



**FIRST MEETING
OF THE
STEERING COMMITTEE**

Report of the Inception Meeting prepared by the WIO-LaB
Project Management Unit

Dar es Salaam, Tanzania, 21 April 2005

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TABLE OF CONTENTS

1	OPENING OF THE MEETING	1
1.1	INTRODUCTION OF THE STEERING COMMITTEE MEMBERS	1
1.2	WELCOME ADDRESS	1
2	CONSIDERATION OF THE TERMS OF REFERENCE OF THE STEERING COMMITTEE	2
3	ORGANIZATION OF THE MEETING	4
4	ADOPTION OF THE AGENDA	4
5	PROJECT IMPLEMENTATION AND COORDINATION ARRANGEMENTS	4
5.1	REPORT OF THE UNEP-GEF WIO-LAB PROJECT OFFICE ON THE ESTABLISHMENT AND FUNCTIONING OF THE PROJECT OFFICE.	4
5.2	DISCUSSIONS ON THE REGIONAL AND NATIONAL MANAGEMENT FRAMEWORK FOR THE EXECUTION OF THE UNEP-GEF WIO-LAB PROJECT.	6
5.3	REPORTS OF THE UNEP-GEF WIO-LAB TASK FORCES	11
5.4	DISCUSSIONS AND ADOPTION OF THE PROJECT WORK PLAN	11
5.5	ARRANGEMENT FOR SELECTION AND IMPLEMENTATION OF DEMONSTRATION PROJECTS.	13
5.6	SUSTAINABILITY OF ENVIRONMENTAL BENEFITS FROM THE PROJECT	14
6	FINANCIAL ARRANGEMENTS AND BUDGETARY ALLOCATIONS	15
6.1	BUDGETARY ALLOCATION BY PROJECT COMPONENTS	15
6.2	CO-FINANCING BY PARTICIPATING GOVERNMENTS (2005-2209).	16
7	ADMINISTRATIVE MATTERS	17
8	ADOPTION OF THE DRAFT CONCLUSIONS AND RECOMMENDATIONS OF THE STEERING COMMITTEE	18
9	ANY OTHER BUSINESS	18
10	CLOSURE OF MEETING	18

ANNEXES

- ANNEX 1 LIST OF PARTICIPANTS**
- ANNEX 2 LIST OF DOCUMENTS DISTRIBUTED DURING THE MEETING**
- ANNEX 3 AGENDA**
- ANNEX 4 TERMS OF REFERENCE FOR THE UNEP/GEF WIO-LAB PROJECT STEERING COMMITTEE**
- ANNEX 5 TERMS OF REFERENCES FOR THE UNEP-GEF WIO-LAB PROJECT MANAGEMENT UNIT**
- ANNEX 5 ORGANOGRAMME FOR THE PROJECT COORDINATION AND IMPLEMENTATION STRUCTURE**
- ANNEX 7 TERMS OF REFERENCE OF THE NATIONAL FOCAL POINTS AND THE NATIONAL INTER-MINISTERIAL COMMITTEE**
- ANNEX 8 DECISIONS OF THE 1ST PROJECT STEERING COMMITTEE MEETING OF THE WIO LAB PROJECT (21ST APRIL 2005)**



1 OPENING OF THE MEETING

1.1 Introduction of the Steering Committee members

The Chair of the Bureau for the Nairobi Convention, Ms. Adrianarivo, called the meeting to order at 9.35 am on Thursday 23rd April 2005. The Chairperson requested Members of the Steering Committee to introduce themselves and thereafter there followed a 'tour de table' during which all members introduced themselves. The list of participants is attached as Annex 1 to this report. Ms. Adrianarivo also brought to the attention of the Committee various documents of the meeting prepared by the WIO-LaB Project Coordinating Unit.

Ms. Adrianarivo requested Dr. Scheren, the WIO-LaB Project Manager to make a statement on the Steering committee. Dr. Scheren briefed the Committee on the other meetings of the project, namely the Municipal Wastewater (MWW) and Physical Alteration and Destruction of Habitats (PADH) Task Forces meetings that preceded the steering Committee meeting and in which most of the members of the Steering Committee participated. He informed the Committee that the official opening of the two Task Force meetings was done on Tuesday 20th April 2005 by the Director of the City of Dar es Salaam, Mr. Wilson Mukama on behalf of the Mayor of the City of Dar es Salaam. Dr. Scheren also briefed the committee on the purpose of the meeting.

1.2 Welcome address

Dr. Cees van de Guchte on behalf of the Executive Director of UNEP and Coordinator the UNEP/GPA and the head of the Regional Seas Programme, Ms. Veerle Vandeweerd, informed the Committee that UNEP/GPA was pleased to be in the meeting and that GPA had looked forward to the commencement of the WIO-LaB Project. He thanked the City of Dar es Salaam and the Government of Tanzania in particular for agreeing to host the meeting in Tanzania.

Dr. Van de Guchte noted that by focusing on key sectors such Tourism, Mining, Pollution, Harbor activities, assessment, etc the project will address issues that affect lives of people. He noted that GPA works jointly with other stakeholders in order to mitigate the possible impacts of such Land Based Activities. He also noted that the project may also deal with issues that may help to reduce poverty since there is a good connection between poverty and environment. He noted that the project is an ambitious one with equally ambitious secretariat and other partners and on behalf of UNEP, expressed confidence that the project will be successfully implemented in the region.

Mr. Dixon Waruinge, the Programme Officer responsible for the Nairobi Convention, on behalf of the Executive Director of the United Nations Environment Programme (UNEP) and the Coordinator of UNEP/GPA Coordinator, Ms. Veerle Vanderweed, briefed the Committee on the genesis of the WIO-LaB Project and the role played by the Nairobi Convention and the Institute of Marine Sciences (IMS), Zanzibar in the finalization of work on the preliminary TDA/SAP. He informed the committee that the project brief was endorsed by six countries that participated in the Conference of Parties for the Nairobi Convention in Mauritius in 2002.

Mr. Waruinge noted that although the project concept was prepared in 2002 and was endorsed by the Nairobi Convention and national Focal Points, there was a delay in its implementation after it was realized that it was necessary to bring onboard the NEPAD African process as well as the recommendations of the intergovernmental meeting of GPA. Through GPA, the project secured a large co-financing from the Norwegian Government.

Mr. Waruinge also reported that WIO-LaB Project Office was installed within the Nairobi Convention Secretariat in the period between June and December 2004. He reaffirmed the commitment of the Secretariat of the Nairobi Convention in ensuring that the project delivers to the countries and that all countries have a role to play in its implementation. He noted that the project has the potential of making institutions in the region to be some of the strongest in the Eastern Africa region. He observed that institutions in the region will support the focal points and various Task Forces that will be established within the auspices of the WIO-LaB Project.

The Minister of Environment of the United Republic of Tanzania on behalf of the Minister of Environment in the Vice Presidents Office, and the Government of the United Republic of Tanzania, welcomed the participants to Tanzania and thanked UNEP for accepting to host the meeting in Dar es Salaam, Tanzania. In his speech, the Minister recognized the importance of coastal ecosystems and various economic uses of the coastline. He observed that the degradation of coastal marshes such as mangroves has been caused by both natural and anthropogenic factors especially land based activities. He noted that the discharge of sewage and associated pollutants and oil spills is responsible for degradation of the environment and the effect of this include reduced fish catches, eutrophication, diseases, etc. He noted that the main sources of pollution to be the discharge of sewage although the magnitudes vary from country to country. He also noted the importance of the marine/coastal environment and recognized the role of the Nairobi Convention in the protection, development and management of marine and coastal environment in Eastern Africa. He observed that WIO-LaB Project would undertake a number of important activities in the region.

2 CONSIDERATION OF THE TERMS OF REFERENCE OF THE STEERING COMMITTEE

The Chair of the Bureau for the Nairobi Convention Ms. Adrianarivo introduced the agenda item referring the members to document UNEP/GEF/WIO-LaB/PSC.1/5 and requested the WIO-LaB Project Manager Dr. Scheren to present the terms of reference to the Committee.

Dr. Scheren presented the TOR including the process of selecting officers as well as role of the Steering Committee. Following the presentation of the Terms of Reference, the Chair invited members of the Committee to make their proposals.

Mr. Ali Mohammed, the Focal Point for Kenya proposed that the New Partnership for Africa's Development (NEPAD) be incorporated as a member of the WIO-LaB Project Steering Committee. Dr. Magnus Ngoile, the Focal Point for Tanzania requested for clarification on the criteria that will be used to select Non-Governmental Organizations (NGOs) to be members of the Committee.

Dr. Scheren responding to those questions noted that NGOs membership is envisaged in the Project Steering Committee and several NGOs such as WIOMSA, WWF, IUCN were invited to participate in the meeting. He however noted that invitation of NGOs to participate in the Steering Committee meetings would be on the basis of as when required particularly for important partners at both international and national level.

