

Present

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Rodney Vorley, (FMO, DGEF)
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Tessa Goverse, (Task Manager, DGEF)

Budget Update

Clarification on monies the project still had in both the DEWA and GEF accounts was made by the FMOs present. In the DEWA account out of \$200,000 allocated for the year 2009, cash advances of \$150,000 had already being made to the Sub project and only \$30,112 has been recorded in IMDIS as spent. Hence the subproject needs to account for the remaining \$119,888 in order to have the remaining balance of \$50,000 sent to them.

In the GEF account the main project (Umbrella) still has \$116,000 unspent while the subproject has a balance of \$222,238, taking into account the effects of the revision currently being processed.. With regard to the sub-project the DGEF FMO explained that he needs to receive an official cash advance request from the executing agency (UNEP/DEWA) stating the exact figure requested as pointed out in earlier e-mails. This request should be based on what the sub-project executing agency estimates it will realistically disburse by the end of October 2009 The cash advance will be reviewed and funds released as soon as the project manager comes up with the request, including clear justification showing all the outstanding activities/milestones and the required amounts of monies in order to carry them out before 31/10/09. The project revision is ongoing and this will not hinder the release of any monies.

Action	Who	When
Send the latest cash advance request form to DEWA	RV	1 September 2009
Prepare a cash advance request with milestones/activities and exact figure to be spent on each activities for DGEF to act upon	SK	3 September 2009

Closing of the project

The project completion date is 31/10/09. By then, the project should have delivered its key activities. However, there are a number of recurrent/maintenance activities that will be continued at a low burner mode until the next phase of IW:LEARN will start. DEWA is willing to extend current project staff contracts until the end of December 2009 to enhance a smooth transitioning. However, the project team is expected to deliver all project outputs by 31 October 2009. These include launching the new website and releasing the website guidelines to projects after a trial and review process for further (user) feedback and comments. The project manager was advised to urgently submit his review of project implementation progress (PIR) and in addition list the project activities that will be accomplished by 31/10/09. The project manager was also requested to clearly state the outstanding outputs that will not be completed by 31/10/09.

The project manager reported that the cash advance is requested for the following deliverables by the 31st of October 2009:

- Release of the new website
- Website guidelines
- Copy-editing of website
- Customisation of new toolkits
- Upgrade of the toolkit sites
- Implementation of the CoP
- Customization of the new toolkit sites among others for further consideration by the divisions involved on the next steps.

He also expressed a concern that the following may not be delivered by the 31st of October 2009:

- Migration of the platform

It was decided to review the work plan for the last period in the context of the PIR discussions. A separate meeting will be held on the forma; procedures for project closure by 31 October at a later date together with the FMOs. The terminal evaluation for the project will take place in Oct/Nov/Dec, 09

Action	Who	When
Prepare PIR and add an extra sheet listing all the activities that will have not been accomplished by end of Oct, 09	SK	4 September???

The conference will take place on 24-29 October 2009 in Cairns Australia. The UNEP/IW:LEARN project will develop a CoP platform before then for use by the participants, organize a website competition and also have exhibit booths where project managers can meet and discuss further the transitioning of the project in terms of what minimal services they will get etc. The final draft of the website guidelines will be launched then and the conference will be used to highlight the achievements of the current phase of IW:LEARN and serve as a platform for mobilizing the fee for services from projects. The project manager was requested to consider sponsoring participants from UNEP closed projects, in particular the South China Seas project.

Transitioning of the Project

The Transition period is expected to take place from 1 Nov, 09 to 31 December 2009. The project is expected to maintain its ICT services offered to projects at minimum level. The project manager was requested to urgently finalize the transitioning plan for sustaining the services during this period and clarify what minimum level service entails including costs. The project manager mentioned that the 3rd phase could be starting its implementation sooner than it was expected and also he had received a request on replicating the platform across all the GEF focal areas. The DGEF task manager clarified that – although approval was expected rather soon – the project preparation phase will take upto mid-next year. The Steering Committee needs to be informed about the transition plan asap.

Action	Who	When
Update the transitional plan clearly stating the services to be carried out, staffing time required, back ups and the best location for the servers etc.	SK	