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EU-GIZ Adapting to Climate Change and Sustainable Energy (ACSE)

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Regional Steering Committee Meeting (component 1)
13th October 2014
Holiday Inn, Suva, Fiji

Workshop Report

November 2014

german cooperation
DEUTSCHE ZUSAMMENARBEIT

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

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Abbreviations and Acronyms

ADB	Asian Development Bank
ACSE	Adapting to Climate Change and Sustainable Energy
BSRP	EU-ACP Building Safety and Resilience in the Pacific project
CC	Climate Change
CCA	Climate Change Adaptation
CN	Concept Note
CROP	Council of Regional Organisations in the Pacific
EDF	European Development Fund
EU	European Union
FAQs	Frequently Asked Questions
FSM	Federated States of Micronesia
GCCA	Global Climate Change Alliance
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Agency for International Cooperation)
ICC	In-Country Coordinator
MoU	Memorandum of Understanding
PACE-SD	Pacific Centre for Environment and Sustainable Development (of USP)
PACP	Pacific-African, Caribbean, and Pacific states
PDD	Project Design Document
PIFS	Pacific Islands Forum Secretariat
RAB	Regional Assessment Board
RTSM	Regional Technical Support Mechanism
SC	Steering Committee
SE	Sustainable Energy
SPC	Secretariat of the Pacific Community
SPREP	Secretariat of Pacific Regional Environmental Programme
TOR	Terms of reference
TVET	Technical and Vocational Education and Training
USP	University of the South Pacific

1 Summary of outcomes

Topic	Outcomes
Steering Committee TOR	Agreement on 1 representative per country
	Agreement to add additions to the tasks:
	- coordination at national level; appropriate representation of different components
	- Reporting back to Government and organisations to keep all up to date
	Quorum: 60% of 15 P-ACP countries
	SC can re-allocate funds if timescales are missed
	SC representatives should be on decision-making level
	Suggestion: rotational representatives of countries from the CC/ SE and education sector can be determined at the national level
Regional Assessment Board TOR	RAB members are required to sign a "No Conflict of Interest" declaration
	GIZ to draft TOR for independent expert and circulate to SC members for input
	Clear TOR for RAB members with clear boundaries
	GIZ/PIFS/SPREP to discuss role of RTSM in expert recruitment
RAB quality assurance role	International recruitment for independent expert; can include Pacific Island Countries
	Remove "rejected" from the RAB TOR and state that recommendations for quality improvement of the PDD will be provided instead
GIZ to circulate	Draft MoU; expand details (signatures, responsibilities)
	TOR for PDD support
	SC TOR
	RAB TOR
	ICC TOR
GIZ to update	EU-GIZ ACSE guide
	Timeline associated with PDD development
	FAQs associated with EU-GIZ ACSE programme
PACPs to	Submit nominations for PDD training
	Submit TOR for PDD support
	Provide input to MoUs as well as ICC TOR (end of November)
	Send copies of their procurement policies to GIZ to identify discrepancies and gaps that can be addressed before the procurement process begins
PACPs to decide	GIZ to recruit ICC that will report to Government; or
	GIZ to sign FA with PACPs, so that the country can contract directly (ICC can be hired once MoU is signed)
	Who is going to sign the MoU
USP to	circulate a 1-pager on the need and gap analysis
	share list of USP graduates
Budget allocation for ICC addition to country allocation (countries to input on TOR)	
Countries to discuss TVET related EU-GIZ projects with SPC/ USP to explore synergies	
Development of a directory of CC and SE experts (need)	
SPC to share BRSP presentation with countries to identify synergies	

2   Background

The development of the "Adapting to Climate Change and Sustainable Energy (ACSE)" programme began in 2012 through consultations with CROP agencies, member countries and development partners. The programme aims to strengthen PACP (Pacific-African, Caribbean, and Pacific states) capacities to cope with the adverse effects of climate change and enhance energy security at the national, provincial, local, and community levels.

