

Regional Joint Meeting of the ACPMEA2 and Inform Projects

17-21 September 2018

SPREP Headquarter, Samoa

Meeting Report



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Summary

EVENT TITLE	Regional ACPMEA2 and Inform Project Joint Meeting
WORKSHOP OBJECTIVE	Review results and share achievements from Phase 1 and Phase 2 of the ACPMEA Project and discuss data management work and data portal needs for the Inform project.
FACILITATOR NAMES	SPREP’s Environmental Monitoring and Governance Programme
VENUE	SPREP Office, Vailima, Samoa
DATE DELIVERED	17 – 21 September 2018
MAIN AUDIENCE	SPREP, Government, UN Environment and Member country partners
# OF PARTICIPANTS	39

Introduction

Background

SPREP’s Environmental and Monitoring Governance (EMG) Programme convened a regional meeting for participants to review the successes of the ACPMEA Project Phase 2, discuss and share experiences in implementing the ACPMEA project, and establish clear linkages to the Inform project.

The overall objectives of the joint meeting were to:

1. Consolidate results and achievements of the ACPMEA2 programme;
2. Develop a forward-looking strategy and plans to replicate, expand and sustain APCMEA2 results, including opportunities to integrate results into the Inform project and other initiatives and programmes;
3. Review and assess the progress of the Inform project and conduct capacity building and training on environmental data management and reporting;
4. Share lessons, best practices, knowledge and experiences through south-south exchange; and
5. Establish and strengthen partnerships and networking across and among key stakeholders and partners.

A total of twelve Pacific island countries attended the meeting as listed below:

1. Cook Islands
2. Kiribati
3. Republic of the Marshall Islands
4. Nauru
5. Niue
6. Palau

7. Papua New Guinea
8. Samoa
9. Solomon Islands
10. Tonga
11. Tuvalu
12. Vanuatu

Key Outcomes Realized

1. The meeting facilitated the exchange and sharing of experiences, lessons learnt and knowledge on the implementation of the ACPMEA 2 project in the key areas of MEA implementation, attendance and negotiations at Conference of the Parties (COP) meetings, and the importance of mainstreaming and integrated planning and reporting through the State of Environment Reporting, National Environmental Management Strategies (NEMS), Environmental Impact Assessment and national environmental policies and legislation.
2. Capacity building on use of the national data portals, data collection and other Inform project tools.
3. Steering Committee meeting for the Inform project was convened with new members elected for the 2018-2019 term with further guidance to strengthen national and regional level implementation.

Meeting structure and format

1. Official Opening: The Hon. Fiame Naomi Mata'afa, Deputy Prime Minister and Minister of Environment and Natural Resources in Samoa delivered opening remarks. Mr. Sefanaia Nawadra, the Head of the Pacific Sub-regional Office for UN Environment provided remarks on behalf of UN Environment; and Dr. Vicki Hall, SPREP Office in Charge provided welcome remarks on Monday 17 September 2018.
2. For the workshop's five days, SPREP and country Member representatives gave presentations, participated in group work and engaged in hands-on activities to share and learn from countries' experiences and successes with the ACPMEA and Inform projects.
3. The Inform project Steering Committee also held its second meeting during the regional meeting.
4. Ms Easter Galuvao, Director EMG Programme, SPREP officially closed the workshop on Friday 21 September 2018.

Meeting Proceedings

Day 1, Monday 17 September 2018

Official opening

Her Excellency the Honourable Fiame Naomi Mata’afa, the Deputy Prime Minister and Minister of Environment in Samoa, officially opened the workshop with a keynote address, which acknowledged the continued support of the European Union and the Global Environment Fund in building Pacific Island countries’ capacity to improve the management of the region’s environment and natural resources.

Mr. Sefanaia Nawadra, the Head of the Pacific Sub-regional Office for UN Environment, welcomed regional delegates and emphasised the strong partnership among SPREP, UN Environment and the Pacific Island countries that helps create and implement sound policies that protect the environment.

On behalf of SPREP’s Director General, Dr. Vicki Hall, Director of the Waste Management and Pollution Control Programme at SPREP, also welcomed participants and noted that the APCMEA project has aligned closely with SPREP’s mandate and core priorities.



L-R: Sefanaia Nawadra (UN Environment), Hon. Fiame Naomi Mata’afa, Samoa Deputy Prime Minister and Minister of Environment, Dr. Vicki Hall (SPREP) and Easter Galuvao (SPREP)

Session 1: Introduction and overview of the workshop agenda, meeting objectives and outcomes

This session introduced the meeting’s agenda, objectives and expected outcomes, along with the structure and format for the week. Participants also paired up with a new colleague and introduced each other to the larger group, before sharing their expectations for the week.

Session 2: Setting the scene – An overview of the ACPMEA Programme: journey from Phase1 to Phase2

SPREP’s Director of the Environmental Monitoring and Governance (EMG) Programme, Easter Galuvao, gave a brief overview of the ACPMEA Programme from phase 1 to phase 2, highlighting key results and achievements.

Session 3: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – MEA capacity building support

SPREP’s Easter Galuvao; Clark Peteru, Legal Counsel; and Juney Ward, Shark and Ray Conservation Officer, gave an overview of key MEA capacity-building support provided and results achieved with a focus on success stories, lessons learnt and recommendations for future COP support.

Country representatives also shared their experiences from COP meetings and about capacity-building support they received for MEAs, which is detailed below:

1. Louisa Karika (Cook Islands)

- The need for consistent Pacific Island representation at COP meetings.
- It's essential to be well versed with the convention (institutional bodies and arrangements), issues and how they affect your country, and the implementation of protocols within your country.
- Language is paramount for communicating and understanding the dialogue during the COP meeting.

