

**UNITED NATIONS DEVELOPMENT PROGRAMME  
GLOBAL ENVIRONMENT FACILITY (GEF)**

**SPREP  
Information Resource Centre**

**Regional Project for the Pacific  
(Cook Islands, Federated States of Micronesia, Fiji, Kiribati,  
Marshall Islands, Nauru, Solomon Islands, Tuvalu, Vanuatu, Western Samoa)**

**PROJECT DOCUMENT**

Project Number: RAS/95/G32/AVIG/99

Project Title: PACIFIC ISLAND CLIMATE CHANGE ASSISTANCE PROGRAMME (PICCAP)

Project Short Title: PACIFIC ISLAND CLIMATE CHANGE ASSISTANCE PROGRAMME

Start Date: April 1997

End Date: March 2000

Executing Agent: South Pacific Regional Environment Programme (SPREP)

Project Site: Apia, W. Samoa

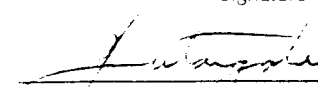

Summary of UNDP & Cost Sharing (as per attached budgets)			
UNDP:	Current	Previous	Change
GEF	US\$2,440,000		
Cost Sharing:	\$		
Governments:	\$		
Financial Institution:	\$		
Third Party:	\$		
<b>Total</b>	<b>US\$2,440,000</b>		
.....			
Administrative and Operation Services (where applicable)			
SOF 03	\$		
SOF 07	\$		
Other	\$		
<b>TOTAL</b>	<b>\$</b>		

**Classification information:**

ACC sector & sub-sector:	2000 - Environment	Primary type of intervention:	Capacity building
DCAS sector:	Environment	Secondary type of intervention:	Institution Building
Primary areas of focus:	Promoting Environmental and Natural Resources Sustainability	Primary target beneficiaries:	Government Institutions
Secondary areas of focus:	Climate Change and Sea Rise	Secondary target beneficiaries:	Regional Institutions and Organizations

**Brief Description:**

The Pacific Island Climate Change Programme (PICCAP) is a regional Climate Change Enabling Activities project. It involves ten Pacific island countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Samoa, Solomon Islands, Tuvalu, Vanuatu) and is coordinated and executed by the South Pacific Regional Environment Programme (SPREP). The project is designed to strengthen the capacities of the participating countries, in terms of training, institutional strengthening and planning activities, to enable them to meet their reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC). The project has six major capacity building objectives that lead to the following outputs: (1) an inventory of greenhouse gas sources and sinks; (2) an evaluation of mitigation options; (3) national vulnerability assessments; (4) an evaluation of adaptation options; (5) a national implementation plan and (6) the first National Communication to the Conference of the Parties to the UNFCCC. The concurrent activities of CC:TRAIN in the Pacific region are integrated into PICCAP and coordinated by SPREP to ensure complementarity.

On behalf of	Signature	Date	Name/Title
Executing Agent:		03/04/97	T. Tomanovic, SPREP
UNDP		03/04/97	Robert K. ..., UNDP

## A. CO. TEXT

### 1. The Environment sub-sector

The Pacific Island Climate Change Assistance Programme (PICCAP) is a climate change Enabling Activities project involving ten small developing island countries of the Pacific region. These Pacific Island countries exhibit a unique combination of geographical, biological, sociological and economic characteristics which can be found nowhere else in the world. Together, these islands occupy a vast area of the Pacific (Figure 1). Their combined Exclusive Economic Zones occupy 15 million square kilometres (km<sup>2</sup>) of the Pacific (about 1.5 times the land area of the USA), only 0.4% of which is land (Table 1).

Table 1: Selected characteristics of the Pacific island countries

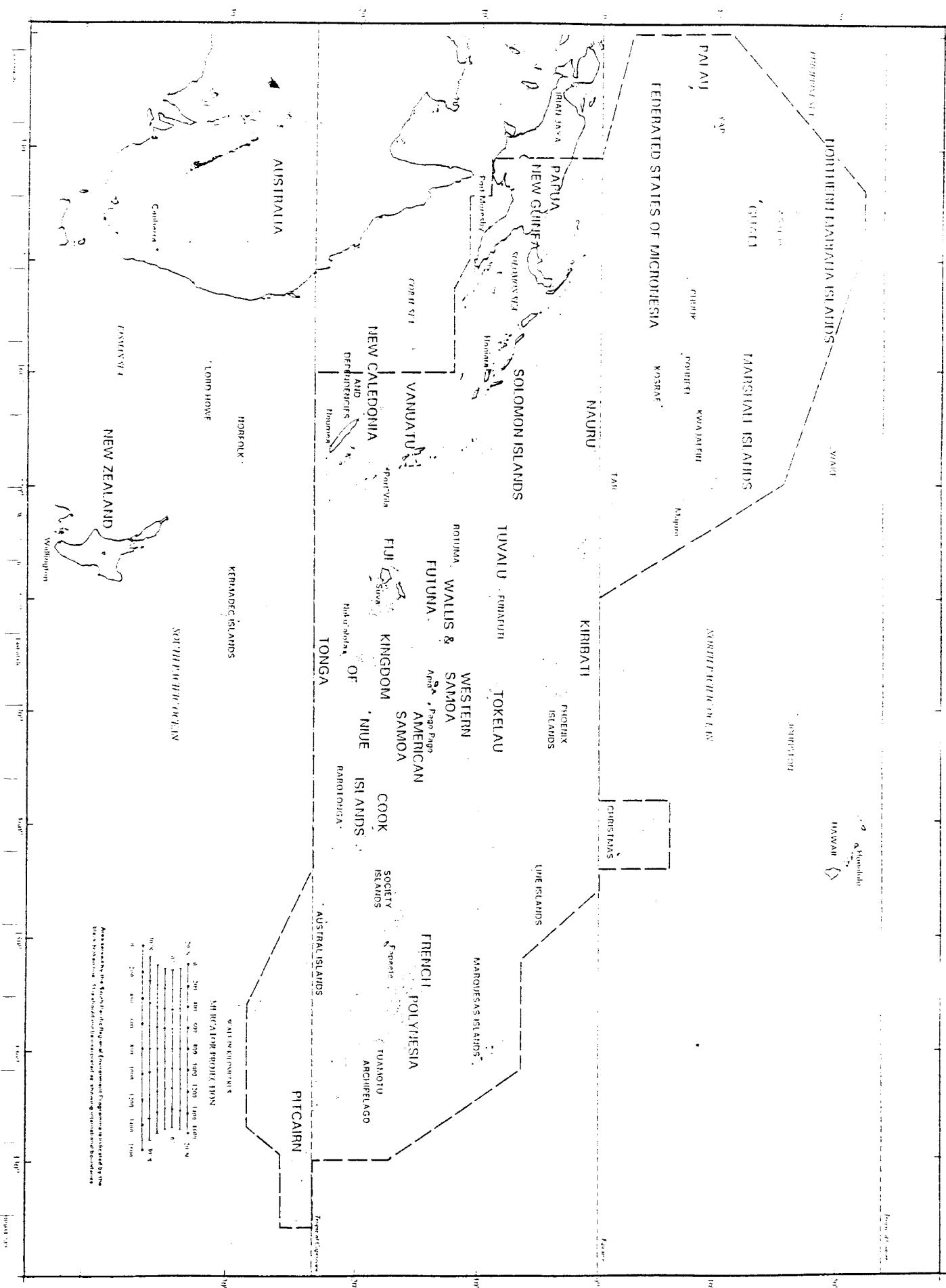
Characteristic PIC	Land Area (km <sup>2</sup> )	Exclusive Economic Zone (1,000 km <sup>2</sup> )	Number of Islands	Pop. In 1990 (000s)	Pop. growth rate* (%/year)	Literacy rate* (% entire pop.)
Cook Islands	240	1,800	15	18	1.1	55
FSM	701	2,970	5	100	2.7	40
Fiji	18,272	1,290	25	764	2.0	55
Kiribati	811	3,550	33	72	2.3	40
Marshall Is.	181	2,131	35	44	3.0	45
Nauru	21	320	1	10	2.0	50
Western Samoa	2,935	120	3	160	0.3	61
Solomon Is.	27,556	1340	6	320	3.0	30
Tonga	346	857	3	9	1.1	40
Tuvalu	11,900	680	67	158	3.0	37
TOTAL or AVERAGE	52,342	15,058	198	1,655	2.2	47

\*1980-1990

Demographically, the total population of these PICCAP countries is less than 2 million people. Yet, given the small land area of the islands, the population densities are relatively high (for example, in Kiribati, the population density of South Tarawa is as high as 1,596 persons per km<sup>2</sup>). Locally, population densities can be very high given the typically unequal distribution of population amongst the islands, contributing to local environmental problems of solid waste management, soil and water pollution, water resource depletion, coastal erosion, and degradation of coral and marine ecosystems. Moreover, the population growth rates of the Pacific island countries are relatively high, averaging 2.2% per annum, which, in the absence of improved environmental and resource management policies and practices, could exacerbate the environmental problems in the future.

On many of the islands, soil and freshwater resources are limited and agricultural plant diversity is low. Most of the total cultivable land is used for subsistence production. The diversity of coral reef and marine

# AREA SERVED BY THE SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME



resources on the other hand, is high. The potential of marine resources to contribute to the economic growth of the regional economy has not yet been fully exploited. The importance of coral reefs is paramount. Coral reef systems play a central role in maintaining precious beach and coastal land levels against the eroding forces of storms and rising seas, and they provide essential resources in terms of construction materials, habitat for marine fisheries, and, through their natural beauty and species diversity, a central attraction for the tourist industry.

It is impossible to overstate the importance of coastal areas to the Pacific Island peoples, cultures and economies. The coastal areas of all the islands contain the vast majority of human habitation and areas of subsistence and commercial agricultural and fisheries activities, and are the primary targets of economic development. In the last 20 years, many coastal areas have been heavily modified and intensively developed, significantly increasing their vulnerability to natural climatic variability and extreme events and to global environmental changes. The challenge facing policy makers in the region today is to facilitate economic development, while limiting the impacts of such development on the coastal environment. National capabilities to take up this challenge are complicated by traditional land and sea management systems, complex population patterns, the fragility of coastal ecosystems, limited natural resource bases, heavy reliance on foreign aid and geographic isolation.

## 2. Host countries' strategies

For the PICCAP countries, the environmental policies, strategies and priorities, particularly with respect to climate and sea-level change, are formulated at both regional and national levels.

