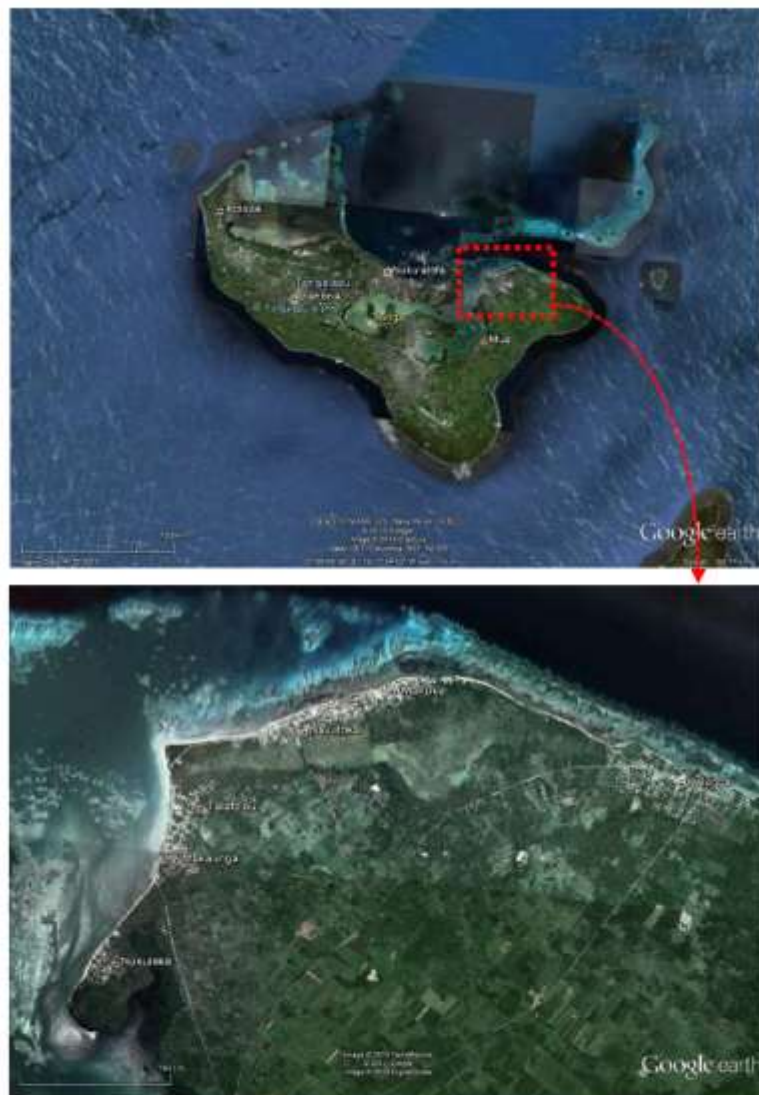


Figure 1.1. Location map of the 5 villages in eastern Tongatapu where the coastal protection pilot studies are planned. The study site incorporates the villages of Nukuleka, Makaunga/Talafo'ou, Navutoka, Manuka and Kolonga (Source Google Earth 2013)

Description of the Project

The project purpose is **“To trial coastal protection measures in eastern Tongatapu”**. The project will implement and evaluate two different coastal protection measures on sections of a 6 km stretch of low-lying (less than 2m above mean sea level) coast in eastern Tongatapu. The six coastal villages and coastal road in this area are already vulnerable to coastal erosion, the impacts of which will be exacerbated by sea level rise. The coastal engineering approach adopted is one used elsewhere in the world and consists of “Buying time through managed advance”. This consists of using specially designed coastal protection measures to prograde the coastline seaward while recognising that the measures will only buy time for a period of possibly decades. It is envisaged that coastal communities will have to consider other options such as relocation in the coming decades.

Each of the selected coastal protection measures consist of a blend of hard and soft engineering measures: (i) construction of permeable groynes together with sand recharge and coastal planting in front of Talafo’ou and Makaunga villages; (ii) building small detached breakwaters, combined with sand recharge and coastal (mangrove) planting to the east of Manuka village. Figure 1 shows a map of the area and the proposed measures.

