

**GLOBAL ENVIRONMENT FACILITY
UNITED NATIONS DEVELOPMENT PROGRAMME
PACIFIC FORUM FISHERIES AGENCY
SECRETARIAT FOR THE PACIFIC COMMUNITY
INTERNATIONAL UNION FOR THE CONSERVATION OF NATURE AND
NATURAL RESOURCES**



PACIFIC ISLANDS OCEANIC FISHERIES MANAGEMENT PROJECT

Project Number: PIMS No. 2992

INCEPTION REPORT

Prepared by the Interim Project Management and Executing Agency (FFA) in consultation with United Nations Development Programme (UNDP), Pacific Community (SPC) and International Union for the Conservation of Nature and Natural Resources (IUCN)

September 2005

EXECUTIVE SUMMARY

This Inception Report has been prepared in compliance with the reporting schedule described at Table 10 - Indicative monitoring and evaluation workplan, of the Project Document for the Pacific Islands Oceanic Fisheries Management Project (OFMP), UNDP/GEF project number PIMS 2992. It provides an overview of the project, its objectives, resources available and the expected outcomes as documented in the Project Document which was endorsed by the Global Environment Facility (GEF) CEO in May 2005. The report has been prepared as a guiding document for the early phases of project implementation.

The Report is based on discussions held at an Inception Workshop in Suva, Fiji in late August 2005 at which key project staff from the UNDP/GEF Regional Office in Bangkok; the designated Implementing Agency; UNDP office in Suva and its sub-office Honiara and the Executing Agency, the FFA, were present. As a result of these discussions it was concluded that the report would be prepared for presentation to the first meeting of the project Regional Steering Committee (RSC) scheduled for 14 October 2005.

It was agreed that the report should provide the target audience with a status report of the activities at project start up which would commence in the last part of 2005 and its associated workplan. The approval process for the project has occurred mid way through a calendar year, resulting in the starting point for the five year project requiring the timing to be spread over a six year period. This has resulted in the need to revise the approved work plan and budget as shown in the Project Document at page 89. Other minor corrections relating to UNDP coding have also been made to the Work Plan and Budget and it remains for the RSC1 to consider these revisions. The ongoing work of the RSC will be to subject further work plans to regularly appraise and review in an attempt to best address the needs of the beneficiary countries throughout the life of the project.

The report also takes the opportunity to highlight the identified risks and indicators. The OFMP logframe sets out a comprehensive set of indicators, risks and assumptions relating to project implementation, which are summarised in Section E of the Project Document. Those indicators and risks broadly relate to four main issues which are described in this report.

The primary targets for this report are; the Regional Steering Committee, UNDP/GEF and UNDP as the funding and implementing agency for the Project, co-executing agencies, the Secretariat for the Pacific Community (SPC) and the International for the Conservation of Nature and Natural Resources (IUCN) and the Project Coordinating Unit and Executing Agency, the FFA.

ACRONYMS AND ABBREVIATIONS

AWP	Annual Work Plan
FFA	South Pacific Forum Fisheries Agency
GEF CEO	Global Environment Facility Chief Executive Officer
GEF	Global Environment Facility
IATTC	Inter American Tropical Tuna Commission
ICCAT	International Commission for the Conservation of Atlantic Tuna
IUCN	International Union for the Conservation of Nature and Natural Resources
IW	International Waters
MCS	Monitoring Control and Surveillance
NCC	National Consultative Committee
OFMP	Pacific Oceanic Fisheries Management Project
PC	Project Coordinator
PCU	Project Coordination Unit
PDF B	Project Development Funds B grants
PFAM	Project Finance and Administration Officer
PIR	Annual Project Implementation Review
PRODOC	Project Document
RSC	Regional Steering Committee
SAP	Strategic Action Programme
SIDS	Small island developing States
SPC	Secretariat for the Pacific Community
SPC/OFP	Secretariat for the Pacific Community Oceanic Fisheries Programme
SPREP	Pacific Islands Regional Environment Programme
STAP	Scientific and Technical Advisory Panel
TCC	Western and Central Pacific Commission Technical and Compliance Committee
UNDP	United Nations Development Programme
VMS	Vessel Monitoring Systems
WCPFC	Western and Central Pacific Fisheries Commission

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
ACRONYMS AND ABBREVIATIONS.....	3
Background.....	5
Summary Overview of the Project.....	5
Progress of the WCPF Commission.....	7
Identified Risks and Indicators.....	8
Status of Project Implementation	10
Implementation Arrangements and Project Management	15
Project Budget	15
Annual Work Plan.....	15
Project Monitoring and Evaluation	17
Conclusion	19
ATTACHMENTS.....	20

PACIFIC ISLANDS OCEANIC FISHERIES MANAGEMENT PROJECT

INCEPTION REPORT

[Draft]

Background

In its first International Waters (IW) project with Pacific small island developing States (SIDS) the Global Environment Facility (GEF) provided support for the process of discussions and negotiations between Pacific SIDS, other coastal States of the Western and Central Pacific Ocean and fishing States, on a new regional arrangement for the conservation, management and sustainable development of transboundary stocks of oceanic fish and related species; and for the provision of additional scientific knowledge and information about these stocks and the Western Tropical Pacific Warm Pool Large Marine Ecosystem. The final text of the Western and Central Pacific Fisheries (WCPF) Convention was agreed in September 2000 and came into force on 19 June 2004, following ratification or accession by 13 FFA Member States, including 11 Pacific island countries that are participating in the Pacific Oceanic Fisheries Management Project (OFMP), plus Australia and New Zealand.

The development of a further phase for the Oceanic Fisheries Management (OFM) component of the GEF Strategic Action Programme for International Waters of the Pacific Islands (SAP IW), was made possible by a program of activities financed by a GEF PDF B small grant approved by the GEF Council in February 2004 and supported by in-kind contributions by Pacific SIDS. The GEF PDF B grant supported Pacific SIDS efforts as they participated in finalizing the establishing of the new WCPF Commission established by the Convention, and the initial period of its operation.

The PDF B funds supported the preparation of documentation, through a process designed to build a broad-based constituency, for a new phase of work enhancing oceanic fisheries management. In addition, they provided bridging support for Pacific SIDS in the period between completion of pilot activities of the IW SAP Project and the commencement of the second phase of the OFM Project. This facilitated their participation in the final stages of the intergovernmental Preparatory Conference that prepared for the establishment of the new Commission.

Summary Overview of the Project

The Pacific Islands OFMP approved by the GEF Council in February 2005 supports 15 Pacific small island developing States (SIDS) efforts as they participate in the setting up and the initial period of operation of the new Western and Central Pacific Fisheries Commission (WCPFC). The 15 participating Pacific SIDS are Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu and Vanuatu. The goals of the five year project combine the interest of the global community in the conservation of a marine ecosystem covering a large area of the surface of the globe, with the interests of some of the world's smallest nations in the responsible and sustainable management of resources that are crucial to their sustainable development.

The Convention that establishes the WCPF Commission places responsibilities and obligations on its signatories to ensure long term conservation and sustainable use of the highly migratory fish stocks in the western and central Pacific Ocean. Pacific SIDS will be required to reform, realign, restructure and strengthen their national fisheries laws, policies,

institutions and programmes to take up the new opportunities which the WCPF Convention creates and discharge the new responsibilities and obligations which the Convention requires.

The United Nations Development Programme (UNDP) has delegated UNDP Fiji Principal Project Resident Representative for the OFMP. The project will be executed by the Pacific Islands Forum Fisheries Agency (FFA) in conjunction with the Secretariat of the Pacific Community (SPC) and the International Union for the Conservation of Nature and Natural Resources (IUCN). The Project Coordinating Unit (PCU) will be established at the FFA and will be responsible for the day to day administrative arrangements for the project as a whole, and serve as a contact point between the project partners, UNDP and participating countries.

The project comprises three major components. The activities within the first component covering scientific assessment and monitoring enhancement will be implemented and directed by SPC with certain activities relating to seamounts implemented by IUCN. The FFA will undertake the coordination of activities in component two relating to law, policy and institutional reform, realignment and strengthening. Component three deals with coordination, participation and information services required for project implementation, including the establishment of a Project Coordination Unit at FFA.

Main Areas of Concern

This project is driven by Pacific SIDS concerns for unsustainable use of the transboundary oceanic fish stocks of the Pacific Islands region and unsustainable levels and patterns of exploitation in the fisheries that target those stocks. The six major inter-related aspects of the global, regional and national concerns about unsustainability in fisheries for transboundary oceanic fish stocks, are:

- the impact on target transboundary oceanic fish stocks;
- the impact on non-target fish stocks;
- the impact on other species of interest (such as marine mammals, seabirds and turtles);
- the impact of fishing around seamounts;
- the impact on foodwebs; and
- the impact on biodiversity.

Project Goals

The global environmental goal of the Project is:

to achieve global environmental benefits by enhanced conservation and management of transboundary oceanic fishery resources in the Pacific Islands region and the protection of the biodiversity of the Western Tropical Pacific Warm Pool Large Marine Ecosystem.

The broad development goal of the Project is:

to assist the Pacific Island States to improve the contribution to their sustainable development from improved management of transboundary oceanic fishery resources and from the conservation of oceanic marine biodiversity generally.

Project Objectives

The immediate objectives of the Project address the two root causes of the threats to the sustainability of use of the region's oceanic fish resources identified in the Strategic Action Plan for International Waters in the Pacific region (SAP). Recalling that the SAP identified the root causes underlying the concerns about, and threats relating to, oceanic fisheries in the International Waters in the region as lack of understanding and weaknesses in governance, the two immediate objectives of the Project are:

The *Information and Knowledge* objective:

to improve understanding of the transboundary oceanic fish resources and related features of the Western and Central Pacific Warm Pool Large Marine Ecosystem.

The *Governance* objective:

to create new regional institutional arrangements and reform, realign and strengthen national arrangements for conservation and management of transboundary oceanic fishery resources.

Project Structure

The structure of the Project is as follows:

Component 1. Scientific Assessment and Monitoring Enhancement, aimed at the Knowledge and Information Objective;

Sub-Component 1.1: Fishery monitoring coordination and enhancement

Sub-Component 1.2: Stock assessment

Sub-Component 1.3: Ecosystem Analysis

Component 2: Law, Policy and Institutional Reform, Realignment and Strengthening, aimed at the Governance Objective;

Sub-Component 2.1: Legal Reform

Sub-Component 2.2: Policy Reform

Sub-Component 2.3: Institutional Reform

Sub-Component 2.4: Compliance Strengthening

Component 3. Coordination, Participation and Information Services, designed to support and enhance the outcomes of the two technical components.

Sub-Component 3.1: Information Strategy

Sub-Component 3.2: Monitoring and Evaluation

Sub-Component 3.3: Stakeholder Participation and Awareness Raising

Sub-Component 3.4: Project Management and Coordination

Budget

The GEF grant for the Project is US\$ 10,946,220 over five years, divided among the three components as set out below.

<i>Table 1: GEF Approved Grant Budget</i>	
Component Title	GEF
1. Scientific Assessment and Monitoring	US\$ 5,147,250
2. Policy, Legislation and Compliance	US\$ 3,883,850
3. Information, Coordination and Participation	US\$ 1,915,120
TOTALS	US\$ 10,946,220

Progress of the WCPF Commission

The WCPF Convention came into force on 19 June 2004, following ratification or accession by 13 FFA Member States, including 11 Pacific island countries that are participating in the OFMP, plus Australia and New Zealand. In some cases the ratification or accession was supported by technical assistance and training provided under the SAP I Project/ IWP or the OFMP PDF-B project. Subsequently, another seven states and entities have become members of the Commission, including all major fishing states except for the United States, whose

ratification process is under way. Four territories have been authorised to participate in the Commission, including Tokelau, a FFA Member. At this stage, it is clear that the Convention has received broad acceptance from both coastal States and territories, and States and entities fishing in the Convention area.

The WCPF Commission (WCPFC) held its first meeting in Pohnpei, Federated States of Micronesia, in December 2004 and its second session is scheduled for December 2005, also in Pohnpei.

Major outcomes of the first WCPFC meeting were:

- the adoption of Rules of Procedure for the working of the Commission and financial regulations, including a scheme of financial contributions which provides for the major share of the Commission's budget to be financed according to catches. A budget for 2005 was also adopted;
- the adoption of Work Programmes for the Scientific Committee and the Technical and Compliance Committee and appointment of Chairs for those Committees;
- the adoption of procedures for the Commission's record of fishing vessels and authorizations to fish; specifications for the marking and identification of fishing vessels; and procedures for Cooperating non-members; and
- adopted a resolution on conservation and management calling for advice from the Scientific Committee and the Technical and Compliance committee relating to the conservation and management of bigeye and yellowfin tuna, and measures to mitigate the mortality of non-target species, especially seabirds, turtles and sharks, from fishing.

Subsequently, the Scientific Committee met in Noumea, New Caledonia in August 2005 and prepared revised assessments of the status of the major stocks and the advice requested by the Commission on the target tuna species and non-target species, especially seabirds, sharks and turtles.

Identified Risks and Indicators

The OFMP logframe sets out a comprehensive set of indicators, risks and assumptions relating to Project implementation, which are summarised in Section E of the Project Document. Those indicators and risks broadly relate to four main issues:

- a. the effectiveness of cooperation among Commission members:** the Convention and the Commission are widely regarded as having made a good start – the Convention was brought into force relatively swiftly, and there has been a high level of acceptance of the Convention, even among fishing states which initially opposed it. The Commission quickly adopted its basic administrative and financial regulatory framework at its first meeting, and made a start on the establishment of its major technical programmes and its core business of identifying and adopting conservation and management measures. However, difficult decisions lie ahead of the Members, and the risks of gridlock in the Commission causing shortfalls in achievement of its conservation and management goals remain significant.
- b. Pacific Island Countries' capacities to participate in the Project activities and the Commission effectively:** the participation by Pacific Island countries in the processes of establishing the Commission was seen as relatively effective supported by funding, including grant finance from the GEF. However, participation in the Commission itself requires an increase in involvement, and at a higher technical level. Maintaining effective involvement in the Commission processes is a challenge for even the larger Pacific Island Countries, and it is particularly difficult for the smaller Pacific Island Countries. Overall, it seems likely that smallness and its associated constraints, including the absorptive capacity of small administrations will be a major determinant of the level and speed of

effectiveness of the Commission and of what can be achieved by Project activities within the five year life of the Project.

- c. **the sustainability of the impacts of the Project activities;** based on experience with other international commissions involved in natural resource and environmental management, the sustainability of the Commission, and especially its financial sustainability, is an issue. In general, other tuna commissions have a good record of sustainability with the IATTC having operated for nearly 60 years and ICCAT having operated for over 40 years. Early indications are that there are not likely to be any real problems with financing of the Commission in its early years. There are grounds for more serious concern about the sustainability of national programmes for oceanic fisheries management in Pacific island countries and in other states which will be necessary for the successful functioning of the Commission. Enhanced monitoring programmes such as the gathering of returns on fishing and landing from fishers, port sampling, observers and inspections will be substantial obligations for all Commission members and the Project will give high priority to supporting Pacific island countries to meet these obligations and design cost recovery programmes to finance them. That concern also relates to other commission Members, especially some of the developing country members.
- d. **the ability of the agencies involved in executing and implementing the Project and national authorities to be able to coordinate, monitor and manage a wide range of activities spread over 15 countries:** the experience of the OFM Component of the SAP I/ IWP was that Project implementation was effective largely because of the quality of collaboration between UNDP Apia, SPREP, FFA and SPC, and largely in spite of poor project design and ineffective monitoring and evaluation processes. The OFMP should have similar advantages in terms of the quality of collaboration between the Implementing and Executing Agencies, but it will face similar difficulties in securing stakeholder participation in project management and effective monitoring and evaluation in the face of the major demands on key public and private personnel in Pacific island countries, including a heavy schedule of regional meetings and regional programme management. For this reason, reporting formats will need to be concise, and project management processes will need to be streamlined.

In addition to the indicators in the logframe, the GEF has a system of indicators that need to be integrated into project management and monitoring including:

- a. **Process indicators:** which relate to institutional, programme and policy development, such as indicators relating to the establishment and operation of the Commission and to achievement of a range of national legal, institutional and programmatic reforms.
- b. **Stress Reduction Indicators:** the key elements in the measurement of stress reduction indicators will be the adoption of conservation and management measures by the Commission and its Members. The timing attached to stress reduction indicators in the Logical Framework anticipates that the Commission will begin to adopt conservation and management measures in the final years of the Project. It is possible that some specific measures, particularly measures to deter IUU fishing, may be able to be adopted more quickly; and
- c. **Environmental Status Indicators:** within the 5 year life of the Project's technical activities, progress in measuring environmental status indicators will be focused on defining these indicators including work to develop agreed reference points for target stocks, and measures of the status of non-target stocks using outputs from component 1. The proposed stream of work within SPC/OFP and the Commission on monitoring ecosystem health will be a central component of the measurement of stress reduction indicators.

