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

**Action/Decision Items from IW:LEARN Steering Committee Meeting –
Teleconference
June 2, 2006**

The IW:LEARN Steering Committee (SC) held a virtual meeting on June 2nd, 2006. Envisioned completion dates are **bolded**. Actors responsible are underlined. Participants are listed at the end.

I. Administrative Issues

A. Coordination w/other projects

DECISION: IWTF to use 1% rule of thumb, previously accepted by SC & IWTF, for knowledge-sharing budget in all pipeline and future ProDocs; (adjust this according to actual costs identified above as well as justified exceptions, if needed)

1. DMS to provide IWTF with updated version of GEF Project Funds Guidance by **June 30**, including:

- List of service lines / BLs for projects: ~$10-20/yr
- IW Conference costs: sustainable operating costs for IWCs ($240k for conference coordination / 60 projects x 2 IWCs = $8k/proj.): add conference reg fee to project BLs, add exhibit booth rental + materials prep costs
- Partial funding for regional & global 'corporate' events (EASeas congress, GPA-IGR, GEF Assembly, etc.)
- Other core activities that IWL should develop project BL estimate for? (e.g., 3 IW:LEARN staffers & OH)

2. MHH to create spreadsheet of {project budget lines [rows] v. IWL service lines [cols]} for generic [UNDP] project budget to support updated version of "GEF Project Funds for Learning" document, by **June 28**

3. MHH to look in West African, SPREP, Dnipro, PEMSEA, Black Sea/Danube (any other?) ProDocs to identify at least one good practice example of project that has included these item/s in budget by **June 30**.

4. PCU to provide IWTF by **June 6** summary of IW:LEARN actions to date, status and plans for

- Item 1: GEF Assembly – IW:LEARN/project participation in GEF Assembly [JM]
- Item 2: Project and adoption of IW Experience Notes [MH]
- (Misc. Item: "GPA update" will be addressed via alternate email to SC [DS])

B. Budget Revisions and Expenditures

- 5. SK to fill librarian position by **July 15**.

6. <u>SK</u> to present details and justification for budget revision to SC at next SC meeting (week of July 10), clarifying tradeoffs, and posted to SC Web space by **June 28**.

7. <u>DS</u> will work with <u>SK</u> on other budget revision issues & jointly report to SC at July meeting.

DECISION: Move $5k from D3 to B3 and $15k from IWEN (E2) to B3 for Moldova mtg.

8. <u>DS/MH</u> to allocate $5k from D3 (IWRM Roundtables) and $15k from E2 (IW Experience Notes by Bank) towards Moldova workshop (in B3), annotated in current shadow budget (and posted to SC Web space) by **June 28**.

C. M&E

DECISION: SC approves this format for mid-term M&E reporting, pending any updates needed for annual PIR. Right direction in terms of original M&E in ProDoc and could be shared w/portfolio as good practice. TH happy to work with AH et al to help define truly catalytic impacts.

9. <u>DS</u> will add # of recommendations to LME workshop in .ppt by **June 28**.

10. <u>PCU (DS w/MH)</u> will fill-in as many remaining blanks as possible (e.g., co-finance), update progress vs. ProDoc (logframe-smiley table) and make smiley table more clear, by **August 30**, i.e., prior to mid-term evaluation

11. <u>PCU</u> will send other things not in ppt that IWL has, such as more specific monitoring of catalytic impacts by **August 30**.

12. <u>PCU</u> will provide results to SC as model for RAF reporting by **December SC meeting**.

13. <u>TH and AH</u> will work together to identify truly catalytic impacts (ongoing)

14. <u>AH</u> to cut and paste information on indicator development from PIR

15. <u>DS</u> will draft Midterm Evaluator TOR for SC review by **June 28** (including examination of Activity B2 e-forum/face-to-face mix (item IIB below) and lines of authority and accountability).

III. Activity-level Planning and Problem-Solving

A. Component A

DECISION: Agenda items (iwlearn.net updating and quality control and Web design workshops) items tabled to July face-to-face SC meeting.