These options have been identified and costed in the coastal engineering design and endorsed during a participatory workshop with the relevant stakeholders (government, non-government, private sector and local communities/villages).

The project will also engage and enable communities, schools and government to monitor and evaluate coastal changes and protection measures over the term of the project and beyond thereby building local ownership and awareness of the adverse impacts of climate change.

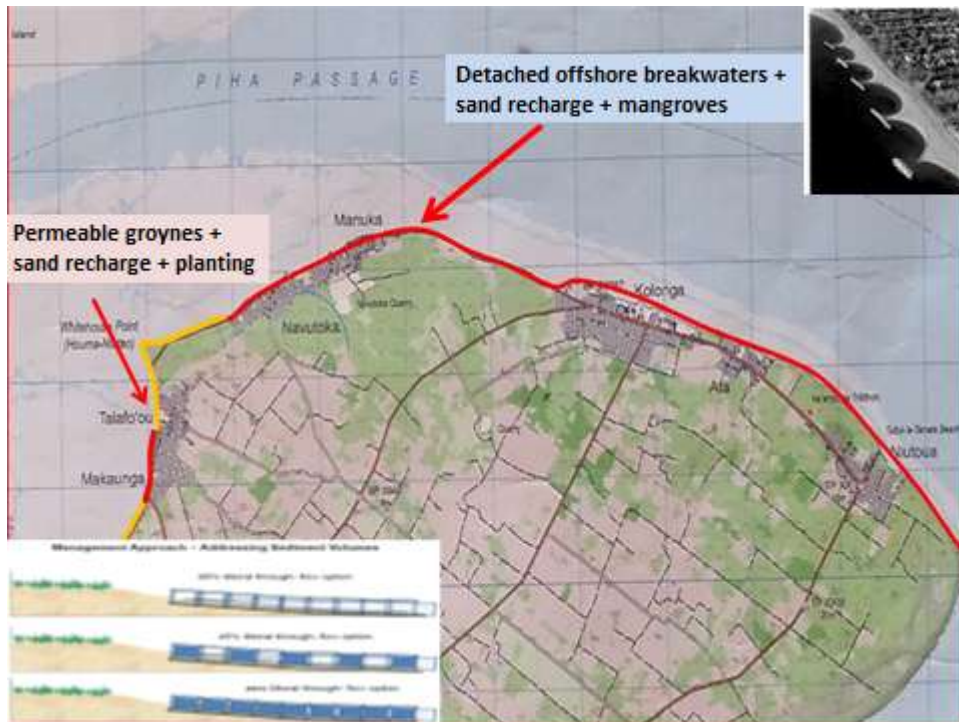


Figure 4 Location of proposed measures in eastern Tongatapu



Existing small permeable groyne which is resulting in some local beach accretion. (The new groynes in this project will be combined with beach nourishment and coastal planting)



Failed sea wall east of Manuka which is now functioning as an offshore breakwater and providing protection from waves so sand accretes behind it. (The project will construct short offshore breakwaters such as this in combination with beach nourishment and mangrove planting).



Coastline near Manuka Village where a failed seawall will be replaced with several short offshore breakwaters and mangrove replanting



Some of the Town Councillors at the Community meeting

Annex 3 List of Participants

Country/ Organisation	Name	Position	Email
Cook Islands	Dr Teina Rongo	Climate Change Advisor Cook Islands, Office of the Prime Minister	teina.rongo@cookislands.gov.ck
Cook Islands	Ms Dorothy Solomona	Director, Pearl Support Division, Ministry of Marine Resources	d.solomona@mmr.gov.ck
FSM	Mr John Sohlith	Deputy Director, Yap Resources and Development	jsrd@mail.fm
FSM	Mr Gillian Doone	Assistant Director for Overseas Development Assistance, Statistics, Budget, and Economic Management, Division of Budget, Ministry of Finance	gdoone@sbc.fm
Kiribati	Mr Tebao Awerika	Permanent Secretary, Office of the President	awerika@ob.gov.ki
Marshall Islands	Mr Ywao Elanzo	Finance Advisor, Office of Environmental Planning and Policy Coordination	elanzo28@gmail.com; ye28@yahoo.com
Marshall Islands	Mr Jefferson Bobo	Civil Engineer, Ministry of Public Works	jefferson.bobo@gmail.com
Nauru	Ms Claudette Wharton	Project Officer/GCCA: PSIS, Department of Commerce Industry and Environment	claudes.wharton@gmail.com
Nauru	Ms Lucy Duburiya	Secretariat, Department of Commerce Industry and Environment	lucy.duburiya@naurugov.nr
Niue	Ms Doreen Siataga	Accountant, Department of Treasury	doreen.siataga@mail.gov.nu
Niue	Mr Haden Talagi	Pacific Adaptation to Climate Change Project Coordinator	haden.talagi@mail.gov.nu
Palau	Ms Charlene Mersai	National Environmental Planner and Climate Change Coordinator, Office of Environmental Response and Coordination	charmnersai@gmail.com
Palau	Ms Clarissa Adelbai,	Grants Manager, Water and Wastewater Operations	Adelbai@palauwsc.com
Tonga	Mr Asipeli Palaki	CEO, Ministry of Lands, Environment, Climate Change and Natural Resources	apalaki@gmail.com

