



1st Steering Committee Meeting Flood and Drought Management Tools Project

Vic Hotel, Kisumu
1-3 March 2015

Meeting Minutes

Chair: Dr. Canisius Kanangire, LVBC

Participants

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Mr	Raul Glotzbach	IWA	raul.glotzbach@iwahq.org

*meeting agenda can be found in Appendix 1

Action points Steering Committee Meeting

Agenda Item	Action Item	Responsible	Due date
Overview of agenda, meeting structure and rules of procedure (includes PSC terms of reference)	Amend the SC terms of reference a. SC chair will be active for one year and then handover to the new chair at the next SC b. The role of each basin organisation executive is to channel the outcomes and outputs of the project to relevant institutions within the basin for	PMU	March 16 th , 2015



	further endorsement and uptake. This is needed for buy in, adoption and usability after completion of the project.		
Component 1 – Development of Methodology and Tools	Provide relevant presentation from the steering committee and communication material (key messages) to PSC members	PMU	March 16 th , 2015
	Request by UNEP for basin organisations to provide an overview of existing projects and how these can be supported by the developed DSS	HAI, LVBC, VBA	By 2 nd SC meeting
Component 3 – Validation and testing at local level Component 4 – Capacity building and dissemination	Provide comments/suggestions on how to address continuity of capacity development at the institutional level	SC	May-September 2015
Component 4 – Capacity building and dissemination	Basin organisations to identify relevant events (global, basin, national, local)	HAI, LVBC, VBA	March 31 st
Communication strategy	Provide detailed comments/feedback on key messages and stakeholder visualisation	SC	March 31 st
	Revise draft communication strategy, to include: <ul style="list-style-type: none"> • Further define target groups (to include researcher/academia, etc.) • Develop further operational definitions (to include application areas for validation of the DSS, idealised methodology, etc.) [Ongoing] • Stakeholder visualisation based on option 2 • Revise key messages pending SC review 	PMU	Ongoing Ongoing March 31 st , March 31 st ,
Budget	Explore the financial and resource implications of having representatives from Tanzania, Kenya, Uganda, Rwanda and Burundi attending trainings and workshops	PMU	April 24 th
	Report on the budget as part of the workplan with an indication of resources utilised and percentage of budget used and a baseline indication. The PMU will, in addition, continue to report the budget to UNEP in the UNEP provided template.	PMU	April 24 th

GEF Monitoring and Evaluation requirements and Results Framework	Review (providing detailed comments and feedback) the Results Framework	SC	March 31 st , 2015
Inception report	Revise the inception report with inputs received from the SC	PMU	April 24 th , 2015
Additional decision making by the Project Steering Committee	Basin organisation to make link with communications focal point and PMU	SC	March 31 st , 2015
	Provide feedback on Review Group and provide recommendations	SC	March 31 st , 2015
2nd SC meeting (location and date)	Provide the exact dates for the 2 nd SC meeting in consultation with VBA	PMU	May 1 st , 2015
Resource persons as part of the SC	Further develop the ToR for specific resource persons within the SC ToR	PMU	March 18 th , 2015
	Formally communicate to resource persons' respective institution on their nomination to the SC and the date and location of the 2 nd SC meeting	PMU	March 18 th , 2015

Field Trip – March 1st, 2015

Prior to the Steering Committee meeting on March 2nd, 2015, the LVBC and KIWASCO organised a site visit to KIWASCO facilities, including 2 Intake Works (Dunga Intake Works contributing 45% of KIWASCO's (lake) water abstraction and Kajulu Intake Works contributing 55% of the (river) water abstraction), the Kisumu Water Treatment facility and Wastewater Treatment facility (treatment of domestic and industrial effluents), and the Nyamasaria flooding area which experienced flooding in 2014 impacting It demonstrates a need for better planning to protect the people and the environment. KIWASCO is among one of the many stakeholders which the project will engage with through





Business meeting Day 1 – March 2nd, 2015

Opening address by Dr. Canisius Kanangire

Dr. Kanangire opened the first PSC meeting with reference to 'the field visit, highlighting how Kisumu has experienced floods in the past demonstrating an increasing need for better planning to protect the people and the environment.

