



Inception Workshop

Fiji CB2/CCCD Medium Sized Project

26 October 2016



Contacts and copy right detail:

Mr. Semi Qamese

Project Coordinator

CB2/ CCCD Project

Telephone: 3311699

Email: semi.qamese@govnet.gov.fj/

sqamese@gmail.com

Ms. Ilisapeci Vakacegu

UNFCCC Liaison Officer

CB2/ CCCD Project

Telephone: 3311699

Email: ilivakacegu@gmail.com

Ms. Peniana Wainiu

Project Administrator/Finance

CB2/ CCCD Project

Telephone: 3311699

Email:

peniana.wainiu@govnet.gov.fj

Mr. Sikeli Naucunivanua

UNCBD Liaison Officer

CB2/ CCCD Project

Telephone: 3311699

Email:

sikeli.naucunivanua@govnet.gov.fj

/kellynaketen@yahoo.com

Mrs. Vilimaina Civavonovono

UNCCD Liaison Officer

CB2/ CCCD Project

Telephone: 3311699/3384233

Email:

vcivavonovono@govnet.gov.fj

Edited by: CB2/ CCCD Project Coordinator /Project team

Citation: Department of Environment, 2016, CB2/CCCD Inception Report, *Inception Training Workshop on Capacity Building Phase2/ Cross Cutting Capacity Development Project 26 October 2016 FMS Conference Room, Vatuwaqa*, Department of Environment , Ministry of Local Government, Housing and Environment, Suva.

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Front Cover Image: Group photo of the 2016 CB2/CCCD Inception workshop participants (Information Unit, MLGHE).

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Summary

The Ministry of Local Government, Housing and Environment acted as the GEF focal point of the Capacity Building Phase 2/Cross-Cutting Capacity Development (CB2/CCCD) Project organized a one day inception training workshop which was held at the Fiji Meteorological Service on the 26th October, 2016 with the cooperation of the DOE and UNDP (Inception TOR - [Annex 1](#)). The workshop was organized for all key stakeholders who are aligned to the three Rio Conventions: UNFCCC, UNCBD and the UNCCD. The workshop was attended by a wide range of stakeholders and the list is attached, see - [Annex 2](#).

Purposely, the workshop gave the chance to elaborate more to stakeholders on the outcomes of the project. First of all to identify and focus on assessing and structuring an improved consultative and decision making process that effectively integrates global environmental objectives into existing national environmental legislations. And it intends to support the development of capacities of decision-makers to interpret and agree on how best to govern the environment in Fiji that not only meets national priorities, but also global environmental obligations. In addition to that, it focuses on strengthening the process to engage, partner, coordinate and collaborate with non-governmental stakeholders, such as NGOs, civil society, private sector and academia. Secondly, the project focuses on reconciling and strengthening the set of legislative instruments - inclusive of key national policies and programs – that are used to govern environmental management and ensure that these instruments are aligned with Fiji's MEA obligations. This will help Fiji to improve its compliance with various related Multilateral Environmental Agreement (MEAs), particularly the three Rio Conventions.

It is also an opportunity for the stakeholders and partners to understand and provide inputs to the work plan. In addition, the inception workshop provides an opportunity to finalize outstanding implementation details with UNDP and relevant stakeholders. The Inception Phase also brings new momentum to the project after being relatively quiet for a period since the project approval process.

Acknowledgements

The project team wishes to acknowledge the Global Environment Facility (GEF) for financial support and the following agencies:

1. Ministry of Local Government, Housing and Environment – DOE & DTCP
2. United Nations Development Programme
3. Ministry of Economy – Climate Change Unit
4. Ministry of Agriculture - Land Resources and Planning Division
5. Ministry of iTaukei Affairs
6. Ministry of Youth and Sports
7. Ministry of Infrastructure and Transport - Fiji Meteorological Services
8. Ministry of Rural Maritime and development
9. Maritime Safety Authority of Fiji
10. University of South Pacific – PACE-SD
11. Secretariat of the Pacific Community - GSD

Every contributions from individuals that represented the above institutions were invaluable and highly acknowledged. It was through the process of consultations, your willingness to attend and the readiness to participate during the inception contributed to the success of the training workshop. Overall the CB2/CCCD project team benefitted from all your contributions.

