

**REGIONAL MEETING ON PROJECT EXECUTION ARRANGEMENT.**

**Meeting Minutes**

**08 December 2021 2:00pm Samoa Time,**

**Virtually on ZOOM**

1. The Global Environment Facility (GEF) funded “Implementing Sustainable Low and Non-Chemical Development in Small Island States” (GEF ISLANDS) Pacific Child Project is currently in its inception phase as it is being progressed to support fourteen Pacific Island countries to pursue safe chemical development pathways.
2. As the largest waste and chemical project aimed at helping SPREP Members meet their obligations to the various waste and chemicals multilateral environmental agreements (MEAs), the ISLANDS Pacific Child Project will involve many stakeholders from across multiple government agencies. It is therefore necessary as part of the inception phase that project execution arrangements and roles and responsibilities are well defined for effective implementation.
3. Therefore, the Regional Meeting on Project Execution arrangement was planned and took place.
4. Present at the meeting were:
  - 1) Melanie Ashton (CCKM).
  - 2) Patti Pedrus (FSM),
  - 3) Taulehia Pulefou (KIRIBATI),
  - 4) Vivian N Koroivulanono (MARSHALL ISLANDS)
  - 5) Haden Talagi (NIUE),
  - 6) Veari Kula (PAPUA NEW GUINEA),
  - 7) Seumalo Afele & Team (SAMOA),
  - 8) Darren Bartley (SAMOA).
  - 9) Setoa Apo (SAMOA),
  - 10) Debra Kereseke (SOLOMON ISLANDS),
  - 11) Anthony Talouli, (SPREP)
  - 12) Joshua Sam (SPREP)
  - 13) Mafile’o Masi (TONGA)
  - 14) Ludovic Bernaudat (UNEP),
  - 15) Dickson Ho (Affiliate UNEP),
  - 16) Roselyn Bue (VANUATU),

**Absentees:**

- 1) COOK ISLANDS
- 2) FIJI
- 3) PALAU
- 4) NAURU
- 5) TUVALU

## **OPENING**

### **Agenda item (1): Welcome**

5. Joshua welcomed the participants.
6. ISLANDS video.

### **Agenda item (2): Prayer**

### **Agenda item (3): Open Remarks (SPREP)**

7. The Secretariat delivered the welcoming address to all the participants on behalf of SPREP the Executing Agency of the ISLANDS Project. The Secretariat reflected on the progress of which it resulted in the designing of the ISLANDS Pacific Project. SPREP encouraged all the participants to work together in ensuring the successful implementation of the project.

### **Agenda item (4): Open Remarks (UNEP)**

8. UNEP delivered opening remarks as the Implementing Agency of the ISLANDS Project. UNEP indicated that this is a key and first project in this focal area that address all the main conventions. The Stockholm Convention on POPs, the Minamata Convention on Mercury, and the Strategy approach for Chemicals Management.

### **Agenda item (5): Introduction of Participants (UNEP)**

9. Around the virtual room introductions were conducted amongst the participants.

### **Agenda item (6): Overview of the Meeting Agenda, Objectives and Outcomes**

10. The Secretariat presented on the Meeting Objectives:
  - Provide an update on the Status of the Project to all Country representatives.
  - Provide an Overview of the ISLANDS programme and Introduce the Global Child Project.
  - Confirm and Discuss project execution arrangements at the Global, Regional at National Levels.
  - Confirm next steps forward for the Implementation of the ISLANDS Pacific.

### **Agenda item (7): Overview of the Status of ISLANDS Pacific Child Project**

11. UNEP presented on the Overview of the Status of the ISLANDS Project. *Presentation is attached in the Annexes.*

### **Agenda item (8): Introduction to Global Child Project (CCKM).**

12. Coordination, Communication and Knowledge Management (CCKM) presented on the Global project and how it fits within the context of the ISLANDS Project. *Presentation in the Annexes.*

13. Niue raised a question whether the project can cover evolving technology and available markets for the products developed from recycled materials.
14. UNEP responded that the Global Project is indeed designed to provide a technology awareness type of exercise so that all regional projects can benefit from keeping abreast with the changes in technology. For Market availability, UNEP indicated that there are various efforts in the Global Child project catered to conduct research in exploring more market opportunities.
15. CCKM added that there is also a budget line for doing environment due diligence of recycling facilities. This part of the project is where there will be resources catered for research not only for the technology side of things but also identifying markets available for end products from the management of waste.
16. Solomon Islands sought clarification for whether there was an option of Technology available for in country as opposed to the shipping services, considering the geographical locations of some of the PICS.
17. UNEP clarified that one of the parts of the programme is to provide more employment locally. UNEP pointed out that there will be opportunities for pre-treatment and management of local recycling. However, as much as we would like to encourage local recycling, we have to consider markets overseas to help finance this process to ensure that we work towards keeping the Waste Management process sustainable.
18. Samoa added on by commenting on the queries of available technology, that there is a need to manage chemical waste produced from medical facilities and laboratories.
19. UNEP again added that such chemicals are very hazardous, and the Project does cater for the appropriately assessment against the conventions to have these organised according to best practice.
20. CCKM also added that there is a component of the regional project with the Pac Waste Plus project to have Healthcare Incinerators to cater for such chemical and hazardous waste.

## **PROJECT EXECUTION ARRANGEMENTS**

### **Agenda item (9): GEF ISLANDS Programme Structure**

21. UNEP shared on how the Global Project is Structured and for the PICS to have an idea of how to cascade the arrangements to the National Projects. *Presentation is in the Annexes.*
22. Vanuatu sought clarification on the components for legislation available on chemicals and waste. Will the ISLANDS project support special programs with the components needed in these programs?

23. UNEP ensured that ISLANDS would complement the special program activities. ISLANDS will work in synergy with the existing programs to ensure there is no duplication of tasks. Also, it is important to have the countries work together with SPREP to identify the priority needs and the level of activities.

