

**GLOBAL ENVIRONMENT FACILITY
UNITED NATIONS DEVELOPMENT PROGRAMME
SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

**THE INTERNATIONAL WATERS PROJECT
IMPLEMENTING THE STRATEGIC ACTION PROGRAMME (SAP) FOR THE INTERNATIONAL WATERS OF THE PACIFIC SMALL
ISLAND DEVELOPING STATES**

THIRD MULTIPARTITE REVIEW

[Apia, Samoa]
5-9 July 2004

**Fourth National Coordinator's Meeting
5-7 July 2004**

Provisional Schedule

	Monday 5th	Tuesday 6th	Wednesday 7th
8:30-10:00	Opening Item 1. National project reports – achievements to date	Item 4. Monitoring (cont.) • National activities and Logframe Outputs - reconciliation • GEF/IW indicators and the IWP	Item 4. Monitoring • National M&E Plans (report back – freshwater, fisheries, waste and multiple focal area examples)
10:00-10:30	Break		
10:30-12:00	Item 1. National project reporting (cont.) Item 2. Project overview	Item 4. Monitoring (cont.) • IW indicators and IWP ICWM focal issues	Item 5. Evaluation • Evaluation (overview) Item 6. Other M&E considerations • Output Reporting • Information management
12:00-13:00	Lunch		
13:00-15:00	Item 3. Summary financial report Item 4. Monitoring • Generic considerations [Logframe, Project outputs, M&E and GEF/IW indicators]	Item 4. Monitoring (cont.) • Focal group indicators for the IWP (working session)	Item 7. Other business
15:00-15:30	Break		
15:30 17:00	Item 4. Monitoring (cont.)	Item 4. Monitoring (cont.) • Focal group indicators and national adaptation (working session to draft national M&E Plan)	Other business (cont.) Next Meeting Summary Record Close of Meeting

Fourth National Coordinator's Meeting (NCM-4)

5-7 July 2004

Annotated Agenda

Item 1

This item provides an opportunity for IWP National Coordinators to provide an update on progress with implementation of their respective projects – focusing on activities undertaken in the last 12 months – with emphasis on achievements and impacts as broadly anticipated in the Project Document. An outline of partnership arrangements that have been put in place, collaborative activities undertaken with other government-sponsored projects (such as those underway in Lead Agencies), or external partners (such as NGOs), could be reported on. Major tasks and issues likely to arise in the next 12 months could also be described. A template has been circulated to assist with standardized reporting.

Item 2

The Project Manager will provide an update on other components of the Project. A summary of major activities undertaken during the last 12 months, including efforts to address the recommendations of the 2003 Mid-term Evaluation, will be presented. Emphasis will be on achievements and impacts. Discussion to confirm issues requiring priority attention in the next 12-month period will be encouraged.

Item 3

The Project Manager will present a summary financial report for the Project. The NCM will be asked to provide guidance on re-programming accumulated funds through the remainder of the Project for subsequent consideration by the MPR.

Item 4

The focus of NCM-4 is on monitoring and evaluation (M&E). The aim of this working session is to review the objectives of the Project, commencing with the Logical Framework. The subsequent MPR will be asked to endorse the Logframe as revised (if necessary) by NCM4. The Meeting will work over several sessions covering the planning and design of M&E activities under the GEF International Waters Focal Area, discussion of indicators and how they could be applied to monitor project activities in the Project focal areas (freshwater, waste and coastal fisheries (including mpas) - or multiple focal areas), and the drafting M&E plans for national projects. This agenda item will include plenary presentations, facilitated working group sessions, individual task work and reporting back to the meeting.

Item 5

This session will briefly discuss the schedule, objectives and role for Project evaluations.

Item 6

Output-based activities

A M&E plan should assist National Coordinators identify priority areas that will require their support during the remainder of the Project. This will involve the selection of a series of outputs that will contribute to achieving the objectives of the Project. If this can be done successfully there will be a good basis for moving from a standard project administration format, based on inputs to support a diverse range of activities, to an output-based approach supporting real achievements and impacts.

Information and knowledge management

Managing information and knowledge is a critical consideration in the implementation of projects such as the IWP. Although information management needs will vary among IWP participating countries a broad strategy for information and knowledge management is essential. This brief session will review the information management framework for the IWP – providing a basis for participating countries to strengthen information and knowledge management in support of their national activities – and improve their effectiveness in contributing to the overall goals of the Project.

Item 7

This session is to take up issues that have been identified by National Coordinators as warranting group discussion and clarification.