### The Regional Level

Regionally, a high priority has been afforded to addressing climate change and related sea-level rise issues by the heads of government of the Pacific region. This priority has been formally expressed in various South Pacific Forums (Communiqués of the South Pacific Forum, 1992-94). For example, the following is extracted from the communiqué of the Twenty-Fifth South Pacific Forum, held in Brisbane in 1994, attended by Heads of State and of Governments of Australia, the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Papua New Guinea, the Republic of Marshall Islands, Tokelau Islands, Tonga, Tuvalu, Vanuatu and Western Samoa:

The Forum reaffirmed that global warming and sea-level rise were among the most serious threats to the Pacific region and the survival of some island states. The Forum recognised that existing commitments in the Framework Convention on Climate Change (FCCC) will not meet the ultimate objective of the Convention and called for early agreement on a process for negotiating one or more protocols to implement and elaborate the Convention so that reductions of Greenhouse gas emissions are achieved. It called on Annex 1 Parties to the Framework Convention to meet their obligations and on all non-parties to adhere to the Convention by the end of 1994. Annex 1 countries should ensure that joint implementation complements and does not replace action at home. Priority should be given to activities in support of the Framework Convention's objectives, including both research and also those activities which will assist Forum countries to meet their Convention commitments. The Forum urged enhanced efforts to implement energy efficiency and the use of renewable energy sources.

The regional commitment of the Pacific Island countries to the development of environmental strategies is reflected in the establishment of the South Pacific Regional Environment Programme (SPREP). SPREP works on behalf of member states through its coordinating role, especially with respect to the exchange and provision of environmental information, research and monitoring, and inter-country collaboration. Finally, the high priority given to climate change strategies is further reflected in the efforts of Pacific island

countries, through the Alliance of Small Island States (AOSIS), to obtain further commitments under the Framework Convention on Climate Change for reductions in greenhouse gas emissions.

### The National Level

Nationally, environmental issues, strategies and priorities are set forth in the National Environmental Management Strategies (NEMS) of the PICCAP countries. Issues of climate and sea-level change and associated strategies, including integrated coastal zone management, feature prominently as national priority items for action in the NEMS of the region. The key features of these NEMS are summarised in Table 2.

Table 2: The priorities of National Environmental Management Strategies (NEMS) of Pacific island countries in PICCAP

PIC	Features	NEMS accepted	Priority Issues	Climate change priority
Cook Islands		Yes	Climate change Coastal/soil erosion Solid waste	High
TSM		Yes	Environmental health Coastal degradation/climate change Human resources	High
Fiji		Yes	Population growth Waste management Coastal erosion	Medium
Kiribati		Yes	Population growth Waste management Sea level rise and climate change	High
Marshall Is.		Yes	Population growth Climate change/coastal degradation Human resources	High
Nauru		Yes	Waste management Coastal degradation/ climate change Water resources	High
Western Samoa		Yes	Population growth Climate change Loss of biodiversity	Medium
Solomon Is.		Yes	Loss of biodiversity Population growth Climate change and sea-level rise	High
Tuvalu		Yes	Waste management Sea level rise and climate change Water resources	High
Vanuatu		Yes	Institutional development Population growth Energy	Medium

All the Pacific island countries participating in the PICCAP have signed and ratified the United Nations Framework Convention on Climate Change, signifying a high level of commitment to promote international efforts to limit greenhouse gas emissions and to work collectively in adapting to the changes in climate and sea level that will occur despite mitigation efforts.

**3. Prior or ongoing assistance**

Within the sector of the Environment, there are a number of activities and programmes receiving external assistance that could have relevance for PICCAP. Some are nationally implemented, while others are regional in scope and participation.

Most of the regionally focused activities and programmes are carried out through SPREP and are summarised in Table 3. Of the on-going regional activities, the two projects with the most direct relevance to PICCAP are the South Pacific Sea Level and Climate Monitoring Project and the Coastal Management and Vulnerability Project, funded by the Australian and Japanese Governments, respectively. While the Australian-funded project will provide a foundation upon which PICCAP will build, it is a research and monitoring project and is not designed specifically to carry out activities for enabling the Pacific island countries to make their National Communications to the CoP. However, the Japanese-funded project does, in fact relate specifically to PICCAP (vulnerability assessments) and has therefore been taken into account in defining the scope of PICCAP activities in order to avoid duplication. Similarly, at the national level, there are on-going projects that have direct bearing on PICCAP enabling activities, notably those funded by the U.S. Country Studies Programme (Table 4).

All the projects that pertain specifically to enabling activities relevant to PICCAP have been identified and taken into account. The matrix of Enabling Activities and the roles of the various projects in building the capacities for National Communications from the Pacific island countries are shown in Table 5. Besides the projects funded by U.S. Country Studies Programme and the Government of Japan, the GEF/UNDP has approved funding for training activities through CC:TRAIN (for specific activities see Section D). However, *only selected objectives in selected countries* have been the recipients of such assistance. The present PICCAP Enabling Activities project seeks to fill all the gaps left unattended. In this way, PICCAP avoids duplication while providing the full capacity to all the Pacific island countries to enable them to meet both present and future reporting needs under the UNFCCC. It should be reiterated that approved UNDP funding for CC:TRAIN and its activities will be integrated into PICCAP to ensure complementarity and to avoid overlapping effort (see Sections B4 and B7 below).

Table 3: On-going programmes of SPREP in the Environment Sector

Project title	Funding source	Duration
South Pacific Biodiversity Project	GEF/UNDP	1993-98
South Pacific Sea Level & Climate Monitoring Project	Australian Government.	1991-2001
Capacity 21 Project	UNDP	1994-97
Atmospheric Radiation Measurement Project	USA Government	1994-97
State of Environment Data Base	UNEP	1995-97
Coastal Management and Vulnerability Project	Japanese Government.	1994-96
Environmental Impact Assessment Project	Australian Government.	1993-97

Table 4. On-going assistance for the environmental sector of Pacific island countries in PICCAP

Pacific Island Country	Project title	Funding Source
Cook Islands	South Pacific Biodiversity Conservation Project (SPBCP)	GEF/UNDP
	South Pacific Sea Level and Climate Monitoring Project (SPSLCMP) Capacity 21	Australian Govt. UNDP
FSM	SPBCP	GEF/UNDP
	Water Management SPSLCMP Capacity 21	UNDP Australian Govt. UNDP
Fiji	SPBCP	GEF/UNDP
	SPSLCMP US Climate Change Country Support	Australian Govt. US Govt.
Kiribati	SPBCP	GEF/UNDP
	SPSLCMP US Climate Change Country Support Capacity 21	Australian Govt. US Govt. UNDP
Marshall Is.	SPSLCMP	Australian Govt.
	US Climate Change Country Support	US Govt.
Nauru	SPSLCMP	Australian Govt.
	SPBCP Atmospheric Radiation Measurement	GEF/UNDP US Govt.
Western Samoa	SPBCP	GEF/UNDP
	US Climate Change Country Support SPSLCMP Capacity 21	US Govt. Australian Govt. UNDP
Solomon Is.	SPBCP	GEF/UNDP
	SPSLCMP State of Environment Data Base Capacity 21	Australian Govt. UNEP UNDP
Tuvalu	Capacity 21	UNDP
	SPSLCMP Environmental Impact Assessment	Australian Govt. Australian Govt.
Vanuatu	SPBCP	GEF
	SPSLCMP Capacity 21	Australian Govt. UNDP

#### 4. Institutional framework

At the regional level, the institutional framework for development efforts in the environmental sector is embodied in the establishment of the South Pacific Regional Environment Programme (SPREP). SPREP was founded in 1982 as a programme of the South Pacific Commission (another regional organisation) and is now an autonomous regional institution dealing with environmental issues. SPREP furthers environmental objectives for member states in the region through its coordinating role, particularly with regard to the exchange and provision of environmental information, research and monitoring, and inter-country collaboration. Climate change is one of SPREP's core programmes.

Table 5: Dimensions of capability for the Pacific island countries in PICCAP

Enabling activity commitment	Planning and execution	Capacity building			
		Institutional strengthening	Training	Research	Education
<i>Inventories and stocktaking</i>					
<i>&gt; emission inventory</i>					
Cook Islands	PIC	PIC/CCT	CCT	NA	NA
FSM	US	PIC/CCT	CCT	NA	NA
Fiji	US	US, CCT	US	NA	NA
Kiribati	US	US	US	NA	NA
Marshall Islands	US	US	US	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	US	PIC/CCT	US	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>&gt; vulnerability assessment</i>					
Cook Islands	PIC	PIC/CCT	CCT	NA	
FSM	PIC	US, CCT	US, CCT	NA	NA
Fiji	US	US, JP	US	NA	NA
Kiribati	US	US	US	NA	NA
Marshall Islands	US	US	US	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	US	PIC/CCT	US	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>Identification of options</i>					
<i>&gt; mitigation options</i>					
Cook Islands	PIC	PIC/CCT	CCT	NA	NA
FSM	PIC	PIC/CCT	CCT	NA	NA
Fiji	PIC	PIC/CCT	CCT	NA	NA
Kiribati	PIC	PIC/CCT	CCT	NA	NA
Marshall Islands	PIC	US	US	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	US, JP	US, CCT	US	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>&gt; adaptation options (Phase I)</i>					
Cook Islands	PIC	PIC/CCT	CCT	NA	NA
FSM	PIC	US, CCT	US, CCT	NA	NA
Fiji	US, JP	US	US	NA	NA
Kiribati	US	US	US	NA	NA
Marshall Islands	US	US	US	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	US, JP	PIC/CCT	US	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>Preparation of a plan</i>					
<i>&gt; national plan</i>					
Cook Islands	PIC	PIC/CCT	CCT	NA	NA



FSM	US, PIC	US, PIC	US, CCT	NA	NA
Fiji	PIC	PIC/CCT	CCT	NA	NA
Kiribati	US	US	US	NA	NA
Marshall Islands	PIC	PIC/CCT	CCT	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	PIC	PIC/CCT	CCT	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>Preparation of a national communication</i>					
➤ National Communication					
Cook Islands	PIC	PIC/CCT	CCT	NA	NA
FSM	PIC	PIC/CCT	CCT	NA	NA
Fiji	PIC	PIC/CCT	CCT	NA	NA
Kiribati	PIC	PIC/CCT	CCT	NA	NA
Marshall Islands	PIC	PIC/CCT	CCT	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	PIC	PIC/CCT	CCT	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA

PIC PICCAP  
 CCT CC:Train  
 US U.S. Country Studies Program  
 JP Government of Japan  
 NA Not applicable

At the national level, the responsibility for environment matters varies from one Pacific island country to another. The principal and supporting agencies for environmental matters are noted in Table 6, along with the their main environmental responsibilities and roles.

