



FLOOD & DROUGHT MANAGEMENT TOOLS

4th Project Steering Committee Meeting Report

3-4 October 2018
United Nations
Nairobi, Kenya



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PSC agreement and action items

Item	#	PSC agreement	Action	Time
<i>Action items</i>	1	PSC take note of project action items and all remaining activities to be finalised by the end of the year – webinars, events, etc.	PMU to finalise remaining activities; including webinars, participation in events, infographics, animation, strategic recommendations, learning package by the end of 2018.	End November 2018
<i>Uptake beyond the project</i>	2	<ul style="list-style-type: none"> • PSC recognises the value in using the tools to update the TDA/SAP and the role of UN Environment and GEF to help champion this. • PSC recognises the significant potential for upscaling/replicating the approach to address for example: <ul style="list-style-type: none"> ▪ Water quality ▪ Water allocation ▪ Resolution of water demand conflict • PSC recognises few issues to be addressed including for example: <ul style="list-style-type: none"> ▪ Maintaining and further developing functionalities ▪ Global dissemination of tools (outreach, training) ▪ Uptake in GEF projects and other projects ▪ Interaction with other initiatives for F&D, water information, DSS • PSC recognises the need to identify future opportunities to integrate the tools and ensure long-term sustainability of project outputs. • PSC recognises the portal as a good platform to establish spin-off or new projects and interventions. 	<ul style="list-style-type: none"> • GEF and UN Environment need to take up the outputs and integrate them in future TDA/SAP process and relevant projects and initiatives. • PMU to ensure all relevant material is available in a learning package for use by beneficiaries (pilot basin stakeholders) who can use this material to support the marketing of the project. 	Ongoing End November 2018
	3	<ul style="list-style-type: none"> • PSC approves results of Mid-term review. • PSC recognises that the PMU has taken note 		

Item	#	PSC agreement	Action	Time
		<p>and addressed key recommendation provided by the review.</p> <ul style="list-style-type: none"> • PSC recognises the effort of the team for reaching high results. • PSC recognises exit strategy of both executing agencies. 		
Component 1 and 2	4	<ul style="list-style-type: none"> • PSC recognises the participatory approach to the development of the methodology to support the TDA/SAP, IWRM and WSP processes (50+ stakeholder consultations). <ul style="list-style-type: none"> ▪ For example, the methodology addressed the upgrade of the technology from a desktop application to a web-based portal based on input from stakeholders. • PSC recognises the validation efforts of the tools in pilot basins. • PSC recognises the significant effort placed on capacity building activities. • PSC recognises the maintenance/support needs after the project ends, including: <ul style="list-style-type: none"> ▪ DHI support for the next 3 years (<i>note: this support is based on the level of use of the portal</i>). ▪ Need for a feedback mechanism ▪ Availability of video and other training material • PSC recognises the effort to be put in marketing of the tools from the project partners and beneficiaries 	<ul style="list-style-type: none"> • PMU to finalise all training related material for project beneficiaries and beyond. • PMU exploring collaboration with organisations for potential future use of technical applications. 	<p>November 2018</p> <p>Ongoing (beyond project)</p>
	5		<ul style="list-style-type: none"> • PMU developing mechanism to measure engagement of users on the portal used to monitor the long term sustainability of the 	Ongoing (beyond project)