**Agenda item (10): Project Implementation and Execution Arrangements**

24. The Secretariat presented on the Pacific ISLANDS project arrangement set up. *Presentation is available in the Annexes.*
25. Discussions were then initiated by the Secretariat on possible local set ups for the ISLANDS project.
26. Samoa commented that Samoa does have existing committees/taskforces that are the main stakeholders in the Chemicals and Waste area. They have the integrated chemicals and waste task force, pesticides task force that deal with registering chemicals. Samoa also has the Customs Agency on Board for imports control. Lastly are the National Focal Points for the Conventions and Department of foreign affairs as the main focal point.
27. Vanuatu reported that they have a National Chemical Committee. This group is made up of various directors and principals from different government and private groups. Vanuatu is considering setting up a new committee to deal with the more technical matters within this committee.
28. Papua New Guinea stated that they have several committees involved in chemicals and waste management. Representatives from the private sector and government such as customs are included in these committee. However, it has been an issue to have people with the relevant capacity to attend all the meetings.
29. The Secretariat commented that this is a very important issue to understand that all donor programmes require committees. Therefore, there are a number of these projects rolling out at the moment, therefore it is important that the countries consider to make the most of these existing committees considering capacity issues and local availability.
30. The Secretariat also touched base on the review of the WAIGANI convention findings that the STAC (Scientific and Advisory Committee) hasn't been playing their role. This could also generate some thinking for the countries to consider before developing their MOUs for the ISLANDS projects.
31. Niue reported that in Niue all waste projects will be covered by a Waste Steering committee. They have pre-empted this arrangement and will have the Cabinet approve this committee to work with SPREP for the ISLANDS project and PWP. They are currently drafting the TOR for this Steering Committee; Niue will seek assistance from SPREP sometime soon.
32. Niue further asked in regard to preparations around covid and the supply chain. It has been difficult to have access to machinery to manage bulky waste.

33. The Secretariat clarified that the project has considered the effects of COVID. It is a risk that the team will work together to manage.
34. Federated States of Micronesia commented it has been a task and procedure to include state counterparts as well as local reps. They have tried to align the work with objectives set up with the Government structure which is built on 4 states.
35. The Secretariat reiterated that PICS should work on their own unique National Set ups as each PICS structure will be distinctive in their own sense.
36. Niue also raised if the Secretariat could send over the TOR for the National Consultants so that they can initiate their recruitment process.
37. Solomon Islands intervened that Solomon Islands supports the current structure on the National Project Committee presentation.
38. Vanuatu asked where will the national focal points be housed?
39. The Secretariat responded that these positions will be housed at the Waste/environment authorities as included in their Co-financing.

#### **Agenda item (11): Next Steps**

40. The Secretariat presented on the Next steps for the Project:
  - i. Confirm National Execution/Coordination – it is expected from all the National Focal Points to reach out to stakeholders to discuss how to accommodate ISLANDS. This will help the Secretariat to formalise arrangements.
  - ii. Completion of Enabling activities. – For all countries that want to benefit from ISLANDS it is a requirement to COMPLETE their projects such as NIPS and MIA projects.
  - iii. On – Boarding of Project Manager
  - iv. Recruitment of National Project Coordinators. – TORs have been developed and will work on the staffing for the countries in batches.
  - v. Establishment of Project Steering Committee (TORs)
  - vi. Inception Meeting – Hopefully to have the Project Manager on board by then.
  - vii. Country project design and plan - This task will begin January 2022.
  - viii. Cooperation agreements between SPREP and countries.
  - ix. Implementation of Project activities.
41. Papua New Guinea indicated that due the time taken from the initial consultations, Papua New Guinea priorities may have added some other aspects such as the need of building the legal frameworks. Therefore, Papua New Guinea requests some flexibility on the requests and resources needed by the Countries.
42. UNEP responded that while there is not much flexibility available outside the main conventions and scope of work but any changes in Country priorities will require a lot of communication and discussions to address and hopefully can accommodate any changes.

43. The Secretariat also added that the Secretariat and the UNEP team will be available for further discussion. The steering committee too will be the main approval committee in some of the issues discussed therefore it will be helpful for coordination purposes.
44. Kiribati requested for the Secretariat to clarify the process for the National Coordinators. Will this be done by SPREP or the country?
45. The Secretariat responded that SPREP will lead this outside of the normal SPREP recruitment process due to the volume of the task. The Country representatives will be included in the whole process from screening to shortlisting and finally the interviewing and final decision.
46. The Secretariat and UNEP thanked everyone for their time and effort to participate in the meeting. Then concluded the meeting bidding everyone farewell.