Table 8: Institutional framework of Pacific island countries in PICCAP

	Principal		Supporting	
	Agency	Function	Agency	Function
Cook Islands	Ministry of Works, Environment and Physical Planning	Manages environmental, conservation and related issues	Ministry of Marine Resources.	Plans and manages marine resources
			Ministry of Education	Responsible for all educational issues
FSM	Ministry of Health and Environment	Responsible for health, environment and related issues	Department of weather Services	Responsible for climate and weather programmes
			Department of Natural Resources & Development	Responsible for economic and development management of resources
			President Office	Responsible for climate change and sustainable programmes
Fiji	Ministry of Housing and Urban Development	Responsible for all urban development and housing planning	Weather Services Office	Responsible for daily weather and climate operations and reporting
			Department of Environment	Responsible for all environmental issues
			Department on Mineral Resources Department of Health	Responsible for mineral resources Manages and plans for all health issues
Kiribati	Ministry for Environment & Social Development	Responsible for environmental and social issues	Department of Health	Manages and coordinates all natural resources
			Ministry for Natural Resources	Responsible for educational issues
Marshall Is.	Ministry for Environmental Protection Agency	Responsible for all environmental issues.	Dept. of Weather Services.	Responsible for technical issues for weather and climate
			Ministry for Education. Weather Services	For all educational issues. Manages all technical issues for weather and climate change.
Nauru	Dept. of Island Development and Industry.	Responsible for all development and environmental issues	Ministry for Education.	Responsible for all educational issues
			Department of Marine Resources.	Responsible for marine resources
Western Samoa	Ministry for Lands, Survey and Environment.	Responsible for environmental, lands and survey programmes	Ministry for Agriculture and Meteorology	Responsible for agricultural and weather activities
			Department for Education	Responsible for all educational activities
Solomon Is.	Ministry for Natural Resources	Responsible for all natural resources, including environmental issues.	Department for Transport	Responsible for all transportation programmes and weather operations.
			Department for Education	Responsible for all educational activities.
Tuvatu	Office of Prime Minister	Responsible for Prime Ministers programmes including the environmental issues	Dept. of Labour, Works & Communications	Responsible for projects and communications
			Ministry of Natural resources	Responsible for managing natural resources
Vanuatu	Ministry for Health and Environment	Responsible for environment and health related issues	Department of Lands and Survey	Responsible for all land and survey matters.
			Meteorological Services	Responsible for all weather and meteorological communications.

## B. PROJECT JUSTIFICATION

### 1. Problem to be addressed; the present situation

The Pacific Island countries are amongst the countries of the world most vulnerable to climate change and, particularly, sea-level rise. They include scores of low-lying islands and atolls, many no more than several metres above sea level. The island populations and economic activities tend to be concentrated in coastal zones. Even for the mountainous islands, the inhabitable land tends to lie on the coastal fringe and so, too, is at risk from sea level rise. Internationally, the enhanced vulnerability and special needs of small island developing states like those in the Pacific region have been recognised by the Climate Convention (Article 4.8), Agenda 21 and the Barbados Declaration and Programme of Action.

One of the major environmental concerns has to do with the potential impacts of sea-level rise on coral reef ecosystems and the ensuing consequences. The coral reefs are a fundamental element of the marine ecosystems and coastal resources and a critical source of material for natural land accretion. They also provide natural protection against storms, wave action and coastal erosion. The projected rates of sea-level rise may surpass the maximum growth rates of the coral reefs, especially in areas where they have been weakened by pollution and physical damage. Moreover, a rise in surface water temperature could adversely affect coral growth rates; where corals are already close to their upper temperature limits, a further increase in temperature can lead to coral bleaching and death. In many cases, the threat to coral reef systems is a threat to the very existence of entire islands.

Changes in climate also pose major threats to Pacific island countries. For example, changes in storm frequency and intensity could increase the risk of flooding and upset the dynamic sediment balances of the islands, leading to beach erosion and displacement of settlements and infrastructure. A major concern is the possibility of an increase in the intensity and magnitude of extreme climate events, like tropical cyclones. The PICCAP countries are already subject to natural disasters from climate-related extreme events, such as cyclones, droughts and floods, which could be exacerbated by global warming and sea-level rise. Changes in the spatial and temporal distribution of precipitation could affect the quantity and quality of available ground-water supplies, agricultural activities and human health. Any changes in ocean circulation and upwelling could affect the fish populations that are an important natural resource base for Pacific island countries. Tourism, a very important economic activity in the PICCAP countries, could be affected through beach erosion, loss of land and degraded reef ecosystems.

Currently, few Pacific island countries have undertaken systematic, comprehensive assessments of the implications of climate and sea level changes. Nonetheless, the participating PICCAP countries have signed and ratified the UNFCCC and are thus obligated to make National Communications to the Conference of the Parties (CoP) to the Convention in light of COP decisions. The present situation is that these Pacific island countries possess neither the trained personnel nor the institutional capabilities to enable them to produce National Communications in accordance with their obligations under the Climate Convention. The purpose of PICCAP (in conjunction with CC:TRAIN) is to address this problem.

### 2. Expected end-of-project situation

PICCAP will carry out activities that will specifically enable the Pacific island countries to meet their reporting requirements under Climate Change Convention. As described in Section D below, this entails assistance for execution and planning, institutional strengthening, and training (in coordination with CC:TRAIN), leading directly to the development of national implementation plans and the first National

Communication to the CoP. Thus, at the end of the project, PICCAP will have attained both capacity-building objectives and tangible project outputs.

In terms of enhanced capacities, the development of Country Teams, each with broad-based sectoral representation and expertise, is a central focus of the PICCAP effort (see Section B4 below). At the end of the project the Country Teams, with associated national experts, will link science, policy and planning in the climate change field and will have gained the following knowledge, skills and tools:

- a fundamental understanding of the science, impact and policy implications of global climate change in the context of UNFCCC and National Communication requirements.
- procedures and expertise necessary for conducting inventories of GHG and evaluating mitigation options which are relevant to Pacific island states.
- procedures and expertise for conducting vulnerability and adaptation assessments which are relevant to Pacific island states.
- the expertise necessary to prepare national implementation plans and National Communications.
- expanded and systematised environmental and socio-economic data bases required for assessing vulnerability to climate change and sea-level rise and for evaluating adaptation options.
- well-developed national and regional networks upon which Pacific island countries can rely for cooperation in matters relating to the assessment, planning and implementation of measures for dealing with issues of climate change.
- heightened awareness and appreciation of climate change and sea-level rise issues among governmental organisations, NGOs, local community groups and private sector stockholders, as acquired through national consultation processes and workshops.

In terms of project outputs, PICCAP will have attained the following products at the end of the project:

- Five national inventories of GHG sources and sinks that conform to internationally accepted methods and guidelines.
- Nine national assessments of mitigation options and the identification of those options which are cost-effective, environmentally sustainable and consistent with economic development plans in the long-term.
- Six national assessments of vulnerability to climate change and sea-level rise in the context of ICZM.
- Six national assessments that identify and evaluate options for adapting to climate change and sea-level rise.
- Nine national implementation plans that are the product of broad-based national and regional consultation.
- Ten politically-endorsed National Communications to the Conference of the Parties to the UN Convention on Climate Change.

### 3. Target beneficiaries.

The *primary target beneficiaries* of the project are the governments of the ten Pacific island countries: The Cook Islands, Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Nauru, Samoa, Solomon Islands, Tavalu and Vanuatu. These countries, as a consequence of PICCAP, will be enabled to meet their national reporting obligations under the UNFCCC, both in the immediate future and thereafter.

The *secondary beneficiaries* include: (1) regional organisations and institutions, which will benefit from the collaborative networking arrangements and the exchange of information, expertise and methodologies amongst PICCAP participants; (2) private sector stakeholders, NGOs and local island residents, as their increased awareness, understanding and observational skills with respect to climate, sea level and coastal management issues are developed and eventually put into practice in conjunction with governmental programmes; and (3) related programmes and projects, as international linkages are made to ensure that the methods, outputs and experiences of PICCAP are shared at the international level, including the U.S. Country Studies Program and other UNDP/GEF Enabling Activities (such as those for ALGAS, the Maldives and Papua New Guinea).

### 4. Project Strategy and Implementation Arrangements

Project Strategy. PICCAP has adopted a regional strategy. It is designed to address the common and collective needs of the Pacific Island countries in order to enable each country to prepare their National Communications in the most cost-effective manner. The overall PICCAP strategy follows the GEF Operational Criteria for Enabling Activities, in terms of:

- encouraging and linking climate change activities with policy and response planning;
- carrying out planning and capacity-building activities that are focussed specifically on enabling Pacific Island countries to meet the reporting obligations under the Climate Change Convention;
- using internationally established methodologies and procedures in carrying out enabling activities;
- achieving cost-effectiveness through avoiding duplication of relevant activities already being carried out in the region;

Operationally, PICCAP's strategy is to organise indigenous expertise at the national and regional levels to carry out the tasks required to achieve National Communications. This strategy involves three key elements: (1) using the Country Team approach; (2) drawing upon regional resources and institutions; and (3) linking technical studies with policy-making processes.

First, PICCAP applies the *Country Team approach* developed by CC:TRAIN. This approach involves inviting countries to designate a government agency to host a Country Team comprised of national experts from various government agencies, industry, NGOs and the research/academic community. As assisted by PICCAP and CC:TRAIN, the Country Team is responsible for undertaking the tasks that lead directly to the preparation of the National Communication. The Country Team approach has the advantage of:

- encouraging the participation of multiple sectors and government agencies in the preparation of the National Communication;
- ensuring the linkage between science and policy by bringing technical experts together with policy and decision makers;

- promoting a strong sense of national ownership of the Outputs leading to, and including, the National Communication;
- focussing the capacity-building efforts on a well-defined group over a long period of time, thus ensuring national capacity for meeting future reporting requirements.

Second, PICCAP calls upon *regional institutions and national experts* with experience in the various aspects of climate change related directly to the Enabling Activities. This strategy has three distinct advantages. First, it helps ensure that technical support is provided in a socially and culturally sensitive manner, an important consideration in the Pacific island region. Second, it helps ensure that project Outputs are compatible with regional environmental and developmental strategies and priorities. Third, it contributes to the strengthening of regional institutions and thus builds a solid foundation for future activities.