Dr. Ngoile recalled that the meeting of the Focal Points for the Nairobi Convention that was held in Mauritius decided that NGOs will be considered as part of the Nairobi Convention. He requested for clarification on how the WIO-LaB Project will deal with civil societies membership. Mr. Waruinge suggested that there is no need of setting new selection criteria for participation on non-Governmental Organizations and suggested that door should be open

for new members. He suggested that relevant NGOs should be invited depending on the areas of specialization and actions on the ground.

Mr. David La Roche noted that WIO-LaB Project is part of a larger GEF Projects and various ways of ensuring coordination among other GEF Funded projects need to be developed. He noted that UNDP WIO-MEP Project has invited other agencies to be members of its Steering Committee. Mr. Ali Mohammed agreed that the main GEF Partners should be invited to be members of the WIO-LaB Project Steering Committee and suggested that their membership could also be included in the international partners category of membership to the steering committee. There was a general consensus among the Steering Committee members that GEF Funded projects, namely SWIOFP and WIO-MEP should be invited as members of the WIO-LaB Project Steering Committee.

Dr. Amani Ngusaru, the Coordinator of WWF-EAME requested for clarification on the responsibility of the Secretary of the WIO-LaB Project Steering Committee. He observed that the role of the Secretary of the Steering Committee is also undertaken by the Rapporteur. Dr. Scheren clarified the differences between the two.

Mr. Muwevho, the Focal Point for South Africa requested for clarification on the mode of convening the Project Steering Committee meeting on annual basis and whether the Chairman and the Rapporteur of the meeting will be elected on annual basis during the PSC meeting. Dr. Scheren clarified on this matter noting that the office bearers will be elected during each of the Steering Committee meetings.

Ms. Thomsen, the representative of Norway noted that the agenda items could be many if the Steering Committee is convened on annual basis and it would be important if the committee considers what will be feasible. Mr. Phillip van Waechter of UNOPS noted that it may be necessary to create an e-mail based network so that decisions can be made by the Committee without waiting for the next Steering Committee meeting.

Dr. Scheren clarified on the co-financing role of the Steering Committee and noted that countries have entered into obligations with the project and will be required to provide a report of co-financing on annual basis. These reports will be discussed in the Steering Committee. Mr. Muwevho requested for clarification as to whether contributions made by countries under the auspices of the Nairobi Convention will also be considered as part of co-financing by the participating countries. Dr. Scheren noted that the issue of co-financing will be discussed in detail in another agenda item yet to be discussed and requested Mr. Muwevho to bring the same issue during deliberations of a specific agenda item dealing with the co-financing.

Mr. Muwevho requested further clarification on whether UNOPS and UNEP through the WIO-LaB Project could support other activities that will be undertaken by participating countries such as organizing local stakeholders meetings. He reported that South Africa recently organized a stakeholders meeting in South Africa which was financed by the budget of his Department. He noted that the running cost of such meetings could be taken onboard by the WIO-LaB Project since the Departments in participating countries may not have adequate resources to support such activities although they are relevant to the mandates of the WIO-LaB Project. He also suggested the need to distinguish between activity based work and non-activity based work that can be supported by the Nairobi Convention.

Ms. Thomsen, the representative of Norway noted that the WIO-LaB Project PADH and MWW Task Forces meetings that preceded the Steering Committee meeting made several recommendations on the implementation of fast track demonstration projects and requested for clarification as to whether the mandate to approve those recommendations was included in the Terms of Reference of the Steering Committee.

The WIO-LaB Project Manager, Dr. Scheren noted that the Steering Committee will be requested to review the annual work plan of the Task Forces and that the recommendations made by the Municipal Wastewater (MWW) and Physical Alteration and Destruction of Habitats (PADH) Task Forces will be presented to the Steering Committee for endorsement. He noted the need for the Terms of Reference of the Steering Committee to be amended to reflect this suggestion.

Following extensive deliberations on the Terms of References of the Project Steering Committee, the WIO-LaB Project Steering Committee approved them with amendments, as presented in Annex 4.

3 ORGANIZATION OF THE MEETING

Ms. Adrianarivo, the Chair of the Bureau of the Nairobi Convention introduced the above agenda item on the organization of the meeting and proposed members of the Steering Committee to propose names for the post of Chairman and Rapporteur.

The delegate of Kenya proposed South Africa. However, the South African representative declined the nomination and proposed Madagascar as chair of the meeting. The representative of IUCN, Ms. Samoilys supported the nomination of Madagascar. Ms. Adrianarivo, the national Focal Point for Madagascar agreed to be the chair of the Steering Committee.

For the post of Rapporteur, Mauritius proposed Seychelles. This proposal was supported by South Africa. The representative of Seychelles, Mr. Flavien Joubert agreed to this nomination.

4 ADOPTION OF THE AGENDA

The Chairperson of the Steering Committee, Ms. Adrianarivo introduced the above agenda item and referred members to the provisional agenda prepared by the WIO-LaB Project Secretariat. She requested members of the Committee to suggest necessary amendments to the provisional agenda.

The Committee considered and accepted the draft agenda prepared by the WIO-LaB Project Secretariat as presented as Annex 2 to this report.

5 PROJECT IMPLEMENTATION AND COORDINATION ARRANGEMENTS

5.1 Report of the UNEP-GEF WIO-LaB Project Office on the establishment and functioning of the project office.

The Chairman introduced the above agenda item to the Steering Committee and invited the WIO-LaB Project Manager Dr. Scheren to present the above agenda item. He reported that the Project Office is housed within the secretariat of the Nairobi Convention.

Dr. Scheren briefed the committee on the present staff of the WIO-LaB Project Office including those who are assisting the Project Office. The Project Staff includes himself as the Project Manager and Dr. Johnson Kitheka as the Project Scientist. He noted that the Project Office is also been assisted by Mr. James Leten, a Junior Programme Officer of the UNEP

Regional Office for Africa and a Consultant Ms. Sue Liu who is also temporarily assisting with administrative matters. He also reported that a PhD student by the name Ms. Neeyati Patel is attached to the Project Office as an intern on part time basis. He informed the Committee that the post of the Project Secretary is still vacant and arrangements are being made to fill it.

Mr. Ali Mohammed the focal Point for Kenya requested for further clarification on the executing agencies of the project since according to the project document, the executing agencies are UNOPS and the Nairobi Convention and this fact was not captured clearly in the presentation on the organizational structure of the project. He requested for information on whether the Nairobi Convention supports the WIO-LaB Project Office as need arises. On the question of Terms of Reference for the WIO-LaB Project Office, he suggested that the responsibility for the approval of the Project work plan be that of the Steering Committee.

Mr. Waruinge also observed the need for the Nairobi Convention to be reflected as one of the executing agencies in the organizational structure of the WIO-LaB Project. He also clarified that the WIO-LaB Project Office operates within the auspices of the Nairobi Convention and the terms of reference of the Project Office should be modified to reflect this reality.

Mr. Daffa of the Tanzania Coastal Management Partnership referring to the above term of reference provided his interpretation of the terms of reference. He noted that what is implied in that term of reference was that the WIO-LaB Project Office will be approving work products before payments are made by executing agencies. Dr. Scheren agreed with the above interpretation noting that the above term of reference is different from that of Steering Committee.

Mr. Von Waechter, Portfolio Manager of UNOPS-ESA clarified that UNOPS in collaboration with the Nairobi Convention are two executing agencies of the WIO-LaB Project. Based on the facts that the WIO-LaB Project operates under two separate budgetary arrangements (GEF funded component administered by UNOPS and Norwegian funded components administered by UNON through GPA), it would be important if better ways of coordinating the two budgets are identified. Dr. Van de Guchte agreed with these observations and suggested that UNOPS and GPA be meeting to discuss how they will be jointly reporting progress to the WIO-LaB Project Steering Committee.

Mr. Muwevho requested further clarification on the term of reference dealing with the recruitment of consultants and in particular what will be the role of the WIO-LaB Project Management Unit (PMU) since it is stated that the PMU will just be providing assistance to the executing agency UNOPS. Dr. Scheren responding to the above question noted that the WIO-LaB Project Office will assist UNOPS and other executing agencies in the process of recruitment of consultants. Although the terms of reference will be prepared by the WIO-LaB Project Management Unit, the actual contract will be signed between the consultant and UNOPS.

Mr. Ali Mohammed requested for clarification as to whether the additional staff in the WIO-LaB Project Management Unit were foreseen in the WIO-LaB Project document. He also requested for clarification on the process that was used in filling the posts. Dr. Scheren informed the Steering Committee that Mr. James Leten who assists the WIO-LaB Project Management Unit as need arises, is a Junior Programme Officer at the UNEP Regional Office for Africa and as such is not paid by the project. Dr. Scheren also noted that Ms. Patel is simply assisting the Project Management Unit as an intern and the project is incurring very little expenses on her. He also reported that Ms. Sue Liu was hired as a consultant to assist the project in certain activities related to the organization of the Project meetings and that her contract will expire by the end of the month of April.