Status of Project Implementation

After a broad consultative process a draft project document for the Pacific Islands Oceanic Fisheries Management Project endorsed by the participating Pacific SIDS was completed and submitted to the GEF Council on 10 January 2005. It had undergone as a condition for submission by GEF, it had undergone a Scientific and Technical Advisory Panel (STAP) review in December 2004 from which a small number of comments were addressed. The World Bank was also given the opportunity to review the project document and their responses were addressed before the January submission.

The endorsed project document was submitted to UNDP New York for onward transmission to the GEF Council. A number of comments were made by the GEF Council, namely by the United States, Switzerland and Germany. Responses prepared for the GEF Council did not result in the need to amend the project document.

The GEF Council considered and endorsed the Pacific OFM Project in February 2005 and the final approval by the GEF CEO was made on 24 May 2005.

UNDP-GEF delegated UNDP Fiji Principal Project Resident Representative for the OFMP in June 2005 and in a letter of Delegation of Authority defined the role and activities for which UNDP as the Implementing Agency would be responsible. As the project Executing Agency, the FFA signed the project document signature page in July 2005 formalising their role in the implementation in the project. The FFA will execute the project in conjunction with the Secretariat of the Pacific Community (SPC) and the International Union for the Conservation of Nature and Natural Resources (IUCN). The letters of agreements between FFA and the co-executing Agencies are appended at **Attachment A**. While the contractual agreement between FFA and SPC is complete, the letter of agreement between FFA and IUCN has yet to be signed at the time of preparation of this report.

The Project Coordination Unit

The Project Coordinating Unit (PCU) is to be established at the FFA and this will be responsible for the day to day administrative arrangements for the project as a whole, and serve as a contact point between the project partners and UNDP and participating countries. The PCU will be to be assimilated into the Fisheries Management Division at FFA and will operate a long side a similar project funded by the European Union that will focus on fisheries development.

The PCU will consist of two posts which at present are in the recruitment stage with an application deadline of the 14 October. The PCU is headed by a Project Coordinator (PC) and supported by a Project Finance and Administration Officer (PFAM). The terms of reference for these positions are appended at **Attachment B**. It is hoped that the positions will be filled before the end of 2005.

The PCU will act as the Secretariat for the project's Regional Steering Committee (RSC). To prevent delays in the commencement of work under the project and to ensure that the momentum of the on going work in relation to the preparation for the second meeting of the WCPF Commission is maintained, the FFA has assumed a startup administrative role until the establish of the PCU. The first meeting of the Regional Steering Committee is expected to take place in October 2005.

Inception Workshop

As required in the inception phase of the project, a workshop was held at Suva, Fiji in late August 2005 to assist the project staff understand and take ownership of the project's goals

and objectives; and to ensure that a draft Annual Work Plan (AWP) was consistent with the expected outcomes of the project.

The workshop offered an opportunity to introduce key project staff which would support the project implementation and to have the roles of the support services required of UNDP Fiji as the project Implementing Agency, and the PCU based at FFA, detailed. Discussions at the workshop covered UNDP and GEF reporting and financial formats and monitoring and evaluation requirements; and in particular the Annual Project Implementation Reviews (PIRs), Multipartite Review meetings, annual reviews and audits and mid-term, final and post evaluations processes.

The Inception workshop also determined the development of the Inception Report which would be presented to the first meeting of the Regional Steering Committee. **Attachment C** to this report is the summary record of the Inception workshop.

Projected Activities for 2005

The project comprises three major components. The activities in component one covers scientific assessment and monitoring enhancement and will be implemented and directed by SPC with certain activities implemented by IUCN relating to seamounts. The FFA will undertake the coordination of activities in component two relating to law, policy and institutional reform, realignment and strengthening. Component three, the Project Coordination Unit will be established at the FFA and it deals with coordination, participation and information services required for project implementation. The following sections provide a summary of projected activities for the start up of the project; and aspects of the project that FFA, SPC and IUCN have commenced or expect to commence in the later part of 2005.

FFA

Sub-Component 2.1, Legal Reform

The development of a strategy to determine the directions for legal assistance to Pacific SIDS in relation to the Commission and its work will commence with the convening of a legal workshop in Vanuatu in November 2005 (Output 2.1.1 and 2.1.2).

Output 2.1.4 provides for the placement of legal attachments at the FFA, one of which is anticipated to take place before the end of 2005. Calls for expressions of interest from Pacific SIDS for further legal attachments in 2006 will be made shortly.

National law and prosecution workshops (Output 2.1.3) commence in 2005 with the convening of a dockside boarding and inspection workshop at Noro in the Western Province, Solomon Islands.

Sub-Component 2.2, Policy Reform

The substantive activity in this sub-component is the recruitment of a Fisheries Management Advisor (Output 2.2.1). The deadline for applications for this is 14 October and it is hoped that the position can be filled before the end of the 2005. This position supports the range of assistance to Pacific SIDS in their participation in the initial stages of the work of the WCPF Commission. Under the Oceanic Fisheries Management Project the Fisheries Management Adviser is responsible for providing advice and support to FFA member countries in the development of effective national and regional management arrangements for the oceanic fisheries within national waters and throughout the western and central Pacific. Consultants (Output 2.2.4) will provide ongoing assistance and advice for Pacific SIDS preparations for the second meeting of the WCPF Commission scheduled for December at Pohnpei, Federated

States of Micronesia (Output 2.2.8) and complete national advisory tasks in Nauru, Niue and Tokelau begun under the bridging component of the GEF PDF grant.

Output 2.2.11 provides for the placement of Policy attachments or study tour at the FFA, one of which is anticipated to take place before the end of 2005. Calls for expressions of interest from Pacific SIDS for further Policy attachments in 2006 will be made shortly.

Sub-Component 2.3, Institutional Reform

Provision is made for beginning some national advisory activities in institutional reform

Sub-Component 2.4, Compliance Strengthening

Pacific SIDS have gathered in Honiara to attend a workshop (Output 2.4.1 & 2.4.2) that focuses on preparations for the first regular meeting of the Commission's Technical and Compliance Committee which will convene just prior to the second meeting of the Commission At Pohnpei in December. This work shop is followed by one that will help Pacific SIDS better understand the risks posed to western and central Pacific Ocean fisheries by illegal, unregulated and unreported (IUU) fishing and agree on initiatives to mitigate the risks of IUU fishing.

An in-country vessel monitoring system (VMS) training course (Output 2.4.3) is expected to be held in Tokelau before the end of 2005.

Output 2.4.4 provides for the placement of MCS attachments or study tour at the FFA, one of which is anticipated to take place before the end of 2005. Calls for expressions of interest from Pacific SIDS for further MCS attachments in 2006 will be made shortly.

Sub-Component 3.1, Project Implementation

Assistance with the establishment of an effective communication strategy for the project will commence in the last part of 2005, Output 3.1.1. Possible communications events include web-based options and publications.

Sub-Component 3.4, Project Management & Coordination

The recruitment of staff (Output 3.4.1 and 3.4.3) for the Project Coordinating Unit (PCU) is presently being undertaken. The posts of Project Coordinator and Project Finance and Administration Officer are expected to be filled by the end of 2005 if not sooner. The Project Coordinator will be contracted to FFA and responsible for the overall management and supervision of the OFM project. The Project Coordinator will be responsible for the coordination of the day-to-day project activities, including supervision of the PCU staff, reporting on staff activities and project progress, and external relations for the Project. The Project Finance & Administration Officer will be responsible for the financial and administrative arrangements for the OFM Project within the framework of the UNDP and FFA financial regulations and administrative procedures. The Project Finance & Administration Officer will report to the Project Coordinator, will liaise and consult closely with UNDP Fiji and with the FFA Finance and Accounting Manager in the Corporate Services Division, and other relevant FFA staff.

Top priority is being placed on the PCU recruitment process but in the interim the FFA Secretariat has agreed to assume an administrative role to prevent the delay of project startup. Parallel with the recruitment of staff the establishment of office requirements (Output 3.4.5, 3.4.6 and 3.4.7 for the PCU will be procured in the last quarter of 2005.

The first meeting of the Project's Regional Steering Committee will meet in Honiara on 14 October (Output 3.4.8). Representatives from beneficiary countries, UNDP, UNDP-GEF, FFA, SPC and IUCN will attend.

SPC

Sub-Component 1.1, Fishery Monitoring Coordination and Enhancement

The development of a template for national integrated monitoring programmes (Output 1.1.1) will be the first task of the Fisheries Monitoring Supervisor (FMS), who is expected to be recruited by late 2005. The template will reflect the requirements for fisheries data (e.g., catch and effort logsheets, unloadings data, port sampling data, observer data, etc.) to achieve national objectives and for the fulfilment of obligations to the WCPFC.

The FMS will also select and visit several SIDS to support implementation of the template in national monitoring systems (Output 1.1.2).

The monitoring systems will be coordinated on a regional level through the dissemination of common data formats to the national programmes and through the publication of an edition of a fishery monitoring newsletter (Output 1.1.3).

The FMS may also organise national and sub-regional sampling courses, and training attachments to the OFP (Output 1.1.4), when the need for courses arises and national personnel suitable for training attachments are identified.

Sub-Component 1.2, Stock assessment

The preparation of the National Oceanic Fisheries Status Reports (Output 1.2.1) will be the primary focus of the Stock Assessment Scientist (SAS) who is expected to be recruited in early 2006. It is intended that the SAS be recruited in early 2006. During Year 1, reports for Tokelau and Papua New Guinea will be completed and the results presented to the relevant organisations and Stakeholder Workshops in each country. Reports will also be prepared for Federated States of Micronesia and the Cooks Islands and two other countries (possibly Tuvalu and Niue).

The OFP will provide advice to Pacific SIDs regarding scientific issues of relevance to the WCPFC (Output 1.2.2). This will occur through OFPs attendance at regional meetings (including FFA Management Options workshops and WCPFC Science Committee meetings) and drafting policy briefing documents that summarise key issues.

National technical staff will be encouraged to assist in the preparation of National Oceanic Fisheries Status Reports through work attachments to OFP (Output 1.2.3).

Sub-Component 1.3, Ecosystem Analysis

A major activity planned for the first year is the sampling of stomach contents and tissues by onboard observers, and their analysis in the laboratory (output 1.3.1). This activity was initiated during the previous GEF project and we can expect a smooth transition once the Ecosystem Monitoring Scientist (EMS) has been recruited in October/November 2005. Frozen samples remaining from the previous GEF project are stored in the OFP lab and will be analysed by the EMS. Together with the Ecosystem Analysis Scientist (EAS), the EMS will also provide support for stable isotope studies, which will be done externally.

The EMS will organise the first workshop for "Seamount activity planning" (Output 1.3.2). In this regard, the EAS will analyze historical fishing patterns around seamounts, with the

objective of identifying seamounts that could be used as case studies for sampling and analysis. While there is no tagging planned for year 1, the OFP is attempting to secure co-funding that would allow tagging to commence in 2006 in Papua New Guinea. The EMS will be directly involved in aspects of the tagging programme related to ecosystem monitoring.

The levels of by-catch in WCPO oceanic fisheries will also be analysed (Output 1.3.4), based on existing fishing and observer data.

Existing data recorded during the previous GEF project in the stomach content database (currently >2000 records) shall be used for investigating trophic structure in the warm pool ecosystem based on trophic models and statistical multivariate analyses (Output 1.3.5). National technical staff will be attached to the SPC/OFP, and other institutions, to participate in ecosystem analysis.

Results from the studies mentioned above will be presented to the Ecosystem and Bycatch Working Group of the WCPFC and, when the opportunities arise, at meetings dedicated to ecosystem-based management implications for Pacific SIDS.

IUCN

Component 1, Ecosystem Analysis

A large part of the IUCN-led seamount – related activities will occur in the end of 2005 and throughout 2006. The main activity will be the scientific research cruises planned to be conducted in the second semester of 2006 – up to four, month-long cruises are being planned in a modular fashion to enable the participation of a large number of scientists and students in the research expedition.

Prior to the actual cruises, efforts will be spent on cruise planning, including, *inter alia*, i) drafting scientific proposals for the research, emphasizing linkages to related project tagging and ecosystem modeling activities; ii) identifying partners and collaborators both within the region and internationally; iii) detailed planning meetings with the operators of the research vessel to be used for the research; iv) investigating relevant research permit processes and other legal issues relevant to the research; v) developing a communications strategy with partners to maximize the impact of the research vessel's visit to the region; and vi) planning for post-cruise storage and analysis of samples collected.

Once the research cruises have been completed, activities will center around sample analysis and investigating the possibility of developing a museum exhibit on deep sea organisms and habitat. This latter activity is not budgeted for under the project, but additional funds would be sought.

Component 2, Policy Reform

The bulk of the activities to be conducted under this component would take place after the scientific research cruises have taken place so that the scientific data can inform the policy process. In 2006, one or two scoping studies could be undertaken that analyze the current policy and legal situation as well as identify any information gaps relating to management and conservation of deep ocean and high seas marine resources in the region. These studies would contribute background information to the communications and public awareness strategy to be developed in conjunction with the scientific research cruises planned under Component 1.

Project Budget

The budget for the GEF grant for the OFMP approved by the GEF is as set out below, taken from Table 9 of the Project Document.

<i>GEF Approved Grant Budget</i>	
Component Title	GEF
1. Scientific Assessment and Monitoring	US\$ 5,147,250
2. Policy, Legislation and Compliance	US\$ 3,883,850
3. Information, Coordination and Participation	US\$ 1,915,120
TOTALS	US\$ 10,946,220

For implementation purposes, a more detailed budget has been approved by UNDP in the Atlas format which classifies the budget according to the types of input for each component. This budget is set out on page 89 of the Project Document.

A revised Atlas budget is appended at **Attachment D**. The revisions generally arise from:

- Adjusting the initial 5-year budget to six calendar years. The UNDP project management system operates on calendar years. Expenditures from the Project will be spread over six calendar years, beginning in late 2005 and running into 2010;
- Corrections to Atlas line allocations. Some expenditures were wrongly allocated among the Atlas line items in the initial budget

Annual Work Plan

Proposed Annual Workplans for 2005 and 2006 are set out in Tables at **Attachment E**. They are derived simply from the budgets for the years 2005 and 2006 in Attachment D.

The **Annual Workplan for 2005** assumes that recruitment of PCU and long term technical personnel will be undertaken in the last quarter of 2005. Other key activities are:

- The holding of an MCS Working Group meeting to prepare for the first meeting of the WCPF Technical & Compliance Committee (TCC);
- The preparation and presentation of briefs for FFA Members for the December 2005 meetings of the TCC and the Commission;
- Initial in-country advisory and training activities.

The **Annual Work Plan for 2006** is based on the full implementation of activities planned in year 1 of the project as described in the Project Document as described above.

Implementation Arrangements and Project Management

The Annex F (Optional Annexes) of the approved Project Document displays the implementation arrangement and project management framework (**Attachment F**). This schematic interpretation sets out the regional and national project coordination structures the interrelationships between these structures.

Implementing Agency

The Project will be implemented by UNDP, which will provide country-office staff for monitoring and supervision of the Project. UNDP-GEF will also provide implementation support services from its Bangkok-based Regional Coordination Unit.

Executing Agency

The Project will be executed by FFA in collaboration with SPC. SPC will execute the pelagic fishery monitoring and stock assessment and pelagic ecosystem analysis components. IUCN will execute some of the seamount-related aspects of the project. As the Executing Agency, FFA will seek to ensure that the 15 Project countries also work with the region's other GEF projects, as well as other bilateral and multilateral donor agencies in the region to define and address transboundary priority issues within the framework of their existing responsibilities under the WCPF Convention.

National Level Project Management and Coordination

At the national level, each participating country will designate a National Focal Point (NFP) for the Project. The Project National Focal Point will effect the establishment of a National Consultative Committee (NCC). Where there is already an appropriate national body that functions at the intersectoral level, this could be mandated to take on the role of the NCC (in order to avoid creating unnecessary bureaucracy). The function of this Committee will be to capture the Project concepts and objectives at the national level, to expedite national activities related to the Project components and outputs and to ensure complementary activities between national strategies and policies and project objectives.

