



Project Titled “Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG”

**Project Steering Committee Meeting: 13-14 March 2013
Lae Melanesian Hotel, Lae, Morobe Province**

A. Matters Arising and Action Points

Item	Action	Responsible Persons	Due Date
2012 Meeting Minutes	Include all annexes and finalise	Interim Secretariat/PMU	
PSC TOR	<ul style="list-style-type: none"> • Include new addition regarding improved role of PSC • OCCD Director to formally inform NGOs, provinces and agencies of their representation at PSC • Meeting materials to be circulated weeks in advance of meeting dates 	Interim Secretariat/PMU	
Provinces, NDC and NWS Updates	<ul style="list-style-type: none"> • NDC to provide update notes to PSC • Scoping of Hazard and Vulnerability Assessment Reports to update provincial information 	<ul style="list-style-type: none"> • Kaigabu Kamnanaya, NDC • Interim Secretariat/PMU 	
Progress Reports	<ul style="list-style-type: none"> • A standard template for progress and financial report be given to Provinces, NDC and NWS • Inform provinces of reporting requirements • Clear and Accurate Financial Report 	Interim Secretariat/PMU	
NDC, NWS	<ul style="list-style-type: none"> • Assess project and 	Interim	

and Provincial Implementation of Project Activities	financial management capacity of NDC, NWS and provinces	Secretariat/PMU	
Climate Change Adaptation Capacity Building	<ul style="list-style-type: none"> • Conduct Climate Change Capacity Needs Assessment to identify capacity Needs; • Design a Training Plan 	Interim Secretariat/PMU	
PNG Experts	<ul style="list-style-type: none"> • Compilation of list of national climate change adaptation specialists as technical peer reviewers • OCCD to explore incentivize peer reviewers 	Interim Secretariat/PMU	
National mangrove toolkit	<ul style="list-style-type: none"> • Compile list of mangrove experts 	Ted Mamu	
Provincial Disaster and Dept of Education Focal Points	<ul style="list-style-type: none"> • List of focal Provincial Disaster Coordinators and Education Department 	Kaigabu Kamnanaya	
Involvement of Minors in Project Implementation	<ul style="list-style-type: none"> • Seek guidance on whether consent of minor's engagement 	Interim Secretariat/PMU	
NDC, NWS and Provinces Workplan	<ul style="list-style-type: none"> • Integrate project activities into provincial workplans for 2013 	All NDC, NWS and Provinces Representatives	29 th March, 2012

B. Meeting Minutes

1. Participants

- Refer to Attachment 1

2. Apologies

- Mr Varigini Badira, Executive Director for OCCD
- Ms Carol Flore-Smrecznik, UNDP Deputy Resident Representative
- Mr Esau Kabin, Climate Change and Environment Officer for the New Ireland Provincial Administration
- Mr Tako Gwae, Deputy Provincial Administrator, Oro Provincial Administration
- Mr Taikone Gwakoro, Advisor for Natural Resources Morobe Provincial Administration
- Mr Samuel Maiha, Director, National Weather Service, Department of Transport
- Mr Damien Horiambe, Assistant Secretary, Loans Executions Branch, Financial Management Division Treasury

- Mr Joe Kapa, Acting Deputy Secretary, Policy, Department of National Planning and Monitoring

3. Time

- The meeting commenced at 10:20am on 13th March 2013.

4. Agenda:

1. Welcome and Introduction
2. Endorsement of July 2012 Meeting Minutes
3. Matters arising from last meeting
4. Presentation of 2013 PSC Meeting 1 Agenda
5. Updates from NDC, NWS, Provincial Reps
6. 2013 Annual Work Plan for Approval
7. 2013 Work planning for the various organizations involved in the Project
8. Any other business (AOB)

Agenda 1 – Welcome and Introduction

- The meeting commenced with an opening prayer by Ms Emmajil Bogari-Ahai, which was then followed by Mr Jacob Ekinye, the Director for the Adaptation Division within the Office of Climate Change and Development welcoming all participants to the first Project Steering Committee (PSC) Meeting in 2013 for the project titled *“Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North East and Islands Region of Papua New Guinea”*. As subsequent to the formal proceedings, self-introductions were made by the various participants and it was then that Mr Ekinye reiterated that the Project Steering Committee for this particular project was vital and that the participants who were present on behalf of their organizations would be the ones to make important decisions regarding some of the agendas that were to be presented during the meeting.
- The meeting was co-chaired by Mr Jacob Ekinye, Director for the Adaptation Division of OCCD and Ms Gwen Maru, Programme Analyst (Environment) UNDP.