Finally, PICCAP explicitly *links technical tasks with policy*. It will be incumbent upon the Country Team to promote dialogue between technical experts and policy-makers throughout the entire process of leading up to, and including, the preparation of the National Communication. Technical tasks will be conducted with the specific aim of providing policy-makers with practical information to identify appropriate response measures. Activities like the PICCAP Regional Workshops and the national consultative meetings will bring policy-makers and technical experts together. Such broad-based participation and consultative procedures will help ensure the development of national implementation plans and National Communications which are politically supported and endorsed.

#### Implementation arrangements

PICCAP will be executed by **South Pacific Regional Environment Programme (SPREP)** within its Climate Change Programme in close collaboration with the UNITAR CC:TRAIN team. SPREP's Climate Change Programme has the mandate to be the clearinghouse and coordinating unit for the South Pacific region on climate change and sea level rise.

SPREP will establish a **PICCAP Project Team** within its Climate Change Programme to manage and coordinate both the PICCAP and CC:TRAIN programmes. As the executing agency for PICCAP and the regional partner institution for CC:TRAIN, SPREP will provide administrative, logistical and technical support to the PICCAP Project Team. The core Project Team will be comprised of the following staff:

- a *Programme Manager*, preferably with expertise in environmental planning and policy, who will oversee the entire implementation of PICCAP, particularly with respect to organisation and coordination of participants and activities (full time, 3 years);
- a *Scientific/Technical Officer*, preferably with expertise in climate change vulnerability assessment and coastal zone management, who will attend to the following tasks: provide assistance to national teams; provide input to activities and tasks for which the PICCAP Project Team has direct responsibility; and ensure consistency with respect to application of methods and procedures (full time, Years 1 and 2).

In addition, through a separate contractual arrangement with **CC:TRAIN**, a **full-time Training Officer** will be attached to the PICCAP Project Team. This person will have responsibility for the development and delivery of standardised training in accordance with the standards of the CC:TRAIN Network. Finally, SPREP, as part of its in-kind contribution to PICCAP will, on a part-time basis, make available

various staff with specialised expertise in climate change, coastal zone management, data base development, sustainable development, environmental impact assessment, and meteorology/climatology.

The PICCAP will be supported by a **Scientific Advisory Panel (SAP)**. The primary function of the SAP will be to provide scientific oversight. The SAP will be comprised of three international authorities on climate change and its effects, preferably from the region, who will be selected following consultation between SPREP, UNDP and UNITAR. Their principal task will be to provide guidance on the development of procedures for undertaking PICCAP activities and to ensure that the outputs of the programme conform with international guidelines. The SAP will work in close consultation with representatives from UNDP and SPREP to ensure that their experience in project execution and implementation is incorporated into the guidance of the SAP. The SAP will meet annually. Representatives of UNDP and SPREP will participate in the SAP annual meeting.

The PICCAP Team will retain the services of **Regional Consultants** for implementing specific tasks, especially those with regional applicability that provide technical support to country teams (e.g. the adaptation of GHG inventory guidelines, the identification and evaluation of mitigation options for the region, and the development of regional climate change scenarios). The regional consultants are expected to be comprised of experts from countries within the region who have experience in undertaking climate change studies, and from regional institutions with specific fields of expertise such as the University of the South Pacific (USP), South Pacific Applied Geosciences Commission (SOPAC), University of Papua New Guinea (UPNG), French University of the Pacific (FUP), University of Guam, and University of Technology (UoT).

While these regional institutions are given priority to implement the PICCAP activities at the national level, there are also Australian and New Zealand institutions which have vast experience with climate change issues in the region and could assist as well. In Australia, these institutions include Macquarie University, The Flinders University, and CSIRO (Melbourne). In New Zealand, they include the National Institute for Water and Atmospheric Research, Auckland University, and Waikato University.

However, the bulk of the PICCAP activities will be undertaken by the **Country Teams** (experts with broad-based representation from government, NGOs and private sector interests) working with **National Consultants**. The Country Teams will be established by CC:TRAIN and the support for National Consultants will be provided by PICCAP. All the substantive outputs of PICCAP -- including the national GHG inventories, evaluation of mitigation options, vulnerability and adaptation assessments, national implementation plans and the National Communication itself -- will be carried out at the national level. The primary purpose of PICCAP assistance is to enable those countries themselves to perform the key tasks required for National Communications, through the provision of technical support, institutional strengthening and training.

A **PICCAP Project Review Board (PRB)** will be established to provide overall guidance and review of the work programme. The members will be the country team coordinators from the 10 participating countries and senior representatives from UNDP, SPREP, GEF and UNITAR/CC:TRAIN. The Board will meet once a year to review work plans and also serve as the venue for monitoring and evaluating the work progress through the annual project reviews.

The UNDP country office in Apia, close to the project site, will play an important role in project management and implementation.

a) Being accountable to the funding agency, GEF, it will work with the various project partners to organise an annual review, a mid-term review and a final evaluation to ensure that the project is being conducted in accordance with the policies of GEF, SPREP and UNDP, and within the scope of the terms established in the project document.

- b) In consultation with SPREP, it will review and approve annual implementation work plan and corresponding budget revision;
- c) It will monitor the progress in light of the work plan, identify problems, if any, and report to SPREP for actions to improve the project performance;
- d) As the field representative of the executing agency, UNDP Apia will facilitate the timely delivery of project inputs including making logistic arrangements for visiting consultants, remitting payments as authorised by SPREP to national consultants, fellowship holders and local suppliers of equipment, if any;
- e) It will ensure that the project team, through its Programme Manager, is cognisant of any UNDP efforts that impinge upon the project;

The above work is very detailed and time-consuming, but very important for smooth implementation of the project. The project will compensate the incurred costs of the field office amounting to 3 per cent (3 %) of the total GEF/UNDP approved budget.

#### Alternatives Considered.

As described above, PICCAP follows a regional strategy in which the project is executed by SPREP on behalf of ten Pacific island countries, with the PICCAP Project Team serving as the "hub" for regional coordination. The major alternative considered was a more devolved implementation strategy in which each country would carry out the enabling activities quite independently. This alternative was rejected on the following grounds (largely on the basis of economy-of-scale). First, because of environmental, cultural and economic similarities within the region, many of the activities (especially those related to adapting methodologies for GHG inventories, mitigation options, and vulnerability and adaptation assessment) are best carried out regionally in order to avoid repetition and duplication. Second, the regional approach adopted by CC:TRAIN is most compatible with a regional implementation strategy for all enabling activities, as proposed by PICCAP. Third, due to limited human and institutional resources, many of the smaller island countries of the Pacific would have had difficulty completing many of the enabling activities without the regional support network. Overall, the costs of a more devolved implementation strategy would have been proportionally much greater than the regional strategy adopted by PICCAP.

#### 5. Reasons for assistance from GEF/UNDP

PICCAP has been developed and designed in conformity with the guidance provided to the financial mechanism of the Climate Change Convention to give priority to "enabling activities" and the preparation of National Communications by non-Annex 1 Parties. It is consistent with GEF Operational Strategy and the GEF Operational Criteria for Enabling Activities. All of the Pacific island countries in PICCAP have signed and ratified the UNFCCC and are therefore eligible for full-cost funding of enabling activities.

Additionally, PICCAP meets other criteria established for GEF/UNDP funding. First, PICCAP is designed to meet the activity norms established by GEF to enable countries to implement the Climate Change Convention in a sustainable and country-driven manner. Second, PICCAP is cost-effective and conforms to cost norms set forth by GEF. Third, it builds on the experience and outputs of other enabling activity projects and integrates well with the CC:TRAIN programme, while avoiding duplication. Fourth, the PICCAP promises to have benefits that will extend beyond the primary beneficiaries, in that it will produce improved methodologies, particularly those for assessing vulnerabilities and adaptation options, which can be used by other enabling activities projects.

#### 6. Special Considerations



As discussed in Section A, environmental protection is a high priority amongst the Pacific island countries. For these island countries, any threats to coral reefs, fisheries, beaches or biodiversity also threaten the country's prospects for sustainable development. Climate change and sea-level rise pose such threats. Thus, in evaluating greenhouse gas mitigation and adaptation options and in preparing national implementation plans, PICCAP will ensure that environmental protection is a key criterion for setting priorities.

Through the strategy of broad-based Country Teams, PICCAP will provide the opportunities for NGOs and other grass-roots organisations to collaborate in carrying out activities leading to National Communications.

PICCAP will not have any adverse effects on the environment or on particular groups in the Pacific island countries.

### 7. Co-ordination Arrangements

The executing agency, SPREP, is well placed to facilitate the co-ordination between participating countries, intergovernmental bodies and sub-regional organisations. Since 1990, SPREP has been the technical and scientific advisor to all Pacific governments in relation to the Intergovernmental Negotiating Committee for the Climate Convention, and serves as the regional GEF advisory agency. SPREP's Climate Change Programme has the mandate to be the clearinghouse and coordinating unit for the South Pacific region on climate change and sea level rise. SPREP is also the regional partner institution for the Pacific region in the CC:TRAIN programme.

In terms of project execution, the most significant issue of co-ordination involves the relationship between PICCAP and CC:TRAIN. The two projects are funded separately by GEF/UNDP but target the same countries for enabling activities. Given the possibilities of overlap, it was agreed that CC:TRAIN's Pacific island activities will be co-ordinated by the PICCAP Project Team within SPREP. In general, CC:TRAIN will be responsible for training, but will integrate these training tasks into the overall PICCAP workplan to ensure full coordination of enabling activities (see Section D). CC:TRAIN has been involved at every stage of the PICCAP project development in order to ensure that the respective activities of the two projects are complementary and not duplicative.

PICCAP, through its executing agency SPREP, will also maintain close links with relevant climate-related research and training activities carried out in the region, such as the climate and sea level monitoring project sponsored by AusAid, the LOICZ and START Core Projects of the International Geosphere-Biosphere Programme, ongoing U.S. Country Studies Programme projects, and GEF/UNDP projects such as ALGAS or other enabling activities underway in the Asia-Pacific region.

Finally, the UNDP Resident Representative in Apia, Western Samoa will ensure that the Project Team, through its Programme Manager, is cognisant of any related UNDP efforts that impinge upon the project.

