



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

Steering Committee Meeting

Pre-IWC3: 10am, Monday, 20 June 2005

Post-IWC3: 3pm, Saturday, 25 June, 2005

Pestana Bahia Hotel

Rua Fonte do Boi 216 Rio Vermelho

Salvador, Brazil

Pre-IWC3 Agenda (2 hours)

Objectives

1. Accept minutes from fall SC meeting(s).
2. Review progress since last SC meeting¹, identifying lessons, next steps to address any challenges
3. Present IWL brochure; newsletter; exchange materials -- for communication and reference during IW Conference; present cumulative trainees list (per VM request)
4. Get all on target and on the same page and re: meta-messages for IWC
5. Final preview of IWC plans (w/GETF, last 20 min.), SC member & PCT roles (re: conference, IW:LEARN messages to projects this week, etc.)

Tentative Agenda

1. Semi-Annual Progress Report & Discussion
2. IW Conference Final Orientation for IWTF and IW:LEARN team
 - GEF IW:LEARN messages at IW Conference
 - Schedule/logistics of conference + side-events (LME x2, *honchos'* meal, others?)
 - IWTF and IW:LEARN PCT² & roles
3. Invite SC to attend facilitators pre-IWC meeting, to meet the PCT, chairs, presenters

Expected Outputs

1. Ratified minutes from fall 2004.
2. List of SC guidance/decisions to address any challenges/issues related to progress.
3. Agreement re:
 - IWC objectives,
 - meta-messages
 - roles & outreach by IWTF & PCT

¹ See QPR, newsletter progress vis ProDoc milestones, contracting & hires handout, & e-fora summaries

² IW:LEARN PCU, UNEP, ELI, GETF, LakeNet, IUCN (GMP & WANI), UNESCO, UNECE, *et al.*

Post-IWC3 Agenda (PALs part during lunch, then 90 minutes)

Objectives

1. Identify initial lessons from IWC3
2. Refine and coordinate remaining 2005 work plan, accounting for this learning
3. Approve budget revisions and travel plans
4. Address any additional PCT needs from SC (e.g., IWC4 site, IWRM self-assessment)

Tentative Agenda

1. IWC debrief – initial lessons (starts w/PALs over lunch)
 - Objectives met? What worked? What didn't? Lessons? Next steps?
2. 2005 Work Plan refinement
3. Budget and Planned Travel Review
 - Present update on co-finance, financing/expenses, tag outstanding issues which req. SC review (budget revision(s), expenditures/outlays rate, travel plan) for (a) UNOPS-IW:LEARN and (b) UNEP-IW:LEARN sub-projects
4. PCT Needs from SC (IWC4 locale? IWRM self-assessment?)

Expected Outputs

1. Documentation of lessons learned from IWC3
(re: IWC conference process, portfolio learning needs/resources, etc.).
2. Refined 2005 Work Plan
3. SC-approved UNOPS-IW:LEARN Budget Revision and Travel Plans
4. Documentation of next steps (in minutes)

Contact Information

Please email dann@iwlearn.org and janot@iwlearn.org or leave message for us at front desk of Pestana Bahia Hotel.