

**GLOBAL CLIMATE CHANGE ALLIANCE:  
PACIFIC SMALL ISLAND STATES PROJECT**

**Funded by the European Union**

**Implemented by the Secretariat of the Pacific Community**

**ANNUAL REPORT**

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## **LIST OF ABBREVIATIONS**

AusAID	Australian Agency for International Development
CROP	Council for Regional Organisations in the Pacific
EU	European Union
FSM	Federated States of Micronesia
GCCA	Global Climate Change Alliance
GCCA: PSIS	Global Climate Change Alliance: Pacific Small Island States project
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
NGO	Non-governmental organisation
PIFACC	Pacific Islands Framework for Action on Climate Change
PIFS	Pacific islands Forum Secretariat
SPC	Secretariat of the Pacific Community
SPREP	Secretariat of the Pacific Regional Environment Programme
UNDP	United Nations Development Programme
USAID	United States Agency for International Development

## EXECUTIVE SUMMARY



Participants at GCCA: PSIS Steering Committee Meeting 27 - 28 May 2012

### Background

The Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project is funded by the European Union (EU) and implemented by the Secretariat of the Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment Organisation (SPREP). The project budget is €11.4 million. The implementation period for the GCCA: PSIS project is from the date of signature of the agreement, 19 July 2011, to 19 November 2014.

The overall objective of the GCCA: PSIS project is to support the governments of nine Pacific smaller island states, namely Cook Islands, Federated States of Micronesia (FSM), Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change. The purpose of the project is to promote long term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery on climate change at the national and regional level.

The project approach is to assist the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. This has the added advantage of helping countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

This Annual Report documents the activities conducted during the first year, July 2011 to June 2012, of the GCCA: PSIS project.

## **Project Activities**

### **Implementation of National Adaptation Projects Supported by Mainstreaming**

- *Research and assessment:* Climate Change Profiles have been prepared in collaboration with stakeholders in each country and uploaded to the project website. These Climate Change Profiles are specific in nature and seek to inform the GCCA: PSIS project about past, present and future climate change activities, and especially how they are funded and coordinated. These are helping the countries and the project team identify specific sectors where the GCCA: PSIS project activities should be focused.
- *Identification of project focus areas:* Inception visits, sometimes in collaboration with other CROP (Council for Regional Organisations in the Pacific) agencies, have been made to six of the nine countries between February and June 2012. Focus areas for country led activities have been identified in four countries: FSM – integrated coastal management; Kiribati – health; Nauru – freshwater; Tonga – integrated coastal management. Project Concept Notes have been prepared for the activities in Nauru and Tonga.
- *Arrangements for national coordination of project activities:* An over-arching Letter of Agreement that guides the project activities in country, including arrangements for national coordination and project financing, has been prepared. Four countries, Cook Islands, FSM, Kiribati and Tonga, have advanced this Letter of Agreement through their national legal processes and the other countries are in the process of doing likewise.
- *Awareness and visibility:* Four climate change adaptation documentaries and one regional documentary are being prepared. The focus of the national documentaries is on: health and climate change (Cook Islands); food security and climate change (FSM); waste management, growing populations and climate change (Kiribati); water and climate change (Tuvalu). Filming of video footage is underway and is being combined with media training.

### **Building Regional Capacity for Delivery of Streamlined Adaptation Finance, Targeted Technical Assistance and Climate Change Information to Countries**

- *Assistance to SPREP to develop climate change knowledge tools:* An agreement covering this activity has been signed, funds transferred and an individual recruited. The officer's work plan has been agreed and will focus largely on populating the Climate Change Portal with relevant information as well as other regional coordination activities.
- *Development of streamlined climate change finance:* A synthesis of each country's status of public finance management, performance reports and public expenditure and financial accountability has been included in each Climate Change Profile. The project has worked closely with the Pacific Islands Forum Secretariat (PIFS) in the preparation of the climate change finance study for Nauru. Four requests for technical assistance in the area of climate change finance have been received (from Cook Islands, Kiribati, Tonga and Tuvalu).
- *Collaboration with development partners in project delivery:* The project is being delivered in accordance with SPC's Climate Change Engagement Strategy and in close collaboration with CROP agencies and other regional organizations. Key partners are PIFS, SPREP, University of the South Pacific (and especially with their regional GCCA project), multilateral development banks and the United Nations Development Programme (UNDP).

### **Communications and Visibility**

- *Preparation of a communications strategy:* This is under preparation and will be finalized in September 2012. It will guide the project's communications activities within an overall

framework covering all of SPC's climate change work and will be implemented by a climate change communications officer, still to be recruited. (The strategy and the communications officer will cover SPC's climate change work including the GCCA: PSIS project).

- *Communications products:* A well illustrated, four-page project overview has been printed and distributed and a project website established.
- *Dialogue and engagement:* Electronic means, telephone calls and conferences, face to face meetings during country missions, and the Project Steering Committee meeting are among the engagement processes utilised. Monthly country updates are prepared and distributed. Seven presentations about the project were given at regional conferences and workshops between January and June 2012.

### **Project Implementation**

- *Establishment of project team:* The team consisting of five officers has been recruited and is functioning well. Arrangements for coordination between team members in different locations are in place.
- *Project Steering Committee established:* The first meeting was held on 28 - 29 May 2012 and attended by all countries as well as representatives from EU, PIFS and SPREP. The work plan for the second year of the project was approved and arrangements for procedure for the committee were agreed.
- *Monitoring and evaluation:* Arrangements include annual reporting and oversight by the Project Steering Committee using outputs and indicators specified in annual work plans; bimonthly project reporting and evaluation within SPC; and individual officers' evaluation using internal procedures in SPC and SPREP.

### **Assessment of Project Activities July 2011 to June 2012**

With reference to the project work plan as revised on 28 February 2012, all of the planned activities have been completed in full.

1. *Recruitment and establishment of project offices:* The full team of five officers has been recruited and four are already on the job with the fifth due to start in August 2012. Project offices have been established and equipped in Suva and Pohnpei.
2. *Establishment of a Project Steering Committee:* This has been established and the first meeting held and report finalized and circulated.
3. *Reporting:* Monthly and annual reporting is undertaken (the monthly reporting will be changed to bi-monthly in the second year). A Financial Report has been prepared for year one. Quarterly project finance reports will be prepared during the second year of the project.
4. *Work planning:* The work plan for the second year of the project was endorsed by the Project Steering Committee. Specific outputs and indicators are itemised in the work plan.
5. *Monitoring and evaluation:* Project monitoring is conducted on a monthly (to become bi-monthly in year two) and annual basis.
6. *Climate Change Profiles:* Version 1 of the Climate Change Profile for each country has been prepared in collaboration with the countries; these are available on the project website.
7. *Country consultations:* Inception visits have been made to six countries (Cook Islands, FSM, Kiribati, Marshall Islands, Nauru and Tonga); visits to the other three countries are scheduled for quarter 3 of 2012.

8. *Focus for country activities identified:* The focus for project activities has been identified in FSM, Kiribati, Nauru and Tonga. Project Concept Notes have been prepared for Nauru and Tonga.
9. *Identification of country coordinators:* Letters of Agreement which include arrangements for national coordinators are being advanced in all nine countries and preliminary approval from government legal offices has been obtained in Cook Islands, FSM, Kiribati and Tonga.
10. *Advance budget support mechanisms:* Extensive engagement with national and regional stakeholders has been conducted; short briefs on each country's public finance management systems are included in the Climate Change Profiles and a regional briefing was presented at the Project Steering Committee meeting, 28 - 29 May 2012.
11. *Communication of project activities:* Technical assistance has been recruited for preparation of a Climate Change Communications Plan (due to be finalized September 2012); a project overview/brochure prepared and distributed; countries have been informed formally about the project; national and regional partners made aware of the project; filming for one climate change documentary completed and plans for four others are well advanced.

International recruitment of the project core team occupied the first six months of the project such that the team was not in place until January/February 2012. Despite this delay, excellent progress has been made to ensure the project is on track to deliver in full by the end of 2014.

Notwithstanding the above, significant challenges lie ahead especially as the availability of human resources relating to climate change in the nine countries is very limited. Careful monitoring will be conducted, especially during the second year of the project as it passes its mid-term mark, to ensure that full outputs can be delivered within the scheduled targets.

### **Financial Report July 2011 to June 2012**

The estimated budget for the first year of the project was €1.555 million, and of this amount €1.244 million was transferred to SPC. The financial statement endorsed by SPC's Finance Department is presented in this report.

€0.482 million were spent during the first year, this represents 31% of the estimated budget and 39% of the funds received. The underspend is mainly due to the fact that overseas recruitment took six months and it was not until the project team was in place that project activities could commence in full. As a result, some of the line items in the budget have been fully spent while spending has not yet started on others. This is explained in more detail in the full report.

With the solid planning work that has been conducted during the first six months of 2012, the project is now poised to begin full scale implementation in all the countries accompanied by a significant increase in expenditure.

### **Work Plan for Project Activities, July 2012 – June 2013**

The work plan for the second year of the project was endorsed by the Project Steering Committee, 28 - 29 May 2012.

One of the main areas of focus will be to advance the selection and design of the national climate change projects and, in at least half the countries, to start implementation. It is anticipated that in at



least some of the countries the choice of adaptation project will guide the selection of the sector where the project will help to ensure climate change is mainstreamed into sector planning and budgets.

National work plans will be prepared during quarter 3 of 2012. These will provide a structure for tracking all the country activities, specifically:

- Selection, design and implementation of national climate change adaptation projects.
- Selection of sector where mainstreaming activities will be focused and the nature of any technical assistance required for the mainstreaming.
- Training and attachments.
- National coordination.
- National communications.

The activities in country will be advanced in collaboration with other regional organizations and wherever possible joint country missions involving other development partners will be conducted so that technical assistance, training and other support provided to the country can be streamlined.

In the area of climate change finance it is planned to continue close collaboration with other partners, especially PIFS, UNDP and the multilateral development banks. The project's approach will be to bring together national climate change practitioners and financial practitioners to begin a dialogue since in many of the countries this has not yet taken place. Recognising that the situation in each country is different, it is planned to recruit technical assistance to move beyond the financial overview in the Climate Change Profile to an assessment of specific ways in which the particular country can access potential sources of climate change funding. A regional workshop to discuss the findings with financial and climate change stakeholders will be held, possibly in collaboration with other organizations. This may then lead to the planning of national workshops, although these national activities may take place in the third year of the project.

In the area of communications, the Climate Change Communications Strategy will provide a guiding framework for the project communications and visibility activities. Identifying the EU as the source of funding will be highlighted in all the activities. Communication activities will include, but not necessarily be limited to:

- Completion of the five climate change documentaries.
- Preparation of specific products e.g. newsletters, country updates, posters, fliers, brochures – many of these will focus on specific national activities e.g. the climate change adaptation projects.
- Media events.
- Maintenance of an up-to-date website.

Coordination of the project activities, accompanied by regular reporting and convening of the Project Steering Committee will continue during the second year. Progress will be monitored and reported on quarterly.

## **INTRODUCTION**

Since the launch of the United Nations Framework Convention on Climate Change at the 1992 Earth Summit, climate change has emerged as a serious issue affecting the prosperity and development of all countries. This is especially the case with small islands which already face development challenges relating to their small populations, limited resources, remoteness, susceptibility to natural disasters, vulnerability to external shocks and dependence on international trade.

Increasing awareness of the risks that climate change poses to development is reflected in national and regional dialogue on climate change and specific planning documents and policy statements, both in individual Pacific island countries and territories and at the regional level. In 2005, Pacific Leaders endorsed the Pacific Islands Framework for Action on Climate Change (PIFACC) 2006–2015. The vision of the framework is: ‘Pacific island people, their livelihoods and the environment resilient to the risks and impacts of climate change’. Under PIFACC, regional organisations, development partners and non-governmental organisations (NGOs) have scaled up their involvement and support for climate change action.

In 2007, the European Union (EU) established the Global Climate Change Alliance (GCCA) to strengthen dialogue, exchange of experiences and cooperation on climate change with developing countries most vulnerable to climate change, in particular the Least Developed Countries and the Small Island Developing States. The GCCA is the main implementing channel for the EU fast start commitments related to climate change adaptation. Under funding approved in 2010, €11.4 million has been allocated to the project Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) which is being implemented by the Secretariat of the Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment programme (SPREP).

This document reports on the activities conducted during the first year of the GCCA: PSIS project. Following the format of the Project Agreement, project activities relating to climate change adaptation projects and mainstreaming (key result areas 1 and 2) are discussed in detail and measures taken to address the challenges are identified. The report then moves on to discuss regional delivery of climate change information and streamlined adaptation finance and technical assistance (key result areas 3 and 4). Communications and visibility, and project implementation are then discussed. Following this, the project achievements are assessed against the first year’s work plan and the year one financial report is presented. Finally the work plan for the second year of the project is presented.

## **OUTLINE OF THE GCCA: PSIS PROJECT**

The GCCA: PSIS project is funded by the EU and implemented by SPC in collaboration with SPREP. The project budget is €11.4 million. The implementation period for the GCCA: PSIS project is from the date of signature of the agreement, 19 July 2011, to 19 November 2014.

The overall objective of the GCCA: PSIS project is to support the governments of nine Pacific smaller island states, namely Cook Islands, Federated States of Micronesia (FSM), Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change. The purpose of the project is to promote long term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery on climate change at the national and regional level.

The project approach is to assist the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. This has the added advantage of helping countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

The project agreement defines four specific interlinked key result areas:

- (i) *Supporting national efforts to successfully mainstream climate change into national and sector response strategies:* While most of the nine countries have climate change strategies, National Adaptation Plans of Action and similar policy documents, it is recognized that few of these documents actually identify specific adaptation actions, priority investment plans and timelines to respond to climate change impacts in key sectors or involve civil society.
- (ii) *Identifying, designing and supporting the implementation of national adaptation activities:* There is a general shortage of clearly defined projects addressing priority adaptation needs that could be supported by development partners. This component will provide training to help address this gap and will identify and support on-the-ground action including at least one adaptation project in each country. These projects will have concrete outcomes and good potential for replication.
- (iii) *Enhancing the contribution of regional organizations to national adaptation responses:* There is an ongoing need for Pacific small islands to access external expertise in specific technical areas and from regional organizations. Under this component support will be provided to SPREP to assist with the delivery of climate change services especially climate change knowledge management and tools e.g. the Climate Change Portal.
- (iv) *Building regional capacity to coordinate the delivery of streamlined adaptation finance and targeted technical assistance to countries:* Improved coordination of climate change activities and donor support across the Pacific is required to deliver effective support to the countries.

A provisional work plan for year one was prepared at the start of the project (presented as Annex 1). On 28 February 2012, a revised work plan for year one was provided to the EU (presented as Annex 2).

## **PROJECT ACTIVITIES JULY 2011 – JUNE 2012**

### **Implementation of National Adaptation Projects Supported by Mainstreaming**

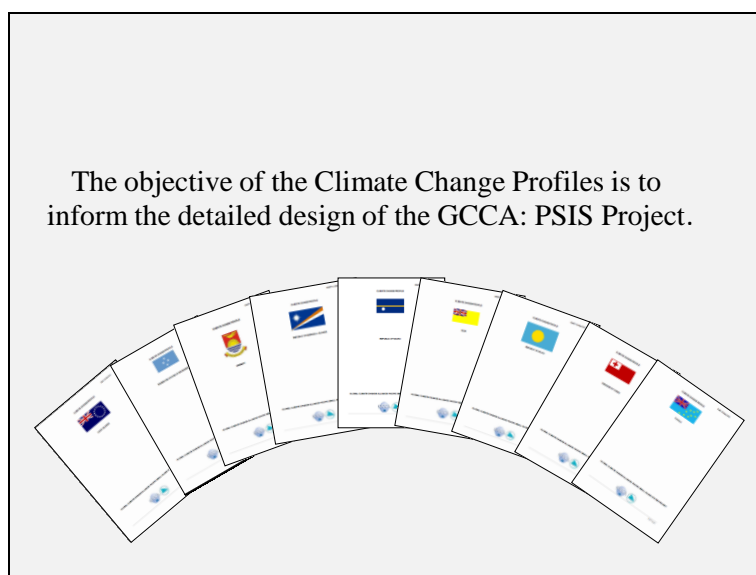
Key activities discussed here relate mainly to the key result areas 1 and 2: assisting the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. The following text is supported by national activity summaries for each country, presented as Annex 3.

