



**GEF Transboundary Waters Assessment Programme (TWAP):  
Aquifers, Lake/Reservoir Basins, River Basins, Large Marine Ecosystems,  
and OpenOcean to Catalyze Sound Environmental Management**



## **TWAP Full Size Project Inception & the 1<sup>st</sup> Project Steering Committee Meeting**

**3-5 April 2013**

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### **Provisional Agenda (DRAFT 25 Mar. 2013)**

#### **Meeting Objectives:**

1. Confirm and adopt the draft terms of reference for the Project Steering Committee (PSC), Scientific and Technical Advisory Group (STAC) and other project entities.
2. Clarify various administrative and financial procedures for the implementation of the TWAP FSP (e.g. project supervision plan, reporting requirements, Co-financing tracking tools, etc.)
3. Review and agree on various other project guidelines, protocols, and practices, such as lines of communications, intellectual property rights, project logo, publishing guidelines, etc.
4. Agree on TWAP Website, data portal and outreach activities—purpose, roles and responsibilities
5. Confirm and adopt any adjustments to the CEO endorsed project documentation e.g. workplan, flow of activities, and related budget.
6. Approve the project's first annual and overall work plans on the basis of the project's logical framework

#### **Expected outcomes of the meeting:**

1. Established PCU and agreed detailed workplan.
2. Established PSC by the primary Executing Agency (DEWA) with approved revised TORs as appropriate.
3. Established Scientific and Technical Advisory Committee (STAC) by the PSC acting on behalf of the primary Executing Agency with approved revised TORs as appropriate.
4. Chairpersons, and membership, and related TORs as well as work programme of the correspondence working groups on cross-cutting issues (governance and socio-economic issues) and Data & Information Management confirmed.
5. Clarity on all administrative and financial procedures and protocols by all project partners
6. Agreed workplan for TWAP website, data portal and outreach activities.
7. Agreement on the required adjustment to the CEO approved documentation to be captured in the Inception Workshop report, including possible adjustment on the work plan and budget both at the project and component levels as well as the logframe.
8. Approved detailed Work Plan for year 1 (2013) of the project and all water systems.

#### **Partner inputs prior to the meeting:**

1. Provide list of representatives' names for the Project Steering Committee (PSC). The PSC will consist of representatives from GEF Secretariat, Government of Finland, UNEP/DEWA, UNESCO-IHP, ILEC, UNEP-DHI, and IOC of UNESCO.
2. Provide list of representatives' names for the Scientific and Technical Advisory Committee (STAC). Members of the STAC will include one internationally recognized expert for each of the five transboundary water systems, one member from the Scientific and Technical Advisory Panel (STAP) of the GEF, the Data & Information Management Specialist from GRID and the two consultants for Cross-

cutting Issues Component.

3. Provide the names of component focal points for correspondence working groups on Cross-cutting Issues (socio-economic issues and governance) and Data and Information Management.
4. Submit confirmed annual and overall component workplans and budget to the TWAP Secretariat by 22 March 2013, to allow the secretariat to compile an aggregated project workplan for PSC approval.
5. Adjust the component approved CEO documents (e.g. logframe etc.) for presentation at the meeting.