**End of Meeting**

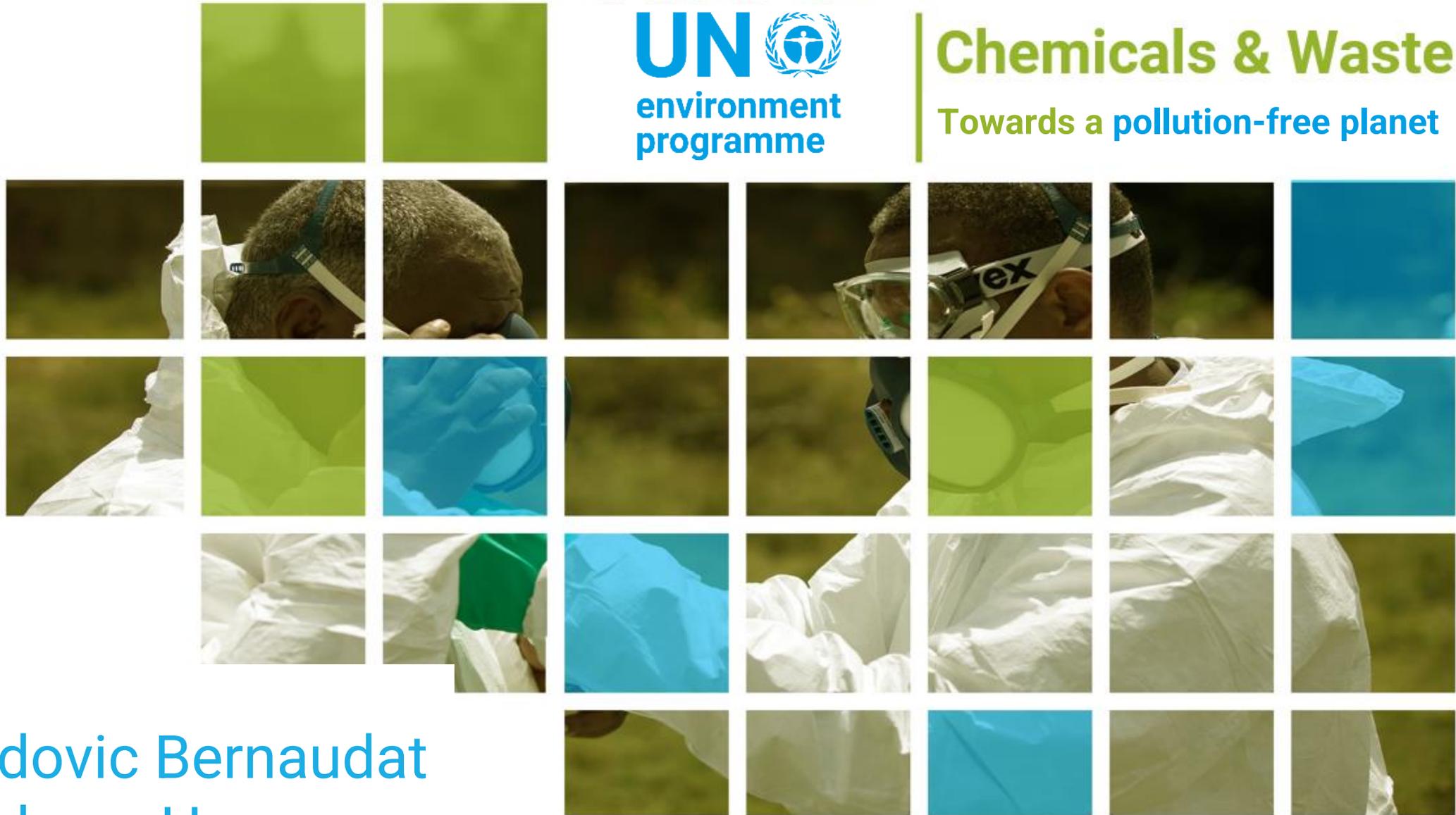
**Annexes:**

- Annex 1: Overview of the of the Status of the ISLANDS Project (UNEP)
- Annex 2: Introduction to Global Child Project (CCKM)
- Annex 3: GEF ISLANDS Programme Structure (UNEP)
- Annex 4: Project Implementation and Execution Arrangements (SPREP)
- Annex 5: Next Steps (SPREP)



# Chemicals & Waste

Towards a pollution-free planet



Ludovic Bernaudat  
Dickson Ho

# ISLANDS – Pacific Child Project

	Budget	Implementation	Execution	Execution timeframe
Pacific Child Project	\$114 million (\$20mil + \$94mil)	UNEP	SPREP	July 2021 – July 2026

- Total Regional Global Environmental Benefits expected:
  - 28,000 tons of marine litter prevented
  - 544 metric tons of POPs reduced
  - 3.5 metric tons of Hg reduced
  - 10 countries with legislation and policy implemented to control chemicals and waste
  - 4338 tons of products and materials that contain the chemicals above avoided
- Pacific Child Project endorsed by the GEF;
- Expected to be complementary to other regional activities
- Will include regional level activities and national level activities

- Progress Update:



## **Recruitment:**

- The Project Manager's terms of reference was finalised. The position was posted on the SPREP recruitment website, and advertised widely across SPREP and UNEP GEF C&W Unit networks. Project Manager applicants were screened and shortlisted by SPREP HR and the selection panel. Interview process to be conducted in the next few days.
- Recruitment for UNV Youth and Communications officer for Tide Turners Pacific advertised. The chosen applicant declined. The process needs to be restarted with UNV.

- Progress Update:



## **Procurement:**

- Terms of Reference for Scoping Study for Bulky Waste Recycling in the Pacific completed. The Request for Tender was advertised until the 3rd of October. Applicants were evaluated and selected by the selection panel. Inception meeting with successful applicant planned.

- Progress Update:



## **Budget and Finance:**

- Total expenditure for Q3: \$0USD (PPG & FSP). Actual expenditure is lower than expected due to the COVID-19 pandemic.
- All co-financing letters have been cross-checked with the budget to ensure alignment and cohesion.
- The budget has been updated to adjust for the ongoing COVID-19 pandemic and possible in-person meetings in the future.
- 2022 Workplan and forecast completed and under review.

- Progress Update:



## **Meetings and Conferences:**

- Agenda Item WP 8.3 "Regional Goal 3 Overview: Pacific people benefit from improved waste management and pollution control", including the ISLANDS Pacific Child Project, was adopted by the 30th SPREP Meeting of Officials.
- Mercury Free Pacific side event at the Cleaner Pacific Round table (19th of November).
- GEF ISLANDS Pacific Child Project Regional Meeting on Project Execution on the (8th of December).

- Progress Update:



## **Communications & Media:**

- The database for ISLANDS Pacific Child Project contacts in the region is being updated, and communication channels are currently in development.

# ISLANDS – Pacific Child Project

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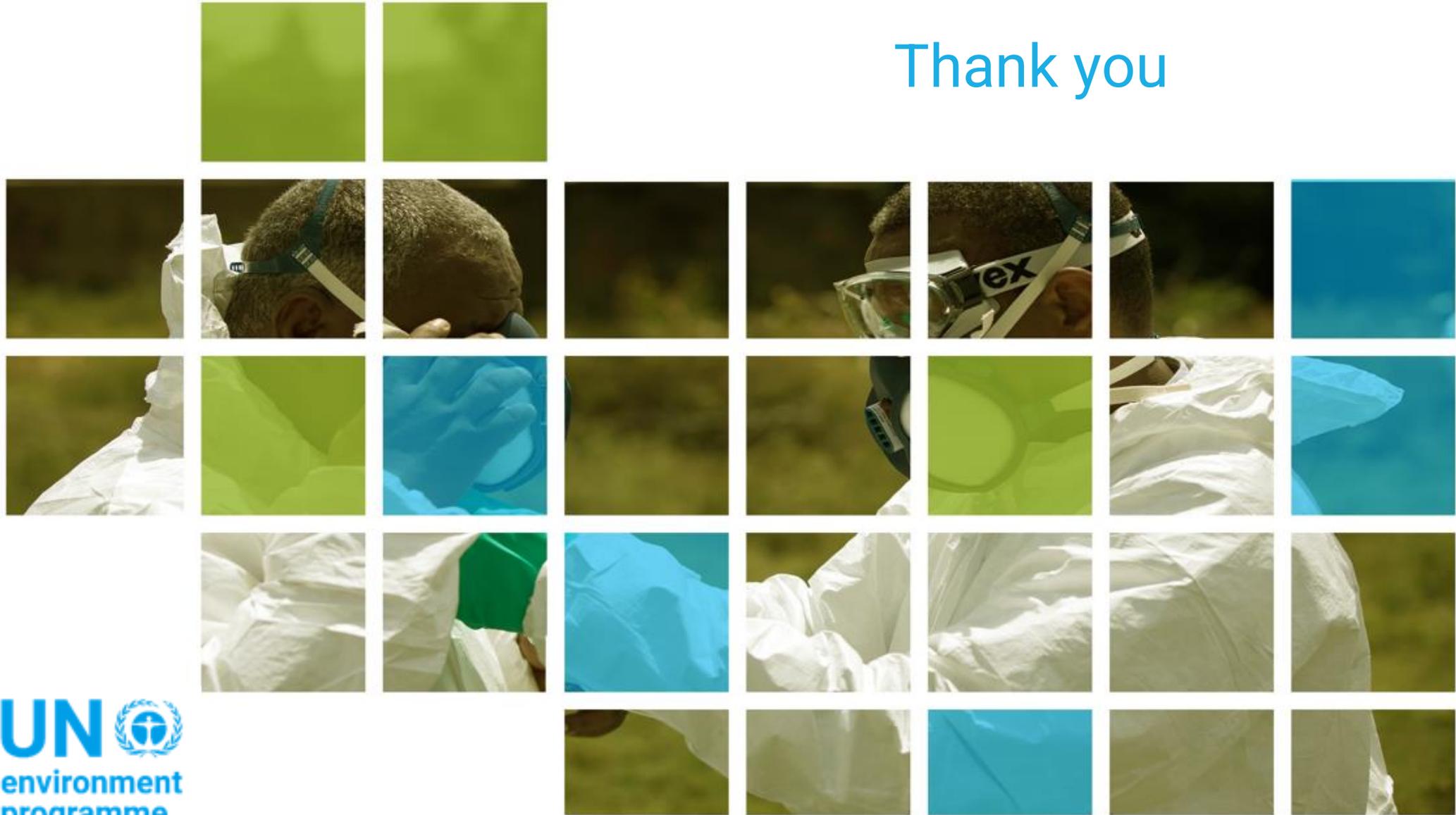
- Progress Update:



## **Staff Changes:**

- We bid farewell to Mr Miguel van der Velden as he leaves the project to pursue further study. We thank and acknowledge his tremendous effort in developing the GEF ISLANDS project and wish him all the best for his future endeavours.

Thank you





Communication, Coordination and Knowledge Management



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# Coordination, Communication and Knowledge Management (CCKM)

GEF ID 10266 CCKM Introduction to the Pacific

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# GEF ISLANDS Programme Overview

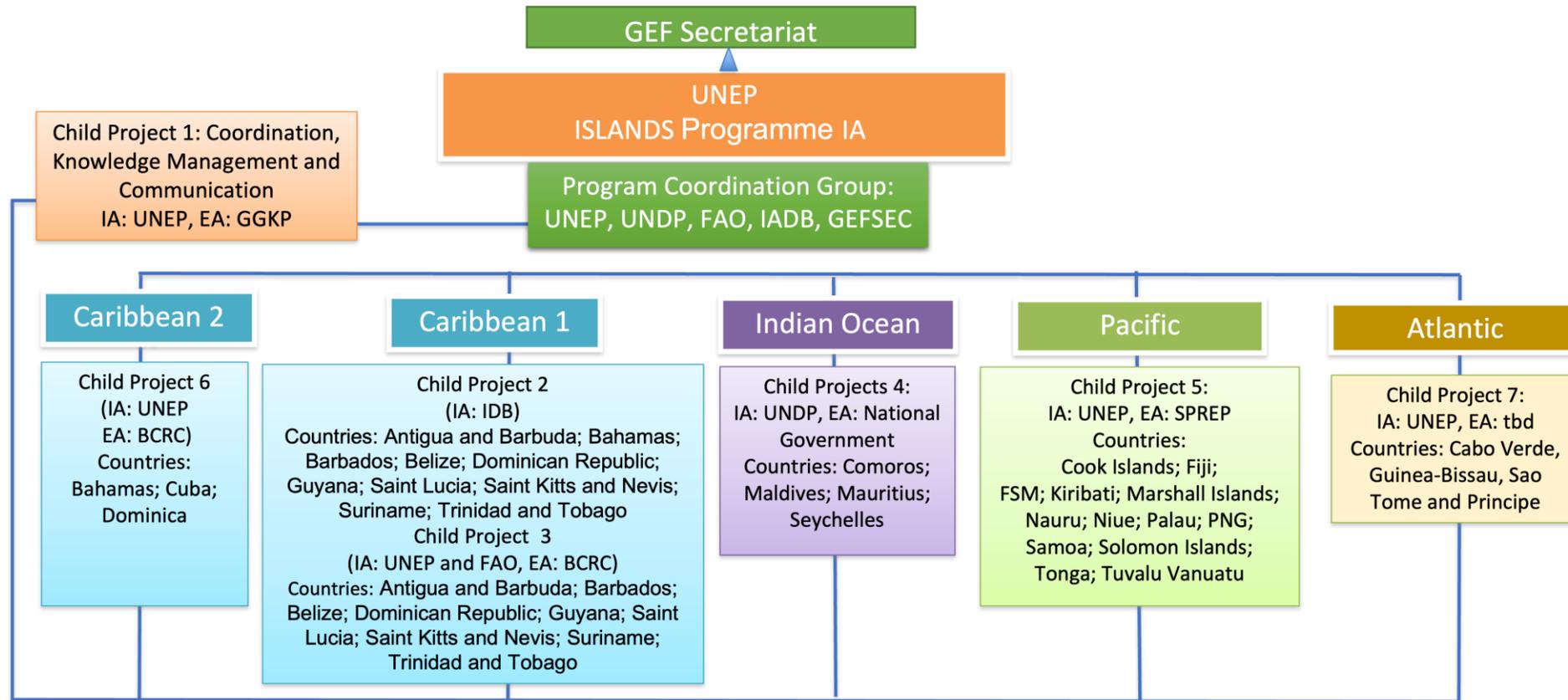
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## **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)**

Supporting thirty-three Small Island Developing States (SIDS) in the Caribbean, Pacific and Indian Ocean to pursue safe chemical development pathways.

