

AGENDA (Provisional)

Time : 6am EST (DC), 2pm GMT-3 (Nairobi)

1. Opening and Approval of the Agenda (10mins)
2. Review of Project Progress (20mins)
3. Work Plan and Budget (until October 2009) (10mins)
4. Comments on Website Guidelines and fee for service (30mins)
5. Project Closure and Transition to IW:LEARN III (30mins)
6. Role of IW:LEARN in the 5th International Waters Conference (30mins)
7. Presentation of new IWLEARN.net Website (30mins)
8. AOB (10mins)

DISCUSSION Points

2. Review of Project Progress (20mins)

Summary/Key Issues

- a. IW:LEARN is progressing well, having streamlined all its operations late 2008/09. In anticipation of project closure, additional effort was devoted to developing/updating our operation manuals. Significant time has been devoted to redesigning iwlearn.net in response to the website review conducted last year and user feedback and in anticipation of a third phase and our role and the 5th GEF International Waters Conference. However, the technical approach taken has been somewhat limited due to the uncertainty of the third phase of IW:LEARN which became evident late 2008. A website archival system is now operational and able to preserve all project websites (look and feel) and content (both as a snapshot of the website and in through the iwlearn.net database). Additional server and storage were purchased this year to cater for the increased loads on the current server due to increase traffic, growing toolkit users, etc. In addition, a project map has been developed and integrated into the project database. This new functionality allows basic visualization of “closed” and “open” projects and links to its outputs (e.g. evaluations, experience notes, publications, etc). Future improvements to the project map will include visualization of project basins and demonstration sites. The production of the website guidelines has been delayed due but back on track with a first draft tabled at this Steering Committee meeting and a final draft expected mid-July 09.
- b. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/project-progress-outputs-table-year-to-date
- c. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/project-progress-report-q1q2-2009

3. Work Plan and Budget (until October 2009) (10mins)

Summary/Key Issues

- a. A significant portion of the UNEP project budget has been reallocated to the sub-project (i.e. SEA START RC) to cover staffing due to the extension of the project and at the same time improve cost

effectiveness of the UNEP/IW:LEARN components (e.g. organization of workshops, sub-contracts). Changes are in line with the MTE recommendations. The revision represents an additional allocation of USD 155,987 to SEA START RC.

- b. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/project-workplan-q3q4-2009
- c. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/revised-budget-2009
- d. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/previous-budget-2008-july-08-sc-meeting

4. Comments on Website Guidelines and fee for service (30mins)

Summary/Key Issues

- a. The current phase of implementation of UNEP/IW:LEARN closes in October 2009. It was anticipated that the third phase of IW:LEARN would have been realized early 2009 or other modalities for sustaining services (operation and maintenance of iwlearn.net, support to projects using the website toolkit, etc) would have been clarified. The current IW:LEARN PCU seeks guidance from the Steering Committee on how best to sustain its operations between phases of the project and/or through the implementation of elements of the project's sustainability plan. The notion of fee for service has not been tested although IW:LEARN has introduced cost sharing for projects to attend its workshops. While the website guidelines is intended to layout recommendations and detail methods for having a project website compatible with iwlearn.net, there remains a need to sustain the "hub" for the IW Portfolio.
- b. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/draft0-website-guidelines

5. Project Closure and Transition to IW:LEARN III (30mins)

Summary/Key Issues

- a. Related to the elements of sustainability (website guidelines, fee for service) website is the more urgent task of transition IW:LEARN from its current operational phase to the next Phase. At the moment, the operation of IWLEARN server infrastructure requires monitoring to ensure reliable operation. This includes www.iwlearn.net, project websites using the website toolkit and back-up services. Much of the house keeping task are performed by the current UNEP/IW:LEARN Team made up of SEA START staff and UNEP/DEWA staff and to a lesser extent, through retainer contracts. The hosting of the IW:LEARN server itself is through a collocation arrangement with a company in the USA. With the UNEP/IW:LEARN project coming to an end in October, funds to sustain operations are needed. Possible options:
 - i. Close the project as planned and reallocate un-used funds to SEA START to continue operations
 - ii. Extend the current project until the 3rd phase materializes
 - iii. Define and put into force modalities for the "fee for service"

- iv. Seek additional funds from interested stakeholder (e.g. UNEP/DEPI, UN-Water, UNEP/CEP, etc)

Options i,ii would require some activities planned for Q3/4 be deferred to phase 3 or delayed and implemented in-house (as oppose to sub contracts) between phases.

6. Role of IW:LEARN in the 5th International Waters Conference (30mins)

Summary/Key Issues

- a. With the release of the new IW:LEARN website, the team is poised to provide a number of online tools for collaboration and interaction.
- b. Similar to the previous conference, a competition could also be held for the most innovative project website or KM initiative (e.g. mapping, decision support, etc).
- c. A seminar to sensitization projects about website guidelines would be beneficial
- d. Other seminar/consultation sustainability of services or KM

7. Presentation of new IWLEARN.net Website (30mins)

Summary/Key Issues

- a. <http://new.iwlearn.net> represents work in progress toward a much improved and interactive knowledge management platform for the IW portfolio.
- b. A project map integrated with the IW project database has been developed. This allows visualization of the portfolio to identify projects (old and current) in the same region, basin, etc.
- c. The interactive map allows quick access to current and historic content about a project (e.g. experience notes, technical reports, evaluations, etc)
- d. http://www.iwlearn.net/abt_iwlearn/pct/sc/june09/redesign-iwlearn-2009

8. AOB (10mins)