2. Lupe Matoto (Tonga)

- Pre-COP preparation meetings are very successful initiatives and useful for country participants.
- Draft interventions provided by SPREP are crucial and useful.
- It's essential to be well versed with your country/region's priorities to ensure consistent messages are disseminated in every available opportunity.
- Skype is a great tool for communication during the COP meeting between members of the Pacific Island delegation.

Session 4: ACPMEA Result Area National Capacity building to implement and report on MEA commitments - Policy and Legislative capacity building including compliance and enforcement

Clark Peteru and Jope Davetanivalu, Environmental Planning Adviser, discussed key national policy and legislative reviews, including for compliance and enforcement.

Participants also discussed the following topics:

- a. What is the status of national environmental legislation?
- b. What is the level of compliance and enforcement?
- c. Reflections on compliance and enforcement trainings.

Key outcomes:

- There is a shared issue among countries on compliance and the enforcement of environmental laws.
- MEAs are issues at a global level, which makes it difficult for agencies to focus on domestic problems.
- However, at the advantage of addressing global issues, a problem can be dealt with holistically and not in isolation or in an ad hoc manner.
- The Drivers, Pressure, State, Impact, Response (DPSIR) model can be used as a domestic tool to assist countries with enforcement and compliance issues. This model follows the State of the Environment (SoE) process, which is then translated into the National Environmental Management Strategy (NEMS), which informs legislation and planning.

Session 5: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – environmental monitoring and reporting

Paul Anderson, Inform Project Manager, presented on SoE Reporting, MEA reporting and linkages to the environmental data portal.

This knowledge-café-style session facilitated sharing experiences on SoE and MEA reporting. Countries that have either completed, or are in the process of completing, SoE Reports were invited to lead discussions and share their experiences.

Broad discussion topics covered include:

- a. Experience in preparing SoE reports, which includes the SoE formulation process, approval and implementation.
- b. Role of the SoE reporting process as the basis for sector- and national-level reporting, including reporting to regional and international commitments such as MEAs, SDGs and the S.A.M.O.A. Pathway.
- c. Has your country established a national environmental portal, and if so how has it been used to support planning, reporting and decision making?

Key outcomes:

- The consultation process is very important, especially at the beginning of the SoE reporting process. It should be made clear that while the focal Ministry/Department facilitates the SoE process, stakeholders ultimately provide the indicators and related data.
- Regarding policies on data sharing, in Samoa's context, there are two organisations mandated to collect and share information. However, guidelines are needed on procedures of how data can be shared between government agencies as the current practice is to have a formal written request to allow data to be released.
- Data sensitivity has been an issue, making the collection of sector-specific data difficult in some cases.
- The Council of Regional Organisations in the Pacific (CROP) agencies house country data, and there should be a mechanism to allow the release of these data, e.g. the Pacific Community (SPC).
- Indicator prioritization is needed.
- Information-sharing agreements are required and need to be in place to help facilitate the collection of data— the data portal can be useful and a solution for this.
- Questions were raised on the linkages among the different portals, e.g. the Pacific Islands Protected Area Portal (PIPAP) and the Pacific Climate Change Portal.
- It is critical to ensure that decision makers are part of the SoE process the entire time.
- To avoid the duplication of data entry on numerous portals, the Environmental Data Portal provides a platform to store and upload any document format, which then can be harvested into all other national portals, as needed.

Session 6: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – mainstreaming through the National Environment Management Strategy (NEMS)
Jope Davetanivalu gave an overview of NEMS, or its equivalent, as a key environmental management planning process. The session focused on what a NEMS is; what are key lessons from past and current NEMS; and related planning strategic processes, opportunities and ways forward for NEMS.

The session included group work on the following discussion topics:

- a. Examples of how MEA objectives have been mainstreamed into NEMS or its equivalent.
- b. Examples of how NEMS have been effectively used as policy mechanisms for mainstreaming the environment into sector and national development plans.
- c. Synergies between NEMS, NSDPs, MEAs, SDGs and the S.A.M.O.A. Pathway—mapping common indicators across these key policy instruments and frameworks.

Key outcomes:

- Mainstreaming can be carried out through established, relevant legislations, and in their absence, strategies or plans are put in place.
- There is a need for a holistic, guided framework—with coordination mechanisms such as the NEMS—when it is absent from a country (Solomon Islands in this example).
- The budgeting process and having a sufficient national budget to address goals set out in the NEMS are challenges for mainstreaming.
- There is a need to harmonize indicators for both the SoE Report and NEMS processes.

Session 7: Plenary – reflections on key outcomes, lessons learnt and recommendations on issues/topics discussed

This session provided an opportunity to expand on or clarify any key points and issues raised during Day 1.

Key results from flipcharts:

What was discussed/presented today that you already knew?	• SoE and NEMS
	• The importance of the NEMS and the need for data to inform decision making
	• Harmonizing indicators would make life much easier.
	• Data harvesting

What challenged you today?	• Inform project – limited knowledge
	• Integrating MEAs into national strategies, international commitments, etc. – overwhelming
	• Relooking at NEMS and it being effectively implemented and monitored.
	• NEMS

How do you feel about what you learned today?	• Overloaded
	• Informed
	• Great refresher!
	• So far, So Good

Day 2, Tuesday 18 September 2018

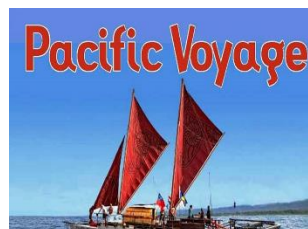
Easter Galuvao opened the day with a review of Day 1, highlighting the discussions around support Pacific Island countries received in preparing for COP meetings through the ACPMEA Project. The role SoE Reports and NEMS play in environmental monitoring, reporting and programme planning was also noted.