Dr. Ngoile sought clarification as to whether the Steering Committee was supposed to approve the institutionalization of the WIO-LaB Project Management Unit. He observed that some of the issues been deliberated by the Steering Committee are actually internal affairs issues that can easily be dealt with by the Nairobi Convention Secretariat. Mr. Waruinge clarified on what was required of the Steering Committee in regard to the above agenda item. He noted that the Steering Committee was not been requested to institutionalize the WIO-LaB Project Management Unit since it works under the auspices of the Nairobi Convention. He noted that the Steering Committee was simply required to note the establishment of the WIO-LaB Project Management Unit under the auspices of the Nairobi Convention. He suggested that the organizational structure of the WIO-LaB Project Management Unit be modified to reflect the structure detailed in the WIO-LaB Project document.

Dr Ngoile concurred with Mr. Waruinge noting that within the Nairobi Convention there is a Regional Coordinating Unit (RCU) based in the Seychelles and creating another institution in the form of the WIO-LaB Project Management Unit will simply complicate matters in the region.

Dr. Ngoile also suggested that the WIO-LaB Project Office be renamed WIO-LaB Project Management Unit (PMU). However, Ms. Adrianarivo suggested that the WIO-LaB Project Office be called Project Coordinating Office (PCO). However, Dr. Ngoile suggested the name Project Management Unit is more appropriate since the work of the WIO-LaB Project Office is simply management of activities. Dr. Scheren noted that in the original document, the project talks of the Project Coordinating Unit (PCU), which may confuse with Regional Coordinating Unit based in the Seychelles. The name “Project Management Unit” was adopted by the Committee.

Ms. Adrianarivo requested for clarification as to whom the WIO-LaB Project Management Unit (PMU) will be reporting to since this was not reflected in the terms of reference of the PMU. She suggested that the WIO-LaB Project Management Unit should also be reporting to the Steering Committee in addition to reporting to the executing agencies.

Dr. Scheren responded to this suggestion and informed the Committee that WIO-LaB PMU reports to the executing agencies. He referred the Committee to the 2nd paragraph of the document UNEP/GEF/WIO-LaB/PSC.1/6 where further information on this issue is mentioned. Mr. Von Waechter adding to the above clarification also informed the Committee that the reporting should also be to the implementing agency, UNEP/DGEF.

Following lengthy discussions on the Terms of Reference of the WIO-LaB Project Management Unit, The Steering Committee endorsed the establishment of the WIO-LaB Project Management Unit within the auspices of the Nairobi Convention Secretariat and also approved the terms of reference of the WIO-LaB Project Management Unit with amendments. These TOR are presented in this report as Annex 5.

5.2 Discussions on the regional and national management framework for the execution of the UNEP-GEF WIO-LaB Project.

Ms. Adrianarivo introduced the members of the Steering Committee to the above agenda item and invited the WIO-LaB Project Manager, Dr. Scheren to present the organizational structure of the project as well as the relationship between executing and implementing agencies including the role of the Steering Committee and the Focal Points. Dr. Scheren presented the management structure at different levels namely, governance, coordination and implementation. The institutions that will be involved at different levels were elaborated.

Dr. Scheren also briefed the Steering Committee on how the Project Management Unit relates to the Steering Committee, UNEP/DGEF, GPA, UNOPS and other stakeholders at both

national and international levels. Dr. Scheren also presented the terms of reference for the national Focal Points and the national inter-Ministerial Committee as detailed in the background document UNEP/GEF/WIO-LaB/PSC.1/7.

Mr. Muwevho requested for clarification on the role of the national Focal Points particularly as to whether they will represent Task Forces to the Steering Committee given the fact that the Focal Points will also be chairpersons of Task Forces established under the auspices of the WIO-LaB Project. He noted that where the regional Task Forces are represented by different Focal Points who also happen to report to the national Focal Points, there is a likelihood of two Focal Points reporting on the same issues if both are members of the Steering Committee. Mr. Muwevho also requested for clarification on how large the membership of the Steering Committee should be and suggested the need limit membership into the Steering Committee.

Dr. Scheren responding to the above observations noted that the Chairpersons of WIO-LaB Project Task Forces will not be official members of the Steering Committee. However, they would be invited to participate in the Steering Committee meetings when their input is required.

Dr. Van de Guchte clarified the role of the national Focal Points and suggested that the Chairpersons of the WIO-LaB Task Forces be members of the Steering Committee but their voting rights should be limited.

Ms. Thomsen, the representative of Norway suggested that Norway be clearly reflected in the organizational structure of the project at governance level since it has a role to play in the implementation and execution of the project. Dr. Van de Guchte supported the proposal by Norway and noted that the co-financing contribution of Norway is important to the project and as such, Norway including other major donors should feature in the project management framework structure.

With these observations, the Project Steering Committee took note of the organizational structure of the WIO-LaB project as presented in Annex 6.

Ms. Daisy, representing Mauritius requested for clarification as to whether each of the participating countries will be required to establish an inter-Ministerial Committee and noted that the role of the inter-Ministerial Committee in Mauritius can be undertaken by an Integrated Coastal Zone Management (ICZM) Committee that involves all stakeholders.

Mr. David LaRoche of Western Indian Ocean Marine Ecosystem Project (WIO-MEP) noted that the establishment of the inter-Ministerial Coordination Committee in all participating countries will be important not only for the WIO-LaB Project, but also for the other GEF Funded international waters projects such as WIO-MEP and the South West Indian Ocean Fisheries Project (SWIOFP).

Mr. Daffa informed the committee that there is a need for a mechanism at higher level for coordinating marine and coastal issues need to be established not only for the WIO-LaB Project, but also for other projects in the region. He suggested that a small full time secretariat be established in each of the participating countries to facilitate the above and financial implications of the same should be addressed.

The Chairperson, Ms. Adrianarivo requested the national Focal Points to brief the committee of the steps taken in their countries to establish an inter-Ministerial Committee.

Kenya

Mr. Ali Mohammed, the Focal Point for Kenya reported that inter-Ministerial Coordination Committee is important and Kenya has a mechanism for inter-Ministerial Committee dealing with coastal and marine issues. He noted that the committee brings together not only government departments, but also other agencies, NGOs and the private sector.

South Africa

Mr. Muwevho, the Focal Point for South Africa reported that work has already begun in South Africa on consultation with various stakeholders. There are also clusters with national and provincial governments where heads of departments meets. He noted that South Africa will make use of existing structures in order to establish an inter-Ministerial Committee.

Mauritius

Ms. Daisy of Mauritius reported that Mauritius has ICZM Committee, which is chaired by the Department of the Environment, and the committee involves other ministries, NGOs, and the private sector. She noted that since the committee looks at issues related to coastal management, the suggested inter-Ministerial Coordination Committee could fit into this structure.

The Comoros

Ms. Fatouma Abdallah, the Focal Point of the Comoros reported that the Ministry of Foreign Affairs has an inter-Ministerial committee and the Chief of the Department of the Environment is a member of the committee. She re-affirmed the commitment of the Comoros to establish an inter-Ministerial Committee by the end of the month of April 2005.

Tanzania

Dr. Ngoile, the Focal Point for Tanzania reported that Tanzania has a national strategy on the ICZM and within this structure, there is Steering Committee for ICZM, which is chaired by the Permanent Secretary in charge of the Environment. The membership into this committee includes NGOs and the private sector. However, Dr. Ngoile noted that creation of an effective National Coordination mechanism is difficult. He also observed that the running cost of such a committee is expensive and national governments may not be able to make them operational. He proposed that in countries where there is an existing mechanism, there is no need of creating new structures or committees and WIO-LaB Project should provide support to build the existing capacity.

Seychelles

Mr. Flavien Joubert of Seychelles reported that Seychelles has an inter-Ministerial Committee/Environment Management Council. He noted that this committee is fully functional and different stakeholders are involved in different projects. He suggested that creation of inter-Ministerial Committee in the Seychelles will therefore conflict with the already established coordination structure.

Madagascar

Ms. Adrianarivo reported that Madagascar has an inter-Ministerial Coordination Committee whose membership includes governments, NGOs and the Private Sector. The committee is already developing a national policy on coastal environment. However, due to lack funds, the Committee has not been effective. She suggested that support from governments could

reactivate this inter-Ministerial Committee. She suggested that there is no need of creating a new mechanism specifically for the WIO-LaB Project, but the existing mechanism should be reactivated.

Dr. Cues suggested that countries can use the existing structures. However, he observed that there will be other issues that will be dealt by the WIO-LaB Project that will not focus on ICZM such as water and sanitation. He suggested that it would be important to establish if the existing structures deal issues that will be of interest to the project. He noted that river basin management may require inter country dialogue particularly in the proposed integration of the river basin and coastal system management. He noted that such initiatives justify the establishment of new structures since the mandates of the existing structures may not be relevant to the aspiration of the project. He also pointed that the project may require preparation of bankable proposals that must be binding to the country and hence a national inter-Ministerial coordination Committee can facilitate the preparation of such proposals.