B. Component B:

DECISION: <u>I</u>ncorporate Andrea's input into CEP TOR, get CEP to redraft 2-page info/intro note to describe proposed process, CEP should work through IWL to get SC review on revised intro note (and background doc for meeting, etc)

16. <u>JM</u> to confirm w/SK UNEP-IW:LEARN funds remaining for this activity (workshop and consultant) by **June 28**.

17. <u>JM</u> to provide SC with update based on CEP reaction to TOR for "no objection" review, by **June 30.**

DECISION: Need to examine and discuss the electronic forum issue among SC, look at in mid-term review.

18. PCU (DS) to prepare qualitative presentation to SC on what happened with e-fora, why, and what IWL proposes to do to more effectively meet projects learning needs hereafter, by **June 28**, for SC discussion at July SC meeting.

DECISION: At July SC meeting, SC to review and decide on proposal, along with opportunity for IW:LEARN to deliver LME economic valuation workshop in Cape Town in November.

19. DS and TH will coordinate Bank-IW:LEARN review of WorldFish Center Memo of Agreement, by **June 14**, to confirm that IBRD expectations met.

20. MH to present results and evaluations from Danube workshop (and manual) to SC at next f2f, week of **July 10**.

21. MH to prepare summary of evaluation forms and mission reports and circulate to SC prior to next meeting, by June 28

22. DS will make sure ELI is liaising with Deltamerica (IWRN) partners by June 30.

DECISION: SC approves IW Bridges contents for *2006-Q2 issue.*

23. MH will follow up with TH on her offer to help vet relevant articles "closer to the source" (Manuel Marino will help w/Nutrient Reduction article), by **June 15** (she's out June 12-14).

DECISION: We're on track to deliver several IWENs from each IA by GEF Assembly. (Note: UNEP and Bank prefer multi-project approach for a given theme, while UNDP favors 1 project on multiple themes – we'll accommodate both for now.)

24. DS w/MH will draft TORs for UNDP consultants (to write up at least 2-4 IWENs) and send to AH by **June 16**.

25. PCU will use IWENs as intake for various IW:LEARN workshops -- and, if appropriate, IWC4 -- in order to identify experiences for presentations and posters (ongoing)

26. MH may develop keyword index &/or topical hierarchy for browsing IWENs (**ongoing**)

27. JM will work with PCU and PALs to identify NGOs to contribute to GEF Assembly NGO partnership form, by **June 30**.

DECISION: IGR-2 proposal revision tabled to email follow-up (incorporating AD inputs too).

IV. Set date and time and tentative Agenda items* for next face-to-face SC meeting

DECISION: Next face-to-face SC meeting week of July 10 (not July 14).

28. DS will contact SK to determine which day is best for him that week, by **June 6**.

29. Based on SK response, **DS** will confirm date (tent. July 12) w/SC by **June 14**.

30. DS will request MX to have TH represent Bank at this SC meeting, while meeting with them in advance by **July 7**.

31. DS will organize a more functional agenda for July meeting (circulated 2 weeks prior, circa **June 28**), including: (a) agenda items grouped by process type {info, decision, action}, rather

than ProDoc component; (b) make clear SC action expected {"no objection," discussion/deliberation, etc.}; clarification of (c) time allotment for that item and (d) who is reporting out/leading discussion --- so that SC members can prepare accordingly.

Steering Committee Members Present	*Steering Committee Members Not Present*
GEF: Andrea Merla, Christian Severin	GEF: Al Duda
UNDP: Andrew Hudson	UNDP: Vladimir Mamaev
UNEP: Sean Khan	UNEP: Takehiro Nakamura
World Bank: Tracy Hart	UNOPS: Andrew Menz
	WBI: Mei Xie

Other Participants – IW:LEARN Project Coordinating Unit (PCU): Dann Sklarew, Janot Mendler, Mish Hamid