Session 8: ACPMEA Result Area on enhanced capacity of the Pacific Hub to support national and regional MEA implementation

The integration of the ACPMEA project objectives into the SPREP Strategic Plan, as well as linkages to the Inform project and other SPREP programmes and projects, was discussed.

Session 9: ACPMEA Result Area on improved visibility, sharing of knowledge and materials produced through the ACPMEA project

Nanette Woonton reviewed the Pacific Voyage Campaign, highlighting our journey, our successes, lessons learnt and the way forward.



Key outcomes from groups:

Group Name and Focus	Outcomes
Love Island (Unlimited resources)	<ul style="list-style-type: none"> • Take own communications officer • Take extra country participants • More promotional materials (dance groups, etc.) • Take women leaders, indigenous leaders, youth ambassadors • More negotiation skills • More side events
Survivor (Lessons learnt)	<ul style="list-style-type: none"> • Survivor tips attached to brief • Time table of key events is needed • Regional briefing on relevant issues and regional position • Emergency contacts • Networking group, e.g. Skype • Technical support on hand all the time
The Voice (Disseminating messages)	<ul style="list-style-type: none"> • Pre-cops are important for issue identification, consolidation regional statements etc. • Networking events at COP • Monthly press release post-COP • Post-COP summary of outcomes • Using participation at intercessional meetings to keep momentum going. • Network of focal points, email group of country representatives.
X-Factor (Preparation)	<ul style="list-style-type: none"> • Pacific briefing developed specifically for UNCCCD to assist with development of interventions • Provide training specific to new government representatives attending COP meetings • Develop easy-to-use fact sheets for delegates • SPREP to provide summary of outcomes/decisions from Ministerial regional meetings • More videos from countries, awareness and promotional materials • Regional positions endorsed by countries prior to COP meetings

<p>Got Talent (Support)</p>	<ul style="list-style-type: none"> • SPREP support at COP meetings has been encouraging, especially using Pacific-themed branding materials. • Helpful to host daily press briefings and updates for Pacific delegates • Using social media, as well as BlogSpot at Pacific side events, are useful platforms to connect Pacific Island delegates • Fact sheets and brochures on climate change and oceans are useful for quick reference • Pacific Voyage Campaign is excellent for bringing environmental issues in the region to a wider audience • Media training on awareness of MEAs is very useful • Tips on using media are helpful for both COP meetings and engaging with local media
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Session 10: ACPMEA Result Area – regional and national EIA capacity building

Jope Davetanivalu and Gregory Barbara highlighted the regional Environmental Impact Assessment (EIA) Guidelines, Coastal EIA Guidelines and national-level EIA guidelines and policies. Key lessons and recommendations from national-level EIA trainings were also discussed.

Key outcomes:

- A recurring issue appears to be the need for EIA practitioners to increase their capability and enforce approval conditions.
- Scoping and understanding of setting suitable mitigation measures is an important part of the process and requires capacity building at the national level.
- Proponents of developments should pay to assess the developments, which the government then monitors.
- It's helpful to have a list of people in the region who can provide advice on different sector developments and the EIA process.
- The development of EIA Guidelines for Pacific Island countries and territories is based on best practices in the Pacific context.
- The group expressed the need for focused EIA training examples, including a proposal for quarry, petrol station and mining.
- Need awareness on EIA guidelines for politicians and at the local level.
- Need enforcement training on code of practice, collection of evidence and prosecution.
- Advise revising EIA legislation to reflect emerging issues.
- Advise developing information management systems that include EIA (databases, storage and data analysis).
- Can enhance the EIA process with datasets.

Session 11: Strategic Environmental Assessment (SEA)

Jope Davetanivalu and Gregory Barbara presented an introductory session on SEA: what it is, review of experiences to date, the role of SEA in mainstreaming and its contribution to sustainable development. Tim Strange, a consultant who is working to develop SEA guidelines, was introduced during the session.

Key outcomes:

- Key differences between an EIA and SEA:
 - SEA examines environmental impacts at the policy/programme/plan level.
 - EIA examines environmental impacts at the project level.
- Emphasized the role of community engagement in SEA, such as seeking community views on cultural sites and other issues.
- Identified that while there is a long way to go to build capacity for SEA in the Pacific, this is a good start in understanding the requirements of Pacific Island countries.
- Tim Strange commenced drafting the framework for the SEA guidelines based on participant input.

Session 12: Plenary – way forward

The day closed reflecting on how the ACPMEA Programme can advance. Suggestions and ideas on opportunities to integrate results and outcomes from the ACPMEA Programme to support planning, management and decision making processes in countries were shared, and participants were encouraged to share their stories and experiences with the Programme.

Day 3, Wednesday 19 September 2018

Session 13: Inform Project

Paul Anderson gave an overview of the Inform project and its progress to date.

Key outcomes:

- Better communication and outreach products and activities are needed to improve the portal's outreach efforts beyond focal departments.
- Countries are currently interested in using the data portal; however, data sharing still needs to be addressed, including recognizing the value and benefit of data sharing.
- Sustainability needs to be addressed. Ultimately, countries will need to own this tool (the portal), and it comes down to how useful data are for countries and how they incorporate data needs into national budgets and planning.

Session 14: National environmental data management

Participants discussed national data management and reporting (National Requirements, MEAs and SDG requirements) and environmental data management, including issues, challenges and best practices.

