



Third Project Steering Committee Meeting Montego Bay, Jamaica 6 October 2008



Prepared by
Project Coordination Unit of the
Global Environment Facility-funded Integrating Watershed
and Coastal Areas Management (GEF-IWCAM) Project
P.O. Box 1111, The Morne
Castries, St. Lucia

Table of Contents

Table of Contents.....	ii
List of Acronyms	iii
Background.....	1
MEETING PROCEEDINGS	1
Opening Remarks / Lead Agency Statements.....	1
Explanation of Work Schedule and Objectives of Meeting and Adoption of Agenda.....	3
Regional Project Overview and Status Report.....	3
Review of Minutes and Matters Arising	3
2008 Work Plan and Budget.....	4
Training / Secondments	4
Laboratory Strengthening.....	5
Sustainability.....	5
Country Presentations.....	6
Antigua and Barbuda	6
Bahamas.....	7
Cuba	7
Dominican Republic	7
Jamaica	8
Saint Kitts and Nevis.....	8
Saint Lucia.....	8
Trinidad and Tobago.....	8
Reducing Pesticide Runoff to the Caribbean Sea (REPCAR) Project.....	8
Closing Remarks.....	8

List of Acronyms

Term / Phrase	Acronym
Administrative Officer	AO
Barbados Water Authority	BWA
Bilingual Administrative Assistant	BAA
Capacity Building for Integrated Water Resources Management	CAP-NET
Caribbean Environmental Forum & Exhibition	CEF
Caribbean Environmental Health Institute	CEHI
Caribbean Large Marine Ecosystem	CLME
Caribbean Water & Wastewater Association	CWWA
Centre for Resource Management and Environmental Studies	CERMES
Centers for Disease Control (U.S.)	CDC
Coastal Zone Management Unit	CZMU
Communication, Networking and Information Specialist	CNIS
Council for Human and Social Development	COHSOD
Council for Trade and Economic Development	COTED
Demonstration Focal Points	DFP
Executing Agency	EA
Global Environment Facility	GEF
Global Programme of Action for the Protection of the Marine Environment from Land-Based Activities	GPA
Global International Waters Assessment	GIWA
Global Water Partnership – Caribbean	GWP-C
Hotspot Diagnostic Analyses	HSDA
Implementing Agency	IA
Inter-governmental Panel on Climate Change	IPCC
Integrated Water Resources Management	IWRM
Integrating Watershed and Coastal Areas Management	IWCAM
Inter-American Water Resources Network	IWRN
International Waters Learning Exchange and Resource Network	IW:LEARN
Land Based Sources of Marine Pollution	LBS
Medium Sized Project	MSP
Monitoring and Evaluation	M&E
Multilateral Environmental Agreements	MEA
National Environmental Management Strategy	NEMS
National Focal Point	NFP
National Intersectoral Committee	NIC
National Oceanic and Atmospheric Administration (U.S.)	NOAA
National Programme of Action for the Protection of the Marine Environment from Land-Based Activities	NPA

National Project Management Unit	NPMU
OECS Protected Areas and Associated Livelihoods (Project)	OPAAL
Organisation of Eastern Caribbean States	OECS
Pan-American Health Organisation	PAHO
Participating Country	PC
Project Coordination Unit	PCU
Project Development Facility	PDF
Project Implementation Report	PIR
Project Information Management System	PIMS
Project Steering Committee	PSC
Regional Project Coordinator	RPC
Regional Technical Advisory Group	RTAG
Ridges to Reefs	R2R
Small Island Developing State(s)	SIDS
Sustainable Integrated Resources Management	SIRM
Technical Coordinator	TC
Terms of Reference	TOR
The Nature Conservancy	TNC
Trinidad and Tobago Solid Waste Management Company Limited	SWMCOL
United Nations Development Programme	UNDP
United Nations Environment Program Collaborating Centre on Water and Environment	UCC-Water
United Nations Environment Programme	UNEP
United Nations Environment Programme Caribbean Regional Coordinating Unit	UNEP CAR-RCU
United Nations Office for Project Services	UNOPS
University of the West Indies	UWI
Voice over Internet Protocol	VOIP
Water Use Efficiency	WUE
Whitewater to Bluewater	WW2BW
World Resources Institute	WRI
World Summit on Sustainable Development	WSSD