Item	#	PSC agreement	Action	Time
			<ul style="list-style-type: none"> portal PMU to implement info dialog appearing at login to ensure the portal remains dynamic and how to communicate changes/developments in the portal more effectively to users. 	
<i>Component 3</i>	6	PSC recognises the support provided at the local level: <ul style="list-style-type: none"> Tools support planning (WSP) at the local level (water utilities) Tools are linked with the WSP manual as the basis Tools provide a structured and automated way to process WSP, while including climate change information and climate risks 	<ul style="list-style-type: none"> PMU to explore approach to see whether risk matrix can be made more flexible to meet country specific conditions. 	Ongoing (beyond project)
<i>Component 4</i>	7	PSC recognises the significant number of publicity and communication materials produced, events organised, etc.	<ul style="list-style-type: none"> PMU to finalise communication outputs; including infographics, webinars, blogs, learning package. PMU to engage multiple channels (events, webinars, blogs and articles, engaging member networks) to promote the portal and technical applications. PMU to explore how to further engage IW Learn to further promote outputs (e.g. adding to their resources). 	December 2018
	8	PSC takes note and recognises the efforts put into training and capacity building (trainings, events, workshops, development of material, etc.)	<ul style="list-style-type: none"> PMU recognises the importance of continued engagement and communication so will continue to engage during and beyond the project timeframe. PMU to explore integrating training material (including step-by-step guides, guidance documents, video tutorials, etc.) externally. 	December 2018 (ongoing)
<i>PSC reflection and</i>	9	<ul style="list-style-type: none"> PSC recognises the general support for the project and its results, and realises few 	<ul style="list-style-type: none"> PMU to use roadmap developed during PSC to identify possible opportunities with 	Ongoing

Item	#	PSC agreement	Action	Time
<i>recommendations to GEF (and UNEP)</i>		<p>changes are needed however there are no critical comments that cannot be rectified in the remaining months.</p> <ul style="list-style-type: none"> • PSC is in agreement that a second phase around implementation would be less effective and better to integrate outputs into different ongoing and future projects. 	beneficiaries and partners to further integrate the outputs in projects and initiatives.	
<i>Budget</i>	10	PSC approves request to move budget from travel to training, recognising the importance of building capacity.		
<i>Terminal evaluation</i>	11	PSC recognises and agrees with the need to start the terminal evaluation process before the end of the year.	<ul style="list-style-type: none"> • PSC to share any recommendations of a possible evaluator with Evaluation Office. • PMU to collate all relevant documentation and contacts for terminal evaluation process. 	November/December 2018

1. Project background and expectations

The 'Flood and Drought Management Tool' (FDMT) project (<http://fdmt.iwlearn.org/>) is funded by the Global Environment Facility (GEF) International Waters (IW) and implemented by the United Nations Environment Programme (UNEP), with the International Water Association (IWA) and DHI as the executing agencies. The project is developing a methodology with technical applications, which can be applied individually or together at the basin or local level to facilitate the inclusion of information about floods, droughts and future scenarios into Integrated Water Resources Management (IWRM) planning, Transboundary Diagnostic Analyses (TDA) and Strategic Action Plans (SAP), and Water Safety Planning (WSP).

The project responds to a growing sense of urgency around the need to improve resilience within transboundary (and national) basins, and for this to become a critical part of water management plans. This drove a need to integrate climate change in all focal areas of GEF. Consequently, the IW focal area of the GEF has identified the increased frequency and unpredictability of floods and droughts as a priority concern in transboundary contexts, along with the other multiple drivers that cause depletion and degradation of shared water resources.

The project is being implemented from June 2014 - June 2018. The Flood and Drought Portal (<http://www.flooddroughtmonitor.com>) houses a package of technical applications supporting planning from the transboundary basin to water utility level by including better information on floods and droughts. The technical applications and guidelines have been tested and validated at both basin (basin organisations) and local levels (water utilities) in 3 different pilot basins (Volta, Lake Victoria and Chao Phraya); however it will be available for all other GEF IW basins. This also includes training modules available at the end of the project to ensure that methods can be applied to other basins. The aim is to develop an approach that interfaces with existing planning practices.

2. Project Steering Committee

The Project Steering Committee (PSC) for the UNEP/GEF Project entitled: “Flood and Drought Management Tools” project is established under the Project Document as approved by the collaborating institutions and organisations during the project preparation phase.

A specific responsibility of the PSC is to facilitate liaison with the GEF Implementing Agency (UNEP) regarding overall governance of the project.