Key outcomes:

- Lack of capacity in some agencies leads to issues around data sharing.
- Personality differences and behavioral practices, e.g. overfishing, sometimes need to be managed.
- Existing policies and mechanisms are lacking. Awareness should be raised where there are existing country policies to facilitate and encourage data sharing.
- Data analysis is lacking. Though sometimes there are existing data that are not being utilised.

Session 15: Preparations for the Steering Committee Meeting

This session prepared participants for the Pre-Steering Committee Meeting on Project Management Unit (PMU) decisions, including the 2019 Work Plan.

Session 16: Second Project Steering Committee meeting

The second Inform Project Steering Committee Meeting was held, with an emphasis placed on country work plans for the next year of the project. An agenda is included in Annex 3.

Committee Chair: Tonga

Committee Members: Tonga, Nauru, Papua New Guinea (PNG), SPREP and UN Environment (via Skype). UN Environment acknowledged that the Inform project's progress thus far is critical in decision-making, looking to 2019 to review the project, lessons learnt and sustainability.

Inform project 2018 progress report and 2019 tasks:

- SPREP Executive Board endorsed the Inform data portal for monitoring, reporting and decision-making
- Need to address the issue of sustainability of project outcomes.
- Completed 10 project inception workshops thus far.
- Developed indicator reporting tool for national, regional and international reporting.
- Supported processes to develop SoE Reports for Tonga, Solomon Islands, and the Federated States of Micronesia (FSM).
- Influenced processes in conducting business for open information policy.
- To work in partnership with SPC-University of the South Pacific to harvest national data into the regional portal.
- Develop standard core set of indicators matched against SDGs, Aichi Biodiversity Targets, and other targets by the end of 2018.
- Conduct capacity building exercises linked to Inception workshops and regional meetings.
- Develop user guide for the data portal (who manages the portal, who uses it, country specific products, branding for national ownership, etc.).
- 2019 work plan to include midterm review.
- DKAN to continue as data management software.
- Assess IRIS (developed by UN Environment) as one potential indicator reporting system, but will develop an in-house reporting tool.
- Co-financing to note and follow-up with countries that have not sent their co-financing statements.

- Reviewed and endorsed the Steering Committee Terms of Reference.
- Examine the expenditure tracking tool and a costed work plan that includes co-financing.
- Communication plan includes updating websites, as well as creating national communication products and other outputs.
- 2019 SoE Report activities: Fund SoE Reports for Tonga, Solomon Islands and FSM; update 2013 SoE Report for Samoa; and develop regional SoE Report to include marine pollution.
- Sub-regional representatives: Melanesia—Solomon Islands, Micronesia—Republic of the Marshall Islands (RMI), Polynesia—Niue, with Samoa as alternate.
- Selected Republic of the Marshall Islands as the new Steering Committee Chair.

Day 4, Thursday 20 September 2018

Session 17: Data Portal

Following on Session 14, this session presented user guides, best practices for data portal use and tutorial videos.

- Key activity: Gathering country input on intuitive license names with the decision to use public, shared and private.
 - Action: Adjust in all national portals
 - Responsible: Systems developer
- Key activity: A new user type is required (SB, CK, TO) to allow non-governmental partners to create content without giving them access to shared and private datasets.
 - Action: Develop new user type and apply to all portals
 - Responsible: Systems developer/Eighty Options

Session 18: Indicators

Peter McDonald presented on indicators, including the matrix of indicators matched against reporting targets and linking these indicators from the tool.

Key outcomes:

- Indicators need targets, and these targets should aim to fulfil national needs first, before being mapped to other MEA, SDG and global targets.
- Indicator prioritization is very important, and it is useful to prioritize targets that can report on multiple requirements.
- The indicator reporting tool aims to re-use indicators in multiple reporting requirements, and in reference to the SoE Report, data from previous SoE Reports can be updated and included in the next SoE Report.
 - Action: Develop core indicators and circulate to countries
 - Responsible: Inform project team

Session 19: Reporting Tool

Peter McDonald presented the reporting tool.

Key outcomes:

- The indicator reporting tool is one of the four main outputs of the Inform project.
- The aim of this tool is to have one package where indicators can be entered and then used to report on multiple requirements.
- Some countries hope the tool will be able to display GIS datasets, which can be beneficial to reporting.
- The reporting tool is not fully under development, and there is a need to add an export/publishing function.
 - Actions:
 - Develop export function to pdf and Word, including a quick, high-level summary and a full report export.
 - Build capacity in Samoa to use the reporting tool.
 - Responsible: Systems Developer and Eighty Options

Session 20: Data Collection

Julie Callebaut presented on data collection, highlighting the Kobo Toolbox mobile app. Participants then conducted a data collection activity on SPREP's campus to test the app.

Key outcomes:

- While the Kobo Data Gathering App is very useful, it requires an Android phone.
- There's a high level of interest from country members for the app.
- Request for additional capacity building for Samoa in data collection.
- Request for support in Cook Islands in data collection.
- Request for documentation to accompany the Kobo toolbox presentation.
 - Actions:
 - Develop an environment sector-specific guidance document for Kobo to collect data for all countries, and identify one to three demonstration sites within Inform project countries as case studies.
 - Follow up with Cook Islands on the vegetation survey (Elizabeth) and mangrove survey (Samantha).

Day 5, Friday 21 September 2018

Session 21: Policy and legal instruments/tools

A discussion was held on the application and use of policy and legal instruments and tools developed under the Inform project.

