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**Action/Decision Items from IW:LEARN Steering Committee Meeting –  
Teleconference  
January 19, 2007**

The IW:LEARN Steering Committee (SC) held a teleconference meeting on January 19th, 2007. Envisioned completion dates are **bolded**. Actors responsible are underlined. Participants are listed at the end.

***A. Final SC feedback regarding any errors or ambiguities in the document [45-60 min]***

\* DECISION: The mid-term evaluation (MTE) should distinguish and separate out recommendations to be enacted by IW:LEARN from those directed at other GEF IW entities. E.g., in terms of GEF policy, the MTE should address recommendations directly to the GEF Secretariat (not IW:LEARN) by **31 January**.

1. MTE should reflect line manager abilities and constraints by **31 January**.
2. UNEP will address coordination mechanism and structure (including steering committee input) by **31 January**.
3. MTE should enact the following changes and/or clarify the following items (as outlined by TH) by **31 January**:
  - a) Report should be spell-checked.
  - b) In section 3. 3.4.4: What does "party score" mean?
  - c) In 3.4.6, please remove ambiguity regarding carrier.
  - d) Sect 3.5.4 :LEARN, should be IW:LEARN.
  - e) Graphic on M&E guidelines...this graphic is unclear (on the bottom of page 20)
  - f) 3.7.1: is it part of scom mandate to "be exemplar of good practice..."...this phrasing needs more supporting text
  - g) Throughout body of text...phrasing "IW:LEARN is not a bad project"...the project should not be continually referred to as not being sick...please say it just once...
  - h) IW:LEARN should be referred to as a project that has potential for improvement
  - i) Re: TOR for SCOM...Note that it will take time to address SCOM mgmt structure and procedures...

***B. Estimated procedure and schedule for completion of MTE, esp. date for SC acceptance and transmittal letter regarding actions based upon MTE Report. [15-20 min]***

All SCOM members should submit written comments to facilitate discussion by **31 January**.

- \* DECISION: Three documents shall be produced following publication of the final MTE.
- a) Management Review: The two PCU's will respond with suggestions for SCOM on how to proceed based on learning and recommendations in MTE Report, with table prioritizing expected difficulty of implementing each recommendation (see below).

- b) SCOM will draft & sign Transmittal (Acceptance/Direction) Letter, identifying recommendations to be enacted, for delivery to PCU and M&E Unit (including IA M&E personnel).
- c) A consolidated Management Response to the SCOM letter, will indicate how project expects to implement SCOM direction.

\* **DECISION: 31 January** will be the deadline for ADS to incorporate final edits to the MTE. Comments on draft MTE to be received until **29 January**.

- 4. ADS to provide SC an email detailing any changes made to MTE recommendations after inputs from IAs & others, as part of final *MTE Report*.
- 5. PCU (DMS) will prioritize the degree of difficulty of implementing each recommendation, ranking them from easy->hard, as input to SCOM telecom (see below).
- 6. MTE to submit final version to SC by **1 February**.

\* **DECISION:** SCOM meeting on **1 or 2 February** to review final *MTE Report* and *Management Review*, and to direct PCU on what MTE recommendations to implement (and how).

- 7. SCOM will discuss Management Response to SC accepted-items, and produce a transmittal letter from SCOM to UNDP- and UNEP-GEF M&E authorities and approve a revised 2007 workplan by **16 February**.

***C. Discuss prompt action re: particularly important/urgent recommendations (management structure and management across sub-projects, fate of Activity D1 (SEA RLC)). [TIME PERMITTING, else subject for follow-up call by Feb. 1 or 2]***

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*Steering Committee Members Present*  
 GEF: Christian Severin  
 UNDP: Andrew Hudson  
 UNEP: Sean Khan, Takehiro Nakamura,  
 World Bank: Tracy Hart (IWTF observer)

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*Steering Committee Members Not Present*  
 GEF: Al Duda, Andrea Merla  
 UNDP: Vladimir Mamaev  
 UNEP: Isabelle van der Beck  
 UNOPS: Andrew Menz  
 World Bank: Mei Xie (WBI)

*Other Participants* – IW:LEARN Project Coordinating Unit (PCU): Dann Sklarew, Janot Mendler, Mish Hamid, Alec Dawson (Mid-term Evaluator)