He indicated that there is great importance for community engagement in the activities undertaken by basin organisations.

Dr. Kanangire emphasised that members of the Steering Committee (SC) will be guiding and bridging the connection between the reality in the basins and the tools that are being developed, in order to ensure that the project develops something that can be used effectively from basin to catchment to local scale. These developed tools need to be flexible, adaptable and to be used by all ministries, stakeholders, while meeting the targets of the project. All 3 basins are experiencing different issues related to flood and drought and facing economic impacts as a result. Therefore, there is a growing need for a tool that is both practical and usable for different priorities and needs.



[Overview of agenda, meeting structure and rules of procedure \(includes PSC terms of reference\) – UNEP](#)

Christine Haffner-Sifakis, UNEP provided an overview of the meeting agenda, the project and the functions of the steering committee (SC) which included the terms of reference (ToR).

It was clarified that the SC is not directly accountable for the budget; however, the project invites the SC to provide comments and guidance on the budget and expenditure to ensure project outcomes can be achieved

It was agreed that each host basin will chair their respective meetings to provide equal opportunity to all SC members. The SC chair will be active for the whole year until the next SC meeting for continuity. The SC will meet once a year in person, however meetings through teleconference will also be possible as required. These meetings will be arranged through the PMU. This arrangement will be clarified in item 1.3 of the SC ToRs.

It was agreed that role of each basin executive in the SC is to channel project outcomes and outputs to high levels of government to ensure endorsement across countries and institutions For example, LVBC can play a role in communicating the project to the Council of Ministers (CoM) for endorsement and uptake across countries. This role of the SC will be reflected in terms of reference.

Action point(s)

1. Amendments to the SC terms of reference

- a. SC chair will be active for one year and then handover to the new chair at the next SC
- b. The role of each basin organisation executive is to channel the outcomes and outputs of the project to relevant institutions within the basin for further endorsement and uptake. This is needed for buy in, adoption and usability after completion of the project. [March 16th, 2015]

[Approved: SC ToR adopted, pending action point 1]

Preparation and Inception activities

Katharine Cross, IWA presented information on the preparation and inception activities of the project. She addressed the findings from the stakeholder consultations in each basin and inception meeting and how the findings have been incorporated into the project workplan and inception report.

Courtesy call to the Governor of Kisumu

Representatives of the PMU, HAI, VBA and LVBC and KIWASCO made a courtesy call to the Governor of Kisumu where they briefly explained the project to the governor.





Component 1 – Development of Methodology and Tools

Oluf Jessen, DHI gave a series of 3 presentations:

1. Methodology behind the DSS

The project will develop a DSS which incorporates data and information to support the planning process. Using existing planning methods (IWRM, TDA/SAP and WSP), a general 4-stage planning approach has been developed for the project: Analysis, Planning, Implementation and Monitoring.

This project will focus on short- to long-term planning, while real-time operation and forecasting will not be part of the project. Short- to long-term planning is divided into operational and strategic planning. Floods and droughts ought to be distinct phenomena because of different characteristics and typically different management. Therefore, operational and strategic planning is further divided into drought management and flood management.

The DSS will consist of a number of technical tools that use inputs such as water data and seasonal forecasting to produce various outputs, such as drought indicators. The planning methods are being mapped in order to identify relevant tools.

2. How to design and validate the DSS functionality

The second presentation focused on how the DSS is being designed and the process of validating the functionality. There are many processes and outputs in existing planning method, and there are numerous existing and potential tools needed for supporting the required output. Consequently, there is a need for a structured approach to define and select the functionality. This has included consulting with stakeholders on their area of interest – what tools they need and what outputs they are looking for. The project is now evaluating the requirements of both stakeholders and planning methods. Six to eight potential interest areas for validation of the DSS (e.g. drought management – short- and long-term) are being selected based on stakeholder requirements, yet still covering potential flood and drought issues. A step by step description of how to apply the DSS within specific areas will be developed this is referred to as a methodology, and will be used to test and validate the DSS on specific applications. The methodologies will be a specific step-by-step list of activities to address a specific flood or drought application within a defined application area for the DSS.