The PSC shall:

- Be the decision making body for the project;
- Provide governance assistance, policy guidance and political support in order to facilitate and catalyse implementation of the project, and to ensure relevant project outcomes;
- Annually review program progress and make managerial and financial recommendations as appropriate, including review, amendment and approval of annual reports, budgets and work plans.

To read the full Terms of Reference, please see Annex 4.

3. Steering Committee Meeting

Agenda available in Annex 1 with links to presentations.

3.1 Day 1 – 3 October 2018

3.1.1 Action items from previous PSC

Action items presented which PSC has taken note of and recognises and welcomes the progress on the action items identified in the previous PSC meeting. All remaining activities to be finalised by the end of the 2018; including webinars, events, etc.

Point made by Jacob on the need for further training and to continue to engage with stakeholders. Furthermore, suggestion to do analytics to assess progress and evaluate the impact of applications and the Portal as a whole. Currently the system only analyses the overall Portal: who is registered, from where and the last time they logged into the Portal, which can be used to see if a user is active or not. There are over 900 people registered.

Action point(s)

- PMU to finalise remaining activities; including webinars, participation in events, infographics, animation, strategic recommendations, learning package by the end of 2018.

3.1.2 Project goals and outcomes

Flood and drought management is relevant in GEF strategic cation 3.1

- Flood and drought early warning systems
- Increased capacity to gather, distil and process data sources

A key outcome of the project is spearheading a new approach that builds on data availability and directly transforming this into planning and management. This can provide a model for other approaches to water related challenges, not just around extreme events, but also water quality, competing uses, ecosystem security, etc.

The fresh water strategy for UNEP has been revised in the context of the SDGs. Overall strategy addresses issues around water, environment and development captured in agenda 2030. The project is relevant for this new strategy and provides a good basis for pursuing the strategy.

Furthermore, the project is a good example of a global approach that is downscaled for local applications. The geographical scope, which has been a topic of discussion in all PSC meetings, is built on collaboration and contribution from stakeholders across scales in three pilot basins, but in principle, it is a global project applicable to all basins. In this way it has different from traditional GEF projects. It has demonstrated a new implementation approach in which there has been the opportunity of for the project to apply the technical applications in the basin but also benefit from the experience. Moving forward the discussion should and will be on how to scale this up. The GEF International Water Conference, to be held in Marrakesh, Morocco from 4-8 November 2018 will be the right event to explore the up-scaling potential (The PMU will participate in the event).

Jacob pointed out that up-scaling will require ensuring greater recognition of the Portal and the value and relevance for flood and drought management and planning. Katharine added, by emphasising the need to integrate the Portal in future initiatives. This has been the case for Myanmar where, Sutat explained, HAll have held trainings with Myanmar representatives to help set up a Hydro Informatics Centre, and the Portal is of interest to provide analysis which can complement the information provided to the government in decision making.

There needs to be a collective initiative involving GEF, UN Environment, DHI, IWA and the key project stakeholders to market the Portal and take the Portal to the next level, for example integrating it into the TDA/SAP processes.

The PSC recognises the significant potential for upscaling/replication of the approach. Furthermore, there are several issues beyond the project that will need to be addressed; including maintenance and further development, outreach and global dissemination, uptake in other GEF projects and other initiatives.

Action point(s)

- GEF and UN Environment need to take up the outputs and integrate them in future TDA/SAP process and relevant projects and initiatives.
- PMU to ensure all relevant material is available in a learning package for use by beneficiaries (pilot basin stakeholders) who can use this material to support the marketing of the project.

3.1.3 Summary of mid-term review

Overall assessment of the project is highly satisfactory. The project demonstrates good practice that can be replicated. The PMU has taken note and has addressed the recommendations presented in the mid-term review.

The PSC approves the results of the mid-term review and extends its congratulations for the rating received.

Action point(s)

- PMU to explore how to further engage IW Learn to further promote outputs (e.g. adding to their resources).
- PMU to draft exist strategy to disseminate to PSC.