Agenda 2 – Endorsement of July 2012 Meeting Minutes

With the exception of OCCD and UNDP, key PSC members were represented by different individuals from PCS 1 to PCS 2. Given this, majority of members felt they were not placed in good a position to comment closely on all the content of the PSC 1 minutes, with the exception of the Project Management Terms of Reference (ToR). As such, the PSC endorsed the July 2012 minutes, on the condition that additional comments on the role and responsibility of the Project Management were included in the ToR (Attachment 2). All participants agreed and endorsed the July 2012 Meeting Minutes due to the fact that all, except UNDP and OCCD, were not present during the initial PSC Meeting discussions. Refer to attachment 2.

Agenda 3 – Matters Arising from Last Minutes

a) PSC Meeting Minutes

- The inclusion of actions and responsible individuals in the meeting minutes
- Preparation of meeting minutes and documents to be improved, as attachments for the 2012 Inception workshop were missing.

b) PSC Terms of Reference (TOR)

b1) Responsibilities of the PSC

The PSC recommended that an additional bullet point under bullet point 4, be added, to the effect that “recommendations from the project, for climate change related policies be deliberated through the Executive Director OCCD for decision making”. The Co-Chairs noted this suggestion, and tasked the Secretariat to revise ToR accordingly.

b2) Composition of the Project Steering Committee (PSC)

The PSC recommended and reiterated that,

- PSC should be made up of key partners and stakeholders directly involved in project implementation;
- Provincial Administrators (PAs) and Departmental Heads are the Permanent PSC members however given their commitments, a consensus was reached for Deputies be nominated as permanent members and officers from relevant divisions be nominated as permanent alternates. This is important for consistency and continuity to facilitate and coordinate implementation from respective agencies and provinces;
- All PSC members and their Departmental Heads or PAs be copied into relevant project correspondence;
- Eco-Forestry Forum, a forum of all environment and conservation Non Government Organisation (NGOs) nominated Mr. Ted Mamu as their representative for PSC. For continuity, the PSC members recommend EFF to consider rotating the NGO representative every two years;
- With regard to additional organizational representatives, it was agreed that managing costs is one of the important factors, therefore PSC members will be the current members who are directly involved in project implementation. Where necessary and upon recommendation from PSC, the OCCD Executive Director will correspond with the relevant agency or invite a representative to attend a PSC as a technical resource person as and when required. This resource person would provide required information to the PSC only, and not eligible to vote or take part in decision making.
- MOU be signed with key stakeholders and partners once identified to execute the planned activities, to guarantee commitment as it is the current government practice.

b3) PSC Meeting Materials

- Notification of meetings will be sent out several weeks in advance and not at the last minute. This is to avoid inconvenience caused to the members and to

allow ample time for review of documents prior to discussions and approvals at the meeting. This will also allow PMU and other team members to prepare well for the meetings;

Agenda 4 – Presentation of 2013 PSC Meeting 1 Agenda

The Meeting agenda was accepted by the PSC. (Refer to attachment 3 for the 2013 PSC Meeting 1 Agenda).

Agenda 5 –Updates from NDC, NWS and Provincial Representatives

- **Update from National Disaster Centre (NDC) representative, Mr Kaigabu Kamnanaya**
 - ✓ **Northern Province** - The province was hit by cyclone Guba that triggered coastal flooding. No hazard map found for the Province. A multi-hazard contingency plan template issued to the District Administrators, nothing produced as of yet;
 - ✓ **Morobe Province** - Focused specifically on Lae City its Bumbu River. Have in existence hazard map for the city, however needs improvement. The map is titled Tsunami Hazard Map. Have been given the tools to construct a Contingency and Disaster Risk Management Plan to the District Administrators to create, but to date nothing had been produced;
 - ✓ **Madang Province** -No coastal and Ramu River hazard map. Ramu nickel mine may have a hazard map, but is not accessible. No Provincial Disaster Management Plan. Do have in place a volcano hazard map for Karkar Island;
 - ✓ **East Sepik Province**- No hazard map for the rivers that have been identified in the project. Suggestions are that the NGO's may have a hazard map for the Sepik River. The province was also issued templates to construct DRM and Contingency Plan , however nothing has been produced;
 - ✓ **New Ireland Province**- Have a Disaster Management Plan, though is not launched. There is also no Contingency Plan for the province;

After highlighting the gaps identified in the 5 pilot provinces, NDC recommended that Hazard and Vulnerability Assessments should be undertaken by technical agencies with OCCD to play a coordinating role. This is because NDC will only be involved in Community-based Disaster Risk Management including Provincial Contingency Planning and not hazard and vulnerability assessments. This recommendation was endorsed by the PSC.