Dr. Scheren noted that specificity in terms of the needs of different projects should be taken into account. He proposed that countries should look at their own country situations and find out whether there is a need to establish an inter-Ministerial Committee.

Mr. Daffa informed the committee that they would be some difficulties where the Focal Point will not be the one facilitating the inter-Ministerial Committee. He observed that the Nairobi Convention Focal Point will be overburdened if they will also be the Focal Points for the WIO-LaB Project. He recommended that there should be specific Focal Points for the WIO-Lab project.

Mr. Waruinge noted that if a Focal Point will not be a member of the Steering Committee, the terms of reference should be applicable since already there are specific terms of reference for the Focal Points of the Nairobi Convention. He also pointed that the terms of reference should also apply where a Nairobi Convention Focal Point has appointed another officer to be the Focal Point for the WIO-LaB Project activities.

Dr. Scheren requested the Focal Points of the Nairobi Convention to inform the Steering Committee whether they would be willing to designate other persons to be the Focal Points for the WIO-LaB Project. Mr. Muwevho responding to this suggestion noted that this will not be practical since it will be difficult for the Focal Point for the Nairobi Convention to keep track of what will be happening in the WIO-LaB Project and be in a position to report appropriately to the Steering Committee of the project and the Nairobi Convention Conference of Parties.

Ms. Fatouma Abdallah of the Comoros requested for clarification on the appointment of the Focal Point for the WIO-LaB Project noting that the authority of appointing the Focal Points is vested with the governments of participating countries. She also noted that the present Focal Points have worked very well with the Nairobi Convention Secretariat. She suggested that the Nairobi Convention Focal Points be also the Focal Points for the WIO-LaB Project.

Mr. Ali Mohammed noted that the Focal Points represent institutions and not persons. The Focal Point will be involved in the project but the day-to-day activities could be undertaken by a full time secretariat of the inter-Ministerial Committee. The secretariat could come from the institution of the Focal Point or from any other national agency. However, the decision as to how this will be done should be left with the governments of participating countries.

Dr. Francis of WIOMSA expressed his concern on the fact that it may take a long time to create new structures before the actual implementation of activities and this may not augur well for the region. He suggested the creation of simple structures in the first two years of the

project on the basis of which further improvements will be made in the preceding years. He also suggested the establishment of working groups based on the main components of the project such as MWW, PADH etc. These working groups could work in close liaison with the WIO-LaB Project Management Unit. He also noted that it will be very difficult to establish whether inter-Ministerial Committees have delivered to the goals of the project unless specific indicators are identified at the onset.

Dr. Ngoile noted that creation of structures as suggested by Dr. Francis will create very difficult and non-operational situation. He noted that terms of reference of the Focal Points should actually be the terms of reference of a small secretariat that will organize the work of the inter-Ministerial Committee and which should report through the Nairobi Convention. He observed that the Nairobi Convention Focal Points have other responsibilities and the establishments of such a small secretariat will greatly assist in coordinating the work of the inter-Ministerial Committees in participating countries.

Mr. Muvevho supported the idea of establishing a small secretariat to facilitate the work of the Focal Points and suggested support should be provided to this secretariat in order to make this effective.

Dr. David La Roche agreed with the above and noted that the role of inter-Ministerial Committees in the formulation of TDA/SAP is crucial. He suggested that support should be provided in order for the project to secure the required contribution at national level. He noted that it would also be important to look into the future and identify goals that will need to be achieved. In this regard, Dr. Ngoile pointed that the inter-Ministerial Committees should also facilitate the work of SWIOFP and WIO-MEP projects.

Mrs. Fatouma Abdalla of the Comoros suggested that current arrangements in participating countries be retained and that the current Focal Points should remain as Focal Points or Coordinators of the WIO-LaB Project. She noted that change of the current arrangements will complicate matters and as a result, progress in the implementation of WIO-LaB Project activities could be affected. She noted that the Focal Points can always designate other persons to assist them in carrying out specific tasks related to the project if need arises.

The Steering Committee recognized the important role of the inter-Ministerial Coordinating Committee and decided that where countries do not have existing coordination structures, effort should be made to establish inter-Ministerial Coordination Committee whose presentation should be as broad as possible. Where similar structures exist, countries should make an effort to use of them without creating new mechanisms.

Following the above deliberations, the Chairperson invited the Coordinator of the GEF WIO-MEP Project to make a presentation on the other GEF funded projects in the region as well as the proposed International Waters Project Coordinating Committee.

Dr. David La Roche briefed the Steering Committee on the GEF funded WIO-MEP Project which is executed by UNDP. He elaborated on the areas of synergies between the WIO-MEP and WIO-LaB Project. He presented the GEF Programmatic approach and briefed the committee of the countries participating in his project. He noted Somali is not participating in the project since it doesn't qualify for GEF funding. He also elaborated on the long-term goals of the project.

Dr. David Laroche also briefed the committee about the World Bank Coordinated GEF funded SWIOFP Project. He reported that the three GEF funded international waters projects agreed to establish a Programme Coordinating Committee (PCC) whose role will be the coordination of the GEF Funded International Waters projects (WIO-LaB, WIO-MEP and SWIOFP).

Ms. Adrianarivo requested for clarification on the linkages between the WIO-MEP Project and the WIO-LaB Project. Mr. Muwevho wanted clarification on the same line in addition to clarification on the project coordination and the operating base of the PCC.

Dr. La Roche noted that the two projects are both GEF Projects. In terms of physical location, it was noted that the secretariat will be the responsibility of one of the projects. UNDP Office has agreed to contribute resources for the establishment of Programme Coordinating Committee whose responsibility will include the coordination of the other GEF funded projects in the region.

Dr. Francis requested for more information on the composition of the PCC and especially whether it will be composed of the members of the Steering Committee of the three GEF Projects in the region. He also wanted information on whether PCC will have formal or informal structures once the two projects are approved.

Dr. La Roche noted that the PCC has been presented for endorsement and it will essentially be a formal coordinating committee. The formalized committee will assist in the activation of the PCC. On the membership of the PCC, he informed the Steering Committee that it will be composed of the Project Managers and two members of the Steering Committees of the two GEF funded projects.

Mr. Waruinge noted that the formation of PCC followed a programmatic approach and should ideally have adopted an agency approach. He also reported that the Secretariat of the Nairobi Convention has interest in the PCC. He also informed the Steering Committee that funds have been set aside in the WIO-LaB Project under the Coordination of International Waters coordination mechanisms to facilitate the work of the PCC.

The Steering noted the ongoing process in the initiation of GEF funded international waters projects and approved the establishment of a Programme Coordinating Committee (PCC) for the three GEF international waters projects that are been implemented in the western Indian Ocean Basin region. With consideration of the before-mentioned considerations, the Project Steering Committee took furthermore note of the Terms of References of the Inter-Ministerial Committees and Project Focal Points as presented in Annex 7 and 8 respectively.

5.3 Reports of the UNEP-GEF WIO-LaB Task Forces

Ms. Adrianarivo invited the WIO-LaB Project to present the recommendations of the two Task Force meetings that preceded the Steering Committee meeting. Dr. Scheren presented the recommendations of the Municipal Wastewater and the PADH Task Forces. He referred members of the Task Force to the specific recommendations made which are presented in this report as ANNEX 9 and 10.

The Steering Committee considered and approved the recommendations of the Municipal Wastewater and Physical Alteration and Destruction of Habitat (PADH) Task Forces as presented by the WIO-LaB Project Manager.

5.4 Discussions and adoption of the project work plan

Ms. Adrianarivo, the Chairperson of the Steering Committee introduced the above agenda item and invited Dr. Peter Scheren, the WIO-LaB project Manager to present the Work plan for the year 2005 and also for the entire period of the project.

Dr. Scheren presented the work plan detailing the activities to be implemented in the entire period of the project commencing 2005. He also briefed the committee on the work plan for

the calendar year 2005 as detailed in background document UNEP/GEF/WIO-LaB/PSC.1/9. He brought to the attention of the Steering Committee main activities earmarked for implementation in the year 2005. The committee was also briefed on the steps taken to initiate the implementation of some of the activities. Dr. Scheren noted that the work plan is for 4 years and is quite ambitious. However attempt has been made to group closely related activities in order to improve on the planning for their implementation.

Mr. Muwevho noted that the Steering Committee need to be confident that the activities defined in the work plan can be delivered within the stipulated period before it provides a blanket approval for implementation. He cautioned that where the activities will not be not delivered, the Steering Committee may be held responsible.

The Project Manager, Dr. Scheren noted that a considerable burden for implementation of activities will fall at national level. He also confirmed to the Committee that most of the activities in the work plan can be delivered. He suggested the Steering Committee to pinpoint where it is not sure on the deliverability of some of the activities defined in the work plan.