3.1.4 Component 1 and 2

Component 1 focuses on the development of the methodology and tools. This has followed a process in which stakeholder feedback has driven the development of the applications to ensure their relevance in addressing the needs and priorities of stakeholders within the basin and across scales.

The Portal, which houses the technical applications, should be used with caution and not a basis for absolute planning. The available applications include:

Issue analysis – facilitate stakeholder discussion to identify key environmental issues and the impacts on issues and discuss the causes behind them. Use this to prioritise for action.

- Water Indicator – guide stakeholder in identifying appropriate ways to monitor/measure issues
- Data and Information – enable access to near real-time data including climate data (rainfall, temperature, etc.), flood and drought indices, climate forecast and climate change data, as well as physical and socio-economic data sets
- Drought Assessment – identify drought hazards and evaluate the drought risk
- Flood Assessment – identify flood hazards and evaluate the drought risk
- Crop – agricultural impact, impacts on crop yield and assess crop water requirement under defined conditions
- Basin Planning – create and evaluate intervention scenarios
- Water Safety Planning – risk bases planning approach for water utilities
- Reporting – automated report based on the information in the system

Component 2 focuses on the validation and testing at the basin level, supporting their Transboundary Diagnostic Analysis (TDA)/Strategic Action Programme (SAP) and Integrated Water Resources Management (IWRM) planning processes. The PMU has observed a keen interest to keep the Portal running from basin and national level institutes engaged in basin management and planning. It is key to have stakeholder commitment as this will influence the sustainability of the Portal in the coming years.

Peter made the point that the sustainability discussion needs to be understood from a more dynamic perspective. Things that stay stagnant will die. The Portal will have to evolve to remain relevant. It is up to the users to say a part of this process, and to facilitate/accommodate the evolution process.

DHI listed a number of potential spin-off opportunities that can facilitate further development, these include:

- Ayeyarwady Basin – will make use of the data and info app and basin planning
- ZAMWIS – will make use the basin planning for the different countries
- UNCCD Drought toolbox – improvement on the indicator application
- ESA Crop – spatial maps for crops, soils and climate – improvement to crop application

Under components 1 and 2, the PSC recognises the participatory approach to the development of the methodology to support the TDA/SAP, IWRM and WSP processes over the 4 years. Furthermore the PSC recognises that the PMU has considered the feedback of stakeholders in further development of the methodology and technical applications (e.g. upgrade of the technology from a desktop application to a web-based portal).

The PSC acknowledges the minor issues that need to be resolved and the maintenance requirements and need for a feedback mechanism after completion of the project. Furthermore, emphasis will need to be put on integrating the Portal in other basins (and projects) and therefore the need for a collective effort to market the tools.

Action point(s)

- PMU developing mechanism to measure engagement of users on the portal used to monitor the long term sustainability of the portal
- PMU to implement info dialog appearing at login to ensure the portal remains dynamic and how to communicate changes/developments in the portal more effectively to users.

3.1.5 Component 3

Component 3 focuses on validating and testing at the local level, in particular with water utilities. The entry point for water utilities has therefore been through Water Safety Planning (WSP), supporting the 11 modules defined in the WSP manual. There has been extensive consultation with the water utilities, the World Health Organization (WHO) and WSP experts in, for example, Australia and South Africa, as well as accessing relevant resources (documentation). The Portal provides water utilities with a way to centralise information and embed climate change into various modules in the WSP process.

Other applications that are of relevance include:

- Data and information – introduced to water utilities, however there was a challenge in appropriately interpreting the information and how to use the information in their planning. A methodology to integrate climate information in WSP was developed with support from Emanti Management Group Ltd. Further testing of the methodology will be done in a follow up project addressing climate resilient water safety planning.
- Issue analysis – building on issues identified by the basins – interesting approach as it creates that link across scales
- Water indicator – utility focused indicator framework developed, however utilities are able to adapt the framework to meet their identified issues, as well as their needs and priorities.