Country/ Organisation	Name	Position	Email
Tonga	Ms Lu'isa Tu'i'afitu-Malolo	Deputy Director Climate Change, Ministry of Lands, Environment, Climate Change and Natural Resources	ltuiafitamalolo@gmail.com
Tonga	Ms Lupe Matoto	Deputy Director Environment, Ministry of Lands, Environment, Climate Change and Natural Resources	lupe.matote@gmail.com
Tonga	Mr Sione Fulivai	Climate Change Finance Officer, JNAP Secretariat, Ministry of Lands, Environment, Climate Change and Natural Resources	talo_is@hotmail.com
Tonga	Mr Manu Manuofetoa	Climate Change Coordinator Tonga, Ministry of Lands, Environment, Climate Change and Natural Resources	manuofetoa_m@yahoo.com
Tonga	Sunia Masalu	Project Officer, Ministry of Finance and National Planning	soamasalu@gmail.com
Tuvalu	Mr. Faoliu Teakau	National Climate Change Coordinator (GCCA: PSIS)	fteakau@gmail.com
European Union	Mr Thierry Catteau	Attaché, Natural Resources and Infrastructure Section, EU Delegation to the Pacific	Thierry.CATTEAU@eeas.europa.eu
PIFS	Mr Exsley Taloiburi	Climate Change Coordination Officer	ExsleyT@forumsec.org.fj
SPREP	Dr Netatua Pelesikoti	Director, Climate Change Division	netatuap@sprep.org
USP	Mr Tevita Fakaosi	In Country Coordinator Tonga, USP-GCCA project	tevita.fakaosi@usp.ac.fj
CCCPIR	Ms Christine Fung,	Deputy Programme Director, Coping with Climate Change in the Pacific Island Region (CCCPIR) Programme, GIZ/SPC	christine.fung@giz.de
CCCCC	Mr Joseph McGann	Caribbean Programme Manager, EU ACP GCCA Caribbean Project, Caribbean Community Climate Change Centre	jomac31@yahoo.com and jmcgann@caribbeanclimate.bz
F&P Consulting	Ms Chiara Faglia	Monitoring & Evaluation Consultant, F & P Consulting, Austria	fp.consulting@iname.com
SPC	Mr Andrea Volentras	Climate Change Advisor, Strategic Engagement, Policy and Planning Facility	andreav@spc.int
SPC	Ms Colleen Oakes	Monitoring & Evaluation Officer, Strategic Engagement, Policy and Planning Facility	ColleenO@spc.int
SPC	Mr Kilifi Talakatoa O'Brien	Assistant Secretary, Ministry of Home Affairs, Tuvalu; recipient of Greg Urwin Award at SPC	kilifiobrien@gmail.com