On 27 February 2014, the European Union (EU) signed a financing agreement with the Pacific Islands Forum Secretariat (PIFS) to contribute €35.5mil (from the 10th European Development Fund, EDF 10) towards the ACSE programme, supporting 3 components

Component 1: *Adapting to Climate Change and Sustainable Energy* component (€18.64mil) administered by the German Agency for International Cooperation (GIZ);

Component 2: *Energy Catalytic* component (€10mil) implemented by Kiribati, Tonga and Nauru and co-funded by the Asian Development Bank (ADB) in Tonga and Nauru, and by New Zealand in Kiribati;

Component 3: *Technical and Vocational Education and Training* (TVET) component on sustainable energy and climate change adaptation (€6.1mil), implemented by the Secretariat of the Pacific Community (SPC) jointly with the University of the South Pacific (USP).

Fifteen countries are supported under this programme - Cook Islands, Federated States of Micronesia, Republic of Fiji, Kiribati, Republic of Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

On 11 April 2014, a delegation agreement for component 1 (*adapting to climate change and sustainable energy*) of the programme was signed between the EU and GIZ (the implementing partner). This component of the programme is referred to as the EU-GIZ ACSE programme.

The eligible projects under this component 1 are grouped into 2 types:
Type 1 projects are "enabling environment" projects where the focus is on addressing institutional, governance, information and knowledge, and capacity constraints and challenges to facilitate the implementation of CCA and/or SE. These include support for the development of policies, plans, legislation and regulations; data and information collection and analysis; monitoring and evaluation; and coordination strengthening.

Type 2 projects are "on-the-ground implementation" of CCA and/or SE initiatives and include hardware support.

The ACSE Programme forms part of a broader EU engagement on climate change adaptation, sustainable energy and disaster risk management in the Pacific Island region, which includes the Global Climate Change Alliance (GCCA) programme, the Building Safety and Resilience in the Pacific (BSRP) programme and the North Pacific Renewable Energy Project (NORTH-REP) under EDF 10 and the former B-envelope Disaster Risk Reduction project and the Energy Sector Support Project (REP-5) project both under EDF 9.

3   Introduction

The steering committee meeting of the EU-GIZ ACSE programme (for component 1 of the overall EU ACSE programme) was held on 13 October 2014 at the Holiday Inn, Suva, Fiji.

The steering committee meeting was officially opened by the Director of the Strategic Partnerships and Coordination Programme of the Pacific Islands Forum Secretariat, Mr Alex Knox as well as the Head of the Infrastructure and Natural Resources of the Delegation of the EU for the Pacific, Mr Jesus Laviña.

Mr William Tuivaga from the Cook Islands opened the workshop with a prayer. Dr Wulf Killmann, Programme Director of the EU-GIZ ACSE programme, warmly welcomed all the participants to the workshop. Dr Killmann expressed gratitude for their presence and looked forward to the contributions and discussions on the steering committee structure.

Ms Josephine Stowers (Samoa) was nominated as Chair by Mr William Tuivaga (Cook Islands) and Mr Kapuafe Lifuka (Tuvalu).

4   Workshop objectives

The objectives of the inception workshop were to:

1. Confirm the Steering committee Terms of Reference (TOR);
2. Agree on the establishment of the Regional Assessment Board (RAB) for the Project Design Document (PDD) evaluation as well as its TOR and membership;
3. Provide the latest information on EU-GIZ ACSE programme progress and activities to date to all participants.

The steering committee meeting programme is attached as Annex 1.