The project will develop both an idealised methodology for each application area, and a locally-adjusted version based on a practical implementation in the pilot basins. The idealised methodology could be used as a global template for applying the DSS on a specific case, while the implemented version will serve as a validation of an actual use of the DSS on a specific case.

3. Activities in component 1

An overview of the activities was provided and explained how the methodology being developed, and the process of design and validation shaped each activity. One key activity highlighted was “*Activity 2: Assessment of the gender and social dimensions in flood and drought management*”. A study has been commissioned where the consultant will:

- Undertake interviews with key stakeholders in flood and drought prone areas within pilot basins
- Identify water relevant gender indicators being adopted and monitored by countries, if any
- Identify impacts of flood and droughts on men and women/girls, including hygiene, and analyse options for diversified livelihood support for women during droughts

It was noted that when addressing gender and social dimensions, the identified issues should be included in the methodology (project framework) as part of the solution. These groups of people should not just be identified as the vulnerable/affected groups of people.

Discussion

The project will develop a license free DSS focusing on usability and functionality, which will be tested and validated with basin organisation (basin level) and utilities (local level), and should address planning with emphasis on flood and drought issues. The DSS will build on existing DSSs across the basins to use experiences of stakeholders rather than create a new tool. A suggestion was made by



Moshen Al-Arabawy, NBI, to include application case studies to demonstrate the use and value of the DSS to the intended stakeholders (users of the DSS). This can be valuable when benchmarking the tool.

Although there is limited engagement of stakeholders during this process, the user community for the DSS will go beyond basin organisation and utilities, to include other end users, for example catchment level organisations at the national level. At the beginning of the project, the number of stakeholders involved will be limited to the core group of basin organisations and utilities as defined in the project document. However, as the project develops additional organisations can be suggested to include in training and workshops. It was emphasised that it is important to target the right people to take part in the technical and awareness raising workshops. A profile of who the participants should be will be developed for each workshop.

It was stressed for the Lake Victoria Basin that all basin member states should be included in the project, however, the level at which they are all engaged could vary. The involvement of the member states is valuable as it will ensure the acceptance and use of the DSS in each of the member states. The involvement of Rwanda and Burundi is important for LVBC as they have a number of regional projects that can benefit from the DSS within all countries. LVBC is starting a project on water supply and sanitation in the region in 2016, and drought related projects (through GWP) in the Kagera region).

It was agreed that the project will engage with representative of member states in the transboundary basins (especially the Lake Victoria Basin) in the following ways:

1. Awareness workshops – understanding the value of the DSS for decision making (basin organisation should assist in identifying the right people to attend).
2. Technical workshops for the validation of the DSS – the technical workshops will be for the stakeholders involved in the project, Basin organisations and water utilities. There is an understanding for the need to include representatives from member states and other organisations but there is a need to address the financial implications first. A possible solution might be that member states and other stakeholders will be invited but without the project covering their cost.
3. Update to stakeholders, on a yearly basis, through basin organisation (e.g. using their structure (meetings, events) to further communicate the project to a wider and relevant audience).
4. Project newsletter to keep all stakeholders informed on any project updates. The newsletter will be submitted on a bi-monthly basis.

Ensuring continued upgrading and updating of the DSS beyond 2018 was discussed. Beyond the project end date, there will be no upgrades and updates made by the executing agencies. However, basin organisations were requested by UNEP to provide an overview of existing projects and how these can be supported by the developed DSS. Where synergies can be created, there is the possibility of exploring continued support on development of the DSS (this include GEF funding, keeping in mind that GEF funding takes time).

Specific points were also discussed on the proposed DSS tools:

- Robust decision making is one of the decision methods to be evaluated as it's a method for evaluating when a method will fail, and it assists in locating the most robust decision. As basin organisations are more likely to focus on strategic planning, there is a higher level of uncertainty. Robust decision making will help with the issue dealing with uncertainty.
- Satellite functionality, using perhaps TigerNet (DHI-GRASS tool focused on Africa using European satellites), can be made available in the DSS, however the focus will be on automated remote sensing data (which can also be used to get the water level of the lake Victoria for example; not for rivers), and not on addressing issues around water quality, which are big issues in the Volta Basins and the Lake Victoria Basin. As there is a clear end date to the project, the use of remote sensing data will enable the DSS to continue to be of value after the end date of the project.