Country/ Organisation	Name	Position	Email
SPC	Dr Gillian Cambers	Project Manager, GCCA: PSIS	GillianC@spc.int
SPC	Ms Juliana Ungaro	Climate Change Adviser, GCCA: PSIS	Julianau@spc.int
SPC	Ms Pasha Carruthers	Climate Change Adviser, GCCA: PSIS	PashaC@spc.int
SPC	Mr Sheik Irfaan	Finance Officer, GCCA: PSIS	SheikI@spc.int
SPC	Mr Sanivalati Tubuna	Project Liaison Assistant, GCCA: PSIS	sanivalati@spc.int
SPC	Mr Aaron Atteridge	Climate Change Adviser, GCCA: PSIS	aarona@spc.int
SPC	Ms Victorina Loyola-Joab	Administrative Assistant, GCCA: PSIS	victorinalj@spc.int
SPREP	Ms Tagaloa Cooper-Halo	Climate Change Coordination Adviser, GCCA: PSIS	tagaloac@sprep.org
SPC	Mr Sean Hobbs	Climate Change Communications and Information Officer, SEPPF, SPC	SeanH@spc.int

Annex 4
Final 2014 Regional Work Plan

Activity	Output	Q1, 01-03 2014	Q2 04-06 2014	Q3 07-09 2014	Q4 10-12 2014
KRA 1 Climate change mainstreamed into national and/or sector response strategies.					
1.2.1 Prepare national climate change response strategy in Palau and Nauru Respond to requests from other countries	Palau: (1) Policy prepared; (2) Implementation plan prioritised and costed. Nauru: JNAP (RONAdapt) finalised and (2) Climate change policy prepared				
1.2.2 Advance sector specific climate change response strategies in minimum 3 countries: Nauru: 20 year water sector and climate change plan Niue: Drought policy Tonga: Coastal management plan for Tongatapu And respond to requests from other countries	TOR for technical assistance; consultant(s) recruited; technical assistance reports completed.				
1.2.3 Respond to requests for training and/or attachments in up to three countries: Tuvalu: Request for CCA Attachment Tuvalu: Request for training in food security from National Council for Women Respond to requests from other countries	List of requests and responses; reports on training activities.				
1.3.1 Implement SPC climate change communications plan and GCCA: PSIS communications plan	Climate change communications plan implemented; activities documented				
1.3.2 Plan a regional climate change video documenting lessons learnt from adaptation projects	Storyboard and preliminary footage				
1.3.3 Share activities among countries and distribute visibility products	Regular country updates; updated website; visibility products distributed				
1.4.1 Prepare climate change communication plans for 3 countries	Climate change communications plans prepared.				

Activity	Output	Q1, 01-03 2014	Q2 04-06 2014	Q3 07-09 2014	Q4 10-12 2014
Tonga: request received Respond to requests from other countries					
KRA 2 Well articulated sectoral adaptation strategies that address budget support criteria in place					
2.1.1. Recruit National Climate Change Coordinators in remaining 2 countries: Marshall Islands, Niue.	Quarterly progress reports (narrative and financial) from National Coordinators in all 9 countries				
2.3.1 Assist up to 2 countries with NIE accreditation Cook Islands: ongoing Respond to requests from other countries	TOR, report on the technical assistance.				
2.3.2 Respond to requests from countries and partner organisations for advancing eligibility for budget support	Technical assistance reports				
2.4.1 Conduct remaining proposal preparation trainings in FSM, Palau, Tonga; Conduct additional (top-up) national training in project proposal preparation using the logical framework approach in 3 countries: Niue, Kiribati and Marshall Islands; respond to FSM's request to conduct individual training in all four states; respond to requests from other countries	Minimum 50 persons capable of using logical framework approach in project planning				
2.4.2 Conduct regional training in M&E with SPREP and APN; and conduct national training in M&E in 3 countries depending on requests.	Minimum 50 persons capable of applying M&E training to their normal job activities				
2.4.3 Respond to new requests for training that might apply to several countries.					
KRA 3 National climate change adaptation projects implemented.					
3.2 Prepare detailed project designs in a participatory manner in remaining two 2 countries: Marshall Islands, Nauru, and prepare project design documents.	Design documents including scheduling and budgets for all 9 countries				