Mr. Waruinge reminded the Steering Committee of the sentiments expressed by the Minister of Madagascar, who is the Chair of the Bureau of the Nairobi Convention in the fourth COP meeting in Madagascar, where he strongly recommended that more emphasis should be put on the deliverables particularly the implementation of demonstration projects. Mr. Waruinge emphasized the need for the project to demonstrate results within a short period.

Dr. Ngoile sought clarification on what the WIO-LaB Project Management was seeking from the Steering Committee in regard to the work plan since most of the activities in the work plan had been agreed upon in previous meetings held under the auspices of the Nairobi Convention. He suggested that unless there are serious variations to the agreed work plan, the WIO-LaB Project Management should just proceed with the implementation of activities. He suggested that the Steering Committee in this regard simply be requested to re-affirm the work plan as previously agreed.

Dr. Scheren noted that the activities defined in the work plan have been agreed upon in previous meetings held under the auspices of the Nairobi Convention, although there were some minor revisions which the WIO-LaB Project Management would like the Steering Committee to note and endorse. He also noted that the Steering Committee is required to reach an agreement on the general timing of the implementation of activities as indicated in the revised work plan.

Dr. Francis noted some of the activities in the work plan had indeed been altered and suggested that the Steering Committee should endorse the changes. In case of demonstration projects, he recalled that the original project work plan had specified the sectors where the demonstration projects to be implemented by the project would come from.

Dr. Ngoile noted that the Steering Committee is mainly interested in the outputs that will be presented to the Conference of Parties (COP) to the Nairobi Convention in 2007. He noted that countries of the region should be able to appreciate activities which can provide quick deliverables. He suggested that activities that can quickly provide deliverables should be moved forward so that their implementation commences immediately. Dr. Ngoile proposed that the following activities defined in the work plan be moved forward: IIc, IId, IIId, IIIg and that activity IIb should start later. Mr. Mukwevho furthermore proposed that activity Id should be advanced.

Dr. Scheren highlighted those activities that could yield significant deliverables before the next Nairobi Convention Conference of Parties. He gave examples of the Selection of

Municipal Wastewater demonstration projects, activities on training, PADH activities, the development of LBAs protocol of the Nairobi Convention, etc.

Dr. Scheren noted that the proposed change in the order of implementation of the activities will mean the WIO-LaB Project Management will have a higher workload. He briefed the committee on the reasons why the activity on the review of gaps in national legislation and regulatory framework had to be implemented earlier than other activities. He also noted that activity on small grants programme is linked to the activity on stakeholders' participation and the Project Management Unit will consider moving these activities forward as suggested. However, he noted that it may then be necessary to also move other activities.

Mr. Von Waechter of UNOPS noted the need for the WIO-LaB Project Management to be as realistic as possible and prioritize those activities that can easily provide good deliverables, particularly the implementation of fast track demonstration projects.

Mr. Waruinge noted that the Steering Committee may not be in a position to decide on what activities need to be shifted and suggested that the WIO-LaB Project Management be mandated to identify activities that can demonstrate quick results. He suggested that the recommendations of the MWW and PADH Task Forces should be adopted in order to commence the implementation of fast track demonstration projects. He also suggested the implementation of the activities on National Programmes of Action (NPA) particularly the need to complete the NPA for Tanzania. He also clarified on the activity on the ratification of conventions noting that it refers not only to the Nairobi Convention, but also to other conventions that countries in the region may not have ratified.

Dr. Scheren noted that a lot of thought had been put in the preparation of the work plan and requested countries to state their priorities so that the Project Management can find ways of expediting their implementation. However, it was noted that this may not be practical in view of the logical sequence of activities as well as in the light of the limitations in capacity of the PMU.

Dr. Amani Ngusaru, the Coordinator of WWF-EAME recommended that the Steering Committee should go through each of the activities defined in the work plan in order to identify the priority ones that could be moved forward.

Dr. Ngoile suggested that the Steering Committee should recommend that the WIO-LaB Project Management Unit should put emphasis on those activities that can provide quick results. He suggested that the Project Management Unit should review the work plan and find out those activities that can bring fast results in the region. He suggested that in doing so, the Project Management should consider the six activities identified by the Steering Committee. He noted that there is no need of setting rigid priorities that will create difficulties in the WIO-LaB Project Management Unit.

Following discussions on the work plan for the calendar year 2005 and that for the entire period of the project, the Steering Committee considered and approved the draft work plan which is attached to this report as Annex 6. It was however recommended that The WIO-LaB Project Management should revise the work plan according to the recommendations of the Steering Committee and distribute the same to the members by e-mail.

5.5 Arrangement for selection and implementation of demonstration projects.

Ms. Adrianarivo, the Chairperson of the Steering Committee introduced the above agenda item to the Steering committee members and noted that this agenda item had been dealt with extensively during the Task Force meetings. She noted that since most of the members of the

Steering Committee were present in those meetings, there was no need for the WIO-LaB Project Manager, Dr. Peter Scheren to present the above.

The Project Steering Committee subsequently approved the proposed procedures and criteria for the selection of demonstration projects, subject to the incorporation of comments made during the Task Force meetings.

5.6 Sustainability of environmental benefits from the project

The Chairperson introduced the above agenda item to the Committee and requested the WIO-LaB Project Manager to present the same.

Dr. Peter Scheren informed that Steering Committee that sustainability of activities to be implemented by the WIO-LaB Project is among the main requirements of GEF funded projects. He noted the importance of demonstrating sustainability of the environmental and social benefits of the project beyond its life. Dr. Scheren also presented the sustainability strategy that will be adopted by the WIO-LaB Project.

Dr. Van de Guchte observed the need to also consider the wider context of sustainability by also engaging other actions at national level. In support of this observation, Mr. Warunge noted that the Steering Committee is composed of national Focal Points and the aim is to promote country ownership. He noted that there will be a need to demonstrate the link with ongoing activities particularly where there are no sufficient funds to undertake certain activities. He noted that guarantee on sustainability of activities will not be achieved from outside the existing national framework and hence the catalytic role of the project on ongoing activities at national level will need to be recognized.

Dr. Ngoile noted the importance of establishing how activities will be sustained at the end of the project. He suggested the establishment of a trust fund in the region in order to raise funds to sustain activities that will be undertaken by the WIO-LaB Project. He also suggested that the committee should review the activities that will be undertaken by the WIO-LaB Project and identify those activities that can be marketed. He also noted the fund raising role of the Steering Committee and noted that both external and internal financial resources will need to be tapped.

Dr. Francis suggested that sustainability should not be looked at in terms of funding alone and suggested that good practices in activities that will be implemented should be maintained even after the end of the WIO-LaB Project. He noted that the establishment of a trust fund should be done under the auspices of the Nairobi Convention and should not just be for the WIO-LaB Project but should also be applicable for other projects. He noted that this approach would ensure that activities undertaken under the auspices of the Nairobi Convention will benefit from the proposed trust fund.

Dr. Francis also noted that WIO-LaB Project should not be seen to be another funding agency for the implementation of demonstration projects. He suggested that in case of demonstration projects, the project should only fund certain specific activities or components of demonstration projects that have potential to make significant impact in countries of the region.

Ms. Fatouma Abdalla of the Comoros noted that in the choice of demonstration projects, emphasis should be on the community-based projects which have potential of being sustainable. She gave an example of a very successful tourism demonstration project that was initiated in the Comoros in 1997. The funds that were generated in this project are used to fund its day to day activities.

Dr. David La Roche noted the need to develop and implement well thought Strategic Action Programmes (SAP) that are designed by participating countries. He noted that for such action programmes to be acceptable, issues of poverty reduction and food security will need to be captured. He noted that it is difficult to sell the idea of undertaking oceanographic assessment to governments unlike issues on poverty reduction and food security which are well understood to be important in the region. He noted that the SAP/TDA should also be considered as a way of ensuring sustainability since it is expected that the SAP will be submitted to GEF for funding.

Dr. Rudy van der Elst informed the Committee that during the process of developing a coastal zone policy for South Africa, a cost-benefit analysis revealed that the value of the coastal zone in terms of national GDP was enormous. This, in turn, convince governments to take action in protecting the coastal zone. He noted that there are various opportunities that can be explored in order to ensure sustainability and gave an example of imposing levy on fishing companies.

The Chairperson, Ms. Adrianarivo informed the Committee that Madagascar already has established a Trust Fund whose contribution comes from both the multilateral and bilateral donors. She informed the Committee that the Trust Fund may be used to support the implementation of activities once the projects ends.

The Steering Committee mandated the PMU to facilitate the first steps towards establishment of a regional trust fund, and encouraged the PMU to look into mechanisms for ensuring sustainability of tee project benefits.