Background

The third official meeting of the GEF-IWCAM Project Steering Committee (PSC) was held in Montego Bay, Jamaica on October 6, 2008. The agenda for this meeting is attached as Annex 1 and for the Terms of Reference of the PSC, refer to Annex 3.

MEETING PROCEEDINGS

Opening Remarks / Lead Agency Statements

The meeting was opened by Vincent Sweeney, GEF-IWCAM Regional Project Coordinator (RPC). Winsome Townsend, GEF-IWCAM National Focal Point (NFP) from Jamaica welcomed the participants to her country and expressed her pleasure at participating in the GEF-IWCAM Project. These welcome remarks were followed by comments from the two project Implementing Agencies (IA) and two of the Executing Agencies (EA).

Paula Caballero of the United Nations Development Programme (UNDP) welcomed the participants and expressed thanks to Jamaica for hosting the PSC Meeting. She complimented the project team and participating agencies for their hard work and dedication in promoting the IWCAM approach. Ms. Caballero called the GEF-IWCAM Project a flagship for the region and for the GEF. She highlighted how the IWCAM approach builds a foundation for impending issues such as adaptation to natural disasters and food security. Ms. Caballero expressed the concern of UNDP regarding the slow implementation and start-up of the demonstration projects. Demonstration projects, she asserted, are the heart of the project, as they ground-truth the approach that Caribbean SIDS need to undertake to make IWCAM a reality. Currently, less than one-half of the demonstration projects are fully operational and achieving the goals set out in their established workplans. Ms. Caballero told the group that she hopes that at the next PSC meeting countries will be able to report on the substantive development of these projects. She also asked the participants to let the Project Coordination Unit (PCU) and the IAs and EAs know what help is needed to overcome any barriers or constraints to the demonstration projects implementation.

Isabelle Vanderbeck of the Division of Global Environment Facility of the United Nations Environment Programme (UNEP DGEF) asked the participants in the meeting to take stock and devise a plan to bring demonstration projects to success within a year. She informed the group that in January 2009 a Mid-term review is scheduled. External evaluators would be visiting the demonstration projects, seeing the progress made to date, and rating the project's success in achieving its goals. The GEF-IWCAM Project needs to address the problems in terms of demonstration project implementation and have devised and undertaken corrective measures. She also underscored the need for synergies between projects in the region, highlighting the new Caribbean Revolving Fund for Wastewater Management (CRew). This project should be submitted to the GEF Council for review in late 2008, as the GEF Chief Executive Officer has already signed off on it. The project works with municipalities and promotes alternative technologies related to wastewater treatment. It is a US\$20 Million project, is being co-implemented by the Inter-American Development Bank (IADB) and UNEP and the UNEP Caribbean Regional Coordinating Unit (UNEP CAR-RCU) is the executing agency.

After the remarks of the two Implementing Agencies were completed, the two Executing Agencies took the floor. Firstly, Christopher Corbin, of UNEP CAR-RCU welcomed the participants on behalf of Nelson Andrade Colmenares, UNEP CAR-RCU Coordinator, who was unable to attend the meeting due to extenuating circumstances. Mr. Corbin informed the participants that they are reaching a point in which critical decisions must be made in terms of refining activities and recommitting at the agency and country level to meet objectives and targets. He spoke about the aforementioned CReW Project, explaining that it will build on the experiences and successes of the GEF-IWCAM Project. Mr. Corbin also highlighted the ratification of the Land-based Sources of Marine Pollution (LBS) Protocol by Saint Lucia and Trinidad and Tobago. UNEP CAR-RCU and other partners are planning to undertake LBS Promotional activities in other countries. They also hope to work with Bahamas and Haiti, who have not yet signed on to the Cartagena Convention. Mr. Corbin reminded the participants that GEF-IWCAM is a country-driven project and encouraged them to provide advice and guidance on activities to undertake over the next 2.5 years.

