

# Session 15.

## Pre-steering committee meeting

# Steering Committee Agenda

3:00pm – 3:10pm	Welcome remarks and adoption of meeting agenda <i>Chair</i>
3:10pm – 3:30pm	Presentation by PMU on project progress to date Annual Work Plan 2019 <i>Paul Anderson, Inform Project Manager</i>
3:30am – 4:15pm	Discussion and decisions on proposed items proposed by the PMU <ul style="list-style-type: none"> <li>• DKAN data portal – Endorsed as the Inform Data portal</li> <li>• IRIS assessed as unsuitable for use in the Inform project</li> <li>• Review / Endorse Indicator Reporting tool</li> <li>• Risk register</li> <li>• Co-financing report</li> <li>• Project coordination mechanisms country level</li> <li>• Communications plan and output</li> <li>• Sustainability 2021 and beyond</li> </ul>
4:15pm – 4:30pm	Review of Steering Committee TOR Other Matters
4:30pm – 4:45 pm	Election of new Country Committee Members
4:45pm – 5:00pm	Wrap up and closing remarks <i>Chair</i>

# Steering Committee TOR

## **Roles & Functions**

- Provide policy & strategic oversight
- Review & approve project annual work-plan
- Appraise project issues and advise on measures to resolve identified issues
- Ensure co-financing with partners are adhered to
- Ensure project coordination with all relevant stakeholders
- Promote visibility of project & project results
- Provide guidance on options to sustain project results and outcomes

## **Membership**

- Representative of Implementing Agency (UN Environment)
- Representative of Executing Agency (SPREP)
- Representative from each sub-regional group
  - ❑ 12 month rotational basis

# Steering Committee TOR

## **Chair Selection**

- Country representative
- 12 month rotational basis

## **Procedures**

- Minimum of 5 members (quorum)
- Meet annually to review progress and approve priorities
- Additional meeting on a needs basis
- PMU will serve as Steering Committee Secretariat

# Project Progress

# DKAN data portal



## Inform Regional Data Portal

Environmental Information for Decision Making



[Datasets](#) [About](#) [Groups](#) [Stories](#) [Dashboards](#) [Topics ▼](#)

[Log in](#)