Finding common definitions to terms is essential to ensure a common communication from the project. The PMU has suggested a number of operational definitions and will continue to define these terms as the project develops.

The project will engage with a number of projects around building capacity, for example the IWA projects focusing on water safety planning. Similar mechanisms can be used with the project stakeholders, using their structures (meetings, events, etc.) to further communicate the project to a wider and relevant audience. The communication strategy being developed for the project will be of great help in this regards, defining what messages to convey and to whom, providing the relevant presentation and communication material, etc. to ensure that we are all telling the same story.

Action point(s)

- 1. PMU to provide relevant presentation from the steering committee and communication material (key messages) to PSC members [March 16th, 2015]**
- 2. Request by UNEP for basin organisations to provide an overview of existing projects and how these can be supported by the developed DSS [By 2nd SC meeting]**

Component 2 – Validation and testing at basin-wide level

Oluf Jessen, DHI presented on component 2 addressing validation and testing of the DSS (the step-by-step methodology that is being developed) with basin organisations to integrate flood and drought information into basin level planning. Validation and testing of the functionality will vary for each basin depending on their needs and priorities. For example, the validated and tested functionality in the Volta Basin could focus on data management, in the Lake Victoria Basin on defining and using indicators and the Chao Phraya basin on drought management as they have vast experience in flood management in Thailand.

The presentation indicated that validation and testing of the DSS functionality would be done through in-depth training and feedback during yearly workshops, and used to further develop the DSS. Each workshop would focus on actual planning components identified in consultation with basin organisation.

Findings will contribute to a report on the application of the developed DSS and a number of strategic recommendation for policy developers.

Discussion

A clarification was made that the project will provide *recommendations* to policy development – not help *develop* policy.

Component 3 – Validation and testing at local level

Katharine Cross, IWA presented on component 3 addressing the validation and testing of the DSS at lower administrative levels using DSS tools in the three pilot basins enabling the integration of flood and drought issues into local level planning (e.g. WSP) for water suppliers and regulators in particular (i.e. utilities), but eventually for (agro) industries and urban area managers to consider options for increased resilience and preparedness to flood and drought within broader basin context with an emphasis on vulnerable groups affected by water related shocks.

As with component 2, yearly workshops will be the focal point for interactions between the stakeholders and the project team, and where the formal feedback from the DSS development will be collected and incorporated into the project.

Findings will contribute to a report on the application of the developed DSS at the local level and a number of strategic recommendations for policy developers for flood and drought management planning at the local level.



Component 3 was changed from the original project document to reflect the activities in component 2. The justification is that the validation and testing at basin and local level should be done simultaneously, as this enables synergy between the stakeholders at basin and local level.

Discussion

The PMU will explore the option of having multiple languages, as this can enhance the usability of the DSS, especially for non-English speaking users. Training material and WSP material will mainly be in English and in French where required. Only summaries are required in Thai, the main information can be provided in English in Thailand.

It was agreed that the PMU will organise yearly workshops in each basin, where at the end, the stakeholders can take the DSS back to their respective institutions. They should be able to contact the PMU or focal points online for further assistance or to arrange additional trainings. The SC will monitor the progress and make suggestions to adjust the process if needed.

The PMU requires the assistance of the basin organisations (and utilities) to identify the right people for the PMU to engage with to ensure the use of the DSS after the end of the project. NBI suggests avoiding dongles as this often put a limitation on capacity development and knowledge development on the use and value of a DSS; addressing the continuity aspect. Ideally those who are trained should train other staff. It is up to organisations as well to ensure that those trained continue to train staff. Finding a mechanism to build the capacity of the institution is valuable as it stays with the institution and issues of trained staff leaving does not hinder capacity development of new staff.

Action point(s)

- 1. SC to provide comments/suggestions on how to address continuity of capacity development at the institutional level [May-September 2015]**

Component 4 – Capacity building and dissemination

Katharine Cross, IWA presented on capacity building and dissemination, addressing the production and application of training materials for stakeholders, and communicating and disseminating project information to stakeholders and the wider public through, for example, awareness workshops on how to utilise the DSS in food and drought related planning or relevant events.