Acronyms

AWP	Annual Work Plan
CB2	Capacity Building Phase2
CCCD	Cross-Cutting Capacity Development
CITIES	Convention on the International Trade in Species of Wild Fauna and Flora
DOE	Direction of the Environment
IR	Inception Report
GEF	Global Environment Facility
M&E	Monitoring and Evaluation
MEA	Multi-lateral Environmental Agreement
MLGHE	Ministry of Local Government, Housing and Environment
MOA	Ministry of Agriculture
NAP	National Action Plan
NBSAP	National Biodiversity Strategy and Action Plan
NCSA	National Capacity Self-Assessment
NEC	National Environment Council
NLCSC	National Land Care Steering Committee
NSAP	National Strategy and Action Plan
PB	Project Board
PBTOR	Project Board Term of Reference
PC	Project Coordinator
PES	Payment of Ecosystem Services
PMU	Project Management Unit
SC	Steering Committee
SOP	Standard Operation Procedure
TWG	Technical Working Group
UN	United Nations
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

1.0 Introduction

The Inception Phase of Fiji's CB2/CCCD Project provided an opportunity for the United Nation Convention on Biological Diversity (UNCBD), United Nation Framework Convention on Climate Change (UNFCCC), United Nation Convention to Combat Desertification (UNCCD) focal points, Project Coordinator, MEA Liaison officers and Project Administrator\Finance officer to become acquainted with roles and responsibilities of the Project. Similarly, to familiarize themselves with the UNDP-GEF Project Cycle with Monitoring and Evaluation requirements for CB2/CCCD, Fiji Government procurement service and staff contract conditions. It was an opportune time to review Results Framework and the key indicators for the project outcomes. Stakeholders and partners provided their inputs to the work plan and devise ways to collaborate using common activities. In addition, the inception workshop provides an opportunity to finalize outstanding implementation details with UNDP and relevant stakeholders. The Inception Phase also brings new momentum to the project after being relatively quiet for a period since the project approval process.

As envisaged by the principles of the three conventions, the national task of aligning the obligation of the conventions will be better addressed only when proper reporting of all activities related to the outcomes of the project are captured well under the reporting requirements. During the Inception phase, the 2016 4th quarter and 2017 annual work plan were formulated and finalized. The Project Board first meetings was supposed to be held on 26th November 2016 but cancelled due to unforeseen circumstances and now moved to the 1st quarter of 2017.

2.0 Background

Fiji's CB2/CCCD Medium Size Project was officially launched with UNDP on the 26 March 2015 as it was build on a National Capacity Self-Assessment (NCSA) taken during the period of 2006 – 2010. The outcome of the survey was the National Strategic Action Plan which was crucial for the National Environment Council (NEC) in the endorsement of the Program 2 “Projects Addressing Cross Cutting Issues” out of the six programs identified. Through the continual support of GEF working directly with its global portfolios found significant partnership with Fiji.

The GEF's identified capacity development needs to sustain global environment outcomes are:

- a. Public awareness and environmental education;
- b. Information management and exchange;
- c. Development and enforcement of policy and regulatory frameworks;
- d. Strengthening organizational mandates and structures; and
- e. Economic instruments and sustainable financing mechanisms.

The grant provides leverage and the much needed resource for Fiji to address the cross cutting capacity building gaps that also relates directly with the capacity development obligations of the three Rio Conventions. In addressing capacity building needs directly affect and contribute positively towards nation building simultaneously achieving the sustainable development goals including SDG's 1,2,5,6,7,12,13,14,15 and 17.

The Project Management Unit of Ministry of Local Government, Housing and Environment oversee the project as a GEF focal point and after having been endorsed by the Beneficiaries (MOE, MOA) and Supplier (UNDP) after the 26th March 2015. The recruitment of officers took place between August and September 2016 followed by the Induction and Inception workshop in October 2016.

Furthermore, the signed Prodoc took place after 1st July 2014 thus the Project Implementation Report (PIR) will not apply but a Quarterly Assessment (QA). In addition to this are the delivery of project, M & E and ATLAS formatting for the Annual Project Reporting.

3.0 Objectives of the workshop

The objectives of the workshop are to:

- i. Finalize the term of reference of the Board;
- ii. Finalize the Project structure;
- iii. Refine and finalize the Annual Work Plan with the inputs of the stakeholders; and
- iv. Training on the Reporting framework with capacity building scorecard by the UNDP.