National Consultative Committee

The NCC should consist of senior (policy level) representatives from relevant government agencies/sectors (e.g. Fisheries, Environment, Police, Foreign Affairs, Attorney-General's office, etc.), NGOs representatives as appropriate (environmental and industry), and relevant funding agencies and other community groups.

The NCC is expected to meet at least once annually and prior to the Regional Steering Committee (so national concerns can be carried forward to regional level in a timely manner).

The primary functions of the NCC are to endorse requests for in-country Project activities, monitor the effectiveness of in-country activities; prepare work plans for in-country Project activities (based on the needs identified in the national missions); and discuss project progress and implications at a national level.

Regional Level Project Management and Coordination

Regional coordination and collaboration will be facilitated through a Regional PCU, consisting of appropriate professional and support staff. The PCU will be established and operated out of the Executing Agency's (FFA) headquarters in Honiara, Solomon Islands. National input to regional management and coordination as well as to overall project monitoring will be through the Regional Steering Committee. Regional stakeholder participation will also be facilitated through attendance at this Steering Committee. In order to reduce bureaucracy and limit the added burden to country representatives, the Steering Committee will be held as a contiguous meeting to other regional meetings.

Project Coordination Unit

The PCU will undertake all day-to-day project management through the overall responsibility of the Project Coordinator. The PCU will act as the Secretariat to the Project and will provide technical advice to all project participants, as well as organizing facilities and administrative requirements for regional workshops and meetings related to the Project. The PCU will be directly accountable to the Implementing Agency and to the Steering Committee of the Project.

Regional Steering Committee

The Regional Steering Committee should consist of the National Focal Points from each country, Implementing Agency (UNDP), Executing Agency (FFA) and co-executing partners (SPC and IUCN), any co-funding partners contributing actual cash assistance to the Project aims and SPREP, as the key partner organisation for GEF in the region.

Observers, may be invited to attend by the Steering Committee. They may include regional stakeholder representation (including fisheries industry), environmental NGOs (regional and international), other donor agencies, etc. Observer attendance will be agreed by consensus by Committee members. The Committee will be jointly chaired by a national representative (on a rotational basis) and the Implementing Agency representative (UNDP).

The Regional Steering Committee should meet annually, and in conjunction with, an existing regional fisheries meeting (e.g. SPC Heads of Fisheries meeting) wherever possible.

The function of the RSC is primarily to monitor progress in project execution and to provide overall strategic and policy guidance for the project. The Project Steering Committee will also serve as the forum for the Project's Multipartite Review.

Project Monitoring and Evaluation

The Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the Project team (the PCU supported by the National Focal Points) and the relevant UNDP Country Office(s) with support from UNDP/GEF. The Project Document provides a Logical Framework Matrix (Annex B) which contains performance and impact indicators for project implementation along with their corresponding means of verification.

Under activities 3.2.2.1 and 3.2.2.2, the Project will support the development of a fuller and more detailed set of indicators than is possible to include in the Logical Framework applying the structure of GEF IW indicators, based on process, stress reduction and environmental status indicators. These will be designed not only for use within the Project but more broadly for use by stakeholders including the Pacific SIDS and other WCPF Commission members to measure progress over the longer term towards sustainable use of the oceanic fishery resources of the region and protection of biodiversity in the WTP LME. Further reference to GEF's system of indicators can be found in the section of this report discussing identified risks and indicators.

Progress and ongoing Evaluation Reports

Project objectives, outputs and emerging issues will be regularly reviewed by the PCU and evaluated annually by the Steering Committee. Reporting (annual and quarterly) will be undertaken by the PCU in accordance with UNDP and GEF rules and regulations. The

primary review document required by UNDP is the Annual Project Review (APR), which is designed to obtain the independent views of the main stakeholders of a project on its relevance, performance and the likelihood of its success. GEF also requires each project to undertake a Project Implementation Review (PIR) on an annual basis, which focuses on GEF's project criteria. The APR and the PIR are the principal annual review documents considered by the Steering Committee.

In the past, such APRs were the subject of review by a formal Tripartite or Multipartite Review Board. The Regional Steering Committee (which effectively carries the same level of representation) will act, effectively, as the Multipartite Review body.

UNDP also requires a Project Terminal Report to be submitted to expedite the formal closure of the Project.

The Project will participate in the annual PIR of the GEF. The PIR is mandatory for all GEF projects that have been under implementation for at least a year at the time that the exercise is conducted. Particular emphasis will be given to the GEF IW project indicator requirements (Process Indicators, Stress Reduction Indicators and Environmental Status Indicators), which will serve to inform the monitoring and evaluation process as well as being adopted by the participating countries as tools for long-term monitoring of project objectives.

UNDP, as the Implementing Agency, shall also be responsible for monitoring Project performance to ensure conformity with Project objectives and advising the Executing Agency on implementation issues.

A post-project evaluation will be undertaken in the third year after the completion of the technical activities of the Project. In order to accommodate the budgeting for such post-project evaluation, the Project lifetime will be extended by up to 3 years beyond the expected completion of all other project activities and deliverables.

Independent Evaluations

In addition to the ongoing internal monitoring and evaluation process described above, a full package of independent monitoring of the Project will be undertaken through contract using a balanced group of independent experts selected by UNDP in consultation with FFA. The extensive experience of UNDP in monitoring large regional projects will be drawn upon to ensure that the Project activities are carefully documented.

The elements of the independent evaluation package will be:

- a baseline study which will provide initial measures of the GEF indicators;
- a mid-point review that will focus on project relevance, performance (effectiveness, efficiency and timeliness), issues requiring decisions and actions and initial lessons learned about project design, implementation and management;
- a final evaluation that will focus on similar issues as the mid-term evaluation but will also look at early signs of potential impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. Recommendations on follow-up activities will also be provided;
- annual evaluations that will be undertaken in the 2nd, 3rd and 4th years, designed to enable GEF to assess the value and delivery of the Project and overall progress by countries in meeting their commitments as Parties to the requirements of the Convention; being able to interact effectively with the Commission; and improvements to national capacities to engage in effective and sustainable fisheries resource management, monitoring and compliance; and

- a post-project evaluation that will be undertaken in the third year after the completion of the technical activities of the Project. In order to accommodate the budgeting for such post-project evaluation, the Project lifetime will be extended by up to 3 years beyond the expected completion of all other project activities and deliverables.

The evaluations will also seek to identify best lessons and practices for GEF projects, which are transferable and replicable.

The overall monitoring and evaluation process is appended at **Attachment G**

Conclusion

The establishment of the WCPFC and its operations provides a benchmark for Pacific SIDS in their efforts to participate effectively and meet their obligations both to the Commission and international fisheries and environmental agreements generally. The support by GEF for the incremental costs associated with those responsibilities offers the small islands in the Pacific a genuine opportunity to succeed in fulfilling those obligations along side larger and well resourced developed nations.

The OFMP Project Document was developed with broad stakeholder consultation and build on the lessons learnt from phase one that was part of the IW SAP. The recommendations from the terminal review of phase one, urged among other things, the need to address fully the identified root causes relating to deficiencies in management so as to strengthen institutional framework, knowledge bases and the stakeholders capacity to manage the unique tuna resources for their benefit.

The success of the OFMP depends to a great extent on the willingness of beneficiary countries wholehearted participation in the projects implementation and coordination activities at both regional and national levels. It is also dependent on the continued assistance from the regionally based pool of expertise from the Executing Agency, FFA, co-Executing Agency's SPC and IUCN and the professional support of both UNDP/GEF and UNDP.

This report has been prepared as a guiding document for the early phases of project implementation and it is hoped that will be also serve as a reference point to monitor progress through out the life of the project.

ATTACHMENTS

ATTACHMENT A

LETTER OF AGREEMENT

Letter of Agreement between the Pacific Islands Forum Fisheries Agency (FFA), and the Secretariat of the Pacific Community (SPC) for the Implementation of the United Nations Development Programme/Global Environmental Facility (UNDP/GEF) Pacific Islands Oceanic Fisheries Management Project (OFM Project).

Whereas the FFA is the Executing Agency for the OFM Project;

And whereas SPC is a partner responsible for the implementation of certain activities in order to achieve certain outputs and contribute to the achievement of certain outcomes under the Project;

And whereas the FFA and SPC agree to collaborate in the implementation of the OFM Project;

The Parties hereby agree that:

ARTICLE 1

General Duty

SPC will implement the activities of the Scientific Assessment and Monitoring Enhancement Component of the OFM Project, in coordination with IUCN on seamount-related activities, and in accordance with the Project Document and amendments thereto, to contribute to the achievement of the planned outcome of the Component, which is:

Improved quality, compatibility and availability of scientific information and knowledge on the oceanic transboundary fish stocks and related ecosystem aspects of the WTP warm pool LME, with a particular focus on the ecology of seamounts in relation to pelagic fisheries and the impacts of fishing upon them; this information being used by the Commission and Pacific SIDS to adopt and apply measures for the conservation and management of transboundary oceanic fishery resources and protection of the WTP LME; national capacities in oceanic fishery monitoring and assessment strengthened, with Pacific SIDS meeting their national and Commission-related responsibilities in these areas.

ARTICLE 2

Obligations of the FFA

The FFA will: -

- (i) communicate regularly with UNDP and other partners and provide timely information to SPC on matters relating to the Project;

- (ii) upon receipt of financial quarterly reports and requests for advance, review and provide a consolidated report and request for advance for that quarter to UNDP by the 2nd week of each quarter;
- (iii) make payment to SPC of the necessary funds, in accordance with the approved advance, to be executed in the 4th week of each quarter and make every endeavour to ensure SPC is not placed in a position of deficit financing to support the activities it is responsible for under this Programme;
- (iv) facilitate the participation of SPC in relevant activities in the the Law, Policy and Institutional Reform, Realignment and Strengthening Component and the Coordination, Participation and Information Services Component, and in the work of the Regional Steering Committee;
- (v) provide copies of relevant UNDP formats and reporting requirements; and
- (vi) consult with SPC on any Project revisions.

ARTICLE 3

Obligations of SPC

SPC shall undertake the activities set out below in the Scientific Assessment and Monitoring Enhancement Component (taken from the Project Document) in such a manner as is necessary to achieve the specified outputs and contribute to achievement of the the targeted outcomes.

Sub-Component 1.1. Fishery Monitoring, Coordination and Enhancement

Outcome 1.1. Integrated and economically sustainable national monitoring programmes in place including catch and effort, observer, port sampling and landing data; Pacific SIDS providing data to the Commission in the form required; national capacities to process and analyse data for national monitoring needs enhanced; improved information on fishing in national waters and by national fleets being used for national policy making and to inform national positions at the Commission. Enhanced quality and accessibility of fisheries information and data leading to more effective development and improvement of the Commission's policy and decision-making process.

Output 1.1.1. A template for national integrated monitoring programmes including logsheet, observer, port sampling and landing data collection and management; and provision of national data to the Commission.

Activity 1.1.1.1. Develop database and associated software.

Activity 1.1.1.2. Develop reporting module for Commission data.

Output 1.1.2. National monitoring systems based on the regional template for integrated monitoring and customised to meet national needs.

Activity 1.1.2.1. Support establishment and enhancement of national databases and software.

Activity 1.1.2.2. Support establishment and enhancement of national port sampling and observer programs.

Activity 1.1.2.3. Support the coordination of national monitoring programs.

Output 1.1.3. A regional monitoring coordination capacity to develop regional standards such as data formats and to provide a clearing house for information on fishery monitoring.

Activity 1.1.3.1. Develop and make available common data formats.

Activity 1.1.3.2. Hold Regional Workshops on regional and national fishery monitoring.

Activity 1.1.3.3. Distribute newsletters, webpage and other forms of information exchange.

Output 1.1.4. Training of national monitoring staff, particularly monitoring coordinators, observers and port samplers.

Activity 1.1.4.1. Organise and hold in-country observer and port sampling courses and other training activities.

Activity 1.1.4.2. Regional training courses in integrated fishery monitoring.

Activity 1.1.4.3. Attach national monitoring personnel to SPC/OFP.

Sub-Component 1.2. Stock Assessment

Outcome 1.2. Detailed information available on the status of national tuna fisheries, including the implications of regional stock assessments and the impacts of local fisheries and oceanographic variability on local stocks and fishing performance; strengthened national capacities to use and interpret regional stock assessments, fisheries data and oceanographic information at the national level, to participate in Commission scientific work, and to understand the implications of Commission stock assessments.

Output 1.2.1. National oceanic fisheries status reports prepared collaboratively with national scientific staff.

Activity 1.2.1.1. Prepare 6 National Oceanic Fisheries Status Reports annually.

Activity 1.2.1.2. Hold In-country Stakeholder Workshops for delivery of National Status Reports.

Output 1.2.2. Advice to Pacific SIDS on scientific issues in the work of the Commission.

Activity 1.2.2.1. Provide contributions to briefs on scientific issues for Pacific SIDS for meetings of the Commission, the Scientific Committee and Science Working Groups.

Activity 1.2.2.2. Present scientific briefs to preparatory meetings of Pacific SIDS for the Commission.

Output 1.2.3. Training of national technical and scientific staff to understand regional stock assessment methods and interpret and apply the results and to use oceanographic data.

- Activity 1.2.3.1. Hold Regional Workshops on stock assessment methods and analysis of oceanographic impacts on fisheries.
- Activity 1.2.3.2. Attach national technical staff to SPC/OFP and other institutions to participate in Commission stock assessment work and preparation of national status reports.
- Activity 1.2.3.3. Train scientific counterparts in-country.

Sub-Component 1.3. Ecosystem Analysis

Outcome 1.3. Enhanced understanding of the dynamics of the WTP warm pool pelagic ecosystem, with particular focus on trophic relationships; enhanced understanding of the ecology of seamounts, in particular their impacts on aggregation and movement of pelagic species and the fisheries impacts thereon; provision of ecosystem-based scientific advice to the Commission and to Pacific SIDS; enhanced information on the magnitude of by-catch in WCPO oceanic fisheries.

Output 1.3.1. Observer sampling and analysis of commercial fishery catches to determine trophic relationships of pelagic species in the WTP LME.

- Activity 1.3.1.1. Collect observer-based sampling data, especially stomach contents and tissue samples.
- Activity 1.3.1.2. Lab-based analysis of samples.

Output 1.3.2. Collection and analysis of information on seamounts in the WTP warm pool.

- Activity 1.3.2.1. Hold Seamount Activity Planning and Review Workshops.
- Activity 1.3.2.2. Describe seamounts and analyse historical fishing patterns around seamounts.
- Activity 1.3.2.3. Collect data at sea at selected seamounts, including tagging, trophic sampling and analysis.

Output 1.3.3. Model-based analysis of ecosystem-based management options.

- Activity 1.3.3.1. Incorporate ecosystem data and information into existing ecosystem models and refinement of those models as necessary.
- Activity 1.3.3.2. Use enhanced models and data to assess ecosystem-based management options.
- Activity 1.3.3.3. Use enhanced models and data to assess management options targeted specifically at seamounts.

Output 1.3.4. Estimates of levels of by-catch in WCPO oceanic fisheries.

- Activity 1.3.4.1. Review historical observer data and methodological development.
- Activity 1.3.4.2. Estimate levels of by-catch.

Output 1.3.5. Results of ecosystem analysis and proposals for long-term ecosystem monitoring and operationalisation of the ecosystem-based approach for use by the Commission's Scientific Committee, especially its Ecosystems and Bycatch Working Group and by Pacific SIDS.

- Activity 1.3.5.1. Present results of ecosystem analysis to the Commission through the Ecosystem and Bycatch Working Group.
- Activity 1.3.5.2. Present information on national and regional implications of results of ecosystem analysis to Pacific SIDS.
- Activity 1.3.5.3. Attach national technical staff to SPC/OFP and other institutions to participate in ecosystem analysis.

SPC will also:

- (a) contribute to relevant activities in the the Law, Policy and Institutional Reform, Realignment and Strengthening Component and the Coordination, Participation and Information Services Component;
- (b) through its best endeavours, and in recognition that delays may lead to disruption of the planned schedule for the disbursement of funds, provide financial quarterly reports and requests for advance in an agreed format to the FFA by the 5th of the month following the end of each quarter or shortly thereafter. Where activities have involved multiple funding sources, reports will describe such complementary or counterpart funding applied to activities related to this Programme;
- (c) on request, provide support for the preparation of Quarterly Progress Reports (QPR) to the FFA,
- (d) through its best endeavours, and in recognition that delays may lead to disruption of the planned schedule for the disbursement of funds, provide quarterly narrative reports on progress to achieve the proposed outputs, in an agreed format, to the FFA by the 5th of the month following the end of each quarter
- (e) participate in the work of the Regional Steering Committee;
- (f) ensure that the OFM Project is appropriately acknowledged in any reports produced with the assistance of staff supported under the Programme;
- (g) coordinate with IUCN on those activities in which IUCN is involved in the Scientific Assessment and Monitoring Enhancement Component; and
- (h) facilitate the participation of the FFA in relevant activities in the Scientific Assessment and Monitoring Enhancement Component; and
- (i) communicate regularly with the FFA on matters relating to the Project and facilitate the work of the Project Coordination Unit.