6 FINANCIAL ARRANGEMENTS AND BUDGETARY ALLOCATIONS

6.1 Budgetary allocation by project components

The Chairperson invited the Project Manager to present the above agenda item. Dr. Scheren referred the committee members to the relevant document UNEP/GEF/WIOLAB/PSC.1/12 and presented the budget for the calendar year 2005. The Project Manager reminded the Committee of the need to consider the budget in light of the work plan. He also noted that the original budget as detailed in the project document is not clear on certain issues and hence the Project Management Unit has attempted to establish how much funds will be required for implementation of various activities defined in the work plan. Dr. Scheren also informed the Committee that the total budget was slightly lower than that stated in the project document and this was a result of shifting that was done on the activities.

Mr. Muwevho requested for clarification as to whether the WIO-LaB Project will support national Focal Points in order to enable them to undertake activities related to the project. Mr. Muwevho also requested clarification on the process to be followed in accessing the funds earmarked for strengthening the Nairobi Convention and its Focal Points.

Mr. Ali Mohammed noted the need to ensure early buying in by institutions that will be implementing the project. He noted that there is no clear budget line for this purpose. He also sought for clarification on the use of funds that have been allocated for the purpose of strengthening the Nairobi Convention Secretariat.

Mr. Waruinge, responding to above intervention noted that the budget line mentioned above intends to support the Nairobi Convention secretariat. Part of the funds that will be used to strengthen the Nairobi Convention Secretariat will be used to recruit another Programme Officer to assist the Nairobi Convention to implement its activities in the region. Mr.

Waruinge furthermore stated that the secretariat is looking into ways of providing support to the national focal point institutions.

Dr. Scheren noted that allocation of funds under the project is on activity basis, rather than per country, and support to the role of focal points could be included on an activity basis. He also noted that GEF expects considerable in-kind co-financing from governments, in the form of country-level support through focal points and institutions. He noted that the participating countries have promised a substantial co-financing, which is more-or-less 50% of the total budget of the project.

Following discussions on the budget, the Steering Committee considered and approved the budget and recommended that the WIO-LaB PMU should make necessary adjustments in order to be in line with proposed changes in the work plan.

6.2 Co-financing by participating governments (2005-2209).

The Chairman introduced the above agenda item and requested the representatives of participating countries to brief the Steering Committee on the progress made in delivering their co-financing to the project.

Kenya

Mr. Ali Mohammed noted that Kenya made commitment on co-financing and the country is still committed in delivering its in-kind co-financing in order to ensure that the project is successfully implemented.

South Africa

Mr. Muwevho informed the Committee that the South African Government has had several national-level activities related to the WIO-LaB Project. The main launch of the project in South Africa was however postponed because the Minister of the Environment had other commitments. He reported that South Africa is still committed to providing its co-financing and a specific budget has been set aside specifically for the WIO-LaB Project.

Mauritius

Ms. Tatur Ramasamy reported that Mauritius contributes US\$ 30,000 to the Nairobi convention and the government is still committed in providing its co-financing to the Project.

The Comoros

Ms. Fatouma Abdalla reported that the government of the Comoros is also fully committed to providing its co-financing. She also reported that a lot has been done in the Comoros and contribution to the Project will mainly be in form of community participation rather than the government contribution.

Tanzania

Dr. Ngoile reported that various activities had been implemented in Tanzania and the implementation of project activities will be part and parcel of the governments' annual activities. He noted that the contribution of co-financing by the Government of Tanzania will be easier worked out. The level of support provided by Tanzania in organizing the first meetings of the WIO-LaB Project will also be part of co-financing provided by the Government of Tanzania. Tanzania would like to also consider activities of the inter-

Ministerial Committee that already exists to be part of the co-financing. He reported that the work of inter-Ministerial committee will not require funding from the WIO-LaB Project.

Seychelles

Mr. Flavien Joubert reported that achievements in the Seychelles are in terms of the development of the national Environment Management plan and several activities defined in that plan have been implemented. He was not certain of the cash co-financing contribution from the government of Seychelles. He however reaffirmed the commitment of the Government of Seychelles in providing its co-financing contribution to the project.

Madagascar

Mrs. Adrianarivo reported that Madagascar will not be contributing cash co-financing but the co-financing will mostly be in-kind. She noted that the decisions on budgetary allocations in Madagascar are made by three to four Ministries. She noted that co-financing contribution by Madagascar will be in the form of contribution to the implementation of activities.

Dr. Peter Scheren, the WIO-LaB Project Manager provided further clarification on the reporting of co-financing. He referred the committee to the document showing how co-financing contribution by the governments will be tracked by the Project Management Unit. He noted that co-financing reporting to the implementing agencies will be done on an annual basis by the Project Office. He also noted that National activities (particularly the work of the Focal Points) are supposed to be factored in the budgets of participating institutions. He noted the need for countries to have a firm commitment on co-financing contributions so as to ensure sustainability of activities to be undertaken by the project. Dr. Scheren also informed Committee that the guidelines for preparation of co-financing report will be distributed to all the national Focal Points.

The Steering Committee considered and approved the guidelines for reporting co-financing and recommended that the same should be distributed to the National Focal Points so that they can make arrangements for their countries to comply with the requirements for annual reporting of co-financing.

7 ADMINISTRATIVE MATTERS

The chairperson, Ms. Adrianarivo invited Dr. Scheren to brief the Steering Committee on the above agenda item. Dr. Scheren noted that the venue of the next Steering Committee has not been identified and welcomed proposals on the venue of the next meeting. He informed the Steering Committee that the next meeting as indicated in the Work plan will be held in the period between January and February 2006.

Mr. David LaRoche noted that there is an overlap in the membership of the Steering Committees of the three GEF Funded international waters projects and suggested that the three projects should consider the possibility of holding joint Steering Committee meetings in order to save costs. Dr. Ngoile supported this idea and suggested that the Steering Committee meeting should be held before the projects proceeds with spending so that the Steering Committee does not become 'rubber stamp'.

The Steering Committee welcomed the idea for the three GEF funded projects to hold joint Steering Committee meetings subject to approval by GEF and urged participating countries to forward their proposals to the WIO-LaB PMU in Nairobi, Kenya. The Steering Committee also endorsed the proposal of the WIO-LaB Project Management Unit that the next Steering Committee meeting be held in the period between January and February 2006.

8 ADOPTION OF THE DRAFT CONCLUSIONS AND RECOMMENDATIONS OF THE STEERING COMMITTEE

The Chairman invited the Rapporteur Mr. Flavien Joubert to present the draft decisions of the Steering Committee, which were prepared by the WIO-LaB Project Secretariat in close liaison with the Rapporteur of the meeting. The recommendations were considered and adopted as it appears in Annex 8 of this report.

9 ANY OTHER BUSINESS

The Chairperson introduced the members of the Steering Committee to the above agenda item and invited members to consider and discuss any further business under this agenda item.

Mr. Ali Mohammed who is also the Coordinator of NEPAD marine and coastal environment component, informed that Steering Committee of the need for Somalia to be invited to the Steering Committee meetings as well as the other technical meetings of the WIO-LaB Project. He informed the Steering Committee that there is already a Government in place in Somalia although it is still awaiting endorsement from the United Nations. He noted the importance of involving Somalia at technical level so that they do not lose the benefits that will accrue from the projects that will be implemented in the region. The Steering Committee agreed with this suggestion.

Dr. Van de Guchte thanked the organizers of the three WIO-LaB Project meetings and noted that the WIO-LaB Project has started on the right footing. He also informed the Committee that the GPA review meeting will be held next year.

Dr. Waruinge informed that Committee about the Small Island Developing States (SIDS) Project proposal has already been endorsed by countries of the region. He reported that this Medium Sized Project will be supported by GEF and participating countries will include small developing island states in both the Indian and the Atlantic Oceans.

Mr. Waruinge also informed that Steering Committee of the proposal to hold a joint Nairobi and Abidjan Convention Conference of Parties in South Africa. He informed the Committee that the meeting will bring together a large number of Ministers in the two regions and the intention is to review achievements made in sub-Saharan Africa since the World Summit on Sustainable Development (WSSD), held in Johannesburg, South Africa.

10 CLOSURE OF MEETING

The WIO-LaB Project Manager Dr. Peter Scheren thanked the Government of Tanzania and in particular the National Environment Management Council (NEMC) for assisting with the organization of the three meetings of the project in Dar es Salaam.

Ms. Adrianarivo requested the WIO-LaB Project Management to distribute the edited final versions of the decisions of the Steering Committee to the National Focal Points so that they could use them to brief their respective Ministers. Ms. Adrianarivo also thanked the participants for their valuable contributions and for having supported her throughout the meeting. She also thanked the organizers of the meeting as well the WIO-LaB Project Secretariat for the efficient organization of the meeting.

The Chairperson closed the meeting at 8pm on Thursday 21st of April 2005.



