

GEF6 RIP PROJECT STEERING COMMITTEE MEETING

**Global Environment Facility 6
Regional Invasives Project**

Meeting Location: Computer Lab TEC Building
Secretariat of the Pacific Regional Environment Programme Headquarters
Vailima
SAMOA

Meeting Date: 14 November 2019

[GEF 6 Regional Invasives Project (GEF6 RIP) - Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific

Funding Body: Global Environment Facility (GEF)

Implementing Agency: United Nations Environment Programme (UNEP)

Executing Agency: Secretariat of the Pacific Regional Environment Programme (SPREP)

Partner Countries: Marshall Islands, Niue, Tonga, Tuvalu

Project Start Date: 01-May-2019

Completion Date: 30-Apr-2024

Total Project Budget: US\$6,252,489.00

Total Co-financing: US\$22,177,157]

Steering Committee Facilitators: David Moverley (SPREP Invasive Species Adviser), Bradley Myer (SPREP Project Manager), Manoela Miranda (UNEP Task Manager)

Steering Committee Meeting Participants: Members of the GEF 6 Project Steering Committee and Secretariat

See Appendix 1 for full participants list.

A. Introduction

The Project Steering Committee is responsible for ensuring that the project meets the goals outlined in the project results framework by helping to balance conflicting priorities and resources. The committee's main functions will be to assure compliance with the Project's objectives, monitoring and evaluating its activities, offer strategic guidance and supervise compliance with the annual work plans, collaborate in inter-institutional coordination, as well as contributing to the technical and financial reports, mid-term review and terminal evaluation, as needed.

Problem / Challenge Being Addressed

1. Pacific island ecosystems make up one of the world's biodiversity hotspots, with high levels of endemism. However, Pacific islands are particularly vulnerable to invasive species; because of their isolation and relatively recent human occupation, native species have not evolved to cope with the impacts of predators, herbivores, insect pests, highly competitive weeds, and diseases brought in from continental areas. As a result, Pacific islands face some of the highest extinction rates and threats to endemic species globally. The biggest threat to single-country

endemic species in the Pacific region is the spread of IAS (SPREP, 2014). Most, if not all, countries continue to experience incursions of new introduced/invasive species. The State of Conservation in Oceania 2013: Regional Report noted that “the extent of impact of invasive species across the 22 Pacific Island Countries and Territories was examined and the status was deemed to be poor, with only a small number of success stories overall: the majority of invasive species are not managed, are spreading, and continue to have devastating impacts on native species and ecosystems”.

Project Objectives

2. Reduce the threats from Invasive Alien Species (IAS) to terrestrial, freshwater and marine biodiversity in the Pacific by developing and implementing comprehensive national and regional IAS management frameworks

Project Outcomes

3. Project outcomes will be delivered in 4 key areas:
 - a) All participating countries have a comprehensive and effective administrative framework established and countries are enabled to manage invasive alien species
 - b) Enhanced IAS surveillance and control strategies reduce introduction rates and contain populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries: IAS surveillance and control strategies can be relied on to reduce the risk posed by the introduction of new IAS and contain established IAS populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries
 - c) Biosecurity risks are reduced for the highest risk pathways and IAS
 - d) Sustainable support service comprised of Council of Regional Organisations in the Pacific (CROP) agencies and partners established and enabling four countries to respond to existing and potential IAS threats, and is up scalable to at least the Pacific region
4. Under the component d), GEF6 RIP will establish a Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS is a regional mechanism which aims to provide a comprehensive, seamless mechanism for scaling up invasive species support for on the ground action in the Pacific. This includes component programmes attractive to further investment. The PRISMSS modality will be tested and improved during the implementation of the project with the participating countries. At the same time the PRISMSS will be available to all other Pacific Island Countries and Territories on a “pay as you go basis”.

B. Meeting Proceedings

5. *Opening, Welcome and Introductions*

The meeting convened with an opening prayer followed by welcoming remarks by David Moverley, the Invasive Species Adviser and Chairperson for the Project Steering Committee. David acknowledged all participants as well as members that joined via teleconference followed by a round of introductions by all those who were present.

Meeting Objectives and Adoption of the Agenda

6. The Agenda for the GEF 6 RIP Project Steering Committee Meeting was introduced, reviewed and adopted.
A copy of the Agenda is within document as Appendix 2.
7. The Secretariat emphasised the role of Project Steering Committee to ensure that the project achieves its objectives as identified in the project framework by ensuring that conflicting interests are balanced, and best use of available resources.