Activity	Output	Q1, 01-03 2014	Q2 04-06 2014	Q3 07-09 2014	Q4 10-12 2014
3.3. Continue project implementation in 9 countries (refer to annex 1 for details on scheduling of national CCA projects)	Quarterly progress narrative and financial reports; project log frames reviewed and revised where necessary				
3.4 Compile lessons learnt from adaptation projects and hold a regional forum back to back with 4 th SCM, possibly before or after the SPREP Annual Meeting scheduled for July 2014 in the Cook Islands, tbc	Compilation of lessons learnt shared with countries and donor(s)				
KRA 4 Streamlined technical assistance that supports national adaptation responses delivered by regional organizations in a collaborative manner					
4.1.1 Continue to populate the Climate Change Portal with GCCA: PSIS and other information	GCCA: PSIS project activities up to date on the Portal				
4.1.2 Regional training for GCCA: PSIS national coordinators on project coordination, knowledge management, and application of tools including the Climate Change Portal, in collaboration with USP and SPREP; proposed dates 7-10 April 2014 in FSM	Report on regional meeting; portal updated at least quarterly				
4.2.1 Contribute to follow-up on Roadmap for Post 2015 Strategy for Disaster and Climate Resilient Development in the Pacific region in project countries	Results from 5 Working Groups				
4.2.2 CROP CEO's Climate Change Sub-Committee - Working Arm on Climate Change (WACC) and Development Partners for Climate Change (DPCC) informed about GCCA: PSIS activities	Minutes from meetings of WACC and DPCC				
4.2.3 Coordinate all donor funded climate change activities implemented through SPC	Minutes of SPC Climate Change Managers group				
4.2.4 Project activities to support the Joint National Adaptations Plans (or equivalent) for CCA and DRM conducted in at least two countries in response to country requests	Documentation of activities directly supporting JNAP				
4.3 1 At least 5 joint SPC/SPREP activities conducted.	Documentation relating to joint activities				

Annex 5
Evaluation of the 3rd Steering Committee Meeting

SPC GCCA: PSIS Planning and Steering Committee Meeting, 30 September – 1 October 2013

Evaluation Form

Gender: 22 people completed the evaluation form, 14 were male and 8 were female.

Day 1, 30 September 2013

1. How would you rate the presentations on the project's 4 key result areas, training, communications and financial management on a scale of 1-5, with 5 being the highest and 1 the lowest:

Interesting:	Ranking of 5: 9 persons Ranking of 4: 8 persons Ranking of 3: 1 person The remaining 4 people did not provide a ranking
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Clear and easily understood	Ranking of 5: 7 persons Ranking of 4: 8 persons Ranking of 3: 4 persons The remaining 3 people did not provide a ranking
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Relevant to my work/project	Ranking of 5: 11 persons Ranking of 4: 8 persons The remaining 3 persons did not provide a ranking
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Comments:

- Very informative ideas with regards to training and implementation will be replicated in RMI's project.
- Good idea to place a structure in place so countries' presentations are kept in line and with timing
- It is what I was expecting to hear and clarify.
- I find their presentations very useful to my work as I have to deal with these issues as well.
- Good source of information.
- Presentations were very good. In fact, it's an eye opener for me and it's my first time to participate in a Planning and Steering Committee meeting. This will be very helpful to my work.
- All presentations are relevant to my country.
- On most part, the presentations were clear and easy to understand.
- Clearly presented and we can learn a lot on how we implement the project using the 4 KRAs.
- Crisp, clear, concise.
- Very informative.
- Well planned meeting with interesting issues discussed.
- Comprehensive.
- All KRAs can be beneficial to other existing projects and can actually cover areas stated in larger national programmes.

2. Did you find the session on the 2014 work plan useful?

Yes: 21 persons

No: 0 persons

One person did not reply

Comments:

- A very innovative tool at project management and mapping the project activities.
- It's very useful to align my work and project activities to this work plan since some of the activities have potentials for collaboration and sharing ideas, resources, expertise etc.
- Guiding document
- It's useful because it gives us an idea to think about our priorities and send to SPC GCCA: PSIS in a form of request so that it could be incorporated into next year's work plan.
- The schedule for the year will be tight but doable.
- Yes as it really pulls the project together and this is essential to the successful implementation of the project driven by the recipients.
- Can relate this plan to other climate change plans to maximize benefits and avoid duplication of activities.
- For every progression, the work plan is useful so that we can be able to monitor the activities, budget and timeline.
- Logical, strategic, brief.
- Well planned.
- Projects will fail if no robust work plan is in place, and the 2014 plan is very exciting - I hope I will be involved in 2014.
- Great for ownership by countries.

