

**COMMUNITY BASED ADAPTATION PROJECT
MINUTES OF THE SECOND BOARD MEETING HELD VIA TELECONFERENCE AT UNDP EEG NY-USA
06 APRIL 2010**

Agenda Item	Areas of Presentation and Discussion	Issues Noted/Discussed/Presented	Follow up Actions Responsible Persons/entities
Welcome Remarks	The chair started by apologizing for the late start and wished everyone a fruitful discussion.		
2009 Progress Highlights	Outcome 1: Enhance adaptive capacity allows communities to reduce their vulnerability to adverse impacts of future climate hazards	A total of 58-60 projects will be implemented Project development targets achieved in 5 out of 10 countries in 2009, and achieved in 2 more countries, total of 7 out 10, in 2010.	Project targets needs to be indicated. PM
	Outcome 2: National policies and programmes promote replication of best practices derived from CBA projects	A National Steering Committee with Director General or above level is in place in 9 out of 10 countries (non-existent in Bangladesh). A report for lessons learned on initial application of VRA and M&E toolkit were developed and disseminated. Lessons learned reports were disseminated in conferences and workshops in Nairobi, Jamaica, Bangladesh, and Tanzania, as well as UNV/UNDP stock-taking workshops.	
	Outcome 3: Cooperation among member countries promotes innovation in adaptation to climate change including variability	Discussions have been made with the GEF Secretariat to ensure CBA experiences guide future GEF interventions on adaptation to climate change including variability. Global website exists to avail project information and progress to internal and external stakeholders.	

Work Plan for 2010	Outcome 1: Enhance adaptive capacity allows communities to reduce their vulnerability to adverse impacts of future climate hazards	<p>PMU to produce a CBA M&E guidance document to strengthen the capacity of country teams in the technical understanding of adaptation and the importance of CBA specific GEBs, VRAs, and IAS indicators</p> <p>How to integrate “volunteerism into adaptation” to be included in future project proposals.</p> <p>Strengthening the technical understanding of adaptation in the country teams to ensure proposals are technically sound and follow the GEF SPA rules</p> <p>Field an MTR and implement major findings. Compile PIR/APR as prescribed</p> <p>Develop knowledge products, logistical support to CBA countries and run project website</p>	<p>The work plan should be presented in tabular form in which all activities are aligned to the outcomes in the project document. This has now been captured in this minute.</p> <p>It was observed that deadlines and internal Mechanisms to check that all CBA projects are delivering are factored into the matrix for the future. Action PMU.</p> <p>The meeting agreed that an evaluation be done to identifying countries not producing and re-allocate funds to the needed ones. GEF representative confirmed that this is in order. (Action PMU)</p>
	Outcome 2: National policies and programmes promote replication of best practices derived from CBA projects	<p>Continuous capacity building to ensure CBA M&E procedures are implemented including VRA working paper, feedback on proposals, concepts, and individualized support to country programmes</p> <p>Provide editorial support to country level knowledge products to ensure materials follow UNDP communication guidelines</p> <p>Track national and project level indicators (VRA, IAS & CBA project specific ones.</p> <p>Organize training of NC based on the periodic findings of portfolio reviews</p>	
	Outcome 3: Cooperation among member countries promotes innovation in adaptation to climate change including variability	<p>Lessons learned reports will be compiled in 2010 for i.) two projects (ICO in Bolivia and JCDDT in Jamaica), and ii.) Five projects in FAN and Natura in Bolivia, Bunkers Hill and CSG in Jamaica, and CEB in Niger) and iii) two projects in Namibia (OIKE and CES)</p> <p>Redesign CBA Web site to be more interactive and update KM parts.</p>	

		<p>Review of KM strategy and implement topical insights/discussion bi-monthly</p> <p>Share CBA knowledge and products in conferences, regional meetings and workshops</p> <p>Translate Country project proposals and instructional guidance documents to English from country offices that produce in Spanish and French</p>	
Key Lessons	<p>These were enumerated as follows:</p> <ul style="list-style-type: none"> -Limited knowledge on Climate Change Adaptation amongst policy makers and communities - Understanding baseline and CC drivers does not require a total problem analysis -Volunteerism in CBA activities is crucial and is useful in getting community participation and cooperation. - Administering VRA requires one to observe group dynamics, composition, representation and time. - Development of knowledge products is slow when dealing with communities. -There is need for increased support from Environmental focal points of CO to broker partnerships within countries. - CBA activities need to up scaled using other adaption related programmes in countries and regions. -There is need for better and complimentary linkages of CBA with poverty, Millennium Villages, and Disaster Risk Reduction programmes. 	<p>The meeting observed that notable success has been achieved so far in the project with key tangible results.</p>	<p>These efforts should continue in the next year of work plan. (Action PMU)</p>