## Research and Assessment

The number of different bilateral and multilateral donors and organisations providing climate change assistance to the Pacific island countries and territories and the level of assistance has grown considerably in recent years. This trend has meant that it is often difficult for people working in the region to keep up-to-date with the large number of diverse actions and projects.

The GCCA: PSIS project commenced by preparing short focused Climate Change Profiles for each country during the period February to June 2012. This was a collaborative exercise led by project staff and involving national climate change stakeholders including government agencies, civil society, regional organisations and donors. It was primarily a desktop exercise enhanced by direct dialogue and face-to-face meetings during country missions.

Figure 1 Climate Change Profiles



These Climate Change Profiles are specific in nature and seek to inform the GCCA: PSIS project about past, present and future climate change activities, and especially how they are funded and coordinated. These will help the countries and the project team identify specific sectors where the GCCA: PSIS project activities should be focused. Each profile follows a standard format (see Figure 2).

Version 1 of the Climate Change Profile for each country has been prepared and uploaded to the project website ([www.spc.int/GCCAPacificSIS](http://www.spc.int/GCCAPacificSIS)) under the menu item 'Country Activities.' The profiles are viewed as a work in progress and will be revised and enhanced as the project develops.

Figure 2 National Climate Change Profile format

<p>OBJECTIVE</p> <p>COUNTRY BACKGROUND</p> <ul style="list-style-type: none"><li>• Introduction</li><li>• Government</li><li>• National and sectors policies and strategies</li><li>• Economy</li><li>• Financial management<ul style="list-style-type: none"><li>○ Public financial management system</li><li>○ Donor support</li><li>○ Trust funds</li></ul></li></ul> <p>RESPONSE TO CLIMATE CHANGE</p> <ul style="list-style-type: none"><li>• Current and future climate<ul style="list-style-type: none"><li>○ Current climate</li><li>○ Future climate</li></ul></li><li>• Institutional arrangements for climate change</li><li>• Ongoing climate change adaptation activities</li><li>• National climate change priorities</li><li>• Gaps and constraints</li></ul> <p>References</p>
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### *Measures Taken to Address Challenges*

The primary challenge for any new climate change project in the Pacific is the cross cutting nature of the issue and the large number of ongoing activities. The preparation of the Climate Change Profiles in a collaborative manner is helping the GCCA: PSIS project identify specific areas of focus in each country where it can complement ongoing activities and address gaps. The profile preparation also provided specific opportunities to liaise and collaborate with other regional partners and donors.

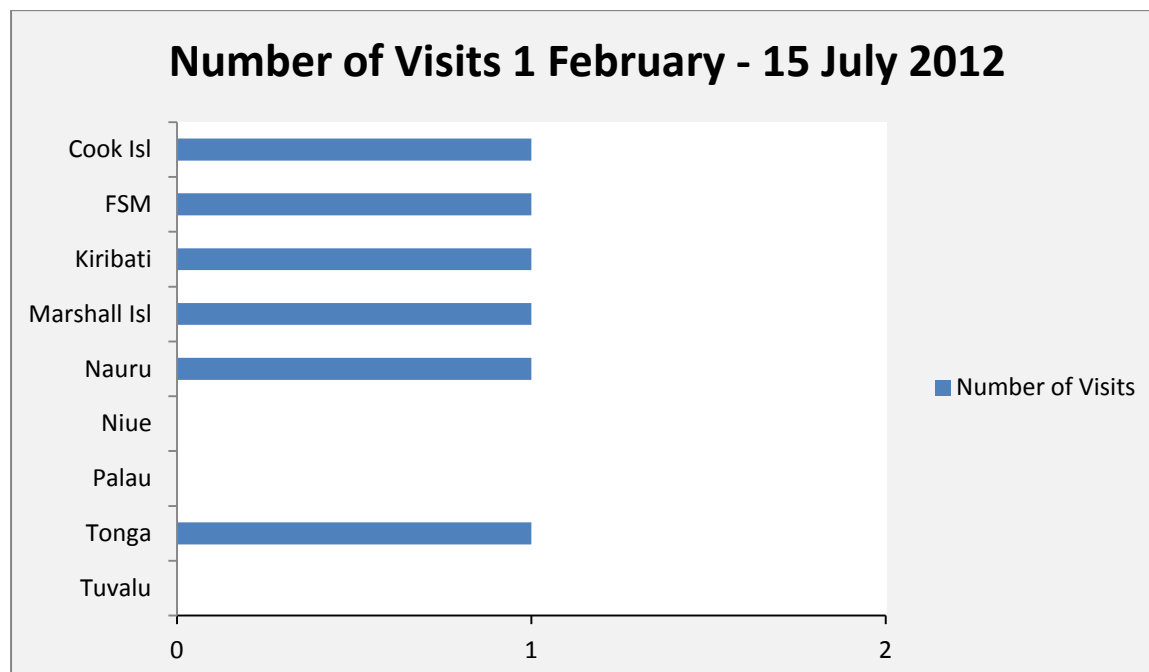
The GCCA: PSIS project was specifically designed so as to provide countries with the scope to determine their area of focus for project activities. This is a somewhat unusual approach for the countries and while it is one that is much appreciated by them, it does pose certain challenges such as how to ensure that selection processes take into account all existing activities, are totally participatory and include consensus building. The Climate Change Profiles are helping countries address that challenge by providing them with a concise description and preliminary analysis of existing activities.

### Identification of Project Focus Areas

Between 1 February and 15 July 2012, the project team visited six of the nine countries to introduce the project, meet with national stakeholders and discuss specific project activities including arrangements for national coordination and implementation. In the case of Kiribati and Nauru, these

missions were conducted together with other divisions of SPC and with other CROP (Council of Regional Organisations in the Pacific) organizations, and in particular the Pacific Islands Forum Secretariat (PIFS) and SPREP.

Figure 3 Number of countries visited between 1 February and 15 July 2012



In four countries, focus areas for project activities have been tentatively identified and are as follows:

- FSM – Integrated coastal management and specifically ‘Traditional and other methods for coastal protection to provide for food and water security.’
- Kiribati – Health sector.
- Nauru – Water sector and specifically ‘Improving roof catchments for rainwater harvesting.’
- Tonga – Integrated coastal management and specifically ‘Trialling coastal protection measures in eastern Tongatapu’, supported by the preparation of a coastal management plan, which will help the country advance from an *ad hoc* approach to coastal protection to a more integrated framework.

The identification of project activities is always made by the country, using their own procedures. Advice from the project team is provided when sought and usually relates to technicalities e.g. clarification of financing arrangements.

In the cases of Nauru and Tonga, Project Concept Notes have been prepared and approved and work is about to commence on project design. (The completed Project Concept Notes for Nauru is available on the website under the menu item ‘Country Activities’ at [www.spc.int/GCCAPacificSIS](http://www.spc.int/GCCAPacificSIS)). The Project Concept Note briefly describes the proposed project and assesses how it relates to key criteria. A template Project Concept Note is presented as Annex 4. Preparation of the Project Concept Note also helps build capacity in project preparation procedures.

Arrangements to visit the other three countries to progress their activities are already scheduled for quarters 3 and 4 of 2012.

### *Measures Taken to Address Challenges*

As mentioned above, asking countries to identify sectors and focal areas for climate change project activities is a somewhat new approach for some countries. In FSM, for example, it requires extensive discussion between stakeholders in all the four states and this discussion is being led by the Office of Environment and Emergency Management. However, in Tonga a list of projects had already been prioritized under their Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management, and this made the identification and selection process somewhat simpler for the country.

Collaboration with regional organizations yields multiple benefits particularly for the countries and national stakeholders. However, it does require additional time, particularly for coordination. It is therefore important that regional organizations recognize the additional time commitment required and schedule appropriately so as to ensure successful collaboration.

Skills to conceptualise and design a project and prepare relevant documentation are limited and constrained by human resource availability in most of the countries. The GCCA: PSIS project is attempting to build these skills wherever possible by preparing simple templates, providing direct assistance to national stakeholders and providing facilities for the sharing of ideas and documents between all countries. For example, the countries find the circulation of short Monthly Updates describing activities in each country very useful.

#### Arrangements for National Coordination of Project Activities

Government staff in all nine countries face immense challenges trying to implement all the externally-funded different climate change projects as well as their national work commitments.

The GCCA: PSIS project advised countries at the outset of the project that funds were available for national coordination and that these funds could be used to hire a national coordinator or to supplement an existing officer's salary. Generic terms of reference were prepared and are being customized to each country's specific situation.

An over-arching Letter of Agreement that guides the project activities in country has also been prepared. This details the responsibilities of SPC and those of the government, governance arrangements for the project, and confidentiality and intellectual property considerations. Annexes cover national coordination of the project and arrangements for the implementation of the project activities in country, including financial arrangements. A template letter of agreement is presented as Annex 5.

The project team has been working with the countries between February and 15 July to advance and customize these documents. Since each country has its own procedures this is a complicated process.

So far the Letter of Agreement has been approved through national legal processes in four of the nine countries:

- Cook Islands.
- FSM.
- Kiribati.
- Tonga.

Final editing and signature is likely in these countries in Quarter 3 of 2012. The remaining five countries are also advancing their Letters of Agreement.

Whilst it is important that the Letter of Agreement be signed by all nine countries, it is recognized that national procedures have to followed, which are often quite time consuming, so project planning is proceeding in the meantime.

None of the nine countries have yet formalized oversight arrangements for their project activities. However, they are being encouraged to use existing oversight committees and procedures where appropriate rather than set up new ones. This is seen as a way to reduce the burden on small island countries and as a way to promote sustainability of activities.

### *Measures Taken to Address Challenges*

The most serious challenge is that there is insufficient government staff to coordinate new climate change projects in the countries. The GCCA: PSIS project has addressed this challenge by ensuring that national coordinators are recruited at an early stage of the project. These national coordinators are being employed by the governments themselves thereby providing opportunities for sustainability and project ownership. Discussions were held with the sister GCCA project in the Pacific, the University of the South Pacific EU-GCCA project, early in 2012 to investigate the possibility of sharing national coordinators. Whilst the discussions were useful in terms of exchanging lessons learnt, it was soon apparent that it was not possible to share national coordinators between the projects because of different priorities, procedures and time frames.

Feedback from countries indicates that they appreciate having national coordinators employed through national governments. This creates a sense of ownership and it is hoped it might translate into longer term sustainability if posts are continued beyond project lifecycles. Countries also appreciate having their individual budgetary allocations clearly identified within a regional project such as the GCCA: PSIS project.

### Awareness and Visibility

Four climate change adaptation documentaries and one regional documentary are being prepared as part of the public awareness activities. Four countries were selected for individual documentaries and during the first half of 2012 discussions were conducted to determine the focus of the individual documentaries:

- Cook Islands – health and climate change.
- FSM - food security and climate change.
- Kiribati – waste management, growing populations and climate change.
- Tuvalu – water and climate change.

The collection of video footage and climate change stories has been completed in the Cook Islands, and similar work in the other three countries will be conducted in Quarters 3 and 4 of 2012. In FSM, Kiribati and Tuvalu the collection of video footage will be combined with media training.

It is planned that the documentaries will be completed by early 2013 and shown widely within the region for regional viewing, such as by audiences of Pacific Way, for local viewing on national TV channels where they exist, and for use by schools, NGOs and other groups to reach as wide an



audience as possible. Short (3 minute) clips of key lessons are another product being considered for more specific use in workshops and presentations.

### *Measures Taken to Address Challenges*

There is still only a limited understanding of climate change in the Pacific region, not only among the general public, but also among some climate change practitioners active in the field - due to the very complex nature of the topic. It is anticipated that these documentaries and the media training will go some way towards accurately conveying the nature of climate change and provide positive examples showing how people are adapting.

Focusing this activity on selected countries has generated some discussion. It has been decided to revisit this issue as the individual projects progress in each country and to consider ways of cooperating with other national and regional media initiatives. All the nine countries will be included in the regional documentary.

### **Building Regional Capacity for Delivery of Streamlined Adaptation Finance, Targeted Technical Assistance and Climate Change Information to Countries**

Key activities described in this section relate to enhancing the contribution of regional organizations to national adaptation responses, particularly working with SPREP to deliver climate change Information management tools (key result area 3); and to facilitate the countries in accessing the technical assistance and adaptation finance needed (key result area 4).

#### Assistance to SPREP to Develop Climate Change Knowledge Tools

A Subsidiary Agreement between SPC and SPREP to appoint a Climate Change Coordination Advisor to be based in SPREP and funded by the GCCA: PSIS project was signed on 20<sup>th</sup> September 2011 and funds were transferred from SPC to SPREP in January 2012.

The position was advertised in January 2012, the first round of interviews was held in February and the second round in March. The successful applicant is scheduled to take up position in Apia in August 2012.

Discussions between the Project Manager and the Director of Climate Change, SPREP, have been held regarding the work plan for the Climate Change Coordination Advisor during year 2 of the project. The main areas of focus will be:

- Assist with populating the Climate Change Portal with relevant information.
- Prepare regional and national monitoring reports for uploading to the Climate Change Portal in line with the Monitoring and Evaluation Framework of the Pacific Islands Framework for Action on Climate Change.
- Assist with regional coordination mechanisms such as the Development Partners in Climate Change and the Working Arm on Climate Change of the CROP CEO Climate Change Sub-Committee.
- Strengthen the capacity of the countries to access alternative climate change funding.

The Climate Change Coordination Advisor will be working closely with the project team in Suva/Pohnpei and this will also help to strengthen collaboration between the two organizations.

Since participating in the Pacific Climate Change Portal Advisory Committee Meeting, 3<sup>rd</sup> February 2012, the project team is already working with SPREP to populate the portal.

### *Measures Taken to Address Challenges*

Climate change practitioners and others often find it difficult to keep up to date with the significant number of climate change-related activities, tools and documents. To address this issue, the Pacific Climate Change Roundtable in 2009 approved the development of the Pacific Climate Change Portal. SPREP has taken the lead in this initiative and the Portal is now available at <http://www.pacificportal.com.au>. The intention behind the development of the portal is to provide a platform for institutions, partners and governments in the Pacific region to share climate change-related information and tools in a manner that they can be readily accessed. The Portal will also assist with the identification of information gaps linked to the monitoring of the Pacific Framework for Adaptation on Climate Change. Now that the Portal has been launched the GCCA: PSIS project is working to ensure it becomes a comprehensive, reliable and up to date tool.

### Development of Streamlined Adaptation Finance

One of the goals of the GCCA: PSIS project is to help countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

The project team worked closely with the Asian Development Bank to assess the status of public finance management, performance reports and public expenditure and financial accountability assessments in each country. Other organisations, in particular, PIFS and the United Nations Development Programme (UNDP), were also consulted during this process. This research was then updated through discussions with the ministries responsible for finance during country missions and through virtual engagement with the countries. The results are documented in the financial management sections of the Climate Change Profiles, which also address national trust funds, aid delivery and donor support (see country activities at [www.spc.int/GCCAPacificSIS](http://www.spc.int/GCCAPacificSIS)).