The PSC recognises the support provided at the local level; including the tools to support planning at the local level (water utilities) with a strong link to an established framework in WSP, while further contributing to the shift from traditional WSP to climate resilient WSP by including climate change information and climate risk considerations in the WSP process.

Action point(s)

- PMU to explore approach to ensure risk matrix is flexible meeting country specific conditions.

3.1.6 Component 4

Component 4 focuses on capacity building and dissemination, touching on the engagement with stakeholders over the 4 years.

A large number of different channels for dissemination of content is evident in the project. There has been ongoing and strong engagement with project stakeholders and beyond to disseminate project outputs.

Over time, trainings have become more targeted as the methodology and technical application have developed to better address the different needs and priorities across scales (basin, catchment and national level institutes, and water utilities) ensure a more flexible and globally applicable product.

The PSC takes note and recognises the efforts put into training and capacity building (trainings, events, workshops, development of material, etc.) and recognises the significant number of publicity and communication materials produced, events organised, etc.

Action point(s)

- PMU to finalise communication outputs; including infographics, webinars, blogs, learning package.
- PMU to engage multiple channels (events, webinars, blogs and articles, engaging member networks) to promote the portal and technical applications.
- PMU to explore how to further engage IW Learn to further promote outputs (e.g. adding to their resources).
- PMU recognises the importance of continued engagement and communication so will continue to engage during and beyond the project timeframe.
- PMU to explore integrating training material (including step-by-step guides, guidance documents, video tutorials, etc.) externally.

3.1.7 Reflections from PSC members

PSC members given 10-15 minutes to present their involvement and interaction with the project, addressing:

- How the outputs of this project have been used in their basin.
- What has worked and what has not worked.
- How their organisation can continue to uptake and use the Flood and Drought Portal.
- Recommendations for linkage to upcoming projects with focus on “on the ground” implementation and validation of the developed tools.

Lake Victoria Basin Commission (LVBC), Omari Mwinjaka

LVBC have not yet used the Portal, but intends to integrate this into existing programmes to help the development of their Water Allocation Plan, support their TDA/SAP and guide policy makers through scenario analysis. They see an active role in supporting water utilities with their WSP to minimise costs of investment in case of floods, support proper maintenance and budgeting, ensure systematic planning and ensure policy and legislation to accommodate the process.

The Information gathered from the portal can be used to communicate to stakeholders on climate change related risks, for example informing farmers. They are further exploring collaboration with FewNet to facilitate information dissemination. Furthermore, the Portal will guide their investment priorities and promote good practices within the basin.

Capacity development is a key concern. Additional training is required to reach more people. There is an opportunity to roll out the tool under the LVEMP GEF proposal, by allocating funds for training.

There is optimism of high level buy in, as LVBC have presented on the project and progress at the ministry level.

Hydro and Agro Informatics Institute (HAI), Sutat Weesakul

HAI have used the Flood and Drought Portal to develop drought reports used in a planning committee to monitor drought in Thailand. They have further taken the indicators within the Data and Information application and compared the information with historical wet and dry data to assess the bias. This is important to assess for your conditions what data is better or reliable.

As the Portal will always be evolving, a recommendation is to indicate on the Portal that development to the Portal is ongoing to ensure its continued relevance.

Volta Basin Authority (VBA), Jacob Tumbulto

Flood and drought has been an issue in the basin and so remains a priority for the basin. For VBA, the Data and Information application is very relevant, as it provides a wealth of information covering many areas of the basin, something that is lacking. The other technical applications will certainly have a role to play in their overall planning for the Volta Basin:

- Issue Analysis and Water Indicator – will be of value when they revise their TDA/SAP.
- Crop – will explore the applicability at a more localised scale.
- Basin Planning – concerned about the inability to use the WEAP model, which is more accessible for them than the MIKE products, but recognise the usefulness of the applications.
- Reporting – will configure the application and have it operation to provide data reports.

