



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

PACIFIC CLIMATE CHANGE CENTRE ADVISORY BOARD VIRTUAL MEETING

4 December 2020
2pm-3pm Samoa time
Pacific Climate Change Centre
Apia, Samoa
Online Conference

ANNOTATED AGENDA

ITEM 1: OPENING

The Chair of the Advisory Board, a representative of SPREP will open the meeting by calling to order

Action Required: None

I. APOLOGIES

The Chair may invite the Secretariat to announce any apologies from any Member of the Board.

II. ADOPTION OF THE AGENDA

The Chair will request the members to agree to the draft agenda for the meeting

Action Required: *The agenda can be adopted by members as proposed or with amendments.*

Item 2: MINUTES AND MATTERS ARISING FROM THE LAST ADVISORY BOARD MEETING

The Secretariat will submit the draft minute of the last meeting attached as *PCCC/4/12/2020Minutes2019* The Chair may invite the Secretariat to take the members through the last recorded minutes and matters arising or take it upon himself at his discretion.

Action Required: *Members will be required to adopt the minutes and endorse the matters arising from the last meeting.*

ITEM 3 – SUBSTANTIVE MATTERS

I: Updates: Impacts of COVID-19 and activity, October – December 2020

The Chair will invite the PCCC Manager to present a condensed summary in a report format of the PCCC progress from October – December 2020. The report will be summary highlights of progress. The report is attached as *PCCC/4/12/2020Updates*

Action Required: Members will be required to endorse the report and commend the progress made in line with the discussions.

II: PCCC Workplan 2020/2023

The Chair will invite the PCCC Manager to present the PCCC Workplan 2020-2023 for consideration by the members. The workplan is attached as *PCCC/4/12/2020Workplan*. The workplan was developed from the PCCC Business Plan and Strategy 2018

Action Required: Members will be required to provide feedback to the document attached as *PCCC/4/12/2020Workplan* with or without any amendments as per the discussions that proceeds during the meeting.

II Online e-learning Platform

The Chair will invite Dr Sala George Carter/ Ms Filomena Nelson to provide a presentation on the e-learning platform to the Members.

Action Required: Members will be invited to provide feedback to the online e-learning platform.

III: PCCC Theory of Change

The Chair will invite the Manager PCCC to present the Theory of Change for the PCCC. The document is attached as *PCCC4/12/2020TheoryofChange*. The Theory of Change was developed out of the Workplan 2020-2023.

Action Required: Members will be invited to provide feedback to the Theory of Change or make amendments.

IV: Draft TOR for the Advisory Board

The Chair will invite Members to provide comments on the draft TOR which was developed in August 2019. It is attached at *PCCC/4/12/2020TORAdvisoryBoard*

Action Required: Members will be required to approve the TOR and/or provide further recommendations in the document attached as *PCCC/4/12/2020TORAdvisoryBoard*

V: Draft M & E Framework

The Chair will invite the Ms Ella Strachan/ Mrs Ofa Kaisamy to present the M&E framework for consideration by the Members.

Action Required: Members will be required to provide feedback on the presentation.

VI: Risk Register Updates

The Chair will invite the Manager PCCC to present the risk matrix updates for information and consideration of the Members. The Risk Register is attached as *PCCC/4/12/2020RiskRegister*

Action Required: Members will be required to provide feedback to the risk register updates *PCCC/4/12/2020RiskRegister*

ITEM 4 – OTHER MATTERS

The Chair may invite members to bring any additional agenda items of relevance and importance that is not listed above.

I. Next Meeting Date

The Chair may invite Members to provide tentative date for the next meeting

II. Closing

The meeting shall end in an hour.