5   Workshop participants

Thirty three participants attended the Steering Committee Meeting. Participants included:

i.   Country/ government representatives of twelve of the fifteen project countries were present. Papua New Guinea, Timor-Leste, and Vanuatu could not make the trip due to circumstances beyond the control of the participants and/or organisers;

ii. Development partners– Delegation of the EU for the Pacific, UNESCAP, New Zealand High Commission, Asian Development Bank (ADB), and the German Agency for International Cooperation (GIZ);

iii. CROP agencies – Pacific Islands Forum Secretariat (PIFS), Secretariat of the Pacific Community (SPC), Secretariat of Pacific Regional Environment Programme (SPREP), University of the South Pacific (USP);

iv. Regional climate change programmes and projects – EU Global Climate Change Alliance (GCCA) programmes, EU-ACP Building Safety and Resilience in the Pacific

(BSRP) programme, EU/SPC North Pacific Renewable Energy Project (NORTH-REP); UNESCAP climate change and migration programme.

The participant list is attached as Annex 2.

6   EU ACSE Programme

6.1   Structure of the EU ACSE programme

An introduction to all EU ACSE components was provided by Mr Jesus Laviña (Link to Annex 3: Presentation on EU ACSE Programme).

6.2   Steering Committee Role and TOR

Dr Wulf Killmann presented the role of the Steering Committee and its draft TOR for discussion (Link to Annex 4: presentation on the role of the Steering Committee and Annex 5: draft TOR). The following outcomes have been captured.

Outcomes
Agreement on 1 representative per country
Agreement to add additions to the tasks: - coordination at national level; appropriate representation of different components   - Reporting back to Government and organisations to keep all up to date
Quorum: 60% of 15 P-ACP countries
SC can re-allocate funds if timescales are missed
SC representatives should be on decision-making level
Suggestion: rotational representatives of countries from the CC/ SE and education sector can be determined at the national level

7   EU-GIZ ACSE Programme (component 1)

7.1   Establishment of the Regional Assessment Board (RAB)

A proposal for the establishment of a Regional Assessment Board that would be responsible for assessing and providing recommendations on Project Design Documents (PDD) submitted under Component 1 was presented by Dr Wulf Killmann (Link to Annex 6: draft TOR for the RAB and link to Annex 7: presentation on the RAB) SC participants were kindly requested to provide comments/ feedback to the draft TOR.
During the subsequent discussion on the TOR and the RAB quality assurance, the following outcomes have been noted.

Topic	Outcome
Regional Assessment Board TOR	RAB members are required to sign a "No Conflict of Interest" declaration
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	Clear TOR for RAB members with clear boundaries
	GIZ/PIFS/SPREP to discuss role of RTSM in expert recruitment

RAB quality assurance role	International recruitment for independent expert; can include Pacific Island Countries
	Remove "rejected" from the RAB TOR and state that recommendations for quality improvement of the PDD will be provided instead

7.2 Overview of the EU-GIZ ACSE programme and activities to date/ overview of concept notes received to date

A presentation on the overview of the programme to date is available under the following link: Annex 8: overview of EU-GIZ ACSE programme and activities to date.

An overview of the concept notes approved can be downloaded under this link: Annex 9: approved concept notes. The table below summarises some strengths and weaknesses of the submitted concept notes:

Strengths	Weaknesses
Alignments to national priorities and ACSE outcomes	Broad Scope
Responding to community needs	Budgeting – realistic costing
Replication & up-scaling	Realistic timeframe
Detailed background	Confusion with implementing structure
	Clarity around objectives, outcomes and outputs

7.3 Project Design Document (PDD) development

A presentation was given by Ms Marita Manley on the PDD development process. The presentation informed the SC participants on the proposed PDD training, PDD template, and finance and reporting (Link to Annex 10: presentation on PDD development). Further information is also available in the FAQs and the PDD guide developed following the meeting (insert link).