Atmosphere and  
Climate



Land



Biodiversity



Built Environment

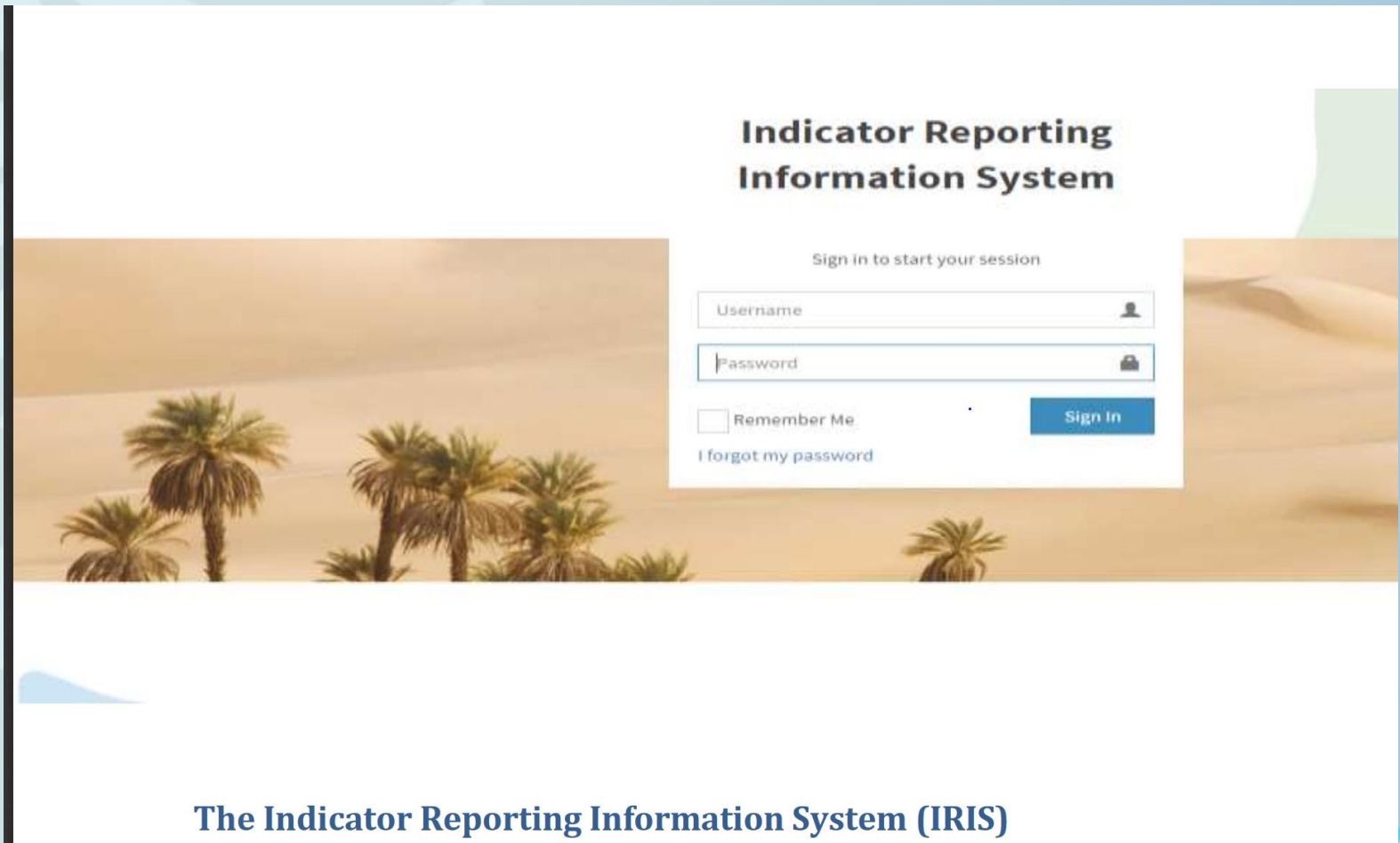


Coastal and Marine



Culture and Heritage

# Iris assessed as unsuitable for use in the Inform Project



**The Indicator Reporting Information System (IRIS)**

# Review/endorse indicator reporting tool



## Cook Islands Indicator State Reporting Database

Home Manage Indicator Frameworks ▾ Populate Indicator States

### Existing Reports

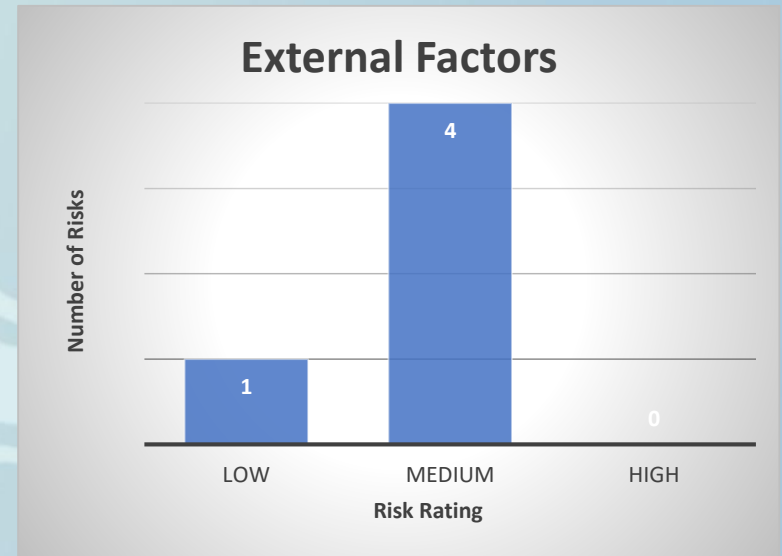
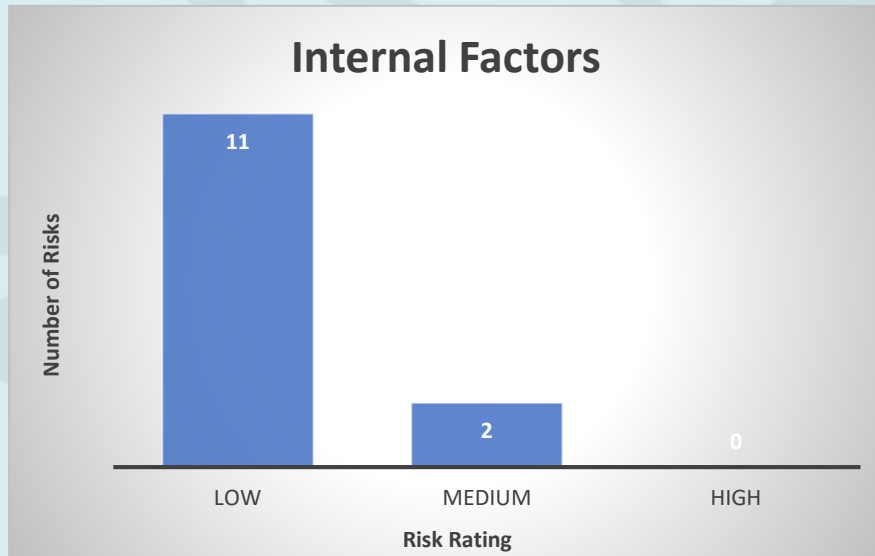
Report Framework	Targets	Completed Indicator States	
State of Environment Report	24	42/42	<a href="#">View Report</a>
Aichi Targets	20	31/31	<a href="#">View Report</a>
Sustainable Development Goals (SDGs)	17	35/35	<a href="#">View Report</a>