The PSC recognises the general support for the project and its results, and realises few changes are needed however there are no critical comments that cannot be rectified in the remaining months. Furthermore, the PSC is in agreement that a second phase around implementation would be less effective and better to integrate outputs into different ongoing and future projects.

Action point(s)

- PMU to use roadmap developed during PSC to identify possible opportunities with beneficiaries and partners to further integrate the outputs in projects and initiatives (see Annex 3).

3.1.8 Recommendations and lessons learned to GEF

Discussions on recommendation for GEF were provided, including:

- Need to see how to implement/integrate the tools beyond the pilot basins.
- Include a component on implementation towards the end of the project to maintain initial focus on development of a methodology.
- Ensure development of tools is completed with sufficient time for training and capacity building activities.
- Experience of feedback loop is valuable to ensure the needs and priorities of stakeholders (the intended user) is appropriately reflected in the outputs.

3.1.9 Budget

2018 budget approved by e-mail and all PSC members approved and the PSC approves request to move budget from travel to training, recognising the importance of building capacity.

3.2 Day 2 – 4 October 2018

3.2.1 Final evaluation

Presentation provided on what the terminal evaluation is and the rules and procedures.

The PSC recognises and agrees with the need to start the terminal evaluation process before the end of the year.

Action point(s)

- PSC to share any recommendations of a possible evaluator with Evaluation Office.
- PMU to collate all relevant documentation and contacts for terminal evaluation process.

Annex 1 – Agenda

3 October 2018 – Day 1 – Business meeting

Time	Item	Responsible
09:00-09:15	Opening and Welcoming Address	UNEP (Yegor)
09:15-09:30	Overview of agenda, meeting structure and rules of procedure, update on action items	UNEP (Yegor)
09:30-09:50	Project goals and outcomes, and project management structure <ul style="list-style-type: none"> • Key highlights from the past 4 years • Project management unit • Steering committee 	UNEP-DHI (Peter)
09:50-10:00	Summary of mid-term review	Katharine Cross, IWA
10:00-10:30	<i>Coffee Break</i>	
Flood and Drought management Tools components		
10:30-12:00	Component 1 - Development of Methodology and Tool <ul style="list-style-type: none"> • Technical development • Online tools • Lessons learned • Potential for replication and upscaling 	DHI
12:00-12:30	Component 2 - Validation and testing at basin-wide level <ul style="list-style-type: none"> • Technical training and workshops – building capacity • Lessons learned 	DHI
12:30-13:30	<i>Lunch</i>	
13:30-14:00	Component 3 - Validation and testing at local level <ul style="list-style-type: none"> • Technical training and workshops – building capacity • Lessons learned 	IWA
14:00-15:00	Component 4 - Capacity building and dissemination <ul style="list-style-type: none"> • Communications products • Stakeholder engagement • Lessons learned 	IWA
15:00-15:30	<i>Coffee Break</i>	
<p>Reflections from PSC members 10-15 minute presentation from each PSC member on their involvement and interactions with the project:</p> <ul style="list-style-type: none"> • How have the outputs of this project been used by your organization or organisations in your basin? • What has worked and what did not work? • How could your organisation continue to uptake and use the Flood and Drought Portal? • Recommendations for linkage to upcoming projects with focus on “on the ground” implementation and validation of the developed tools? 		
15:30-16:30	<ul style="list-style-type: none"> • Lake Victoria Basin Commission (LVBC) • Hydro and Agro Informatics Institute (HAI) • Volta Basin Authority (VBA) 	DHI/IWA
16:30-17:00	Discussion - Recommendations and lessons learned to GEF (and UNEP) – what is next?	UNEP (Yegor)