### 8. Co-ordinating support capacity

The mission of SPREP, the executing agency, is to promote cooperation in the South Pacific region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations. In order to carry out its mission, SPREP is provided with a very basic core support by its 26 member governments in order to attract external funds to implement its programmes and activities in various environmental fields which impinge directly upon the Pacific. It currently has 25 Professional Officers who coordinate and implement these environmental programmes of action (one of

which is the Climate Change Programme), which are sustained largely (over 90%) by external funding. Thus, there is a firm commitment by SPREP, by virtue of its mandate, to execute PICCAP, as well as a substantial support capacity in SPREP that can be relied upon to underpin the functioning of the PICCAP Project Team.

### C. DEVELOPMENT OBJECTIVE

The common objective of all the Pacific island countries participating in PICCAP is the protection of the environment for sustainable development. Regionally, special emphasis has been placed on the reduction of vulnerability to climate change and sea level rise. This development objective is embodied in the various communiqués of the South Pacific Forum. As well, the priority given to environmental protection in general, and climate change issues in particular, is reflected in the National Environmental Management Strategies of the participating countries.

The PICCAP proposal was reviewed and strongly supported as a priority for the region at the Regional GEF Training and Scoping Workshop held in Nadi, Fiji in August 1995, which was attended by over 80 participants from governments, regional institutions, national and international NGOs, and international agencies.

### D. IMMEDIATE OBJECTIVES, OUTPUTS AND ACTIVITIES

<p><b>Immediate Objective 1 (INVENTORIES):</b></p>	<p><b>Success Criteria:</b></p>
<p>To enable Pacific island countries to fulfil their UNFCCC reporting obligations with regard to the development of inventories of greenhouse gas sources and sinks.</p>	<p>By month 15, each country will have developed the capacity to conduct national GHG inventories.</p>
<p><b>Output 1.1</b></p>	<p><b>Success Criteria:</b></p>
<p>Procedures and trained staff for compiling comprehensive national and regional inventories of the sources and sinks of greenhouse gases which are consistent with an internationally-agreed method and are appropriate for use in the Pacific region.</p>	<p>By month 9, procedures for regional and national inventories will have been developed and national staff trained for their application.</p>
<p><b>Activities:</b></p>	<p><b>Responsible Parties:</b></p>
<p>1.1.1 Adapt the IPCC/OECD Greenhouse Gas Emissions Inventory Guidelines with respect to the specific context and needs of the Pacific island countries. The experience the U.S. Country Studies</p>	<p>Regional Consultant</p>

<p>Programme in the region will be taken into account.</p> <p>1.1.2 Convene PICCAP Regional Workshop 1 of national experts. The purpose of the Workshop will be to: a) elaborate the procedures for conducting inventories; b) agree on the procedures for their consistent use at national level; and c) identify specific data needs and sources.</p> <p>1.1.3 Adapt training materials and modules. These will be based on the results of 1.1.1 and 1.1.2 and a standardised training development methodology</p> <p>1.1.4 Conduct training of national staff and technical experts, in order to enable them to prepare national inventories of greenhouse gas sources and sinks (regional training workshop 1).</p> <p><b>Output 1.2:</b></p> <p>Comprehensive national and regional inventories of greenhouse gas emissions in accordance with IPCC/OECD Guidelines.</p> <p><b>Activities:</b></p> <p>1.2.1 Prepare national greenhouse gas inventories.</p> <p>1.2.2 Prepare a regional synthesis of greenhouse gas inventory.</p>	<p>PICCAP Project Team</p> <p>CC:TRAIN</p> <p>CC:TRAIN</p> <p><b>Success Criteria:</b></p> <p>By month 12, each will have produced a national inventory, and by month 15 a regional inventory will have been completed.</p> <p><b>Responsible Parties:</b></p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team, Regional Consultant</p> <p>Regional Consultant</p>
<p><b>Immediate Objective 2: (MITIGATION OPTIONS)</b></p> <p>To assist Pacific Island countries to identify climate change mitigation options.</p> <p><b>Output 2.1:</b></p> <p>Regional and national mitigation options that are appropriate for Pacific island countries, particularly long-term measures which are cost-effective and environmentally sustainable.</p>	<p><b>Success Criteria:</b></p> <p>By month 18, each country will have identified the country specific mitigation options.</p> <p><b>Success Criteria</b></p> <p>By month 18, each country will have been transferred information sufficient for the identification of national mitigation options.</p>

<p><b>Activities</b></p> <p>2.1.1 Evaluate the greenhouse gas inventories (Output 1.2) to identify potential areas for reduction of sources and enhancement of sinks</p> <p>2.1.2 Define the range of possible mitigation options appropriate for the region. This will be based on the national and regional inventories and will take into account existing studies, including the U.S. Country Studies.</p> <p>2.1.3 Identify and evaluate the national mitigation options, as a basis for preparing National Communications and, for the longer-term, developing mitigation projects.</p>	<p><b>Responsible Parties:</b></p> <p>Regional Consultant</p> <p>Regional Consultant</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team and Regional Consultant</p>
<p><b>Immediate Objective 3: (VULNERABILITY ASSESSMENT)</b></p> <p>To enable Pacific island countries to fulfil their UNFCCC reporting obligations with respect to their vulnerability to future climate change and sea level rise.</p> <p><b>Output 3.1</b></p> <p>Procedures and trained staff for assessing vulnerability to climate change and sea-level rise.</p> <p><b>Activities:</b></p> <p>3.1.1 Adapt regionally appropriate procedures for vulnerability assessment. The procedures will follow the IPCC Technical Guidelines for Vulnerability Assessment and the IPCC/CZMS Common Methodology for assessing vulnerability of coastal areas to sea-level rise, and will be appropriate for the environmental, socio-economic and cultural circumstances of the Pacific island countries. Account will be taken of the preliminary assessments and the U.S. Country Studies that have been carried out in the region.</p> <p>Convene PICCAP Regional Workshop 2 of national experts. The purpose will be to: a) elaborate the region-specific procedures for vulnerability assessment; b) agree on measures to ensure their consistent use at the national level;</p>	<p><b>Success Criteria:</b></p> <p>By month 21, each country will have acquired the capacity to meet the reporting requirements concerning mitigation options</p> <p><b>Success Criteria:</b></p> <p>By month 12, procedures for will have been developed and national staff trained in their use.</p> <p><b>Responsible Parties:</b></p> <p>Regional Consultant, with input from PICCAP project team.</p> <p>PICCAP Project Team, Regional Consultant</p>

<p>and c) identify specific data needs and sources.</p>	
<p>3.1.3 Adapt training materials and modules, based on the results of 3.1.1 and 3.1.2 using a standardised training development methodology.</p>	<p>CC: TRAIN</p>
<p>3.1.4 Conduct training of national staff and technical experts, in order to enable them to prepare national assessments of vulnerability (regional training workshop 2).</p>	<p>CC: TRAIN</p>
<p><b>Output 3.2:</b></p> <p>Comprehensive sets of baseline data required as reference points for assessing future vulnerability and adaptation options. Such data sets will include past and present-day climatological (atmospheric and marine), environmental and socio-economic information.</p>	<p><b>Success Criteria:</b></p> <p>By month 15, data will have been compiled and available for access by Country Teams for conducting vulnerability and adaptation assessments.</p>
<p><b>Activities</b></p>	<p><b>Responsible Parties:</b></p>
<p>3.2.1 Define the information requirements. Data requirements will be consistent with the recommendations of the IPCC and other appropriate international and regional organisations, the findings of the PICCAP Regional Workshop 2 (Activity 3.1.2), and the completed U.S. Country Studies.</p>	<p>PICCAP Project Team, with a Regional Consultant</p>
<p>3.2.2 Collect, evaluate and compile existing regional and national data. Procedures for efficient storage, access and retrieval will be established.</p>	<p>PICCAP Project Team, with a Regional Consultant, National Consultants</p>
<p>3.2.3 Identify data shortcomings. This will serve as a basis for determining the future research and monitoring needs.</p>	<p>PICCAP Project Team, with a Regional Consultant.</p>
<p><b>Output 3.3:</b></p>	<p><b>Success Criteria:</b></p>
<p>Scenarios of future region-specific changes in climate and sea level and in environmental, social and economic conditions, as compared to the baseline reference case (Output 3.2) and as a necessary condition to enable vulnerability assessments.</p>	<p>By month 15, climate change scenarios will have been available for access by Country Teams for vulnerability assessments.</p>
<p><b>Activities</b></p>	<p><b>Responsible Parties:</b></p>
<p>3.3.1 Develop region-specific procedures for scenario development which are consistent with internationally recognised methods and the IPCC</p>	<p>Regional Consultant</p>

Technical Guidelines, taking into account the available U.S. Country Studies for the region.

- 3.3.2 Prepare regional, sub-regional and national scenarios for changes in climatic, oceanic and other environmental and socio-economic conditions.
- 3.3.3 Document and transfer the scenarios to Country Teams as a necessary condition to enable the relevant Pacific island countries to carry out assessments of vulnerability as a basis for their National Communication.

**Output 3.4:**

Comprehensive assessments of vulnerability to climate and sea-level change for Pacific island countries and for the region as a whole.

**Activities**

- 3.4.1 Conduct national vulnerability assessments, applying the procedures for vulnerability assessment (Output 3.1) and using future scenarios (Output 3.3) with reference to baseline conditions (Output 3.2).
- 3.4.2 Prepare a regional assessment on the basis of a synthesis of the national studies, incorporating the results of the U.S. Country Studies and other studies as appropriate.

**Immediate Objective 4: (ADAPTATION OPTIONS)**

To enable Pacific island countries to fulfil their reporting obligations with respect to their options for adaptation to climate change.

**Output 4.1:**

Procedures and trained staff for identifying and evaluating options for adapting to climate change and sea-level rise which are appropriate for Pacific island countries.

**Activities:**

Regional Consultant and National Consultants

PICCAP Project Team

**Success Criteria:**

By month 21, each country will have completed national vulnerability assessments, and a regional synthesis will have been completed

**Success Criteria:**

Country Teams and National Consultants, assisted by PICCAP Project Team and Regional Consultant

Regional consultant, with PICCAP Project Team.

**Success Criteria:**

By month 24, each country will have acquired the capacity to address the concerns regarding adaptation options.

**Success Criteria:**

By month 12, procedures for will have been developed and national staff trained in their use.