4.0 Summary of the sessions

The one day workshop covered four sessions of presentation, discussion, small group participation and groups work presentations. The first session started off with the official opening of the workshop conducted by the Permanent Secretary for Local Government, Housing, and Environment, Mr. Joshua Wycliffe and the UNDP Team leader, Dr. Winifereti Nainoca who delivered the official remarks. This was followed by a group photo session after a short break. Session two involved the presentation from the Project Coordinator, Mr. Semi Qamese on the workshop overview initially involving workshop participants to introduce themselves before delivering the objectives and outputs of Inception workshop. This was followed with the presentation on the Project Document Overview which included the goal and objectives, project results framework matrix including project components, planned activities and outputs, management arrangement and lessons learnt from NCSA enabling activity.

Session 3 was allocated to the three multi-lateral environment agreement (MEA) liaison officers for: UNFCCC, UNCBD and UNCCD to give an overview of their respective conventions in relation to

its respective national legislations and policy frameworks at hand. UNCBD liaison officer, Mr. Sikeli Naucunivanua presented on the Conservation of Biological Diversity, sustainable use of fauna and flora; and the fair and equitable sharing of the benefits arising from the use of genetic resources. UNFCCC liaison officer, Ms. Ilisapeci Vakacegu spoke on the underlying principles of the convention, Fiji's ratification status, and obligations of Fiji in relation to policy and actions and lastly communication of information related to the implementation. Third presentation delivered by the UNCCD liaison officer, Mrs. Vilimaina Civavonovono enlightened on the use of terms under the convention, its objectives and intended principles of the overall global environmental obligations. These obligations are mandatory for Country Parties and she also spoke on how the three conventions are inter-related. And lastly, she deliberated on the National Action Program in relation to Sub regional and Regional programs.

The final session covered the whole afternoon which included group discussion under the three conventions. The objectives were: the application of the project results framework matrix including project components, planned activities and outputs. Also, to review the 2017 work plan, discussion on the term of reference for the consultants and term of reference for Project Board. The outcome of the group deliverables were presented to everyone for discussion. And at the end of the group discussions were the contributions on the way forward. Finally, was the collection of self-filled evaluation forms and analysis.

5.0 Session 1 Opening

5.1 *Opening Remarks*

The Permanent Secretary (PS) for Local Government, Housing and Environment, Mr. Joshua Wycliffe in his opening remarks, thanked the participants of respective agencies for their presence in the Inception Workshop. Two key points learnt from the stories related by the PS one, is to have passion for the environment or passion for Fiji only then can we realize the value of keeping the environment intact from further land degradation and the second lesson is taking ownership and learn. This is a hope for this project to achieve. The final reminder is 'to have an alignment between stakeholders' to rightly fulfill the international multilateral environment agreement and global environment objectives through Fiji's obligations under the CBD, UNCCD and UNFCCC (guiding speech -[Annex 3](#)).

5.2 *Official Remarks – UNDP*

The UNDP representative Dr. Winifereti Nainoca was thankful to the Ministry of Local Government, Housing and Environment that through the Department of Environment the CB2 is now activated. She acknowledged GEF for the main funding agency. In regards to that, emphasized that stringent

reporting requirement and financial instructions must be adhered to for further release of funds. The workshop offered another opportunity to learn on the Project Results Framework Matrix from the UNDP facilitators. She acknowledged the powerful tool of information, in terms of increasing the transfer and visibility of information through tweet. Lastly, reminding participants of their valuable support, full day presence and to deliver this project will require coordination.

6.0 Session 2 - Workshop Overview Summary

Presenter: Mr. Semi Qamese – CB2 Project Coordinator

He presented (presentation slides -[Annex 4](#)) on the objectives, outputs for the workshop and background information leading up to the implementation of the Capacity Development Phase 2 project. In his presentation, he highlighted key areas of concern. These included what the project intended to address under cross cutting issues, policy mandate of the project and brief scope surrounding GEF 5-objectives. Significantly, emphasized that the project is mandated through in place policy instruments such as the:

1. The Roadmap for Democracy and Sustainable Socio-Economic Development 2010-2014 (RDSSSED),
2. National Biodiversity Action Plan (NBSAP),
3. Fiji's Climate Change Policy, and
4. Green Growth Framework.

Therefore, through learning-by-doing process the CB2 Project aims to: strengthen the capacities of individuals and institutions involved in environmental management in Fiji, so that it is able to make better decisions addressing global environmental issues, and most importantly to mainstream global environmental issues into national legislation, policies, plans and programs.