Key outcomes:

- Legal outputs, including Ministry data policy, inter-Ministry data sharing Memorandum of Understanding (MoU), discussion paper on open information acts and documentation on three license levels for data portals.
- Several countries expressed interest in this legal and policy application, including PNG.
- Discussion on the legal aspects of the data sharing process of Inform project products.
- License agreements on data sharing for private, shared and public access.
- There are available MoU templates on data sharing between government ministries, and between SPREP and countries.
- We have ready-made policy templates to be adapted by countries on data sharing.
- Principles of the Freedom of Information (FoI) Legislation, focusing on principles of maximum disclosure, access, fairness and equity.
- Noted the Vanuatu Right to Information Act.
- Discussed the 13 key elements of the FoI Legislation, which is the principal framework that determines data sharing and MoUs, with the data portal as a product of the process.
- Ideal to use the Inform project to start a discussion on legislation if no FoI Act is available.
- Query on the timeframe for disclosure of information on a database, if information is private.
- Noted that what is in the public domain is available for use.
- Raised the issue of “blockage,” giving the example that with nine divisions within an environment agency, having a data agreement to share among divisions is helpful.
- Issue of overlap between agencies with regard to FoI Legislation.
Noted SPREP is the custodian of the database.

Session 22: Sustainability – looking beyond the project

There was a discussion on potential ideas to expand the scope of the Inform project to address priority needs and gaps. Participants also noted key national priorities for 2019. It was also noted that SPREP’s Executive Board supports the environment data portal to enter environmental information.

Key outcomes:

- All participants agreed that sustainability was important and directed SPREP to prepare sustainability options. Also advised that country work plans incorporate sustainability.
- It’s important to institutionalise the national data portal as a key decision-making tool.
- Long-term maintenance of existing portals is needed. Also need regional coordination.
- Importance to integrate data management into existing and developing policies. Can also house legislation on the national portal.
- Also need guidelines on collecting environmental data.
- Countries expressed interest in cost-sharing.
- Continue increasing intuitiveness and user-friendly interfaces for the portal.
- Strengthen national systems of data sharing and link to existing systems.
- Identify existing and potential partner projects, e.g. R2R.
- Identify reporting frameworks, including 6NR, UNCCD, Annual reports, and the monitoring small grants programme.

- Support is needed to develop communications products to increase awareness of the functionality of the national portal. Advise using local languages in products.
- Important to raise awareness of the portal at all levels from political to public, and on international platforms. TV spots and animation were mentioned as methods to use. Can also use social media and stories on the data portals. Can also prepare information on the portal to target members of parliament.
- Regional-level coordination can target CROP agencies, look at streamlining related projects and use the environmental portal as the reporting platform.
- Look into incorporating the Pacific Climate Change Portal into the national portal.
- Link to and use national portals for national monitoring and evaluation. Also link portals to relevant non-governmental organisations.
- Link to the planning and enforcement processes under NEMS and EIA.
Link to GEF-7 (Star allocation for relevant countries).

Session 23: Way forward – key outcomes and recommendations

Participants reviewed key meeting outcomes and recommendations for the Inform project. Participants also identified key actions for 2019, documented by the Inform project team.

- Action: 2019 work plans to be circulated to relevant countries.
- Responsible: Inform project team

Session 24: Parallel sessions

Two parallel sessions were held on:

1. Bilateral and one-on-one training/clinics
2. Meeting of Partner organisations

Annexes

Annex 1: Meeting Agenda

Annex 2: Inform Project Steering Committee Meeting Agenda

Annex 3: Participant List

Annex 4: Meeting Evaluation Results

Annex 5: Action Item Table

Annex 1: Meeting Agenda

Time	Item
Day 1: Monday, 17th September 2018	
8:00 – 9:00am	<i>Registration</i>
9:00 – 9:30am	<p><i>Official opening</i></p> <p>Master of Ceremony <i>Ms. Easter Galuvao, Director Environmental Monitoring and Governance Programme</i></p> <p>Prayer Remarks</p> <p>Welcome Remarks</p> <ul style="list-style-type: none"> • <i>Dr. Vicki Hall, Officer in Charge, SPREP</i> • UN Environment Remarks • <i>Mr. Sefanaia Nawadra</i> • Opening Remarks • <i>Hon. Fiame Naomi Mata'afa, Deputy Prime Minister and Minister of Environment, Independent State of Samoa</i> <p>Official photograph</p>
9:30 – 10:00am	<p><i>Session 1: Introduction and overview of the workshop agenda, meeting objectives and outcomes</i></p> <ol style="list-style-type: none"> i. Introduce the agenda, meeting objectives and expected outcomes, workshop structure and format; and ii. Introduction of participants, expectations and meeting logistics. <p><i>Easter Galuvao, SPREP</i></p>
10:00 – 10:30am	<i>Morning Tea</i>
10:30 – 11:00am	<p><i>Session 2: Setting the scene – An overview of the ACPMEA Programme: journey from Phase1 to Phase2</i></p> <p>A brief overview of the ACPMEA Programme from phase 1 to phase 2 highlighting key results and achievements.</p> <p><i>Easter Galuvao</i></p>