The presentation briefly addressed the communication strategy being developed to provide consistency and guidance on communicating project outputs.

An indication was made on the modification to component 4 separating capacity building and dissemination as two separate outcomes. The communications strategy development has been moved to this component under outcome 4.2 to provide a roadmap to create public awareness of the developed DSS to different stakeholder groups.

Action point(s)

- 1. Basin organisations to identify relevant events (global, basin, national, local) [March 31st]**

Communication strategy

Raul Glotzbach, IWA presented on the draft communication strategy. The communication strategy is a living document that will be used to guide both internal and external communication in order to build consistency on how the project is conveyed.

The document will be used to help increase the awareness and understanding of the project goals and objectives amongst a wide range of key stakeholders and enable a high level of engagement and



participation from stakeholders, as well as influence a wider audience through the dissemination of project activities and information that is developed.

The presentation engaged the SC around 2 key items, the stakeholder visualisation, and key messages, addressing 4 main communication priorities, to be used by the project stakeholders when conveying the project rationale and objectives:

- The urgency of the situation (stating the need for the project)
- Identified need to build resilience (outlining the solution required)
- The cooperation within and amongst countries is essential (stakeholders and their desired attitude identified, F&DMT project positioned as 'bridge' connecting them)
- Water managers *recognise and address the implications* (concrete outcome identified, goal set)

The presentation also addressed a need to communicate operational definitions used in the project to ensure a common understanding of particular terms (e.g. DSS, tool, functionality, approach, methodology, pilot study (from this point forward referred to as 'application area for DSS validation'), etc.)

Discussion

It was agreed that the communication strategy defines not only intra-basin cooperation but also communication and cooperation outside; between basins.

The PMU will further develop the communication strategy, defining key messages to convey, providing the relevant presentation and other communication material, etc. to ensure that we are all telling the same story. The PMU will circulate the detailed key messages to get further input from the PSC members.

Action point(s)

1. **SC to provide detailed comments/feedback on key messages and stakeholder visualisation [March 31st, 2015]**
2. **PMU to revise draft communication strategy, to include:**
 - 2.1. **Further define target groups (to include researcher/academia, etc.)**
 - 2.2. **Develop further operational definitions (to include application areas for validation of the DSS, idealised methodology, etc.) [Ongoing]**
 - 2.3. **Stakeholder visualisation based on option 2 [March 31st, 2015]**
 - 2.4. **PMU will revise the key messages pending action point 1 [March 31st, 2015]**

**[Approved: Communication strategy, pending action point 1 and 2
Stakeholder visualisation option 2, pending action point 1 and 2.3]**

Project budget

Katharine Cross, IWA provided an overview of the project budget, changes to the project budget and 2014 expenditures.

Discussion

It was agreed that the SC can also provide comments on potential revisions to the budget (Christine Haffner-Sifakis, UNEP indicated that common practice is to not to go beyond 10% across budget lines). The task of the SC is to see how the money is being used and why adjustments have been made and agree or disagree with these changes.

The PMU will present the annual budget as part of the workplan (align the budget with the workplan), to facilitate the deliberation on the presented year. This will be completed for this year within a month of the PSC meeting, and will also be prepared for the 2nd SC meeting. In addition, the percentage distribution of the components will be provided. An indication of the baseline should be provided indicating what was planned and what was achieved.

Action point(s)

1. The PMU will explore the financial and resource implications to have Rwanda and Burundi attend trainings and workshops [April 24th, 2015]
2. The PMU will report on the budget as part of the workplan with an indication of resources utilised and percentage of budget used and a baseline indication. The PMU will, in addition, continue to report the budget to UNEP in the UNEP provided template. [April 24th]

[Approved: Submitted budget]

GEF Monitoring and Evaluation requirements and Results Framework

Christine Haffner-Sifakis, UNEP presented on the process, stages and requirements of the GEF M&E Process. Katharine Cross, IWA continued with a presentation on the Results Framework addressing, in particular, the defined targets.

Discussion

The Results framework is the guiding document to assess the performance of the project, therefore it was agreed that a better distinction should be made between outcomes and outputs, having outputs more measurable, and indicate the implications of these outputs.

