

## **Outcome Report from the First Steering Committee Meeting of the COAST Project**

**14-15<sup>th</sup> July 2009, Bilene, Mozambique**

### **Background Context:**

This was the first SCM for the COAST project and it followed a 1 ½ day inception workshop attended by representatives from each Partner country (Tourism and Environment Ministries) as well as other funding partners who were named on the COAST Project Document. A total of 26 people attended the meeting.<sup>1</sup>

Owing to a saving of some time from the Inception workshop part of the meeting, an amended agenda was proposed and accepted by the participants. A vote was made for a Chairperson for the SCM and Mr. Kaliba Senghore from The Gambia was confirmed.

### **Meeting Discussion and Outcomes:**

The revised agenda was adopted and the meeting started at 15:00 hrs<sup>2</sup>.

The items to be discussed were:

1. Job Description for the post of Demonstration Project Coordinator
2. A template for developing an MoU between each partner country and UNIDO
3. A method for tracking co-funding contributions
4. Proposal for the country to host the 2<sup>nd</sup> SCM in July 2010.

This was proposed by Nigeria and seconded by Tanzania.

#### 1. Job Description / Terms of Reference for Demonstration Project Coordinators

The aim was to outline the responsibilities of the Demonstration Coordinators, and to get SCM members to agree to the outline JD presented. The main discussion points were:

- The demo coordinator should report to the Project Focal Point instead of the GEF National Focal Point (Chief Technical Adviser- CTA).
- National Demonstration Coordinators must be able to communicate with the local people as well as the Project Focal Points (CTA).
- If they are already employed, the project will require a letter from their employer to confirm that they will be freed to work for the project (Gambia)
- There should be an institutional relationship between the two implementing institutions (Environment and Tourism) so that the demo coordinator knows who to report to (Nairobi Convention).
- Need for commitment from the individual (Ghana).
- The allowance needs to be sufficient without attracting the wrong people (Gambia/Tanzania).

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<sup>1</sup> For the participants list please refer to Annex H in the Inception Report.

<sup>2</sup> Refer Annex A for a copy of the full SCM agenda.

- The CTA and Project Focal Points should have the flexibility to add and adapt the TOR/JD after the SCM based on local conditions. The Demo coordinator should be accountable to the authority that signs the MoU with UNIDO (Nairobi Convention).
- The selection process has to be independent (Gambia).
- There should be clear outcomes in the work plan, and clear the management responsibilities (SNV)
- The number of Demo coordinators should reflect the number of demonstration projects in the original Project Document. A budget for this item was not foreseen in the original document and this has had to be found from elsewhere (Project Manager - see budget revision below).

After the above discussion the JD was revised by the CTA and presented to the members the following day. It was adopted through a proposal by Tanzania which was seconded by Kenya<sup>3</sup>.

## 2. Proposed Memorandum of Understanding between UNIDO and the two implementing institutions hosting the Project Focal Points.

The CTA made a presentation of the proposed structure for the MoU. The main discussion points were:

- There are two Project Focal Points, Tourism and Environment, but the Lead Focal Point is supposed to be the environmental focal point (Gambia)
- Can the structure of the MoU be simplified and consolidated? It is very hard to have two ministries sit down and discuss. One Ministry should lead and make it mandatory to work with the other Ministries/Institutions. Somebody must have oversight responsibilities, i.e. Ministry of Environment (Ghana/Nairobi Convention/Cameroon).
- Decisions have to be made and who do these Focal Points report to? Reporting lines should be clearly identified within the MoU (SNV).
  - The role of the National GEF Focal Point needs to be clear (Nairobi Convention/Ghana/Senegal).
  - Next steps must be to review the template (CTA) and then share it with the individual countries for signing and implementation (Seychelles & Tanzania)

After the above discussion the CTA asked the Chair if members could recommend adoption of the template with further work being done on a country by country basis. It was adopted through a proposal by Seychelles and seconded by Tanzania<sup>4</sup>.

## 3. Approval of a method for tracking government co-funding contributions

This document was based on the methodology from the GEF supported WIO-Lab project to track co-financing. The CTA made a presentation on the proposed methodology. The main discussion points were:

- The Seychelles Focal Points will need to discuss with UNDP on how to adopt this method to track co-finance as their situation is a little different from the other partner countries due to the existing 'Mainstreaming Biodiversity' project. However there should not be any exemptions. (Seychelles/Nairobi Convention).

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<sup>3</sup> Refer Annex B for the revised version adopted. This JD will also be appended to the MoU documents developed between UNIDO and the Partner Countries in due course.