On behalf of the Caribbean Environmental Health Institute (CEHI), its Executive Director, Patricia Aquing welcomed the participants to the meeting and expressed her gratitude to Jamaica for hosting. She noted that GEF-IWCAM has resulted in a complex but extremely rewarding relationship among agencies that came together to work for the interests of the region and she highlighted the very strong collaboration between these agencies. Mrs. Aquing reminded participants that negotiations regarding this project started in 1998 and it was approved in 2005. Those seven years in between were filled with a lot of effort from countries and agencies, alike. She brought up the issue of the region's absorptive capacity and questioned: Is it possible to make this project work in Caribbean SIDS? Are the countries committed enough to dedicate necessary resources? Finally she noted that the success of this project will determine the regions ability to leverage funds beyond IWCAM.

The meeting participants, which included representatives from all participating countries (except for Trinidad and Tobago and Antigua and Barbuda, who both arrived later due to travel delays), were next asked to introduce themselves and highlight their expectations for the meeting, which included:

- Better understanding of how to get demonstration projects up and running
- Improved relationship with the other members of the Project Steering Committee, the Project Coordination Unit, the Implementing Agencies, and the Executing Agencies
- Learn from the experiences of the other demonstration projects
- Receive updates on the progress of the project
- Brainstorm regarding ways to integrate the recently started project in Barbados that addresses groundwater / zone protection policy with GEF-IWCAM
- Address budgetary issues at the demonstration project level
- Request that GEF-IWCAM seek greater presence / visibility in Dominica
- Seek assistance on LBS policy and legislation in Grenada
- Learn more about the project and new goals for its second half
- Promote activities in Haiti
- Networking between countries / exchange of management experiences

Explanation of Work Schedule and Objectives of Meeting and Adoption of Agenda

The delegate from Jamaica, Ms. Townsend, was selected as the Chair of the meeting, following a nomination from the Saint Lucian delegate, seconded by the delegate from Grenada and unanimous approval from the group. Sasha Beth Gottlieb, GEF-IWCAM Technical Coordinator, was nominated to serve as rapporteur by the delegate from Saint Kitts and Nevis, seconded by the Bahamas, and acclamation by the group. The agenda was adopted, without modification, unanimously (see Annexes 1).

Mr. Sweeney then presented the objectives of the Project Steering Committee meeting, which is included in a presentation as Annex 2.

Regional Project Overview and Status Report

During this session, Mr. Sweeney presented an overview of regional activities and a status report of the achievements during the previous year (see Annex 4). Highlights of the status report presented to the PSC include:

- Demonstration Project low implementation rates
- Hotspot Diagnostic Assessment concepts prepared for Haiti and Barbados
- Site visits conducted to many demo sites
- Indicators template prepared and to be tested in Barbados
- Numerous training activities conducted in participating countries
- Legislative Toolkit for IWCAM completed and designed to support LBS Protocol
- Integrated Water Resources Management Planning activities conducted in a number of participating countries
- Public awareness material produced on a regular basis
- Laboratory assessments conducted and equipment ordered for some countries
- Technical cooperation facilitated
- Website redesigned and PIMS development advanced

The overview and status report presentation was followed by a coffee break and then discussion on the presentation. The discussion was limited and focused on the absorptive capacity of the countries to address these activities.

Review of Minutes and Matters Arising

PSC meeting participants went on to review the Minutes of the previous Steering Committee meeting from October 2007. No amendments were suggested and Diann Black-Layne, the delegate from Antigua and Barbuda, motioned for the Minutes to be confirmed. The meeting agreed and the Minutes are attached as Annex 5.