<p>11:00am – 12:00pm</p>	<p><i>Session 3: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – MEA capacity building support</i></p> <p>Overview of key MEA capacity building support and results achieved with a focus on success stories, lessons learnt and recommendations for future COP support. <i>Easter Galuvao, Clark Peteru and Juney Ward</i></p> <p>Invited country participants will be sharing their COP experiences on the following topics:</p> <ol style="list-style-type: none"> Preparations for and engagement at COP meetings and related processes Contribution to key COP resolutions and decisions – examples of how PICs have influenced key decisions and outcomes Preparations at national level – are we doing enough? How can we improve?
<p>12:00 – 12:30pm</p>	<p><i>Session 4: ACPMEA Result Area National Capacity building to implement and report on MEA commitments - Policy and Legislative capacity building including compliance and enforcement</i></p> <p>Overview of key national policy and legislative reviews including compliance and enforcement <i>Clark Peteru and Jope Davetanivalu</i></p> <p>Discussion topics:</p> <ol style="list-style-type: none"> What is the status of national environmental legislation? What is the level of compliance and enforcement? Reflections from participants of the compliance and enforcement training
<p>12:30 – 1:30pm</p>	<p><i>Lunch</i></p>
<p>1:30 – 2:30pm</p>	<p><i>Session 5: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – environmental monitoring and reporting</i></p> <p>The focus will be on the State of Environment Reporting, MEA reporting and linkages to the environment data portal <i>Paul Anderson</i></p> <p>Knowledge café style session to facilitate sharing of experiences on SoE and MEA reporting. Countries that have either completed or are in the process of completing SoE Reports are invited to lead the discussions and share their experiences.</p> <p>Broad discussion topics:</p> <ol style="list-style-type: none"> Experience in preparing SoE reports which includes the SoE formulation process, approval and implementation Role of the SoE reporting process as the basis for sector and national level reporting including reporting to regional and international commitments such as MEAs, SDGs and S.A.M.O.A. Pathway? Has your country established a national environmental portal and how has it been used to support planning, reporting decision making? <p>Report back to plenary</p>
<p>2:30 – 3:30pm</p>	<p><i>Session 6: ACPMEA Result Area National Capacity building to implement and report on MEA commitments – mainstreaming through the National Environment Management Strategy (NEMS)</i></p> <p>Overview of NEMS or equivalent as key environment management planning processes – what it is, key lessons from past and current NEMS and related planning strategic processes, opportunities and way forward <i>Jope Davetanivalu</i></p> <p>Group work - discussion topics:</p>

	<ul style="list-style-type: none"> a. Examples of how MEA objectives have been mainstreamed into NEMS or equivalent b. Examples of how NEMS have been effectively used as policy mechanisms for mainstreaming environment into sector and national development plans c. Synergies between NEMS, NSDPs, MEAs, SDGs and S.A.M.O.A. Pathway – mapping common indicators across these key policy instruments and frameworks <p>Report back to plenary</p>
3:30 – 4:30pm	<p><i>Session 7: Plenary – reflections on key outcomes, lessons learnt and recommendations on issues/topics discussed</i></p> <p>An opportunity to expand/clarify any key points/issues raised during the session.</p>
4:30pm	<i>End of Day 1</i>
Day 2: Tuesday, 18th September 2018	
9:00 – 9:15am	<i>Overview of the Agenda for Day 2</i>
9:15 – 9:30am	<p><i>Session 8: ACPMEA Result Area on enhanced capacity of the Pacific Hub to support national and regional MEA implementation</i></p> <p>Integration of the ACPMEA project objectives into the SPREP Strategic Plan and linkages to the Inform Project and other SPREP programmes and projects <i>Easter Galuvao</i></p>
9:30 – 10:00am	<p><i>Session 9: ACPMEA Result Area on improved visibility, sharing of knowledge and materials produced through the ACPMEA project</i></p> <p>The Pacific Voyage Campaign: our journey, our successes, lessons learnt and way forward <i>Nanette Woonton and Emile Adams</i></p>
10:00 – 10:30am	<i>Morning Tea</i>
10:30 – 11:00am	<i>Session 9 continues</i>
11:00am – 12:30pm	<p><i>Session 10: ACPMEA Result Area – regional and national EIA capacity building</i></p> <p>Highlights from the regional EIA Guidelines, Coastal EIA Guidelines and national level EIA guidelines and policies. Key lessons and recommendations from national level EIA training. <i>Joje Davetanivalu and Gregory Barbara</i></p>
12:30 – 1:30pm	<i>Lunch</i>
1:30 – 3:30pm	<p><i>Session 11: Strategic Environmental Assessment (SEA)</i></p> <p>An introductory session on SEA: what it is, review of experiences to date, the role of SEA in mainstreaming and its contribution to sustainable development. <i>Joje Davetanivalu and Gregory Barbara</i></p>
3:30 – 4:30pm	<p><i>Session 12: Plenary – way forward</i></p> <p>Where to next? Suggestions and ideas on opportunities to integrate results and outcomes from the ACPMEA Programme to support planning, management and decision making processes in country.</p>

Day 3: Wednesday, 19th September 2018	
9am – 10:15am	<i>Session 13: Inform Project</i> Overview of the Inform Project progress to date <i>Paul Anderson</i>
10:15 – 10:30am	<i>Morning Tea</i>
10:30am – 12:00pm	<i>Session 14: National environmental data management</i> Discussion on national data management and reporting (National Requirements, MEAs and SDG requirements) and environmental data management – issues, challenges and best practices
12:00 – 1:00pm	<i>Lunch</i>
1:00 – 2:45pm	<i>Session 15: Preparations for the Steering Committee Meeting</i> Pre-Steering Committee Meeting on PMU decisions including the 2019 Work Plan
2:45 – 3:00pm	<i>Afternoon Tea</i>
3:00 – 5:00pm	<i>Session 16: Second Project Steering Committee meeting</i> Inform Project Steering Committee Meeting Chair: Tonga Members: Tonga, Nauru, PNG, SPREP and UN Environment (via Skype)
Day 4: Thursday, 20nd September 2018	
9:00 – 10:15am	<i>Session 17: Data Portal</i> Following on from Session 14, present User Guides, Best Practices for data portal use, videos <i>Paul Anderson</i>
10:15 – 10:30am	<i>Morning Tea</i>
10:30am – 12:30pm	<i>Session 17 continues</i> Data Portal Training, input on changes and improvements to the portals, changes needed
12:30 – 1:30pm	<i>Lunch</i>
1:30 – 2:30pm	<i>Session 18: Indicators</i> Indicator Discussion and Presentation of matrix of indicators against reporting targets, link to reporting tool
2:30 – 3:15pm	<i>Session 19: Reporting tool</i> Reporting Tool Presentation
3:15 – 3:30pm	<i>Afternoon Tea</i>