<sup>4</sup> Refer Annex C for template adopted.

- If there is no better tool, then this should be used, but it should be noted that preparation time for meetings includes additional work that is not reflected in the time actually spent attending meetings or workshops (Tanzania). This preparation time element can be added to the analysis.
- A soft copy should be provided so that participants can comment on the template (Gambia). A CD will be provided at the end of the meeting with all the documents presented on this (CTA).

The Steering Committee members agreed on the format and concept of the tracking tool<sup>5</sup>.

#### 4. Administrative and logistical matters for the next SCM for July 2010

The Project Manager introduced the need to select the next location for hosting the 2<sup>nd</sup> Steering Committee. Based on the fact that, during the PDF-b (planning phase), meetings were organised in; Gambia, Kenya, Nigeria and Seychelles, and that this first meeting has been organised in Mozambique, the following countries are in the priority list: Cameroon, Ghana, Senegal and Tanzania. However he emphasised that this is not a recommendation list, as what is really important is the involvement and support provided by the host country. We need this support in order to run a smooth programme and to include some locally relevant field excursion or exposure visit. The main discussion points were:

- Gambia proposed that they had been a good host in the past. However, Cameroon proposed to host the next meeting and they agreed to provide full commitment. This proposition was seconded by both Tanzania and Ghana.
- Kenya proposed they would like to continue on having the two Project Focal Points at future Steering Committee Meetings. Ghana supported this view. The UNIDO Project Manager explained that after the Budget review and revision process, it will be possible for the invitation to include both representatives in future meetings.

The meeting agreed that Cameroon would act as the next host for the second SCM of the COAST Project. At this point the meeting was adjourned at 17:45 until 8:30 the following day.

#### **Steering Committee Meeting – Day Two (15 July 2009)**

Meeting reconvened at 9:15, after a recap presentation from Day 2 by the CTA.

#### 5. Report on the COAST project progress since January 2009

The CTA presented the progress to date adding that certain aspects had already been extensively discussed during the Inception workshop. The main discussion points were:

- The Inception workshop should have happened 6 months after the beginning of the project, so there should be a good baseline on progress so far (Nairobi Convention). However, the work started effectively with the arrival of the CTA (November 2008), and the PSC agreed to consider this as the beginning of the implementation period, so it is occurring more or less within these first 6 months.
- During these 6 months, the CTA has done a lot of work to establish an improved consistency within the project and to re-focus the demonstration projects based on current needs (UNIDO Project Manager).

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<sup>5</sup> Refer Annex D for a full description of this tool.

- Regarding the revised demonstrations, they remain focused around the four main components as indicated in the original Project Document (PD). There have been changes which have already been presented by the project focal points, and are reported in the Annexes of the Inception report. It would have been ideal to have had documentation produced in the 3 languages for this meeting, and this is noted as a shortfall. The Regional Coordination Unit (RCU) will try to make sure that the translation of key documents is done for the next Steering Committee. The project website will also make these documents more readily available in future (CTA).
- What about the end date of the project (Nairobi Convention)? The RCU after consultation with UNEP is proposing the project ends in November 2013. This is being formally requested during this SCM (UNIDO Project Manager). All members of the SCM agreed with this proposal.
- Baseline information for the demo sites will be provided if guidelines are provided by the CTA (Ghana).
- For the project website the RCU will rely on a free service that is provided through UNEP via IW:Learn
- The training of demonstration coordinators is important and should be taken into consideration (Nigeria/Tanzania).

#### 6. Proposed workplan for the next 12 months:

The CTA explained the connection between the Regional (RCU) workplan items and components of the original project document. The workplans for each individual demonstration project have already been shared in the Inception meeting.

- The Regional level workplan needs to be adjusted to account for the outcomes of this meeting (Kenya)<sup>6</sup>.
- We need to know the co-financing requirements for each demonstration (Nigeria).
- Some national workplans still need to be adjusted to fit with the project workplan (Cameroon).
- Are there any plans from UNIDO to attract additional investment into the COAST Project (Nigeria)? In the longer term, for sustainability the project would require larger investments and the RCU will look to develop linkages with the tourism industry in this regard, but it is not up to UNIDO alone, but all partner countries should be active in this (CTA).
- It would have been helpful to know the support from the project (GEF) for each of these components (Gambia). There is no specific information available on a country by country basis because of the regional nature of the project, however when visiting each country a “rule of thumb” estimate has been provided that around \$100,000/yr equivalent, is available per demonstration. This would include investments that may support more than one demonstration site and may come as ‘in kind’ rather than cash investments (e.g. as consultants) (CTA).
- The MoU with each country will define what exactly is to be provided through GEF funds.
- There needs to be an indication on the funding at some point – for example, what activity is to be done under item 4 (sustainable tourism governance and management - Tanzania)? As each country demonstration gets under way, the country team will need to define and cost these (CTA).
- Members still request specific amounts of the support from UNIDO to each partner (Ghana). This is pre-empting the next item on the agenda (CTA).

