



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

Steering Committee Meeting

8:00 am to 9:30 am, 1:30pm to 5:30pm Monday, November 15th, 2004
World Bank, Building G, 19th & G Streets, 8th Floor, Room 220 (G8-220)
Washington, DC

Objectives

1. Review project design updates, progress (launch!) since last SC meeting
2. Introduce current FSP status, core team and their roles (at IAs, PCU, etc.)
3. Refine and finalize 2004-2005 Work Plan activities, tasks and coordination
4. Approve 2004-2005 staff travel plan and budget to address Work Plan
5. Address any outstanding issues related to the above
6. Identify time and place for next SC meeting (briefly in Rio in March? June 7 in DC?), along with action items prior to that date.
7. Meet with GETF regarding IW Conference planning (dinnertime)

Tentative Agenda:

1. Procedural items: Appoint chair and secretary, approve May 2004 SC minutes and this Nov 2004 agenda
2. Project design update: What changed between SC meeting and final FSP approval?
3. Project execution status: (a) IAs on board, (b) Personnel recruited, (c) Sub-contracts
 - a. UNDP-IW:LEARN; b. UNEP-IW:LEARN and project Web sites
4. 2004 4th Quarter Work Plan (full-plate)
5. 2005 Work Plan: (a) Overview, (b) Review by Component and Activity (2005 outputs, status, issues req. SC input), (c) Harmony/Synergy across activities?
6. 2005 Staff Travel Plan and Budget
7. Action items before next meeting
8. Time and place of next meeting
9. Reconvene for IWC dinner meeting w/GETF

Expected Outputs

1. Approved minutes for Spring 2004 SC meeting, draft minutes for Autumn 2005.
2. SC-approved Work Plan, Travel Plan and Budget for 2004Q4-2005Q4 (inclusive)
3. SC recommendations for refining implementation for each activity, e.g.:
 - a. Component A: Refined outreach materials (Web site design, user survey; improving projects' web sites)
 - b. Activity B4: List of GEF IW projects who can provide or will soon need Public Participation (P2) lessons for P2 workshops
 - c. Component C: Timing for preparatory and follow-up e-discussions, concurrent workshops
4. List of issues/outstanding items for PCU, SC or other Project Coordination Team (PCT) members to address prior to next SC meeting (+ tentative mtg. place/time)

Meeting Schedule

8:00am Steering Committee arrives at World Bank room no. G-8-220

8:15am Session 1

9:30am Break

1:00pm Lunch

1:30pm Session 2

6:00pm Meeting Adjourns

(NOTE: In the event that the multi-focal IATF meeting does not occur, the SC may elect to move Session 2 and 3 from 2-3 hours earlier.)

Contact Information

Dann Sklarew 703-623-1824 (mobile) or dann@iwelearn.org

Mish Hamid 202-468-1383 (mobile) or mish@iwelearn.org