ARTICLE 4

Exchange and Coordination of Information

The Parties will:

GEF GRANT BUDGET FOR ACTIVITIES TO BE IMPLEMENTED BY SPC

	Atlas No.	Annual No.		Unit Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Sub-Component 1.1 Fishery Monitoring										
Monitoring Specialist	71400	1	position	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Monitoring Consultants	71200	3	months	10,000	20,000	30,000	30,000	30,000	20,000	130,000
Travel	71600	7	trips	3,000	18,000	21,000	21,000	21,000	19,000	100,000
Regional Fishery Monitoring Workshops	75100	0	w/shops	42,000		42,000		42,000		84,000
Monitoring Attachments	75100	5	visits	3,000	9,000	15,000	15,000	12,000	9,000	60,000
National Coordinators	71300	8	countries	10,000	60,000	80,000	80,000	80,000	80,000	380,000
Computer equipment/support	72800	2	units	3,000	3,000			3,000		6,000
Sub-total Fishery Monitoring					210,000	288,000	246,000	288,000	228,000	1,260,000
Sub-Component 1.2 Stock Assessment										
Stock Assessment Specialist	71400	1	position	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Stock Assessment Consultants	71200	3	months	10,000	20,000	30,000	30,000	30,000	20,000	130,000
Travel	71600	7	trips	3,000	18,000	21,000	21,000	21,000	19,000	100,000
Regional Stock Assessment Workshops	75100	0	w/shops	42,000		42,000		42,000		84,000
Stock Assessment Attachments	75100	5	visits	3,000	9,000	15,000	15,000	12,000	9,000	60,000
Computer equipment/support	72800	2	units	3,000	3,000			3,000		6,000
Sub-total Stock Assessment					150,000	208,000	166,000	208,000	148,000	880,000

Sub-Component 1.3 Ecosystem Analysis (See Note below)

Ecosystem Analyst	71400	1	position	100,000	50,000	100,000	100,000	100,000	100,000	450,000
Ecosystem Monitoring Specialist	71400	1	position	100,000	100,000	100,000	100,000	50,000		350,000
Travel	71600		trips		33,000	33,000	33,000	33,000	10,000	142,000
Consultant services - tissue sample analysis	71400	1	year	15,000	15,000	15,000	15,000	15,000		60,000
Consultant services - seamount mapping	72100	1	contract	50,000	50,000					50,000
<i>Field Operations</i>										
Vessel charter and associated costs	72100	6	months	52,500		315,000	315,000			630,000
Equipment	72200				100,000	50,000	50,000			200,000
Field assistance	71300	12	person months	5,000		60,000	60,000			120,000
Travel	71600	8	trips	2,000		16,000	16,000			32,000
National involvement in field operations	75100	3	trips	2,500		7,500	7,500			15,000
Observer sampling support	71400	4	years	25,000	25,000	25,000	25,000	25,000		100,000
Computer equipment	72800	3	units	4,000	8,000		4,000			12,000
Planning Workshop	75100	1	workshop	20,000	20,000					20,000
Attachments	75100	4	visits	3,000		3,000	3,000	3,000	3,000	12,000
Review workshop	75100	1	workshop	42,000					42,000	42,000
Sub-total Ecosystem Analysis Activities Implemented by SPC					401,000	724,500	728,500	226,000	155,000	2,235,000
SPC Data processing/management	71400	5	years	30,000	30,000	30,000	30,000	30,000	30,000	150,000
SPC Project Support	75100				53,270	85,435	79,835	50,540	37,170	306,250

TOTAL BUDGET FOR SPC-IMPLEMENTED ACTIVITIES

844,270 1,335,935 1,250,335 802,540 598,170 4,831,250

Note: Budget for IUCN-implemented Ecosystem Analysis activities is not included, and will not be funded through SPC. The budget for IUCN-implemented activities will be covered by a separate Letter of Agreement between the FFA and IUCN.

DRAFT LETTER OF AGREEMENT

Letter of Agreement between the Pacific Islands Forum Fisheries Agency (FFA), and the International Union for the Conservation of Nature and Natural Resources (IUCN) Concerning the Implementation of the United Nations Development Programme/Global Environment Facility (UNDP/GEF) Pacific Islands Oceanic Fisheries Management Project (OFM Project).

Whereas the FFA is the Executing Agency for the OFM Project;

And whereas IUCN is a partner responsible for the implementation of certain activities in order to achieve certain outputs and contribute to the achievement of certain outcomes under the Project;

And whereas the FFA and IUCN agree to collaborate in the implementation of the OFM Project, with the effective starting date of **xxxxxx** and ending date of **xxxxxx**;

The Parties hereby agree that:

ARTICLE 1

General Duty

IUCN will implement seamount-related activities, in accordance with the Project Document and amendments thereto, within:

- a) the Ecosystem Analysis Sub-Component of the Scientific Assessment and Monitoring Enhancement Component, in coordination with SPC, to contribute to the achievement of the planned outcome of the Sub-Component, which is:

Enhanced understanding of the dynamics of the WTP warm pool pelagic ecosystem, with particular focus on trophic relationships; enhanced understanding of the ecology of seamounts, in particular their impacts on aggregation and movement of pelagic species and the fisheries impacts thereon; provision of ecosystem-based scientific advice to the Commission and to Pacific SIDS; enhanced information on the magnitude of by-catch in WCPO oceanic fisheries.

And;

- b) the Policy Reform Sub-Component of the Law, Policy and Institutional Reform, Realignment and Strengthening Component, in coordination with FFA, to contribute to the achievement of the planned outcome of the Sub-Component, which is:

Commission Secretariat and technical programmes established and conservation and management measures beginning to be adopted; national oceanic fisheries management plans, policies and strategies prepared, implemented and reviewed; adoption of a more integrated and cross-sectoral approach and, improved coordination between government departments (Fisheries, Environment, Development, Economy, etc); enhanced understanding by policy makers and enhanced national capacities in regional and national policy analysis for sustainable and responsible fisheries; enhanced stakeholder understanding of Commission and national policy issues, especially the private sector.

ARTICLE 2

Obligations of the FFA

The FFA will: -

- (i) communicate regularly with UNDP and other partners and provide timely information to IUCN on matters relating to the Project;
- (ii) upon receipt of financial quarterly reports and requests for advance, review and provide a consolidated report and request for advance for that quarter to UNDP by the 2nd week of each quarter;
- (iii) make payment to IUCN of the necessary funds, in accordance with the approved advance, to be executed in the 4th week of each quarter and make every endeavour to ensure IUCN is not placed in a position of deficit financing to support the activities it is responsible for under this Programme;
- (iv) facilitate the participation of IUCN in relevant Project activities, particularly any Project activities related to seamounts, including dissemination of of relevant seamount-related findings to relevant parties under the Coordination, Participation and Information Services Component, and in the work of the Regional Steering Committee;
- (v) provide copies of relevant UNDP formats and reporting requirements; and
- (vi) consult with IUCN on any Project revisions affecting seamount-related activities.

ARTICLE 3

Obligations of IUCN

IUCN shall undertake the activities set out below (taken from the Project Document) in such a manner as is necessary to achieve the specified outputs and contribute to achievement of the the targeted outcomes.

a) undertake:

Activity 1.3.2.4. Support national scientist participation in a benthic biodiversity survey.
and

participate in coordination with SPC in:

Activity 1.3.2.1. Hold Seamount Activity Planning and Review Workshops.
Activity 1.3.2.2. Describe seamounts and analyse historical fishing patterns around seamounts.
Activity 1.3.2.3. Collect data at sea at selected seamounts, including tagging, trophic sampling and analysis.

to contribute to achievement of the following planned output:

Output 1.3.2. Collection and analysis of information on seamounts in the WTP warm pool.

b) undertake:

- Activity 2.2.3.1. Undertake technical studies on management of oceanic fisheries around seamounts.
- Activity 2.2.3.2. Hold Workshops on seamount-related management options.
- Activity 2.2.3.3. Prepare proposals on seamount-related conservation and management measures.

To achieve the following output:

- Output 2.2.3. Identification of possible management options for seamounts, including compliance options.

IUCN will also:

- (a) contribute to relevant activities in the Coordination, Participation and Information Services Component;
- (b) through its best endeavours, and in recognition that delays may lead to disruption of the planned schedule for the disbursement of funds, provide financial quarterly reports and requests for advance in an agreed format to the FFA by the 5th of the month following the end of each quarter or shortly thereafter. Where activities have involved multiple funding sources, reports will describe such complementary or counterpart funding applied to activities related to this Programme;
- (c) on request, provide support for the preparation of Quarterly Progress Reports (QPR) to the FFA, of which should include the costs and details of consultants engaged by IUCN,
- (d) through its best endeavours, and in recognition that delays may lead to disruption of the planned schedule for the disbursement of funds, provide quarterly narrative reports on progress to achieve the proposed outputs, in an agreed format, to the FFA by the 5th of the month following the end of each quarter
- (e) participate in the work of the Regional Steering Committee;
- (f) ensure that the OFM Project is appropriately acknowledged in any reports produced with the assistance of staff supported under the Programme;
- (g) coordinate with SPC on those activities in which IUCN is involved in the Ecosystem Analysis Sub-Component of the Scientific Assessment and Monitoring Enhancement Component; and with the FFA on those activities in which IUCN is involved in the Policy Reform Sub-Component of the Law, Policy and Institutional Reform, Realignment and Strengthening Component
- (h) facilitate the participation of the FFA and SPC in seamount-related Project activities for which IUCN is responsible; and
- (i) communicate regularly with the FFA on matters relating to the Project and facilitate the work of the Project Coordination Unit.

ARTICLE 4

Exchange and Coordination of Information

The Parties will:

(a) bring to each other's attention any significant matters related to the Project if notification through the formal reporting process would not be sufficiently timely and establish an on-going dialogue on Programme-related issues; and

(b) ensure that the work of national personnel and consultants engaged under the Project will be well coordinated;

(c) co-operate, to the maximum extent possible, on the implementation of related International Waters Programme activities where there is scope for regional benefit. These activities may include co-operation in TRAIN:SEACOAST, IW:LEARN and the Global International Waters Assessment (GIWA), for example;

(d) direct communications to the following Focal Points:

For FFA:

Feleti.P.Teo
Director General
Pacific Islands Forum Fisheries Agency
P.O. Box 629 Honiara, Solomon Islands
Email: feleti.teo@ffa.int
Tel: (677) 21124
Fax: (677) 23995

For IUCN:

Scott Hajost
Executive Director,
IUCN USA Multilateral Office
International Union for Conservation of Nature and Natural Resources
1630 Connecticut Avenue NW, Third Floor
Washington, DC 20009
Email: shajost@iucn.org
Tel: ++ 1.202.387.4826
Fax: ++1.202.387.4823

with a copy to:

Carl Gustaf Lundin
Head, Marine Programme
International Union for Conservation of Nature and Natural Resources
Rue Mauverney 28
CH – 1196 Gland
Switzerland.
Email: carl.lundin@iucn.org
Tel. +41 22 999 0204
Fax: +41 22 999 0025

ARTICLE 5

Budgetary Matters

The budget attached represents the current financial commitment for activities to be implemented under this Project by IUCN. The budget for the activities to be implemented by IUCN may be revised by mutual agreement and an exchange of letters. Any such letters will form part of this Letter of Agreement.

IUCN will make its best efforts to achieve the level of incremental cost contribution estimated in the Project Document, and will report estimated incremental costs to the FFA annually.

IN WITNESS WHEREOF, THE PARTIES hereby agree to sign this **LETTER OF AGREEMENT** dated this day of2005

On behalf of the Forum Fisheries Agency	On behalf of the International Union for Conservation of Nature and Natural Resources
<hr/>	<hr/>
Mr Feleti Teo Director	Scott Hajost Executive Director, IUCN USA Multilateral Office
Date:	Date:
Witness:.....	Witness:.....
 <i>(print name underneath signature)</i>	 <i>(print name underneath signature)</i>

GEF GRANT BUDGET FOR ACTIVITIES TO BE IMPLEMENTED BY IUCN					
	Atlas No.	No.	Unit	Unit Cost	Total Cost
(US\$)					
Sub-Component 1.3 Ecosystem Analysis					
Short-term Consultants	71200	12	p/months	8,000	96,000
Cruise participation costs	74500	5	months	10,000	50,000
			lump		
Equipment for cruises	72200	1	sum	50,000	50,000
Activity coordinator	71400	12	p/months	5,000	60,000
Communications/awareness			lump		
materials	72400	1	sum	20,000	20,000
Coordination/Quality Assurance	71400	5	p/months	8,000	40,000
Sub-Total					316,000
Sub-Component 2.2 Policy Reform					
Short-term Consultants	71200	18	p/months	8,000	144,000
Travel	71600	10	p/trips	4,000	40,000
			lump		
Workshops	75100	2	sum	30,000	60,000
			lump		
Communications	72400	1	sum	10,000	10,000
Coordination & Quality Assurance	71200	5	p/months	8,000	40,000
Sub-Total					294,000
TOTAL BUDGET FOR IUCN-IMPLEMENTED ACTIVITIES					610,000

ATTACHMENT B

TERMS OF REFERENCE

Pacific Islands Oceanic Fisheries Management (OFM) Project

Background

The Global Environment Facility (GEF) is providing finance in a partnership with the United Nations Development Programme (UNDP) for the OFM Project to support Pacific Island Countries in the implementation of the Western and Central Pacific Fisheries Convention. The Project will be executed by the FFA in collaboration with SPC and IUCN. Personnel contracted to FFA will be based at the FFA Headquarters in Honiara, Solomon Islands, and personnel contracted to SPC will be based in the office of the SPC Oceanic Fisheries (OFP) Programme in Noumea, New Caledonia.

The goals of the OFM Project combine the interests of the global community in the conservation of a marine ecosystem covering a huge area of ocean, with those of some of the world's smallest nations. The project will help ensure the responsible and sustainable management of tuna and related species crucial for these nations' sustainable development. The Project is designed to address these goals through two major technical components, with a third support component as follows.

The Scientific Assessment and Monitoring Enhancement Component is aimed at providing improved scientific information and knowledge on the oceanic transboundary fish stocks and related ecosystem aspects of the Western Tropical Pacific Warm Pool Large Marine Ecosystem, and at strengthening the national capacities of Pacific Island countries in these areas.

The Law, Policy And Institutional Reform, Realignment & Strengthening Component is aimed at assisting Pacific Island Countries as they participate in the earliest stages of the work of the new Western and Central Pacific Fisheries Commission, and at the same time reform, realign and strengthen their national laws, policies, institutions and programmes relating to management of transboundary oceanic fisheries and protection of marine biodiversity.

The Coordination, Participation and Information Services Component is aimed at effective project management, complemented by mechanisms to increase participation and raise awareness of the conservation and management of oceanic resources and the oceanic environment.

The Forum Fisheries Agency (FFA) is a regional organisation with a staff of approximately 52, based in Honiara, Solomon Islands. It is responsible for assisting its 17 country and territory members to co-ordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the economic development of their tuna fishery resources. The total proposed Agency budget for 2005 is around US\$5 million.

The Secretariat of the Pacific Community (SPC) is a technical advice, assistance, training and research agency serving 22 Pacific Island countries and territories of Melanesia, Micronesia and Polynesia. SPC is an intergovernmental organisation. Based in Noumea, New Caledonia, its work covers a range of sectors including natural resources (agriculture, forestry, fisheries) and socio-economic programmes (culture, health, demography/statistics, women and youth). SPC currently has approximately 270 staff members and a total budget of XPF3.2 billion (approximately USD32 million). It is a bilingual organisation, with English and French as its official working languages. The Oceanic Fisheries Programme (OFP) of SPC will be responsible for implementing the Scientific Assessment and Monitoring Enhancement Component of the OFM.