# GEF ISLANDS Organigram



# CCKM Project Activities

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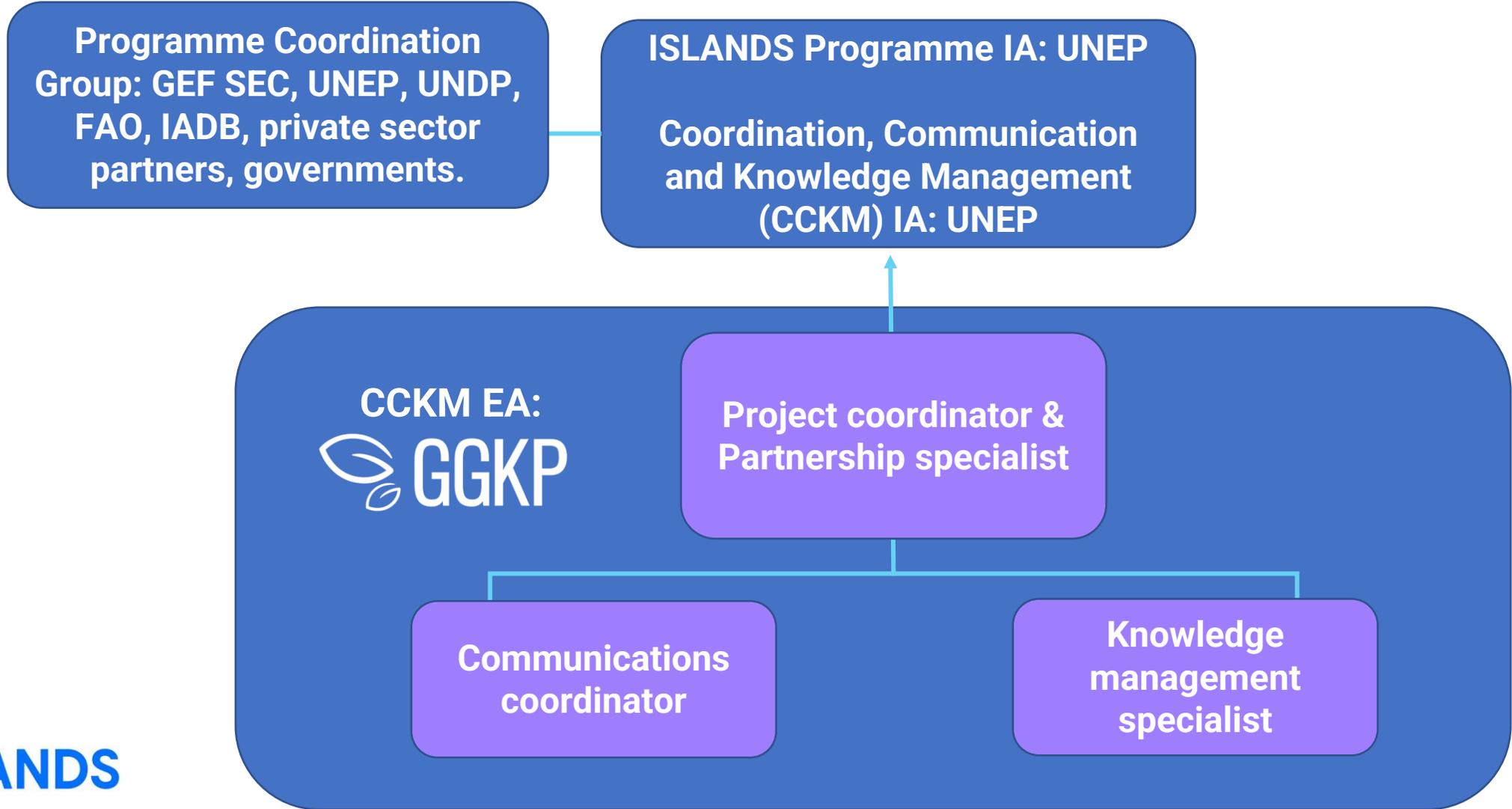
## Project Objective

Coordinate, communicate, and manage knowledge from the ISLANDS Programme to amplify the results of ISLANDS child projects throughout each region.

**Impact: ISLANDS is more than the sum of the individual projects.**

# CCKM Organigram

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# Programmatic monitoring and reporting

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## Programmatic monitoring and reporting

- The CCKM will aggregate reporting from each of the child projects and monitor overall programmatic progress.
- Reporting templates to be provided to regional EAs for quarterly reporting (consulting IA to ensure no duplication).
- This includes synthesis of mid-term reviews, focusing on corrective actions.

**Status: Reporting templates provided**

# Stakeholder Engagement

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## **Programmatic Stakeholder Engagement Plan:**

- Stakeholders will be engaged in a harmonised way across each of the child projects.
- Stakeholder engagement handbook provided as part of communications strategy.

**Status: Stakeholder analysis being finalised.**

# Gender Action Plan

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## Programmatic Gender Action Plan:

- Action Plan being developed based on regional gender analysis (PPG).
- Consultation to take place with EAs on draft (November 2021).
- Consultations will be followed by gender training and application of gender action plan (December 2021/January 2022).

**Status: Gender consultant currently engaged**



## **Communications objectives**

Coordinated, effective communication across child projects to ensure that GEF ISLANDS achieves maximum possible impact.

High-impact communications products and channels.

Campaigns that influence key stakeholder groups about harmful C&W practices and demonstrate overall project impact.

Active and engaged C&W communities of practice.

# Communication Assets

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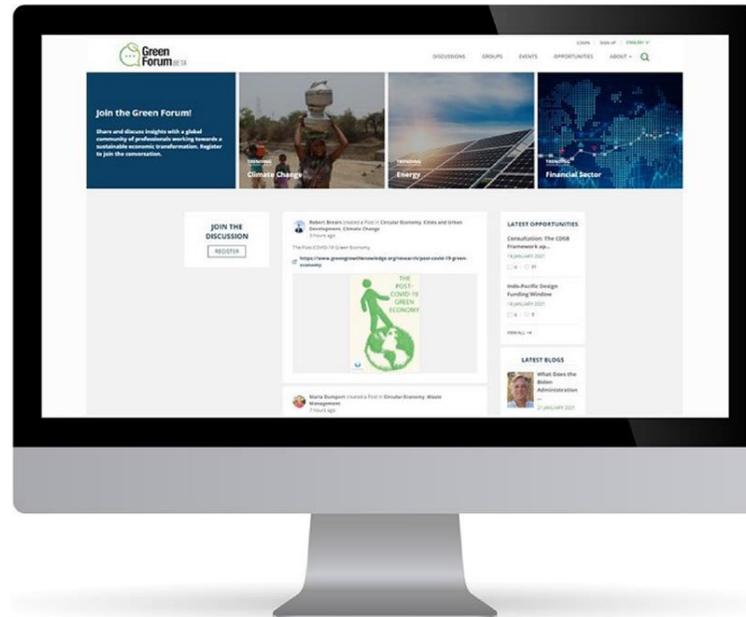


## **Communications assets under development**

- Visual identity guidelines and brand templates
- Communication strategy
- Stakeholder engagement handbook

# The Green Forum: Home of ISLANDS Communities of Practice

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**A new  
collaboration  
space for  
green economy  
professionals**

[thegreenforum.org](http://thegreenforum.org)

# Global Communities of Practice

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## 🔒 End-of-Life Vehicles

Joined

👤 3 Members

[READ MORE](#)



## 🔒 Used oil

Joined

👤 3 Members

[READ MORE](#)



## 🔒 E-waste

Joined

👤 2 Members

[READ MORE](#)



## 🔒 Plastics

Joined

👤 5 Members

[READ MORE](#)

# Regional Project Groups

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🔒 GEF ID 10266: Programme  
Coordination Group

Joined

👤 10 Members

[READ MORE](#)



🔒 GEF ID 10279: Caribbean

Joined

👤 3 Members

[READ MORE](#)



🔒 GEF ID 10261: Indian Ocean

Joined

👤 3 Members

[READ MORE](#)



🔒 GEF ID 10267: Pacific

Joined

👤 3 Members

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## **Upcoming activities**

Communications strategy will be integrated with the stakeholder engagement and gender action plans.