This information has been further synthesised and a summary was provided during the First Project Steering Committee Meeting, 28-29 May 2012.

In 2011 PIFS prepared an options paper: 'Including access to and management of climate change resources' prepared by PIFS for consideration of the Economic Ministers and Leaders in 2011. As a result, PIFS was tasked with preparing case studies in one or two countries to demonstrate the practical application of options to improve access to, and management of, climate change resources. Nauru was selected as a case study. The GCCA: PSIS project team worked closely with PIFS in the design and implementation of a Climate Change Finance Country Case Study for Nauru. This involved assistance with the design, preparation of terms of reference for the consultants and participation in a country mission to Nauru with a team from PIFS.

It is planned to consolidate and advance this work, together with other partners, during the second year of the project to help countries access climate change funding through modalities such as sector budget support.

### *Measures Taken to Address Challenge*

Climate change finance is a fast evolving and complex field and there are several different partners helping the countries in this area. Through collaboration with other partners specialized in this field, e.g. the multilateral development banks, the GCCA: PSIS project is assisting the countries learn more about appropriate methods for accessing climate change finance.

Bringing together climate change and finance practitioners from the countries will be a key activity during the remainder of the project since for many of the countries serious fiduciary constraints exist in their public finance management systems. Furthermore several of the countries are heavily dependent on development partners to support their national budget.

### Collaboration with Development Partners in Project Delivery

The GCCA: PSIS project is implemented by SPC in accordance with its internal Climate Change Engagement Strategy. This strategy seeks to assist Pacific Island Countries and Territories adopt a sustainable ‘whole of country, whole of region’ approach to addressing climate change challenges, through identification of risks and provision of relevant climate change knowledge, technical assistance and resources to enable them to make informed policy and operational decisions.

The project is being delivered in close collaboration with SPC’s Divisions:

- Applied Geosciences and Technology Division.
- Economic Development Division.
- Education, Training and Human Development Division.
- Fisheries, Aquaculture and Marine Ecosystems Division.
- Land Resources Division.
- Public Health Division.
- Strategic Engagement, Policy and Planning Facility.

It is also being delivered through externally funded climate change projects, namely:

- Coping with Climate Change in the Pacific Island Region; implemented in partnership with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).
- GCCA: PSIS project; implemented by SPC; and funded by EU.
- International Climate Change Adaptation Initiative: focusing on building resilience in the fisheries, agriculture and health sectors; funded by AusAID.
- Vegetation and Land Cover Mapping and Improving Food Security for Building Resilience to a Changing Climate in Pacific Island Communities; implemented by SPC; funded by USAID.
- Pilot Program for Climate Resilience; funded by World Bank; implemented by World Bank and CROP organisations (due to come on stream end 2012/3013).

Collaboration with other CROP agencies, especially SPREP and PIFS, as well as with international organizations such as UNDP, World Bank, Asian Development Bank and the World Health Organization is also key to successful delivery. For example, in March 2012, the country mission to Kiribati, during which the GCCA: PSIS project was introduced to country stakeholders, involved representatives from SPC’s Fisheries, Aquaculture and Marine Ecosystems Division and their Land

Resources Division, the GIZ-funded Coping with Climate Change in the Pacific Island Region Project, and the AusAID supported Pacific-Australia Adaptation to Climate Change Science and Adaptation Planning project. (Colleagues from SPREP had planned to participate but had to change their plans due to flight cancellation).

Similarly in April, a team from SPC, SPREP, PIFS and the GIZ-funded Coping with Climate Change in the Pacific Island Region Project visited Nauru to advance the Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management, a climate finance study and several other project-related activities.

There has been close collaboration between the project team and regional organisations in the delivery of other aspects of the project such as detailed planning of project activities and preparation of Climate Change Profiles. PIFS and SPREP are represented on the Project Steering Committee thereby providing input to project oversight and planning.

Collaboration with the other regional GCCA project implemented by the University of the South Pacific is an ongoing activity. Integrating project engagement activities with other agencies is important to the delivering successful outcomes through the support being provided by the European Union.

#### *Measures Taken to Address Challenges*

Collaboration with a large number of development partners, all with individual agendas, can be a very time consuming process when delivering a project such as the GCCA: PSIS. The approach being adopted is to focus on targeted collaboration where there can be tangible, mutual benefit to more than one activity.

It is anticipated that exchanging lessons learnt with other projects at the GCCA Global Learning Event in Brussels, 12-14 September will also be beneficial to delivery of the GCCA: PSIS project.

When project activities commenced at the beginning of 2012, meetings were held with the USP EU-GCCA project to discuss collaboration. It has become evident that several countries were unclear about the objectives and processes for the two projects which have similar titles. To address this issue, a joint explanatory letter from the two Project Managers was sent to each project's stakeholders. A process has also been put in place whereby teams from both projects meet every six weeks to discuss and coordinate project implementation and logistics.

### **Communications and Visibility**

Communications and visibility are extremely important to the successful delivery of this project. While they are integrated into each of the key result areas, they are also discussed separately in this report, given their importance.

#### Preparation of a Communications Strategy

A Climate Change Communication Strategy is required to guide the communication activities undertaken in this project, in particular their content, objectives, governance and implementation arrangements. It was determined that this Strategy should be prepared within the framework of SPC's

Climate Change Engagement Strategy and its ‘whole of organisation’ approach to climate change. So the Strategy will address not only the GCCA: PSIS project, but also SPC’s many climate change related activities. It is anticipated that this will promote sustainability and provide stakeholders with more comprehensive and integrated information on climate change.

Terms of reference for technical assistance to prepare this Strategy were prepared, the consultancy advertised and an expert recruited. The Consultant started work on the Strategy on 28 May 2012. It is anticipated that the Strategy, which involves an extensive collaboration process, will be available by early September 2012.

Work is also underway to recruit a Climate Change Communications Officer for SPC who will be responsible for implementing the Strategy for the organization and for the GCCA: PSIS project.

### *Measures Taken to Address Challenges*

An effective ongoing communication process that guides the sharing of information about project activities is essential for successful implementation. The preparation of a Climate Change Communications Strategy is the first step in this process.

SPC’s approach to prepare an integrated Climate Change Communications Strategy that will cover all of the organisation’s climate change activities will also likely contribute to better delivery of technical assistance in the region.

It should be noted that communication of the project’s activities has commenced while the Strategy is under preparation and is described in the following sections.

### Communications Products

A four-page, well-illustrated Project Overview was prepared and printed in April and distributed to the participating countries and other partners and stakeholders. The Project overview is also on the website at <http://www.spc.int/images/climate-change/brief2.pdf>.

In May 2012, SPC launched a specific climate change section on its website at [www.spc.int/climate-change](http://www.spc.int/climate-change). Whilst this is still a work in progress, it does provide a location where all of SPC’s climate change activities can be referenced. Within this website location specific pages have been established for the GCCA: PSIS project at [www.spc.int/GCCAPacificSIS](http://www.spc.int/GCCAPacificSIS).

The website is regularly updated, at least once a month, with information about project activities.

Preparation of the four national and one regional climate change adaptation documentaries has already been discussed above under the heading Implementation of National Adaptation Projects Supported by Mainstreaming (page 16).

Figure 4 GCCA: PSIS project website screen



### *Measures Taken to Address Challenges*

Maintaining a visible and up to date presence is extremely important in a very crowded media field. Having an up-to-date website that is easy to access and navigate is very important for regional visibility. However, it is recognized that in many countries covered by the GCCA: PSIS project, internet connections are very slow and unreliable, hence it is necessary to not rely solely on one form of media. In the GCCA: PSIS project we will be attempting to use many different media forms: print, radio, television, DVD, and web-based so as to reach our intended audiences.

### Dialogue and Engagement

As part of SPC's formal processes, its national focal points (most often located in ministries responsible for foreign affairs) were informed about the project via an official circular on 2<sup>nd</sup> March 2012. Other formal communications have also been sent subsequently.

Throughout the six months of active operation of the project, January to June, the project team has engaged with stakeholders in government agencies and civil society and with regional partners about the project's activities. This has been through electronic means, telephone calls and conferences, face to face meetings, and through activities such as the Project Steering Committee meeting.

The project team has also used meetings and conferences organized by other partners to communicate information about the project. The list of meetings is presented as Annex 6.

Following the Project Steering Committee Meeting, 28 – 29 May 2012, the project team is providing the country partners with regular updates on GCCA: PSIS project activities. The Country Update for June 2012 is presented as an example at Annex 7. Email is being used for these updates and initial responses from the countries are very positive.

*'Thank you for your updates. Certainly very useful to know where each of us are as far as progress.'* Ms Cindy Ehmes, Assistant Director, Division of Environment and Sustainable Development, Office of Environment and Emergency Management, FSM.

The Project Steering Committee, 28 - 29 May 2012, is described in more detail in the following section. This meeting was also used as an opportunity to engage directly with representatives from individual countries so as to advance planning of project activities at the national level.

### *Measures Taken to Address Challenges*

Dialogue and active engagement with individual stakeholders is the most important and effective part of the project's communications and visibility activities. Stakeholders respond well to direct engagement. The project team has learnt not to rely solely on email as a form of communication especially given the poor internet connections in many countries and the work and email 'overload' that many country partners face on a daily basis. Telephone and skype are frequently used for communication purposes, usually as a supplement to emails.

## **Project Implementation**

### Recruitment of Project Team and Coordination

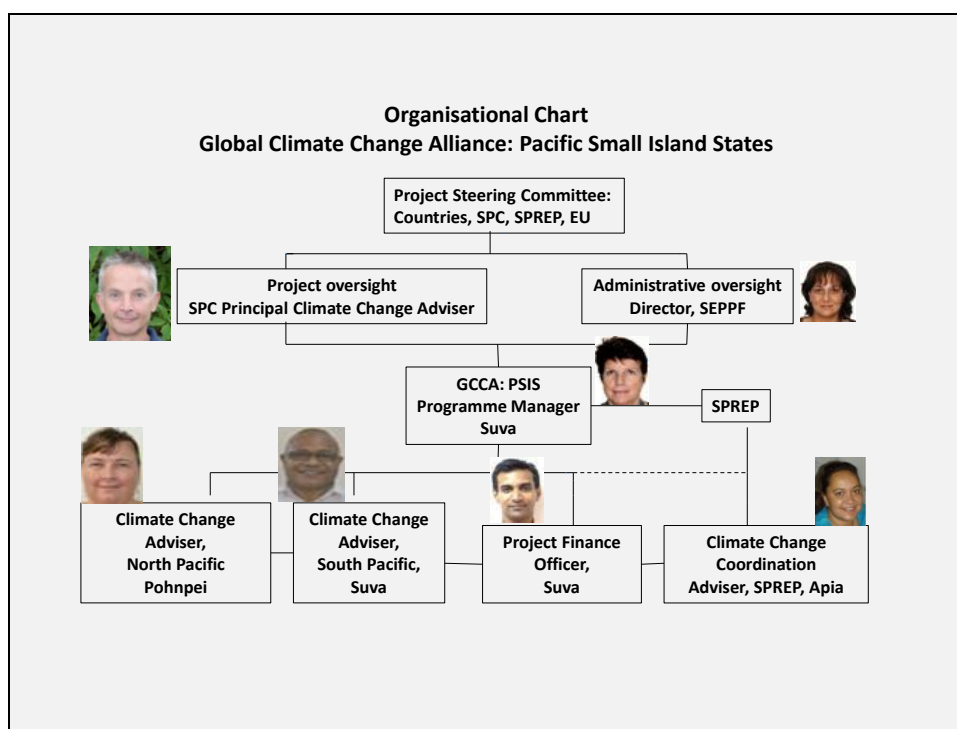
A small team was recruited and appointed to coordinate the implementation of the project. The team has staff located in SPC's regional offices in Suva and Pohnpei, and in SPREP's office in Apia, as follows:

- Gillian Cambers, Project Manager (based in Suva), who joins the team from the CSIRO/Australian Bureau of Meteorology's Pacific Climate Change Science Program in Melbourne, Australia.
- Pasha Carruthers, Climate Change Advisor North Pacific (based in Pohnpei), who formerly worked for the National Environment Service in Rarotonga, Cook Islands.
- Tagaloa Cooper, Climate Change Coordination Advisor (based in Apia) who joins the team at the beginning of August, from SPC's Applied Geosciences and Technology Division in Suva, Fiji.
- Sheik Irfaan, Project Finance Officer (based in Suva) who joins the team from SPC's Finance Department, Fiji.
- Graham Sem, Climate Change Advisor South Pacific (based in Suva), who formerly worked as an environmental/climate change consultant in Auckland, New Zealand.

The team is functioning well and meets regularly, usually weekly, via skype to coordinate activities. Meetings are recorded.

Figure 2 shows the organizational chart for the project. The team reports through the Project Manager to the Director of SPC's Strategic Engagement and Policy Planning Facility and the Principal Climate Change Advisor. The Project Steering Committee provides overall direction and guidance.

Figure 5 Organisational Chart



The stationing of one Climate Change Advisor in Pohnpei in FSM, which is also one of the nine countries involved in the project, has many advantages – including building ownership of the project by FSM in particular, but also by Palau, Marshall Islands and Kiribati; facilitating direct engagement; and reducing travel time and costs.

Arrangements for recruitment of national coordinators in each country has been discussed under the heading Implementation of National Adaptation Projects Supported by Mainstreaming (page 15).

Within SPC, managers of the climate change projects and divisional representatives meet on a monthly basis to coordinate projects. The meetings are recorded.

### *Measures Taken to Address Challenges*

International recruitment takes around six months from commencement to having the person in position. Thus in effect the GCCA: PSIS project started six months after the Agreement documents were signed and therefore only has three years for implementation. The project is being carefully monitored as it progresses and every effort is being made to deliver the project by the agreed deadline.

Furthermore, with a small implementation team, careful monitoring is in place to ensure there are sufficient resources to implement all the different activities in the nine countries. This is discussed in more detail below under monitoring and evaluation.

### Establishment of Project Steering Committee and First Meeting

The purpose of the Project Steering Committee is to provide overall guidance and assessment of project activities and work plans. The membership is made up of:



- Nine country representatives, one each from Cook Islands, FSM, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.
- Two representatives from SPC (Principal Climate Change Adviser and Director, Strategic Engagement, Policy and Planning Facility).
- One representative from SPREP.
- One representative from PIFS.
- One representative from the EU.
- Project Manager GCCA: PSIS project.

Other stakeholders may be invited to attend as observers.

The first Project Steering Committee meeting was held 28 - 29 May 2012, at the SPC Regional Office in Suva. The meeting was attended by the entire membership listed above. The first day of the meeting was devoted to bilateral meetings with each country representative to advance national planning of the project. These bilateral meetings were very useful and they continued throughout the remainder of the week for those participants whose travel itineraries meant that they stayed on for longer time periods. The second day of the meeting focused mainly on finalizing guidelines for procedure for the Steering Committee (the agreed guidelines are presented as Annex 8) and discussion of the work plan for July 2012 – June 2013.

#### *Measures Taken to Address Challenges*

Participation in Project Steering Committee meetings is very time consuming especially given the travel distances/times in the Pacific region. To address this issue, it has been agreed to hold only one face-to-face Steering Committee meeting each year and wherever possible to schedule this so it runs back to back with other events or meetings. Additional meetings will be organized via teleconference, virtually or at a sub-regional level. It was also found that combining bilateral planning meetings with the Steering Committee meeting was a very good use of participants' time.

#### Monitoring and Evaluation

Three main ways are being used to monitor and evaluate the project. The first procedure is to use the project work plan. The log frame included in the Agreement document has general outputs and indicators identified. Using these as a background more specific outputs and indicators are included in the work plan for July 2012 to June 2013. Assessment of how the project performs against these project outputs will provide for evaluation on an annual basis.

