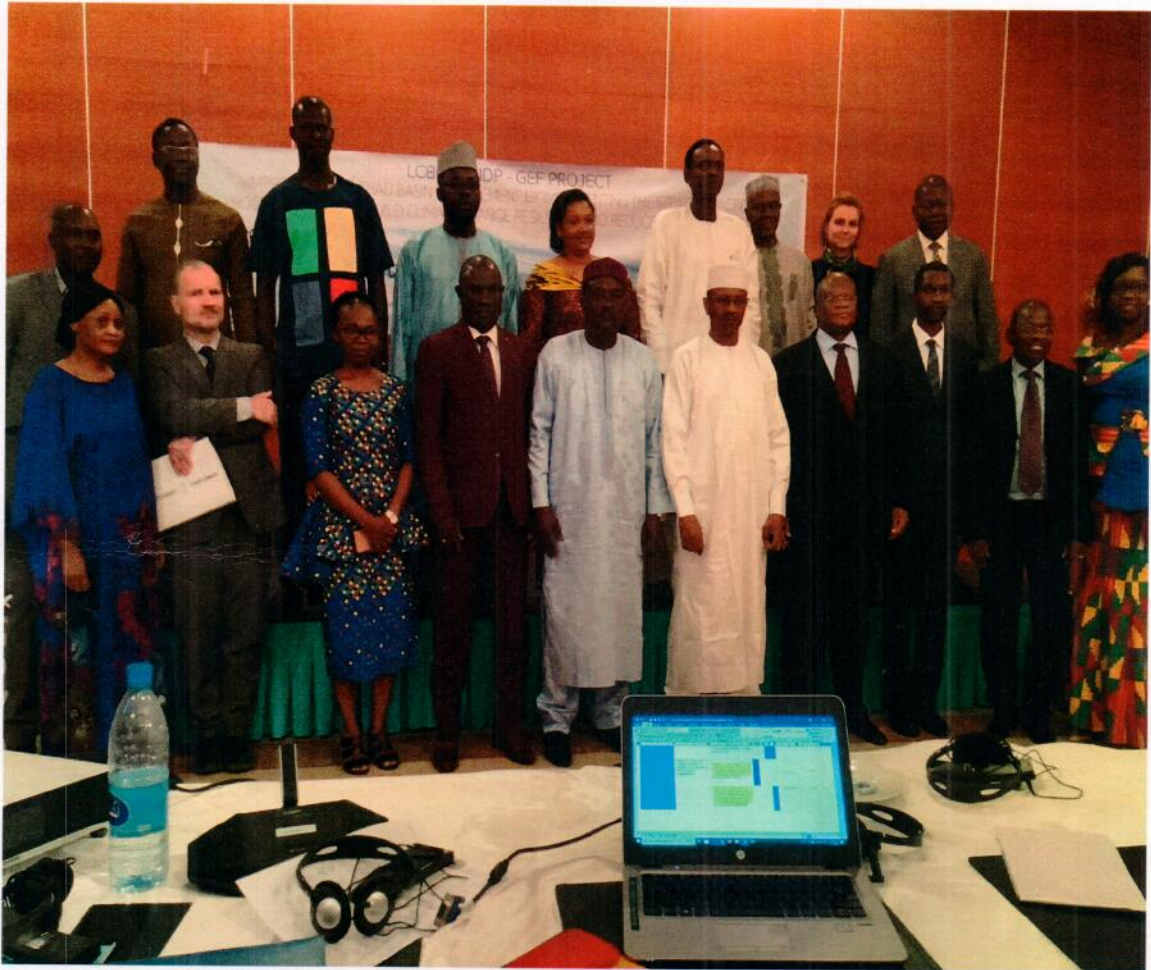




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Minutes of the 1st Steering committee meeting of the project « Improving the Lake Tchad Basin Management »



November, 11 2019 at Ledger Plaza hotel (N'Djamena)



Programme/Projet	Improving Lake Chad management through building climate change resilience and reducing ecosystem stress through implementation of the SAP for the Lake Chad basin
Ordre du jour	Adoption of the 2020 annual work plan
Agenda	<ol style="list-style-type: none"> 1. Presentation of the GEF monitoring and evaluation requirements 2. Presentation of the 2019 annual work plan; 3. Presentation of the 2020 annual work plan 4. Recommandation and validation of AWP
Date et heure de la réunion	11/11/2019 de 12 :40 am to 5 :20 am
Lieu de la réunion	Toumaï Room at Ledger Plaza Hotel Ndjamen
Participants	See list of participants in the appendix
Rapporteur	PMU

I. Work conducting and discussion points

1. Introducing of participants and quorum check

Under the chairmanship of the Minister of Environment, Water and Fisheries (MEEP), 1st Commissioner of CHAD Republic to the LCBC, **M. BRAHIM MAHAMAT DJAMALDINE**, with the presence of the LCBC Executive Secretary, Amb. Mamman NUHU, the Ministers in charge of Water of Niger and CAR as well as the LCBC focal points for Cameroon and Nigeria, held the first Steering Committee meeting for the project "Improving the management of the Lake Chad basin" on Monday, 11 November 2019 at the Ledger Plaza Hotel (Njamena)



After the adoption of the agenda by the committee, the round table for participants introduction allowed to confirm the required quorum for the meeting.