The floor was opened for comments or questions, during which time Morobe Provincial Representative Mr. Robert Kiki gave further details on related actions that had taken place in the Province. He said that Morobe Province has been part of a related SOPAC programme where Nawai, Markham and Bumbu had been chosen as pilot Districts. Additional comments shared by the members were that bathymetry maps for Lae were available through the Geohazard Management Division, Department of Mineral Policy and Geohazard Management that OCCD could use.

The PSC thanked Mr. Kamnanaya for his presentation on behalf of NDC and asked that he share his notes on the subject with the committee. Mr. Kamnanaya was further asked by the Co-Chairs to provide support in identifying which areas need improved hazard mapping in the pilot provinces to assist prioritization of activities for 2013.

- **Update by the National Weather Service (NWS) represented by Ms. Kisolet Posanau**
 - ✓ The Co-Chairs thanked Ms. Posanau for her presentation (Attachment 4) on behalf of the NWS, and the floor was opened for questions and comments. The suggestion was made for NWS to work together with Provincial Administrations to design PIP proposals for additional resources to fund installation of weather stations in Provinces. The Co-Chairs noted that for sustainability purposes, it would be useful to look at recurrent government budget to support and continue any actions by the project. This is one of the expected milestone before the end of this year under Outcomes 1 and 2.

- **Update by the Northern Province represented by Mr Eddie Malaisa**
 - ✓ Mr Malaisa was not able to give an update on the progress of the province since he had not been present in the discussions that took place in the initial PSC Meeting.

 - ✓ Mr. Malaisa has been using bible study and crusade events as an opportunity to raise awareness of climate change.

- **Update by the East Sepik Province represented by Mr Derek Warakai**
 - ✓ Awareness on climate change has been conducted in the province including the Provincial Consultation Workshop by OCCD in February 2013. The provincial government is currently in the process of producing district and LLG plans and have incorporated the project in the Wewak Town District Plan, in particular, mangrove replanting and the coastal early warning system;

 - ✓ Have in place a Chairman for Climate Change in the province;

- ✓ The province is planning to establish a Climate Change Office, and is in the process of producing a Disaster Management Plan; The need to do hazard mapping to validate areas that are being reclaimed around Moem was reasserted;
- ✓ The Secretariat was requested to prepare a standard template for reporting purposes and ensure that provinces and agencies are informed of all requirements including those for PSC meetings.
- **Update by the Morobe Province represented by Mr Robin Kiki**
 - ✓ The Provincial Environment Office is the focal point on issues relating to the project while the administration is currently undergoing an institutional restructure. During the restructure period, Mr. Kiki asked the PSC that he be the focal point for the project;
 - ✓ Climate Change had been included in the restructure, and in anticipation of this, radio awareness is being done through Radio Morobe.
- **Update by the Madang Province represented by Mr Rudolph Mongallee**
 - ✓ Due to being informed of the PSC Meeting at a late notice, no update was given on the progress in the province since the Inception Workshop and first PSC meeting was attended by another officer from the provincial administration;
 - ✓ A recent development in the province was the appointment of the Chairman for Climate Change., Honourable Mr Jim Kass;
 - ✓ PEC had developed the idea of having a Chairman for each division in the Provincial Administration;
 - ✓ The Madang Governor has started a coalition of Governors from East Sepik, West Sepik, Morobe and Manus to look at climate change and other issues.

Agenda 6- 2012 Progress Report – Activities & Financial

A progress report of last year's activities and expenditure was given. PSC noted the unused funds from 2012 and recommended that these unused funds be carried forward to 2013, and subsequent years. The PSC made further recommendations that based on the cost of Early Warning System and Automated Weather Stations given by the NWS, that budget for these items in the Project be increased accordingly. The PSC requested the secretariat to provide details on PSC meetings costs in the financial report in future.

Agenda 7 – 2013 Annual Work Plan for Approval

All PSC members agreed and approved the 2013 Annual Work Plan however, cautioned the OCCD and UNDP of potential budget shortfalls due to the appreciation of PNG currency. The PSC also made the following recommendations:

- The PMU to find out about the need for formal consent to be gained, where minors may be involved in project activity implementation;
- Complete a scoping exercise of partners capacity with reference to activity 1.1.2;
- Take an integrated approach to response planning, by considering other non-climatic hazards;
- Clearly indicate from which Outcomes the PSC budget is coming from when preparing financial report;
- Secretariat to compile a list of Climate Change Adaptation specialists in PNG who can serve as resource people for the project. This team of specialist will serve as peer reviewers of the project's technical reports for quality. OCCD to explore incentivizing these technical peer reviewers to ensure commitment, timeliness and involvement of reputable qualified specialists;
- UNDP and OCCD to consider request from five provinces, NDC and NWS of their confidence to implement the project activities by transferring the funds to them. These partners were given 2weeks (end of March) to work on and submit 2013 annual work plans to OCCD who will then work with UNDP to arrange for their financial and project management capacity assessment. The outcome of the capacity assessment will determine whether the funds can be transferred to the partners;
- Climate Change Capacity Assessment is required to identify specific needs in order to design a training program to enhance capacity of stakeholders particular government officials at the national and sub-national levels;
- PSC give NDC, NWS and provinces the opportunity to implement to demonstrate their capacity therefore a project and financial capacity assessment has to be conducted for these partners.
- To use national experts for the project and only consider international experts if there is limited/no capacity in-country. This is important to build national capacity and reduce costs for consultants;
- Use one methodology for hazard and vulnerability mapping across all relevant pilot provinces for consistency;