Position Description

1. Project Coordinator

The Project Coordinator will be contracted to FFA and responsible for the overall management and supervision of the OFM project. The position holder will be responsible for the coordination of the day-to-day project activities, including supervision of the Project Coordination Unit (PCU) staff, reporting on staff activities and project progress, and external relations for the Project.

The Project Coordinator will be responsible for coordination with organisations involved in the implementation and execution of the Project including GEF, UNDP, FFA, SPC and IUCN. The position holder will have responsibility for coordinating liaison with the Regional Steering Committee, National Focal Points and National Consultative Committees over the annual work plan for the project, and with representatives of other relevant projects, programmes and stakeholder groups.

The Project Coordinator will report to the Director, Fisheries Management of FFA and the UNDP and will liaise closely with the UNDP Regional Technical Advisor for International Waters in Bangkok. The Project Coordinator will also liaise closely with the Director Corporate Services concerning the financial and budgetary responsibilities of the position.

In particular the Project Coordinator will:

- Manage the activities of the Project Coordination Unit (PCU), including its staff and budget,;
- Have general responsibility for the overall coordination, implementation and monitoring of project objectives and activities described in the work plan;
- Supervise all activities required for implementation of the objectives and specific activities of the OFM Project;
- Prepare the annual work plan of the programme, in a format consistent with FFA's budget, monitoring and evaluation procedures and Financial Regulations and UNDP's guidelines for National Execution (NEX);
- Consult and coordinate with the Regional Steering Committee, National Focal Points and National Consultative Committees;
- Act as the Secretary to the Regional Steering Committee;
- Facilitate liaison and networking between and among the 15 country participants, relevant regional organizations, other relevant organizations, non-governmental organizations, key stakeholders and other individuals involved in project implementation;
- Foster and establish links with other related South Pacific programmes and projects and, where appropriate, with other regional GEF International Waters projects, including IW:LEARN and TRAIN:SEA:COAST.
- Work closely with FFA, SPC, IUCN and other organisations involved in the execution of Project-related activities;
- Prepare and oversee the development of Terms of Reference for consultants and contractors;
- Coordinate and oversee the preparation of the substantive and operational reports for Project implementation;
- Collect and disseminate information on policy, economic, scientific, and technical issues related to Project implementation;
- Promote public awareness and participatory activities necessary for successful Project implementation;
- Provide support for the preparation of technical and feasibility studies;
- Implement and coordinate the monitoring and evaluation work plan;

- Prepare progress reports concerning project activities; and
- Participate and prepare project reviews (PIRs, PPER, and Tri-Partite Reviews).

Qualifications and Experience

Essential

The selected candidate is expected to have more than 5 years demonstrated successful experience in project management roles and will have:

- A tertiary qualification in a discipline relevant to environmental management and institution building (e.g., marine science, natural resources economics, environmental law);
- Experience in project management delivering multiple and complex projects simultaneously, on time, and within budget;
- Experience managing people, finance and budgets;
- Experience in the preparation of work programs, budgets and the provision of management and financial reports;
- Experience developing performance indicators, monitoring, evaluating and reporting on complex projects;
- Demonstrated diplomatic and negotiating skills;
- Demonstrable excellent English verbal and written communications skills, both at a technical level and in the preparation of information destined to the general public;
- Previous experience in the operational aspects of UN or similar donor funded projects with a focus on capacity building in developing countries,
- Previous experience in direct liaison with funding organizations such as the GEF;
- Experience in managing the work of consultants, work as part of an inter-disciplinary and/or multi-cultural team; and an
- Ability to live and work within Pacific island communities, and to travel extensively within the region as part of the position's duties

Desirable

Other desirable attributes are:

- Relevant post graduate qualifications;
- Familiarity and knowledge of participating countries and their languages;
- Familiarity with the goals and procedures of international organizations, in particular of the GEF implementing agencies (UNDP, UNEP, World Bank), and of FFA and other regional organizations in the Pacific.

Duty Station: FFA Headquarters, Honiara, Solomon Islands

Duration: An initial fixed-term contract of up to three years, with a performance related renewal for a further period in line with the five year project duration.

TERMS OF REFERENCE

Pacific Islands Oceanic Fisheries Management (OFM) Project

Background

The Global Environment Facility (GEF) is providing finance in a partnership with the United Nations Development Programme (UNDP) for the OFM Project to support Pacific Island Countries in the implementation of the Western and Central Pacific Fisheries Convention. The Project will be executed by the FFA in collaboration with SPC and IUCN. Personnel contracted to FFA will be based at the FFA Headquarters in Honiara, Solomon Islands, and personnel contracted to SPC will be based in the office of the SPC Oceanic Fisheries Programme (OFP) in Noumea, New Caledonia.

The goals of the OFM Project combine the interests of the global community in the conservation of a marine ecosystem covering a huge area of ocean, with those of some of the world's smallest nations. The project will help ensure the responsible and sustainable management of tuna and related species crucial for these nations' sustainable development. The Project is designed to address these goals through two major technical components, with a third support component as follows.

The Scientific Assessment and Monitoring Enhancement Component is aimed at providing improved scientific information and knowledge on the oceanic transboundary fish stocks and related ecosystem aspects of the Western Tropical Pacific Warm Pool Large Marine Ecosystem, and at strengthening the national capacities of Pacific Island countries in these areas.

The Law, Policy And Institutional Reform, Realignment & Strengthening Component is aimed at assisting Pacific Island Countries as they participate in the earliest stages of the work of the new Western and Central Pacific Fisheries Commission, and at the same time reform, realign and strengthen their national laws, policies, institutions and programmes relating to management of transboundary oceanic fisheries and protection of marine biodiversity.

The Coordination, Participation and Information Services Component is aimed at effective project management, complemented by mechanisms to increase participation and raise awareness of the conservation and management of oceanic resources and the oceanic environment.

The Forum Fisheries Agency (FFA) is a regional organisation with a staff of approximately 52, based in Honiara, Solomon Islands. It is responsible for assisting its 17 country and territory members to co-ordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the economic development of their tuna fishery resources. The total proposed Agency budget for 2005 is around US\$5 million.

The Secretariat of the Pacific Community (SPC) is a technical advice, assistance, training and research agency serving 22 Pacific Island countries and territories of Melanesia, Micronesia and Polynesia. SPC is an intergovernmental organisation. Based in Noumea, New Caledonia, its work covers a range of sectors including natural resources (agriculture, forestry, fisheries) and socio-economic programmes (culture, health, demography/statistics, women and youth). SPC currently has approximately 270 staff members and a total budget of XPF3.2 billion (approximately USD32 million). It is a bilingual organisation, with English and French as its official working languages. The Oceanic Fisheries Programme (OFP) of SPC will be responsible for implementing the Scientific Assessment and Monitoring Enhancement Component of the OFM.

Applications are now being called for positions within the Project Coordination Unit, at the FFA which has been established to deliver this project.

Position Description

Project Finance & Administration Officer

The Project Finance & Administration Officer will be responsible for the financial and administrative arrangements for the OFM Project within the framework of the UNDP and FFA financial regulations and administrative procedures. The Finance & Administration Officer will report to the Project Coordinator, will liaise and consult closely with UNDP Suva and with the FFA Finance and Accounting Manager in the Corporate Services Division, and other relevant FFA staff. Within the context of the FFA's organisation structure, to ensure smooth organization administration and to avoid overlap and duplication, the position's responsibilities in regard to finance and accounting will be under the oversight of the Finance and Accounting Manager, and with respect to administration and human resources, will be under the oversight of the Administration and Personnel Manager. In that respect, team work will be critical to the success of this role.

In particular, the Project Finance & Administration Officer will:

- Implement the UNDP and FFA administrative and financial regulations/procedures required for the proper and secure implementation of the OFM Project;
- Be responsible for inputting records and transactions that form part of the Agency's computerized general ledger accounts systems in respect of the OFM Project, in conformity with the financial regulations and procedures of UNDP and FFA, including;
 - checking and verifying requests for payment and purchase orders, and ascertaining whether sufficient funding is available, that requests are charged to correct budget lines, and that disbursements are in accordance with UNDP and FFA financial regulations and procedures;
 - preparing and verifying disbursements of OFM project funds to collaborating national and regional organisations;
 - checking and verifying accountable advances and incidental travel claim requests;
 - Preparing monthly Bank reconciliation and monthly Accounts Payable reconciliation;
 - Working closely with the FFA Finance team to ensure OFM accounts are regularly updated and maintained; and
 - Working closely with UNDP on budget revisions and the provision of project funds on a quarterly basis.
- Provide advice and assistance in relation to the management and administration of Project funds to OFM Project staff and to the staff of FFA, SPC and other organisations involved in OFM-funded activities;
- Prepare Project Financial Reports at required intervals and assist the Project Coordinator with ad hoc reports, as and when needed by UNDP, FFA, and the Project Coordinating Unit;
- Prepare relevant annual financial reports required for the auditing process;
- Liaise with auditors and provide assistance to ensure the timely completion of the annual audit;
- Assist the Project Coordinator with the establishment and operation of the PCU office with specific responsibility for:
 - Procurement and maintenance of office equipment and supplies;

- Efficient functioning of the PCU office services; and
 - Travel arrangements and the organization of meetings and workshops.
-
- Assist the Project Coordinator in preparing budgets, workplans, and financial and progress reports; and
 - Perform other relevant duties as required.

Qualifications and Experience

Essential

- A certificate level qualification in the areas of commerce, accounting, or business administration or similar (or equivalent professional accounting or finance qualifications and experience) ;
- Extensive experience in accounting or finance with practical experience in the use of computer based financial management systems;
- Sound English written and verbal communication skills and experience in preparing submissions and briefings for senior managers on relevant financial and administrative issues;
- Experience with computerized general ledger accounts systems including accounts payable and accounts receivable processing and the preparation of bank reconciliations;
- Excellent organizational skills including experience in procurement of office equipment and the preparation of travel plans/arrangements;
- Understanding of independent audit processes; and
- Capacity to work as part of a multidisciplinary team

Desirable

- Experience in establishing and implementing new systems and procedures relating to the provision of financial, managerial and administrative information;

Duty Station: FFA Headquarters, Honiara, Solomon Islands

Duration: An initial fixed-term contract of up to three years, with a performance related renewal for a further period in line with the five year project duration.

ATTACHMENT C

**Pacific Islands Oceanic Fisheries Management Project
(GEF/UNDP Project ID - PIMS 2992)**

INCEPTION WORKSHOP

31 August 2005

Suva, Fiji

SUMMARY RECORD OF PROCEEDINGS

1. The Inception Workshop for the Pacific Islands Oceanic Fisheries Management Project convened at Suva, Fiji on 31 August 2005. Representatives of the United Nations Development Programme (UNDP) and the South Pacific Forum Fisheries Agency (FFA) were present at the workshop. The list of participants is appended at **Attachment A**.

Opening of workshop

2. It was agreed that Dr. Jan McDonald of the UNDP Honiara sub-office would chair proceedings and she welcomed participants to Suva and the workshop.

Apologies

3. Apologies were made on behalf of the project co-executing partners, the Secretariat for the Pacific Community (SPC) and the International Union for Conservation of Nature and Natural Resources (IUCN) and the UNDP country offices of Samoa and Papua New Guinea.

Adoption of agenda

4. The Chair suggested that while flexibility could be applied to the order and timing of matters on the draft programme, certain topics needed to be addressed at specific times to allow for the attendance of the UNDP Fiji Regional Representative, Mr. Richard Dictus and other UNDP Fiji financial staff.

5. A copy of the agreed programme is appended at **Attachment B**.

Introduction and Purpose of the Workshop

6. An introduction to the workshop was made the FFA Executive Officer, Barbara Hanchard. It was explained that the key objective of the project Inception Workshop was twofold: to assist the project staff understand and take ownership of the project's goals and objectives; and to ensure that a draft Annual Work Plan (AWP) was consistent with the expected outcomes of the project.

7. It was also explained that the workshop offered an opportunity to introduce key project staff which would support the project implementation and to have the roles of the support services required of UNDP Fiji as the project Implementing Agency, and the Project Coordination Unit based at FFA, detailed. This would require presentations on UNDP and GEF reporting and financial formats and monitoring and evaluation requirements; including discussion on the Annual Project Implementation Reviews (PIRs), Multipartite Review meetings, annual reviews and audits and mid-term, final and post evaluations processes.

8. The workshop would also take the opportunity to explain the project governance, in particular the role of the Regional Steering Committee and discuss the development of the Inception Report, project requirement.

9. The FFA Project Design Consultant, Mr. Les Clark, undertook to brief SPC, IUCN and UNDP Samoa and UNDP Papua New Guinea on the outcomes of the Inception Workshop when he was next in-country.

Update on administrative/institutional arrangements

10. An brief overview of administrative and institutional arrangements, including the FFA institutional structure, in relation to the project was discussed. The workshop was advised that recruitment of positions for the Project Coordinating Unit had been delayed due to restructuring and job sizing requirements at FFA but were now ready to be advertised. The timing however meant that the positions would not be filled before the first meeting of the project Regional Steering Committee in early October. Technical project positions at SPC have already been advertised and their recruitment and activities are expected to commence in the fourth quarter of 2005.

Introduction to GEF/IW - Key GEF/IW Policies

11. Mr. Randall Purcell highlighted his role as the UNDP/GEF Technical Advisor to the project and explained that his position was to manage relations between the UNDP country office, UNDP/GEF and the executing agency.

12. On the matter of the Inception Report, Mr. Purcell described the report should contain. He explained that the Inception Report should serve to guide and assist the first meeting of the Regional Steering Committee and it should contain the following:

- A summary overview of the project;
- An brief overview of the risks identified by the STAP Review and the GEFSEC in the project document;
- An update on changes to activities;
- An update on changes to the budget;
- An overview of governance and administrative arrangements;
- It should set out a clear annual workplan (AWP) for the first year with indicators;
- A narrative summary of the projected activities for the coming year;
- An outline of what country beneficiaries can expect at in-country level activities and responsibilities; and
- A brief update of the progress of the Western and Central Pacific Fisheries Commission (WCPFC).

13. The workshop agreed that the issues outlined by Mr. Purcell should form the Inception Report which will presented to the Regional Steering Committee (RSC).

UNDP as the Implementing Agency

14. The role of UNDP as the project implementing agency is contained in Attachment 2 of the UNDP letters of delegation of authority which is appended to this report at **Attachment C** and the project document.

15. With regards to monitoring and evaluation an organisational chart of UNDP Suva, appended at **Attachment D**, shows the relationship with the UNDP Honiara sub-office with

regards to the division of responsibility for functions relating to the Pacific Oceanic Fisheries Management project.

16. UNDP Fiji Team Leader Development Services Unit and GEF Portfolio Manager Ms. Asenaca Ravuvu stated that the UNDP project finance and administration would be provided through the UNDP Honiara sub-office and that technical support to the project would be handled by a combination of UNDP Honiara, Suva, UNDP/GEF in Bangkok and on occasion UNDP New York.

17. Further clarification will be provided by UNDP of the process for streamlining feedback to enable FFA to rely on “sign-off from one officer.

The Pacific Islands OFM Project

18 Mr. Les Clark, principal expert in the design of the Pacific OFM project presented an overview of the project for which the UNDP Regional Representative, Mr. Richard Dictus was present. A copy of the presentation is appended at **Attachment E**.

19. The key issues outlined in the presentation included:

- A reminder that the Pacific Strategic Action Plan (SAP) remains the underlying guidance of all the International Waters work in the region, a copy of which will be made available to the workshop participants; and
- That the programming of national activities in the project will be a key task principally the promotion of national ownership of the project and stakeholder participation in the project activities including the involvement of the GEF Official Focal Points;

20. During the course of discussions advice and guidance was sought as to what GEF requires for additional status and pressure indicators and others since the current indicators relate to process. The UNDP/GEF Technical Advisor, Mr. Randall Purcell undertook to seek clarification and provide follow up.

Project Annual Work Plan (2005), Schedule of disbursements and ATLAS

21. UNDP indicated that the total project work plan (UNDP ATLAS Budget for Project) as it appears in the endorsed project document would be entered into UNDP’s accounting programme ATLAS after which a range of changes could be made in the first revision.

22. The revisions discussed and which will be made to the current draft AWP include:

- A revision to reflect actual six year timeframe, i.e. 4th quarter 2005 to 3rd quarter 2010;
- Changes to reflect the compression of the IUCN activities over five years to completion within a three time frame; and
- Specific reference recorded in the record of the first meeting of the Regional Steering Committee approving revisions to the AWP and budget will suffice as authority for budget revisions for UNDP purposes.