- Simplify reporting processes
- Reduce burden on PICs in MEA reporting
- Indicators mapped to multiple reporting obligations
- Ongoing development





# Risk register



## Low

- ✓ Management Structure
- ✓ Governance Structure
- ✓ Workflow
- ✓ Co-financing
- ✓ Financial Management
- ✓ Reporting
- Etc...

## Medium

- ✓ Budget
- ✓ Political Influence

## Low

- ✓ Social/Cultural/Economic factors

## Medium

- ✓ Political Stability
- ✓ Environmental conditions
- ✓ Capacity Issues
- ✓ Technology

# Co-financing report

Project reporting period:		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
Jan 2017		Prior Year	Cash Cofinance		In-kind Cofinance		Total for year		Cummulative
To: Dec 2017		Actual Total	Planned	Actual	Planned	Actual	Planned	Actual	Actual Total
UNEP BUDGET LINE*		A	B	C	D	E	F=B+D	G=C+E	H=A+G
1100	Project personnel					540,282	-	540,282	540,282
1200	Consultants					-	-	-	-
1300	Administrative support					14,483	-	14,483	14,483
1600	Travel on official business (above staff)					16,538	-	16,538	16,538
2100	Sub-contracts (UN entities)					-	-	-	-
2200	Sub-contracts (supporting organizations)					102,648	-	102,648	102,648
2300	Sub-contracts (commercial purposes)					-	-	-	-
3200	Group training (study tours, field trips, workshops, seminars, etc.)					-	-	-	-
3300	Meetings/conferences					98,675	-	98,675	98,675
4100	Expendable equipment					4,359	-	4,359	4,359
4200	Non-expendable equipment					1,603	-	1,603	1,603
4300	Premises (office rent, maintenance of premises, etc.)					106,677	-	106,677	106,677
5100	Operation and maintenance of equipment					108,498	-	108,498	108,498
5200	Reporting costs (publications, maps, newsletters, printing, etc.)					-	-	-	-
5300	Sundry (communications, postage,freight, clearance charges, etc.)					75,917	-	75,917	75,917
5400	Hospitality and entertainment					26,350	-	26,350	26,350
5500	Evaluation (consultants fees/travel/DSA, admin support,etc.)					-	-	-	-
TOTAL COSTS		-	-	-	-	1,096,028	-	1,096,028	1,096,028



## Composition :

1. Countries - USD 600,215
2. SPREP – USD 260,428
3. Other Projects – USD 235,385

# Country-level project coordination mechanisms

Country	Project coordination body
<b>Cook Islands</b>	SoE stakeholder group
<b>Fiji</b>	National Environment Council (NEC)
<b>FSM</b>	Environment Stakeholders
<b>Kiribati</b>	SoE stakeholder group
<b>Nauru</b>	Environment Stakeholders
<b>Niue</b>	SoE stakeholder group
<b>Palau</b>	Ridge to Reef
<b>PNG</b>	CEPA conservation and tech teams
<b>RMI</b>	Coastal Management Advisory Council (CMAC)
<b>Samoa</b>	National Environmental Sector Steering Committee (NESSC)
<b>Solomon Islands</b>	Environment Sector Stakeholders
<b>Tonga</b>	SoE stakeholder group
<b>Tuvalu</b>	Environment Sector Stakeholders
<b>Vanuatu</b>	Environment Sector Stakeholders

# Communications plan and output

- Inform Communications Plan (key audiences, channels, product types)
- Updated Inform website page <https://www.sprep.org/inform>
- Updated Inform project brochure
-  Playlist - Inform Project videos: <https://bit.ly/2wCaID2>  
New video tutorials and interviews!
- Social media posts (Facebook, Twitter, Instagram) 
- Stories on country portals
- Inform missions
  - Press releases and news articles
  - Extra attention to photos

# Sustainability 2021 and beyond

- Friday 21/09/2018: **Session 22 Project Development**
  - Project development and sustainability discussions
  - Inform Phase 2
- Discussion on country issues for tailored support
  - Systems development
  - Systems admin and hosting
  - Data collection protocols and analysis for robust monitoring
  - More?

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