7.3.1 Discussions

1. Countries were invited to nominate 2 participants per concept note from each of the 15 Pacific ACP countries. Ideally one from the country and one from the implementing partner where relevant;

2. Two PDD training workshops would be held, one in Suva at the end of October and one in Pohnpei, FSM in the first week of November;

3. Financial reporting will be done on a quarterly basis for the duration of the programme. There will be an advance disbursement of funds and countries are required to provide financial reports with acquittals after spending at least 75% of the disbursed amount on a quarterly basis before the next disbursement is done;

4. An allocation for the hiring of In-Country Coordinators is available (EUR 70,000 per country for the duration of the programme).GIZ has drafted a draft TOR for the In-Country Coordinator. Countries were requested to provide amendments to this draft to reflect their specific circumstances and needs. It was clarified that the In-Country

Coordinator financial allocation can also be used to top salaries of existing staff who will also looked after the ACSE Programme should that be appropriate;

5. A Financing agreement will be signed by GIZ and the relevant entity implementing the project (contracting party). This could be an implementing partner (CROP agency, NGO) or a government agency. In the event an implementation partners is used the country will also co-sign the financial agreement;

6. GIZ assured the countries that they will provide assistance and guidance in all aspects of the programme to ensure that countries meet the deadlines. GIZ also stressed that the reason for the proposed deadlines is to allow as much time as possible for the implementation phase of the project.

7.4 Memorandum of Understanding (MoU) between GIZ and Countries

Dr Wulf Killmann presented the draft MoU template and kindly asked the SC members for their feedback (Annex 11: generic MoU template).

7.4.1 Discussions

1. It is a generic MOU and can be tailored to reflect each country's needs. It should capture all issues that relate to the successful implementation of the project ;

2. Financial obligations and requirements will be reflected in the separate Financing Agreement;

3. The country should decide who should sign at the national level. However the EU and GIZ recommends that ideally the MoU be signed by the Minister or Permanent Secretary of the national implementing agency of the respective country;

4. Ms Gillian Cambers (SPC-GCCA Project) shared her experience and recommended that the Ministry of Finance also sign the MOU. The SPC GCCA:PSIS project has an over-arching MoU with countries that were signed by the Minister and PS of Finance of respective countries so they are aware of the finances that were going into the country for the project. Secondly, it is of great help that the 15 countries are visited on a regular basis to follow up on the progress of projects as communications can be quite a challenge with some of the countries;

5. With regards to procurement, GIZ advised that each country is encouraged to use its procurements policies, provided they meet EU and GIZ requirements, to ensure that the project is implemented successfully and within the given timelines;

6. GIZ will provide a summary of GIZ financial procedures to countries so they are aware; this will also be covered in the upcoming PDD training workshops;

7. GIZ requests countries for copies of their respective procurement policies to identify discrepancies, gaps that can be addressed before the contracting and any procurement processes begin.

8 Other EU programmes

The following programmes provided an overview of their projects for the purposes of identifying synergies between programmes and encouraging joint work at the national level:

- Pacific Technical and Vocational Education and Training on Sustainable Energy and Climate Change Adaptation (PACTVET) – implemented by USP and SPC; component 3 of the EU ACSE programme);
- Global Climate Change Alliance – Small Island States (implemented by SPC);
- (implemented by SPC);
- Global Climate Change Alliance (implemented by USP);
- Pacific Climate Change and Migration project (implemented by International Organisation for Migration and UNESCAP).

The presentations are available at here.

The project on building safety and resilience in the Pacific (BSRP) also provided a list of indicative national activities (available here).

9   Further outcomes

Topic	Outcome
GIZ to circulate	Draft MoU; expand details (signatures, responsibilities)
	TOR for PDD support
	SC TOR
	RAB TOR
	ICC TOR
GIZ to update	EU-GIZ ACSE guide
	Timeline associated with PDD development
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Countries to discuss TVET related EU-GIZ projects with SPC/ USP to explore synergies	
Development of a directory of CC and SE experts (need)	
SPC to share BRSP presentation with countries to identify synergies	

10 Closing session

Closing remarks were delivered by Mr Jesus Laviña (EU Delegation) and Dr Wulf Killmann (GIZ).

11 Annexes

Click on titles to go to Annex