Addressed on the Project Strategies, as well as identified the cross-cutting capacity related issues. Inclusively, emphasized the ten challenges in meeting the Rio Conventions. The highlight of the presentation is dissecting through the major outputs of the project outcomes. These as follows:

Outcome1: The Institutional Framework being strengthened and more coordinated, and are able to address global environmental concerns. Its output are: Output 1.1-Institutions with clear mandates and responsibilities to implement MEAs activities, Output 1.2-An Operational inter-sectoral coordination mechanism for implementing MEA's and Output 1.3-Improved contribution from NGO sector, Academia, CSO/Faith Based Organizations and Private Sector to implement MEA's activities.

Outcome 2: Global environmental objectives are reconciled and integrated into national legislation, policy, strategies and planning frameworks. Under outcome 2, are: Output 2.1-Revised legislation

and policies addressing MEA's Obligations Activities, Output 2.2-An effective system to monitor implementation of MEA's and Output 2.3-Guidelines for sustainable financing mechanisms developed. He also presented on the Project Structure and the Funding Details of CB2 Project.

7.0 Session 3 Presentation Summary

7.1 UNCBD Overview

Presenter: Mr. Sikeli Naucunivanua – UNCBD Liaison Officer

Biological Diversity is the existence of large number of different kinds of animals and plants which make a balanced environment. The convention was signed at the Earth Summit held in Rio in 1992. GEF offered grant to develop National Biodiversity Action Plan while UNDP facilitating the grant in assisting the project. Fiji ratified important protocols under the Rio Conventions namely *the Cartagena Protocol on Biological Safety*, *The Kyoto Protocol*, *The convention to Ban the Importation into Forum Island Countries of Hazardous and Radioactive Wastes* and to control the Transboundary Movement and Management of Hazardous Wastes, *Convention on the International Trade in Species of Wild Fauna and Flora (CITES)*, *The Stockholm Convention on Persistent Organic Pollutants* and *Ramsar Convention*. UNCBD operates under obligations such as Environment Management Act, Environment Management Regulations (EIA) 2007, Endangered and Protected Species Act 2002, Endangered and Protected Species Regulation 2003 Ozone, Depleting Substance Act 1998, Ozone Depleting Substance Regulation 2000, National Air Pollution Control Strategy, Climate Change Policy 2012, Fiji National Liquid Waste Management Strategy and Action Plan 2006, National Solid Waste Management Strategy and Action. Fiji had been responding in implementing obligations on some of the thematic areas such as Invasive species, Protected Terrestrial Areas, Inland Waters, Marine Coastal Environment and Agriculture. The process of implementation was clearly described in the NBSAP IF. Currently, the NBSAP 2015- 2020 is undergoing revision through the assistance of BIOFIN. The NBSAP has elaborated clearly on Fiji's response towards the RIO Conventions. CB2 Project will carry on with the duty by implementing relevant activities to achieve the two (2) Outcomes as stated in the project's annual work plan. The Presentation slides labelled Annex 5.

7.2 UNFCCC Overview

Presenter: Ms. Ilisapeci Vakacegu – UNFCCC Liaison Officer

The UNFCCC MEA Liaison Officer presented on the international convention governing climate change. The presentation provided an introduction to the United Nation Framework Convention on

Climate Change (UNFCCC) and its underlying principles. The Convention is guided by 5 key principles. The officer also presented on Fiji's status of ratification for key climate change agreements through the years. To date, Fiji has ratified the UNFCCC, the Kyoto Protocol and the Paris Agreement. Last year (2015) cabinet approved the ratification of the Doha Amendment and its instrument of ratification will be delivered to the UNFCCC Secretariat in the near future. At a national level, Fiji has the National Climate Change Policy which guides the work of climate change related activities at the local level. The policy has come to an end and will be reviewed next year (2017); this will be one of the key outcomes of the work of the UNFCCC MEA Officer.

After the presentation (presentation slides - [Annex 6](#)), a few issues were raised by the participants:

- It was noted that because the project document was written a few years ago, some issues are now outdated.
- Was there flexibility to make amendments to the project document to accommodate these changes?
- This is in the case of meeting Fiji's mitigation obligation under the Paris Agreement.
- UNDP responded that there were other existing funding options to address the new and emerging issues pertinent to climate change.