During this session, Mr. Sweeney took the opportunity to remind the participants of certain matters that were highlighted at the PSC in 2007 and other salient matters. These are listed below:

- **RTAG Meetings:** It was requested that the RTAG be convened two times in 2008, in order to devote one of the meetings primarily to address the results to date of demonstration projects. A decision was made over the course of the year to only hold the RTAG once, as the demonstration projects had not yet made significant progress and a second meeting would therefore not be as useful at this time. Nonetheless, in 2009 it was suggested that two meetings be held, as more demonstration projects are now in their full implementation stage. This suggested change is included in the 2009 budget and workplan.
- **Six Monthly Reports:** Demonstration projects are now reporting semi-annually on all activities they have completed during that time period.
- **Marine Vessel:** The marine vessel has been removed from the budget, as there was not a need for it, and funds were reallocated to laboratory strengthening activities.
- **IWCAM DVDs:** All countries would have received copies of the IWCAM DVDs. Donna Spencer, GEF-IWCAM Communications, Networking, and Information Specialist, requested that countries provide feedback to the PCU regarding their distribution and use.
- **Secondments:** The PCU has not received any official requests for secondments to date. Cuba has offered its expertise, which is currently being used in conducting environmental modelling activities in Antigua and Barbuda. In 2009, the PCU will be more proactive in facilitating secondments for participating countries.
- **Lessons learned:** The importance of documenting and sharing lessons learned was re-emphasized.
- **Medium-Sized Projects:** As a result of changes at the GEF, the issue of Medium-Sized Projects being developed as part of the GEF-IWCAM Project is no longer a viable option. Accordingly efforts to support non-demo countries in other ways are now the focus.
- **Collaboration:** Collaboration with OECS ESDU and others is needed in terms of sustainability.

2008 Work Plan and Budget

Mr. Sweeney presented the 2009 Draft Workplan and Budget via a Powerpoint presentation (see Annexes 6 and 7), which reviewed all components, upcoming activities, and project budget. The Work Plan proposed for 2009 followed on from work ongoing in 2008. This work would include training, awareness raising, transfer of lessons learned, support for IWRM planning, and laboratory capacity building. Additional detail is also available in the Plan of Operations. The discussion regarding the budget is summarized below:

Training / Secondments

- Stephen Lindo, the delegate from Barbados, indicated the need for training of persons at the operational level in water supply and sanitation - people within the operating facilities. He also highlighted the need for training in project management.
- Ronald Charles, the delegate from Dominica, noted that the training addressing the linkages between water quality and the physical environment (forest, development, surrounding areas, etc.) would be very useful, especially for staff within the water utilities. Mrs. Aquing explained the water safety planning being executed by CEHI, together with the National Oceanic and Atmospheric Administration of the US, does just that. This planning looks at water quality issues from the source all the way to the tap, addressing issues such as deforestation, waste management, health, etc.
- Mrs. Black-Layne suggested that linkages with climate change should be considered in the training.
- In terms of secondments, Dunley Auguste, the Saint Lucian delegate, mentioned that St. Lucia would be officially requesting a secondment in 2009 in Jamaica to train staff of the newly established Water Resources Authority. He also offered to help other countries with issues like ratification of the LBS Protocol.

Laboratory Strengthening

- It was suggested that the PSC consider shifting funds from the budget line 5105 that addresses the maintenance of survey and laboratory equipment to line 4203, which would allow for provision of more laboratory equipment for participating countries. The meeting agreed that less funds would be needed for equipment maintenance, as the equipment being purchased would be relatively new. As a result, the budget adjustment was approved unanimously by the PSC.
- Participants requested additional information on the role of the University of the West Indies (UWI) in the assessment of laboratories being undertaken by CEHI. It was explained that UWI may be involved on a case-by-case basis, particularly through completing of survey forms, but the National Focal Point (NFP) was ultimately responsible for selecting those laboratories to be strengthened. On a related note, Ms. Black-Layne noted that the demonstration project in Antigua and Barbuda has been able to make use of a UWI graduate student to collect project baseline data.