3:30 – 5:00pm	<p><i>Session 20: Data collection</i></p> <p>Exercise with reporting tool and feedback Interactive application of ODK Text messages for data collection</p>
Day 5: Friday, 21st September 2018	
9:00 – 10:15am	<p><i>Session 21: Policy and legal instruments/tools</i></p> <p>Discussion on the application and use of policy and legal instruments and tools developed under the project.</p>
10:15 – 10:30am	<i>Morning Tea</i>
10:30 – 11:30am	<p><i>Session 22: Sustainability – looking beyond the project</i></p> <p>Discussion on potential project ideas to expand the scope of the project to address priority needs and gaps.</p>
11:30am – 12:30pm	<p><i>Session 23: Way forward – key outcomes and recommendations</i></p> <p>Review key meeting outcomes and recommendations for the Inform Project</p>
12:30 – 1:30pm	<i>Lunch</i>
1:30 – 2:30pm	<p><i>Session 24: Parallel sessions</i></p> <ol style="list-style-type: none"> 1. Bilateral and one on one training/clinics 2. Meeting of Partner organisations 3. Special training sessions for Kiribati, Tuvalu, and Vanuatu

Annex 2: Inform Project Steering Committee Meeting Agenda

Inform Project Second Steering Committee Meeting – Draft Agenda	
3:00pm – 3:10pm	<p>Welcome remarks and adoption of meeting agenda</p> <p><i>Chair</i></p>
3:10pm – 3:30pm	<p>Presentation by PMU on project progress to date</p> <p>Annual Work Plan 2019</p> <p><i>Paul Anderson, Inform Project Manager</i></p>
3:30am – 4:15pm	<p>Discussion and decisions on proposed items proposed by the PMU</p> <ul style="list-style-type: none"> • DKAN data portal – Endorsed as the Inform Data portal • IRIS assessed as unsuitable for use in the Inform project • Review / Endorse Indicator Reporting tool • Risk register • Co-financing report • Project coordination mechanisms country level • Communications plan and output • Sustainability 2021 and beyond
4:15pm – 4:30pm	<p>Review of Steering Committee TOR</p> <p>Other Matters</p>
4:30pm – 4:45 pm	<p>Election of new Country Committee Members</p>
4:45pm – 5:00pm	<p>Wrap up and closing remarks</p> <p><i>Chair</i></p>

Annex 3: Participant List

Participant List			
	<u>Name</u>	<u>Position</u>	<u>Country/Organisation</u>
Member Countries			
1	Louisa Karika	Manager-Island Future Divisions	Cook Islands
2	Putu Tofinga	Senior Environment Officer	Kiribati
3	Warwick Harris	Deputy Director	RMI
4	Kilom Ishiguro	SPREP-RMI Technical Expert (Water Sector)	RMI
5	Bernadette Kabua	Climate Change Coordinator	RMI
6	Bryan Star	Director of Environment	Nauru
7	Huggard Tongatule	Biodiversity & Conservation Officer	Niue
8	Rodney Yoshida	GIS Analyst	Palau
9	Katrina Solien	Manager, International Branch, Conservation	PNG
10	Gerard Natera	GIS Manager-Conservation Environment	PNG
11	Tuiolo Schuster	ACEO/Corporate Services Manager	Samoa
12	Entole Simanu		Samoa
13	Kathleen Taituave		Samoa
14	Grace Laulala		Samoa
15	Drusilla Lauano		Samoa
16	Vainuupo Sofe		Samoa
17	Nella Levy		Samoa
18	Desna Solofa		Samoa
19	Marissa Toomata		Samoa
20	Agnetha Zima Karamui	Chief Conservation Officer-Protected Areas	Solomon Islands

21	Lupe Matoto	Director-Environment	Tonga
22	Mele Mafile'ō Masi	Chief Environmentalist	Tonga
23	Liliele Nafatali	Assistant Environment Officer	Tuvalu
24	Rontexstar Mogeror	Pollution Control Officer	Vanuatu
UN Agencies			
25	Sefanaia Nawadra	Head – UNEP Sub-regional Office - Pacific	UN Environment
26	Anama Solofa		UN Environment
27	Yvette Kerslake		UNDP
Secretariat			
28	Vicki Hall	Director-WMPC	SPREP
29	Easter Galuvao	Director-EMG	SPREP
30	Paul Anderson	Inform Project Manager	SPREP
31	Peter McDonald	Monitoring and Reporting Specialist	SPREP
32	Julie Callebaut	GIS Specialist	SPREP
33	Sela Simamao	Inform Finance and Technical Assistant	SPREP
34	Pauline Fruenan	Secretary to Division Director & Assistant	SPREP
35	Emile Adams	Project Communications Support Specialist	SPREP
36	Jope Davetanivalu	Planning & Capacity Development Adviser	SPREP
37	Gregory Barbara	Environmental Assessment & Planning Officer	SPREP
38	Clark Peteru	Legal Adviser	SPREP
39	Whitney Isenhower	Environmental Reporting Specialist	SPREP
40	Tavita Sua	IT Assistant	SPREP
41	Nanette Woonton	Media & Public Relations Officer	SPREP
42	Leanne Moananu	Communications Support Officer	SPREP
43	Juney Ward	Shark & Ray Conservation Officer	SPREP
44	Amanda Wheatley	Ecosystem & Biodiversity Officer	SPREP

45	Lupe Silulu	Records and Archives Officer	SPREP
46	Emma Arasi	Knowledge Management Officer	SPREP
47	Ceclia Madeleine	Intern	SPREP
48	Alexandre Lafargue	Intern	SPREP
49	Timothy Strange	SEA Consultant	Independent
50	David Sakoda	Invasive Species Specialist – Peace Corps Volunteer	SPREP
51	Bradley Myer	Invasive Species Officer – Consultant	SPREP

Annex 4: Meeting Evaluation Results

Results compiled from 13 evaluations.