Time	Item	Responsible
17:00	Wrap up	UNEP (Yegor)
19:00-21:00	<i>Dinner</i>	

4 October 2018 – Day 2 – Business meeting

Time	Item	Responsible
09:00-09:30	Reflections from Day 1	UNEP (Yegor)
09:30-10:00	<ul style="list-style-type: none"> • Overview of the project budget • Changes to the project budget • Expenditure to date • Discussion and any approval needed by the PSC 	DHI/IWA
10:00-10:30	<i>Coffee Break</i>	
10:00-11:00	Discussion – next steps, how project outputs will be used <ul style="list-style-type: none"> • Follow up on feedback from stakeholders • Lesson learned to GEF and UNEP • Spinoff projects 	DHI/IWA
11:00-12:00	<ul style="list-style-type: none"> • Final evaluation • Any other business 	UNEP (Yegor)
12:00-13:00	<i>Lunch</i>	

Annex 2 – Participants

Name	Organisation	E-mail
Jacob Tumbulto	Volta Basin Authority (VBA)	jwtumbulto@gmail.com
Sutat Weesakul	Hydro and Agro Informatics Institute (HAI)	sutat@haii.or.th
Watin Thanathanphon	Hydro and Agro Informatics Institute (HAI)	watin@haii.or.th
Omari R. Mwinjaka	Lake Victoria Basin Commission (LVBC)	mwinjaka@lvbcom.org
Peter Koefoed Bjornsen	UNEP-DHI	pbk@dhigroup.com
Yegor	UN Environment (UNEP)	Yegor.Volovik@unep.org
Oluf Jessen	DHI	ozj@dhigroup.com
Katharine Cross	IWA	Katharine.Cross@iwahq.org
Raul Glotzbach	IWA	Raul.Glotzbach@iwahq.org

Annex 3 – Next steps roadmap

Idea	Funding	Timeline	Who	Description/Scope
Climate resilient WSP	OFID	2018-2021	IWA, and utilities in East and West Africa	Climate awareness as part of WSP
REWARD – Volta Basin	GEF	2020 for 5 years	UN Environment, IUCN, VBA, and others	Water use modelling
UNCCD Initiative (DHI) – Drought Toolbox	UNCCD UNEP-DHI	2018 onwards	UNCCD UNEP-DHI UN Environment WMO	Drought toolbox, for countries
Using portal and tools as a basis for GCF funding	GCF Funding		Ghana	Focus on impacts on agriculture
Virtual Campus - CapNet	IWA time	2018	CapNet	Input training materials into CapNet platform
TDA/SAP updated – Lake Victoria	World Bank-GEF		LVBC	Need more details
Water allocation plan (LVEP Phase 3?)	World Bank - GEF		LVBC	
Collaboration with WHO, FAO, WMO				With relevant tools
IW-LEARN	GEF 7		Target audience – Basin organisations	Include the portal Work with IW LEARN to integrate into their proposal to do trainings; integration into TDA/SAP process – ensures that methodology is unified
Target other types of users – hydromets, emergency agencies, academia, farming organisations				Could link to other workshops with other types of users
Make data and information in portal as country based	Development Banks – ADB ?			If can generate momentum, then go in this

Annex 4 – PSC ToR

The Project Steering Committee (PSC) or Steering Committee (SC) for the UNEP/GEF Project entitled: “Flood and Drought Management Tools” (hereafter referred to as the project) is established under the Project Document as approved by the collaborating institutions and organisations during the project preparation phase as follows:

A specific responsibility of the SC will be to facilitate liaison with the GEF Implementing Agency (UNEP) regarding overall governance of the project. The Steering Committee shall:

- Be the decision making body for the project;
- Provide governance assistance, policy guidance and political support in order to facilitate and catalyse implementation of the project, and to ensure relevant project outcomes; and
- Annually review program progress and make managerial and financial recommendations as appropriate, including review, amendment and approval of annual reports, budgets and work plans.