Secondly, evaluation of project performance on a shorter time frame is being achieved through progress reports. Monthly progress reports have been prepared for the project over the period February – May 2012 and submitted to the Director of SPC's Strategic Engagement and Policy Planning Facility and the Principal Climate Change Advisor. These are also termed 'traffic light' reports since they provide a means of identifying and flagging activities where problems with implementation may be experienced and where special attention is needed so as to address potential risks to project implementation. A 'traffic light' report template is presented as Annex 9. It is planned to continue these reports over the second year of the project at two-monthly intervals.

Thirdly both SPC and SPREP have procedures for individual performance development reports whereby each project officer together with their supervisor sets goals for the year (January to December) and is then assessed as regards their achievement. This complements the other two

procedures and provides for an individual, rather than a project based, means of monitoring and evaluation.

Furthermore SPC is developing an organization-wide monitoring and evaluation framework, Integrated Reporting Information System (IRIS), which will provide a further level of assessment. The framework for SPC's Joint Country Strategies is also being revised to include the organization's climate change activities.

### *Measures Taken to Address Challenges*

For complex projects like the GCCA: PSIS project, effective monitoring and evaluation are essential for successful delivery. The goal of such procedures is to ensure that potential problems are flagged and addressed at an early stage. To address this need in the GCCA: PSIS project, a multivariate means of reporting has been designed:

- Annual project based monitoring and evaluation, involving SPC and project stakeholders.
- Bi-monthly project based monitoring and evaluation, involving SPC.
- Individual project officer monitoring and evaluation, on an annual basis (and throughout the year), using internal organizational procedures.

These mechanisms are working well, especially the bi-monthly progress (traffic light) reports which allow the project team to identify potential risks to implementation at an early stage.

### **ASSESSMENT OF PROJECT ACTIVITIES JULY 2011 – JUNE 2012**

A provisional work plan for the first year was included in the Agreement that was signed on 19<sup>th</sup> July 2011. Recruitment of the project team took all of the period July to December 2011. When the first three members of the project team took up their positions in January/February 2012, the work plan for year one was discussed with Ms. Cristina Casella of the Delegation of the EU for the Pacific, and subsequently revised as of 28 February 2012.

With reference to the Project Work Plan as revised on 28 February 2012 and as presented in Annex 2, all of the planned activities have been completed.

12. *Recruitment and establishment of project offices:* The full team of five officers has been recruited and four are already on the job with the fifth due to start in August 2012. Project offices have been established and equipped in Suva and Pohnpei.
13. *Establishment of a Project Steering Committee:* This has been established and the first meeting held and report finalized and circulated.
14. *Reporting:* Monthly and annual reporting is undertaken. A Financial Report has been prepared for year one. With the placement of the Project Finance Officer, quarterly project finance reports will be prepared during the second year of the project.
15. *Work planning:* The work plan for the second year of the project was endorsed by the Project Steering Committee and since that meeting further details relating to indicators have been added.
16. *Monitoring and evaluation:* Project monitoring is conducted on a bi-monthly and annual basis and indicators to assist the evaluation have been included in the work plan for year 2.
17. *Climate Change Profiles:* Version 1 of the Climate Change profile for each country has been prepared in collaboration with the countries; these are available on the project website.

18. *Country consultations*: Inception visits to each country have been scheduled (detailed in Annex 3); inception visits have been made to six countries (Cook Islands, FSM, Kiribati, Marshall Islands, Nauru and Tonga).
19. *Focus for country activities identified*: The focus for project activities has been identified in FSM, Kiribati, Nauru and Tonga. Project Concept Notes have been prepared for Nauru and Tonga.
20. *Identification of country coordinators*: Letters of Agreement which include arrangements for national coordinators are being advanced in all nine countries and preliminary approval via national legal processes has been obtained in Cook Islands, FSM, Kiribati and Tonga.
21. *Advance budget support mechanisms*: Extensive engagement with national and regional stakeholders has been conducted; short briefs on each country's public finance management systems included in the Climate Change Profiles and a regional briefing presented at the Project Steering Committee meeting, 28 - 29 May 2012.
22. *Communication of project activities*: Technical assistance has been recruited for preparation of a Climate Change Communications Plan (due to be finalized September 2012); a project overview/brochure prepared and distributed; countries have been informed formally about the project; national and regional partners made aware of the project; filming for one climate change documentary completed and plans for four others are well advanced.

With reference to the provisional year one work plan presented as part of the Agreement and shown in Annex 1, all the activities were completed with the following exceptions which were only partially completed:

3. *In-country assessment and consultation missions*: Assessments have been completed for all nine countries (Climate Change Profiles). However, missions have only been conducted to six of the countries; inception missions to Niue, Palau and Tuvalu have been scheduled for July – September 2012 and are detailed in Annex 3. This is due to the fact that the project team only started work in month 7 of the first year, and country missions have to be properly scheduled and agreed with countries whilst also following SPC procedures so as to get the maximum benefit for the country and the project.
- 4/5. *Implementation of project activities*: Specific training missions and technical attachments were not conducted in the first year of the project.

## **FINANCIAL REPORT JULY 2011 – JUNE 2012**

The estimated budget for the first year of the project was €1.555 million, and of this amount €1.244 million was transferred to SPC. The financial statement endorsed by SPC's Finance Department is presented as Annex 9.

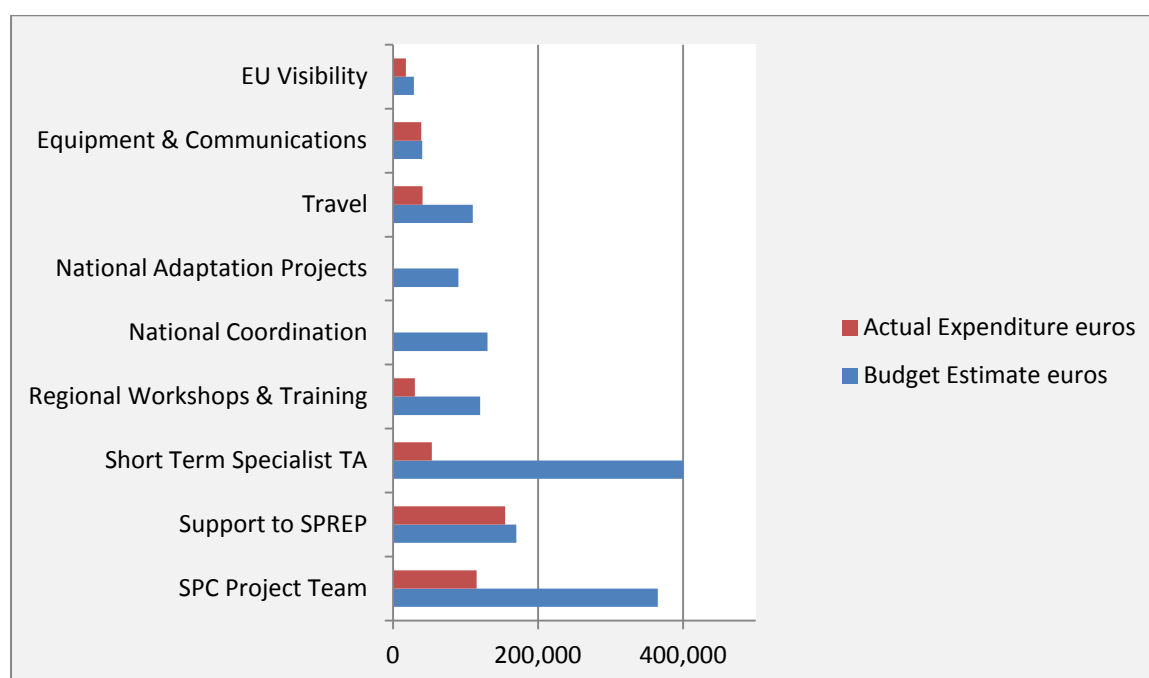
€0.482 million were spent during the first year, this represents 31% of the estimated budget and 39% of the funds received. The underspend is mainly due to the fact that overseas recruitment took 6 months and it was not until the project team was in place that project activities could commence. As a result, some of the line items in the budget have been fully spent while spending has not yet started on others. This is discussed in more detail in the text below.

The following discussion relates to the estimated budget, not the funds actually received. Table 1 and Figure 6 show the expenditure for the first year of the project.

The line item *Long Term Technical Assistance* relates to the technical and administrative staff hired by SPC and 32% of the funds were spent. This underspend is due to the fact that it took six months to recruit the overseas staff. Two of the technical staff started in January 2012 and a third started in February 2012. The Finance Officer did not take up position until June 2012. This situation will be remedied in the second year of the project since all the staff are now in position.

The *Support to SPREP* line item was nearly fully spent, as 91% of the funds were transferred to SPREP. The Climate Change Coordination Officer in SPREP will be taking up position in August 2012 and a full acquittal of the amount transferred will be available by December 2012.

Figure 6 Expenditure from July 2011 to June 2012



The line item relating to the provision of *Short Term Technical Assistance* is underspent. Thirteen per cent of the funds were utilized to procure technical assistance in communications and video production. Now that missions are being conducted and the participating countries are making requests for various types of technical assistance, it is anticipated that expenditure under this item will increase significantly in the second year of the project.

The line item *Training, Adaptation Projects, Travel, National Engagement, Communications, Consumables* was 25% underspent although there was considerable variation between the different budget categories.

*Regional Training Workshops and Technical Attachments* were underspent. Twenty five per cent of the budget was utilised for the Project Steering Committee Meeting which was also used for detailed project planning on a bilateral basis.

None of the funds for *Support for Country Engagement* were utilised. The work in year one has focused on putting the procedures in place for engagement of national coordinators. It is expected that expenditure on this item will start in quarters 3 and 4 of 2012 as many countries are keen to receive this support.

Table 1 Expenditure from July 2011 to June 2012

Detailed Cost Break Down For Year 1	Budget Estimate	Actual Expenditure	Balance	%
	Euros	Euros	Euros	Spent
<b>Long Term Technical Assistance</b>				
Project Manager/ Team Leader	120,000	46,077	73,923	
Climate Change Advisor-Suva	110,000	30,151	79,849	
Climate Change Advisor-Pohnpei	110,000	38,789	71,211	
Finance Officer	25,000	-	25,000	
Sub-total	365,000	115,017	249,983	31.5
<b>Support to SPREP</b>				
Support to SPREP for travel and in country cost	50,000	34,417	15,583	
Long Term Technical Assistance to SPREP	120,000	120,000	-	
Sub-total	170,000	154,417	15,583	90.8
<b>Specialist Technical Assistance</b>				
Short Term Technical Assistance to beneficiary countries	400,000	53,249	346,751	13.3
<b>Training, Adaptation Projects, Travel, National Engagement, Communications, Consumables</b>				
Regional training workshops and technical attachments	120,000	30,117	89,883	25.1
Support for country project engagement	130,000	-	130,000	0
Pilot Adaptation Projects	90,000	-	90,000	0
Travel and in Country Cost	110,000	40,490	69,510	36.8
Communications, project equipment and consumables	40,000	38,993	1,007	97.5
EU Visibility	28,750	17,750	11,000	61.7
Sub-total	518,750	127,350	391,400	24.5
Total direct cost	<b>1,453,750</b>	<b>451,032</b>	<b>1,003,718</b>	<b>31</b>
In-direct cost (7%)	01,762.00	31,502	70,260	
Total cost estimate & expenditure for Year 1	<b>1,555,512</b>	<b>481,534</b>	<b>1,073,978</b>	<b>31%</b>

Similarly none of the funds for *Pilot Adaptation Projects* have been utilised as work has concentrated initially on project identification. Again this will get under way in 2012. Already two countries have identified focus areas and prepared Project Concept Notes: Nauru and Tonga, and others are expected to be completed in the second half of 2012.

For *Travel and In-Country Costs*, 37% of the funds have been spent on six in-country missions, a climate change planning meeting in Noumea and a mission to Tonga for the Pilot Program on Climate Resilience.

The budget for *Communications, Project Equipment and Consumables* has been largely fully utilized as 98% of the funds were spent for establishing and equipping project offices in Suva and Pohnpei. Computer and camera equipment for the project team was also purchased.

62% of the budget for *EU visibility* was spent for publication of brochures, website design and preparation of climate change adaptation videos.

The project is significantly underspent in its first year mainly because the time taken for recruitment of the project team meant that significant work did not get underway until month 7 of the first year (January 2012).

With the solid planning work that has been conducted during the first six months of 2012, the project is now poised to begin full scale implementation in all the countries accompanied by a significant increase in expenditure.

## **WORK PLAN FOR PROJECT ACTIVITIES FOR JULY 2012 – JUNE 2013**

The work plan for the second year of the project is presented as Annex 10. This work plan was endorsed by the Project Steering Committee, 28 - 29 May 2012. Since then indicators have been added and there has been some minor editing.

One of the main areas of focus will be to advance the selection and design of the national climate change projects and, in at least half the countries, to start implementation. It is recognized that this will be a considerable challenge because moving from a project concept to a fully designed project is a major step, and in many of the countries, project planning skills are not readily available. The project team, particularly the climate change technical advisors, will likely have to play a key role helping the countries through this process. The national coordinators will also play an important support role. It is also planned that project implementation will commence in some of the countries which are more advanced.

It is anticipated that in at least some of the countries the choice of adaptation project will guide the selection of the sector where the project will help to ensure climate change is mainstreamed into sector planning and budgets. For example in Tonga, where the GCCA: PSIS project is planning to focus on trialing different coastal protection measures in eastern Tongatapu, the mainstreaming activity will likely focus on the preparation of a coastal zone management plan. (Note these areas are still to be confirmed by the government of Tonga). It is anticipated that during the second year of the project a schedule for training and attachments will be prepared.

National work plans will be prepared that will provide a structure for tracking all the country activities, specifically:

- Selection, design and implementation of national climate change adaptation projects.
- Selection of sector where mainstreaming activities will be focused and the nature of any technical assistance required for the mainstreaming.
- Training and attachments.
- National coordination.
- National communications.

Work on the national work plans has already started and these will be progressed in collaboration with country stakeholders particularly during quarter 3 of 2012 (first quarter of year 2).

The activities in country will be advanced in collaboration with other regional organizations and wherever possible joint country missions involving other development partners will be conducted so that technical assistance, training and other support provided to the country can be streamlined. The stationing of the Climate Change Coordination Advisor in SPREP will greatly help collaboration between SPREP and SPC in delivery of the project activities.

In the area of climate change finance it is planned to continue close collaboration with other partners, especially PIFS, UNDP and the multilateral development banks. The project's approach will be to bring together national climate change practitioners and financial practitioners to begin a dialogue since in many of the countries this has not yet taken place. Recognising that the situation in each country is different, it is planned to recruit technical assistance to move beyond the financial overview in the Climate Change Profile to an assessment of specific ways in which the particular country can access potential sources of climate change funding. A regional workshop to discuss the findings with financial and climate change stakeholders will be held, possibly in collaboration with other organizations. This may then lead to the planning of national workshops, although these national activities may take place in the third year of the project.

In the area of communications, the Climate Change Communications Strategy will provide a guiding framework for the project communications and visibility activities. Identifying the EU as the source of funding will be highlighted in all the activities. Communication activities will include, but not necessarily be limited to:

- Completion of the five climate change documentaries.
- Preparation of specific products e.g. newsletters, country updates, posters, fliers, brochures – many of these will focus on specific national activities e.g. the climate change adaptation projects.
- Media events.
- Maintenance of an up to date website.

Coordination of the project activities, accompanied by regular reporting and convening of the Project Steering Committee will continue during the second year. Progress will be monitored and reported on quarterly.