Monthly calls with regional communications focal points.

Training for communications officers at Executing Agencies in the Pacific (February 2022).



## **ISLANDS knowledge platform currently under development**

Platform will feature a curated collection of existing knowledge relevant to improving chemicals and waste management in SIDS:

- Region-specific knowledge (i.e. Atlantic, Caribbean, Indian Ocean, Pacific)
- Issue-specific knowledge (i.e. on e-waste, ELVs, used oil)
- A record of project achievements (i.e. through repository of Press Releases, webinars)
- Synthesized outputs developed by regional child projects
- Success stories and best practice

# ISLANDS Knowledge Management Platform



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NEW REPORT

**E-waste: A US \$57 billion opportunity**



TRANSFORMING TOURISM

**Hotels in the Dominican Republic, Mauritius and Saint Lucia are showing how the tourism sector can be an entry point for positive change**



NEW REPORT

**Human Rights and Hazardous Substances: Key Messages**

# Knowledge Management

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## Ongoing knowledge management activities and next steps

- Mining of recently completed GEF projects and other key SIDS projects.
- Finalizing technical requirements for KM platform development.
- KM platform is expected to be launched with the CCKM Project Launch in January 2022 and then be further developed

## Other important CCKM activities

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### **Global best practice for recycling from SIDS key sectors:**

- E-waste recycling guide
- End-of-life vehicle management guide
- Used oil management guide

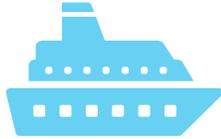
Guides will include:

- Research on best recycling practices and options for SIDS
- Catalogue of SIDS actively working in each sector
- SIDS case studies

**Status: TOR being developed**

# Other important CCKM activities

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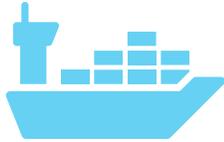
## ISLANDS Cruise Sector Coalition

- Aims to convene major cruise lines together to commit to best practices on waste management, focusing on supporting SIDS.
- SC Cruises, Disney, Carnival Cruises, Royal Caribbean, and Norwegian, as well as Cruise Lines International Association engaged

**Status: TOR being developed for deep dive into cruise sector**

# Other important CCKM activities

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## Waste Free ISLANDS Shipping Coalition

- Aims to expand on the Pacific's Moana Taka partnership by bringing global shippers together to commit to providing free shipping on regular routes with space available, to facilitate recycling.
- Will complete due diligence of recycling facilities.

**Status: Consultation with shipping sector underway, concept note being developed**

Thank you!





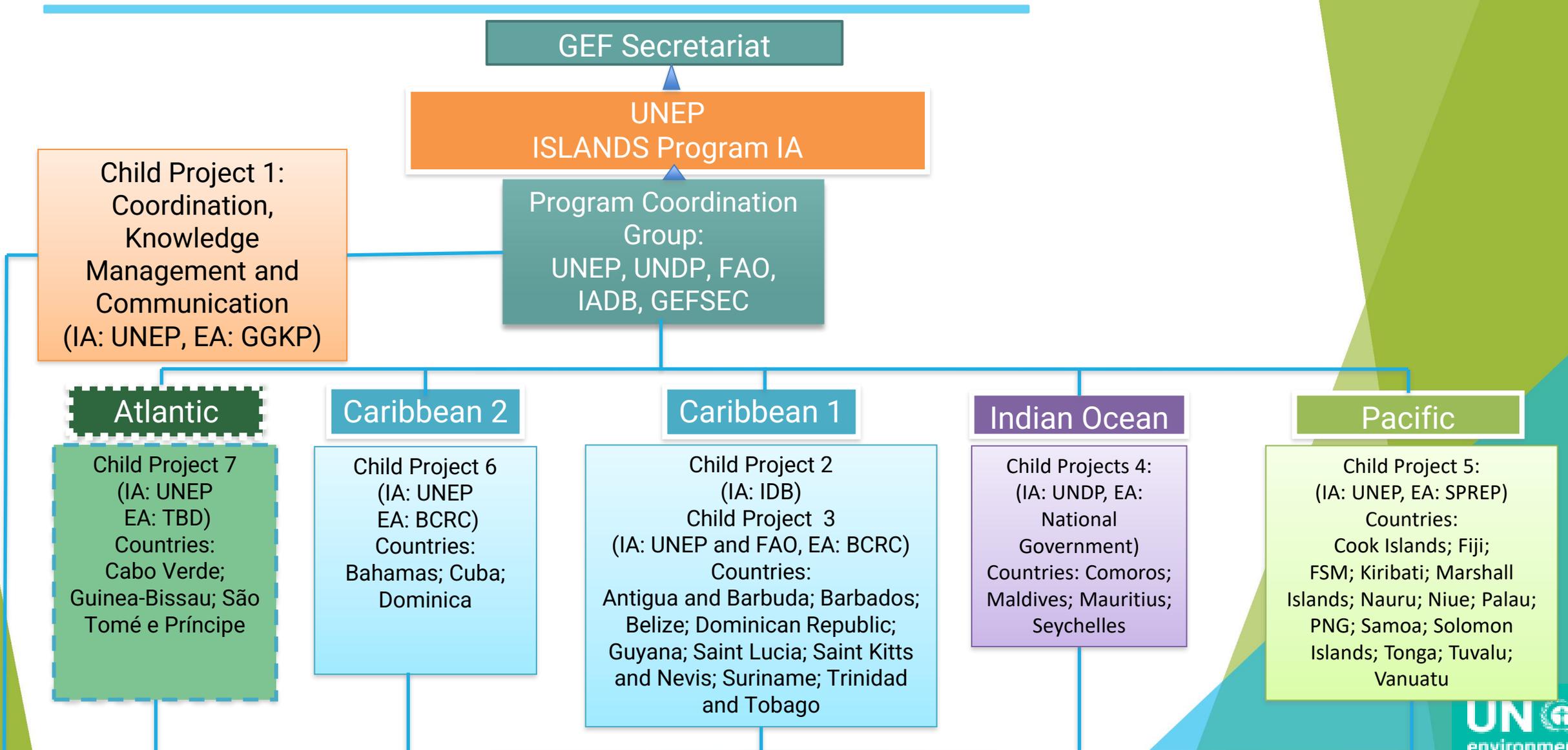
# Chemicals & Waste

Working towards a non-toxic future



*Mr Ludovic Bernaudat  
Mr. Dickson Ho  
08 December 2021*

# ISLANDS – Programme Structure



# ISLANDS – Four Components

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 ISLANDS  
Caribbean

 ISLANDS  
Indian Ocean

 ISLANDS  
Pacific Ocean

**Component 1:** Preventing future build-up of chemicals in the SIDS environment;

**Component 2:** Safe management and disposal of existing, historically produced wastes posing an immediate risk to people and natural resources;

