



# **MONITORING AND ASSESSMENT OF MEA IMPLEMENTATION AND ENVIRONMENT TRENDS IN ANTIGUA AND BARBUDA**

**Cross-Cutting Capacity Development (CCCD) Project**

**SECOND MEETING**

**STAKEHOLDER WORKING GROUP ON RIO CONVENTIONS**

**6<sup>th</sup> February 2019**

**Workshop Report**

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## **ACRONYMS AND ABBREVIATIONS**

|       |  |
|-------|--|
| APR   | Annual Progress Report                                   |
| CCCD  | Cross-Cutting Capacity Development                       |
| DOE   | Department of Environment                                |
| EIMAS | Environmental Information Management and Advisory System |
| EPMA  | Environmental Protection and Management Act              |
| GEF   | Global Environment Facility                              |
| GIS   | Geographic Information Systems                           |
| MEA   | Multilateral Environmental Agreement                     |
| M&E   | Monitoring and Evaluation                                |
| MRV   | Measurement, Reporting, and Verification                 |
| NGO   | Non-Governmental Organization                            |
| NEIS  | National Environmental Information System                |
| NSDI  | National Spatial Data Infrastructure                     |
| OECS  | Organization of Eastern Caribbean States                 |
| PMC   | Project Management Committee                             |
| PMU   | Project Management Unit                                  |
| PSA   | Public Service Announcement                              |
| SER   | State of the Environment Report                          |
| SIRF  | Sustainable Island Resource Framework                    |
| SMD   | Survey & Mapping Division                                |
| TNA   | Training Needs Assessment                                |
| UNDP  | United Nations Development Programme                     |

## SUMMARY OF SESSIONS

The Department of Environment convened the first interagency working group meeting for the Rio Conventions for 2019 under the **Global Environment Facility (GEF)-funded project “Monitoring and Assessment of MEA Implementation and Environmental Trends in Antigua and Barbuda”**. This Cross-Cutting Capacity Development (CCCD) project is dependent on the commitment and collaboration from key agencies involved in managing environmental and other types of data in the country.

The project team presented and discussed the 2019 work plan for the project. Discussions also focused on scheduled activities, including finalizing the core set of environmental indicators, strengthening inter-agency protocols for data sharing, improving the technological infrastructures of partner agencies, developing and implementing training activities and launching a public awareness campaign.

The attendance sheet was circulated amongst the participants at the start of the meeting and there was a call for a modification to the agenda. It was suggested that Session 4 precede Session 3 and this was accepted by the participants.

### Session 1- Official Opening and Introduction to Project Strategy and Approach

Session 1 was facilitated by Jason Williams, CCCD Project Coordinator and Data Manager at the Department of Environment (DOE). The session started with welcome remarks from the Department of Environment and a summary of the project.

The participants were reminded of the project arrangements, components and major deliverables. These include descriptions of the relationship between the Project Management Committee, Project Management Unit and the Technical Advisory Committee. The first component of the project focuses on identifying environmental indicators to monitor and establish a National Environment Information System (NEIS), while the second component will demonstrate how the NEIS can be used to improve national systems and assist in reporting on the Rio Conventions. The main deliverables of the project are:

- strengthening institutional mechanisms to more effectively access data and information;
- improving commitments to the Rio Conventions by better information management
- installing the National Environmental Information System (NEIS) and training, and;
- capacity building to improve national reporting to the 3 Rio Conventions.

### SESSION 2- 2019 Workplan And Training Needs Assessment

This session included some discussions led by Mr. Williams. The participants were each provided with a copy of the updated 2019 workplan (Annex 3), which outlines the activities that are scheduled for the year.

Output 1.4 and Output 1.5 refer to the strengthening of existing data management systems and conducting learning-by-doing training activities, respectively. The participants were introduced to the Training Needs Assessment (TNA) and Data Gap Analysis survey form. The objectives of this survey are to:

- identify training needs of agencies to inform the development of the training program, and;
- shortlist agencies that can benefit from technological upgrades to their data management systems.

Each agency was given a timeline of two weeks to submit the TNA/Data Gap Analysis forms. The CCCD project coordinating team will then compile a report of the submissions along with recommendations for the next steps.