## **CONCLUDING REMARKS**

The project has made good progress in its first year and the solid foundation laid will help ensure the project is on track to deliver in full by the end of 2014.

Nevertheless, it is recognised that significant challenges lie ahead especially as the availability of human resources relating to climate change in the nine countries is very limited. Careful monitoring will be conducted especially during the second year of the project as it passes its mid-term mark to ensure that full outputs can be delivered within the scheduled targets.



## Annex 1 Provisional Work Plan for Year One of the Project

[illegible]

## Annex 2 Revised Work Plan for Year One of the Project (Revised 28 February 2012)

	2011						2012						KRA				
Activities	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	1	2	3	4	5
<b>1. Recruitment and establishment of project offices</b>																	
1a. Recruitment of entire team (5 officers)																	
1b. Provide project support to SPREP for Climate Change Coordination Advisor																	
1c. Establishment of Project offices in Suva & Pohnpei																	
<b>2. Establishment of steering committee</b>																	
2. Convene a project steering committee meeting, possibly together with other SPC CC projects																	
<b>3. Reporting</b>																	
3a. Weekly coordination and reporting																	
3b. Monthly internal progress reports																	
3c. Regular financial reporting																	
3d. End of year 1 report																	
<b>4. Work planning</b>																	
4a. Amendment to year 1 work plan																	
4b. Overall outline plan for entire project																	
4c. Prepare detailed work plan and budget for year 2 of project																	

5. Monitoring and evaluation																	
5. Prepare monitoring and evaluation framework for project																	
6. Preparation of national climate change adaptation profiles																	
6. Prepare draft Climate Change Profiles: climate scenarios, institutional arrangements, financial arrangements, national & sectoral activities, gaps, priorities (desk study) all 9 countries																	
7. Country consultations																	
7a. Plan & schedule visits																	
7b. Implement at least 5 visits and assess																	
	2011						2012						KRA				
Activities	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	1	2	3	4	5
8. Identify focus of country activities																	
8. Initial planning for CCA project activities progressed for 4 countries																	
9. Identification of country coordinators																	
9. Mechanisms for country coordination discussed and progressed in at least 2 countries																	
10. Advance budget support mechanisms																	
10a. Engage with relevant regional organisations																	
10b. Engage with national counterparts especially Ministries of Finance																	

10c. Prepare outline brief for advancing budget support mechanisms within GCCA: PSIS countries																			
<b>11. Communication of project activities</b>																			
11a. Initiate preparation of communications plan for SPC CC Engagement Support including GCCA: PSIS																			
11b. Project brochure prepared and distributed																			
11c. Awareness raising in-country via an SPC circular and during country consultations																			
11d. Engagement with regional organisations																			
11e. Prepare storyboards and commence filming of 4 country-specific videos on climate change adaptation stories and one regional (longer video)																			

KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies

KRA2: Identifying, designing and supporting the implementation of national adaptation activities

KRA3: Enhancing the contribution of regional organizations to national adaptation responses

KRA4: Building regional capacity to coordinate the delivery of streamlined adaptation finance and targeted technical assistance to countries

KRA5: Communicating the project activities at national and regional levels

### Annex 3 National Activity Summaries

1. COOK ISLANDS	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Dr James Gosselin, Secretary, Ministry of Foreign Affairs, Cook Islands advised of start-up of project by SPC Director- General.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Cook Islands.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>15 – 24.04.12: SPC Regional Media Centre team visited Cook Islands to conduct filming for a climate change documentary.</li> <li>01 - 06.07.12: Visit to Cook Islands by project team; mission report prepared.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Ms Anna Tiraa, Director, Climate Change Unit, Office of the Prime Minister, Cook Islands represented the Cook Islands at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>The Cook Islands National Climate Change Committee is still considering a number of different options and has requested a mission by the project team in early October to advance project proposals.</li> <li>Support for advancing Cook Islands' arrangements for application to be a national implementing entity has been requested.</li> </ul>
Coordination arrangements for the project in Cook Islands	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in Cook Islands is well advanced and likely to be approved by Cook Islands Crown Law Office by 31 July 2012.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Film footage for Cook Islands Climate Change Adaptation documentary collected and is being edited. The focus of the documentary will be on health and climate change. Documentary completed for regional viewing by end 2012.</li> </ul>

<b>2. FEDERATED STATES OF MICRONESIA</b>	
<b>Activity</b>	<b>Details</b>
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Mr Lorin S Robert, Secretary for Foreign Affairs, Department of Foreign Affairs of the Federated States of Micronesia (FSM), advised of start-up of project by SPC Director- General.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in FSM.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>03.02.12: Project team's Climate Change Advisor took up residence in FSM and is based at the SPC Office in Pohnpei.</li> <li>26 – 30.07.12: Visit to Pohnpei by Project Manager.</li> <li>19 -28.09.12: Mission by SPC Regional Media Centre to undertake media training for the three northern Pacific countries and collect footage for a climate change adaptation documentary.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Ms Cindy Ehmes Assistant Director, Division of Environment and Sustainable Development, Office of Environment and Emergency Management, represented FSM at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>FSM has tentatively identified 'Traditional and other methods for coastal protection to provide for food and water security' as the focus of their on-the-ground activities. Discussions are ongoing with the four states as to site identification.</li> </ul>
Coordination arrangements for the project in FSM	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in FSM is being considered by Department of Justice.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Planning for the FSM climate change adaptation documentary (to be produced by the SPC Regional Media Centre) has commenced. The documentary will likely focus on food security. Footage will be collected during the second half of September when climate change media training for FSM, Palau and the Marshall Islands will be conducted in Pohnpei.</li> </ul>

<b>3. KIRIBATI</b>	
<b>Activity</b>	<b>Details</b>
Project inception	<ul style="list-style-type: none"> <li>• 02.03.12: SPC Focal Point, Mrs Tessie Eria Lambourne, Permanent Secretary, Ministry of Foreign Affairs and Immigration, Kiribati, advised of start-up of project by SPC Director- General.</li> <li>• March-June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Kiribati.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>• 19.03.12 – 05.04.12: Visit to Kiribati together with a team from several SPC Divisions, the GIZ-Coping with Climate Change in the Pacific Islands Region, and the Pacific-Australia Climate Change Science and Adaptation Planning Programme to advance climate change work in agriculture, fisheries, water, health and energy and to explore the concept of a ‘whole island’ approach to climate change adaptation in one or two of the outer islands.</li> <li>• 20 – 30.08.12: Second mission to Kiribati tentatively scheduled to advance plans for a climate change and health sector focus and undertake filming for the documentary and media training.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>• National stakeholders engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>• 28 - 29.05.12: Mr. Andrew Teem, Senior Policy Advisor, Strategic National Policy Unit, Office of Te Beretitenti, represented Kiribati at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>• Kiribati has identified the health sector as its area of focus for climate change mainstreaming and on-the-ground activities. Plans will be further advanced up to and during a country mission at the end of August 2012, after which a Project Concept Note will be prepared.</li> </ul>
Coordination arrangements for the project in Kiribati	<ul style="list-style-type: none"> <li>• An overarching Letter of Agreement covering project activities and arrangements for project coordination in Kiribati has been approved in principle by the Office of the Attorney General and will be finalised shortly.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Planning for the Kiribati climate change adaptation documentary (to be produced by the SPC Regional Media Centre) has commenced. The documentary will likely focus on coping with rapid population growth and waste in the face of climate change. Footage will be collected during the second half of August when climate change media training will also be conducted.</li> </ul>

4. MARSHALL ISLANDS	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Ms Kino S Kabua, Secretary of Foreign Affairs, Ministry for Foreign Affairs, Government of the Marshall Islands advised of start-up of project by SPC Director-General.</li> <li>March-June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in the Marshall Islands.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>16 - 18.03.12: Project introduced to representatives from Environmental Protection Agency, UN Mission for RMI, and Office of Environmental Planning and Policy Coordination.</li> <li>30.07.12 – 04.08.12: Project mission to the Marshall Islands.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders have been engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Mr. Steve Why, Senior Advisor on Climate Change, Office of Environmental Planning and Policy Coordination, Office of the President, Republic of Marshall Islands, and Ambassador Amatlain E. Kabua from the Embassy in Fiji represented the Marshall Islands at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Identification of the national project focus will be advanced during a country visit by the project team in August 2012.</li> <li>Initial discussions have focused on coastal zone management and coastal protection measures. However, this focus area is still to be confirmed.</li> </ul>
Coordination arrangements for the project in Marshall Islands	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in the Marshall Islands is being advanced.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Representatives from the Marshall Islands will participate in the sub-regional climate change media training to be held in FSM at the end of September.</li> </ul>



5. NAURU	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Mr. Michael Aroi, Acting Secretary for Foreign Affairs and Trade, Department of Foreign Affairs &amp; Trade, Nauru advised of start-up of project by SPC Director-General.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Nauru.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>07 – 14.05.12: Visit to Nauru together with a team from the Pacific Islands Forum Secretariat, to work on a national case study on climate change financing in Nauru. This visit was a component of a wider inter-agency (SPC, SPREP, PIFS, and GIZ-Coping with Climate Change in the Pacific Islands Region) visit to Nauru to advance planning for a Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management (31.04.12 – 14.05.12).</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Mr. Bryan Star, Director of Environment, Department of Commerce Industry &amp; Environment, Nauru, represented Nauru at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Nauru has identified the water sector as its area of focus for national activities, in particular, ‘Improving roof catchments for rainwater harvesting’ for up to 238 households. This project will complement Nauru’s efforts to increase the supply of quality potable water to households on Nauru and thereby build resilience to climate variability and change. It will be conducted in collaboration with AusAID who are providing water tanks and with the European Union (EDF 9, Envelope B) who are supporting guttering and downpipes for the identified households.</li> <li>A project Concept Note was prepared and submitted on 01.06.12. Approval by the project team and the EU was received on 18.06.12.</li> <li>Work is starting on detailed project planning.</li> </ul>
Coordination arrangements for the project in Nauru	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in Nauru is well advanced.</li> </ul>

6. NIUE	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Ms Christine Ioane, Head, Office for External Affairs in Niue advised of start-up of project by Director-General, SPC.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Niue.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>22 – 28.09.12: Planning is being advanced for the first project mission to Niue.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders have been engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Mr. Haden Talagi, Research Development Officer, Department of Environment, Niue, represented Niue at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Identification of the national project focus will be advanced during a country visit by the project team, 22 - 28.09.12.</li> </ul>
Coordination arrangements for the project in Niue	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in Niue is being advanced.</li> </ul>

7. PALAU	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Honorable Victor M. Yano Minister of State, Palau advised of start-up of project by SPC Director- General.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Palau.</li> <li>19.06.12: Project introduced to Mr. Sebastian Marino, National Environmental Planner, Office of Environmental Response and Coordination during an extra-regional meeting.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>16 - 24.07.12: Planning is well advanced for the first project mission to Palau.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders have been engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Mr. Joseph Aitaro, Protected Area Network National Coordinator, Ministry of Natural Resources, Environment and Tourism, Palau, represented Palau at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Identification of the national project focus will be advanced during a country visit by the project team, 16 – 24.07.12.</li> <li>Initial discussions have included a focus on the water sector through an incentive programme for first time home owners for water storage, and the renovation and construction of water storage tanks. Technical assistance for the preparation of a coastal management plan and for meeting the criteria for Palau becoming a National Implementing Entity are also being discussed.</li> </ul>
Coordination arrangements for the project in Palau	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in Palau is well advanced.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Representatives from Palau will participate in the sub-regional climate change media training to be held in FSM at the end of September.</li> </ul>

8. TONGA	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Mr. Alfred Soakai, Acting Chief Secretary &amp; Secretary to Cabinet, Prime Minister's Office, Tonga, advised of start-up of project by SPC Director-General.</li> <li>05 - 09.03.12: Mr. Asipele Palaki, Director, and Ms. Luisia Malolo, Team Leader of JNAP Secretariat, both of Ministry of Environment &amp; Climate Change, introduced to the project during a visit (Pilot Programme for Climate Resilience) to Tonga.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Tonga.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>05 - 09.03.12: Visit to Tonga as part of the Pilot Programme for Climate Resilience.</li> <li>18 - 22.06.12: Mission to Tonga to introduce GCCA: PSIS project to stakeholders. Meetings were held with the Ministry of Environment and Climate Change, Ministry of Finance and National Planning, Ministry of Works, PASAP Coordinator, USP EU GCCA Project and visit to the site of the proposed GCCA: PSIS project.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders have been engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Ms Luisa Malolo, Ministry of Environment and Climate Change, represented Tonga at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Using the list of projects that have been prepared and prioritised as part of Tonga's Joint National Action Plan for Climate Change Adaptation and Disaster Risk Management, Tonga has identified "Trialling coastal protection measures in eastern Tongatapu" as its area of focus for national activities. This will involve implementing and evaluating hard and soft coastal protection measures along a 6km stretch of low-lying coast where six coastal villages and a coastal road are already impacted by coastal erosion. A Project Concept Note has been prepared and submitted to the EU for approval.</li> <li>This will be supported by the preparation of a coastal management plan for Tongatapu, which will include climate change adaptation and will strengthen the coastal management capacity of the Ministry of Environment and Climate Change.</li> <li>Ministry of Finance and National Planning expressed interest in possibly getting technical assistance for a draft bill supporting the Climate Change Trust Fund.</li> <li>Note: These proposed areas have still to be formally confirmed by the Government of Tonga.</li> </ul>
Coordination arrangements for the project in Tonga	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering the project activities in Tonga has been agreed to in principle.</li> <li>Arrangements for national coordination are well advanced.</li> </ul>

9. TUVALU	
Activity	Details
Project inception	<ul style="list-style-type: none"> <li>02.03.12: SPC Focal Point, Mr Tapugao Falefou, Permanent Secretary, Ministry of Foreign Affairs, Trade, Tourism, Environment &amp; Labour, Tuvalu, advised of start-up of project by SPC Director-General.</li> <li>March - June 2012: Engagement and dialogue (via email, telephone and in-person) with stakeholders in Tuvalu.</li> </ul>
Country missions	<ul style="list-style-type: none"> <li>04 - 08.06.12: Project introduced to staff from Department of the Environment during a regional Climate Change Meeting at SPC Headquarters in Noumea.</li> <li>24.07.12 - 02.08.12: Planning is advanced for the first project mission to Tuvalu.</li> </ul>
Research and assessment	<ul style="list-style-type: none"> <li>National stakeholders have been engaged in the preparation of Version 1 of a Climate Change Profile. This focuses on climate change adaptation and accessing new sources of climate change funding; available on project website <a href="http://www.spc.int/GCCAPacificSIS">www.spc.int/GCCAPacificSIS</a> under country activities.</li> </ul>
Participation in Project Steering Committee	<ul style="list-style-type: none"> <li>28 - 29.05.12: Mr Tapugao Falefou, Permanent Secretary, Ministry of Foreign Affairs, Trade, Tourism, Environment &amp; Labour represented Tuvalu at the 1<sup>st</sup> Steering Committee Meeting.</li> </ul>
Identification of national project focus: on-the-ground activities and mainstreaming	<ul style="list-style-type: none"> <li>Identification of the national project focus will be advanced during a country visit by the project team, 24.07.12 - 02.08.12.</li> <li>The Department of the Environment has expressed interest in obtaining technical assistance to assess options for accessing and managing climate change funding.</li> </ul>
Coordination arrangements for the project in Tuvalu	<ul style="list-style-type: none"> <li>An overarching Letter of Agreement covering project activities and arrangements for project coordination in Tuvalu is under consideration by the Government.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Planning for the Tuvalu climate change adaptation documentary (to be produced by the SPC Regional Media Centre) has commenced. The documentary will likely focus on freshwater and climate change. Footage will be collected during the period 24.07.12 - 02.08.12 and climate change media training will also be conducted.</li> </ul>

## Annex 4: Template Project Concept Note

### GLOBAL CLIMATE CHANGE ALLIANCE: PACIFIC SMALL ISLAND STATES PROJECT

#### CONCEPT NOTE

**Name of Country :**

**Name of Person/Agency :**

#### **General Information:**

**Project title:**

**Project site(s):**

**Project Partners:**

**Total Project Cost:**

**Project Duration:**

#### **Short Description of the Project**

#### **Background and Justification**

#### **Project Cost and Budget**

#### **General Criteria for Identification of Projects**

Criteria	How does the proposed project adhere to the criterion?
1. <i>Feasibility</i> : Is the proposed project feasible taking into account: Time frame of GCCA: PSIS project, Available budget, National human resources, Previous track record with project implementation.	
2. <i>Cost</i> : Does the project require minimal resources	
3. <i>Consistency</i> : Does the project support the country's climate change adaptation policy and planning	
4. <i>Urgency</i> : Is the project urgent or could it be delayed 10 years with minimal impact	
5. <i>Scientifically valid</i> : Is the project based on scientifically valid climate change projections	
6. <i>Equity</i> : Does the project involve all sectors of society (especially community participation and gender considerations)	

7. <i>Replication</i> : Can the project be replicated in the country or elsewhere	
8. <i>Measurability</i> : Can the benefits of the project be measured and quantified.	
9. <i>Scope of project</i> : Does the project activity focus on one sector and include a blend of visible (on-the-ground) activities and intangible support activities (e.g. policy development, capacity building)	
10. <i>Risks</i> : Identify risks to successful implementation of the climate change project	
11. <i>Supporting documents</i> :	
Date of assessment	

<sup>1</sup> Australian Bureau of Meteorology and CSIRO, 2011; Climate change in the Pacific: Scientific Assessment and New Research Volume 1: Regional Overview. Volume 2: Country Reports.

