

INFORM PROJECT STEERING COMMITTEE MEETING

No. 6 MINUTES

Date: Thursday 14th October 2021

Time

- Palau 2:00pm
- Papua New Guinea 3:00pm
- Nairobi, Kenya 7:00am
- Samoa 6:00pm
- Washington State: 10:00pm

#	Attendees	Apologies
1	Ms. Moira Faletutulu – Acting Chief Executive Officer, Ministry of Natural Resources and Environment (MNRE), Samoa. Representative for Polynesian Sub-region (Samoa)	Jochem Zoetelief (UNEP)
2	Ms. Gwendalyn Sisior – Acting Director, Environment Protection Agency (EPA), Palau. Representative for Micronesian Sub-region (Palau)	Richard Balone - Representative for Melanesia Sub-region (PNG)
3	Ms. Sol Yi – UNEP Representative	
4	Ms. Florence Kahiro – UNEP Task Manager Representative	
5	Mr. Paul Anderson – Inform Project Manager, PMU, Secretariat	
6	Mr. Jope Davetanivalu – Acting Director, EMG Programme. Interim Chair and SPREP Representative	
7	Mr. Jonathan Porter – Inform Project Finance and Administrator Office, SPREP	
8	Ms. Lagi Reupena – Inform Project Environmental Data Officer, SPREP	

Opening Remarks

- Jope Davetanivalu welcomed members and acknowledge the new members of the sixth Steering Committee meeting.
- The meeting commenced with formal introductions of members present.
- Due to connection difficulties, Palau requested the Secretariat to chair the meeting which was further supported by other members. As it is Samoa's representative's first time in the Inform Steering Committee meeting, she requested to be an observer and contribute to the meeting instead of Chairing. .

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Adoption of the Agenda

- The UNEP Opening Remarks added to the agenda before it was adopted.
- Florence Kahiro, on behalf of UNEP Task Manager welcomed and acknowledge the significant achievements the Inform Project has done in the region and noting the recent launches of the e-learning platform and indicator guidebook was highly acknowledged. UNEP also appreciates the commitment of the steering committee as the oversight mechanism for the project, in addition to the ongoing efforts by the Secretariat through the project management unit. In UNEP's role as GEF's implementing agency, they stand ready to support the continuation and sustainability of the implementation of the Inform Project.
- Chair thanked Florence sincerely for the statement delivered on behalf of UNEP and further highlighted that positive feedbacks were continuously received for the project. Chair acknowledged the support of member countries and officially opened the 6th Steering Committee meeting.

Key

	Endorsed
	Further actions needed
	No actions needed

AGENDA ITEMS PROCEEDINGS

AGENDA ITEMS	DISUCSSIONS	MEETING OUTCOMES AND ACTIONS	Owner
1. Review and Endorsement of Steering Committee Meeting Minutes No.5	<ul style="list-style-type: none"> Inform Project Manager, Paul Anderson presented the minutes of the 5th Steering Committee Meeting held in April 2021, as requested by Chair As there were no comments received from the committee members, the minutes of the 5th SC meeting was endorsed 	<ul style="list-style-type: none"> ➤ 5th SC meeting minutes Endorsed 	
2. Inform Implementation Status	<ul style="list-style-type: none"> Inform Project Manager briefly presented the status of the project implementation highlighting key notable statistics of deliverables by the project since October 2021. Samoa commended the good work by the Inform project thus far, and further highlighted the importance of information and data accessibility by all sectors to add value to the use of data portals and raised a question whether there is any connection between the project and national bureau of statistics which could be another way to further raise awareness. Palau further commended the work by the Secretariat through the Inform project and hopeful that the project continues as it has a good impact on not only Palau but also other member countries 	1. Inform Project to present the <u>uptake of the E-Learning platform</u> in the upcoming <u>Regional Meeting</u>	Inform Team