7.3 UNCCD Overview

Presenter: Mrs. Vilimaina Civavonovono – UNCCD Liaison Officer

Mrs. Vilimaina Civavonovono (presentation slides - [Annex 7](#)) gave definitions of the terms: land degradation and land desertification as defined under the convention (UNCCD). While the definitions include the arid and semi-arid regions of the likes of Africa, the presenter mentioned only the "dry sub-humid areas" as more closely related to the dry regions of Fiji. Re-emphasizing that taking ownership of the project is guided on the principles scripted in the convention which states that:

- a) The Parties should ensure that decisions on the obligations on the design and implementations of programmes to combat desertification and/or mitigate the effects of drought are taken with the participation of populations and local communities and that an enabling environment is created at higher levels to facilitate action at national and local levels.
- b) In a spirit of international solidarity and partnership, improve cooperation and coordination at all levels, and better focus resources where they are needed
- c) In a spirit of partnership, cooperation at the local level
- d) The parties should take into full consideration the special needs and circumstances of affected developing country Parties, particularly the least developed among them.

She reiterated on the challenges surfaced through the 2010 National Capacity Self-Assessment survey report. In addition to this was the lack of existing mechanism to exclusively coordinate all three Conventions. This is required to address cross cutting activities, benefits and challenges respectively faced by the line ministries. The better coordination of activities at the focal points relating to three conventions will develop synergy for better implementation. Furthermore, it is the right time for the need to scrutinize on the relationships between the three conventions. She gave examples of some gaps that were identified at the national level and where the need is, in terms of capacity building will the project accommodate its activities in the Work Plan 2017. A concern was raised in particular from the Environment on the institutional mechanisms that are present but ineffective such the NEC.

7.4 Monitoring and Evaluation

Presenter: Ms. Merewalesi Laveti and Ms. Emma Mario – UNDP Environment Office

7.4.1 Project Results Framework (PRF) - (Refer to page 59-62 of the Project document)

- The PRF is a result of the log-framing exercise that was undertaken during project formulation, in this case during first and second quarters of 2014, whereby a number of key stakeholders participated in. During formulation, participants were asked to identify issues and problems that were a barrier to environmental governance in Fiji. The focuses are on coordination, collaboration, and legislative instruments including key policies and programmes. The list of problems and issues were then turned into opportunities (through the log-frame), which the project could then address.
- The PRF assists in the definition of project results to support the planning, management and monitoring of development activities.
- The PRF places the project in its larger framework within the country programme, and ensures consistency among outcomes, outputs and activities.
- The PRF translates the formulated concept into a plan for achieving specific results that will contribute to country programme outcomes supporting national development priorities.
- The PRF acts as a dynamic tool, which should be re-assessed and revised as the project develops and circumstances change; it should not become a confining or rigid structure.
- The PRF is needed to re-validate the outputs statement as well as the baseline, indicators and targets which may have been developed with limited information at the time of formulation, or may require adjustments due to inevitable changes in the country development situation.

7.4.2 Capacity Development Scorecard (Refer to page 53-58 of the Project document)

This is used to measure progress on the development of capacities at the objective level. The scorecard comprises 5 capacity results and 15 indicators. As listed in the PRF, the project targets to improve the following capacities:

- Capacity for engagement (from the baseline rating of 6 to 7 by end of project);
- Capacity to generate, access and use information and knowledge (from the baseline rating of 7 to 10 by end of project);
- Capacity for policy and legislation development (from the baseline rating of 6 to 8 by end of project);
- Capacity for management and implementation (from the baseline rating of 3 to 5 by end of project); and
- Capacity to monitor and evaluate (from the baseline rating of 2 to 4 by end of project).

8.0 Session 4 Group Discussions

8.1 UNCBD Group Summary, Presentations & Way Forward

Participants from relevant agencies sat together and contributed their thoughts on 4 main issues: The Work Plan of the UNCBD MEA Officer, The TOR for the Project Board, the Project Organization Structure and the alignment of Work Plan Activities with the project results framework matrix.

i. Work Plan for MEA Officer

Component 1

The identification and assessment of involving agencies could be made through circulation of designed template. Analysing of template results will indicate the status and participation of each agency towards the project. Biodiversity could also be introduced to Government agencies, stakeholders and Parliamentarians to view and integrate into National Plans. Institutional Gaps had already being identified and analysed, UNCBD roles is to validate the existing gap analysis with recommendations. In-house training materials tool kit must be developed for capacity building purposes (modify or improve EMA Manual). Consultation will be organized for demarcation of roles and responsibilities between ministries and agencies. Project Officer could also open up scope to international/ regional and local trainings related to the project. Relevant approving authorities could be identified with trainings and consultation upon their roles and contribution. Liaise with Ministry of Taukei Affairs on mandates roles of Conservation officers in conducting trainings (EMA/CBD) and to

collaborate together with DOE Awareness unit in the Community outreach work. Strengthen co-ordinating mechanism by activating all dormant and stagnant sub-committees. Develop reporting template for NBSAP thematic Area Committee. Conducting retreats or Science/Conservation forums for parliamentarians. Developed template for NGOs, CSO /Faith based agencies. Use the developed awareness / training kit for NGOs / CBO / Faith Based organizations.