Project Overview

8. Bradley Myer, the Project Manager, delivered a presentation titled “*GEF6 RIP: Project Overview*”. This presentation touched on the history and covered the current situation of invasive species management in the Pacific. It highlighted notable extinctions of endemic species due to invasive species. The project objectives, components and the SPREP Project Team were introduced. The PRISMSS concept was introduced along with the 5 new programmes.
9. The new PRISMSS programmes include: Protect our Islands (Biosecurity); Predator Free Pacific; Natural Enemies and Natural Solutions (Weed Biocontrol); War on Weeds; Resilient Ecosystems – Resilient Communities (Ecological Restoration)
10. PRISMSS has been now been formalised, there will be a focus on the 4 project countries, with the intention of further regional integration.

UN- Environment and GEF Oversight of the Project.

11. Manoela Miranda, Task Manager from UN-Environment, delivered a presentation GEF Projects: Overview, Monitoring and Reporting. The Committee was informed of the GEF requirements of a steering committee in order to safeguard smooth operation of projects by ensuring all project activities meet requirements; approved budgets are aligned to planned activities; provide oversight to project implementation; reconciliation of different opinions and approaches and disputes that may arise from these differences.
12. Roles and responsibilities of individual representatives were also covered. Committee members were advised that their responsibilities include: prioritising project success over success of individual organisations they represent; understanding the aim, strategy and intended outcomes of the project; appreciating the significance for the project for their respective organisation and clients; having genuine interest in the project and outcomes identified; advocating for the project by means of promoting project outputs, and lastly to understand project management issues

Project structure and Budget

13. Bradley Myer, Project Manager delivered a presentation titled: *GEF6 RIP Project Structure and Budget*. This presentation covered the organisational structure of the project, how decisions will be made and how the project is structured. The budget was introduced along with the co-financing and budget lines for reporting.
14. The Project structure was described in terms of the components, outcomes and outputs. This structure has been used to organise the project and is reflected in the project document.

Annual Work plan and Budget 2020

15. The Secretariat is yet to finalise its workplan for 2020 as dates from partners are still yet to be finalised. The meeting agreed a copy Budget and Workplan 2020 will be circulated to the committee for approval no later than the end of January 2020.
16. 2019 expenditures have been associated with regional activities and recruitments as expected.

Adoption of Terms of Reference for Project Steering Committee

17. The membership and Terms of Reference were reviewed and discussed.
18. The following discussions and comments were noted and are reflected in the document provided as Appendix 3.
 - a) The need for a quorum was agreed at a minimum of 7 members; of which 3 must be from participating countries
 - b) The size of the Committee was discussed. Manoela confirmed that the composition of GEF6 PSC was acceptable and representative of its stakeholders and partners
 - c) It was agreed that the Terms of Reference should provide guidance for addressing any possible conflicts that arise.
 - d) Committee members were advised that their responsibilities include prioritising project success over success of individual organisations they represent
 - e) It was suggested that the Terms of Reference to be open to revisions if and when needed
 - f) The Project Steering Committee should include:
 - UN Environment Programme as the Implementing Agency
 - SPREP as the Executing Agency
 - National Invasive Species Coordinators or representatives from national executing agency from each participating country
 - Representatives from PRISMSS partner organisation
 - g) If the Committee Chair is unavailable, they will appoint alternative Chairperson on an ad-hoc basis
 - h) The Project Steering Committee Meeting will be scheduled back to back with relevant meetings and will be hosted by the Secretariat
 - i) Incurred expenses for the conducting of PSC meeting to be charged to the GEF 6 Regional Invasives Project
19. The Project Steering Committee agreed to approve the Terms of Reference subject to the amendments details above. Amendments to be incorporated by the Implementing Agency and Secretariat with a final copy to be circulated.

The revised ToR is attached within as Appendix 3 of this document

Monitoring and Evaluation

20. Bradley Myer, Project Manager, delivered a presentation titled: *GEF6 RIP Monitoring and Evaluation* which referred the committee to the Monitoring and Evaluation Appendix detailed in the project document. Processes included the Supervision Plan which is part of the Project Cooperation Agreement (PCA) between UNEP and SPREP. It included the Project Implementation Review (PIR), the Tracking Tool from the project document, the Mid-term review and the Terminal Evaluation.