- Mr. Ted Mamu will share a list of mangrove experts with pilot provinces to assist as and when necessary; and
- Mr. Kaigabu Kamnanaya to share the contact details of the focal point for Emergency Learning and climate change in the Department of Education, with the PSC for work on climate change mainstreaming.

Agenda 7- 2013 Work planning for the various organizations involved in the Project

- The work plan for the Morobe Province was trialed to give other Provinces an idea on how work planning is done.
- The 5 pilot provinces, NDC and NWS given a deadline of 2 weeks to come up with their Provincial Work plans.

Agenda 8- Any Other Business

End of Meeting

The meeting ended at 12:30 p.m. on 14th March 2013.

Minutes Prepared By:

Name/Title: Manau Renagi- Policy Analyst, Climate Change Adaptation Division, OCCD

Name/Signature of Meeting Co-Chairs

Name: Mr. Jacob Ekinye- Acting Director, Climate Change Adaptation Division, OCCD

Date: 13/05/2013

Ms. Gwen Maru – Programme Analyst, UNDP PNG CO

Date: 13/05/2013

ATTACHMENTS:

Attachment 1 Participant List

Attachment 2 Project Management ToR

Attachment 3 PSC Agenda

Attachment 4 Presentation from NWS

Attachment 5 First Steering Committee Meeting Minutes



Office of Climate Change
and Development



Enhancing adaptive capacity of communities to climate change-related floods in the North Coast and Islands Region of Papua New Guinea

Project Steering Committee Meeting-13th March, 2013: Melanesian Hotel, Lae, Morobe Province

Participants' Attendance List

Wednesday – 13th March, 2013

Name	Designation	Organisation	Telephone	Fax	Email	Present (✓)
LIWEN-MIRAKU	PROBATIONER ANALYST (ENVIRONMENT)	UNDP	9212877	9212824	liwen.miraku@undp.org	✓
KISSA PASAPATI	CLIMATE OFFICER	NWS	325 5125	3255144	kissapasa@nws.gov.pg	✓
TEEL MUMBILI	TECHNICAL PROPOSAL MANAGER	WWF	3200149	3200519	teel.mumbili@wwf.org	✓
ELDIE MALISA	EXE PROV. SW. OFFICER	CR Admin	735 49485	629 7042	eldie.malisa@cr.gov.pg	✓
SEREK WITIKAL	POLICY MANAGER	ESPA	71248485	456 2363	seretik.witikal@gmail.com	✓
Rudolf Pa. Molelek	Asst. Director Director	M.P.A.	72694402	42202830	me	✓
LUMBE SIBI	ACTING ASSIST. SECRETARY - ENVIRONMENT	MOROBE ADMIN	7120822/318222	328807	lumbe_sibi@hresury.gov.pg	✓
ROJIN KIKI	PROV. OFFICER - ENVIRONMENT	MOROBE ADMIN	431651/767721	422842	stiki.robin@gmail.com	✓
PAK	NAT. DISASTER COORDINATOR	NDC		325 7164	kif-frobie@gmail.com	✓
IRAC	ASSISTANT DIRECTOR	OCCD	325 7525	325 7625	mencarengi@gmail.com	✓
MOROSE BENNY	Policy Analyst, Adaptation Division, OCCD					



Enhancing adaptive capacity of communities to climate change-related floods in the North Coast and Islands Region of Papua New Guinea

Project Steering Committee Meeting-14th March, 2013: Melanesian Hotel, Lae, Morobe Province