Day one– Wednesday, 3 April 2013		
Welcome, introductions and overview of project:		
TIME	ACTIVITY	RESPONSIBILITY
09:00–09:45	<p><b>Item 1:</b> Welcome and opening of the meeting</p> <ul style="list-style-type: none"> <li>- Welcoming remarks by host UNEP-DHI</li> <li>- Remarks by Implementing Agency, UNEP/DEPI</li> <li>- Remarks by Main Executing Agency, UNEP/DEWA</li> </ul> <p>Roundtable: Self introduction and brief description of partner agencies/institutions.</p>	<p>UNEP</p> <p>Director of DHI (tbc)</p> <p>Isabelle Vanderbeck, Task Manager, UNEP/DEPI</p> <p>Fatoumata Keita-Ouane, UNEP/DEWA (<i>Chair</i>)</p> <p>All participants</p>
09:45-10:00	<p><b>Item 2:</b> Meeting objectives and project overview</p> <ul style="list-style-type: none"> <li>2.1 Overview of meeting objectives and main outcomes and outputs</li> <li>2.2 Project overview/status</li> <li>2.3 <i>Any other issues for the attention of PSC or the secretariat</i></li> </ul>	<p>UNEP/DEWA,</p> <p>Partner agencies</p>
10:00-10:30	<p><b>Item 3:</b> Update on the GEF-6 Strategy Formulation, TWAP input to the process, and GEF's expectations for the preliminary results to be delivered in September 2013</p>	<p>Isabelle Vanderbeck, Task Manager, UNEP/DEPI</p>
<b>10:30-11:00</b>	<b>Coffee break</b>	
Project Steering Committee (PSC), Scientific and Technical Advisory Committee(STAC) and other project entities		
11:00-11:30	<p><b>Item 4:</b> Membership and draft Terms of Reference for the Project Steering Committee (PSC)</p> <ul style="list-style-type: none"> <li>4.1 Membership of the committee</li> <li>4.2 Chairperson and a Vice-Chairperson</li> <li>4.3 Terms of reference of the committee</li> <li>4.4 Rules of procedure</li> <li>4.5 Meeting arrangements</li> </ul> <ul style="list-style-type: none"> <li>❖ <i>Document No. 04: Proposed list of members for PSC, STAC and Correspondence Working Groups</i></li> <li>❖ <i>Document No. 05: TOR and Rules of Procedure for the PSC</i></li> </ul>	<p>UNEP/DEWA,</p> <p>Partner Agencies</p>
11:30-12:00	<p><b>Item 5:</b> Membership and draft Terms of Reference for the Scientific and Technical Advisory Committee (STAC)</p> <ul style="list-style-type: none"> <li>❖ <i>Document No. 04: Proposed list of members for PSC, STAC and</i></li> </ul>	<p>PSC, Partner Agencies</p>

	<p><i>Correspondence Working Groups</i></p> <ul style="list-style-type: none"> <li>❖ <i>Document No. 06: TOR for the STAC</i></li> </ul>	
12:00-12:30	<p><b>Item 6:</b> Membership of Correspondence working groups on:</p> <ul style="list-style-type: none"> <li>6.1 Governance</li> <li>6.2 Socio-economic issues</li> <li>6.3 Data and Information Management</li> </ul> <ul style="list-style-type: none"> <li>❖ <i>Document No. 04: Proposed list of members for PSC, STAC and Correspondence Working Groups</i></li> <li>❖ <i>Document No. 07: TOR for the CWG on DIM</i></li> </ul>	UNEP/DEWA, Partner Agencies
<b>12:30-13:30</b>	<b>Lunch break</b>	
<b>Monitoring, reporting and evaluation (MRE) processes and procedures</b>		
13:30-15:00	<p><b>Item 7:</b> MRE processes and procedures</p> <ul style="list-style-type: none"> <li>7.1 Project Co-ordination Unit (PCU) in DEWA</li> <li>7.2 Overview of Project Coordination and Supervision Plan and UNEP &amp; GEF M&amp;E Responsibilities and Events</li> <li>7.3 UNEP &amp; GEF reporting requirements</li> <li>7.4 Reporting and other templates: Cash advance, Progress report, Project implementation review (PIR), Final report, Half-yearly Expenditure statement, Co-finance tracking tool</li> </ul> <ul style="list-style-type: none"> <li>❖ <i>Document No. 08: TOR for the PCU</i></li> <li>❖ <i>Document No. 09: Project Supervision Plan</i></li> <li>❖ <i>Document No. 10: M&amp;E Plan</i></li> <li>❖ <i>Document(s) No. 11: Reporting Templates</i></li> <li>❖ <i>Document No. 12: Co-finance tracking tool</i></li> <li>❖ <i>Document No. 13 Summary of reporting requirements and responsibilities</i></li> </ul>	UNEP/DEWA, PCU, Isabelle Vanderbeck, Task Manager
<b>15:00-15:30</b>	<b>Coffee break</b>	
<b>Other Project Management Issues</b>		
15:30-17:00	<p><b>Item 8:</b> TWAP Website and Data Portal</p> <ul style="list-style-type: none"> <li>9.1 Roles and responsibilities related to the project website</li> <li>9.2 Purpose and URL of the project website</li> <li>9.3 TWAP Data Portal, data sharing and visualization of assessment results</li> <li>9.4 Links to other existing systems</li> </ul>	UNEP/DEWA
<b>Day two – Thursday, 4 April 2013</b>		
<b>TWAP website, data portal and outreach activities</b>		
09:00-10:30	<p><b>Item 9:</b> Outreach: Project guidelines, protocols and practices</p> <ul style="list-style-type: none"> <li>9.1 Lines of communication</li> <li>9.2 Project Logo</li> </ul>	UNEP/DEWA, Isabelle Vanderbeck, Task Manager