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ANNEX 2 LIST OF DOCUMENTS DISTRIBUTED DURING THE MEETING

UNEP/GEF/WIOLAB/PSC.1/1 Provisional agenda

UNEP/GEF/WIOLAB/PSC.1/2 Annotated Provisional agenda

UNEP/GEF/WIOLAB/PSC.1/3 Conclusions and recommendations of the Project Steering Committee meeting (prepared during the meeting)

UNEP/GEF/WIOLAB/PSC.1/4 Report of the Project Steering Committee meeting (prepared after the meeting)

UNEP/GEF/WIOLAB/PSC.1/5 Terms of Reference for the Project Steering Committee

UNEP/GEF/WIOLAB/PSC.1/6 Report on the establishment and functioning of the UNEP-GEF WIO-LaB Project Office

UNEP/GEF/WIOLAB/PSC.1/7 Draft Terms of Reference of the National Inter-Ministry Committee and National Focal Points.

UNEP/GEF/WIOLAB/PSC.1/8 Organisational diagram

UNEP/GEF/WIOLAB/PSC.1/9 Proposed UNEP-GEF WIO-LaB Project Work Plan

UNEP/GEF/WIOLAB/PSC.1/10 Detailed list of activities earmarked for implementation by the UNEP-GEF WIO-LaB Project

UNEP/GEF/WIOLAB/PSC.1/11 Procedures and criteria for the selection of demonstration projects for the UNEP-GEF WIO-LaB Project

UNEP/GEF/WIOLAB/PSC.1/12 Proposed UNEP-GEF WIO-LaB Project budget.

UNEP/GEF/WIOLAB/PSC.1/13 Proposed in-kind co-financing by the participating countries

Information Documents

UNEP/GEF/WIOLAB/PSC.1/INF.1 Provisional List of Documents (this document).

UNEP/GEF/WIOLAB/PSC.1/INF.2 Provisional List of Participants.



ANNEX 3 AGENDA

1. Opening of the meeting
 - 1.1 Introduction of the Steering Committee members
 - 1.2 Welcome addresses by the Honourable Minister for Environment of Tanzania
 - 1.3 Opening statements:
 - UNEP
 - Country representatives
2. Consideration of the Terms of Reference for the Steering Committee.
3. Organization of the meeting (election and designation of Chairman and Rapporteur)
4. Adoption of the Agenda
5. Project implementation and coordination arrangements
 - 5.1 Report of the UNEP-GEF WIO-LaB Project Secretariat on the establishment and functioning of the Project Office
 - 5.2 Discussion on the regional and national management frameworks for the execution of the UNEP-GEF WIO-LaB Project
 - 5.3 Reports of the UNEP-GEF WIO-LaB Project Task Forces on (1) PADH and (2), Municipal wastewater
 - 5.4 Discussion and adoption of the Project Work Plan for 2005
 - 5.5 Arrangement for selection and implementation of demonstration projects
 - 5.6 Sustainability of environmental benefits from the project
6. Financial arrangements and budgetary allocations
 - 6.1 Budgetary allocation by project components/activities 2005-2008
 - 6.2 Co-financing by participating governments in 2005-2008
7. Administrative Matters related to the WIO-LaB Steering Committee (Set date and place of the next Steering Committee meeting).
8. Adoption of the draft conclusions and recommendations of the UNEP-GEF Project Steering Committee Meeting
9. Any Other Business
10. Closure of the meeting



ANNEX 4 TERMS OF REFERENCE FOR THE UNEP/GEF WIO-LAB PROJECT STEERING COMMITTEE

The Project Steering Committee (PSC) will be composed of senior government officials chosen by the participating governments to act as the National Focal Points for the Nairobi Convention and the GEF Project, or their designees, as well as representatives from the international partners (including the World Bank/GEF SWIOFP Project and the UNDP/GEF WIO-MEP Project), NGO representatives (WIOMSA, WWF and IUCN, as well as other relevant NGOs where appropriate), and the Civil Society. PSC membership will also include UNEP/DGEF, the Norwegian Government, GPA, UNOPS and the Nairobi Convention Secretariat. Additional members can be added at the discretion of the PSC.

The PSC shall be convened annually. Ad hoc meetings may be convened (i) if the majority of members make a request for such a meeting to the UNEP-GEF WIO-LaB Project Office; (ii) At the request of the UNEP-GEF WIO-LaB Project Office when circumstances demand. The PSC will be chaired by an elected senior government official from the participating countries. The term of office of the chairman will be limited to one-year. In addition, a rapporteur for the meeting will be elected.

The Project Manager will serve as the Secretary to the PSC. The WIO-LaB PSC will also act as the PSC for any other projects that are incorporated under the WIO-LaB umbrella. The WIO-LaB PSC will make decisions based on the consensus principle.

Specifically, the WIO-LaB PSC will have the following responsibilities:

- a) Provide guidance, as well as overall strategic policy and management direction to the Project;
- b) Annually review and assess the progress of the Programme and its projects, based upon a pre-defined Monitoring and Evaluation Plan, including progress made towards making measurable impacts in terms of improvement of environmental status;
- c) Discuss and review draft strategies for improving sustainability of environmental benefits and replication drafted by the project unit;
- d) Monitoring and reviewing of co-financing delivered to the project in line with GEF requirements;
- e) Annually review and approve the work plan and comment on the budgets of the Project, and provide strategic direction on the work plan;
- f) Advice on appropriate mechanisms for interaction with the private sector;
- g) Seek additional funding to support the outputs and activities of the WIO-LaB project;
- h) Review the extent and effectiveness of stakeholder involvement at the regional and national level particularly among different sectors of government that have an interest or impact in land based activities, including resolution of potential conflicts;
- i) Review the quality of outputs produced;
- j) Review and approve the outline of, and subsequently the final, project synthesis report including TDA and SAP; and
- k) Review/monitor the implementation of the project's outreach and communication strategy.



ANNEX 5 TERMS OF REFERENCES FOR THE UNEP-GEF WIO-LAB PROJECT MANAGEMENT UNIT

A UNEP-GEF WIO-LaB Project (Management Unit PMU) has been established within the Nairobi Convention Secretariat in Nairobi. The PMU consists of a Project Manager, Dr. Peter Scheren and a Project Scientific Officer, Dr. Johnson U. Kitheka. The function of Project Secretary is temporarily assumed by Ms. Annabel Olum. Preparations are underway to recruit a Project Secretary on a permanent basis. The Secretariat for the Nairobi convention will support the PMU in the execution of the project activities.

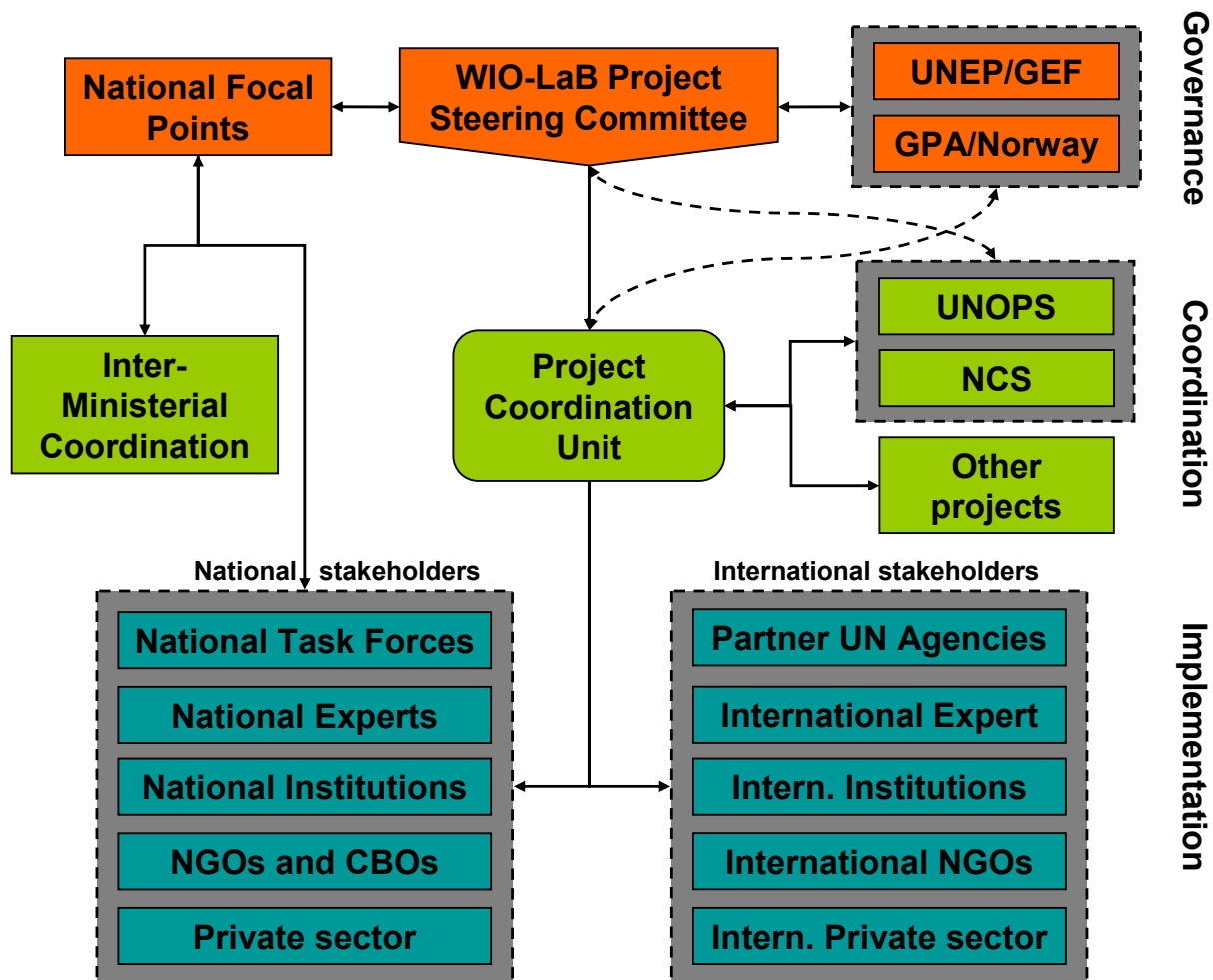
The PMU will be responsible for managing daily activities of the project. The GPA will provide guidance to the PMU in the implementation of the activities that are co-financed by Norway. UNEP/GEF will provide oversight to the implementation of activities as listed in the GEF Project Document.