## **Annex 5 Template Letter of Agreement**

LETTER OF AGREEMENT  
BETWEEN  
THE SECRETARIAT OF THE PACIFIC COMMUNITY  
AND  
THE GOVERNMENT OF XX  
TO IMPLEMENT THE GLOBAL CLIMATE CHANGE ALLIANCE: PACIFIC SMALL  
ISLAND STATES PROJECT

### **PREAMBLE**

The Secretariat of the Pacific Community hereafter referred to as “SPC” and the Government of XX hereafter referred to as “Government” share a commitment to address the risks posed by climate change and climate variability.

In consideration of the aforementioned premises, the parties have agreed as follows.

### **ARTICLE I**

#### **PURPOSE and SCOPE**

This Letter of Agreement sets out the roles and responsibilities and expresses the commitment of the SPC and the Government in working together to implement the European Union (EU) funded Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project to support the governments of nine smaller Pacific Island states, namely Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change.

The GCCA: PSIS is a 3 year regional project financed by the EU under Agreement DCI-ENV 2011/269-297. The purpose of the project is to promote long-term strategies and approaches to adaptation and pave the way for more effective and coordinated aid delivery to address climate change at the national and regional level, in conjunction with other SPC climate change related technical assistance.

### **ARTICLE II**

#### **OPERATIVE ARRANGEMENTS**

##### **ROLES AND RESPONSIBILITIES OF SPC**

SPC will have primary responsibility for implementing the project on behalf of the participating nine countries and will provide technical support to assist the Government of [ ] to meet the GCCA: PSIS objectives. In consultation with the Government of [ ] and other stakeholders, SPC will provide training, technical advice, support for national



coordination, and fund agreed adaptation projects in [REDACTED] to be carried out by the Government of [REDACTED], non-governmental organisations (NGOs) and other participants.

Subject to approval of overall project work plans and budgets by the EU, SPC will be responsible for the release of project funding in the currency of the country for national coordination and agreed climate change adaptation projects to the Government, or where appropriate to the State Government, according to agreed in-country needs and approved work plans. The release of all approved funding to the Government, or where appropriate to the State Government, are conditional on the Government meeting and maintaining the terms set out in this Letter of Agreement under *Roles and Responsibilities of Government*.

As part of the delivery of the GCCA: PSIS project, SPC has established two Climate Change Advisor positions, one based in the SPC Suva Office (South Pacific Climate Change Advisor), and one in the SPC Pohnpei Office (North Pacific Climate Change Advisor) to assist countries with the coordination and delivery of all activities relating to the GCCA: PSIS project.

SPC is providing a wide range of assistance to the Pacific Islands Countries and Territories through its technical divisions and through a suite of externally-funded climate change adaptation projects. This assistance is being delivered in an integrated manner through a “whole of organisation approach” and the GCCA: PSIS project is a part of this framework.

In summary, SPC will provide the following support:

1. Technical advice and short-term technical assistance to provide support in different aspects of climate change adaptation including accessing climate change finance.
2. Training workshops, training attachments, on-the-job training and national consultations relating to climate change adaptation.
3. Direct financial assistance to the Government to support the coordination of SPC’s climate change activities including those of GCCA: PSIS and national climate change priorities. This is detailed further in Annex 1.
4. Funds for climate change adaptation projects that will increase {Country’s} resilience to climate change. Annex 2 provides further details relating to these projects, selection criteria and financial guidelines.

## ROLES AND RESPONSIBILITIES OF GOVERNMENT

The Government will nominate a suitably experienced, senior national representative who will serve on the Project Steering Committee. The Project Steering Committee meets twice annually to provide overall guidance and assessment of project activities and work plans and specifically:

- Provide guidance and input on the design of the project activities.
- Provide guidance on the planning, coordination, facilitation and implementation of the project.

- Address any potential gaps in the existing and proposed activities and reach consensus on how these may be addressed.
- Ensure that duplication with other national and regional climate change adaptation activities are minimised.
- Endorse annual work plans.

The Government will determine the most appropriate national mechanisms for oversight of the national activities; these may include national committees. The Government will allocate sufficient human and logistical resources for this project and encourage other stakeholders to allocate human resources for the project's national activities.

The Government will play a leading role in coordinating broad and inclusive national participation in the project and in particular (1) the mainstreaming of climate change in national and sectoral responses in [REDACTED] and (2) the identification, design, implementation and evaluation of a specific climate change adaptation project in [REDACTED].

Where appropriate, the Government may appoint a National Climate Change Coordinator, to coordinate and facilitate the implementation of SPC's climate change activities including those of the GCCA: PSIS project as well as national climate change priorities. A template for the terms of reference is included in Annex 1 and may be amended according to individual country requirements.

In summary the Government will provide the following:

1. A suitable representative to serve on the Project Steering Committee.
2. An appropriate national mechanism to coordinate the activities of the project in [REDACTED].
3. Sufficient human resources to enable [REDACTED] to receive the maximum benefit from the project.
4. Resources to ensure that climate change adaptation is mainstreamed into the policies and programmes of the national government and its sectors.
5. Sufficient resources to ensure the successful implementation of a national climate change adaptation project.
6. And where appropriate, a national climate change coordinator.

## ARTICLE III

### Governance Arrangements

This Letter of Agreement will be governed by the following considerations:

1. This Letter of Agreement becomes effective immediately upon its signing by the appropriate officer of each of the signatory institutions.
2. This Letter of Agreement will not prevent either party from entering into similar and separate agreements with other institutions;

3. Either party may terminate this Letter of Agreement by written notice to the other party; however, the Letter of Agreement shall remain effective for 30 days from date of issue of such notice. Each party pledges that in the event one party wishes to exercise their right of termination, that party will provide an explanation to the other party of the reason for termination and provide an opportunity for discussion to determine if the reasons for termination can be addressed in a way to enable continuation of this Letter of Agreement;
4. Disputes and disagreements relating to this Letter of Agreement will be resolved through negotiations between SPC and the Government.
5. If established national goals are not achieved in reasonable timeframes and without justification, funding of national activities could be suspended and reallocated to other participating countries.

#### ARTICLE IV

##### Confidentiality and Intellectual Property

Any exchange of information between SPC and Government under this Letter of Agreement, whether in relation to scientific research, financial management or other information will be subject to any reasonable conditions of confidentiality that the party disclosing the information wishes to impose, notwithstanding other areas of cooperation stated in this Letter of Agreement. Any publication arising out of joint research and work undertaken by the SPC and Government will be guided by the principles of publication and information sharing of the leading partner of that activity.

The intellectual property gained by reason of the collaboration will not be shared except by mutual agreement of both parties. Information previously being intellectual property of a respective organization remains so. This Letter of Agreement does not influence the terms and conditions of other partnership agreements already in place between each organization and third parties.

In the absence of any specific agreement to the contrary, SPC and the Government hereby acknowledge that this Letter of Agreement will not act as a licence for either party to exercise the other's intellectual property rights in relation to know-how, materials or technology.

#### CONCLUSION AND SIGNATURE

Successful implementation of this Letter of Agreement depends not upon the operation of law as an enforcement mechanism but upon the motivation and commitment of SPC and the Government to maximise the opportunities provided within the framework of the GCCA: PSIS project.

Signed:

For and on Behalf of the Secretariat of the Pacific Community

Director General, Secretariat of the Pacific Community

Date: \_\_\_\_\_

On Behalf of the Government of \_\_\_\_\_

---

Secretary of \_\_\_\_\_, Ministry of \_\_\_\_\_

Date: \_\_\_\_\_

#### Annex 1 Support for National Engagement

Recognising the existing constraints for the coordination of climate change activities within government, provision has been made within this project to provide support for national coordination and project management. This could take different forms depending on a country's specific needs, examples include:

- Financial assistance could be provided to support a national Climate Change Coordinator who would be employed by government and would have as one of his/her main responsibilities the coordination of SPC's climate change activities in \_\_\_\_\_
- Alternatively, funding could be provided to supplement an existing government employee's salary so that he/she could undertake the coordination of SPC's climate change activities in country.
- Other modalities could also be considered.

Whichever modality is selected it would be necessary for the individual to be recruited and employed by the Government, and subject to Government's pay scales, rules and regulations. The period of employment would extend to 31 December 2014. Specific terms of reference for the individual will need to be agreed by the Government of \_\_\_\_\_ and SPC. A template for the terms of reference of a National Climate Change Coordinator are shown below, these will need to be amended to a country's requirements.

Up to €54,000 are available as support for national coordination in each country. The allocation could also include the cost of equipment e.g. computer hardware.

## Template Terms of Reference for a National Climate Change Coordinator

TITLE	: Government of {Country}-SPC Climate Change Coordinator
TERMS OF REFERENCE	: Annexed
TENURE	: The duration of this contract shall be from xx to 31 December 2014.
VENUE	: {Town, Country}
PAYMENTS	The salary range is XXX to XXX in accordance with {Country} Government scale for contractual services, Salary will be paid by Department of Finance, Government of {Country} on a monthly basis.
TRAVEL	: As the need arises there may be travel associated with the position. All approved travel costs will be met by the Government of {Country} under the terms and conditions of the Letter of Agreement between SPC and the Government of {Country}, dated xxxx.
OTHER BENEFITS	: There are no other benefits apart from the remuneration specified above and the standard package available to a government employee in accordance with the Government's policy covering annual leave grant, health, superannuation.
MEDICAL INSURANCE	:
COPYRIGHT	: All material and resources prepared and produced during the tenure of this position will remain the property of the Government of {Country} and/or Secretariat of the Pacific Community as per the Letter of Agreement between SPC and the Government of {Country}.
COMMUNICATION OF UNPUBLISHED INFORMATION	: It is a condition of appointment to the Government of {Country} under the Letter of Agreement between SPC and the Government of {Country} that anyone holding this position shall not communicate to any person or to the press any unpublished information known by reason of your official position except in the course of duty or by authorisation of your direct supervisor.

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## Background

The Government of the \_\_\_\_ is aiming to enhance its coordination of activities and partnerships with regional programmes to address climate change. It has requested assistance for personnel to be based in the {Name of Government Agency} who will focus on providing national support for programmes being implemented in partnership with the Secretariat of the Pacific Community (SPC).

Funding for this national Climate Change Coordinator post, will be provided to the Government under cover of the Letter of Agreement, signed on \_\_\_\_\_. The funding is provided by SPC's Global Climate Change Alliance: Pacific Small Island States project to December 2014.

SPC is committed to help Pacific Island Countries and Territories address the risks posed by climate variability and climate change through its sectors and its “whole of organization” approach. SPC is carrying out a variety of climate change activities through its divisions, and in particular through:

- Applied Geosciences and Technology Division
- Economic Development Division
- Education, Training and Human Development Division
- Fisheries, Aquaculture and Marine Ecosystems Division
- Land Resources Division
- Strategic Engagement, Policy and Planning Facility

SPC is also implementing several climate change projects funded by external partners, these include:

- Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS); funded by European Union (EU)
- Coping with Climate Change in the Pacific Island Region (CCCPIR); implemented in partnership with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ)
- International Climate Change Adaptation Initiative: focusing on building resilience in the fisheries, agriculture and health sectors; funded by AusAID
- Vegetation and Land Cover Mapping and Improving Food Security for Building Resilience to a Changing Climate in Pacific Island Communities; funded by USAID

Two of these projects have Climate Change Advisors, based in SPC-North Pacific Regional Office (SPC-NPRO) and SPC-Suva Office, to coordinate SPC climate change project activities in the nine Pacific Small Island States: Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.

Furthermore another ongoing GCCA Project, funded by the EU and implemented by the University of the South Pacific (USP) has the objective of building adaptive capacity in the Pacific. Synergies should be facilitated with this project. A separate in-country coordinator has been appointed in {Country} for this project.

## Scope of Work

The Climate Change Coordinator will be responsible for providing national support in {Country} for all of SPC's climate change activities described above. In addition the Climate Change Coordinator will focus particularly on two key outputs from SPC's Global Climate Change Alliance: Pacific Small Island States project, namely:

*Component 1: Supporting the countries successfully mainstream climate change into their national and sector response strategies*

This will involve helping {Country} identify specific adaptation actions, priority investment plans and timelines to respond to climate change impacts in key sectors. Special attention will be given to supporting its development of robust coordination, planning and financial management processes so that {Country} can become eligible for a broader range of climate change funding mechanisms including national and sector budget support.

*Component 2: Implementation of national adaptation activities*

Provision of training in project appraisal and management will help countries identify effective adaptation measures that can also be supported by other development partners. The design and implementation of a climate change adaptation project in {Country} is part of this initiative.

## Location

Based in {Town, Country}, with the Government of {Country and agency}

## Responsibilities:

Working closely with the National Government of {Country}, SPC, Secretariat of the Pacific Regional Environment Programme (SPREP), the Council of Regional Organisations in the Pacific (CROP), the incumbent will:

- Support the Government of {Country} in coordinating SPC's climate change related activities.
- Function as a national counterpart for the SPC- South Pacific Climate Change Advisor.
- Facilitate relevant logistics and services for programmes, national and regional counterparts and visitors.
- Ensure compliance with local legislative procedures.
- Coordinate collaborations between all relevant stakeholders, especially between the {Country Climate Change agency and specific teams} and SPC on the implementation of the various SPC climate change activities in {Country}, and in particular the Global Climate Change Alliance: Pacific Small Island States project for {Country}.
- Provide administrative assistance in general programme implementation and management and day-to-day liaison with counterparts and provide necessary feedback and reporting to the Government of {Country} and SPC-North/South Pacific Climate Change Advisor.
- Assist {Country Climate Change Agency} in monitoring and reporting on the implementation progress of the {Country}-SPC climate change programmes, national

plans of operation and subsequent reporting.