21. There was discussion on the of reporting which was clarified by the Project Manager as formal reporting Mid Term, financial reporting in form of quarterly financial reports as well as progress reporting such the half yearly progress reports.
22. The PIR was described as the chance to bring forward issues with the view to adopting corrective actions in a timely way. If the PIR is done correctly the Mid-term review should be a smooth process expected to begin November – December 2021. The National Invasive Species Coordinators are responsible for providing the data needed for the PIR and Mid-term review.

Communication Strategy

23. Bradley Myer, Project Manager, delivered a presentation titled: *GEF6 RIP Communications Strategy* which highlighted the obligations of stakeholders as detailed in the project document as well as the purpose of communications activities. This was followed by the presentation of a strategy designed to provide National Invasive Species Coordinators with a system that classifies activities based on the potential audience of communication actions. The actions were defined for each classification. The role of the Regional Invasive Species Coordinator to provide assistance to National Coordinators was noted.
24. Communication processes between PRISMSS and Project Management Unit at SPREP were discussed. Approval processes for regional stories intended for publication were also discussed. It was agreed that common messages will be identified and promoted by all partners to raise awareness for the Project as well as the PRISMSS.
25. The 2020 PILN Meeting will be held in Samoa. David Moverley, as Chair of the Project Steering Committee presented the 2023 PILN Meeting as an opportunity to showcase project achievements by offering the participating countries the chance to host the 2023 meeting.

Confirmation of Next Meeting Date

26. The Chair proposed Friday 17 April 2020 as next meeting date. This meeting will be held back-to-back with the Pacific Nature Conservation Conference in Noumea, New Caledonia.
27. The venue is to be confirmed and with expected attendances from all National IS Coordinators, SPREP, UN Environment Programme and some PRISMSS Partners to attend, and remainder to join through teleconference.

(PILN Meeting August 2020)

Appendix 1

PROJECT STEERING COMMITTEE PARTICIPANTS	
NAME	COUNTRY
Huggard Tongatule	Niue
Henry Capelle	Republic of Marshall Islands
Kennedy Kaneko	Republic of Marshall Islands
Viliami Hakaumotu	Kingdom of Tonga
Evolini Mami	Tuvalu
Steve Cranwell	Birdlife International
Bradley Myer	SPREP
David Moverley	SPREP
Isabell Rasch	SPREP
Josef Pisi	SPREP
Manoela Miranda	UN Environment Programme
Lynley Hayes	Manaaki Whenua Landcare Research
Richard Griffiths	Island Conservation
Visoni Timote	Pacific Community

Appendix 2

AGENDA GEF6 RIP Project Steering Committee Meeting

DATE: 14 November 2019

Location: Computer Lab; TEC: SPREP

Location: Secretariat of the Pacific Regional Environment Programme; APIA

The Project Steering Committee is responsible for ensuring that the project meets the goals outlined in the project results framework by helping to balance conflicting priorities and resources. The committee's main functions will be to assure compliance with the Project's objectives, monitoring and evaluating its activities, offer strategic guidance and supervise compliance with the annual work plans, collaborate in inter-institutional coordination, as well as contributing to the technical and financial reports, mid-term review and terminal evaluation, as needed.

14 November 2019			
Time	Session	Agenda Item	Facilitator
0900 – 1030	1	Welcome and Introductions Opening Prayer Meeting Objectives and Agenda Project Overview <ul style="list-style-type: none"> • Management verses Governance • Roles of the Steering Committee • Review of Project Objectives • Review the Project Structure including PRISMSS 	David Moverley Bradley Myer Manoela Miranda David Moverley
1030 - 1100		Morning tea	
1100 – 12.30	2	Committee Membership and Structure Adopt Terms of Reference Approve Budget for 2019 Approve Work Plan for 2019	Manoela Miranda David Moverley
1300 - 1400		Lunch	
1400 - 1500	3	Review monitoring and evaluation requirements, risk tracking system and technical and financial reporting requirements Communications	Bradley Myer
1500- 1515		Afternoon tea	
1515- 1615	4	Set time and location of the next meeting Meeting closure	David Moverley

STRENGTHENING NATIONAL AND REGIONAL CAPACITIES TO REDUCE THE IMPACT OF INVASIVE ALIEN SPECIES ON GLOBALLY SIGNIFICANT BIODIVERSITY IN THE PACIFIC