Action point(s)

1. The SC will review (providing detailed comments and feedback) the Results Framework [March 31st, 2015]

Inception report

Kizito Masinde, IWA provided a brief overview/outline of the inception report and review of how comments from stakeholders have been addressed.

Action point(s)

1. PMU will revise the inception report with inputs received from the SC [April 24th, 2015]

Business meeting Day 2 – March 3rd, 2015





Additional decision making by the SC

Proposition made to have updates on the project progress mid to end April which includes the updated inception report, budget format, results framework, PSC terms of reference and communications strategy key messages. **[Approved]**

However, the SC will be consulted on the results framework, key messages, events, DSS Review Group and SC terms of reference will be provided in the next few days following the SC meeting.

Action point(s)

1. **Basin organisation to make link with communications focal point and PMU [March 31st, 2015]**
2. **SC to provide feedback on Review Group and provide recommendations [March 31st, 2015]**

2nd SC meeting (location and date)

The PMU proposed to have the 2nd SC meeting in Ouagadougou, Burkina Faso, the last week of January (week of the 25th).

Action point(s)

1. **PMU will provide the exact dates for the 2nd SC meeting in consultation with VBA [2015]**

[Approved]

Resource persons as part of the SC

The PMU suggests the addition of 2 resources person as part of the SC:

- Abdulkarim H Seid, NBI
- Peter Bjørnsen, UNEP-DHI

In the likelihood the appointed resource person cannot attend, it was agreed that the suggested person appoint a representative to attend on their behalf (provided that they communicate this with the PMU and SC 2 weeks prior to the meeting, if feasible).

The resource persons and their institution will be informed of the SC meeting well in advance to ensure the likelihood of their participation. It was agreed that the PMU will send a letter nominating the person to be resource people as part of the SC, to be sent to their respective institution to bring this request to the institution's attention.

Action point(s)

1. **PMU to further develop the ToR for specific resource persons within the SC ToR [March 18th, 2015]**
2. **PMU to formally communicate to resource persons respective institution on their nomination to the SC and the date and location of the 2nd SC meeting [March 18th, 2015]**

[Participation approved, pending action point 1]

Any other business

UNEP has a lot of experience in data management (through the data management team). This could be useful to help basin organisation fill any gaps, if any, by leveraging part of the data management

issues (i.e. leveraging the need for transfer itself or providing feedback on generating data). UNEP can explore this further.

- Important to note that basins look at data at a regional level, while utilities have data on a more local level. It is important that this data is shared.
- Sometimes data sharing is not the problem, but more that the available data is not good; it is not validated.
- Volta Basin Atlas with support from GRID Arenda providing an atlas representing the state of the basins, etc. VBA has met with GRID Arenda during a transboundary water assessment meeting, however they require support from UNEP regarding data. Suggestion was made to communicate with UNEP on the type of support that is required.

Basin presentations

Brief presentations were made by each basin representative – [Sutat Weesakul \(HAI\)](#), [Jacob Tumbulto \(VBA\)](#) and [Omari Mwinjaka \(LVBC\)](#). The presentations provided an overview of the basin, the respective organisation and some of the activities taking place within each basin.

All presentations and information will be provided to key stakeholders so they can further communicate with colleagues and other interested parties. For instance NBI have their weekly meetings to inform all staff on progress to date. This is an opportunity to have the F&DMT project presented at this meeting. Similar processes can be done with other stakeholders.

Closing address by Dr. Canisius Kanangire, and final remarks from IWA, DHI and other basin representatives (HAI and VBA)

The project is looking to develop a tool for a long lasting solution; having it understood by politicians, adopted by the good willing and charitable people who want long lasting solutions. It is important to bring attention to stakeholders of the need for these long lasting solutions and the value of such solutions.

We need to continue to share our experiences and further strengthen the relationships that are being built. We should continue to build the 'water fraternity'.