**Component 3:** Promoting systems for future management of wastes and chemicals entering SIDS by adopting and putting into practice 3R approaches including increased recovery of resources from wastes by adopting the principles of sustainable consumption and production;

**Component 4:** sharing knowledge and experience across all regions to address issues common to all SIDS and to stimulate inter regional cooperation to combat major global level challenges posed by wastes such as plastics, electronics and other major pollutants

# ISLANDS – Child projects

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 ISLANDS  
Caribbean

 ISLANDS  
Indian Ocean

 ISLANDS  
Pacific Ocean

- Each child project reports to the global project (CCKM) on results
- CCKM project provides the guiding principles of the programme operations
- Projects participate to annual programme meeting but communities of practice are established on the various topics between the projects (project management, communication, selected technical topics)
- Child projects can ask the CCKM project to provide assistance on some issues

# GEF ISLANDS Atlantic Partners

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**Lead agency: UNEP**

## **Co-financers:**

- Participating Governments
- Swire Shipping
- UNEP Youth

## **Executing partners:**

- SPREP
- GGKP

## **Donors:**

- ADB
- Australia
- France
- GIZ
- JICA
- New Zealand
- US

## **Private sector:**

- Cruise Lines
- Pacific recyclers
- MetalCo Limited (New Zealand)
- Total Waste Management (New Zealand)



# ISLANDS

Thank you



**IDB**  
Inter-American  
Development Bank



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# REGIONAL MEETING ON PROJECT EXECUTION ARRANGEMENTS

Held virtually  
8 December 2021





## Opening prayer

Selected participant

## Agenda

- Opening
- Meeting objectives
- Overview of status of ISLANDS Pacific
- Introduction to CCKM
- GEF ISLANDS Programme structure
- Project implementation and execution arrangements
- Next steps



## Opening remarks

Anthony Talouli  
SPREP



## Opening remarks

Ludovic Bernaudat  
UNEP



## Introduction of participants

Please tell us your:

- ✓ name,
- ✓ the organization you represent and
- ✓ designation

What are you most looking forward to in the ISLANDS Pacific Child Project?

## Meeting objectives

- Provide an update on the status of the project to all country representatives
- Provide an overview of the ISLANDS Programme and introduce the Global Child Project (CCKM)
- Confirm and discuss project execution arrangements at the global, regional and national levels
- Confirm next steps forward for the implementation of the ISLANDS Pacific