## **SESSION 3- Institutional Arrangements and Inter-Agency Agreements**

This session was facilitated by the representative from the Survey and Mapping Division (SMD), Surveyor Andrew Nurse. Mr. Nurse presented on the efforts accomplished by the SMD regarding the establishment of the National Spatial Data Infrastructure (NSDI) for Antigua and Barbuda. This included a summary of the components of the NSDI, the organizational and governance structure, the Spatial Data Committee and next steps. During the presentation, he also provided some background on the history of the former GIS Committee and efforts to revive it.

## **SESSION 4- Generate, Access and Use Information And Knowledge**

Ezra Christopher, Monitoring & Evaluation (M&E) Consultant, led the discussions in this session. She presented on the DOE's plans for the State of Environment Report (SER) in compliance with Part IX of the Environmental Protection and Management Act (EPMA, 2015). Output 2.2 of the CCCD Project aims at delivering the country's first SER and the work is scheduled to start this year. Ms. Christopher provided an overview of the format for this report and the type of information that it could contain, including data on natural and cultural heritage, socio-economic matters, and environmental outlooks.

The second part of this session was dedicated to the public education and information campaign. Ms. Christopher presented a draft of the communication plan that is presently under development by the project coordinating team and the DoE's communication and outreach officers. It aims to deliver on the communication needs of the project by:

- targeting specific national stakeholders with a view of advancing the objectives of the Rio Conventions;
- demonstrating the relevance of the Rio Conventions in promoting sustainable development;
- demonstrating how the Rio Conventions align with national priorities;
- encouraging stakeholders to take action and to meet targets and goals;
- transmitting core messages of the campaign to audiences through a variety of communication channels, and;
- promoting the benefits and uses of the NEIS.

## **SESSION 5- Other Project Matters**

Project Assistant, Ms. Crystal Wilson led discussions during the final session. She presented each participant with a copy of the “Commitment of Support” (Annex 5) form. The main purpose of this is to confirm participating agencies and to identify a focal point from each agency who will be attending project activities on their behalf.

### **Closing**

M&E Consultant, Ezra Christopher officially closed the stakeholder working group workshop. She acknowledged that the number of participants was less than anticipated, however, she thanked the attendees for their participation and for contributing to the productive discussions.

## ANNEX 1-Agenda



### MONITORING AND ASSESSMENT OF MEA IMPLEMENTATION AND ENVIRONMENTAL TRENDS IN ANTIGUA AND BARBUDA

*Cross Cutting Capacity Development (CCCD) Project*

**Time:** 9:00 am – 12:00 pm  
**Date:** February 6, 2019  
**Location:** Department of Environment (DOE) Conference Room  
 Botanical Gardens, St. John's, Antigua  
**Event Type:** Stakeholder Working Group for the Rio Conventions



| Time   | AGENDA ITEMS  |
|--|---|
| <b>Session 1: Opening</b>  |   |
| 9:00-9:30  | <b>Opening and Welcome: Jason Williams, Data Manager of the Data Management Unit</b> <ul style="list-style-type: none"> <li>Welcome remarks</li> <li>Presentation of workshop objectives</li> <li>Statement on expected outcomes</li> </ul>   |
| <b>Session 2: 2019 Workplan &amp; Training Needs Assessment</b>          |   |
| 9:30-10:00   | <i>Jason Williams, Data Manager of the Data Management Unit</i><br><b>Discussion:</b> The project team will present on the updated 2019 workplan for the CCCD project outlining the main activities. The training needs assessment will also be shared with the stakeholders.   |
| 10:00-10:15  | <b>COFFEE BREAK</b>   |
| <b>Session 3: Generate, access and use information and knowledge</b>     |   |
| 10:15-10:45  | <i>Ezra Christopher, M&amp;E Consultant</i><br><b>Discussion:</b> The project team will lead discussions on the following: <ul style="list-style-type: none"> <li>plans for the State of the Environment report</li> <li>the communications plan for the project that was developed by the Education &amp; Communications team</li> </ul>   |
| <b>Session 4: Institutional Arrangements and Inter-agency Agreements</b> |   |
| 10:45-11:30  | <i>Andrew Nurse, Surveyor, Survey &amp; Mapping Division</i><br><b>Discussion:</b> A GIS Committee was established a few years ago with participation from several agencies within the government system. The main function of the committee was to provide oversight for GIS development in Antigua & Barbuda. The Survey & Mapping Division, with support from the DOE, is aiming to re-convene the committee which will support the project. |
| <b>Session 5: Other Project Matters</b>                                  |   |
| 11:30-11:45  | <i>Jason Williams, Data Manager of the Data Management Unit</i><br><b>Discussion:</b> The project team will lead discussions on the following: <ul style="list-style-type: none"> <li>CCCD commitment letter</li> <li>Any other business</li> </ul>   |
| 11:45-12:00  | <b>CONCLUSION AND NEXT STEPS</b>  |