**Responsible Parties:**

- 4.1.1 Adapt region-specific procedures for identifying and evaluating adaptation options. The procedures will be consistent with the IPCC Technical Guidelines and appropriate for the environmental, socio-economic and cultural circumstances of the Pacific region. They will take into account the various preliminary assessments and the U.S. Country Studies that have been carried out in the region.
- 4.1.2 Refine procedures and data needs. This will be accomplished as part of PICCAP Regional Workshop 2 (which includes methods for vulnerability assessment -- see Activity 3.1.2).
- 4.1.3 Adapt training materials and modules based on the results of 4.1.1 and 4.1.2 using a standardised training methodology.
- 4.1.4 Conduct training of national staff and technical experts of the Pacific island in order to enable them to identify and evaluate adaptation options which are appropriate for national circumstances (part of regional training workshop 2).

Regional consultant, with PICCAP Project Team.

PICCAP Project Team and Country Team representatives, with Regional Consultant.

CC:TRAIN

CC:TRAIN

**Output 4.2**

Regional and national options for adapting to climate change.

**Success Criteria:**

By month 24, each country will have completed an assessment of options for adapting to climate change, and a regional synthesis will have been completed.

**Activities:**

- 4.2.1 Define the range of options for adapting to climate change which are applicable to the Pacific region.
- 4.2.2 Evaluate and identify national adaptation options. This will be based on procedures (Output 4.1) developed for, and used by, trained national experts (Activity 4.1.3). Existing country studies will be taken into account.

**Responsible Parties:**

Regional Consultant

Country Teams and National Consultants, assisted by PICCAP Project Team and a Regional consultant.

**Output 4.3**

Regional and national options for coping with sea-level rise, including integrated coastal zone management (ICZM) as a strategy for effective adaptation.

**Success Criteria:**

By month 24, each country will have completed an assessment of options for adapting to sea level rise, and a regional synthesis will have been completed.

<p><b>Activities:</b></p> <p>4.3.1 Define the range of options for adapting to sea-level rise which are applicable to the Pacific region.</p> <p>4.3.2 Evaluate and identify the national options for adapting to sea-level rise. This will be based on procedures (Output 4.1) developed for, and used by, trained national experts (Activity 4.1.3). Existing country studies will be taken into account.</p>	<p><b>Responsible Parties:</b></p> <p>Regional consultant</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team and a Regional consultant</p>
<p><b>Immediate Objective 5: (IMPLEMENTATION PLANS)</b></p> <p>To enable Pacific Island countries to fulfil their reporting obligations with regard to the development of national implementation plans.</p> <p><b>Output 5.1:</b></p> <p>Institutional framework and political support for the implementation of the Climate Change Convention and for the preparation of national implementation plans.</p> <p><b>Activities:</b></p> <p>5.1.1 Establish Country Teams. The multi-disciplinary, multi-sectoral Teams will be comprised of national experts who can mobilise political support for the implementation of the Climate Change Convention, particularly in setting the institutional framework for conducting the background technical work required to prepare national communications (Objectives 1 to 4) and for preparing the national implementation plans.</p> <p>5.1.2 Convene national workshops on climate change and the UNFCCC using CC:TRAIN workshop package. The purpose of the workshops will be to: (a) raise the awareness of policy-makers and decision-makers regarding the country commitments and opportunities under the Climate Convention; (b) mobilise political support for implementing the Convention; and (c) develop guidance on the elements of a national implementation plan.</p> <p>5.1.3 Orientation of Country Team coordinators and develop country workplans (regional orientation</p>	<p><b>Success Criteria:</b></p> <p>By month 30, national implementation plans will have been prepared by each country</p> <p><b>Success Criteria:</b></p> <p>By month 24, each country will have achieved the necessary institutional and political support required for effective implementation planning</p> <p><b>Responsible Parties:</b></p> <p>CC:TRAIN</p> <p>Country Teams, assisted by PICCAP Project Team</p> <p>PICCAP Project Team</p>



<p>and planning workshop)</p> <p>5.1.4 Convene PICCAP Regional Workshop 3, comprised of national representatives. The purpose is to: (a) review and revise the guidance material developed in 5.1.2; (b) agree on the procedures for consistent use at national level; and (c) identify common elements and information needs.</p> <p>5.1.5 Adapt training materials and modules. These will be based on the results of 5.1.3 using a standardised training methodology.</p> <p>5.1.5 Conduct training of Country Teams in the preparation of the national implementation plans. The training will take into account the background technical information (developed in Objectives 1 through 4) and the national/regional analysis of national commitments and opportunities under the Climate Change Convention.</p> <p><b>Output 5.2:</b></p> <p>Nationally-endorsed regional and national implementation plans.</p> <p><b>Activities:</b></p> <p>5.2.1 Prepare a regional implementation plan. The regional plan will identify common mitigation and adaptation options and ways to cooperate in implementing them so that they may be incorporated in the national implementation plans.</p> <p>5.2.2 Prepare national implementation plans, and exchange of plans between countries.</p> <p>5.2.3 Convene national workshops to present the national implementation plan to policy-makers and decision-makers.</p>	<p>PICCAP Project Team, Regional Consultant</p> <p>CC:TRAIN</p> <p>CC:TRAIN</p> <p>By month 30, each country will have produced nationally endorsed regional and national implementation plans.</p> <p><b>Responsible Parties:</b></p> <p>Regional Consultant, with PICCAP Project Team</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team</p> <p>Country Teams, assisted by PICCAP Project Team.</p>
<p><b>Immediate Objective 6: (NATIONAL COMMUNICATION)</b></p> <p>To enable Pacific island countries to fulfil their reporting obligations with respect to communicating information under Article 12 of the Climate Convention (National</p>	<p><b>Success Criteria:</b></p> <p>By month 36, National Communications will have been prepared by each country</p>

<p>Communications).</p> <p><b>Output 6.1:</b></p> <p>Common regional reporting elements and guidelines.</p> <p><b>Activities:</b></p> <p>6.1.1 Convene PICCAP Regional Workshop 4. The purpose of the Workshop will be to elaborate the guidelines for national communications of non-Annex 1 Parties and their application procedures, and to identify common elements and information needs.</p> <p>6.1.2 Adapt training materials and modules. These will be based on the results of 6.1.1 and on a standardised training methodology.</p> <p>6.1.3 Train country teams in preparing the National Communication.</p>	<p><b>Success Criteria:</b></p> <p>By month 30, regional reporting guidelines will have been available to Country Teams</p> <p><b>Responsible Parties:</b></p> <p>PICCAP Project Team and Regional Consultant</p> <p>CC:TRAIN</p> <p>CC:TRAIN</p>
<p><b>Output 6.2:</b></p> <p>Politically-endorsed and supported National Communications.</p> <p><b>Activities:</b></p> <p>6.2.1 Prepare the National Communications. Drafts will be prepared and revised as required based on national consultations.</p> <p>6.2.2 Facilitate the exchange of draft national communications between countries. This will help identify areas for regional cooperation.</p> <p>6.2.3 Convene national workshops to present the National Communication to policy-makers and decision-makers.</p> <p>6.2.4 Convene Pacific Climate Change Conference. The purpose of the Conference is for Pacific island Governments to formally present their National Communications to the Climate Change Convention</p>	<p><b>Success Criteria:</b></p> <p>By month 36, each country will have produced politically endorsed National Communications</p> <p><b>Responsible Parties:</b></p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team and Regional Consultant</p> <p>PICCAP Project Team</p> <p>Country Teams, assisted by PICCAP Project Team.</p> <p>PICCAP Project Team</p>

## E. INPUTS

The inputs to PICCAP come from three sources: GEF/UNDP, SPREP, and the ten Governments of the participating Pacific island countries.

The inputs of the ten Government to the project are "in-kind" and are estimated to be valued at about US\$40,000 per country over the three years of the project. The main costs relate to the government staff contributions and associated support, including communications, space, and miscellaneous materials.

The contributions of SPREP, the executing agency, are partly in-kind, representing the time of various specialty technical staff (in climate change, meteorology, environmental impact assessment, database and information handling) as well as the time of senior management staff (Director, finance manager) contributed to PICCAP. Real costs associated with support services will also be incurred, since only part of the administrative overhead normally charged by SPREP (10% of project cost) will be offset GEF/UNDP contributions. The total contributions of SPREP to PICCAP are valued at US\$402,000, as summarised in Table 7.

The GEF/UNDP inputs to PICCAP are summarised in Table 8. The total input of GEF/UNDP amounts to US\$2.44m over the three years duration of the project. As shown in Table 8, the major components of the GEF/UNDP input are as follows:

*Project Personnel:* The largest single component cost is Personnel, amounting to about 70% of total cost. More than half of the personnel cost is to be expended directly at the national level (US\$0.3999m), with another US\$0.237m going to nationally-based regional institutions and organisations. The other personnel cost covered by GEF/UNDP is that of the PICCAP Project Team, comprised of the Programme Manager and the Scientific/Technical Officer, stationed at SPREP, the executing agency; these costs represent about 15% of the total GEF/UNDP input.

*Sub-contracts.* This is a minor (4% of total budget) component designed to cover specific tasks such as document translations, printing and publishing.

*Fellowships, Training, Conferences.* The costs of this component are largely related to 5 PICCAP regional workshops and the end-of-project conference. Costs of regional meetings in the Pacific are generally high due to the large distances involved in travel. This component cost represents about 10% of the total GEF/UNDP input.

*Equipment.* Each of the ten Pacific island countries will be equipped with computer, printers and related equipment necessary to provide the capacity required to carry out their activities. These costs amount to about US\$7,670 per country per year, or about 10% of the total budget.

*Project Support Costs.* Of the GEF/UNDP input, 3% (US\$73,200) is earmarked for the UNDP Regional Office in the Pacific in Apia, to cover project support costs.

## F. RISKS

No major risks are envisaged that would preclude the implementation of PICCAP. Environmental data limitations in the region may result in uneven application of vulnerability and adaptation assessment methodologies, but this is not foreseen to obstruct the completion of the project.

## G. PRIOR OBLIGATIONS AND PREREQUISITES

**1. Prior Obligations.**

None

**2. Prerequisites.**

The following actions are necessary for efficient and effective project implementation:

- The executing agency (SPREP) will provide in-kind of staff and services as indicated in Section E.
- The executing agency agrees to make data available to participating Pacific island countries as required to meet the objectives, outputs and activities outlined in Section D.
- The executing agency will nominate members to serve on the Scientific Advisory Panel, which will be subject to UNDP approval.
- The executing agency will nominate members to serve on the Project Review Board, which will be subject to UNDP approval.
- The executing agency will disperse funds to participating governments in accordance with the budget allocations stipulated in Section E.