The PMU will report to the Executing and Implementing Agencies and will be responsible for the implementation of activities as defined in the project document, which are based on priorities identified under the Nairobi Convention, and will be working under the framework of GEF and GPA operations of UNEP. The PMU will be physically located at the offices of the Nairobi Convention within the Regional Office for Africa.

In accordance with the project document, the Project Office will assume the following tasks:

- a) Perform project coordination for the WIO-LaB project;
- b) Develop detailed TORs for all regional consultants, international consultants, and subcontracts;
- c) Assist the Executing Agencies in hiring the consultants and subcontractors, by providing technical review of qualifications;
- d) Design an annual detailed work plan for adoption by the Steering Committee;
- e) Track the work plan using project management software such as Microsoft Project, and manage actively to correct deficiencies in project progress;
- f) Serve as Secretariat to the Steering Committee;
- g) Liaise with the implementing and executing agencies, and with other international partners and participants;
- h) Review all final work products resulting from specific project activities;
- i) Prepare a semi-annual project newsletter for broad distribution within the region;
- j) Liaise with other GEF and non-GEF projects in the region, to assure synergy and minimize overlap.

ANNEX 5 ORGANOGRAMME FOR THE PROJECT COORDINATION AND IMPLEMENTATION STRUCTURE





ANNEX 7 TERMS OF REFERENCE OF THE NATIONAL FOCAL POINTS AND THE NATIONAL INTER-MINISTERIAL COMMITTEE

Inter-Ministerial Coordinating Committees

Each country will have its Inter-Ministerial Coordinating Committee, facilitated by the National Focal Point, to help assure effective coordination and communication amongst all ministries, at all project stages. The National Focal Points (NFP) will help assure intersectoral coordination within their countries, as a step towards sustainability.

The Inter-Ministerial Coordinating Committees will provide guidance and ensure coordination of a wide range of National institutions and organizations directly responsible for the implementation of the Project at the National level. The Inter-Ministerial Coordinating Committee will have a full time, small secretariat reporting to the National Focal Points that will serve as the liaison with the Secretariat for the Nairobi Convention.

The Inter-Ministerial Coordinating Committees will have the following specific responsibilities

- a) Ensure an integrated and coordinated approach to facilitating the sectoral changes required for the long-term rehabilitation of the WIO ecosystem.
- b) Identify national modalities for the implementation of various Components of WIO-LaB project.
- c) Coordinate and ensure timely delivery of national contributions to the WIO-LaB Project.
- d) Assume responsibility for national contributions to Transboundary Diagnostic Analysis (TDA) and Strategic Action Programme (SAP), and preparation of National Action Plan (NAP).
- e) Develop proposals for submission to the Nairobi Convention Secretariat.
- f) Liaison with the Secretariat for the Nairobi Convention
- g) Facilitate national and donor contributions to necessary 'baseline' activities required to rehabilitate the WIO environment.

National Focal Points

The UNEP-GEF WIO-LaB Project will make use of the Nairobi Convention National Focal Points who will be expected to facilitate effective coordination and communication amongst all ministries and institutions participating in the implementation of various activities of the project, through the Ministerial Coordinating Committees.

The National Focal Points will be expected to

- a) Facilitate the establishment and coordination of activities of the national Inter-Ministerial Coordinating Committees, as a mechanism to help assure effective coordination and communication amongst all ministries, during all project stages;
- b) Actively promote the objectives and implementation of the work plan of the UNEP-GEF WIO-LaB Project and other complementary activities;

- c) Coordinate and oversee the implementation of activities of the partners of the UNEP-GEF WIO-LaB Project;
- d) Provide advice to the UNEP-GEF WIO-LaB Project Office on matters related to the implementation of various activities;
- e) Act as a platform for information sharing and exchange at the national level;
- f) Liaise with the leaders of various UNEP-GEF WIO-LaB Project Task Forces/ Working Groups to ensure timely implementation of activities and delivery of products;
- g) Assist the UNEP-GEF WIO-LaB Project Office in the organization of Project Steering Committee meetings, as well as other regional activities (e.g. Task Force and Working Group meetings) in their respective countries.

The Steering Committee will be requested to consider and approve the Terms of Reference of the National Focal Points and the Inter-Ministerial Committees in each of the participating countries.



ANNEX 8 DECISIONS OF THE 1ST PROJECT STEERING COMMITTEE MEETING OF THE WIO LAB PROJECT (21ST APRIL 2005)

The Members of the WIO-LaB Project Steering Committee (PSC) elected Madagascar as the chair of the WIO-LAB Project, and Seychelles as rapporteur, and made the following decisions and recommendations:

1. It was agreed that the NEPAD- Coastal and Marine Secretariat, as well as designated representatives of the UNDP/GEF WIO-MEP and World Bank/GEF SWIOFP Projects will be invited to the WIO-LaB PSC meetings.
2. NGOs to be invited to the WIO-LaB PSC are those that were identified during the Nairobi Convention Meeting in Mauritius, which are WWF, IUCN and WIOMSA. It was furthermore proposed that other NGOs could be invited depending on their specificity or activity on the ground.
3. The terms of reference for the WIO-LaB PSC were amended and adopted, as included in Annex 1.
4. The WIO-LaB project office should be renamed as the WIO-LaB Project Management Unit (PMU) to reflect the project's position within the framework of the Nairobi convention and the Regional Coordinating Unit in Seychelles.
5. The PSC amended and adopted the terms of reference of the PMU as included in Annex 2.
6. The PMU should establish an email network to enhance communication between the PSC members and to facilitate decision making between the PSC meetings between sessions.
7. Norway should be included in the governance structure of the WIO-LaB Project and the Nairobi convention Secretariat should be reflected in the coordination structure together with UNOPs.
8. The PMU should work within the framework of the operations of GEF and GPA as per the project document.
9. The PMU should facilitate dialogue in the development of a mechanism for coordinating marine and coastal issues for other GEF international waters funded projects that are being implemented in the WIO region.
10. The PSC adopted the recommendations of the MWW and PADH Task forces as included in Annex 3 and 4 respectively.
11. The PSC adopted the proposed procedures and criteria for the selection of demonstration projects as presented in the supporting documentation for the first WIO-LaB PSC meeting (Document UNEP/GEF/WIOLAB/PSC.1/11).
12. Countries should explore suitable mechanisms for efficient inter-ministerial coordination in accordance with the tasks described in document UNEP/GEF/WIOLAB/PSC.1/7. Where such mechanism does not exist, Inter-Ministerial Committees should be set up. Furthermore, countries should ensure a small secretariat that will coordinate the work of the inter-Ministerial Committees through the national Focal Point.

13. The National Focal Points as the members of the PSC are to oversee and coordinate on a national level the implementation of activities defined in the WIO-LaB Project document.
14. The WIO-LaB PSC endorsed the proposed project budget and work plan for 2005 but recommended that the PMU should adapt the work plan where possible to take into consideration activities which will provide quick results taking into account the restrictions with regard to budget and capacity within the PMU and the logic of implementation.
15. Each country will provide a report on in-kind and cash co-financing on an annual basis using the standard format provided by the PMU.
16. The PSC decided to hold the second PSC meeting early in 2006 if possible in association with WIO-MEP and/or SWIOFP.
17. The PSC agreed that the WIO-LaB project would support initial discussions on the possibility of establishing a WIO Sustainable Development Endowment Trust Fund, considering other initiatives such as the NEPAD / AMCEM African Environment Facility.
18. Taking into consideration the various initiatives by the African Union and Regional Economic Commissions to bring peace and security to Somalia, and the recognition of the Transitional Somali Government by the African Union, the PSC agreed to invite Somalia to the WIO-LaB PSC as observers and to explore possibilities of undertaking activities in that country.