



**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 & First Project Steering Committee Meeting

3-5 April 2013

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Provisional Annotated Agenda (DRAFT 25 Mar. 2013)

DAY 1 – 3 April 2013

[09:00-09:45] Item 1: Welcome and opening of the meeting

The Chair will open the meeting by inviting UNEP-DHI and the implementing agency (UNEP/DEPI) to make their opening remarks, followed by opening remarks by UNEP/DEWA. All participants are invited to introduce themselves and briefly describe their agencies

[09:45-10:00] Item 2: Meeting objectives and project overview

DEWA (PCU) will introduce the objectives and expected outcomes of the meeting (Item 2.1) and provide a brief background to the project (Item 2.2). Partner agencies are invited to propose any other issues for the attention of the PSC and the secretariat (Item 2.3).

Outcome: Adoption of Agenda

[10:00-10:30] Item 3: 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

UNEP Task Manager, Isabelle Vanderbeck, will give a presentation on the current status of the GEF-6 Strategy Formulation and TWAP input to the process. Clarification on GEF's expectations for the preliminary results of TWAP that are to be delivered by September 2013.

[11:00-11:30] Item 4: Membership and draft Terms of Reference for the Project Steering Committee (PSC)

As this is the 1st meeting of the Project Steering Committee (PSC), the Chair will introduce the proposed members of the PSC (Document No. 04). Following the PSC TOR and the TWAP FSP Project Document, the PSC shall consist of representatives of the core partners, i.e. partners with execution responsibility. UNEP, the GEF secretariat and the Government of Finland shall designate an individual to serve as *ex officio* members of the committee. PSC shall elect a Chairperson and a Vice-Chairperson from amongst its full members. The PCU shall act as Secretariat for the Committee.

UNEP proposes that DIM, governance and socio-economic coordinators are included in the PSC as full members.

The TOR and Rules of Procedure, as well as meeting arrangements will be discussed and agreed upon (Document No. 05).

Outcome: PSC established by the primary Executing Agency (DEWA) and adjusted TOR and Rules of Procedure adopted

[11:30-12:00] Item 5: Membership and draft Terms of Reference for the Scientific and Technical Advisory Committee (STAC)

The Chair will introduce the proposed members of the STAC (Document No. 04). The STAC will consist of (i) one internationally recognized expert for each of the designated transboundary water body types serving in their personal capacity; (ii) one member from the Scientific and Technical Advisory Panel (STAP) of the GEF; (iii) the Data and Information Management specialist from Grid responsible for the Data and Information Management component of the project; and (iv) the two consultants as the Chairpersons of the correspondence working groups for governance; and for the socio-economic and cross-cutting issues.

UNEP proposes that DIM, governance and socio-economic coordinators are replaced with recognized experts, external to the project.

The TOR and meeting arrangements for the STAC will be discussed and agreed upon.

Outcome: The PSC will formally establish the STAC and its adjusted TOR shall be adopted (Document No. 06).

[12:00-12:30] Item 6: Membership of Correspondence working groups on (i) Governance, (ii) Socio-economic issues and (iii) Data and Information Management

The Chair will introduce the chairpersons and proposed members for the Correspondence Working Groups on Governance (Item 6.1), Socio-economic issues (Item 6.2) and Data & Information Management (Item 6.3). The CWG chair persons will introduce the TORs of the CWGs.

Outcome: Chairpersons and members for the Correspondence Working Groups and work programme and meeting arrangements shall be agreed upon and adopted.

[13:30-15:00] Item 7: Monitoring, reporting and evaluation (MRE) processes and procedures

The PCU and the Task Manager) will introduce the composition, TOR and workplan of the PCU (Document No. 07), as well as present the Project Supervision Plan (Document No. 09). Items on the plan will be discussed one by one, simultaneously covering the reporting requirements, M&E Plan and co-financing tracking tool Documents No. 10, 11, 12 and 13). The PCU and the Task Manager will address any questions the components may have. Discussion shall continue after the coffee break.

Outcome: At the end of this session, the PCU workplan shall be adopted and reporting requirements should be understood and accepted by all, and approved by the PSC.

Outcome: (1) Adoption of PCU workplan. (2) Monitoring, reporting and evaluation processes and procedures are understood by all and approved by PSC

[15:30-17:00] Item 8: TWAP Website and Data Portal

DEWA will give a brief introduction on TWAP Website and Data Portal. The roles and responsibilities of maintaining and updating the website and Functionalities of the TWAP Data Portal for data sharing and visualization of assessment results will be discussed. An action plan for the DIM CWG will be agreed upon.