Participants' Attendance List

Thursday - 14th March, 2013

Name	Designation	Organisation	Telephone	Fax	Email	Present (V)
KISOLEL ROSANPAU	CLIMATE OFFICER	PNG NWS	325 5425	325 5544	Kisolel.rosanpa@gmail.com	✓
Lumbe Silai	Acting Treasury Assistant Sec - Local Government	Treasury	343520/7100002	312 8827	lumbe_silai@treasury.gov.pg	✓
Ted MAMU	Technical Program Manager	wfp	3200149	3200149	tedmamuwfp@gmail.com	✓
EMME MAMU	ORO ENVIRONMENTAL OFFICER	ORO, PNG	629242	629242	emmemamuwfp@gmail.com	✓
DECK WAKAL	CLCY MANAGER	ESPA	912-15885	956-2167	deekwakal@gmail.com	✓
RUDOLPH MANGALAE	ASSIST DIRECTOR ASSISTANT	PAC	7269 4407	4223032	NIL	✓
KIKALINGU	RESISTANT DIRECTOR	PAC	---	5070484	kikalingu@gmail.com	✓
MAMU ROSANPAU	Policy Analyst, Adaptation Division	OCCD	325 7528	325 7622	mamurosanpa@gmail.com	✓
JACOBS EKINYE	Director of Adaptation	OCCD	72745635	---	jacobs.ekinye@gmail.com	✓
PETER KIF	Environment Officer	MUSEKALINGU	473 164	472 369	pkif.ekinye@gmail.com	✓
GIWEN MAMU	Programme Analyst (Environment)	UNDP	321 2877	321 284	giwen.mamu@unodp.org	✓
EMMAJILI ROSANPAU	Sr. Policy Analyst, CC Adaptation	OCCD	71133030	3257620	emmajil.rosanpa@gmail.com	✓

TERMS OF REFERENCE

Project Management

Project Steering Committee (PSC)

The Office of Climate Change and Development (OCCD) will be responsible for establishing the Project Steering Committee. The PSC will meet at least twice a year, with more frequent meetings held when necessary. The PSC will be chaired by the Executive Director of Office of Climate Change and Development, and UNDP. The National Project Director will be the Director, Climate Change Adaptation, OCCD nominated by the Executive Director and is expected to be a senior official not below the rank of Director. The Members of the PSC include representatives from the Implementing Partner (OCCD), UNDP, designated Responsible Parties and other important stakeholders and members from the project sites. The list of PSC nominees (including alternates) will be prepared and approved over the course of the project inception workshop.

Responsibilities

- Provide strategic guidance and direction to the project, ensuring it remains within any specified constraints of time, scope and budget;
- Provide advice and guidance on efficient and timely execution of the project, when required;
- Establish policies when required to define the functions, responsibilities, and delegation of powers for the implementing agencies and the Project Management Unit;
- Ensure that project's policy recommendations are integrated within the policies of respective sectors each member represents;
- Make recommendations from the project, for climate change related policies to be deliberated through the Executive Director OCCD for decision making
- Address project issues as raised by the Project Manager including approval of major project revisions;
- Provide guidance and agree on possible countermeasures/management actions to address major issues and risks;
- Ensure that AF resources are committed exclusively to activities that relate to achievement of the project objective;
- Resolve significant conflicts within the project, and negotiate a solution to major problems that may arise between the project and external bodies;
- Appraise the Project progress and make recommendations for next steps for project implementation
- Review and endorse progress and evaluation reports, prior to submission to UNDP/AF
- The PSC will seek technical advice as and when required

National Project Director (NPD)

The National Project Director (NPD) will be a state employee appointed by the Executive Director of Climate Change and Development to be responsible, on behalf of the government, for the project. The NPD will be responsible for overseeing overall project implementation on a regular basis and ensuring that the project outcomes are achieved. This function is not funded through the project and will be covered as in-kind contribution. On behalf of the Implementing Agency, the NPD is accountable to the UNDP for the appropriate use of the project resources provided by AF. The NPD, assisted by the National Project Manager, will report to the PSC on the progress of the Project. The NPD will be responsible for coordinating the flow of results and knowledge from the project to the members of the PSC.

Responsibilities

- Review project activities, and their adherence to the work plan set forth in the project document;
- Approve project Annual work plans and budget revisions.
- Approve annual project status and financial reports.
- Ensure legislation, rules and procedures are fully met in the course of the project implementation;
- Oversee implementation of PSC directives;
- Facilitate government support to project processes;
- Report to UNDP and the PSC on the use of the project resources and achievement of the project outputs.

Project Steering Committee Nominees and Alternates

ORGANISATION	NOMINEE	Contact Details	Alternate
OCCD	Mr. Varigini Badira (Co-Chair) Executive Director	P.O BOX 4017, BOROKO, NCD PH:3257528	Mr. Jacob Ekinye Director, Adaptation
UNDP	Ms. Gwen Maru (Co-Chair) Environment and Climate Change	PO BOX 1041, PORT MORESBY, NCD	
DNPM	Mr. Joe Kapa Deputy Secretary	PO BOX 631, WAIGANI, NCD	
NDC	Mr. Martin Mose Director	PO BOX 4970, BOROKO, NCD	Mr. Kaigabu Kamnanaya Climate Change Focal Point, NDC
NWS	Mr. Samuel Maiha Director	PO Box 1240 Boroko NCD Ph:3259520	Mr. Kasis Inape, Assistant Director Climate and Special Services
Treasury	Mr. Simon Tosali, Secretary	P.O Box 542 Waigani Ph: 3435222	Mr. Damien Horiambe, Assistant Secretary, Loans Executions Branch,