## ANNEX 2- List of Participants



**MONITORING AND ASSESSMENT OF MEA IMPLEMENTATION AND ENVIRONMENTAL TRENDS IN ANTIGUA AND BARBUDA**  
**Cross Cutting Capacity Development (CCCD) Project**  
 Date: 6<sup>th</sup> February, 2019  
 Location: Department of Environment Conference Room  
 Time: 9:00am – 2:00pm

| NAME                | DESIGNATION            | AGENCY                | EMAIL  | PHONE NUMBER | SIGNATURE |
|---------------------|------------------------|-----------------------|--|--------------|-----------|
| Joycelynn Humphreys | Project Manager        | GARD Center           | jhumphreys@gardc.org                           | 463-4121     | <i>JH</i> |
| D'Kater Brown       | Community Outreach     | DoE                   | dkaterbrown@ab.gov.ag                          |              | <i>DK</i> |
| Jahambay Smith      | Board Member           | EAC                   | EAC@Antigua@gmail.com                          | 462-6236     | <i>JS</i> |
| Andrew Nurse        | Surveyor               | Survey & Mapping Div. | Andrew.nurse@ab.gov.ag                         | 770-8186     | <i>AN</i> |
| Priscilla Nicholas  | Planning Officer       | Ministry of Education | Prisca143@hotmail.com                          | 782 4129     | <i>PN</i> |
| Clara Hughes        | Planning Officer       | " "                   | esilstone@hotmail.com                          | 782-2415     | <i>CH</i> |
| Ari F. JONAS        | A&B TB Network Manager | A/B TB                | ari.f.jonas@transportandinfrastructure.gov.ag  | 464-4036     | <i>AJ</i> |
| ALVON GUSLAW        | GIS SPECIALIST         | MOIS                  | ALVONGUSLAW@MAIL.COM                           | 464 2024     | <i>AG</i> |
| Sharon Dalso        | CDD Field Officer      | CDD                   | sharon.dalso@ab.gov.ag<br>dalsoandis@gmail.com | 770-5159     | <i>SD</i> |
| Crystal Kilson      | Project Assistant      | DOE                   | Crystal.kilson@ab.gov.ag                       | -            | <i>CK</i> |
| Fzra Christophor    | M&E Consultant         | DOE                   | Fzra.Christophor@ab.gov.ag                     |              | <i>FC</i> |



