



IWEco Project Steering Committee Meeting

Thursday, September 22, 2016
Courtleigh, Auditorium
Kingston, Jamaica

Objectives of the Agenda

- Present an overview of the objectives of the GEF IWEco Project outcomes
- Discuss and approve proposed draft work plan and budget for the first year of implementation;
- Perspectives on the roles and contributions of regional partners
- Discuss and agree upon a methodology for an M&E framework for the GEF IWEco project
- Discuss and approve Terms of Reference for RTAG, Inter-sectoral Committee and Project Cooperation Agreement.

| Time | <i>Thursday September 22</i> | | Comments |
|---|--|--|--|
| Welcome & Opening Remarks Chairperson Christopher Corbin | | | |
| 9:00 – 9:30am | Presentation and Approval Terms of Reference of Project Steering Committee Establishment of Rules of Order & Selection of Chair for the Meeting | | |
| Chairperson TBD | | | |
| 9:30 – 10:30 am | Overview of Inception Workshop Presentation of IWEco Annual Work Plan & Budget Presenter: David Simmons Project Coordinator/Interim | | The PC will describe any changes in the project since its approval. Outline the Work Plan, Budget and Co-financing and Reporting Mechanism |
| 10:30 -10:45 | Coffee Break | | |

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| 10:45 - 12:30 am | <p>Terms of Reference and Governance Arrangements for the establishment and operations of RTAG</p> <p>Terms of Reference and Governance Arrangements for the establishment and operations and the National Inter-Sectoral Committees</p> | |
| 12:30–2:00 pm Lunch Break | | |
| 2:00 – 2:30 pm | Briefings for NFP to explain the structure of the project and their role in overall management, the formation of national inter-sectoral committees to facilitate consultation and enabling implementation of project activities at the national level and, guidelines for internal communication | |
| | Contractual Arrangements and Reporting | <p>Nature of the PCAs</p> <p>Reporting Frequency</p> <p>Process for Budget Revisions and Amendments, and Changes in activities</p> |
| 2:30 – 3:00 pm | Communications/branding of the project | |
| 3:00 – 3:30 pm | Discussion, Question & Answers & Endorsement | |
| 3:30 – 4:00 pm | The Way Forward – Means for Effective Cooperation and Engagement | <p>Update on the status of staffing for the PCU</p> <p>Continued role of PC/Interim</p> <p>What reports have to be produced as EAs and IAs to the GEF (Annual PIR), Targets and Indicators</p> |
| 4:00 – 4:30 pm | <p>Any other Business</p> <p>Reading and Approval of Decisions of the Meeting</p> <p>&</p> <p>Closing Remarks</p> | |