Component 2

- ✓ Reconcile legislations at two levels;
 - (1) National - global
 - (2) Parallel review of legislations within the thematic areas for NBSAP
(Capture other non-environment sectors as well)
- ✓ Review mechanisms to achieving policy development
- ✓ Develop a Communication strategy and Knowledge Management Manual for the entire project
- ✓ Consider M&E of the 3 conventions & other GEF Projects/ NBSAP and not only UNDP (to have one harmonized framework)
- ✓ Indicators of SOE and other legislations
- ✓ Include an assessment of indicators
- ✓ Assess payment of Ecosystem Services (PES)
- ✓ Support /document outcomes for next project or future use (scaling up of PES)
- ✓ Modification to the Work Plan, Project Framework Matrix

ii. TOR for Project Board

Suggested that Project Board could be taken down to Director level rather than including PS's. The group reckoned to circulate the propose Project Board TOR to the Agencies. The proposed TOR was circulated but there was no feedback from the line ministries and NGO's, therefore the group assumed that the document (Project Board TOR) is final.

iii. Project Organization Structure

Organizational structure and membership remain as this is to avoid delay in achieving project expected output. Suggestion for membership of the steering committee is also to include Ministry of Forests, Ministry of Fisheries, Ministry of iTaukei Affairs, Ministry of Lands, Prime Minister's Office, academia and NGOs which will provide informative decision. The TOR for Steering

Committee/Project Assurance Committee to be developed and circulated. In addition to that, a suggestion that Technical Working Group to the three conventions to be revived and activated as this will speed up the process on project implementation.

iv. Project Results Framework Matrix

The UNCBD MEA Officer's Work Plan has clearly notified each activity to respective indicator numbers. Through the assistance of UNDP personnel, activities have been designed to directly collate with the project indicator, baseline, targets and risks.

8.2 UNFCCC Group Discussion, Presentations & Way Forward

During the group discussion 4 issues were discussed: (i) the work plan for the UNFCCC MEA Officer, (ii) the TOR for the Project Board, (iii) the Project Board Structure and (iv) the project results framework matrix. The points that were raised during the group discussions for the above issues are as follows:

i. Work Plan for MEA Officer

- There's a need to identify and prioritise gaps in implementing the National Climate Change Policy (NCCP). Through the CB2 project, some of these gaps could be addressed.
- Institutionalising inter-ministerial cooperation in addressing climate change must also be aligned with the NCCP
- The column titled "sub output" to be changed to "activities" and the column titled "planned activities" to be changed to tasks. This is to maintain consistency with the project document.
- Activities under output 1.2 can also include a platform for Nationally Determined Contribution (NDC) awareness.
- Under output 1.1, the Project Management Unit could engage USP to be a training provider and recipient as USP PACE-SD is currently developing courses on Project Management for the Green Climate Fund as well as a course for MEA Reporting.
- Modification to the Work Plan, Project Framework Matrix

ii. TOR for Project Board

- Suggest that PS Fisheries, Forests, Infrastructure and Transport to be included as Senior Beneficiaries of the Project Board. This is important so that when decisions reach an

implementation phase, PS approvals are needed, so their clear understanding of the Project is necessary.

iii. Project Organisation Structure

- The Steering Committee/Project Assurance Committee should have a membership cap at Director level with Director Environment as Chair.
- There should be one overall CB2 technical working group in which online sharing of information and exchange is key as members may be unable to meet frequently.
- A consultant, although reflected in the structure, does not have to be engaged for the whole year. The consultant can work until he/she feels the team to work independently.

iv. Project Results Framework Matrix

- Objective 1: To integrate and institutionalize inter- ministerial decision making for MEA implementation.
- Baseline: use the NCCCC as an interim committee while the Project determines methods that will lead to the reactivation of the NEC.
- Risk: The need for political buy in- In order for the success activation and sustainability of the Committee, political back in is necessary.

In addition to the above, some participants highlighted that PMU plays a regulatory and monitoring role to ensure that the respective project team is carrying out their proper roles according to the Project Document as well as the Treaties and Protocols that the Project belongs to.

Also, there is a need for the PMU to develop a communications strategy that will enable awareness to be carried out at a more effective and sustaining level.