The outlined regional workplan was agreed in principle by the Steering Committee (endorsed by Kenya and supported by Cameroon).

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<sup>6</sup> Refer to Annex F in the Inception Report for the most updated version of this workplan.

## 7. Revised Budget and explanations<sup>7</sup>

After the above discussion, the UNIDO Project Manager gave a presentation on the revised COAST Project budget.

- The Division of work between UNIDO and UNWTO was presented for members to consider. It was proposed that UNWTO will lead execution on the eco-tourism and reef management elements of the demo projects. A detailed Letter of Agreement will provide more technical details of this and will be worked on after this SCM (UNIDO Project Manager). Will UNWTO contribute financially to the project (SNV)? This is correct (UNWTO Rep). The importance of having UNWTO participating in this project, since UNWTO is the leading UN agency in the tourism sector is clear for all to see (Ghana). The proposal to include UNWTO was endorsed by Senegal and supported by Cameroon.
- Is it clear that The Gambia will not be excluded from benefiting from UNWTO technical support under this arrangement (Gambia)<sup>8</sup>. There will be no exclusions of partner countries under this arrangement (CTA).
- The revised budget and work plan needs to be formally received by DGEF in Nairobi in order to validate the extension (at no extra cost) of the project to November 2013. Proposed by Tanzania and seconded by Ghana.
- After a somewhat lengthy discussion a summary table showing the changes to the country level benefits was presented to members showing how the revised budget had re-distributed more resources to benefit partner countries (UNIDO Project Manager). This is presented below:

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>
<b>Ghana 1 &amp; 2</b>	288,070	473,251	185,181
<b>Nigeria 1 &amp; 2</b>	541,367	423,918	-117,449
<b>Senegal 1 &amp; 2</b>	400,000	482,251	82,251
<b>Cameroon</b>	230,450	352,452	122,002
<b>Gambia</b>	283,829	301,786	17,957
<b>Mozambique</b>	374,051	467,267	93,216
<b>Kenya</b>	351,000	563,600	212,600
<b>Seychelles</b>		177,244	177,244
<b>Tanzania</b>	332,067	563,600	231,533
<b>Total</b>	<b>2,800,834</b>	<b>3,805,369</b>	<b>1,004,535</b>

<sup>7</sup> Refer to Annex E for full details of the revised budget changes.

<sup>8</sup> Historically The Gambia was excluded from the UNWTO ST-EP programme due to unpaid up contributions to the UNWTO.

The revised budget was adopted by members, being proposed by Kenya and seconded by Tanzania.

#### 8. AOB: Administrative and logistical matters

The Chair asked participants for their views on the event and suggestions for future SCMs. The following suggestions/comments were made:

- There should be more time for socialising and to learn about knowing the local /country environment (Gambia).
- Need to present the cultural aspects of the host country (Nigeria).
- If we are meeting in an eco-tourism lodge/hotel, the proposal for shared accommodation is not acceptable (all).
- In future SCMs, the host country should try to locate local hotels which meet the criteria promoted by the project (i.e. EMS, eco-tourism, socially responsible business, etc - CTA).
- The programme was too tight, there should be a field excursion as part of the event (Gambia/Ghana).
- DSA should be paid upon arrival (Tanzania).

#### 9. Summary and Conclusion

The CTA presented the following achievements from the SCM:

The following decisions were agreed:

1. Approval of a generic Job Description for the Demonstration Project Coordinators
2. Approval of a tracking method for Co-funding within the COAST project
3. Approval of an MOU template for UNIDO to use with Partner Countries
4. Approval of a COAST regional work plan up to July 2010
5. Approval of a revised overall work plan & budget for the COAST Project 2008-2013
6. SCM authorisation for UNIDO to formally request UNEP (DGEF) for a no cost extension of the project up to November 2013
7. Endorsement of the UNWTO role within the COAST project as detailed in the revised budget discussion
8. Confirmation by the participants of the offer by the Cameroon partners to host the second SCM in July 2010.

The meeting was closed by the host Government representative on behalf of the Director of National Conservation, Ministry of Tourism at 13:15.