Sustainability

- Participants were encouraged to discuss the issue of sustainability approaches for IWCAM. It was suggested that one sole approach would not be appropriate, but instead a multitude of approaches.
- Participants then considered how to measure sustainability and are there indicators of sustainability. They discussed whether signing of the LBS Protocol or institutionalization of the IWRM approach would increase the likelihood of sustainability. It was suggested to develop a number of well-defined, well-packaged project proposals

- Another idea that was floated was the institutionalization of an IWCAM desk at a regional agency, or incorporating IWCAM into the actual workplan of regional agencies, which, incidentally, CEHI has already done. A suggestion was made to consider the establishment of an independent body, akin to the Intergovernmental Panel on Climate Change (IPCC), to consider IWCAM.
- It was also thought that the Project Information Management System (PIMS) would be able to contribute to the sustainability of the approach, by maintaining a presence on an ongoing basis. Data generation/management and communication related information will be central to the PIMS. Consideration of how data will be made available needs to be considered. Also how do countries contribute to the PIMS? Who will check the quality of the data? It is considered key that an institution has responsibility / oversight for the PIMS. Additionally, the PIMS will only be useful if countries contribute to it, take information from it and give feedback.
- Participants were asked how the GEF-IWCAM Project can be a more effective advocate. It was suggested that perhaps establishing a network of people providing data (like the IPCC) would be helpful, as that would help governments make their decisions based on sound science. The lack of baseline data for decision-making is a real challenge in the region, as well as its scattered and inconsistent nature.
- Given the prominence of climate change currently, it was suggested that the sustainability of the IWCAM approach might be strengthened by linking the two in IWRM planning and public awareness activities. The PCU was encouraged to consider participation (e.g. in a side event) in the climate change conference of parties in Poland, or asking one of the participating countries to represent it.
- The CRew Project, currently in the project preparation phase, can create synergies with the GEF-IWCAM Project and CEHI's workplan in its work on capacity building.
- Ms. Caballero reminded participants that the LDC-SIDS Project, which focuses on capacity building for sustainable land management, is another important synergy. Participating countries should consider linkages between the projects in terms of training components and project management.

Country Presentations

Antigua and Barbuda

Mrs. Black-Layne made the presentation orally. She noted that the project needed to change the location of the demonstration site on very short notice. The move from St. John's city to McKinnon's Pond changed the fundamental nature of the project, as it moved from a square city block to a mixed use area, with mangrove, beach, tourism, residential, etc. The new site is highly developed and, due to construction, is no longer able to control floods and filter sediment. Homes in the area have septic tanks or discharge directly into the pond, whereas hotels have package sewage treatment plants. The demonstration project is currently assessing the nature of the problem and collecting baseline data, with the help of two UWI students.

Under the scope of the project, they are unable to collect baseline data for the off-shore reef, which would be very useful.

Due to delays caused by the site move, three years will be needed to implement the project. Some activities currently underway, such as the sewage management strategy, will help to determine what will be the follow-on activities.

Antigua and Barbuda has learned some lessons over the years of executing GEF projects. All projects are now managed through one office in the Environment Division, which helps with coordination. Issues and challenges include change of government (although transition was smooth), certain changes in the priority of the government, limited human capacity within government as a result of the voluntary separation package for civil servants, Antigua and Barbuda's role as chair of the G-77, and health issues for staff members. In the past year, the Environment Division has shrunk from seven persons to three and fifty percent of the technical advisory committee has left the government. Government is now re-hiring and new staff should be on-board soon. This will help get new people involved in the project, but training is needed.

Ms. Black-Layne highlighted a bright spot in terms of project management, which included contracting an accounting firm to undertake all accounting for GEF projects, which has freed up a lot of time for the technical team to do its work.

