

**GUIDANCE FOR NATIONAL FOCAL POINTS (NFPs)**

*This issue of the IWCAM Bulletin provides guidance to National Focal Points (NFPs) in terms of their roles and responsibilities related to the IWCAM Project. Additional information or guidance can be found in the Project Document at [www.iwcam.org](http://www.iwcam.org) or by contacting the IWCAM Project Coordinating Unit.*

*Who is the IWCAM NFP?*

The IWCAM National Focal Point (NFP) is appointed by the government of each participating country and is the key focal point for interactions with the Project Co-ordination Unit (PCU). Current NFPs are:

- Antigua and Barbuda – Chief Environmental Officer, Environment Division, Government of Antigua and Barbuda (Diann Black-Layne)
- Bahamas – Bahamas Environment, Science and Technology Commission (Rochelle Newbold)
- Barbados – Manager of Engineering, Barbados Water Authority (John Mwansa)
- Cuba – Director, Center of Information, Management and Environmental Education (Mario Abo Balanza)
- Dominica – Director, Forestry, Wildlife and National Parks, Ministry of Agriculture (Eric Hypolite)
- Dominican Republic – Director of Environmental Quality, Sub-Secretary of Environmental Management, Secretary of State for Environment and Natural Resources (Juan Felipe Ditren)
- Grenada – Ministry of Finance and Planning (Jocelyn Paul)
- Haiti – To be determined
- Jamaica – Director, Strategic Planning, Policies, and Projects Division, National Environment and Planning Agency (Winsome Townsend)
- Saint Kitts and Nevis – Water Manager, Water Services Department (Cromwell Williams)
- Saint Lucia – Permanent Secretary, Ministry of Agriculture, Forestry, and Fisheries (Martin Satney)
- Saint Vincent and the Grenadines – Environmental Services Coordinator, Ministry of Health and Environment (Edmund Jackson)
- Trinidad and Tobago – Environmental Officer, Department of Natural Resources and the Environment, Tobago House of Assembly (Linford Beckles)

*What are the responsibilities of the NFP?*

The NFPs have a varied set of responsibilities under the IWCAM project. These include establishment of the National Intersectoral Committees (NICs), nomination of a technical specialist to serve on the Regional Technical Advisory Group (R-TAG), championing the IWRM planning process, serving as the Chair for the Demonstration Project Steering Committee (where applicable), and serving on the IWCAM Project Steering Committee (PSC). More information on each of these responsibilities is listed below:

*National Intersectoral Committees (NICs)*

The NFP is charged with the establishment of the IWCAM NIC and serving as its Chair. The NICs will be responsible for:

- Reviewing and promoting the implementation of project concepts and objectives (as defined by the PSC) at the national level
- Providing feedback to the PSC on project implementation at the national level
- Reflecting the technical advice and guidelines from the Regional R-TAGs in the development and adoption of national policy and legislation
- Undertaking or supporting the conduct of National Hot-spot Diagnostic Assessments
- Ensuring full stakeholder participation at the national level in national project implementation
- Ensuring full multisectoral cooperation and coordination within government departments

The NFP, in his/her role as NIC Chair, will represent the NIC and the National Government at meetings of the PSC. The NIC should be made up of key representatives of government, NGOs, and the private sector. For example:

- Relevant Ministries and Departments (e.g. Agriculture, Health, Environment, Fisheries, Tourism, Forestry, Planning, Finance)
- Related projects (e.g. national projects on land, water or coastal zone management)
- Environmental, Community Development, or Private

## IWCAM PROJECT COORDINATION UNIT

Sector Non-Governmental Organisations

- Civic Organisations (e.g. Chambers of Commerce, Rotary Clubs)
- Local Academic Institutions (e.g. UWI in Jamaica, Barbados, or Trinidad)
- Others

The NIC should meet at least semi-annually, or more often if necessary. Minutes from NIC meetings should be forwarded to the IWCAM PCU. Summaries prepared by NICs may be sent to the IWCAM PCU for inclusion on the IWCAM website.

### *Regional Technical Advisory Group (R-TAG)*

The project, through the PCU and following the approval of the PSC, will adopt a Regional Technical Advisory Group (R-TAG). The R-TAG will advise the PSC and the PCU on IWCAM technical issues within the region. Each country, through its NFP, will nominate a suitable technical representative to the R-TAG for adoption by the Steering Committee. This person should be a senior technical representative, wherever possible representing a sector which is related to that country's Demonstration Project or areas of principal IWCAM concern. Other R-TAG members will include the RPC (or his/her nominated representative for that meeting), and a representative from each of the two executing agencies based within the region.

The R-TAG will meet at least once a year and directly prior to the annual meetings of the PSC to enable technical recommendations to go forward immediately. Interim meetings can be called by the executing agencies or requested by the PSC membership to address urgent issues. The R-TAG will also operate as an Interim Body through a system of networking so that issues can be brought to the attention of the membership and discussed electronically as they arise.

The specific functions of the R-TAG include:

- Reviewing reports from the Demonstration Projects
- Reviewing all technical matters related to project objectives
- Addressing any increased or emerging technical concerns within the region pertinent to the participating countries and to IWCAM issues
- Providing technical guidance and recommendations to the PSC on project-related issues
- Reacting to any other requests from the PSC, PCUs or Executing Agencies requiring technical input and advice

### *IWRM Planning*

The IWCAM Project will be working with the 13 participating countries to help in the development of national integrated water resource management plans. These plans are developed through a cycle of vision, situational analysis, strategy choice, and IWRM planning. The NFP will be key in coordinating this process at the national level, with the input and assistance of the PCU

### *Demonstration Project*

In countries with demonstration projects, the NFP acts as the Chair of the Demonstration Project Steering Group (or Management Board). It is suggested that these meetings take place on a quarterly basis.

### *Steering Committee Meeting*

The Project Steering Committee (PSC) will meet annually to monitor progress in project execution, to provide strategic and policy guidance, and to review and approve annual work plans and budgets. The PSC will act as the main policy body overseeing the project execution. The PSC will make decisions on major issues such as the reviewing and endorsing of status reports from the demonstration projects, adoption of and revisions to the work plan or budget, and endorsement of the Regional Project Coordinator's/PCU's reports. The PSC is especially responsible for evaluation and monitoring of project outputs and achievements. The Committee will be chaired by a NFP (on a rotational basis) and will consist of NFPs from all participating countries, Demonstration Project Focal Points (as appropriate), representatives of the two GEF Implementing Agencies and representatives of the co-Executing Agencies based in the region (i.e. CEHI and UNEP-CAR/RCU). The CARICOM Secretariat, the GPA and OAS will participate as observers, and the Project Coordination Unit will provide the Secretariat to the Committee. The Steering Committee may decide, in its absolute discretion, to vary this membership through the addition of representatives from other Inter-Governmental Organizations, Non-Governmental Organizations, and the private sector, particularly significant co-financiers. Each NFP serves also as a representative of the NIC on the Steering Committee and has responsibility for reporting back to this group.

<b>IWCAM Demonstration Project Status Update (February 23, 2007)</b>	
<b>Memorandum of Agreement with UNOPS Signed</b>	
Antigua and Barbuda	Saint Kitts and Nevis
The Bahamas*	Saint Lucia
Jamaica	Trinidad and Tobago
<b>Project Management Unit Established</b>	
Antigua and Barbuda	Trinidad and Tobago
<b>Collaborating with Project Coordination Unit on IWCAM Workplan and Budget</b>	
Antigua and Barbuda	Trinidad and Tobago

\* The Bahamas has two Demonstration Projects.

For more information, contact:  
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