Outcome: Agreed Plan for TWAP website and data portal development

DAY 2 – 4 April 2013

[09:00-10:30] Item 9: Outreach: Project guidelines, protocols and practices

The Task Manager and the PCU will present the Project organigramme and lines of communication (Document No. 14). The PSC shall discuss TWAP logo and agree on the way forward. UNEP's newly updated Publishing Guidelines will be presented and the PSC shall agree on the publishing procedure (e.g. use of UNEP, GEF, TWAP and partners logos and the procedure to approve any material produced). Published documents, such as the Assessment Results, will be discussed. The PSC and partners will discuss any IPR issues that may concern them or their other partners.

The PSC will agree on an action plan to enhance visibility of TWAP, e.g. newsletters and participation in major forthcoming events (e.g. IWC-7, GWSP and WWW in Stockholm).

Outcome: The PSC shall confirm project protocols and practices on (1) Lines of communication, (2) Project Logo, (3) UNEP& GEF Publishing guidelines, and (4) Intellectual Property Rights (IPR), and (5) agree on a plan for outreach activities

[11:00-15:00] Item 11: Introduction: Component Costed Workplans and overall workplans

[11:00-11:10] The Component Coordinators will be invited to present their costed workplans for the first year and revised overall workplans. Those components that have already held their kick-off meetings (i.e. Rivers, LMEs and OO) will be given an opportunity to report the outcomes of their kick-off meetings (Documents No. 15).

[11:10-12:30] Transboundary Aquifers, Lakes and reservoirs, River Basins and LMEs will present their detailed year one costed workplans and overall adjusted component workplans as appropriate (approx. 20 min each).

[13:30-14:30] Item 11.4: Open Ocean, Cross-cutting issues and DIM Components will present their detailed year one costed workplans and overall adjusted component workplans as appropriate.

[14:30-15:00] The components will be invited to discuss the costed workplans and any other proposed required adjustments to the CEO approved documents e.g. Interactions between water systems, Quantifying and costing of inter-system and -component meetings; Refinement of the Logframe; Aggregated Costed workplan and overall workplan.

[16:30-17:00] Item 12: Discussion on Common issues

The components will discuss common issues, i.e. cross-cutting issues and linkages amongst systems and harmonization of assessment results.

Concept of priority, as applied within TWAP will also be discussed. The notion of prioritization implies that, utilizing the individual assessment methodologies, the components will identify specific water systems exhibiting the greatest risk or sensitivity to degradation and/or overexploitation or, alternatively, will provide the GEF with a means of doing so. All working groups should have a common understanding of the concept of priority, in order to avoid providing a confusing message to the GEF regarding the individual water systems exhibiting the greatest 'priority.'

Preliminary results are expected to be delivered in September 2013. The purpose, content, structure etc. will be discussed and clarified.

| Common issues that have been indirectly discussed over the past two days will be summarized.

Outcome: At the end of this session, the PSC and the component representatives should be able to advise the Secretariat, whether any further changes concerning the common issues are needed in the workplans. The components will have a better understanding of the expectations regarding the concrete inputs to be delivered in September 2013.

DAY 3 – 5 April 2013

[09:00-10:30] Item 13: Aggregated overall workplan and detailed annual workplan (All nine components) and possible amendments

The PCU (Joana/Kaisa) will present the aggregated costed workplan and overall workplan, where all inputs and agreed adjustments from the previous day have been incorporated, if time permits. Any further editing required will be done in Nairobi

Outcome: It is expected that PSC will approve the costed workplans and any other adjustments to the CEO approved documents under the condition that comments, if any, are incorporated.

[11:00-12:30] Item 13 continued, if needed, and drafting time:

In the event that there are any further comments for the components to incorporate in their workplans, this time may be used to refine the documents. The Secretariat will compile and finalize action points for all agenda items.

[13:30-14:00] Item 14: Summary of major discussion and action points for all agenda items will be given. The PSC shall agree on next steps, work schedule and responsibilities of (i) the Components and (ii) the TWAP Secretariat/PCU to complete the inception report and annual workplans

Outcome: The PSC shall agree on the next steps and schedule to complete the inception report and the revised workplan.

[14:00-14:30] Item 15: Any other business. (AOB)

Any other business agreed upon will be discussed.

[14:30] Item 16: Closure of meeting