23. In further discussions UNDP advised that:

- audits consistent with their guidelines are required for all expenditure over USD100,000;
- signed financial reports need to be submitted to the UNDP Sub-office with two weeks at the end of each quarter;
- financial reports also serve as request for advances for the next quarter and must have a work plan attached; and

- at the first request for advance extra should be added to cover the two week lag into the next quarter.

24. The workshop considered general monitoring and evaluation requirements and their timing.

25. A template of the Annual Project Report (APR) will be provided to FFA by UNDP/GEF and clarify the role of the Regional Steering Committee (RSC) at the Multipartite Review (MPR).

Regional Steering Committee (draft agenda, determine National Focal point, draft TORs)

26. A presentation on the project RSC was made by the FFA Executive Officer, Barbara Hanchard. A copy of the presentation is appended at **Attachment F**.

27. In discussing the composition of the RSC, the workshop considered that the RSC would include the inclusion of environmental non governmental organisations (NGOs) and that there was merit in the involvement of the GEF NGO focal point based in Fiji, Mr. Rex Hanui.

28. The timing of the first meeting of the RSC (14 October) acting as the Multipartite Review, was considered appropriate in relation to the requirement to submit a Annual Project Implementation Review (PIR) and the Annual Project Report (APR) which will serve the same purpose. Typically the submission date for the PIR/APR is the 2 September for UNDP/GEF purposes after a full year of operation.

29. Drafts of the terms of reference (TORs) for the RSC and the agenda for the first meeting were tabled at the workshop. Revisions of these will be circulated for further comment by Barbara Hanchard.

30. Dr McDonald closed the workshop by thanking the participants for their attendance and contributions over the day. She considered that the discussions had been useful and would contribute greatly to the successful implementation of this significant project that would assist Pacific island beneficiaries achieve creditable efforts to conserve and management regional fisheries resources for global benefits.

ATTACHMENT A

List of Participants

United Nation Development Programme

Richard Dictus
Regional Representative
UNDP Fiji
Email: richard.dictus@undp.org

Asenaca Ravuvu
Team Leader Development Services Unit &
GEF Portfolio Manager
UNDP Fiji
Email: asenaca.ravuvu@undp.org

Dr. Jan McDonald
Manager, Environment Programme,
Solomon Islands.
UNDP Fiji - Honiara sub office
Email: jan.mcdonald@undp.org.sb

Alvin Chandra
Environment/GEF/Energy Associate
UNDP Fiji
Email: alvin.chandra@undp.org

Cecelia Pau'u
UNDP Account

Alice Lum
Finance Associate
UNDP Fiji

United Nations Development Programme/Global Environment Facility

Randall Purcell
GEF Regional Technical Advisor
Land Degradation and International Waters
Email: randall.purcell@undp.org

Forum Fisheries Agency

Barbara Hanchard
Executive Officer
Email: barbara.hanchard@ffa.int

Les Clark
Project Design Consultant
Email: les_g_clark@xtra.co.nz

David Rupokets
Finance and Administration Manager
Email: david.rupokets@ffa.int

ATTACHMENT B

**Pacific Islands Oceanic Fisheries Management Project
(GEF/UNDP Project ID - PIMS 2992)**

INCEPTION WORKSHOP

31 August 2005

Suva, Fiji

PROGRAMME

PACIFIC ISLANDS OFM PROJECT INCEPTION WORKSHOP PROGRAMME UNDP Suva, Fiji - 31 August 2005		
BACKGROUND		Led By:
0900	Opening	UNDP
0915	Introductions/Purpose	FFA
0930	Introduction to GEF/IW Key GEF/IW Policies	UNDP/GEF
1015	Morning Tea	
1030	UNDP as the Implementing Agency	UNDP Fiji
1115	The Pacific Islands OFM Project	FFA
1230	Lunch	
1330	Project Annual Work Plan (2005), Schedule of disbursements and ATLAS	FFA/UNDP
1430	Regional Steering Committee (draft agenda, determine National Focal point, draft TORs)	FFA
1500	Afternoon Tea	
1515	Review of Workshop Progress & Issues Arising	UNDP
1600	Round-Up & Inception Report	UNDP/FFA
1630	Close	

ATTACHMENT C



Attachment 2

PROJECT IMPLEMENTATION ACTIVITIES

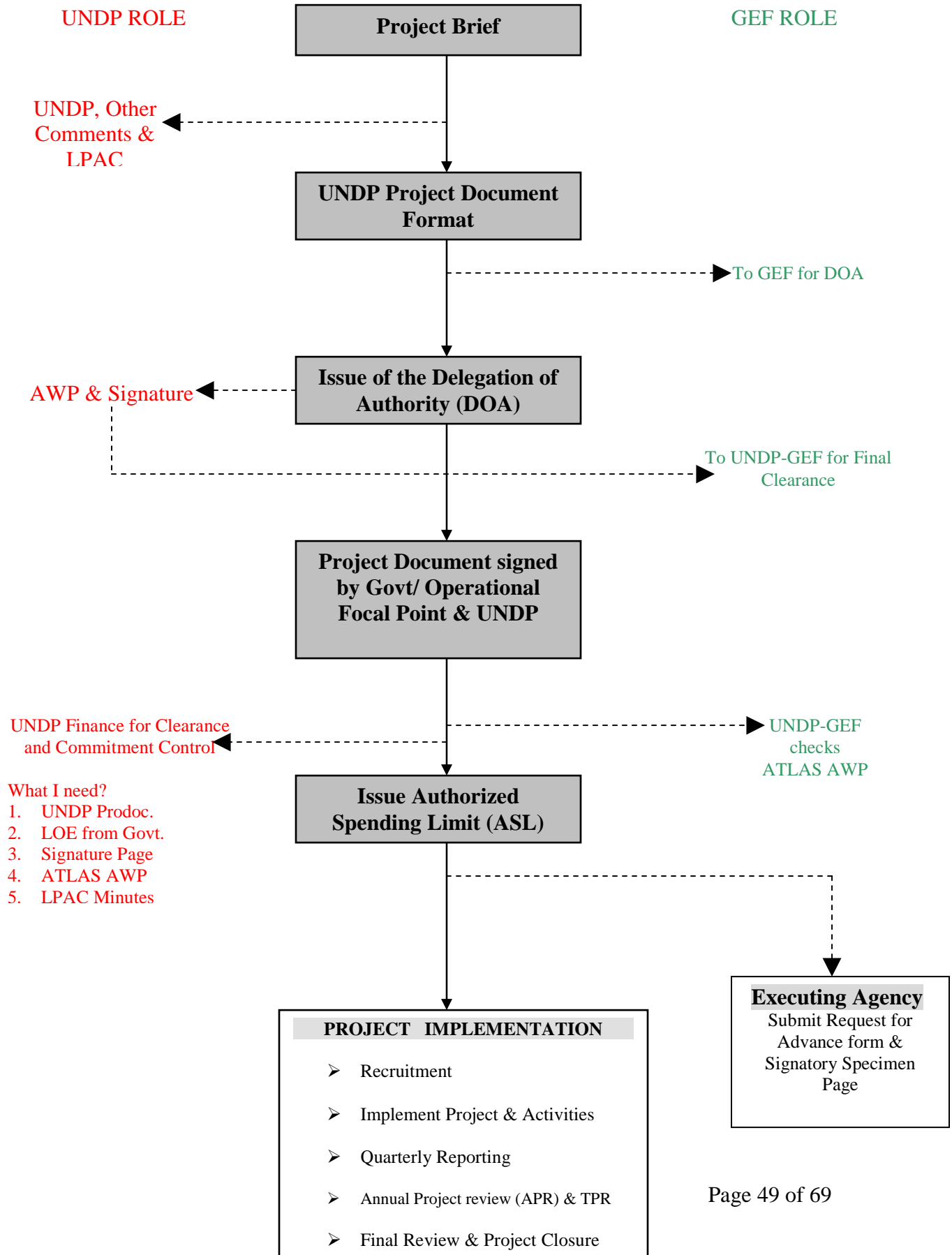
Unless otherwise stated, all implementation activities should comply with the UNDP Programming Manual and the UNDP/GEF Procedures

	Activity
Phase 1 : Development	<ul style="list-style-type: none"> Review, appraise & provide guidance on concept eligibility Defend concept eligibility Project formulation support Co-financing negotiations support Project Brief preparation support Defend eligibility of Project Brief Attend steering committee meetings Policy negotiations Commence negotiations with HQs on Project Support Services (tasks and reimbursement)
Phase 2 : Preparation	<ul style="list-style-type: none"> Project document formulation support Project document appraisal Project formulation support GEF approval (inc. responding to Council comments) UNDP approval Government approval (inc. negotiating revisions and obtaining signatures to Project document) Finalize agreement with HQs on Project Support Services (tasks and reimbursement)
Phase 3 : Implementation	<ul style="list-style-type: none"> ♦ Management Oversight Project launching Steering committee meetings Monitoring the implementation of the workplan and timetable Field Visits : Ensuring visits to the project at its site at least once a year; preparing and circulating reports no later than two weeks after the end of the visit. (Support fee payable on issuance of the report) Trouble shooting Project document revision Reviewing, editing, responding to reports Technical backstopping

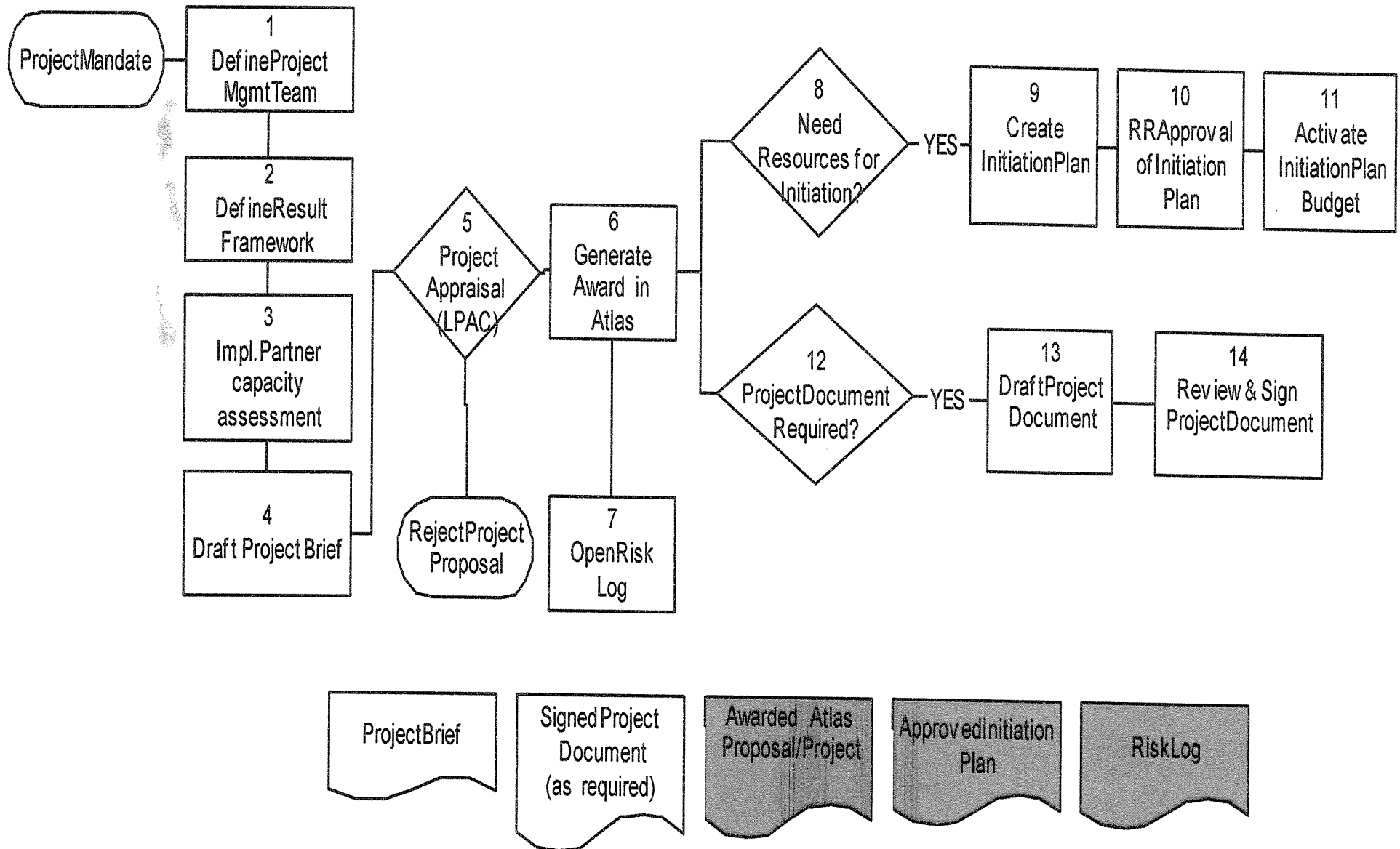


	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Operational completion activities : Determining when the project is operationally complete and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability
	<ul style="list-style-type: none"> ▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports)
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) no later than 30th April.
	<ul style="list-style-type: none"> ▪ Budget Revisions
	<ul style="list-style-type: none"> □ 1st. revision within two months of the signing of the project document to reflect the actual starting date and to enable the preparation of a realistic plan for the provision of inputs for the first full year.
	<ul style="list-style-type: none"> □ Annual revision approved by 10 June of each year to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year.
	<ul style="list-style-type: none"> ▪ Financial completion activities : Ensuring projects are financially completed not more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Phase IV : Evaluation	<ul style="list-style-type: none"> ▪ APRs : Ensuring its preparation & completion by the due date, two weeks before the TPR
	<ul style="list-style-type: none"> ▪ TPRs (Organizing the meeting, participating and ensuring that decisions are taken on important issues)
	<ul style="list-style-type: none"> ▪ PIRs (Ensuring its preparation & completion by the due date)
	<ul style="list-style-type: none"> ▪ Arranging independent evaluations (hiring personnel, mission planning)

UNDP-GEF STEP BY STEP PROJECT PROGRESS



UNDP PROJECT MANAGEMENT FLOWCHART



ATTACHMENT E

THE PACIFIC ISLANDS OFM PROJECT

Overview of the Project and its Inception

Strategic Action Programme of the Pacific Small Island Developing States (SAP)

Goal: Integrated sustainable development and management of International Waters

Priority Concerns: Degradation of water quality
Degradation of associated critical habitats
Unsustainable use of resources

Imminent Threats/ Proximate Root Causes Pollution from land-based activities
Modification of critical habitats
Unsustainable exploitation of resources

Ultimate Root: Causes Management deficiencies
a) governance
b) understanding

Solutions: Integrated Coastal and Watershed Management Oceanic Fisheries Management

The South Pacific SAP Project/IWP

2 main elements:

- Integrated Coastal and Watershed Management (ICWM)**
- Oceanic Fisheries Management (OFM)**

- The OFM Component was funded as a 3 year, \$3.5 million pilot programme, including
- Fisheries management activities**, implemented by FFA, including support for WCPF Convention participation,
- Scientific assessment and monitoring activities**, implemented by SPC,

Key Results of the IWP

- WCPF Convention completed and brought into force largely by Pacific Island Countries
- Pacific Island Countries participated effectively in the Conferences to negotiate the Convention and establish the WCPF Commission
- Gains in stock assessment
- Ecosystem analysis on the Western Tropical Pacific Warm Pool LME
- Improved logsheet, observer and port sampling programmes
- Tuna management plans completed for most countries
- Legal reforms to ratify the Convention in most countries

IWP Project Terminal Evaluation

Conclusions

- *the project has been good value for money*
- *“Stakeholders and beneficiaries agree that this was a good project.”*
- *Capacity building has been the most significant benefit of the OFM Project*
- *“the ProDoc fell short of expectations”*
- *“Both the original and the revised LogFrame Matrices, have created confusion”*
- *“Project design, ..., was weak,”*
- *“stakeholder involvement has been fairly weak in most aspects of the Project”*
- *The Evaluation Team does not believe that M&E has been used effectively as a management tool in directing the implementation of the OFM Component*
- *“The Evaluation Team sees the need for better understanding of GEF processes, objectives, procedures, etc, among current and prospective stakeholders.”*

Recommendations

• *UNDP/GEF accept that...the Project has been very successful in strengthening the institutional framework, the knowledge base and the stakeholders capacity for managing this unique tuna resource which is of global significance.*

• *UNDP/GEF confirm their support for a follow-up project as the best way of ensuring the sustainability of the benefits obtained from this Project.*

