International Waters: Learning Exchange and
Resource Network (IW:LEARN)

# Agenda for IW:LEARN Steering Committee Meeting
9am-5:30pm EDT, Wednesday, July 12 2006
At IW:LEARN, 1630 Connecticut Avenue NW, 3rd Floor (IUCN) Conference Room, 20009

**Meeting Objectives**
- *Provide SC information and updates on IW:LEARN's progress, outputs and plans.*
- *Obtain SC decisions and direction regarding various project implementation issues.*
- *Identify (and secure commitment for) follow-up actions by PCU, SC and IWTF.*

*Note: Numerical list of inputs (reference documents) are appended to this agenda & posted on SC homepage: http://www.iwlearn.net/groups/scom/scm/scmdocs (u: sc, p: st33r ) – please download (or print) these documents in advance for your reference.*

[08h45: Meet at IW:LEARN, then connect to Sean - IW:LEARN will call Sean Khan's office by 9am. If no go, then we'll use our teleconference call in line.]

[09h00]

**I. Preliminary Items** – appoint chair/timekeeper (PCU sugg. TH), review/adopt agenda [5 min]

**II. For SC Information – IW:LEARN progress, outputs and plans**

    A.  Accomplishments [18 min]

        1.  IW Bridges, June-July issue [Input 1], LME Governance Manual [Input 2] – ready for press [MHH, 5 min]

        2.  2nd Quarter 2006 Progress Report (backside of Input 1 w/details) [DMS, 3 min]

        3.  2006 Inter-Project Exchanges – Danube Products, M&E Summary [Input 3 and Activity B3 profile] [MHH, 10 min]

    B.  Plans [16 min]

        1.  "Coming soon" highlights for 2006-2007 [Input 4: Internal Calendar] [JRM, 4 min]

           o  Gender and Water Exhibit Tours update [1 min]

        2.  New agreements – InWent and WFC [5-6] – and expected outputs [MHH, 2 min]

        3.  IW Experience Notes update [Input 7: IWEN Tracker] [MHH, 5 min] *- if not fully addressed at yesterday's IWTF meeting.*

        4.  SEA Regional Learning Center re-alignment for demand-drive support, consultancy reports, PEMSEA Congress contributions [SAK, 5 min]

**III. SC Decisions**

*UNEP-IW:LEARN Budget Revision* [SAK, 5 min]
- SC approval of budget re-allocation [Input 2 from June 2 SC meeting], based on [Input 8:] Justification for UNEP-IW:LEARN Re-allocation [SAK, 5 min.]: "No objection?"

BREAK (at time chair permits) – *Please select your lunch choice from Zorba's Café menu…*

[9h55]

A. <u>Component A</u> [55 min.]

*Component A Project Web sites, linkages to iwlearn.net via IW-IMS*

- **Current direction and pace of Component A:** SC clarification of expectations re: progress (iwlearn.net, modules, helpdesk, workshops, Web assistance tracker, project Web sites for all projects [including "template"]) [SAK presents, SC responds, 20 min.]
- **iwlearn.net updating and quality control**: SC constructive criticism for <u>improving iwlearn.net</u> and its development, including inter-agency agreement regarding systematized approach to updating project info and maintaining quality control. [SAK, 20 min]
- **IW Modules**: SC clarification regarding expectations for developing iwlearn.net modules for Africa, groundwater; IW-IMS linkage to IW:LEARN-affiliated iwsea.org (Activity D1), watersee.net (Activity D2), etc. [SAK w/JRM, DMS, 5 min.]
- **Web Workshops**: SC feedback re: Dates, locations and project invitees for 2006 Web development workshop(s) [SAK, 5 min.]
- Establish next steps, action items for follow-up by PCU in Kenya and USA [SAK, 5min.]

B. <u>Component B Structured Learning</u> [70 min.]

**B1, Regional learning:**

*Activity B1.1 Caribbean multi-focal learning* [JRM w/SAK, 10 min.]
- *SC approval of MOU* [Input 9: CEP MOU]
- SC discussion of how to incorporate issues raised by Andrea Merla:
  - Responsibility placed on regional IA reps *vs.* projects, EAs, IAs, GEF TFs
  - Role for IWTF
  - Ensuring participation from other focal areas (projects and TFs)
  - Circulating GEFSEC docs on integration prior to events?
  - How to effectively involve OAS, IDB, and other key regional players?

[11h00]

**B2, Sub-sets of porfolio:** [DMS, 30 min]

- Balance E-Forum vs. Face-to-Face – SC discussion: Confirmation of refinement towards "f2f supported by e-forums," per [Input 10:] B2 Structured Learning Navigation Proposal
- B2.2: LME Economic Valuation workshop, Cape Town, Nov. 2006 [DMS, 5 min]: If demanded by projects, "No objection?"