		(Financial Management Division)	Financial Management Division (Government Debt Office)
East Sepik	Provincial Administrator	PO BOX 899, WEWAK, East Sepik	Provincial Planner OR Provincial Disaster Officer
New Ireland	Provincial Administrator	PO BOX 130, KAVIENG, New Ireland	Provincial Planner OR Provincial Disaster Officer
Northern	Owen Awaita Provincial Administrator	Oro Provincial Administration, PMB, Popondetta Phone/Fax: 629-7042	Mr. Tako Gwae Deputy Provincial Administrator
Madang	Provincial Administrator	PO BOX 2139, MADANG, MADANG	Provincial Planner OR Provincial Disaster Officer
Morobe	Provincial Administrator	PO BOX 572, LAE, Morobe	Provincial Planner OR Provincial Disaster Officer
NGO representative	Ted Mamu WWF	PO BOX 8280, BOROKO, NCD	EFF or WCS
Academia			

Frequency of NGO and Academic Representatives:

Representatives will rotate membership on an annual basis.

ATTACHMENT 3: 2013 PSC AGENDA

Government of Papua New Guinea

Office of Climate Change and Development and United Nations Development Programme

Project Title: Enhancing adaptive capacity of communities to climate change-related floods in the North Coast and Islands Region of Papua New Guinea

Project Steering Committee Meeting: 13-14 March 2013

Melanesian Hotel, Lae, Morobe Province

1. Background

The Adaptation Fund proposal titled *“Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG”* submitted by the Government of PNG was approved by the AF board in April 2012 for implementation.

Proposed strategies for mitigating climate change through low carbon growth and making PNG more resilient to the impacts of climate change through the identification of adaptation measures have been identified in the CCDS. As such the OCCD has been actively collaborating with the UN system through UNDP in PNG to identify locally appropriate adaptation measures at community levels to address the impacts of climate change. Five provinces have been selected to address coastal and inland flooding affecting communities through the approved Adaptation Fund proposal.

Upon approval of the proposal an Inception workshop was held on 26th July 2012 to introduce the project to the pilot provinces and relevant government agencies who will be involved in implementing the project. Also the initial Project Steering Committee was held on 27th July 2012. From that day onwards there has not been another Project Steering Committee Meeting. Hence, the one that is to be held in Lae the 13th of March will be the 2nd Project Steering Committee Meeting but first for 2013.

2. Purpose of the Project Steering Committee Meeting

The objectives of the Project Steering Committee Meeting are:

- i) Pilot provinces to provide progress reports since the PSC meeting on 27th July, 2012 in Port Moresby;
- ii) OCCD to give an update of the Provincial Consultation that took place in the New Ireland Province in December 2012;
- iii) Presentation of the 2013 Annual Work Plan;
- iv) Committee members to discuss and agree on the 2013 Annual Work Plan;
- v) Discuss implementation arrangements for the provinces; and
- vi) UNDP to give an update on the progress of the recruitment of the PMU

3. Purpose of Field Trip

The purpose of the field trip includes:

- PSC members to observe, learn and understand the context the scale of climate change related impacts in Morobe Province;
- Exchange knowledge and experiences on adaptation measures including provincial institutional and legal framework relevant for Climate Change Adaptation initiatives such as the project
- Existing levels of capacity, awareness and engagement concerning Climate Change Adaptation among stakeholders (at the provincial and local levels); and
- Establish partnerships and build networks for potential collaboration among the stakeholders of the project.

4. Project Steering Committee Members and PSC Interim Secretariat

The meeting will be led by OCCD as the project implementer and Interim Secretariat is the Climate Change Adaptation Division led by Jacob Ekinye-Acting Director, Emmajil Bogari-Ahai, Senior Policy Analyst and Manau Renagi, Policy Analyst.

