



Action/Decision Items from IW:LEARN Steering Committee Meeting December 11th, 2007 - Washington, DC

The IW:LEARN Steering Committee (SC) held a face to face meeting on December 11th, 2007. Envisioned completion dates are **bolded**. Actors responsible are underlined. ~~Strike-outs~~ were completed before this list was circulated. Participants are listed at the end.

UNEP Sustainability Plan [45 Min (SAK)]

1. Andy, Tessa, Tracy, Dann, Chris(for AI), Sean to form working group on defining a costing for a basic toolkit for sustaining web services, with the first meeting on 11 December.

PROPOSAL: UNEP could consider using regional workshops, supported by a needs survey and the E-bulletin, to review and develop an IW:LEARN service line in 2008.

Sustaining PAL Learning Activities [45 Min (JRMdS)]

2. SK to send the SCOM Caribbean inventories

Sustaining and Mainstreaming [90 Min (JRMdS)]

STATEMENT: Experience notes should be an indicator in prodocs. Also guidance on identifying the lessons learned could help sustain IW:Learning, this can be based on mid-term evaluations.

3. UNOPS and UNEP IWL to discuss the Bridges/E-Bulletin integration, or in other words the transfer of Bridges to the E-bulletin.

4. UNOPS IWL to revise Sustainability Plan: After background paragraph, add rationale for component structure, for each component & activity, with short paragraph stating what it is, what established outcomes activity were delivered, what is proposed to be sustained and in what way? The plan should present the key elements of IW:LEARN that we want to sustain and mainstream.

5. MH send TG IGRAC DAE link.

6. JRMdS to share Africa info (PIF/ProDoc) & Asia/Pacific PIF w/TG & MX

Overview Joint UNDP/UNEP Workplan 2008 [30 Min (DMS)]

DECISION: Completion of Caribbean Activity should be moved to the Q3 to make the 2009PIR.

7. TG will draft the terminal evaluation TOR w/AH

8. DMS will send memo to AM with details on money arrangements for evaluation.

9. MHH to include in next IW Bridges a cautionary statement announcing the impending close of IW:LEARN UNOPS, and also to request feedback on sustainability (what services should be sustained).

10. For mini-workshops ALL SCOM to identify key meetings to have mini-workshops.

Discussion of Workplan Including Key Areas for SCOM Insights [60 Min]

Global Forum Participation

DECISION: UNDP IWL to send at least three projects to Global Forum, including a minimum of one from each implementing agency. Ideas include: one of the nutrient reduction projects of the World Bank, and (Pacific) Fisheries. Planning needs to be hastened. IW:LEARN to possibly organize the GEF session.

10. UNDP IWL to find out how many self-funded projects.

11. UNEP IWL to make the following corrections to the IW:LEARN website:

- ◆ Thoroughly check project-by-project for still missing TDA's, SAPs...prodocs
 - Understanding that IA's must take responsibility for furnishing them.
 - Also remove unapproved TDA's, SAP's
- ◆ Buttons on the left
 - "Lessons learned"...should be re-titled knowledge products
 - Separate out experience notes
 - Conference proceedings (IWC)
 - One button for IW:LEARN newsletters
 - One for project newsletters

12. MX to look into resource people, local partner organization, & co-finance for PES workshop in Hanoi in April 2008.

13. DMS & MX to meet 1st wk of Jan re: PES workshop.

Outline provisional agenda for spring SC meeting [30 Min]

It was suggested to organize the next (Spring) IW:LEARN Steering Committee in April 2008 back-to-back with the Global Forum in Hanoi.

Other Business

14. MHH send MX the two LME DVD's

15. SK to followup on UNEP workshops (objective, format, venue, calendar, announcements)

16. MHH to put topics of learning exchanges into workplan

17. SK to followup with Lake Chad.

18. CL to give DMS link to course catalogue...whatever exists...and also more specific timing on course catalogue development for next year.

Steering Committee Members Present

GEF: Al Duda, Christian Severin

UNDP: Andrew Hudson

UNEP: Tessa Goverse

World Bank: Mei Xie (WBI)

Steering Committee Members Not Present

GEF: Ivan Zavadsky, Peter Bjoernsen

UNDP: Vladimir Mamaev

UNEP: Takehiro Nakamura, Isabelle van der Beck

UNOPS: Andrew Menz

World Bank:

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