The project document will be signed by UNDP, and UNDP assistance to the project will be provided, subject to UNDP receiving satisfaction that the prerequisites listed above have been fulfilled or are likely to be fulfilled. When anticipated fulfilment of one or more prerequisites fails to materialise, UNDP may, at its discretion, either suspend or terminate its assistance.

Table 7: SPREP (Executing Agency) Inputs

South Pacific Regional Environmental Programme (SPREP):	Total US\$402,000
a) Personnel (SPREP Staff)	\$300,000
<ul style="list-style-type: none"> <li>(i) SPREP Director (10%)</li> <li>(ii) Finance manager (20%)</li> <li>(iii) Sustainable Development Officer (20%)</li> <li>(iv) Coastal Management Officer (20%)</li> <li>(v) Database and Information Manager (20%)</li> <li>(vi) Climate Change Officer (20%)</li> <li>(vii) Meteorology Officer (20%)</li> <li>(viii) Environmental Impact Assessment Officer (20%)</li> <li>(ix) Secretarial staff (40%)</li> </ul>	
b) Equipment	\$12,000
<p>Including facilities and equipment depreciation (principally computers, software, photocopiers, printers and other miscellaneous office equipment) that are under the administrative responsibility of SPREP, pro-rated to SPREP's personnel contribution to PICCAP</p>	
c) Office accommodations, facilities and supplies	\$90,000
<p>Including accommodation, operation and maintenance costs, rentals, SPREP transport, library services, insurance costs, and sundry office supplies, pro-rated to SPREP's personnel contribution to PICCAP</p>	

Table 3: GEF/UNDP Inputs

GEF/UNDP:		Total US\$ 2,440,000
a) Personnel		\$1,584,600
	p/m	
Programme Manager	36.0	
Scientific/Technical Officer	24.0	
Scientific Advisory Panel		
Regional consultants	42.5	
National Consultants	111.0	
Staff Travel		
Mission Costs (UNDP)		
Mission Costs (Proj. Rev. Board)		
b) Sub-Contracts		\$93,100
Translation	\$32,000	
Printing (PICCAP)	\$17,100	
Printing (in-country)	\$44,000	
c) Training, Conferences, Workshops		\$234,600
Costs of 5 Regional Workshops and 1 Conference		
c) Equipment		\$230,000
Computers and printers, for 10 countries @ \$7670/yr/country		
d) Miscellaneous		\$ 182,000
e) GEF Preparation Costs (UNOPS executed)		\$15,700

## H. PROJECT REVIEW, REPORTING AND EVALUATION

The project will be subject to review by representatives of the governments of the 10 Pacific island countries, SPREP, UNDP, GEF and UNITAR, at least once every 12 months, the first such meeting to be held within the first 12 months of the start of full implementation. The PICCAP Project Manager shall prepare and submit to each review meeting a Project Performance Evaluation Report (PPER). Additional PPERs may be requested, if necessary, during the project.

A project terminal report will be prepared for consideration at the terminal review meeting. It shall be prepared in draft sufficiently in advance to allow review by the SPREP, UNDP, GEF and UNITAR at least four months prior to the terminal review.

## I. LEGAL CONTEXT

It is understood that participating Governments undertake to treat this project in the same manner as national projects with respect to privileges, facilities and immunities.

The following types of revisions may be made to this project document with the signature of the UNDP principal project representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- (a) Revisions in, or addition of, any of the annexes of the project document;
- (b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs agreed to or by cost increases due to inflation; and
- (c) Mandatory annual revisions which rephase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

More substantive changes require the written approval of UNDP NY on behalf of the GEF.

## J. BUDGET

Project budgets covering the UNDP and Government contributions are shown on the next pages.

## Project Budget Covering GEF/UNDP Contributions (in US\$)

Countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Samoa, Solomon Islands, Tuvalu, Vanuatu

Project No.: RAS/95/632/A/16/99

Project Title: Pacific Island Climate Change Assistance Programme (PICCAP)

Budget Code	Budget Item	TOTAL		Year 1		Year 2		Year 3	
		p/m	US\$	p/m	US\$	p/m	US\$	p/m	US\$
<b>10.00 PROJECT PERSONNEL</b>									
11.01	Programme Manager	36.0	225,000	12.0	75,000	12.0	75,000	12.0	75,000
11.02	Scientific/Technical Officer	24.0	150,000	12.0	75,000	12.0	75,000	0.0	0
11.51	Scientific Advisory Panel		30,000	0.0	10,000	0.0	10,000	0.0	10,000
11.52	Regional Consultants	42.5	237,500	14.2	79,167	14.2	79,167	14.2	79,167
11.53	National Consultants	111.0	383,100	37.0	283,900	37.0	299,600	37.0	299,600
11.99	Consultants sub-total	153.5	1,120,600	51	363,067	51.2	378,767	51.2	378,767
16.01	Staff Travel		39,000		29,667		29,667		29,667
16.02	Mission Costs (UNDP)		50,000		0		0		50,000
16.03	Mission Costs (Rev. Board)		20,000		6,667		6,667		6,667
16.99	Mission Costs sub-total		70,000	0	6,667	0.0	6,667	0.0	56,667
19.00	Component total	213.5	1,684,600	75	559,400	75.2	575,100	63.2	550,100
<b>20.00 SUB-CONTRACTS</b>									
21.02.01	Translation		32,000		0		11,200		20,800
21.02.02	Printing (PICCAP)		17,100		4,275		8,550		4,275
21.02.03	Printing (in-country)		44,000		2,200		17,600		24,200
29.00	Component total		93,100	0	6,475	0	37,350	0	49,275
<b>30.00 FELLOWSHIPS, TRAINING, CONFERENCE</b>									
32.01	Regional Workshop 1 (Inventory)		38,100		38,100		0		0
32.02	Regional Workshop 2 (V & A)		46,000		0		46,000		0
32.03	Regional Workshop 3 (Implem. & Comm.)		35,500		0		0		35,500
32.04	Orientation & Planning Regional Workshop		32,500		32,500		0		0
32.05	Regional Exchange of Nat. Plans & Comm.		50,000		0		0		50,000
32.06	Pacific Climate Change Conference		32,500		0		0		32,500
39.00	Component total		234,600		70,600		46,000		118,000
<b>40.00 EQUIPMENT</b>									
41.01	Non-expendable Equipment		230,000		141,400		88,600		0
49.00	Component Total		230,000		141,400		88,600		0
<b>50.00 MISCELLANEOUS</b>									
51.00	Operation and Maintenance		31,800		10,600		10,600		10,600
52.00	Printing costs		23,667		7,000		7,000		7,000
53.00	Sundries		56,000		18,500		19,000		18,500
54.00	Field Office Support Costs (UNDP)		73,200		24,400		24,400		24,400
59.00	Component Total		182,000		60,500		61,000		60,500
	GEF Preparation Costs (UNOPS executed)		15,700						
99.00	GRAND TOTAL		2,440,000		838,375		808,050		777,875



**Project Budget Covering SPREP Contribution  
(in US\$)**

Project Number:

Project Title: Pacific Island Climate Change Assistance Programme (PICCAP)

UNDP Budget Code	Budget Item	TOTAL		Year 1		Year 2		Year 3	
		p/m	US\$	p/m	US\$	p/m	US\$	p/m	US\$
<b>10.00</b>	<b>PERSONNEL</b>								
11.01	SPREP Director	3.6	33,000	1.2	11,000	1.2	11,000	1.2	11,000
11.02	Finance Manager	7.2	27,000	2.4	9,000	2.4	9,000	2.4	9,000
11.03	Technical Staff	49.2	201,000	16.4	67,000	16.4	67,000	16.4	67,000
11.09	General services	14.4	18,000	4.8	6,000	4.8	6,000	4.8	6,000
11.99	<i>Sub-component total</i>	<i>74.4</i>	<i>279000.0</i>	<i>24.8</i>	<i>93000.0</i>	<i>24.8</i>	<i>93000.0</i>	<i>24.8</i>	<i>93000.0</i>
16.01	Staff Travel		21,000		7,000		7,000		7,000
<b>19.00</b>	<b><i>Component total</i></b>	<b><i>74.4</i></b>	<b><i>300,000</i></b>	<b><i>24.8</i></b>	<b><i>100,000</i></b>	<b><i>24.8</i></b>	<b><i>100,000</i></b>	<b><i>24.8</i></b>	<b><i>100,000</i></b>
<b>40.00</b>	<b>EQUIPMENT</b>								
41.01	Non-expendable Equipment		12,000		4,000		4,000		4,000
<b>49.00</b>	<b><i>Component Total</i></b>		<b><i>12,000</i></b>		<b><i>4,000</i></b>		<b><i>4,000</i></b>		<b><i>4,000</i></b>
<b>50.00</b>	<b>MISCELLANEOUS</b>								
51.00	Operations and Maintenance		75,000		25,000		25,000		25,000
53.00	Sundry		15,000		5,000		5,000		5,000
<b>59.00</b>	<b><i>Component Total</i></b>		<b><i>90,000</i></b>		<b><i>30,000</i></b>		<b><i>30,000</i></b>		<b><i>30,000</i></b>
<b>99.00</b>	<b>TOTAL</b>		<b>402,000</b>	<b>25</b>	<b>134,000</b>	<b>25</b>	<b>134,000</b>	<b>25</b>	<b>134,000</b>

Project Budget Covering Government Contributions\*  
(in US\$)

Countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall  
Islands, Nauru, Samoa, Solomon Islands, Tuvalu, Vanuatu

Project Number:

Project Title: Pacific Island Climate Change Assistance Programme (PICCAP)

CODE	DESCRIPTION	\$
10	Personnel	300,000
40	Equipment	50,000
50	Miscellaneous	50,000
99	TOTAL	400,000

\* Estimates of in-kind contributions of all participating Governments valued in US dollars at prevailing exchange rate