Annex 1. Agenda

1 March 2015 – Day 1 (Site Visit)

09:00 - 09:15	Visit to Lake Victoria South Water Service Board	LVBC/LVSWSB/KIWASCO
09:15 - 09:45	Presentation of the LVSWSB/ KIWASCO	LVBWSB/KIWASCO
09:45 - 10:00	Pay a Courtesy Call to the Governor	LVSWSB/LVBC
10:00 - 12:00	Site Visit <ul style="list-style-type: none"> Kisumu Water Treatment Facilities Dunga Intake Works 	LVCWSB/KIWASCO LVCWSB/KIWASCO
12:00 - 14:00	LUNCH – IMPALA PARK	LVBC/UNEP/IWA
14:00 - 17:00	Site Visit <ul style="list-style-type: none"> Kajulu Intake Works Nyamasaria Flooding Area 	LVCWSB/KIWASCO
18:00	DINNER	

Chair: LVBC

2 March 2015 – Day 2

09:00 - 09:15	Opening and Welcoming Address	LVBC
09:15 - 09:45	Overview of agenda, meeting structure and rules of procedure (includes PSC terms of reference)	UNEP
09:45 - 10:15	Preparation and Inception activities <ul style="list-style-type: none"> Outcomes, outputs and activities <ul style="list-style-type: none"> Description of how the project framework is being achieved (inception meeting, stakeholder meetings, etc.) What has been achieved to date Modifications from original project document Deliverables 	IWA
10:15 - 10:30	COFFEE BREAK	
10:30 - 12:00	Component 1 - Development of Methodology and Tools Planning approach and DSS functionality (20 min) <ul style="list-style-type: none"> Planning methodology Examples of proposed workflow and tools Validation of functionality through pilot studies (basin organisations) Validation of functionality through workshops (water utilities) Discussion (20 min) <ul style="list-style-type: none"> Outcomes, outputs and activities <ul style="list-style-type: none"> Description of how the project framework is being achieved (planning approach, tools, DSS review group, etc.) What has been achieved to date Modifications from original project document 	DHI



	<ul style="list-style-type: none"> Annual workplan for 2015 including deliverables 	
12:00 - 12:30	Component 2 - Validation and testing at basin-wide level <ul style="list-style-type: none"> Outcomes, outputs and activities <ul style="list-style-type: none"> description of how the project framework is being achieved (pilot studies, workshops, trainings, etc) What has been achieved to date Modifications from original project document Annual workplan for 2015 including deliverables 	DHI
12:30 - 13:30	LUNCH	
13:30 - 14:00	Component 3 - Validation and testing at local level <ul style="list-style-type: none"> Outcomes, outputs and activities <ul style="list-style-type: none"> Description of how the project framework is being achieved (pilot studies, workshops, trainings on climate resilient WSPs, etc.) What has been achieved to date Modifications from original project document Annual workplan for 2015 including deliverables 	IWA
14:00 - 14:30	Component 4 - Capacity building and dissemination <ul style="list-style-type: none"> Outcomes, outputs and activities <ul style="list-style-type: none"> Description of how the project framework is being achieved (communications strategy, website, events, trainings) What has been achieved to date Modifications from original project document Annual workplan for 2015 including deliverables 	IWA
14:30 - 15:00	Communications strategy	IWA
15:00 - 15:15	COFFEE BREAK	
15:15 - 15:45	Project budget <ul style="list-style-type: none"> Overview of the project budget Changes to the project budget Expenditure to date (Dec 2014) 	IWA
15:45 - 16:15	GEF Monitoring and Evaluation requirements <ul style="list-style-type: none"> Review of process, stages and requirements of the GEF M&E Process Results Framework Overview of indicators, targets, etc. 	UNEP
16:15 - 17:00	Inception report <ul style="list-style-type: none"> Overview of report Review of how comments have been addressed 	IWA/DHI
18:00 - 20:00	DINNER	TBC

3 March 2015 – Day 3

08:00 - 08:15*	Review of Day 1	LVBC
08:15 - 09:15	Decision making by the Project Steering Committee <ul style="list-style-type: none"> Approve project outputs as presented in the inception 	IWA, DHI