Bahamas

Mr. Deon Stewart, the participant from Bahamas, gave a Powerpoint presentation on the two demonstration projects in that country (see Annex 8). Bahamas noted the milestones presented earlier in the day, and was in agreement with them. The participant highlighted that the Clear Water Caribbean contract was ready to be signed at the end of the month, and that bureaucratic issues have been quite challenging in terms of project execution.

Cuba

The presentation is attached as Annex 9 (to be added later). Mr. Alain Muñoz Caravaca, the Demonstration Project Manager, noted that the challenge that Cuba faces is more administrative than technical, due to the complications of purchasing equipment. The PCU is looking into mechanisms to purchase laboratory equipment and vehicles on behalf of the project.

Dominican Republic

The presentation is attached as Annex 10. Mrs. Mercedes Socorro Inoa Pantaleón, the Demonstration Project Manager, spoke about the progress made over the past few months in terms of project execution. She noted the bureaucratic challenges resulting from the current administrative structure. A request is being submitted to bring about a change in structure in order to facilitate effective project management. Another challenge facing the Demonstration Project is the low availability of analytical laboratory facilities. This is being addressed by sending samples to laboratories in other countries to run necessary tests. Ms. Inoa Pantaleon has found the industrial sector to be very receptive to the work of the Demonstration Project.

Jamaica

The presentation is attached as Annex 11. Mrs. Townsend, Jamaica Delegate, briefed the group on the progress being made by the demonstration project, especially as it relates to stakeholder involvement and public participation. She highlighted the work of three committees established by the project: Governance and Enforcement, Public Education, and Environmental Monitoring. She also informed participants of the impact of Hurricane Gustav on the watershed.

Saint Kitts and Nevis

The presentation is attached as Annex 12. Dr. Sahely, the Saint Kitts and Nevis Delegate, spoke of the recent steps taken to catch up after an approximately two year delay in the execution of the project. She reported that the recently appointed demonstration project manager had worked within the government as a Permanent Secretary and also has significant managerial experience and training. Dr. Sahely and her colleagues at the Water Services Department will continue to support the project technically. Dr. Sahely spoke of the significance of the Demonstration Project, including returning historically cultivated land to its pre-colonial state and establishing a protected area near a main urban area and a tourist area on highly coveted real estate.

Saint Lucia

The presentation is attached as Annex 13. Mr. Auguste, the delegate from Saint Lucia, informed participants about the wide variety of activities taking place at the demonstration site, such as rainwater harvesting, regular stakeholder consultation, and water quality monitoring. The extensive counterpart funding brought in by the Saint Lucia Demonstration Project was also highlighted.

Trinidad and Tobago

The presentation is attached as Annex 14. Mr. Linford Beckles, Trinidad and Tobago Delegate, highlighted some of the major challenges faced by the demonstration project and how these challenges are being addressed. One example was the perception that the demonstration project is a "Tobago" project, instead of a national project for Trinidad and Tobago. As such, the demonstration project management unit has been making appearances on the national media and is becoming involved with the national environmental compendium through the Central Statistical Office.

Reducing Pesticide Runoff to the Caribbean Sea (REPCAR) Project

Alexandre Cooman, Project Coordinator, made a presentation on the REPCAR Project, which is attached as Annex 15.

Closing Remarks

Linford Beckles, the participant from Trinidad and Tobago, reminded participating countries to be sure to ask the PCU for help when needed and the PCU reminded everyone to be sure to document their experiences.

Mrs. Aquino expressed her pleasure with the approval of the workplan and budget, as well as the participation of GEF-IWCAM countries regarding critical interventions of the project. She

underscored the reminder to all to document lessons learned and best practices. Mrs. Aquino reminded everyone that the demonstration projects must move forward at full steam, or they will compromise the success of the entire project. She offered CEHI's commitment to take the IWCAM approach forward for the region.

Mr. Corbin thanked the host country of Jamaica for chairing the meeting and moving the group through the agenda effectively and efficiently. He underscored the team-oriented approach, linkages with the Cartagena Convention and specifically the LBS Protocol.

The meeting ended at approximately 6pm.