	<p>9.3 UNEP&amp; GEF Publishing guidelines</p> <p>9.4 Assessment Reports</p> <p>9.5 Intellectual Property Rights (IPR)</p> <p>9.6 Newsletter</p> <p>9.7 Visibility of the TWAP in major forthcoming events (e.g. IWC-7, GWSP and WWW 2013 &amp; 2014 in Stockholm)</p> <p>❖ <i>Document No. 14: TWAP Organigram and Project Structure</i></p>	Partner Agencies
<b>10:30-11:00</b>	<b>Coffee break</b>	
<b>Component Workplans</b>		
11:00-11:10	<p><b>Item 11:</b> Introduction: Component Costed Workplans and overall workplans</p> <p>❖ <i>Document No. 15: Draft Revised Costed Workplans 2013 and Overall Workplan for TWAP FSP</i></p>	UNEP/DEWA
11:10-11:30	<b>Item 11.1:</b> Transboundary Aquifers: detailed year one costed workplan and overall adjusted component workplan as appropriate	UNESCO-IHP
11:30-11:50	<b>Item 11.2:</b> Lakes and reservoirs: detailed year one costed workplan and overall adjusted component workplan as appropriate	ILEC
11:50-12:10	<b>Item 11.3:</b> River Basins: outcomes from the kick-off meeting and detailed year one costed workplan and overall adjusted component workplan as appropriate	UNEP-DHI-Centre
12:10-12:30	<b>Item 11.4:</b> Large Marine Ecosystems: outcomes from the kick-off meeting and detailed year one costed workplan and overall adjusted component workplan as appropriate	UNESCO-IOC
<b>12:30-13:30</b>	<b>Lunch break</b>	
<b>Component Workplans</b>		
13:30-13:50	<b>Item 11.5:</b> Open Ocean: outcomes from the kick-off meeting and detailed year one costed workplan and overall adjusted component workplan as appropriate	
13:50-14:10	<p><b>Item 11.6:</b> Cross-cutting issues</p> <p>10.1 Governance</p> <p>10.2 Socio-economic issues</p> <p>10.3 Other cross-cutting issues</p>	Robin Mahon Liana Talaue McManus
14:10-14:30	<b>Item 11.7:</b> Data and Information Management: detailed year one costed workplan and overall adjusted component workplan as appropriate	UNEP/DEWA
14:30-15:00	<p><b>Item 11.8:</b> Discussion on component costed workplans and any other proposed required adjustments to the CEO approved documents e.g.</p> <p>11.8.1 Interactions between water systems</p> <p>11.8.2 Quantifying and costing of inter-system and -component meetings</p> <p>11.8.3 Refinement of the logframe</p> <p>11.8.4 Aggregated Costed workplan and overall workplan</p>	UNEP & Partners
<b>15:00-15:30</b>	<b>Coffee break</b>	
15:30-17:00	<b>Item 12:</b> Discussion on Common issues	All participants

	<p>12.1 Cross-cutting issues/linkages amongst systems</p> <p>12.2 Harmonization and presentation of overall assessment results</p> <p>12.3 Prioritization of different water systems and identification of specific water systems exhibiting the greatest risk or sensitivity</p> <p>12.4 Preliminary results to be delivered in September 2013 (purpose, content, structure, Etc.)</p>	
<b>Day 3 - Friday, 5 April 2013</b>		
<b>Project management and Administration:</b>		
9:00-10:30	<b>Item 13:</b> Aggregated overall workplan and detailed annual workplan (All nine components) and possible amendments	All participants
<b>10:30-11:00</b>	<b>Coffee break</b>	
11:00-12:30	<b>Item 13 continued (if needed) and drafting time:</b> <i>PCU and the components to incorporate any further changes required to the workplans and finalize the action points</i>	UNEP/DEWA, Partner Agencies
<b>12:30-13:30</b>	<b>Lunch break</b>	
13:30- 14:00	<b>Item 14:</b> Summary of major discussion and action points for all agenda items. <p>14.1 Summary of major discussion</p> <p>14.2 Action points</p> <p>14.3 Next steps, work schedule and responsibilities of <i>(i) the Components and (ii) the TWAP Secretariat/PCU</i> to complete and finalize the inception report and workplans</p>	UNEP/DEWA & Partners
14:00-14:30	<b>Item 15:</b> AOB	UNEP/DEWA & Partners
14:30	Closure of meeting	UNEP/DHI