<p>Key Challenges</p>	<p>These were presented as follows:</p> <ul style="list-style-type: none"> -Outcome indicators not understood by community -Accuracy of the baseline needs to be reflected on benchmarking -Challenge in combining methodological tools that are already in common practice(i.e. the VRA with other PRA tools) -Linking quantitative scores and qualitative information generated from Participatory M&E -Lack of understanding in the country teams on adaptation is evident -Lack of VRA understanding leads to provision of scores without contextual details -Proposals often do not explicitly explain how the CBA-specific GEBs (land degradation and biodiversity) will be secured in the face of climate change. - Concepts often insufficiently explain how activities proposed contribute to adapting to specific climate change risks. - Knowledge products at the country level do not always explain and articulate the mission of the CBA project. 	<p>The meeting noted that these key challenges are important and as much as possible be brought to bear in the next work plan of the project.</p>	<p>It was explained that most of the challenges have been re-casted into specific actions to be taken forward into the 2010 work plan.</p> <p>A workshop is planned in mid-May 2010 to train UNVs in technical aspects and KM product development</p> <p>UNV will support and contribute towards this by raising awareness and understanding of the VRA and IAS at the national and local level.</p> <p>A portfolio analysis of CBA projects will further help in resolving many of them. Action PMU.</p>
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Resources Mobilized and Project Financing	Updates on the current project financing	<p>SPA: \$4.5m contribution; \$3.8m will be used life-to-date by the end of 2010</p> <p>UNV: \$1.2m; \$413k will be used life-to-date by end of 2010 as currently assessed</p> <p>Government of Japan- \$400k for Niger and Namibia; will all be spent by end of 2010</p> <p>Government of Switzerland - \$190k for Kazakhstan and Central Asia; will be spent by 2011</p> <p>AusAID - \$375k for Pacific countries; will be all spent by 2010</p>	Updates on this should be presented in all board meetings in the future and should specify exactly what came in the year. Action PMU.
Annual Progress Report (APR)	Discussion centered on the terms of references section that highlighted the attainment of objectives and planned results, achievements of outputs and activities, cost effectiveness of project, impacts-replicability and sustainability, stakeholder participation and country ownerships, financial planning and monitoring and evaluation.	<p>Formulated based on the CBA outputs and outcomes from project document.</p> <p>Lacking reporting on UNV contribution specifics, i.e.: output 1.3 and output 2.2 need to incorporate percentage contribution from UNV's on these elements.</p>	Agreed that the next APR should clearly capture UNV contributions. Action PMU.

<p>Briefing from GEF Secretariat and Observations.</p>	<p>low-casing/Campaigning for CBA should be more aggressive and should be made more public.</p> <p>She noted that in the GEF 5 SCCF window, a request for up to 1 billion dollars was made and she is hopefully that a conservative figure of \$ 0.5 billion will be the least amount expected in line with the discussion with the GEF CEO.</p> <p>Concerns were raised in view of the proliferation of papers coming of the IIED led initiative which do not follow the APF process and convention guidelines. Specifically She observed:</p> <ul style="list-style-type: none"> - Saleem advertises CBA giving perception that it is IIED's projects and not giving credit to funding organizations such as GEF and the implementing organization (UNDP/GEF). - An unethical behavior on IIED's part which harms the organizations responsible for the projects and confuses all stakeholders - GEF is invited all the time to IIED's workshops to be a participant rather than a speaker, when the projects belong to GEF and UNDP. 	<p>Impressed with the collaboration of partners and noted that results are evidence following SGP mechanism. In addition, it was noted that time is ripe to make the CBA activities more public.</p> <p>Fully agreed with the SGP/CBA/UNV partnerships as very strong and delivers.</p> <p>Resource mobilization efforts with GoJ and other partners are impressive. She noted that CBA will be under SCCF GEF window in GEF 5 instead of the current SPA. However, she noted that SCCF does not have substantive political support but also gives room for not demonstrating GEB.</p>	<p>It was recommended that CBA should support in the organization of side events at the GEF assembly by supporting and identifying participating government representative to the meeting.</p> <p>To develop specific information packages to donors who demonstrate integration of CBA into national programmes and advocacy materials on Knowledge Management?</p> <p>CBA should feature and get high profile side event representation in the COP 16 Meeting.</p> <p>UNDP agreed to invest to correct this perception although it has very little resources' to do so. Innovative ways will have to be found. Action UNDP.</p>
<p>Comments on the</p>	<p>The meeting acknowledges that this move was</p>	<p>The UNV representative requested to provide inputs</p>	<p>The TOR should be shared with</p>

Mid Term Review TOR	welcomed and appreciated the detailed coverage.	to capture volunteerism issues and relay observation in a week. He also noted that the MTR will provide avenues to revisit the Japanese funding into the CBA if indeed this need will come clear from the review.	Nancy Bernard to see if all GEF requirements are considered and also if it is in line with the upcoming SPA evaluation. Action PMU/UNV.
Scaling up of CBA in the GEF 5	The need to have the good lessons scaled up in the future was flagged by the Technical advisor and the GEFSEC representative noted that she had given it details consideration in her briefing.	In Brief, the meeting agreed that a proposal should be submitted by the project based on the current outcomes by initially doing a half pager to be included in the council meeting in a box form in a similar manner the SIDS and Food Security have been done. To better position CBA consideration in the SCCF window of GEF 5.	It was further agreed that the project should explore windows within government funding that are devolved at community levels. Lobby Government of Japan to partner in the new proposal
AOB	No other business was raised.		

There being no other business, the meeting adjourned at 10.30 AM.

Members Present

- 1.) Boni Biagini- GEF Secretariat
- 2.) Ghulam Isacz – UNV Headquarters
- 3.) Mahamane Baby – UNV Headquarters
- 4.) Pradeep Kurukulasuriya – UNDP, EEG- NY, USA- Chairperson
- 5.) Charles Nyandiga – UNDP, CBA-NY, USA
- 6.) Anna Lisa Jose – UNDP, CBA-NY, USA Taking Notes

Members Absent with Apology

1. Delfin Ganapin-UNDP-SGP GEF, Global Manager

Signed by Chairperson :

Dated :