	<ul style="list-style-type: none"> Chair acknowledged the presence of Samoa through the Ms. Moira Faletutulu during the launch of the Environmental Indicator Guidebook. 		
		2. Inform Project to highlight the link between Indicators and importance of data collection not only by environment ministries but also national bureau of statistics in the regional meeting	Inform Team
3. Inform Project Key results	<ul style="list-style-type: none"> Key Inform Results No comments received. 		
4. 2022 work plan and budget revisions	<ul style="list-style-type: none"> The Inform Project Manager presented the 2021 approved budget utilization and budget revision for 2022, highlighting that due to covid-19 and the pandemic, a bulk of funds that were originally allocated for project travels are re-allocated to implement on-ground services through contracts for activities such as communications, capacity building, development of SOE and NEMS reports. Samoa raised a question on the security of cloud hosting of information and data, The Inform Project Manager acknowledged the good point raised in the question raised by Samoa and highlighted that although nothing is 100% safe, Inform project not only hosts portal information on the cloud, but also the SPREP server for redundancies in addition MNRE (Samoa) also has hardware local servers that host it data backups. UNEP expressed their support of the reallocation of funds from travel to ground works implementations as proposed by the PMU for 2022 to further support the countries. 	Work plan and budget revision Approved and Endorsed	
5. Sustainability plan implementation	<ul style="list-style-type: none"> The Inform Project Manager presented the draft concept note with five components of the Inform Plus project - a 	➤ Inform Project to meet with Florence and Sol Yi	<ul style="list-style-type: none"> Inform Team UNEP

	<p>plan in place to further continue the existing works under the Inform Project considering the demand by countries for data management support. Inform Plus is looking into sustainability of the project with 6 key components.</p> <ul style="list-style-type: none"> • Samoa supports the proposed components in the project concept note and requested to allow more time to review. In addition, she commends the inclusion of advocacy and capacity building in one of the key pillars and suggested that perhaps in the future, the project would reflect to include the grassroots levels as communities possessed a wealth of traditional knowledge with regards to environmental management • Palau reiterates the comment made by Samoa, highlighting their support for the five pillars presented and requested for more time to provide further comments (if any) in the future • UNEP through Florence acknowledged this critical step for sustainability. Sol Yi further added that countries are to highlight why capacity building is important in their request. • The Inform Project Manager acknowledged the feedback received from representatives and requested Samoa and Palau whether it would be possible to liaise with their national GEF focal points to advocate opening of GEF 7 and GEF 8 Star Allocation. • Both Palau and Samoa responded that they would discuss further with their GEF focal points • As a way forward for this agenda item, Chair highlighted key actions for next steps. 	<p>(UNEP) to discuss further on funding opportunities for Inform Plus</p> <ul style="list-style-type: none"> ➤ Palau and Samoa to discuss and liaise with their national GEF Focal Points to advocate for sustainability of Inform project through the GEF fund and GEF Star allocation. ➤ Inform Project to provide additional information on each component of Inform Plus to present in the regional meeting and request countries for support ➤ Inform project to give more time for both steering committee representatives to provide comments on the draft concept note 	<ul style="list-style-type: none"> ▪ Country Steering Committee Members
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6. Other matters – Regional meeting	<ul style="list-style-type: none"> • The Inform Project Manager reminded Steering Committee members of the upcoming Inform Project Regional Meeting, scheduled for the 28th of October, 2pm Samoa time, in which they can join too. • Chair opened the floor for any further matters for discussion. • Steering Committee members expressed their interest to join the regional meeting and no further matter was discussed. 		
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Closing

Mr. Jope Davetanivalu (Chair) on behalf of SPREP and the Inform Project thanked members of the steering committee for their oversight of the project noting achievements thus far and the successful 6th Steering Committee meeting. Acknowledge UNEP for their continuous support and looking forward to future discussions, collaboration and developments under Inform and its sustainability (Inform Plus).

Meeting was adjourned at 8:00pm