1. Overall, how would you rate the quality of the workshop?
 - Excellent: 6
 - Very good: 6
 - Good: 1
 - Fair
 - Poor

2. How well did the workshop meet your expectations? Was it...?
 - A lot better than expected: 6
 - Better than expected: 4
 - About what I expected: 3
 - Worse than expected
 - A lot worse than expected

3. How helpful was the content presented at the workshop?
 - Extremely helpful: 6
 - Very helpful: 5
 - Somewhat helpful: 2
 - Not so helpful
 - Not at all helpful

4. How engaging were the presenters at the workshop?
 - Extremely engaging: 7
 - Very engaging: 4
 - Somewhat engaging: 2
 - Not so engaging
 - Not at all engaging

5. Which topics did you find most useful and relevant to your work? Please select all that apply:
 - MEA negotiation and agreement: 7
 - Policy and legislative: 11
 - Monitoring and Reporting – State of Environment Reporting: 11
 - Mainstreaming – National Environment Management Strategies (NEMS): 10
 - EIA and SEA: 9
 - Communication and visibility: 12
 - Data management – portal and reporting tool: 12

6. Which topics do you feel you would need further capacity building support on?
 - MEA negotiation and agreement: 10
 - Policy and legislative: 6
 - Monitoring and Reporting – State of Environment Reporting: 9
 - Mainstreaming – National Environment Management Strategies (NEMS): 6

- EIA and SEA: 6
 - Communication and visibility: 6
 - Data management – portal and reporting tool: 12
 - Other (specify):
 - QGIS, ArcGIS
7. What was the most valuable thing you learned at the workshop?
- Inform project
 - Every topic was really informative and useful
 - All info shared was valuable. Breakout groups and brainstorming.
 - Process of producing. NEMS & SoE. Importance of having a data portal.
 - Data management
 - Data management session and group discussions on improving data management
 - Kobo tool for data collection – very useful. Reporting tool. Data portal.
 - The MEAs and EIA sessions were engaging and helpful for me.
 - Kobo tool
 - Reporting tools, SEA & communication – the assistance available in SPREP
 - Ability to interact with country reps and in sharing information and experiences
 - Upload CSV, GeoJSON
 - The data portal & reporting tool
8. What is something you would like to have learned at the workshop that you did not?
- Hoping that we could do a proper training on the reporting tool once it's full operational
 - Actually mapping out core indicators for the region, or at least participate on how it will be done.
 - Steps / Entry portal
 - SoE. SEA (need more time)
 - Workshop met expectations, so no topics I would've learned that weren't included.
 - More hands-on practice with Inform portal tools and features to get familiar with
 - More time for hands-on training on the reporting tool and Kobo toolbox exercise
 - More hands-on & practical field experience with EIA & SEA
 - Harvesting from relevant portals
9. What is something you learned this week you feel will be most applicable to your specific area of work?
- Communication, awareness, promotions
 - Excellent topics for line of work
 - SoE indicators/NEMS. Prompt on how to organise country portal for info sharing.
 - Data management (reporting tool)
 - SoE. Data portal. Policy. Legislation.
 - Reporting at national, regional, international level through Inform reporting tool. Kobo collect tool. Data management and share information through Inform.
 - Kobo toolbox (though more time needed to gain confidence in its use). SEA need country project.
 - EIA & SEA. MEA negotiation & engagement.

- Streamlining/connectivity → Inform ODP
 - The phone app. It's a 'one-stop shop' for gathering data, which often relies on a lot of resources, i.e. GPS, camera, data entry forms. Sometimes one thing or another may be forgotten, but having this available on mobile phone is amazing. Unexpected encounters can also occur while on the road and all I'd need is to bring out my phone and record data.
10. Do you have any other comments, questions or concerns?
- Just need to ensure our online reporting system is up and running ASAP...will really help with our national SoE reporting, also with other reporting obligations
 - Not at this stage
 - Thank you for hosting us. Learnt a lot! Keep up the spirit.
 - Some topics not relevant to my work area, such as MEA, CBD. However, it's good to consider in future to get two participants from each country: one for MEA/CBD and other one for Inform project specifically.
 - More in-country workshops/train-the-trainers workshops
 - Thank you for the superb menus at the dinner.
 - Still learning → Question later
 - No thank you

Annex 5: Action Item Table

Action	Responsible	Deadline
1. Develop environment-specific instructions for Kobo app to collect data tailored to Pacific island countries	EMRS – GIS	01 December 2018
2. Develop new user class for data portals <ul style="list-style-type: none"> • See Gitlab for details 	Inform Systems Developer	15 December 2018
3. Update license levels to all data portals	Inform Systems Developer/ Eighty Options	15 December 2018
4. Finalise 2019 Inform project country work plans	Project Management Unit	15 December 2018
5. Develop large-scale communication products, including banners	Communications Specialist	15 January 2019