The PSC members are:

- OCCD - Varigini Badira, Executive Director, OCCD
- UNDP - Carol Flore-Smrecznik, Resident Representative a.i.
- DNPM -
- NDC -
- NWS -
- East Sepik Provincial Government –
- Madang Provincial Government –
- Morobe Provincial Government –
- New Ireland Provincial Government –
- Northern Provincial Government –
- NGO Representative -
- Academic and Research Institutions Representatives -

5. Project Steering Committee Meeting Agenda

Day 1: Wednesday 13th March, 2013

Times	Item	Facilitator /Lead Agency
10:00am	Welcome and Introduction	Chair – Varigini Badira and Co-Chair – Gwen Maru
10:05am	Presentation of 2013 PSC Meeting 1 Agenda	OCCD/UNDP
10:15am	Endorsement of July 2012 Meeting Minutes	OCCD/UNDP

10:20 am	Matters arising from last meeting minutes	OCCD/UNDP
10:30am	Steering Committee Terms of Reference	OCCD/UNDP
10:45am	Updates from National Disaster Centre on Pilot Provinces	National Disaster Centre
11:00am	Updates from National Weather Service on Pilot Provinces	National Weather Service
11:15am	Pilot Provinces Progress Reports	All Provincial Representatives
11:45am	2012 Progress Report – Activities & Financial	OCCD/UNDP
11:50am	2013 Annual Work Plan for Discussion and Approval <ul style="list-style-type: none"> Implementation Arrangements between key partners and provinces 	OCCD/UNDP
1:00pm	Lunch	OCCD/UNDP
1:45pm	2013 Work Planning for NDC, NWS, Provinces and key stakeholders such as NGO Reps <ul style="list-style-type: none"> Inception, Awareness, Coordination Committees etc 	NDC, NWS, Provinces and key stakeholders such as NGO Reps
2:30pm	Presentation and Discussions on 2013 Work Plans for NDC, NWS, Provinces and key stakeholders	Chair
3:00pm	Closing Remarks	Chair
3:10pm	End of Meeting	Chair
3:30pm	Preparation for Field Trip Logistics with Morobe Provincial Government	OCCD and Morobe Provincial Administration's Representative

6. Field Trip Program

The field trip will be arranged by the project focal points in Morobe Provincial Administration.

**ATTACHMENT 4: PRESENTATION FROM NATIONAL WEATHER SERVICES
(NWS)**



DEPARTMENT OF TRANSPORT



PNG NATIONAL WEATHER SERVICE

P O BOX 1240

BOROKO NCD

LOCATED AT JACKSON'S AIRPORT PHONE: HEAD OFFICE (675) 325 2788 FAX: (675) 325 5544/325 7255

Forecasting: Ph: 3255544 Fax: (675) 3255201, Observations & Support Services: Ph: 3244578, Climatology: Ph: 3255925

Steering Committee Meeting 02/2013, Lae - Morobe Province

Update from PNG National Weather Service

Activities that NWS is already doing

NWS plays a vital role in the country in providing meteorological services to the aviation sector. However, in preparation of the Adaptation Fund (AF) Project, NWS has started installing Automatic Weather Stations (AWS) and Rainfall Data Loggers at various sites in PNG. The **European Union** funded the 20 Data Loggers and the 5 AWS for NWS to set up. Cost of a data logger is approximately PGK5000 and an AWS cost around USD60, 000. In total, there have been 5 out of 6 AWS installed and 5 out of 20 Data Loggers set up. The AWS sites are in Aiyura (EHP), Buka (AROB), Misima (Milne Bay), Por (Siasi in MOROBE), Tambul (WHP) and Kokoda Airstrip, ORO (funded by **AUSAID** though Kokoda Track Authority). The 6 AWS sites have approved WMO Index Numbers.

There is also an ongoing project funded by Vienna in Kavieng on radioactive detection in the atmosphere. In Manus, there is radar (DOE ARM programme) funded by the **US Department of Energy**. Higher resolution data are delivered to the ARM Experiment centre monthly on storage media via courier.

Early Warning Systems

For early warning systems NWS is still developing models such as WRF (Weather forecasts), *Storm Surge* (JMA), *Tsunami*, *TC Models* (Australian), Flash Flood models for rain prediction and Climate Outlooks. Satellites used are from BOM, NOAA and SIIMS. This still needs development.

Certified Training for the AWS & Data Logger installations

In 2011 there was only one training in NWS conducted by a personnel from VAISALA who trained 6 staff on installation of AWS. This was a week long and hands on training. No certificates were issued from this training however when setting up of AWS, a rep from BOM (Bureau of Meteorology, Melbourne) or VAISALA accompanies the team to selected sites. There is still more training to be done in this area and currently you can take short courses in Australia through VAISALA.

Constraints/Limitations

- **Communications:** should be able to access unlimited downloading of satellite images & models, internet access at reasonable costs or free for the purpose of NWS services, data dissemination via DIGICEL GSM/other telecommunication services
- **Land:** easy access to Government land to set up AWS or data loggers
- **Power:** for the equipment up on site
- **Training:** certified training for NWS personnel
- **Logistics:** funding to travel up to installation sites
- **Security:** safety and protection of the instruments at observation & AWS sites.