8.3 UNCCD Group Discussion, Presentations & Way Forward

The UNCCD group's participation in the discussion resolved the following issues as part of the inception deliverables.

i. Work Plan for MEA Officer

- The first modification on Output 1.1 was the identification of agencies with clear mandates and responsibilities to implement UNCCD. It is to include agencies such as Agriculture, Fisheries and Forests.
- Agriculture contributed towards the work plan that would benefit the institution.
- work plan is the outcome of the discussion and finalization of it becomes the Annual Work Plan 2017

ii. *TOR for Project Board*

- 1) The recommendation from MOA is that to include the Project Coordinator as part of the Executive having the same mandate as core member of the Project Board. This was unanimously agreed upon by group members. The significant role of the Project Coordinator includes a consistent adherence to the reporting format as required by the funding agency. In addition, with the new inclusion of the Steering Committee /Project Assurance Committee we require updating the Project Board of findings. The suggestion raised from the Ministry of Agriculture during the discussion was that the better coordination of the project activities and its implementation in working in partnership with the Project Coordinator justifies the key role he will play should we allow the Project Coordinator to be the part of the core member of the Project Board.
- 2) Under *Membership* a change is raised in relation to members comprising the Project Team. Those on all the titles for the CB2/ CCCD Project such as project coordinator, etc. is removed. The reason being is holder of the post may vacate at any point of the project lifetime and new appointment can be done to the post.

At the Project Board Level, TLTB representative suggested of the TLTB inclusion as observer to the Board. This is based on the percentage of land under native ownership which is eighty three.

The Fiji Meteorological Service representative suggests membership towards the Steering Committee /Project Assurance Committee.

- 3) Under *Frequency of Meeting* suggestion that the Project Board hold at least four meetings within a year. On the other hand, the steering committee should meet once in a month. Meeting schedule will depend on the demand of the member's time.
- 4) A change is raised on the number to form the quorum. The suggestion put forward that at least three members or 75 percent instead of four members (100% present) as stated under *Quorum Requirements*.
- 5) Under *Specific responsibilities*, Agriculture informing the inclusion of the Mid Term Review Report and Terminal Report. These activities should appear under subtitle *Running a project* and before the *Closing of the project*.

iii. *Projection Organization Structure*

- 1) The group unanimously approves of the formation of the Steering Committee to act as driver and advisor of the obligations under the three Rio conventions to the Project Board.

And this requires developing separate term of reference for the Steering Committee. The steering committee will include all government bodies.

- 2) Lessons learnt from the past that most technical working groups are lying dormant, therefore there is no need to form one but to ride on existing technical group such as the REDD plus technical group.
- 3) In reference to the Project Board TOR under *Membership* a change is raised in relation to members comprising the Project Team. Those names on all the titles for the CB2/ CCCD Project such as project coordinator, etc. are removed. The reason being is holder of the post may resign at any point of the project lifetime and new appointment can be done to the post.

iv. *Project Results Framework Matrix*

- Objective 1, Outcome1-Output 1.1 – Institutions with clear mandates and responsibilities to implement MEAs
- Baseline: use of the current legislation while awaits new bill to be passed in parliament.
- Risk: turnaround time to have documents approved from Solicitor General Office

In addition to the above, in reviewing the dynamics and linkages in coordination between stakeholders and activities, a point raised is the increase need to working in partnership with stakeholders rather than in silos. This can allow stakeholders putting together their resources if to input more leverage on the level of awareness and its activities as raised by the SPC participant.

Furthermore, the group reviewed and added activities as mandated from their line ministries whereby contributions were input from the Ministry of Agriculture and Forestry- EU-ACP project refer to Annex 13.

9.0 Conclusion

At the end of collating the summarized version of the sessions during the Inception workshop, it was concluded that in carrying out the activities under the work plan we must be aligned to the project outcomes while also caution on potential risks.

The recommendations resulted from the above discussions resolved that:

- i. The Project Assurance Committee will include the focal points and stakeholders tabulated below (other interested parties may be included):

	Institution	Organization

1	Focal	Ministry of Environment, Ministry of Agriculture and Ministry of Economy
2	Line ministries	Ministry of Forestry, Ministry of Fisheries, Ministry of Lands & Mineral Resources, Ministry of Infrastructure and Transport, Ministry of iTaukei Affairs, Ministry of Rural and Maritime, Ministry of Health, Attorney General, Fiji Meteorological Service, Ministry of Culture and Heritage and Prime Minister Office, Ministry of Youth and Sports
3	Academic	USP (IAS) and FNU
4	Non-government	Nature Fiji, WWF, WCS, National Food and Nutrition Centre, IUCN, CI
5	Regional	SPC
6	Statutory	Taukei Land Trust Board, Biosecurity and Water Authority,

ii. Project Assurance Committee

The project recommended that the project assurance committee is compulsory and should comprise of Director or similar status as a representative of the organizations mentioned above.