# ANNEX 3- 2019 Workplan

## ANNUAL WORK PLAN

| Activity                  | Description  | 2019 |   |   |   |   |   |   |   |   |   |   |   |
|---------------------------|--|------|---|---|---|---|---|---|---|---|---|---|---|
|                           |  | J    | F | M | A | M | J | J | A | S | O | N | D |
| <b>Component 1</b>        | <b>Environmental indicators and monitoring system for Antigua and Barbuda</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 1.1</b>         | <b>A set of core results-based environmental indicators is selected and a cost-effective monitoring plan is agreed</b>   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.1.1                     | Establish a stakeholder working group for Rio Convention and regulatory needs  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.1.2                     | Detail and prioritize a concrete set of environmental, natural resource, and sustainable development indicators  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.1.3                     | Negotiate and finalize a monitoring plan in collaboration with the Data Management Unit of the DoE   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 1.2</b>         | <b>Map national and regional information sources available to track the state and trends of the environment</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.2.1                     | Conduct SWOT and gap analysis of environmental information availability, data formats, and accessibility   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.2.2                     | Compile relevant reference material. This will include reviewing existing data in the EIMAS  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 1.3:</b>        | <b>Institutional arrangements and inter-agency agreements on information management are negotiated</b>   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.3.1                     | Draft MoUs with relevant agencies to support data sharing  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.3.2                     | Develop research guidelines for the GIS Unit based on lessons learned and best practices from the Caribbean  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.3.3                     | Organize learning-by-doing consultations to present updated guidelines   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.3.4                     | Update and finalize guidelines based on feedback from consultations  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.3.5                     | Set up targeted institutional architectures for sharing data and information   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 1.4 :</b>       | <b>A user-friendly online platform is established and updated, presenting available information on core environmental indicators</b>   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.1                     | Design best practice technological structures for data collection, storage, and sharing  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.2                     | Prepare a feasibility study on the design and operation of the system  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.3                     | Undertake an independent peer review of system   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.4                     | Improve technological structure of data and information systems  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.5                     | Develop a tracking mechanism to monitor the usage of platform  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.4.6                     | Begin the early implementation of the NEIS   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 1.5:</b>        | <b>Learning-by-doing training to effectively maintain and manage the environmental information system</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.5.1                     | Undertake a comprehensive assessment of technical training needs   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.5.2                     | Develop a training programme and modules   |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.5.3                     | Undertake training courses on operational skills for software and data management  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.5.4                     | Carry out training workshops on data and information management  |      |   |   |   |   |   |   |   |   |   |   |   |
| 1.5.5                     | Develop a long-term training programme on data and information management  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Component 2</b>        | <b>Generate, access and use information and knowledge</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.1</b>         | <b>A sustainable financing and management strategy is developed for the national environmental information system</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.1.1                     | Undertake a financial and economic analysis  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.1.2                     | Conduct feasibility study on financial and economic instruments for piloting   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.1.3                     | Draft, review, and approve a resource mobilization strategy  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.2</b>         | <b>The format and methodology for a comprehensive state of the environment report is established, with one national State of the Environment (SER) report published</b>                        |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.2.1                     | Research existing State of the Environment (SER) reports   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.2.2                     | Develop a first draft of the SER   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.2.3                     | Convene two (2) public stakeholder consultations on the draft SER  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.3</b>         | <b>The national environmental information system is integrated into national processes, including development application reviews and environmental and social safeguard (ESS) assessments</b> |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.1                     | Select a high value programme and/or plan for piloting mainstreaming exercises   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.2                     | Convene stakeholder workshops to reconcile mandates among local and regional authorities   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.3                     | Prepare feasibility study and project document on activities to be piloted   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.4                     | Facilitate dialogues on the NEIS and its implementation plan   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.5                     | Pilot activities and learning-by-doing trainings are implemented   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.3.6                     | Cull lessons learned and best practices from pilot activities to inform NEIS roadmap   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.4</b>         | <b>The national environmental information system is used for reporting to at least 3 MEAs</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.4.1                     | Review national communications & national reports for the CCD, CBD & FCCC  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.4.2                     | Demonstrate the value of the NEIS by developing reports for MEAs   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.5</b>         | <b>A public information campaign on accessing and using the environmental information system is launched, in particular targeting educational institutions</b>                                 |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.5.1                     | Develop and validate a public awareness and communication campaign plan  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.5.2                     | Prepare and air a Public Service Announcement (PSA) for provincial television and radio  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.5.3                     | Sensitize the public on the national environment information system through mobile IT bus hands-on sessions  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.5.4                     | Prepare and apply an environmental awareness module for use in secondary school teaching   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Output 2.6</b>         | <b>Improving awareness of global environmental values</b>  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.1                     | Organize and convene a one-day Project Launch Conference and a one-day end of project Results Conference   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.2                     | Design and carry out survey to assess understanding of Rio Convention mainstreaming  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.3                     | Develop and apply an awareness-raising module on Rio Conventions mainstreaming   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.4                     | Convene national and sub-national awareness workshops on global environmental conservation and its link to local sustainable development   |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.5                     | Organize and convene private sector and media sensitization panel discussions  |      |   |   |   |   |   |   |   |   |   |   |   |
| 2.6.6                     | Prepare and publish articles on linkages between the global environment and socio-economic issues  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Project Management</b> |  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>A</b>                  | Project Administration   |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>B</b>                  | Independent Terminal Evaluation  |      |   |   |   |   |   |   |   |   |   |   |   |
| <b>C</b>                  | Project Management Committee Meetings  |      |   |   |   |   |   |   |   |   |   |   |   |