. *UNDP/GEF organize a GEF Workshop or series of workshops in the region, for GEF National Focal Points and others, to raise awareness and improved understanding of GEF processes, objectives, procedures and the GEF focus on global environmental benefits.*

• *That the prime benefit that should be targeted from the follow-up project is the framework, capacity and functioning of the proposed Tuna Commission ...*

• *That an equally important target of the follow-up project is the further building of capacity and capability of the Pacific Island region, at regional, government, private sector and community levels*

. *That the follow-up project places emphasis on the realignment, restructuring and strengthening of national fisheries laws, policies, institutions and programmes to take up the new opportunities that the Convention has created and discharge the new responsibilities that it requires.*

. *That fisheries management capacity at country level be enhanced for data collection and analysis, stock assessment, MCS and enforcement and the development and application of contemporary fisheries management tools, ...*

• *That Pacific Island countries that have adopted Tuna Management Plans and are having difficulties with implementation, be assisted to identify and address the barriers that are hindering implementation.*

. *That the regionally based pool of expertise provided by the FFA and SPC will remain a cost-effective means of underpinning the implementation of an effective fisheries management framework, for the foreseeable future.*

PROJECT DESIGN

- \$698,000 PDF Grant
- 2/3 design; 1/3 bridging
- Approved Feb 2004;
- Major Design Activities
 - Planning meeting
 - National Missions: 3 2-person teams to 5 countries each – needs assessment/stakeholder consultation/incremental cost analysis
 - Regional Synthesis Meeting
 - Project Structure Design
 - Project Design Workshop
 - Project Brief/ProDoc preparation
- Draft Project Brief/ProDoc completed October 2004
- Approved by February 2005 GEF Council Intersessional meeting
- Convention came in to force June 2004

MAJOR DESIGN ISSUES

- Increased national focus
- Stakeholder participation in activities
- National/regional execution
- The “cash cow” issue
- sustainability

PROJECT RATIONALE

- The Project will provide a contribution towards meeting the incremental costs of implementation by Pacific SIDS of the WCPF Convention, which is the first major regional application of the UN Fish Stocks Agreement
- Provides independent multilateral agency for support for PacSIDS in the WCPF process – UNDP/GEF comparative advantage
- support Pacific SIDS in making the necessary national legal, policy and institutional reforms for the implementation of the SAP and the WCPF Convention
- provide support to give effect to the adoption of the principles of the ecosystem approach
- will mobilise a major increase in resources for conservation and management from resource users
- The approach of the Project closely matches the GEF approach to IW Projects- SAP/transboundary concerns/ associated threats/root causes – sustainable institutional outcome
- contributes to achievement of IW Strategic Priorities - SIDS/LMEs
- response to WSSD JPOI call for actions to:
 - “Further implement sustainable fisheries management and improve financial returns from fisheries by supporting and strengthening relevant regional fisheries management organisations, such as ... the (WCPF) Convention”*

Baseline Scenario

- PacSIDS manage stocks in their waters independently, within a framework of cooperation between themselves at the regional level, executed through FFA and SPC
- relatively little cooperation with other states in the region

- PacSIDS national oceanic fisheries management functions continue to remain relatively poorly resourced
- some PacSIDS begin to apply limits to fishing within their waters but the effectiveness of these efforts is undermined by the lack of any coherent regional framework for those limits and by the knowledge that vessels limited from fishing in national waters can operate freely in the high seas without limits or other controls
- cooperation on a voluntary basis with states whose vessels operate on the high seas, achieves mixed results
- High seas fishing remains unregulated and largely unreported. Vessels operating from the high seas make illegal incursions into national waters, undermining national efforts at conservation and management.
- Lacking detailed comprehensive data, substantial uncertainty in stock assessment results weakens the basis for management action
- Lack of a legally-binding mechanism weakens the scope for effective conservation and management measures.
- Essential regional science and monitoring programmes remain funded on an ad hoc basis by donors increasingly uneasy about long-term use of development assistance monies for this purpose,
- There is no systematic progress in ecosystem analysis.

Alternative Scenario

- based on the implementation of the SAP and the WCPF Convention with GEF support
- key fishing states ratify
- The Commission begins operating based on Rules of Procedure and Regs adopted following the PrepCon
- Secretariat is appointed, headquarter facilities are established

Within 3 years:

- science and compliance programmes established
- these programmes include:
 - establishment of a register of authorised vessels;
 - vessel marking;
 - boarding and inspection on the high seas;
 - provision of catch and effort data and establishment of databases, and regional observer, vessel monitoring and port sampling programs.
 - End to unregulated fishing on the high seas
 - improvement in data and reduction in uncertainty associated with assessments of key stocks.
 - Advice on key stocks provided to the Commission.
 - core technical programmes of the Commission financed by financial contributions from Commission Members- user pays
 - ETC

PROJECT STRUCTURE

Goals

- Global environmental goal*
- Broad development goal*

Objectives

- Information and Knowledge objective*
- Governance objective*

3 Components – with Outcomes, Sub-Components, Outputs & Activities

- 1. Scientific Assessment and Monitoring Enhancement,*
- 2. Law, Policy and Institutional Reform, Realignment and Strengthening,*
- 3. Coordination, Participation and Information Services*

GOALS

Global environmental goal:

•*to achieve global environmental benefits by enhanced conservation and management of transboundary oceanic fishery resources in the Pacific Islands region and the protection of the biodiversity of the Western Tropical Pacific Warm Pool Large Marine Ecosystem.*

Broad development goal:

•*to assist the Pacific Island States to improve the contribution to their sustainable development from improved management of transboundary oceanic fishery resources and from the conservation of oceanic marine biodiversity generally.*

Objectives

The *Information and Knowledge* objective:

to improve understanding of the transboundary oceanic fish resources and related features of the Western and Central Pacific Warm Pool Large Marine Ecosystem.

The *Governance* objective:

to create new regional institutional arrangements and reform, realign and strengthen national arrangements for conservation and management of transboundary oceanic fishery resources.

•Scientific Assessment and Monitoring Enhancement (SPC with IUCN)

- 1.1 Fishery monitoring coordination and enhancement
- 1.2 Stock assessment
- 1.3 Ecosystem Analysis

2: Law, Policy and Institutional Reform, Realignment & Strengthening (FFA with IUCN)

- 2.1 Legal Reform
- 2.2 Policy Reform
- 2.3 Institutional Reform
- 2.4 Compliance Strengthening

3. Coordination, Participation and Information Services (FFA)

- 3.1 Information Strategy
- 3.2 Monitoring & Evaluation
- 3.3 Stakeholder participation & awareness raising
- 3.4 Project Management & Coordination

KEY EXECUTING AGENCIES

FFA:

- Overall execution
- Law, Policy, Institutional & Compliance activities
- PCU Host

SPC Oceanic Fisheries Programme (OFP)

- Fishery Monitoring & Scientific activities

World Conservation Union (IUCN)

- Some Seamount activities – science, legal & policy

An Environment NGO

- undertake co-financed awareness raising activities

An Industry NGO

- Support industry engagement in the WCPF process

INCEPTION ISSUES

- Recruitment
- Programming national activities
- Avoiding overhead buildup
- Project identity/developing country ownership
- Setting up the NGO co-financing arrangements
- Stakeholder participation in Project processes – workshops, steering committee etc
- Effective M & E
- Monitoring indicators
- GEF Focal Point involvement
- Logframe

BASIS FOR THE AWP

For 2005:

Component 1:

SPC recruitments (4) beginning national database & reporting template design; national fishery status report & scientific advice to PacSIDS; ecosystem monitoring programme design & ecosystem modelling development – IUCN seamount survey design

Component 2:

FFA recruitment; preparations for the 2nd Commission meeting, including meetings of regional compliance specialists and legal specialists

Component 3:

Establish the PCU, hold the RSC

For 2006,

Based on Year 1 from the ProDoc, adjusted for the 2005 start-up.

ATTACHMENT F

Pacific Islands Oceanic Fisheries Management Project (UNDP/GEF PIMS No. 2992)

REGIONAL STEERING COMMITTEE (RSC)

Discussion

- Overview of the role of the RSC
- RSC draft Terms of Reference
- Draft agenda for the first meeting of the RSC
- Establishing National Focal Points
- National Consultative Committee
- Project Coordinating Unit

Overview of the Regional Steering Committee (RSC)

- Consists of National focal points, IA, EA, Co-EAs, Co-funding partners, SPREP (key regional GEF partner)
- Observers could be: fisheries industry, environmental NGOs (int & reg), other donor agencies
 - agreed by consensus
- Chair: joint national representative (rotational), UNDP
- Meets annually, in conjunction with an existing regional fisheries meeting
- Function:
 - monitor project progress
 - coordinate and discuss project objectives & activities & progress of the Commission
 - provide strategic & policy guidance & review & approve the annual work plans & budgets (approve changes, amendments or additional activities recommended by the IW)
 - review & endorse all formal monitoring & evaluation reports & findings
 - provide regional forum for reviewing & resolving national concerns
 - regional forum for stakeholder participation
 - platform for new project related initiatives sourcing other donors
 - Serve as the project Multipartite Review.

Draft TORs for the RSC

- Approved by the Regional Steering Committee
 - Inception Workshop may like to consider the draft TORs
- Draft Agenda for 1st RSC
- a. Opening of Meeting
 - b. Apologies
 - c. Selection of the Chair
 - d. Adoption of Agenda
- Purpose and Objective of the meeting
 - Draft Terms of Reference for the Regional Steering Committee
 - Consideration of Observer Attendance at Annual Regional Steering Committee Meetings
 - Inception Workshop Outcomes:
 - Report of the Inception Workshop
 - Annual Work Plan and Budget

- National Level Project Management and Coordination
 - National Focal Point appointments
 - National Consultative Committees
- Other Matters
 - d. Next Meeting
 - e. Records of Proceeding
 - f. Close of the Meeting

National Focal Point (NFP)

- Each country will designate a NFP
- NFP establishes the NCC
- NFP sits on NCC & typically should act as the countries representative to the RSC
- Key point focal point for interaction with the PCU.

- GEF Focal Points – typically Environment or Ministries of Foreign Affairs
 - PDF (2x), Project Document & final endorsement being undertaken by UNDP (update)
- Development of Prodoc through broad consultative process (refer stakeholder lists for national Needs Assessment)

- Fisheries representatives
 - central in designing project (Project Design Workshop)
 - progress reports to FFC
 - negotiated & intimate knowledge of the WCPFC

National Consultative Committee (NCC)

- Senior policy representatives: Fisheries, Environment, Foreign Affairs, Police, Attorney General's, etc
- Meets at least once annually (before RSC)
- If an appropriate intersectoral national body already exists, this can be mandated to act as NCC

- Function:
 - endorse in-country project activities
 - monitor effectiveness of in-country activities
 - prepare workplans for project activities (based on needs assessments)
 - discuss project progress & implications at a national level
 - identify national concerns (activities & delivery)
- Ensure integrated coordination of activities (govt. departments responsible for fisheries & Commission relates issues)
- Voice for national NGOs
- Opportunity for govt reps & NGOs to update
- Ensure transparency of process & multisectorial participation

Project Coordination Unit (PCU)

- Situated at EA (FFA)
- PC, PFAO & FMA
- Facilitate regional coordination & collaboration

- Day to day project management
- Act as Secretariat to project & provide technical advice
- Organise facilities & admin requirements for regional workshops & meetings
- Administer disbursements of equipment & finance & recruitment of staff & consultants
- Directly accountable to the IA & RSC.

ATTACHMENT D

PROPOSED REVISED UNDP ATLAS BUDGET

GEF Outcome/Activity	Resp. Party	Source of Funds	ERP/ATLAS Budget Description	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Total (USD)
				2005	2006	2007	2008	2009	2010	
Outcome 1: Improved quality, compatibility and availability of scientific information and knowledge on the oceanic transboundary fish stocks and related ecosystem aspects of the WTP warm pool LME, with a particular focus on the ecology of seamounts in relation to pelagic fisheries; national capacities in oceanic fishery monitoring and assessment strengthened	FFA, SPC, IUCN	GEF	71200 Inter. Consultants	\$29,000	\$120,000	\$76,000	\$60,000	\$40,000	\$31,000	\$356,000
			71300 Local Consultants	\$20,000	\$110,000	\$140,000	\$110,000	\$80,000	\$40,000	\$500,000
			71400 Service Contract	\$117,500	\$530,000	\$500,000	\$470,000	\$395,000	\$197,500	\$2,210,000
			71600 Travel	\$17,250	\$166,000	\$124,000	\$110,000	\$69,000	\$69,750	\$556,000
			72100 Service Contr. Cmpy		\$207,500	\$315,000	\$157,500			\$680,000
			72200 Equipment & Furniture		\$80,000	\$120,000	\$50,000			\$250,000
			72400 Communications & AV		\$5,000	\$10,000	\$5,000			\$20,000
			72800 IT Equipment	\$14,000	\$4,000		\$6,000			\$24,000
			74500 Miscellaneous	\$11,218	\$184,418	\$90,555	\$159,238	\$38,780	\$67,043	\$551,250
			TOTAL	208,968	1,406,918	1,375,555	1,127,738	622,780	405,293	5,147,250
Outcome 2: The WCPFC established and beginning to function effectively; PICs taking a lead role in the functioning and management of the WCPFC and in the management of the fisheries and the globally-important LME; national laws, policies, institutions and programmes relating to management of transboundary oceanic fisheries reformed, realigned and strengthened	FFA	GEF	71200 Inter. Consultants	\$99,000	\$324,000	\$384,000	\$348,000	\$260,000	\$161,000	\$1,576,000
			71400 Service Contract	\$25,000	\$120,000	\$115,000	\$105,000	\$100,000	\$75,000	\$540,000
			71600 Travel	\$16,000	\$67,000	\$87,000	\$75,000	\$42,000	\$26,000	\$313,000
			72200 Equipment & Furniture		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
			72400 Communications & AV			\$2,000	\$8,000			\$10,000
			72800 IT Equipment	\$5,000						\$5,000
			73200 Premises Alterations		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
			74500 Miscellaneous	\$170,650	\$215,640	\$395,440	\$245,640	\$253,890	\$83,590	\$1,364,850
			TOTAL	315,650	741,640	998,440	796,640	670,890	360,590	3,883,850
Outcome 3: Effective project management at the national and	FFA and	GEF	71200 Inter. Consultants	\$1,500	\$13,000	\$13,000	\$63,000	\$13,000	(1)101,500	\$205,000
			71300 Local Consultants	\$5,000	\$20,000	\$20,000	\$20,000	\$20,000	\$15,000	\$100,000

GEF Outcome/Activity	Resp. Party	Source of Funds	ERP/ATLAS Budget Description	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Amount (USD)	Total (USD)
				2005	2006	2007	2008	2009	2010	
regional level; major governmental and non-governmental stakeholders participating in Project activities and consultative mechanisms at national and regional levels; information on the Project and the WCPF	PCU		71400 Service Contract	\$35,750	\$233,000	\$218,000	\$218,000	\$218,000	\$179,250	\$1,102,000
			71600 Travel	\$5,000	\$30,000	\$30,000	\$30,000	\$20,000	\$18,000	\$133,000
			72200 Equipment & Furniture	\$7,500	\$10,500	\$3,000				\$21,000
			72300 Materials and Goods		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000
			74500 Miscellaneous	\$49,308	\$61,610	\$84,110	\$60,650	\$53,775	(1)\$24,668	\$334,120
			TOTAL	104,058	372,110	372,110	395,650	328,775	(1)417,050	1,915,120
GRAND TOTAL				628,675	2,520,668	2,746,105	2,320,028	1,622,445	1,773,410 (1)	10,946,220

Note: (1) includes costs of a \$50,000 evaluation and \$3,500 associated project support` in Year 8.