The training concluded with a high note based on the participants' views on the workshop evaluation. And the strength lies on all stakeholders to take ownership in the implementation process of the CB2 project. The training acted as a springboard for all stakeholders to network and also learn and share from each other. The team members share the same spirit of continual partnership and cooperation on the activities ahead of the project.

10.0 Way Forward

All the comments from the 3 groups representing each of the 3 Conventions were collated and the final IWPs (*Annex 9 - 11*), PB TOR (*Annex 12*), Project structure (*Annex 13*) were amended accordingly. The finalized documents are now attached for your comments in this first draft. Final report will be collated once all comments from stakeholders have been accommodated and tabled to the Project Board and a copy will be circulated to all stakeholders for your references.

11.0 Evaluation and Reactions

In total 34 people attended the inception workshop and about half filled the evaluation form at the end of the day. The evaluation was to gauge the preparation, logistics and capture personal views unheard during open discussion. It gave the opportunity of learning and group working on tasks in respect to capacity building and cross cutting capacity development by all stakeholders.

The feedback from the evaluation forms were tabulated below after analyzing the responses which were based on the following questions:

- ✚ Was your expectation of the workshop met?
- ✚ What to do differently?
- ✚ What do you think of the pre-workshop communication
- ✚ What do you think of the logistic arrangement
- ✚ What are the benefits / gaps; and additional comments

Table showing the evaluation analysis

No.	Evaluation question	Evaluation comments
1	<i>Expectation of the workshop</i>	The expectation of the workshop are: fully met expectation and very good overall approach -60% while productive, fruitful and overall good approach - 40 %.
2	<i>What to do differently?</i>	The views on some of the activities which could be done differently are: satisfied with what was done - 27%, more time for discussions - 33%, more resource personals were engaged -10%, more presentations - 15% and remaining felt there are other ways of doing the tasks - 15%.
3	<i>What do you think of the pre-workshop communication?</i>	Views on the pre-workshop communication are as follows: excellent - 27%, good - 66% and poor - 7%.
4	<i>Logistics</i>	Over 60% ranked the venue for meeting as excellent; less than 40% viewed it as good. Catering wise 53% of response viewed overall catering was excellent; 27% rated good and 20% felt it was poor catering.
5	<i>Benefits and gaps of the project</i>	<p>The CB2/CCCD project is timely and absolutely ensures consideration of the Sustainable Development Goals 2030 agenda. The project is surely to make improvements between Ministries. In relation to ministries, inter-ministerial collaboration is critical. The 3 MEAs need to liaise closely during the implementation phase of CB2. Obviously during the workshop was the absence of critical government representative agencies. e.g. AG's office to verse legislative component. Missing ministries include Infrastructure & Energy, Women, Fisheries and Forests (<i>Forestry-FAO rep sent online brief and REDD plus sent apologies</i>) not forgetting statutory body like Water Authority, Biosecurity.</p> <p>The project is acting on nation building. Working in silo is found to create gap. The solution is to strengthen close multi-sectoral collaboration. Organizations will benefit in the sharing of ideas. Consequently, it will help us all in better delivery of service to the general public. When everyone is involved, will appreciate one another's role in the process and make our service become less complication.</p>

		<p>The way forward in the process is that:</p> <ul style="list-style-type: none"> ➤ Ministries and departments narrow the gap through capacity building information sharing and consistency in delivery; ➤ Technical officers need capacity development; deliberate and capitalize on each other's knowledge; ➤ Develop and harmonize synergies between the 3 Conventions; ➤ Importance in getting the national ministries and statutory authorities work together including economic development such as tourism, mining and agriculture sectors and lastly ➤ Development of management plans to deal with the unsustainable development practices which should be visible in the work plan
6	<i>Additional comments and suggestions</i>	<p>5 suggestions/ comments to add:</p> <ul style="list-style-type: none"> ✓ Improvements on food and drink (<i>noted; will explore for better caterers in future</i>) ✓ Excellent, well timed, well organized workshop ✓ Donor makes improvement ✓ Add video and posters of endemic flora and fauna in waiting areas

12.0 Pictorials