	<ul style="list-style-type: none"> report (and submitted in advance) • Approve the project budget for the coming years (subject to subsequent agreement with the GEF implementing agencies); • Accept / comment on project expenditure • Agree to changes to the project budget (subject to the conditions of the GEF grant and the requirements of the GEF implementing agencies); • Agree to modifications to the project logical framework 	
09:15 - 09:30	Second regional project steering committee meeting <ul style="list-style-type: none"> • Suggestion and agreement on the date and place of the 2nd Project Steering Committee meeting 	LVBC
09:30 - 09:45	Approval of resource persons as part of the steering committee <ul style="list-style-type: none"> • Abdulkarim H Seid, NBI • Peter Bjørnsen, UNEP-DHI 	DHI
09:45 - 10:00	Any other business	LVBC
10:00	UNEP representative wrap up	UNEP
10:00 - 12:00	Open discussion as needed	LVBC
12:00	LUNCH	

*Please note that the UNEP representative needs to leave at 10am so we will start the meeting early on Day 2



Annex 2. Overview of basin presentations

HAI

When the 4 tributaries connect, there is no infrastructure to control the natural flow. They only have a means of redirecting the water flow.

Bypass near Ayutthaya has been proposed (for the last 20 years), as the width of the river in Ayutthaya is small, limiting the flow capacity. The 2011 floods was a result of this limited flow capacity. The bypass would help prevent flooding if water flow increases due to a storm, as was the case during the 2011 floods.

Discussion

The main challenges with inter-basin transfer is the absence of river basin organisations at the national level. There are a total of 8 sub-basins. The transfer of water, for raw water supply, from one basin to another is done with no approval. It is only written in the law but it is difficult to implement in Thailand.

VBA

Mandate of VBA puts most of the focus on Burkina Faso and Ghana (this does not mean that the remaining four countries, Benin, Ivory Coast, Mali and Togo, are completely excluded)

National Focal structure for each member state will be established. Currently there are National Focal Points.

Discussion

LVBC is established within the framework of a regional institution, East African Community (EAC), which helps mobilise some of the resources required by the LVBC. Compared to the situation in the Lake Victoria Basin, this is very different for VBA and ECOWAS and the link is not as strong. VBA is formed within a framework signed by the 6 member countries, which recognising the presence of ECOWAS, but does not directly link VBA to the ECOWAS water framework directive; which is barely 1 year old. The water division of ECOWAS is largely geared towards agriculture and ecosystem; therefore it does not have the strength to support the development of a basin organisation, for the moment.

The strategic plan of VBA is supposed to be aligned with ECOWAS water policy, but this is only partial in truth; it is not rigidly aligned. VBA looks from their own experience and from a review of their first strategic plan and based on recommendations by the Council of Ministers (CoM) have started establishing the 2nd strategic plan. Part of the recommendation by the CoM was to do a study on financing mechanism. One idea was to tap into ECOWAS resources, get them to establish a fund mechanism. This same recommendation had been made earlier by the Niger basin authority, who had done a similar financial study in which they recommended ECOWAS to set up a fund to support the management of water resources in the basin. However, it is a struggle for ECOWAS water itself to take this challenge.

If countries are doing water resource development that has a significant value to water resources in the region, then the notion is welcomed. If they want to go to the World Bank or other donor institution, to receive funding, then they can inform VBA who are better positioned to put forward the request. In the future when there is a water charter in place (developed within 3 years and have it endorsed by all member states) it will indicate the need for a regulation committee from the different countries to look at the development plans of the countries. Another responsibility of the VBA is to promote the development of joint projects. This means that within the context of a future master plan, for example, they will be able to get agreement of all countries to put certain infrastructure somewhere within the basin that will be shared and the benefits shared across the basin. This is an ambitious mission that VBA is undertaking; therefore they have to take such progress on a step-by-step basis. They are willing to share their experience with other basins in this respect.



LVBC

Strategic plan implementation is anchored to the EAC, so the activities of LVBC are contributing to the strategic plan for the EAC.

Discussion

Financing for regional projects comes from member countries and through donors. Initially the donor consultative group of LVBC consisted of a small group, but has now become larger. There is a forum that brings the group together to discuss funding opportunities. They have held 3 donor conferences in which donors express interest in projects (in terms of money, supplies, etc.). The latest event was held in June 2013

There is a plan to re-use Lake Victoria as an optimum means of transportation, including transport of oil. LVBC in collaboration with other relevant institutions are busy mapping routes. Through the forums, LVBC received interest from JICA, World Bank, African Development Bank, etc. to help increase the activity around the lake, such as reviving the use of the lake for transportation.