- Provide technical support to the implementation of the SPC climate change programmes work programmes and plans of operation.
- Where appropriate, and in consultation with the Government of {Country} and SPC North/South Climate Change Advisors, represent Government of {Country}-SPC climate change programmes in national meetings, workshops, and fora.
- Inform stakeholders and members of the public on SPC climate change programmes activities, initiatives, processes, and progress in {Country}.
- Maintain close links with SPC-North/South Pacific Advisors in executing all tasks listed below.

Within this context, she/he fulfils the following specific tasks:

#### **Main technical tasks**

1. Liaise closely and regularly with and provide technical support to relevant Climate Change Advisors and regional counterparts on the implementation of the {Country} climate change programme activities.
2. Promote close collaboration and regular communication with technical national counterparts on the implementation of climate change programme activities in {Country}.
3. Provide technical inputs, collect information and provide analysis, document and prepare reports.
4. Support national counterparts and the programme technical teams in the implementation of activities at implementation sites, including the documentation of programme approaches and processes undertaken in the implementation sites.
5. Assist the Government of {Country}-SPC climate change programmes steering committee members in monitoring the Government of {Country}-SPC programmes plans of operation and reporting of progress in the committee meetings and to the implementation sites task teams.
6. Report on progress of Government of {Country}-SPC programme activities at the national and community levels in {Country} including to SPCs official focal point in the National Ministry of Foreign Affairs
7. Collaborate with counterparts on the development of awareness, education and informational materials on climate change-related subjects and on subjects covered within the scope of the programme in {Country}.
8. Ensure gender, culture and youth are considered in all programme implementation areas.

#### **Main administrative tasks**

1. Assist SPC-North/South Pacific Climate Change Advisors and {Government Climate Change Agency} in maintaining close contacts with government counterparts, executing agency, programme partners, and other counterparts.
2. Provide operational support to programme activities in {Country}, including consultancy missions and studies, in close liaison with SPC-North/South Pacific



Advisor.

3. Establish monthly budgets for activities within {Country} and liaise with SPC-North/South Pacific Advisor for funding requests. Ensure compliance with Government of {Country}, SPC and partner budget requirements and deadlines.
4. Liaise with SPC-North/South Pacific Advisor for regular submission of acquittals like receipts, invoices, reports and inventory listing. Provide prompt necessary clarification to queries related to accounting to SPC–North/South Pacific Advisor.
5. Be responsible for day-to-day programme correspondence, information sharing and filing as well as ensuring that appropriate follow-up actions are taken.
6. Ensure regular and timely receipt of progress reports on relevant climate change activities including Government of {Country}-SPC climate change programmes and other parallel funded activities at national level.
7. Assist in the organization of and logistical preparation of workshops, seminars, presentations, visiting missions, consultancies, student attachments, field trips, and other programme-related events and activities.
8. Provide records of meetings, workshops and other programme events.
9. Ensure visibility of Government of {Country}, SPC, EU and other partners in accordance with programme guidelines and agreements.

#### **Communication tasks:**

1. Compile and share with SPC-North/South Pacific Advisor all relevant climate change-related data and information, reports, activities, processes, and projects in {Country}.
2. Support Government of {Country} and SPC-North/South Pacific Advisor in organising awareness-raising initiatives in {Country}.
3. Participate in and contribute to national discussions on subjects relating to {Government of Country}-SPC climate change programmes.
4. Procure support in translating from {Country's local language} to English, and vice versa, during workshops and meetings, as well as for documentation and reports and other information forms (in print, audio or visual) where necessary.

#### **Tasks as and when required:**

Execute other tasks as and when required by Government of {Country} and/or SPC Climate Change Advisors and by mutual agreement, especially during the absence of other programme staff.

#### **Reports to:**

The position holder will be responsible to the {Position, Agency, Country} who will have primary day-to-day management control of duties performed by the Climate Change Coordinator. However, SPC through the SPC North/South Pacific Climate Change Advisor, and the Government of {Country} through the {Position, Agency} will jointly agree on the annual work programme and any additional tasks required of the person appointed to the position.

Monthly status reports are to be provided for programme partners, with more detailed reporting and acquittals to be provided on an annual basis.

## **Annex 2: Climate Change Adaptation Projects**

The primary focus will be to support at least one climate change adaptation project in each country with concrete outcomes and good potential for replication.

### **Background**

A key focus of the GCCA: PSIS project is to identify and support on-the-ground action that increases the resilience of the countries to climate change. Through the GCCA: PSIS project at least one climate change adaptation project will be developed and implemented in each country.

Coordination and partnering with other development agencies that are active in the country will be essential to ensure that any proposal for a climate change adaptation project meets the priorities of the country and is consistent with the national and sector based climate change strategies.

The GCCA: PSIS project will also provide assistance to the beneficiary countries to help identify practical on-the-ground climate change adaptation projects. This will include training on project proposal preparation, technical assistance to establish baseline monitoring systems, cost-benefit analyses of adaptation options, community impact assessments, project implementation and monitoring and evaluation.

### **Planning Activities**

- Complete a review of existing and planned adaptation activities in each country.
- Work with host government to identify potential pilot project options which would also be suitable vehicle for project proposal development training.
- Preparation of draft project proposal documents and timelines that can be used for national level discussions and community consultation.
- Assist national government with community consultation and project impact assessment.
- Convene donor coordination meetings to discuss climate change project initiatives and to enhance national level consultation and coordination.
- Provision of technical assistance and hands on training to formulate project designs and undertake financial analysis and cost-benefit screening.
- Provision of technical assistance in project implementation and monitoring.

The types of adaptation activities that could be supported by this project will vary between countries according to their particular needs and circumstances, and the magnitude of financial resources available through this project.

## **Examples of Possible Climate Change Adaptation Project**

- The introduction and trialling of climate resilient crops and agricultural management techniques that reduce the risks of climate related crop losses (such as those developed by the Centre for Pacific crops and Trees).
- Support for health sector activities that directly address climate change vulnerabilities (for example strengthened vector based and water borne disease programmes).
- Water efficiency and governance programmes that reduce the vulnerability of countries to climate induced variability in annual and seasonal precipitation regimes.
- Coastal fisheries resource management and catch maintenance techniques (such as piloting coastal Fish Aggregation Devices) that can help communities and commercial fisheries to adapt to changes in fish species availability and distribution.
- Enhanced coastal management and storm protection measures, such as mangrove planting and rehabilitation.
- Increasing the resilience of transport infrastructure through improved drainage and flood protection measures (such as debris traps).
- Integrated watershed management to reduce erosion and sediment loads that reduce the productivity of coastal fisheries and aquaculture.
- The development and implementation of improved building codes and standards to reduce loss of life and asset losses arising from extreme weather events.

Of particular importance will be to support activities that can be directly linked to, and offer potential for, future scale-up through sector wide and national adaptation programmes. Transitioning from ad-hoc project by project approaches to programmatic approaches that can underpin sector based adaptation strategies will be an important means of mainstreaming climate change into line ministries and national development planning. It will also increase the prospects of supporting adaptation response strategies through direct budget support modalities.

## **Available Funding**

Up to €500,000 is available to each country for national climate change adaptation project.

## **Time Frame**

The climate change adaptation project must be implemented and evaluated within the time frame of the CGGA: PSIS project which has an end date of December 2014.

## **Specific Criteria**

1. *Feasibility*: Is the proposed project feasible taking into account:
  - Time frame of GCCA: PSIS project.
  - Available budget.
  - National human resources.
  - Previous track record with project implementation.
2. *Cost*: Does the project require minimal resources?

3. *Consistency*: Does the project support the country's climate change adaptation policy and planning?
4. *Urgency*: Is the project urgent or could it be delayed 10 years with minimal impact?
5. *Scientifically valid*: Is the project based on scientifically valid climate change projections?
6. *Equity*: Does the project involve all sectors of society (and include community participation and take into account gender considerations)?
7. *Replication*: Can the project be replicated in the country or elsewhere?
8. *Measurability*: Can the benefits of the project be measured and quantified?
9. *Scope of project*: Does the project focus on one sector and include a blend of visible (on-the-ground) activities and intangible support activities (e.g. policy development, capacity building)?

## **Financial Guidelines**

An approved work plan and budget must be prepared and agreed before any funds can be released by SPC.

The **Ministry of Finance** in the country shall be responsible to SPC for the national funds supplied under this project and will keep records of the project account with requisite degree of care, efficiency, transparency and diligence, as required by best practice in the field concerned and in compliance with the financial procedures manual.

If any of the Government partners, subcontractors, or agents indulges in corrupt practices in connection with this or any other operation financed by the EC or SPC, the latter may suspend the operation or terminate the project

- Eligible costs

To be considered eligible in the context of the operation, costs must:

1. Be necessary for carrying out the operation, be provided for in the work plan and comply with the principles of sound financial management, in particular value for money and cost effectiveness. For any cost over USD250, three quotations must be obtained and the lowest of the quotation accepted. Any deviation from this rule will need prior written approval of SPC.
2. Have been incurred during the duration of execution of the operation.
3. Have actually been incurred, be recorded in the Government's accounts, be identifiable and verifiable and be backed by originals of supporting evidence.

- Non eligible costs

1. Provisions for possible future losses or debts

2. Interest owed by the Government to any third party
3. Purchases of lands or buildings
4. Currency exchange losses
5. Taxes that the Government is able to reclaim.

Payments shall be made into the Government's account on the request of [REDACTED]. All payments will be made in the currency of the Government of [REDACTED] with 80% advance with 100% acquittal following audit and financial reports. Any interest accruing from the advances paid by SPC shall be considered as income for the purpose of operating this project. It may be used to cover eligible costs of the operation.

The Government shall oversee accurate and regular records and accounts of the implementation of the operation.

- Financial transactions and financial statements shall be subject to the internal and external-auditing procedures laid down in the financial regulations, rules and directives of SPC.
- All original substantiating documents relating to each financial transaction shall form part of the monthly acquittal.
- Reimbursements of funds shall only be made on receipt of the proper acquittal of the funds already advanced.
- Fixed Assets (equipment): All fixed assets (equipment) will remain the property of SPC until the closure of the project. On closure of the project the assets will be officially handed over by SPC to the respective stakeholders in the country. An asset register of all assets purchased should be kept in the office of the Government.

## **Annex 6 List of National Meetings, Workshops and Conferences where GCCA: PSIS Project Presented**

### **March 2012**

Presentation on climate change science and adaptation, including GCCA: PSIS project, to a meeting at the International Union for the Conservation of Nature, Suva, Fiji.

Presentation on climate change science and agriculture, including GCCA: PSIS project, to a workshop organised by SPC-Land Resources Development on crop diversity: a tool for managing climate variability.

Presentation on accurate media reporting of climate change issues and the GCCA: PSIS project, Pacific Harbour, Fiji.

### **May 2012**

Presentation on GCCA:PSIS project to the 2<sup>nd</sup> national communication report preparation workshop, Pohnpei, FSM

Presentation on GCCA: PSIS to integrated water resources management workshop, Pohnpei, FSM.

Presentation on GCCA: PSIS project at 350.org climate change and youth workshop, Pohnpei, FSM.

### **June 2012**

Presentation on SPC: PSIS project to SPC climate change and fisheries workshop for heads of fisheries, Noumea, New Caledonia.

## **Annex 7 Example of a Country Update, June 2012**

This email is to update you on recent developments within the SPC Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) Project since the Steering Committee meeting at the end of May. The GCCA: PSIS project is funded with support from the European Union. We plan to prepare monthly updates to keep everyone advised about national and regional progress.

### **Cook Islands:**

- Graham Sem will be visiting Cook Islands from 2-6 July to introduce the GCCA: PSIS project to stakeholders and participate in the Inception Workshop for the 'Strengthening resilience of our islands and our communities to climate change' project.

### **FSM:**

- Terms of reference for a National Coordinator well advanced.
- 'Traditional and other methods for coastal protection to provide for food and water security' provisionally selected for the on-the-ground adaptation project.

### **Kiribati:**

- Terms of reference for a National Coordinator and Letter of Agreement approved by the Attorney General's Office, and final versions will be ready for signature shortly.
- Climate change and health has been identified as the area of focus for project activities.

### **Marshall Islands:**

- Focus area for project activities still to be identified.

### **Nauru:**

- Letter of Agreement and arrangements for a National Coordinator well advanced.
- 'Improving roof catchments for rainwater harvesting' has been identified as the area of focus for the on-the-ground project; the Project Concept Note has been completed and approved by the project team and the EU.

### **Niue:**

- Letter of Agreement and arrangements for a National Coordinator are being advanced.
- Dates for a country visit have been provisionally confirmed, 22-28 September.

### **Palau:**

- Arrangements for a National Coordinator are well advanced.
- Arrangements are in place for a visit by Gillian Cambers & Pasha Carruthers 16-24 July.
- Several areas of focus for the on-the-ground adaptation project are under discussion.

### **Tonga:**

- Letter of Agreement and arrangements for national coordination well advanced.
- 'Trialling different approaches to coastal protection' identified as the focus area for the on-the-ground adaptation project which will be supported by the preparation of a coastal management plan. Project Concept Note under preparation.

### **Tuvalu:**

- Graham Sem will be visiting Tuvalu from 24 July to 2 August to introduce the GCCA: PSIS project to stakeholders.
- At the same time a team from SPC's Regional Media Centre will be in Tuvalu to provide media training and collect film footages for a climate change adaptation documentary.

On the regional front:

- Minutes from the Regional Steering Committee Meeting, 28-29.05.12 finalised and circulated.
- The project team are collaborating closely with the University of the South Pacific EU GCCA project to promote synergies.
- The national Climate Change Profiles (Version 1) are being edited and will shortly be uploaded to the website, together with other documents.
- The project website can be accessed at [www.spc.int/GCCAPacificSIS](http://www.spc.int/GCCAPacificSIS)

Looking forward to our continuing collaboration.

Best wishes from

Project Team: Gillian, Graham, Pasha, Sheik.



## **Annex 8 Guidelines for Procedure for Project Steering Committee**

### **Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) Steering Committee Guidelines**

#### **Background**

SPC is committed to helping Pacific Island countries and territories (PICTs) address the risks posed by climate variability and climate change. The Pacific region has for centuries been vulnerable to natural climate hazards such as floods, droughts and cyclones. The frequency of such events varies from year to year and decade to decade due to phenomena such as the El Niño Southern Oscillation. Climate change resulting from increased greenhouse gases is posing additional risks for the region, such as increasing air and sea surface temperatures. SPC is working to help PICTs respond to the risks and impacts of climate variability and climate change through its sectoral work and its ‘whole of organisation’ approach and in partnership with other members of the Council of Regional Organisations in the Pacific (CROP).

The European Union (EU) established the **Global Climate Change Alliance (GCCA)** in 2007 to strengthen dialogue, exchange of experiences and cooperation on climate change with developing countries most vulnerable to climate change, in particular those listed by the United Nations’ as Least Developed Countries or Small Island Developing States. GCCA is the main implementing channel for the EU fast start commitments related to climate change adaptation. Under funding approved in 2010, €11.4 million has been allocated to the **Global Climate Change Alliance: Pacific Small Island States (GCCA-PSIS) project**.

The overall objective of GCCA: PSIS is to support the governments of nine smaller Pacific Island states, namely Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change.