K. ANNEXES

## Annex I. PROJECT WORKPLAN Project Length: 3 Years

ACTIVITIES:	YEAR:											
	1				2				3			
	3	6	9	12	15	18	21	24	27	30	33	36
<b>1. INVENTORY</b>												
OUTPUT 1.1: PROCEDURES AND TRAINED STAFF				●								
1.1.1 Adapt inventory guidelines												
1.1.2 PICCAP Regional Workshop 1												
1.1.3 Adapt training materials and modules												
1.1.4 Conduct training												
OUTPUT 1.2: NATIONAL AND REGIONAL INVENTORIES					●							
1.2.1 Prepare national inventories												
1.2.2 Prepare regional synthesis												
<b>2. MITIGATION OPTIONS</b>												
OUTPUT 2.1: NATIONAL AND REGIONAL OPTIONS							●					
2.1.1 Identify potential areas for emission reduction												
2.1.2 Define range of regional mitigation options												
2.1.3 Identify and evaluate national options												
<b>3. VULNERABILITY</b>												
OUTPUT 3.1: PROCEDURES AND TRAINED STAFF							●					
3.1.1 Adapt vulnerability assessment guidelines												
3.1.2 PICCAP Regional Workshop 2												
3.1.3 Adapt training materials and modules												
3.1.4 Conduct training												
OUTPUT 3.2: BASELINE DATA							●					
3.2.1 Define information requirements												
3.2.2 Collect and compile national & regional data												
3.2.3 Identify data shortcomings												
OUTPUT 3.3: FUTURE SCENARIOS							●					
3.3.1 Develop procedures for scenario development												
3.3.2 Prepare scenarios												
3.3.3 Document and transfer to Country Teams												
OUTPUT 3.4: VULNERABILITY ASSESSMENTS								●				
3.4.1 Conduct national assessments												
3.4.2 Prepare regional assessment												

Continued next page

YEAR:	1			2			3					
	3	6	9	12	15	18	21	24	27	30	33	36
<b>4. ADAPTATION OPTIONS</b>												
OUTPUT 4.1: PROCEDURES AND TRAINED STAFF												
4.1.1 Adapt region-specific guidelines												
4.1.2 Refine procedures, data needs (W'shop 2 cont')												
4.1.3 Adapt training materials and modules												
4.1.4 Conduct training												
OUTPUT 4.2: OPTIONS FOR CLIMATE CHANGE												
4.2.1 Define range of options applicable to Region												
4.2.2 Identify and evaluate national options												
OUTPUT 4.3: OPTIONS FOR SEA-LEVEL RISE												
4.3.1 Define range of options applicable to Region												
4.3.2 Identify and evaluate national options												
<b>5. IMPLEMENTATION PLANS</b>												
OUTPUT 5.1: INSTITUTIONAL FRAMEWORK, SUPPORT												
5.1.1 Establish country teams												
5.1.2 Orientation, national workplan development												
5.1.3 Convene national workshops, consultations												
5.1.4 PICCAP Regional Workshop 3												
5.1.5 Adapt training materials and modules												
5.1.6 Conduct training												
OUTPUT 5.2: REGIONAL AND NATIONAL PLANS												
5.2.1 Prepare regional plan												
5.2.2 Prepare national plans												
5.2.3 Convene national workshops												
<b>6. NATIONAL COMMUNICATION</b>												
OUTPUT 6.1: REGIONAL REPORTING GUIDELINES												
6.1.1 PICCAP Regional Workshop 4												
6.1.2 Adapt training materials and modules												
6.1.3 Train Country Teams												
OUTPUT 6.2: NATIONAL COMMUNICATIONS												
6.2.1 Prepare Draft National Communications												
6.2.2 Identify areas of regional cooperation												
6.2.3 Convene national workshops												
6.2.4 Convene Pacific Climate Change Conference												

 OBJECTIVE DURATION  
 OUTPUT COMPLETION  
 Activity duration  
 PICCAP Regional Workshop

## ANNEX II

### SCHEDULE OF PROJECT REVIEWS, REPORTING AND EVALUATION

Description	Date or frequency	Prepared by/comment
Inception report	once	Programme Manager, within first 12 months
Project Review	annually	Project Review Board (PRB), involving the governments of the 10 Pacific island countries, SPREP, UNDP, GEF and UNITAR
PPER	annually	Programme Manager, prepared prior to annual PRB review
Quarterly Report	quarterly	Programme Manager, reporting on key activities, services and progress overall
Work Programme	annually	Programme Manager, draft prepared for review and revision by the PRB
Terminal Report	once	Programme Manager, replacing the PPER in the final year
Final Evaluation	once	UNDP, within three months after completion of the project

## ANNEX III TRAINING PROGRAMME

Training is a major element of PICCAP, either directly through training courses or indirectly through participation of national staff in regional workshops and other project activities. The formal training components of PICCAP are to be handled by CC:TRAIN. In order to ensure that the activities of the two projects are fully integrated, the following steps were taken: (1) the CC:TRAIN activities will be coordinated by the PICCAP Project Team at SPREP; (2) a full-time Training Officer will be attached to the PICCAP Project Team through a separate contractual with CC: TRAIN; and (3) SPREP was established as a regional partner institution for CC:TRAIN.

The specific elements of the training programme can be found in the CC:TRAIN Project Document: CC:TRAIN Phase II - Training Programme to Support the Implementation of the United Nations Framework Convention on Climate Change (GLO/95/G31/A/1G/85).

## ANNEX VI JOB DESCRIPTIONS

**Post:** Programme Manager,  
Pacific Island Climate Change Assistance Programme (PICCAP)

**Background:**

The South Pacific Regional Environment Programme (SPREP), an intergovernmental agency of Pacific island countries based in Western Samoa, seeks applicants for the post of Programme Manager for the Pacific Island Climate Change Assistance Programme (PICCAP). The position is full-time for the three years of the programme.

The PICCAP is funded by the Global Environment Facility (GEF) and administered through the United Nations Environment Programme (UNDP). The PICCAP is envisaged as a 3-year, \$2.44m programme designed to carry out activities to enable the ten participating Pacific Island countries to meet their reporting obligations under the UN Framework Convention on Climate Change, with respect to their sources and sinks of greenhouse gases, mitigation options, vulnerability to climate and sea level change, and adaptation options. The Programme includes the preparation of national implementation plans and the National Communication to the Conference of the Parties of the UNFCCC.

**Location:**

The Programme Manager will be stationed at the South Pacific Regional Environment Programme, Apia, Western Samoa.

**Responsibilities:**

In general, the Programme Manager will be responsible for the overall implementation of PICCAP under the administration of the Director of SPREP. He/she will manage and supervise the PICCAP Project Team, including a Scientific/Technical Officer and a Training Officer, within the Climate Change Programme of SPREP. As well, the Programme Manager will coordinate with the Country Teams of the ten participating Pacific island countries and the regional consultants involved in PICCAP. In relation to the planning, management and budgeting activities, the Programme Manager will be expected to perform the following duties:

- Liaise and coordinate with the Regional Consultants, Country Teams and national consultants of the Pacific island countries which are involved in the implementation of PICCAP activities in order to;
  - \* specify and clarify tasks to be undertaken;
  - \* ensure that work is performed in a timely manner and that deadlines are met in accordance with the PICCAP workplan;
  - \* ensure that funds are distributed and expended in accordance with objectives, outputs and activities of PICCAP;
- manage, advise and direct the PICCAP Project Team, regional consultants and experts to implement PICCAP;



- develop the PICCAP Work Programme on a annual basis;
- arrange through SPREP the various sub-contracts to regional participants, experts and consultants required, to carry the activities of PICCAP;
- manage funds allocated to the Programme;
- establish procedures for monitoring and reporting of key programme activities;
- oversee the organisation and convening of PICCAP regional workshops and regional conference;
- report to the Project Review Board, UNDP and others as required, including the preparation of annual project reviews, quarterly reports and an annual Project Performance Evaluation Review (PPER);

**Qualifications:**

The applicant should possess a post-graduate University degree, preferably related to environmental planning and policy. Work experience in environment and development issues, especially in climate change, is desired. In addition, the applicant should have proven management and communication skills in managing international projects and staff. Applicants must be nationals of a United Nations or SPREP member country.

**Language:**

Fluency in spoken and written English is essential. Knowledge of Pacific Island language(s) would be advantageous.

**Remuneration and Conditions:**

Remuneration, insurance, leave allowances, etc. are on standard SPREP conditions at professional level P1.

**Post:** Scientific/Technical Officer  
Pacific Island Climate Change Assistance Programme (PICCAP)

**Background:**

The South Pacific Regional Environment Programme (SPREP), an intergovernmental agency of Pacific Island countries based in Western Samoa, seeks applicants for the post of Scientific/Technical Officer for the Pacific Island Climate Change Assistance Programme (PICCAP). The position is full-time for Years 1 and 2 of the Programme.

The PICCAP is funded by the Global Environment Facility (GEF) and administered through the United Nations Environment Programme (UNEP). The PICCAP is envisaged as a 3-year, \$2.44m programme designed to carry out activities to enable the ten participating Pacific island countries to meet their reporting obligations under the UN Framework Convention on Climate Change, with respect to their sources and sinks of greenhouse gases, mitigation options, vulnerability to climate and sea level change, and adaptation options. The Programme includes the preparation of national implementation plans and the National Communication to the Conference of the Parties of the UNFCCC.

**Location:**

The Scientific/Technical Officer will be stationed at the South Pacific Regional Environment Programme, Apia, Western Samoa.

**Responsibilities:**

The Scientific/Technical Officer will be a member of the PICCAP Project Team and will work under the direction of the Programme Manager. He/she will have responsibility for overseeing the scientific and technical aspects of PICCAP activities and will be expected to perform the following principal duties:

- provide guidance, advice and assistance to Regional Consultants, Country Teams and national consultants of the Pacific island countries which are involved in the implementation of PICCAP activities, specifically with respect to the application of common methodologies for:
  - \* preparing inventories of greenhouse gas sources and sinks
  - \* identifying and evaluating mitigation options
  - \* assessing vulnerability to climate and sea level change
  - \* identifying and evaluation adaptation options
- coordinate the collection, evaluation and compilation of existing regional and national data as required for vulnerability assessments, including the establishment of procedures for efficient storage, access and retrieval.
- document and transfer climate change scenarios to Country Teams as a necessary condition to enable the relevant Pacific island countries to carry out assessments of vulnerability.
- assist Country Teams in the preparation of technical reports in order to ensure consistency and comparability;

- prepare technical aspects of PICCAP Programme reports as directed by the Programme Manager.
- collate, edit and prepare Regional Syntheses on greenhouse gas inventories, mitigation options, vulnerability and adaptation options.

**Qualifications:**

The applicant should possess a post-graduate University degree, preferably with expertise in climate change vulnerability assessment and coastal zone management. The applicant should have at least five years work experience, preferably in the Pacific islands or in other small island nation contexts. Proven management and communication skills are desired. Applicants must be nationals of a United Nations or SPREP member country.

**Language:**

Fluency in spoken and written English is essential. Knowledge of Pacific Island language(s) would be advantageous.

**Remuneration and Conditions:**

Remuneration, insurance, leave allowances, etc. are on standard SPREP conditions for professional staff at the top Programme Officer's level