1. Membership of the Committee

- 1.1. Full members of the SC shall consist of key representatives of the basin organisations participating in the project and external observers. Key representatives are defined as the basin organisation (i.e. VBA, LVBC and HAll). The external observers consist of UNEP-DHI and NBI;
- 1.2. In addition the Implementing Agency (UNEP), and the executing agencies (DHI and IWA) and the GEF Secretariat, shall designate individuals to serve as *ex officio* members of the committee;
- 1.3. The host organization of the steering committee will be invited to be the Chairperson with responsibility for chairing the formal meeting of the Committee and for acting as Chairperson of any ad hoc meetings convened during the subsequent inter-sessional period (which is until the next steering committee meeting). Such ad-hoc meetings can take place through teleconference as required and will be organized by the Project Management Unity (PMU);
- 1.4. SC chair will be active for one year and then handover to the new chair at the next SC; and
- 1.5. The SC may agree, by consensus, at the commencement of each meeting to co-opt additional experts as observers or advisors to any meeting or meetings of the Committee or part thereof, as the committee shall deem appropriate.

2. Secretariat of the Committee

- 2.1. The PMU established by IWA/DHI under authority of the project document shall act as Secretariat for the Committee; and
- 2.2. The PMU shall act as Secretary to the Committee and as rapporteur for formal meetings of the Committee.

3. Meetings of the Committee

- 3.1. The PMU acting in its capacity as Secretariat shall convene regular annual meetings of the Project Steering Committee; and
- 3.2. Ad hoc meetings may be convened:
 - When a majority of the Committee members make a request for such a meeting to the PMU; and
 - At the request of the PMU when circumstances demand.

4. Terms of Reference

The SC shall operate on the basis of consensus to:

- 4.1. Provide direction, and strategic guidance to the Project Management Unit (PMU) regarding project implementation and execution of agreed activities over the entire period of the project including the establishment of timelines and milestones for provision of agreed outputs;
- 4.2. Review and approve the annual work programme and budget for project execution ensuring that these remain focused on the project overall goal and objective;
- 4.3. Facilitate co-operation and co-ordination among the participating institutions, organisations and agencies particularly in transboundary environmental issues and cross component issues;

- 4.4. The role of each basin representative 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;
- 4.5. Review and evaluate progress in project implementation and execution, and provide guidance to the PMU and core partners regarding areas for improvement, paying particular attention to:
 - Progress in implementation of the various project components;
 - The monitoring and evaluation plan of the project;
 - The quality of outputs produced;
 - The sustainability of the project outcomes; and
 - The replicability of actions recommended by the project; assist in soliciting wide support for the project;
- 4.6. Assist UNEP and the PMU in soliciting wide support for the project and raising such additional co-financing as may be required from time to time;
- 4.7. In order to enhance dissemination of project results and recommendations, the SC should review and monitor:
 - Stakeholder buy-in to the project during implementation (by review of the Monitoring and Evaluation survey reports);
 - Whether results reach intended targets; and
 - The risks of failure;
- 4.8. Provide feedback on Project Implementation Review (PIR) reports as needed and approve progress on the results framework presented at each SC meeting;
- 4.9. Consider and approve such recommendations as shall be presented to the Committee by the PMU and the all stakeholders regarding project execution;
- 4.10. Review and approve the outline of, and subsequently the final reports arising from the project, including conclusions and recommendations particularly focusing on quality of outputs, and the information dissemination strategy, including its utility by potential users; and
- 4.11. Agree at their first meeting:
 1. The membership, meeting arrangements and terms of reference of the committee as prepared in draft in this document; and
 2. The rules of procedure, and such standing orders and manner of conducting business as may be considered necessary by the committee.

5. Conduct of Committee Business

- 5.1. The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has implications for key stakeholders; and
- 5.2. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has implications for core partners, the Secretariat shall, in consultation with the Committee, facilitate negotiations during the subsequent inter-sessional period with a view to seeking resolution, and will report the results of these negotiations to the Committee members.

6. Other Matters

- 6.1. Notwithstanding the membership and terms of reference contained in this document the Project Steering Committee shall have the power to amend, from time to time, the membership and terms of reference of the Committee; and
- 6.2. The 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.