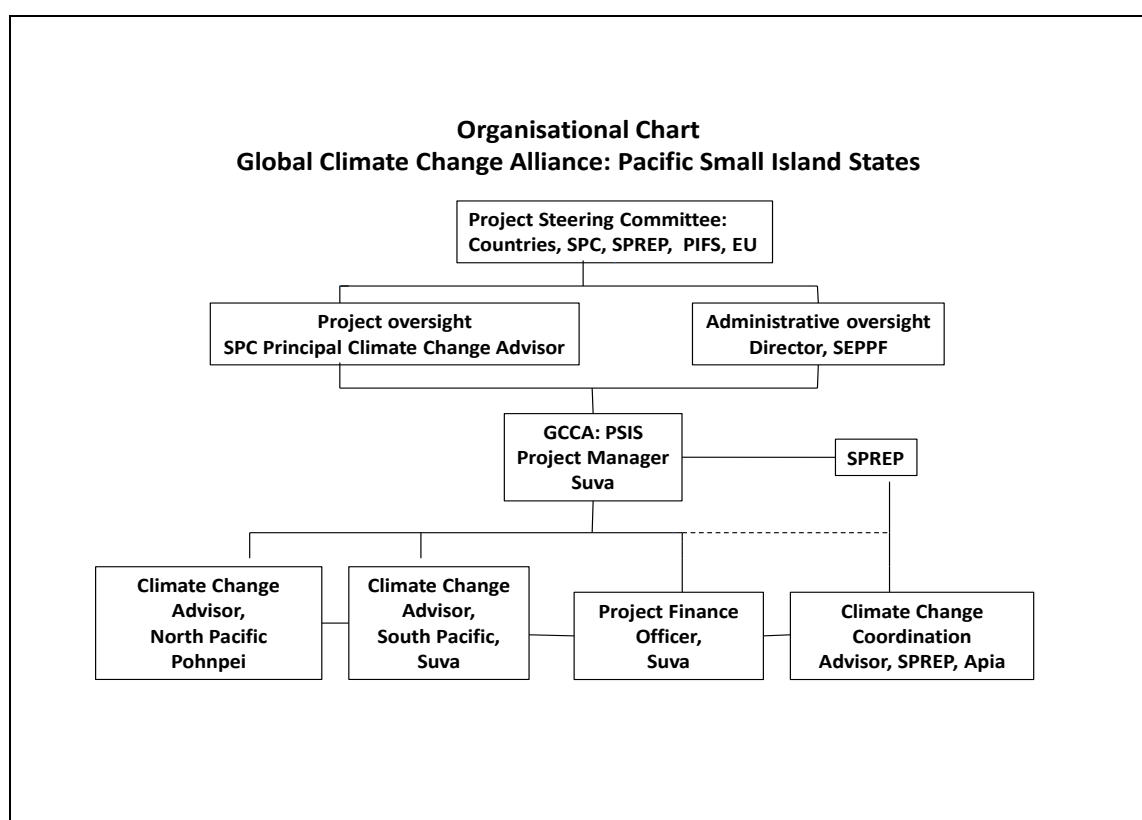
The purpose of the project is to promote long-term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery to address climate change at the national and regional level.

#### **Organisation and Set-up of GCCA: PSIS**

The project is implemented under the terms of an agreement between the EU and SPC. The project supervisor is SPC’s Senior Climate Change Adviser and administrative oversight is provided by the Director, Strategic Engagement, Policy and Planning Facility of SPC and the SPC Director-General. The project’s core team consists of a Project Manager, three Climate Change Advisers (one based in the Secretariat of the Pacific Regional Environment Programme (SPREP)) and a Project Finance Officer, see Figure 1.

The Project Steering Committee will provide overall guidance and assessment of project activities and work plans.

**Figure 1 Project Organisation**



### Membership of the Steering Committee

The membership shall be made up of:

- 9 representatives, one each from Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.
- 2 representatives from SPC (Senior Climate Change Adviser and Director, Strategic Engagement, Policy and Planning Facility).
- 1 representative from SPREP.
- 1 representative from the Pacific Islands Forum Secretariat (PIFS).
- 1 representative from the European Union (EU).
- Project Manager GCCA: PSIS project.

Other stakeholders may be invited to attend as observers.

### Function and Responsibilities of the Committee

The Committee will undertake the following functions:

- Provide guidance and input on the design of the project activities.
- Provide guidance on the planning, coordination, facilitation and implementation of the project.
- Address any potential gaps in the existing and proposed activities and reach consensus on how these may be addressed.
- Ensure that duplication with other national and regional climate change adaptation activities are minimised.
- Endorse annual work plans.

## **Procedures**

There will be at least one face-to-face meeting of the Steering Committee each year and if possible this will be scheduled back-to-back to another regional meeting. Additional meetings of the Steering Committee will be scheduled on a needs basis and wherever possible will be conducted using virtual modalities.

Meetings will be quorate when 10 of the 15 members, or their alternates, are present. Members of the Steering Committee may elect alternate representatives from their country/organisation.

The Chairperson for each meeting of the Steering Committee will be elected by the meeting members.

The Project Manager of the GCCA: PSIS project is responsible for preparing the meeting minutes. Draft minutes to be provided to the meeting members within ten working days of the meeting.


Project documents to be submitted to Steering Committee members four weeks in advance of the meeting so that they can be circulated and discussed with national stakeholders prior to the meeting.


The Committee will make decisions on a consensus basis wherever possible. Where consensus cannot be reached a majority vote will determine specific outcomes.

These terms of reference may be altered by consensus of all Steering Committee members.

## Annex 9 Financial Statement Approved by SPC Finance Department

Global Climate Change Alliances			
Detailed Cost Break Down For Year 1	Cost Euro's	Actuals Euro's	Balance Euro's
<b>Technical Assistance</b>			
Long Term Technical Assistance			
Project Manager/ Team Leader	120,000	46,077	73,923
Climate Change Advisor-Suva	110,000	30,151	79,849
Climate Change Advisor-Pohnpei	110,000	38,789	71,211
Finance Officer	25,000		25,000
Specialist Tech Assist to Beneficiary countries	400,000	53,249	346,751
<b>Sub Total</b>	<b>765,000</b>	<b>168,265</b>	<b>596,735</b>
<b>Training , Technical, Attachemnets, National project engagement support, Travel, Project Visibilty and office Equip and Consumables</b>			
Support to SPREP for Travel and in country cost	50,000	34,417	15,583
Long Term Tech Assist to SPREP	120,000	120,000	-
	170,000	154,417	15,583
Support for participating country Project Engagements	130,000		130,000
Regional Training Workshops and Technical Attachments	120,000	30,117	89,883
Project equipment and consumables	40,000	38,993	1,007
Pililot Adaptation ( Design)	90,000		90,000
Travel and in Country Cost	110,000	40,490	69,510
Visibility	28,750	17,750	11,000
			-
<b>Sub Total (Direst Cost)</b>	<b>518,750</b>	<b>127,350</b>	<b>391,400</b>
<b>Total Direct cost</b>	<b>1,453,750</b>	<b>450,032</b>	<b>1,003,718</b>
In-direct cost (7%)	101,762.00	31,502	70,260
<b>Total Cost estimate for Year_1</b>	<b>1,555,512</b>	<b>481,535</b>	<b>1,073,977</b>

Signature :   
Name : Unise Cawaru  
Position : Management Accountant  
Date Signed : 4/7/12 .

Signature :   
Name : Gillian Campers  
Position : Project Manager  
Date Signed :

## Annex 10 Template for Project Progress ‘Traffic Light’ Report Month, 2012

### Traffic light definitions

When reporting on the projects in the traffic light report one of the following four categories is used:

Red	Implementation is highly problematic. Implementation failure has occurred or is likely and/or the initiative has not had the desired effect. Initiatives which receive a red rating require specific intervention (e.g. revisit objectives and develop a different strategy/approach) and resolution may not be within the organisation’s control.
Red/Amber	There are potential implementation difficulties and risks which should be brought to the Management Committee’s attention even if the initiative is being well managed. A measure receiving a red/amber rating may still be successfully implemented if it receives the right level of attention, and/or the risks are effectively managed.
Amber/Green	There are potential implementation difficulties and risks which should be brought to the Management Committee’s attention even if the initiative is being well managed. Has already had measures put in place to mitigate the risk and get the project back on track.
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties and/or risks emerging.

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
Traffic light	Key results area	Main activities and outputs, May 2012	Outlook next reporting period, June 2012	Comments, issues and concerns
	<b>Cook Islands</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Nauru</b>			
	1.1 More detailed and substantive			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Niue</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Tonga</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages			



<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Tuvalu</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
Traffic light	Key results area	Main activities and outputs, May 2012	Outlook next reporting period, June 2012	Comments, issues and concerns
	organizations			
	2.1 Implementation of pilot adaptation project			
	FSM			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	<b>Kiribati</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Marshall Islands</b>			
	1.1 More detailed and substantive national and sector level			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	climate change plans and strategies in place			
	1.2 Country better equipped to qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			
	<b>Palau</b>			
	1.1 More detailed and substantive national and sector level climate change plans and strategies in place			
	1.2 Country better equipped to			

<b>KRA 1: Supporting national efforts to successfully mainstream climate change into national and sector response strategies</b> <b>KRA 2: identifying, designing and supporting the implementation of National Adaptation Activities</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	qualify for direct budget support			
	1.3 Linkages strengthened between national line ministry officials and sector specialists in Pacific regional organizations			
	2.1 Implementation of pilot adaptation project			

<b>KRA 3: Enhancing the contribution of regional organisations</b>
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<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	Strengthening of effective climate change information exchange and analytical tools			
	Increased flow of climate relevant data and analytical outputs to countries			

**KRA 4: Building regional capacity to coordinate the delivery of streamlined adaptation finance and targeted technical assistance to countries**

<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	Development of a comprehensive matrix of development partner climate change support at the national and regional level to support the Development Partners in Climate Change group			
	Strengthened regional coordination through the Pacific Climate Change Roundtable and the CROP CEO's Climate Change Sub-committee including the potential establishment of a regional climate change finance			

<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	and technical support mechanism			
	Enhanced coordination and integration of SPC and SPREP climate change activities in beneficiary countries			



<b>KRA 5: Communication and Highlighting EU Visibility</b>				
<b>Traffic light</b>	<b>Key results area</b>	<b>Main activities and outputs, May 2012</b>	<b>Outlook next reporting period, June 2012</b>	<b>Comments, issues and concerns</b>
	Preparation and Implementation of the SPC Climate Change Communications Plan			
	Delivery of national communication products	Cook Islands Nauru Niue Tonga Tuvalu FSM Kiribati Marshall Islands Palau		

**Annex 1 Presentations on GCCA: PSIS in Month 2012**

### Annex 11 Work Plan for Second Year of Project

Activity	Outputs/Indicators	Q1 , 07-09 2012	Q2 , 10-12 2012	Q3, 01-03 2013	Q4 04-06 2013
<b>1. National Climate Change Adaptation Projects</b>					
1.1 Using agreed criteria, identify specific climate change adaptation projects to be implemented in each country between now and 2014	Climate change adaptation projects identified and agreed by each country; <u>Indicator</u> : Concept Note for each project				
1.2 Prepare costed work plan to 2014 for design, implementation and evaluation of national adaptation projects	Work plans, schedules and costings prepared for each country; <u>Indicator</u> : Initial design plan with costing prepared for each country; detailed design plans prepared for at least 5 countries.				
1.3 Commence implementation of the adaptation activities in minimum 50% of the countries	Identified projects commenced in 50% of the countries; <u>Indicator</u> : Progress report describing initial activities prepared by 50% of countries				
<b>2. Climate Change Mainstreaming</b>					
2.1 Identify sector for climate change mainstreaming activities in each country	Sector(s) in each country for mainstreaming of climate change identified; <u>Indicator</u> : Written confirmation from each country identifying area for the adaptation project supported by mainstreaming				
2.2 Together with country, design technical assistance (TA) and training activities	Plan of TA and training to 2014 prepared for each country; <u>Indicator</u> : Schedule showing country training activities				
2.3 Implement at least one TA or training activity	At least one TA/training activity implemented in 50% of the countries; <u>Indicator</u> : Report on training activity				
2.4 Determine country coordination needs for GCCA: PSIS and SPC climate change activities					
2.5 Prepare and revise national work plans showing project activities	<u>Indicator</u> : National work plans				

2.6 Advance confirmation of the Letters of Agreement and arrangements for National Coordination	GCCA: PSIS project activities coordinated and where appropriate national coordinators recruited and performing satisfactorily; <u>Indicators</u> : Signed letters of agreement; reports on performance of National Coordinators from project team				
<b>3. Enhancing climate change information exchange</b>					
3.1 Support the population and use of the Climate Change Portal by the nine countries in collaboration with SPREP	Climate Change Portal up to date with available information from the nine GCCA: PSIS countries; <u>Indicator</u> : Portal pages up to date for the 9 countries				
3.2 Provide basic training on climate change information to persons not involved directly in climate change, where requests have been received	Workshops/meetings held to provide basic training on climate change where requested; <u>Indicator</u> : workshop reports				
3.3 Maintain close collaboration with CROP agencies, in particular PIFS, SPREP, USP-GCCA, to implement adaptation activities in an integrated manner	Project activities implemented in a collaborative manner providing more benefit to countries; <u>Indicator</u> : Minimum of 4 activities conducted in collaboration with other organisations				
3.4 Provide support and input to regional implementing arrangements e.g. PCCR, WACC, and DPCC.	Combined missions and integrated delivery of project activities; <u>Indicator</u> : Minimum of 5 combined missions				
<b>4. Build regional capacity to deliver streamlined adaptation finance and targeted TA</b>					
4.1 Collaborate with PIFS in their assessment of options for climate change finance in Nauru and possibly other countries	Improved project outcomes through sharing and collaboration				
4.2 Building on the national climate change profiles, recruit technical assistance to assess countries' potential to access climate change finance	Assessment report on accessibility to climate change finance; <u>Indicator</u> : Report on accessing climate finance in 9 countries				
4.3 Hold a regional workshop, possibly in collaboration with other partners, to discuss national and regional action so the smaller countries can access new climate change financing	Workshop conducted, report prepared and action plan advanced for assisting countries access new climate change finance; <u>Indicator</u> : Workshop report				
4.4 Based on the results of the regional workshop, assess the need for national workshops and if appropriate plan their scheduling	Schedule for national workshops planned; <u>Indicators</u> : Schedule for national workshops (if required by countries)				

4.5 Collaborate with other organisations, e.g. APAN, UNDP regarding assisting the 9 countries access climate change funds	Improved project outcomes through sharing and collaboration				
4.5. Provide TA and training to countries, where requested, to advance their access to climate change funding	Technical training to advance countries' access to climate change finance; <u>Indicator:</u> Reports on TA (if requested by countries)				
<b>5. Coordination, Communication and Visibility</b>					
5.1 Complete the climate change communications strategy and plan and commence implementation (Preparation of plan to start May 2012)	Plan finished, and implementation commenced, monitoring undertaken; <u>Indicator:</u> Plan of activities contained in strategy implemented				
5.2 Communications and media events scheduled throughout the year according to the plan; website updated regularly	High visibility of project achieved; <u>Indicator:</u> Website up to date;				
5.3 Complete filming and preparation of climate change adaptation videos (1 regional and 4 national for: Cook Islands, Kiribati, FSM and Tuvalu), distribute and share on the web	Documentaries illustrating different aspects of adaptation available and distributed; <u>Indicators:</u> Documentaries; feedback from countries and audiences				
5.4 Investigate possibility of including video products in national climate change adaptation projects	Additional video coverage of project activities				
5.5 Prepare and distribute visibility products e.g. posters, brochures, T-shirts, caps	Visibility of project raised; <u>Indicators:</u> Media coverage (print, radio or TV)				
5.6 Coordinate and deliver the project in collaboration with other SPC climate change activities and in the framework of PIFACC	Regular coordination meetings (weekly and monthly), bi-monthly progress report, annual report, including financial reporting prepared and distributed; <u>Indicators:</u> Minutes of meetings; progress and annual reports; financial reports				