**B3, Inter-Project Exchanges** [MHH, 30 min]

- SC "no objection" for new **inter-project exchange proposals** [Input 11]
- SC suggestions for potential exchanges (hosts or visitors, based on their needs &/or *IW Experiece Notes*?)

[12h00]

LUNCH upstairs at <u>Zorba's Café</u> (1612 20<sup>th</sup> St. NW), 10 meters to the right as you exit IUCN; where we will be joined by GETF's Monica Ellis, Jennifer Jones and Mindy Butner.

[14h00]

    C.   <u>Activity C2</u>: IW Conference in Cape Town [GETF, 60 minutes]
- SC determine location and dates for IWC4
- SC review and approve initial [Input 12:] IWC4 Agenda Framework
- SC confirm local partners, members for program committee, host committee...
- Set schedule for regular IWC4 program committee meetings
- Establish next steps, action items for follow-up by GETF, PCU, IWTF…

 [15h00]

    D.   <u>Activity E2</u>: Outreach and dissemination [20 min.]
- **Conference Side Events** (Assembly [JRM], GPA & PEMSEA [DMS])– clarify IW:LEARN, SC and IWTF roles in planning these side events and exhibits. [15 min.]
- **IW Bridges**: Brainstorm suggested topics for October issues [MHH, 5 min.]

    E.   <u>M&E</u>: Mid-Term Evaluator Terms of Reference [Input 13] – SC recommendations for TOR improvement/finalization [DMS, 20 min.]

BREAK

    F.   Based on topics III.B-D, establish next steps, action items for follow-up by PCU [DMS, 5min.]

[16h00]

## IV. SC Actions [30 min.]

- A. ADMIN: SC/IWTF vetting of [Input 14] Project Contacts info. [MHH, 3 min.]

- B2: Target 6 priority projects for W. Africa Economic Valuation w/s [JRM 5 min];

- B2: Discuss dissemination strategy ~ Communication for Results guidance, LME Governance Handbook, etc. [JRM 3 min]

- B4: Validation of [Input 15:] invitees for Montevideo (and any other?) public participation workshop; feedback on [Input 16:] ToC/Agenda for Montevideo workshop [DMS, 12 min]

- E2: How will IWTF vet IW Experience Notes for GEF Assembly? [DMS, 4 min]

- E2: Collect remaining comments on IW Bridges [MHH, 3 min.]

## V. Recap decisions and action items emerging from meeting [DMS, 5 min.]

**VI. Set date and time and tentative Agenda items\* for <u>next SC meeting</u>** (in Cape Town at GEF Assembly?) [JRM, 5 min.]

**VII. Was this agenda format more effective than previously?** *(How can we further improve?)*

[17h30 Adjurn]

19h00 Informal dinner (optional) at place near DuPont Circle (TBD).

---

### LIST OF INPUTS FOR THIS SC MEETING (References)

1) [E2]      IW Bridges, June-July issue (8 copies)
2) [B2]      LME Governance Manual (1 copy)
3) [B3]      Inter-Project Exchange Tracker (8)
4) [Admin]   IW:LEARN Internal Calendar (4)
5) [B1]      InWent TOR (1)
6) [B2]      WorldFish Center TOR (1)
7) [E2]      IW Experience Notes Tracker (1)
8) [Admin]   UNEP-IW:LEARN Budget Re-allocation Justification (to be provided by SAK)
9) [B1]      Caribbean Environment Program MOU (1 copy)
10) [B2]     Structured Learning Navigation Proposal (powerpoint presentation only)
11) [B3]     New Inter-Project Exchange Proposals (1)
12) [C2]     IW Conference Agenda Framework (8)
13) [M&E]    Mid-Term Evaluator TOR (8)
14) [E2]     Project Contacts Information spreadsheet (1)
15) [B4]     Montevideo Public Participation Workshop Invitees List (1)
16) [B4]     Public Participation Table of Contents/Agenda (5 copies)

---

\* **Tabled agenda items** for consideration at future face-to-face SC meeting:

- <u>Travel Planning and Coordination</u>: SC Approve criteria and decision making mechanism for funding allocations for IW:LEARN Outreach Events and Staff Travel, provide recommendations for travel cost coordination across sub-projects, if needed. [DMS, 10 min.]
- <u>Coordination w/Other Coordination w/Other Projects</u>: Internalizing learning costs in other projects (table to IWTF)
- <u>Review of Draft PIR</u> (pending UNDP release of PIR form)

---