ATTACHMENT E

ANNUAL WORKPLAN FOR 2005

Annual Workplan for 2005									
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount
1: Improved scientific information and knowledge on oceanic transboundary fish stocks and related ecosystem aspects of the WTP WP LME; this information being used to adopt and apply conservation and management measures; relevant national capacities strengthened, with Pacific SIDS meeting their responsibilities in monitoring and assessment.		Q1	Q2	Q3	Q4				
	Fishery Monitoring				X	SPC	GEF	71200 Intl Cnslt	\$5,000
						SPC	GEF	71300 Local Cnslt	\$20,000
						SPC	GEF	71400 Cntract Serv	\$25,000
						SPC	GEF	71600 Travel	\$4,500
						SPC	GEF	72800 InfoTechEq	\$3,000
						SPC	GEF	74500 MiscExp	\$0
	Stock Assessment				X	SPC	GEF	71200 Intl Cnslt	\$4,000
						SPC	GEF	71400 Cntract Serv	\$25,000
						SPC	GEF	71600 Travel	\$4,500
						SPC	GEF	72800 InfoTechEq	\$3,000
						SPC	GEF	74500 MiscExp	\$0
	Ecosystem Analysis				X	SPC	GEF	71300 Local Cnslt	\$0
						SPC	GEF	71400 Cntract Serv	\$50,000
						SPC	GEF	71600 Travel	\$8,250
						SPC	GEF	72100 Contr-Cmpy	\$0
						SPC	GEF	72200 Equip&Furn	\$0
						SPC	GEF	72800 InfoTechEq	\$8,000
						SPC	GEF	74500 MiscExp	\$0
						IUCN	GEF	71200 Intl Cnslt	\$20,000
						IUCN	GEF	71400 Cntract Serv	\$10,000
						IUCN	GEF	72200 Equip&Furn	\$0

Annual Workplan for 2005										
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount	
						IUCN	GEF	72400 Comm&AV	\$0	
						IUCN	GEF	74500 MiscExp	\$0	
	Project Support				X	SPC	GEF	71400 Cntract Serv	\$7,500	
						SPC	GEF	74500 MiscExp	\$11,218	
COMPONENT 1 TOTAL									\$208,968	
2. The WCPFC established and beginning to function effectively; Pac SIDS taking a lead role in the functioning and management of the Commission and in the related management of the fisheries and the LME; national laws, policies, relevant institutions and programmes reformed, realigned and strengthened; relevant national capacities strengthened.		Q1	Q2	Q3	Q4					
	Legal Reform				X	FFA	GEF	71200 Intl Cnslt	\$20,000	
							FFA	GEF	71600 Travel	\$3,000
							FFA	GEF	74500 MiscExp	\$70,000
	Policy				X	FFA	GEF	71200 Intl Cnslt	\$35,000	
							FFA	GEF	71400 Cntract Serv	\$25,000
							FFA	GEF	71600 Travel	\$10,000
							FFA	GEF	72200 Equip&Furn	\$0
							FFA	GEF	72800 InfoTechEq	\$5,000
							FFA	GEF	73200 PremAlter	\$0
							FFA	GEF	74500 MiscExp	\$10,000
							IUCN	GEF	71200 Intl Cnslt	\$0
							IUCN	GEF	71400 Cntract Serv	\$0
							IUCN	GEF	71600 Travel	\$0
							IUCN	GEF	72400 Comm&AV	\$0
							IUCN	GEF	74500 MiscExp	\$0
	Institutional Reform				X	FFA	GEF	71200 Intl Cnslt	\$24,000	
							FFA	GEF	74500 MiscExp	\$0
	Compliance Strengthening				X	FFA	GEF	71200 Intl Cnslt	\$20,000	
							FFA	GEF	71600 Travel	\$3,000
							FFA	GEF	74500 MiscExp	\$70,000

<i>Annual Workplan for 2005</i>									
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount
	Project					FFA	GEF	74500 MiscExp	\$20,650
COMPONENT 2 TOTAL									\$315,650
3. Effective project management at national and regional level; major governmental and NGO stakeholders participating in Project activities and consultative mechanisms at national and regional levels; information on the Project and the WCPF process contributing to increased awareness of oceanic fishery resource and ecosystem management; project evaluations reflecting successful and sustainable project objectives.	Information System					FFA	GEF	71200 Intl Cnslt	\$1,500
						FFA	GEF	72300 Matl&Goods	\$0
	Monitoring & Evaluation					FFA	GEF	71200 Intl Cnslt	\$0
						FFA	GEF	71400 Cntract Serv	\$2,000
						FFA	GEF	74500 MiscExp	\$0
	Stakeholder Participation					FFA	GEF	71400 Cntract Serv	\$0
	Proj. Mgmt & Coordination					FFA	GEF	71200 Local Cnslt	\$5,000
						FFA	GEF	71400 Cntract Serv	\$33,750
						FFA	GEF	71600 Travel	\$5,000
						FFA	GEF	72200 Equip&Furn	\$7,500
						FFA	GEF	74500 MiscExp	\$42,500
	Project Support					FFA	GEF	74500 MiscExp	\$6,808
COMPONENT 3 TOTAL									\$104,058
GRAND TOTAL									\$628,675

ANNUAL WORKPLAN FOR 2006

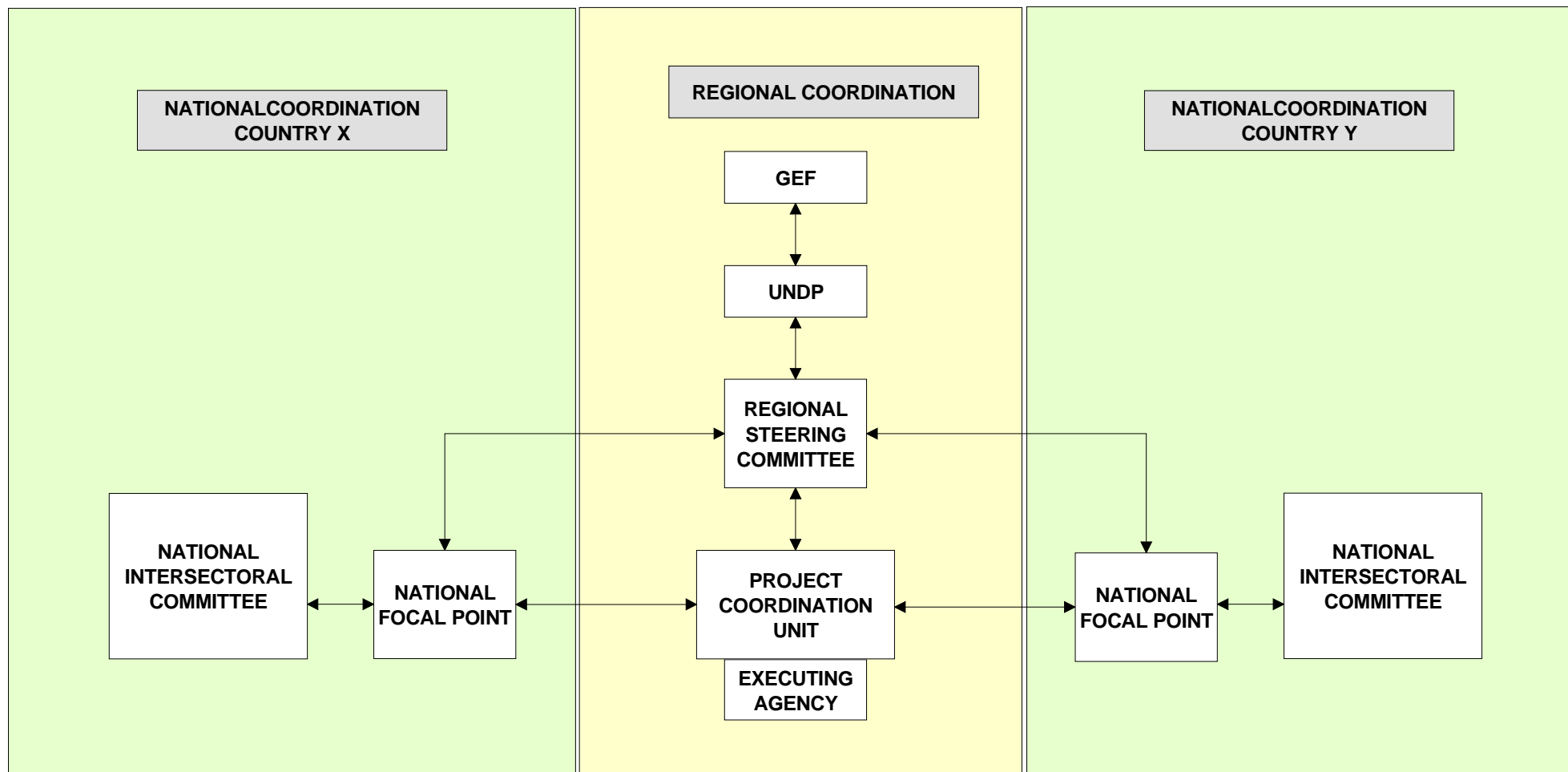
Annual Workplan for 2006									
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount
1: Improved scientific information and knowledge on oceanic transboundary fish stocks and related ecosystem aspects of the WTP WP LME; this information being used to adopt and apply conservation and management measures; relevant national capacities strengthened, with Pacific SIDS meeting their responsibilities in monitoring and assessment.		Q1	Q2	Q3	Q4				
	Fishery Monitoring		X		X	SPC	GEF	71200 Intl Cnslt	\$30,000
		X	X	X	X	SPC	GEF	71300 Local Cnslt	\$80,000
		X	X	X	X	SPC	GEF	71400 Cntract Serv	\$100,000
		X	X	X	X	SPC	GEF	71600 Travel	\$36,000
						SPC	GEF	72800 InfoTechEq	\$0
				X		SPC	GEF	74500 MiscExp	\$42,000
	Stock Assessment		X		X	SPC	GEF	71200 Intl Cnslt	\$30,000
		X	X	X	X	SPC	GEF	71400 Cntract Serv	\$100,000
		X	X	X	X	SPC	GEF	71600 Travel	\$36,000
						SPC	GEF	72800 InfoTechEq	\$0
					X	SPC	GEF	74500 MiscExp	\$42,000
	Ecosystem Analysis	X	X	X	X	SPC	GEF	71300 Local Cnslt	\$30,000
		X	X	X	X	SPC	GEF	71400 Cntract Serv	\$240,000
		X	X	X	X	SPC	GEF	71600 Travel	\$36,000
			X	X	X	SPC	GEF	72100 Contr-Cmpy	\$50,000
						SPC	GEF	72200 Equip&Furn	\$0
		X				SPC	GEF	72800 InfoTechEq	\$4,000
				X		SPC	GEF	74500 MiscExp	\$20,000
		X	X	X	X	IUCN	GEF	71200 Intl Cnslt	\$60,000
		X	X	X	X	IUCN	GEF	71400 Cntract Serv	\$60,000
			X	X		IUCN	GEF	72200 Equip&Furn	\$30,000
		X	X	X	X	IUCN	GEF	72400 Comm&AV	\$5,000

Annual Workplan for 2006										
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount	
			X	X	X	IUCN	GEF	74500 MiscExp	\$50,000	
	Project Support	X	X	X	X	SPC	GEF	71400 Cntract Serv	\$30,000	
		X	X	X	X	SPC	GEF	74500 MiscExp	\$61,320	
COMPONENT 1 TOTAL									\$1,172,320	
2. The WCPFC established and beginning to function effectively; Pac SIDS taking a lead role in the functioning and management of the Commission and in the related management of the fisheries and the LME; national laws, policies, relevant institutions and programmes reformed, realigned and strengthened; relevant national capacities strengthened.		Q1	Q2	Q3	Q4					
	Legal Reform	X	X	X	X	FFA	GEF	71200 Intl Cnslt	\$72,000	
				X		X	FFA	GEF	71600 Travel	\$9,000
		X			x		FFA	GEF	74500 MiscExp	\$20,000
	Policy Reform	X	X	X	X	FFA	GEF	71200 Intl Cnslt	\$100,000	
		X	X	X	X	FFA	GEF	71400 Cntract Serv	\$100,000	
		X	X	X	X	FFA	GEF	71600 Travel	\$45,000	
		X				FFA	GEF	72200 Equip&Furn	\$5,000	
						FFA	GEF	72800 InfoTechEq	\$0	
				X	X	FFA	GEF	73200 PremAlter	\$10,000	
		X	X	X	X	FFA	GEF	74500 MiscExp	\$40,000	
		X	X	X		X	IUCN	GEF	71200 Intl Cnslt	\$20,000
				X	X	X	IUCN	GEF	71400 Cntract Serv	\$20,000
				X			IUCN	GEF	71600 Travel	\$4,000
							IUCN	GEF	72400 Comm&AV	\$0
							IUCN	GEF	74500 MiscExp	\$0
	Institutional Reform	X	X	X	X	FFA	GEF	71200 Intl Cnslt	\$72,000	
			X		X	FFA	GEF	74500 MiscExp	\$20,000	
	Compliance Strengthening	X	X	X	X	FFA	GEF	71200 Intl Cnslt	\$60,000	
			X		X	FFA	GEF	71600 Travel	\$9,000	
			X	X	X	FFA	GEF	74500 MiscExp	\$90,000	
	Project	X	X	X	X	FFA	GEF	74500 MiscExp	\$45,640	

Annual Workplan for 2006									
OUTCOMES/Outputs	Key Activities	Timeframe				Resp. Party	Source of funds	Budget Code	Amount
	Support								
COMPONENT 2 TOTAL									\$741,640
3. Effective project management at national and regional level; major governmental and NGO stakeholders participating in Project activities and consultative mechanisms at national and regional levels; information on the Project and the WCPF process contributing to increased awareness of oceanic fishery resource and ecosystem management; project evaluations reflecting successful and sustainable project objectives.	Information System	X	X			FFA	GEF	71200 Intl Cnslt	\$3,000
		X	X	X	X	FFA	GEF	72300 Matl&Goods	\$4,000
	Monitoring & Evaluation	X	X		X	FFA	GEF	71200 Intl Cnslt	\$10,000
						FFA	GEF	71400 Cntract Serv	\$18,000
						FFA	GEF	74500 MiscExp	\$0
	Stakeholder/Partner		X	X	X	FFA	GEF	71400 Cntract Serv	\$80,000
	Proj. Mgmt & Coordination		X		X	FFA	GEF	71200 Local Cnslt	\$20,000
		X	X	X	X	FFA	GEF	71400 Cntract Serv	\$135,000
		X	X	X	X	FFA	GEF	71600 Travel	\$30,000
		X	X			FFA	GEF	72200 Equip&Furn	\$10,500
		X	X	X	X	FFA	GEF	74500 MiscExp	\$42,500
	Project Support	X	X	X	X	FFA	GEF	74500 MiscExp	\$19,110
COMPONENT 3 TOTAL									\$372,110
GRAND TOTAL									\$2,286,070

Pacific Islands OFM Project (PIM 2992)
PROJECT MANAGEMENT & COORDINATION
ARRANGEMENTS

ATTACHMENT F



ATTACHMENT G**INDICATIVE MONITORING AND EVALUATION WORKPLAN.**

Type of monitoring and evaluation activity	Responsible Parties	Time frame
Inception Workshop	<ul style="list-style-type: none"> • Project Coordinator • UNDP Country Office • UNDP GEF 	Within first four months of project start up
Inception Report	<ul style="list-style-type: none"> • Project Team • UNDP Country Office 	Immediately following the Inception Workshop
Baseline Studies to define and measure GEF IW Indicators	<ul style="list-style-type: none"> • Project Coordinator • Consultants as needed 	3 rd quarter of the Project
Measurement of Means of Verification for Project Purpose Indicators	<ul style="list-style-type: none"> • Project Coordinator will oversee the hiring of specific studies and institutions and delegate responsibilities to relevant team members. 	Start, mid and end of project
Measurement of Means of Verification for Project Progress and Performance (measured on an annual basis)	<ul style="list-style-type: none"> • Oversight by Project GEF Technical Advisor and Project Coordinator • Measurements by regional field officers and local IAs 	Annually prior to APR/PIR and to the definition of annual work plans
APR and PIR	<ul style="list-style-type: none"> • Project Team • UNDP Country Office • UNDP-GEF 	Annually
Steering Committee Meetings	<ul style="list-style-type: none"> • Project Coordinator • UNDP Country Office 	Following Project Inception Workshop and subsequently at least once a year
Periodic status reports	<ul style="list-style-type: none"> • Project team 	To be determined by Project team and UNDP Country Officer
Technical reports	<ul style="list-style-type: none"> • Project team • Hired consultants as needed 	To be determined by Project Team and UNDP Country Officer
Annual Evaluations	<ul style="list-style-type: none"> • Project team • External Consultants 	Early in 2 nd , 3 rd and 4 th years
Mid-term External Evaluation	<ul style="list-style-type: none"> • Project team • UNDP Country Office • UNDP-GEF Regional Coordinating Unit • External Consultants (i.e. evaluation team) 	At the mid-point of project implementation
Final External Evaluation	<ul style="list-style-type: none"> • Project team • UNDP Country Office • UNDP-GEF Regional Coordinating Unit • External Consultants (i.e. evaluation team) 	At the end of project implementation
Terminal Report	<ul style="list-style-type: none"> • Project team • UNDP Country Office • External Consultant 	At least one month before the end of the Project