

**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**

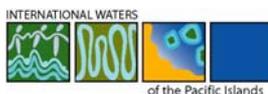
THIRD MULTIPARTITE REVIEW

**[Apia, Samoa]
8-9 July 2004**

Attachment F

Agenda

- a) Opening Prayer
- b) Welcome Remarks [Mr Asterio Takesy, Director, SPREP]
- c) Keynote Address, Hon. Tagaloa Tuala Tagaloa, Minister for Natural Resources and Environment, Samoa
- d) Opening Remarks [Ms. Joyce Yu, Resident Representative, UNDP]
- e) Selection of Chair
- f) Apologies
- g) Procedural Issues
- h) Introduction of participants
- i) Adoption of Agenda
 - 1. Project Status Report
 - a. Oceanic Component – Phase I (FFA or SPC)
 - i. Terminal Evaluation – OFM Component (Phase I)
 - b. Coastal Component ((SPREP/PCU)
 - i. Issues Arising from MPR2 and the 2003 Mid-Term Evaluation
 - c. Annual Progress Report/Project Implementation Report
 - 2. Financial Report
 - 3. Report from the 4th National Coordinator's Meeting
 - i. Logframe review
 - ii. M&E Plan(s)
 - iii. Other matters
 - 4. Lessons learned
 - 5. Other Business
- j) Next Meeting
- k) Summary Record
- l) Close of Meeting



Annotated Agenda

Opening Prayer

The Project Manager, Andrew Wright, will invite participants to take their seats for The Reverend Nuuausala Siutaia from the Apia Protestant Church to commence the meeting with a prayer.

Welcome Remarks [Mr Asterio Takesy, Director, SPREP]

The Director will be invited to present his Welcome Remarks and introduce the Hon, Tagaloa Tuala Tagaloa, Minister for Natural Resources and the Environment, Samoa, to deliver a Key Note Address.

Keynote Address, Hon. Tagaloa Tuala Tagaloa, Minister for Natural Resources and Environment, Samoa

The Minister will present his Key Note Address and invite Ms Joyce Yu, UNDP Resident Representative for Cook Islands, Niue, Samoa and Tokelau to present Opening Remarks on behalf of UNDP.

Opening Remarks [Ms. Joyce Yu, Resident Representative, UNDP]

Ms Yu will present her address and invite the MPR to select a chairperson.

Selection of Chair

The person accepting selection as Chair will call the meeting to order.

Apologies

The Chair will invite the PCU to advise the MPR of any apologies received.

Procedural Issues

The Chair will advise the MPR of proposed meeting times as presented in the draft Meeting Schedule which is included in the Meeting documentation. The Meeting will be invited to propose any changes to those Meeting times which should be agreed by consensus.

Introduction of participants

The leader of each delegation will be invited to introduce themselves, and the members of their delegation, to the Meeting.

Adoption of Agenda

The Chair will invite the Meeting to consider the Draft Agenda, propose refinements and adopt it. Adoption should be moved and seconded from the floor.

Project Status Report

Oceanic Component – Phase I (FFA or SPC)

The Chair will invite SPC's Oceanic Fisheries Programme Manager, Dr John Hampton, to present a status report for the OFM Component of the Project. Dr Hampton will be

presenting on behalf of both SPC and FFA. The MPR will be invited to comment on Dr Hampton's presentation and the status of the Project.

Terminal Evaluation – OFM Component (Phase I)

The Chair will invite the Project Manager, Andrew Wright, to introduce the Terminal Evaluation report for the OFM component of the Project. Following Mr Wright's presentation, Dr Hampton will present a joint FFA/SPC response to the Evaluation. He will update the MPR on the status of the design for Phase II for the OFM Component. The MPR will be invited to comment on the Evaluation findings and the status of the Phase II design work.

Coastal Component ((SPREP/PCU)

The Project Manager, Andrew Wright, will present a status report for the ICWM Component of the Project. The presentation will focus on achievements and outcomes. At the conclusion of the presentation the MPR will be invited to comment on the status of Project implementation at both regional and national scales and discuss issues that may be constraining effective Project implementation. The MPR will note that the Project effectively has only two years remaining and that planning for any activities to replicate the ICWM achievements, and promote the sustainability of Project outcomes, will require increasing attention in 2005.

Issues Arising from MPR2 and the 2003 Mid-Term Evaluation

Following a presentation by the Project Manager, Andrew Wright, the MPR will be asked to comments on the efforts of the Project to address the recommendations of the 2003 Mid-Term Evaluation for the ICWM Component of the Project.

Annual Progress Report/Project Implementation Report

This Report is an annual requirement for all UNDP-implemented Projects. Following a brief presentation by the Project Manager, Andrew Wright, MPR participants will be asked to suggest improvements, or propose refinements, to the Report. Following the MPR the SPREP will formally submit the APR/PIR to UNDP.

Financial Report

The Project Manager, Andrew Wright, and the Project Accountant, Mr Rama Va'a, will present a summary of Project finances focusing on the previous 12 months drawdown of funds and revisions to support Project activities through to the conclusion of the Project in December 2006. UNDP staff will participate in discussion to respond to any comments raised by officials in relation to Project finances.

Report from the 4th National Coordinator's Meeting

The Chair will invite the chairperson of the 4th National Coordinator's Meeting to present a brief overview of the discussions and conclusions of NCM4. The presentation will focus on the Project Logframe, which will have been reviewed during the NCM4, Project Monitoring and Evaluation Plans, which will have been produced by the NCM4, and any additional matters identified by National Coordinators as benefiting from discussion at the MPR. The MPR will be asked to comment on, refine as necessary, and adopt the Logframe as revised.

Lessons learned

The Chair will invite the PCU's Community Assessment and Participation Specialist, Dr Natasha Stacey, to present a brief overview of work in progress relating to the documentation of lessons learned and best practice. The intention is to build on this document throughout the remainder of the Project. To ensure a satisfactory outcome in relation to documenting lessons learned and best practice it is essential that national components of the project ensure that their project activities are also well documented. The MPR may wish to discuss how best to improve on this aspect of the Project?

Other Business

During MPR discussions the Chairman, participating officials or UNDP, may identify an issue, or issues, that would benefit from dedicated discussion during the MPR. This agenda item is included to support discussion on ad hoc matters that are either proposed at the start of the Meeting or arise during the Meeting.

Next Meeting

MPR Meetings are annual events, As a result the next MPR will be scheduled, at a mutually convenient time, in the June to July period 2005. The Chair may invite the Meeting to consider a venue for that Meeting?

Summary Record

The PCU will produce a draft Summary Record of Discussion for the MPR. This will be presented to the Meeting for review. The Chair will invite refinements and modifications. Once the review of the draft is completed the Chair will invite its adoption of the Summary record by the Meeting. Adoption should be moved and seconded from the floor.

Close of Meeting

The Chair and other Meeting participants may wish to make a closing statement. Any such statements can be included in the Summary Record if requested.