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

Action/Decision Items from IW:LEARN Steering Committee Meeting – Teleconference
April 19, 2006

The IW:LEARN Steering Committee (SC) held a virtual meeting on April 19, 2006.
Envisioned completion dates are **bolded**. Actors responsible are underlined. Participants
are listed at the end.

*A. Clarify IW:LEARN's Primary Clients (projects, IWTF, GEFSec, projects under
development?)*

DECISION: The IW Portfolio is IW:LEARN's primary client, embodied by both IWTF
and projects.

1. IWL to come to SCOM meeting **in June** w/how unspent resources could be re-
   allocated to address emerging needs of both aspects of the portfolio.

2. IWL will work more closely w/IWTF to help IWTF take advantage of emerging
   opportunities, such as events (IWL catergory for projects to tell their story at events
   such as GPA-IGR, WWF) - IWL help to identify these opportunities.

*B. Review 1st Quarter Progress and ratify 2006 Quarterly Work Plan (request 'No
Objection' acceptance)*

1. IWL (DMS) to coordinate with Martin Bloxam re: activity B2.2.2 output, LME
   guidance manual; will provide draft LME manual for SC review by **June 2.**

   Notes: IWL to spearhead incorporation of his TDASAP course materials and modules into the manual.
   IWL needs to broker back & forth to integrate both ways, ensure that TDA-SPA course referenced as
   relevant in URI guide & that URI guide added as LME governance aid/tool in TDA-SAP course.
   Involve taskforce to be sure ideology issues resolved. US approach not necessarily transferable to
   developing countries. IWL will consider integrate it both ways, consider goal of integrating tool into
   future training for projects

2. MHH to seek Martin's involvement in LME Governance discussion group by **May 1**.

3. IWL requests SC support to re-evaluate contract w/IUCN-GMP by **June 2**.

4. IWL (JRM w/MHH) to document outcomes of stakeholder exchanges by **[TBD]**.

5. MHH to provide B3 mission reports and template to Andy Hudson by **May 1**.

6. MHH to compile list of Sahel GEF IW projects and obtain contact information for MX by **14 May**.

7. IWL (DMS w/AD and MHH) to obtain co-finance #s from JWF by **2 June**.

8. IWL (MHH) Re: *IW Bridges* – spotlight newly approved GEF projects in subsequent issues, with the pending issue highlighting the Hungary-Budapest Nutrient Reduction project, as well as the Black Sea – Danube Strategic Partnership.

9. IWL (MHH) Re: *IW Bridges* – IW:LEARN should include a complete list of GEF projects as an insert in the next issue by **June 1, 2006**.

10. IWL (MHH) Re: *IW Bridges* – There should be an edition prior to GEF Assembly highlighting IWL itself and KM by **August 15, 2006**.

11. IWL (MHH) Re: *IW Bridges* –The Beijing IGR edition should focus on land-based activities by **October 1, 2006**.

12. IWL re: D3 IWRM budget line - to re-allocate $60k of D3 savings to support IWENs {consultants to write, etc.}, as part of Activity E2, and to propose reallocation of D3 funds and/or uses by **June 2, 2006.**

13. AH to direct GETF MSP to harmonize intake form with IWEN format, w/DMS support, by start of MSP (July 2006). [DMS &/or MHH will follow-up accordingly.]

14. SCOM to provide final comments on EN form by **21 April**.

15. IWL will capture progress and outputs from all activities and update website for each **at least quarterly**. Pages will include Quarterly Progress, plus deliverables. "No Progress"will be used besides those activities which have no progress to report that quarter. Key will be provided for all colors used in QPR.

16. IWL(SK) will ensure that iwlearn.net displayed at GEF Assembly, by **August 1**.

DECISION: SCOM approves the 2006 workplan as presented.

C. Amend IW:LEARN Budget to address savings and over-runs

DECISION: Re: D3 Budget - IWL reserve least $66,000 for future initiatives that need corporate support over next 2 1/2 years; while $60,000 from D3 budget to be spent on procuring IW Experience Notes ($20 per IA).

17. IWL (MHH) to followup with TN regarding collection of EN's at Bangkok meeting.
DECISION: SCOM approves UNOPS-IW:LEARN Budget Revision 2 as presented.

18. <u>SK</u> will provide SC with updated budget/expense report and any budget revision requests for UNEP-IW:LEARN budget by **June 2, 2006**.

D. Develop criteria and decision-making mechanism for IW:LEARN Outreach Events and Staff Travel

DECISION: This agenda item to be tabled, to address at SCOM meeting agenda in June

19. <u>IWL</u> (DMS) will draft criteria to for travel prioritization for SCOM review by **June 2**.

E. Discuss parameters to earmark GEF IW projects' funds for IW:LEARN involvement

DECISION: This agenda item to be tabled, to address at SCOM meeting agenda in June

F. Set date and identify preliminary agenda items for 2006 Spring SC meeting (in DC)

20. <u>SCOM</u>: Next face-to-face SCOM meeting to take place **2 June**.

21. <u>AD</u> to obtain room for SCOM meeting **2 June.** <u>DMS</u> to follow-up.

22. <u>SK</u> to provide usage statistics for iwlearn.net at SC meeting **2 June**. In addition, SK will provide written quarterly update on iwlearn.net usage stats (important downloads, etc.) -- as part of IWL QPR – **Quarterly, within 1 month of end of quarter).**

23. <u>IWL</u> put on agenda for June SCOM when we have feedback from Takehiro & projects from BKK mtg about how notes are useful. Technical Notes could be annex to ENs, w/all annexes & references clickable w/in subtext of EN

24. <u>IWL</u> to include the following docs & items at next SCOM: Assembly plans, exp notes, molodova meeting, report on planning for Beijing meeting and B3 and IWC4, M&E indicators for learning type projects (e.g., GEF return-on-investment for IW:LEARN), B2.3 (Coral Reef) and mid-term evaluator (draft) TOR, IWEN assessment (UNEP in BKK) & progresss, revised sustainability plan, UNEP-IWL budget & expense to date by two weeks prior (~**May 15**) to meeting.

25. IAs will bring word of their 2007 Africa plans (e.g., TRIB) to SC meeting, **June 2**.

Steering Committee Members Present
GEF: Al Duda
UNDP: Andrew Hudson
UNEP: Takehiro Nakamura, Sean Khan
World Bank: Tracy Hart, WBI: Mei Xie
Other Participants – IW:LEARN Project Coordinating Unit (PCU): Dann Sklarew, Janot Mendler, Mish Hamid

Steering Committee Members <u>Not</u> Present
GEF: Christian Holde, Andrea Merla
UNDP: Vladimir Mamaev
UNOPS: Andrew Menz