Way Forward

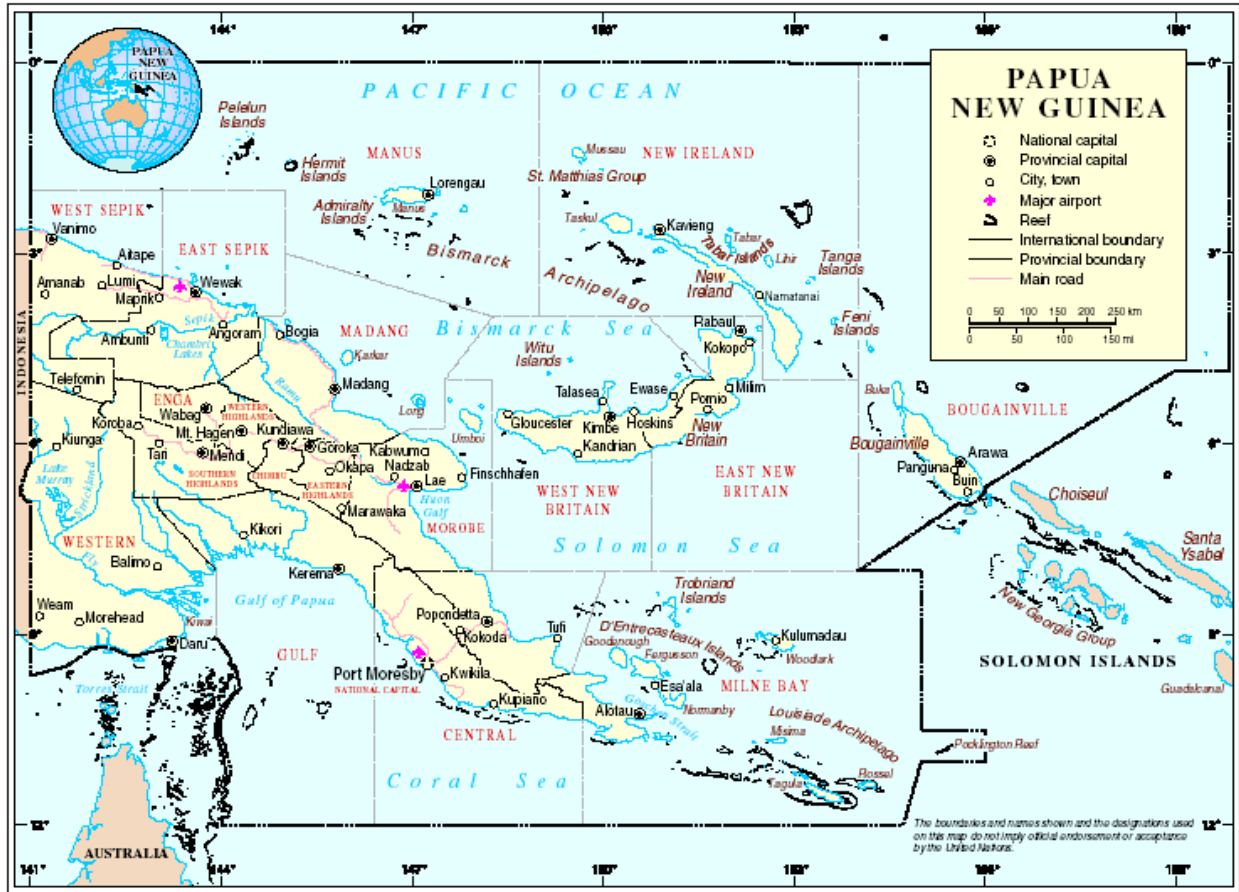
- For the national/provincial government to include daily observations into the duty statement of employees who work near a observation site
- The provincial level to take ownership with local NWS stations
- Counter funding
- Set up more observation sites especially in the highlands and coastal areas
- Set up computer clustering/modelling – 6x i7 mac PCs
- Database – Clide, Climate/TC, weather
- Development of Models
- Purchase more instruments to replace the old and unserviceable observation instruments
- If an organisation would like to set up their own AWS, they can consult with NWS to get the specifics & WMO issued approved Index number.
- Easy access in all forms of communication must be top priority.

END

Thank you,

Ms Kisolet Posanau

Climate Officer & NWS rep



Map No. 41 04 Rev 1 UNITED NATIONS
January 2004

Department of Peacekeeping Operations
Cartographic Section

- ✚ 14 Major Stations
 - ✚ 22 Allowance Stations
- Over 1000 Rainfall Stations

ATTACHMENT 5: FIRST STEERING COMMITTEE MEETING MINUTES

This is to advise that the First Steering Committee Meeting Minutes is sent out as a separate document as it is quit lengthy. (Refer to email attachment)