# ANNEX 4- Training Needs Assessment and Data Gap Analysis



**MONITORING AND ASSESSMENT OF MEA IMPLEMENTATION AND ENVIRONMENTAL TRENDS IN ANTIGUA AND BARBUDA**  
*Cross Cutting Capacity Development (CCCD) Project*



**TRAINING NEEDS ASSESSMENT AND DATA GAP ANALYSIS**

The Data Management Unit within the Department of Environment is conducting a technical training needs assessment and data gap analysis as part of its Global Environmental Facility (GEF)-funded Cross-Cutting Capacity Development Project: *“Monitoring and Assessment of Multilateral Environmental Agreements (MEAs) Implementation and Environmental Trends in Antigua and Barbuda.”* This project activity will identify the training needs for government staff in various ministries and agencies and also for selected non-governmental organizations. Additionally, the activity will identify data and technology needs for these institutions.

Findings from the assessment will support the design of training programmes that will focus on data and information management. The information collected will also be used to identify agencies that will benefit from data and technological support. The long-term goal of the project is to establish a National Environmental Information System (NEIS), which will serve as a data platform to help support environmental management and decision-making.

| BACKGROUND INFORMATION   |  |
|--|--|
| Organization Name  |  |
| Head of Organization   |  |
| Name of Employee completing the form (if different from above) |  |
| Designation  |  |

1. Provide a summary of the data generated by the Organization.

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2. How many technicians are involved in the data generating activities/processes? \_\_\_\_\_

3. What type of data is being generated?

Quantitative  Qualitative  Both

4. Is the data generated available spatially, GIS or otherwise?

Yes  No

5. List the current software and hardware that are being used and directly available for data management in the agency.

| SOFTWARE | HARDWARE |
|----------|----------|
|          |          |

6. List specific training needs that would assist your staff in performing their data management tasks more efficiently.

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7. List the relevant software and hardware needs of your agency.

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8. Is the agency willing to share the data to support the NEIS?

Yes  No  Willing to discuss

9. Additional comments:

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\_\_\_\_\_  
Head of Agency (signature)

\_\_\_\_\_  
Date

## ANNEX 5- Commitment of Support



**MONITORING AND ASSESSMENT OF MEA IMPLEMENTATION AND ENVIRONMENTAL TRENDS IN ANTIGUA AND BARBUDA**  
*Cross Cutting Capacity Development (CCCD) Project*



### Commitment of Support

The Department of Environment (DOE) is implementing a Global Environmental Facility (GEF)-funded Cross-Cutting Capacity Development Project: *“Monitoring and Assessment of Multilateral Environmental Agreements (MEAs) Implementation and Environmental Trends in Antigua and Barbuda.”* The objective of the project is to assist Antigua and Barbuda to meet and maintain global environmental priorities within the framework of national development priorities. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes.

The specific outputs of the project are:

- Developing a set of core results-based environmental indicators
- Establishing institutional arrangements and inter-agency agreements on information management, i.e. Geographic Information Systems (GIS) Unit
- Designing, implementing and training on a National Environment Information System (NEIS)
- Developing a sustainable financing and management strategy for the NEIS
- Producing a State of the Environment Report (SER)
- Utilizing the NEIS for Multilateral Environmental Agreement reporting and launching a public information campaign on the NEIS

This commitment of support is a notification that our organization will participate in the project's activities and provide the necessary technical guidance for its implementation.

| AGENCY INFORMATION         |  |
|----------------------------|--|
| Organization Name          |  |
| Head of Organization       |  |
| Office contact information |  |
| AGENCY'S REPRESENTATIVE    |  |
| Appointed Focal Point      |  |
| Designation                |  |
| Contact Information        |  |

\_\_\_\_\_  
 Head of Agency (signature)

\_\_\_\_\_  
 Date