Day 2, 1 October 2013

3. How did you find the country presentations? Please use a scale of 1-5 with 5 being the highest and 1 the lowest.

The presentations were interesting	Ranking of 5: 10 persons Ranking of 4: 7 persons Ranking of 3: 4 persons One person did not respond
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The presentations were useful	Ranking of 5: 12 persons Ranking of 4: 7 persons Ranking of 3: 2 persons One person did not respond
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I heard several things in the presentations that I can use in my work/job: 21 persons responded 'yes'. One person did not respond.

4. Please mention two highlights from the presentations that you found particularly interesting:

Tonga - highlights

- They mentioned different coastal protection approaches with regards to managed retreat alone.

- Past 2 days listening and learning of experiences that they went through and what/how they are doing overall.
- I really enjoyed the Ice-breaker sessions.
- Someone has to be champions in their respective countries and break the barrier if there is any.
- Coastal management projects for both countries (Tonga and Marshall Islands) would greatly benefit our country.
- Very good images that help keep/retain my interest to get the important coverage they were presenting.
- Project progress is way ahead of all others.
- Political support and interest in project pilot. Communities' support.
- JNAP's role in getting them to make faster progress with climate change adaptation

Niue - highlights

- Partnership with existing projects is very beneficial in cutting down costs as well as better coordination and no duplication.
- Community buy in essential, don't just give 100%, make community contribute.
- Very fast implementation of project. Collaborative efforts of all climate change projects (GCCA: PSIS, PACC + PACC+).
- Community buy in, and this is helping the continuing of the project not just for today, but years to come.
- Building the tanks in Niue.
- Collaboration with other projects was key.

Cook Islands - highlights

- Pearl farming.
- The detail as presented will guide me to the level of detail and coverage I must also see implemented in my country.
- Emphasis on monitoring.
- The link of the pearl industry to climate change adaptation was very interesting and shows that climate change adaptation is not restricted to just your typical measures such as coastal protection, agriculture, etc.

Tuvalu – highlights

- Project selection and traditional farming methods.
- Climate change in the agriculture sector for food security.
- Land issue which most of the Pacific Islands have such problems, which needs to be solved before implement activities.
- Design process explanation.
- Part of the project is to train the people from Tuvalu about agriculture techniques. They are not only implementing the physical project but also building human capacity.

Caribbean project - highlights:

- Tools they used and able to engage their partners and stakeholders.
- We can use these experiences in various activities when implementing the project.
- Very useful for other countries to proceed.

Nauru - highlights:

- Understanding the challenges they face as I have a background in water management as well as currently undertaking rainwater harvesting.
- Repair of roofs

Palau – highlights

- Lots of work on climate change done but no institutional memory.

Marshall Islands – highlights

- Follow up trainings are needed subsequent to the proposal preparation workshop.

All countries – highlights

- Variety of solutions to the various challenges by different countries.

5. How could future Steering Committee Meetings be improved?

- None - Great job by the coordinators.
- I thought that the balance of presentations and discussions was good; discussion was perhaps limited by above factors but hard to see how this could be addressed except by getting the right people to the table.
- More time for country clinics and one-to-one with Project Advisors regarding financials for example.
- I think workshop was good in terms of the duration and the venue.
- Sharing of the presentation amongst the countries.
- If meetings can be programmed to fall within Mon-Fri and not over the weekend.
- Make sure that flights fit well with last day.
- Cannot really think of any as I feel it covered all that needed to be covered i.e. steering the project into future implementations.
- More decisions to be reached at the Steering Committee Meetings.
- Shorter presentations allowing for longer question and answer sessions.
- Last day of the meet should be half-day.
- To invite other related projects.
- No. SCM were just right (substance & time).
- Excellent performance.
- To lessen presentation and stick to main points to avoid lateness according to agenda.
- Faster internet.
- Perhaps get countries who are working on a similar sector to do a joint presentation on their combined projects, in addition to individual country reports.
- Beneficial to countries to see sites from other sub-regions. Maybe next meeting could be held in the Caribbean or Indian Oceans region.
- Field visit excellent idea. Participation of regional organization.
- An additional day to properly summarize status of projects and climate change activities.