TERMS OF REFERENCE FOR THE PROJECT STEERING COMMITTEE

A. PURPOSE

1. The Project Steering Committee (hereafter “the Committee”) is responsible for ensuring that the project meets the goals outlined in the project results framework by helping to balance conflicting priorities and resources. The committee’s main functions will be to assure compliance with the Project’s objectives, monitoring and evaluating its activities, offer strategic guidance and supervise compliance with the annual work plans, collaborate in inter-institutional coordination, as well as contributing to the technical and financial reports, mid-term review and terminal evaluation, as needed.
2. The core functions of the Committee are as follows:
 - (a) Appraise the overall project work plan and progress;
 - (b) Provide oversight and support to the implementation of the project;
 - (c) Review and approve project’s annual work plans, as well as other project planning and implementation instruments;
 - (d) Appraise project issues and risks, and advise on measures to resolve them;
 - (e) Provide inputs to the project’s annual reports and project implementation report, mid-term review and terminal evaluation, as requested;
 - (f) Support project reviews and evaluations, as applicable;
 - (g) Promote the project and its outcomes to potential partners and other audiences;
 - (h) Review stakeholder involvement in project activities and take action where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;
 - (i) Review and evaluate progress in implementation of the project, and provide guidance to the Project Management Unit (PMU) where requested;
 - (j) Ensure that the interests of the project come before the Committee members’ own interests or those of the organisations which they represent;
 - (k) Facilitate collaboration between the Pacific Region Invasive Species Management Support Service (PRISMSS) partners and the projects’ activities and outputs;
 - (l) Any other relevant task as applicable.
3. These terms of reference may be revised by the Committee if and when necessary.

B. MEMBERSHIP

4. The membership of the Committee shall comprise the following:
 - (a) A representative from the Implementing Agency (UNEP);
 - (b) Representatives from the Executing Agency (SPREP);

- (c) National Invasive Species Coordinator or representative of the National Executing Agency from each of the participating countries;
- (d) Representatives from PRISMSS partner organisations.

- 5. The PMU shall act as the Secretariat to the Committee.
- 6. The Committee may include observers when needed, however, this will be decided by the Committee's Chair and will be based on their technical capacity and relevancy to the discussions.

C. ORGANIZATION OF WORK DURING THE MEETINGS

- 7. As per the Project Document, the Invasive Species Adviser will serve as the Committee's Chair for the duration of the project.
- 8. The Committee shall meet twice a year for the duration of the Project. Some meetings of the Committee may be carried out remotely by way of electronic communication (satellite, teleconferencing etc.). Pending the availability of funds, one face-to-face meeting will be convened per year. Face-to-face meetings will be hosted by the Secretariat and convened, whenever possible, back-to-back with relevant meetings or events.
- 9. A minimum of seven Committee members, among which at least three members shall be from the participating countries, must be present at a meeting to constitute a quorum.
- 10. The Project Management Unit (PMU) shall organize and circulate all relevant documents, including the agenda for the meeting, at least one month prior to the meeting date.
- 11. The PMU shall also ensure that arrangements for the best possible way to enable participation during electronic meetings is done in advance, taking into account measures to ensure full and effective participation of members.
- 12. Decisions by the Committee shall, whenever possible, be reached by consensus among the present members. Where consensus cannot be achieved during regular meeting sessions, the Chair will further consult with Committee members in an attempt to reach consensus. If consensus still cannot be reached after all available options have been exhausted, the Chair may at his discretion decide on a way forward.
- 13. The Committee shall be convened to serve as the Dispute Resolution Committee, as appropriate, and may adopt additional ad hoc rules and procedures to address the matter at hand.

D. REPORTING AND SECRETARIAT

- 14. The Regional Invasive Species Coordinator will represent the PMU serving as the Secretariat for the Project and shall be responsible for taking notes, preparing a report of the meetings reflecting a true account of discussions.
- 15. A draft report shall be circulated by the PMU within a month following a meeting for input by the members of the Committee. Committee members will have a week to provide feedback, if any, on the draft report. In the absence of feedback by one or more members of the Committee, it will be understood that there were no objections and the report will be finalized.
- 16. The expenses for the conduct of meetings, including all costs associated with the administration, will be covered by the Regional Project.