# Overview and status of ISLANDS Pacific

Dickson Ho  
UNEP



# Introduction to Global Child Project (CCKM)

Melanie Ashton  
GGKP



**Tea break**

**All participants**



# GEF ISLANDS Programme Structure

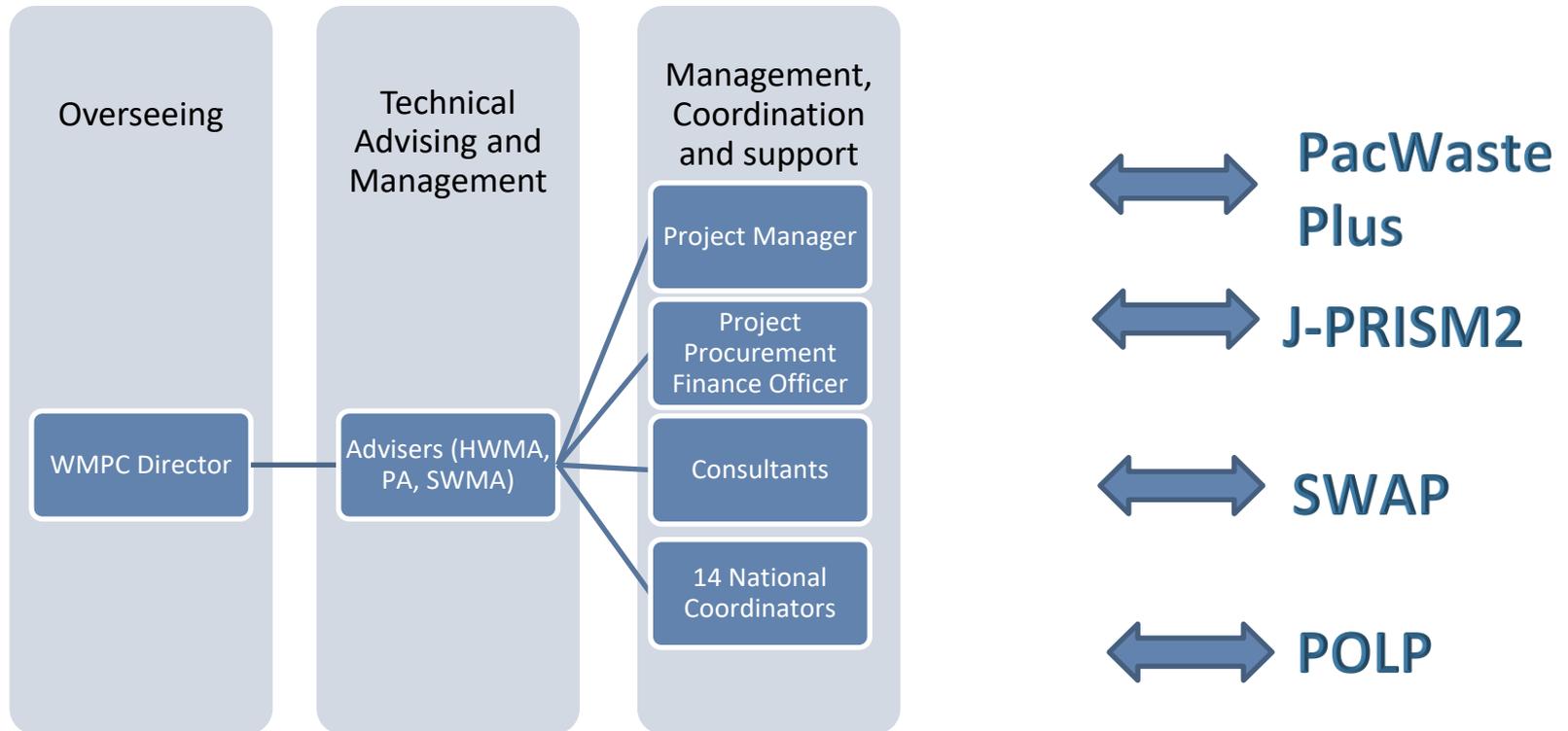
Ludovic Bernaudat  
UNEP



# Project implementation and execution arrangements

Anthony Talouli  
SPREP

# Project Management



PMU – based at WMPC

# Key Project Management Activities

## Administrative/ Financial

Compilation and submission of annual progress reports

Audited financial reporting

Oversight of project procurement requirements

Monitoring of expenditure to ensure project delivery on time and within budget

## Technical Assistance

Preparation and delivery of a monitoring and evaluation plan

Planning and delivery of approved project workplan

Facilitation of capacity building activities

Facilitation and evaluation of project proposals

## Coordination

Creation and facilitation of the Project Steering Committee

Creation and facilitation of pilot country projects

Coordination with other programme partners

Liaison with the GEF ISLANDS Programme Coordination Unit

# Project Governance



# Terms of Reference

## Responsibilities

- Provide strategic guidance to the PMU
- Provide guidance and input to the design, planning, and implementation of the project activities
- Ensure that IPCP activities are harmonised with other national and regional waste management activities
- Monitor the overall implementation of the actions
- Endorse the annual work plan
- Ensure that deadlines and budget are met

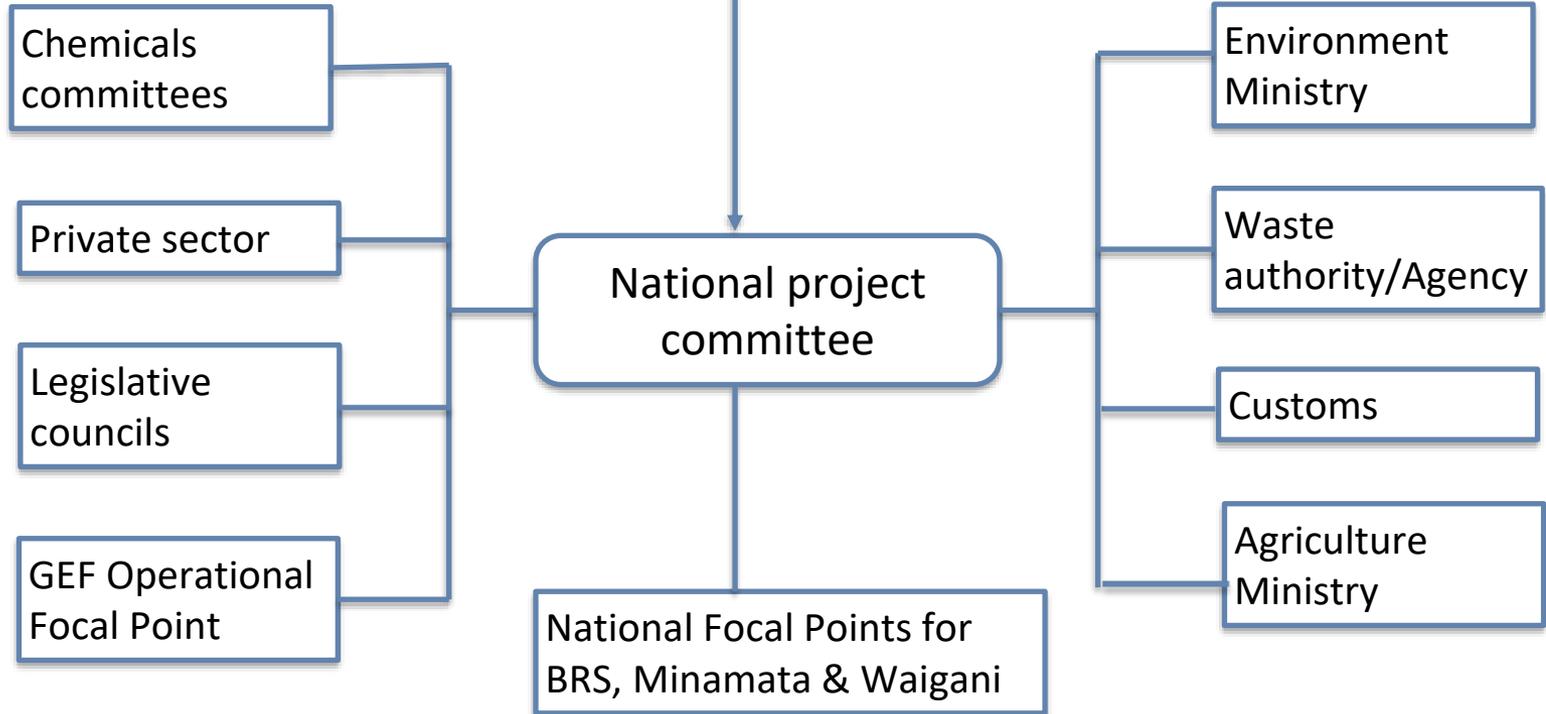
## Meetings and Operations

- Face to face or virtual on an annual basis or when required
- To be chaired by a beneficiary country representative on a rotating basis to be decided before each regular meeting.
- The WMPC Advisers and IPCP PMU will act as the Secretariat of the Committee.
- Documents to be discussed and endorsed by the Steering Committee will be provided no later than 10 days prior to the meeting.

## Accountability and Governance

- Provision of direction to the PMU
- Endorsement of the Annual Work Plan
- Representative members should ensure accountability and are responsible for reporting back to their respective organisations.
- Representative members are responsible for providing input and data to the Committee and the PMU on waste-related activities in their countries.
- Outcomes of Steering Committee meetings to be provided to participating countries, UNEP and SPREP.
- Determine and prioritise project activities and approval to fund to be based on certain considerations to be further discussed and confirmed by the Steering Committee in its initial meeting.

## National Focal Points – PSC representative





## Next steps

- Confirm national execution/coordination
- Completion of enabling activities
- Onboarding of project manager
- Recruitment of national project coordinators
- Establishment of Project Steering Committee (TORs)
- Inception meeting
- Country project design and plan
- Cooperation agreements between SPREP and countries
- Implementation of project activities