2. Presentations : They concerned the followings:

2.1 GEF requirements on projects monitoring and evaluation: have been presented by Ms. Clotilde Goeman, UNDP Regional Technical Advisor, in Istanbul Office. The presentation focused mainly on the following points :

- Stakeholders responsibilities during a project setting up with formal agreements and delegations of



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authorities to set up monitoring and evaluation responsibilities for the LDCF project around UNDP/GEF (NY, Regional Centre, country office and PM);

- The GEF/UNDP/LCBC Project development and validation process that began in April 2013 ;
- Given the delay in the project development and validation processes, the need to adopt for the project an adaptive management that allow to anticipate difficulties and effectively address them. This approach allows focusing on results and takes into account internal and external data that may arise during the process.

The presenter recommended that any change should be made on the products and/or activities that require UNDP approval through budget revisions, while changes on objectives and/or results may require re-submission of the document to GEF approval ;

- The monitoring of project progress should be done through the project logical framework, work plans, project implementation reports, visits on field, independent evaluations, financial statements and project completion report. The progress reports refer to launch reports, quarterly operational reports and the project implementation report (PIR). The mid-term review and final evaluation of the project are mandatory and are under the country office responsibility. The project monitoring and evaluation budget is estimated at USD 165,000 ;
- Risk management: Mainly, the project must control 7 categories of environmental, financial, operational, organizational, political, regulatory and strategic risks ;
- Two final considerations consisting on (i) on the one hand to produce a clear launch report, to ensure that all results are achieved in a coherent sequence of activities and to document all changes made during the implementation with the steering committee approval; (ii) on the other hand, to quickly raise any problem, to be critical regarding the project's performance and propose suggestions for improvement, plan visits on field, provide all information during evaluations and evaluate the baseline situation and history of the project

2.2 The 2019 annual work plan : was presented by the Project Coordinator and mainly focused on the 2019 activities report as the expenditure incurred on the project in 2019 concerns only the component 7 relating to project management (PMU salaries, purchase of mobile equipment and supplies for the operation of the PMU).

The only programmatic activity planned on 2019 concerns the trips of the PMU to LCBC member states to present the project to the national actors.

2.3 The 2020 annual work plan : has been presented by the project coordinator and concerned the components 1, 2, 3, 4, 5 et 7 of the project.

3. Discussion points: concerned

- 3.1 Project duration: Given the delay in the project development and approval processes, the PMU suggested to the Steering Committee to reduce the implementation duration from 5 to 3 years (2020 to 2022) ;
- 3.2 The development of the activity related to the investment plan for the updated PAS ;
- 3.3 Implementation of the project component 3: Based on its experience and in accordance with the recommendation of the Technical Committee, the PMU suggested that the implementation of this component should be entrusted to the International Union for Conservation of Nature (IUCN)
- 3.4 Synergies with other interventions in the Lake Chad Basin ;
- 3.5 Possibilités to modify the project objectives and results, taking into account the context change ;
- 3.6 Risks that may compromise the project impact (see detail in the risks section below)



4. Recommendations of steering committee

- 4.1 Regarding with the reduction of the project duration (from 5 to 3 years), the LCBC and the PMU shall:
- Ensure that all activities are implemented on time
 - Advance to further in early 2021 the implementation of Component 6, including the development of the updated SAP investment plan;
- 4.2 The PMU must ensure that quarterly reports are sent on time to partners for follow-up;
- 4.3 Regarding the implementing partner for Component 3, it was recommended to open up to different partnerships, as long as that does not negatively affect the cost effectiveness of the project ;
- 4.4 It was recommended to the PMU to strongly strengthen synergies with other interventions in the Lake Chad basin,
- 4.5 Despite the evolution in context during the project development, the steering committee did not consider useful to modify the project objectives and results ;
- 4.6 The PMU must review the 2020 AWP budget to remove to 2021 the resources for the rephased activities;
- 4.7 It is necessary that the Steering Committee approve the expenditures made in 2019 for their acceptance by UNDP/GEF ;
- 4.8 The 2020 AWP with USD 2,599,114.5 must be approved in principle by the steering committee subject to corrections and sharing of the Triennial Work Plan

5. Risks and mitigation

Actions	Risks	Mitigation measures
Shortening of the project duration	Products quality and the project impact can be affected	<ol style="list-style-type: none"> 1. The PMU, through its monitoring and evaluation expert, must produce quarterly reports on time ; 2. Conduct close supervision with two steering committees in 2020 (April and September)
Implementation of Component 5	Insecurity and accessibility	IUCN should conduct a regular situational review and develop an alternative implementation strategy
Resource mobilization and investment plan (Component 6)	Sustainability of the project	Advance to further the development of the investment plan in early 2021

II. Meeting results

1. The PMU trips to present the project to the CBLT Member States were authorized by the Steering Committee;
2. The project implementation duration has been reduced to 3 years
3. The 2019 AWP has been approved by the steering committee;
4. The 2020 AWP has been approved by the steering committee




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SIGNATURES

Steering Committee Chairman

M. BRAHIM MAHAMAT DJAMALDINE

LCBC Executive Secretaire

Amb. MAMMAN NUHU

UNDP Deputy Resident Representative


M. STEPHEN KINLOCH PICHAT