

TRAVEL REPORT FORM

출장보고서

결 재	사원	부서장	원장	
	03/09 김보라	03/09 문상원	03/12 정홍상	
협 조				

I. Travel Overview 출장개요

1. Traveler(s) 출장자

Department 소속	Position 직위(직급)	Name 성명	Note 비고
Climate Application	Team Leader	Kwang-Hyung Kim	
Climate Prediction	Research Fellow	WonMoo Kim	
External Affairs	International Project Manager	Bo Ra Kim	

2. Travel Period 출장기간

- February 18~27

※ Dr. WonMoo Kim travel period was February 18~25 due to another business trip scheduled for February 26 in Seoul, Korea

3. Occasion and destination 행사 및 출장지

- Climate Information Services for Resilient Development Planning in Vanuatu Inception Workshop
- Port Vila, Vanuatu

II. Major Activities 주요업무 수행내용

1. Main Contents and Activities 주요내용 및 활동

- See attached travel report

2. Relevance to APEC Climate Center's Activities 결론 및 소감

- The activities are a part of the Van-CIS RDP project being collaboration with SPREP, VMGD, CSIRO, and BoM

3. Suggestions and Remarks 건의사항

III. References (Presented and Collected Materials) 주요 수집자료

(with attachment of any information or report in case of attendance of conferences, workshops and meetings) 학술대회, 워크숍, 회의 등 참석 시 관련 정보 및 문서 첨부



**GREEN CLIMATE FUND
CLIMATE INFORMATION AND SERVICES FOR RESILIENT DEVELOPMENT PROJECT
INCEPTION WORKSHOP
DRAFT AGENDA**

Background:

Vanuatu is among the most vulnerable countries on earth to the increasing impacts of climate change including climate-related natural disasters and the effect of slow-onset events such as sea level rise and ocean acidification. As the effects of global warming manifest and climate-induced hazards rises at accelerating rates, there is a need for paradigm shift towards the standardized and mainstreamed use of science-based climate information at multiple timescales, to support resilient development pathways.

To support this paradigm shift, the Vanuatu Meteorological, Geohazards, Department (VMGD) of the Ministry of Climate Change and Secretariat of the Pacific Regional Environment Programme (SPREP) have together developed the Climate Information and Services for Resilient Development Project to the Green Climate Fund (GCF) in the context of the basis of the Vanuatu Framework for Metrological Services and other relevant national and sectoral resilient development frameworks. The five year project has been approved by the Green Climate Fund with a total grant of \$18 million US Dollars.

The aim of the project is to address the key climate change vulnerabilities and support climate resilient development through the delivery of Climate Information Services (CIS) with a focus on five priority development sectors namely infrastructure, tourism, fisheries, agriculture and health. To achieve this aim, the project will build the technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information and technology infrastructure; and support the application of relevant CIS through real-time development processes.

The Project will be delivered jointly by VMGD, SPREP, five priority sectors and delivery partners such as CSIRO, BoM and APCC.

The project will support the establishment of a project implementation unit (PIU) in the VMGD, five sector coordinators in the five priority sectors and a project management team in the SPREP outpost in Vanuatu. A project steering committee will also be established and become operational commencing with its first meeting planned to be held on the 23rd of February 2018.

Objectives: The purpose of the Multi-Stakeholder and Technical Inception Workshop is to officially launch and commence the Project and raise awareness of how key stakeholders can be involved in the ongoing delivery of the Project. More specifically the Inception Workshop has the following objectives:

1. Officially launch and commence the implementation of the Project.
2. Clarify roles and responsibilities of key stakeholders, including VMGD, SPREP, the 5 priority Sectors and Delivery Partners;
3. To raise awareness amongst key stakeholders about the project and identify areas of possible engagement with other stakeholders such as non-government organisations;
4. Finalize the first Annual Joint Work Plan and Procurement Plan;
5. Update the Environment & Social Safeguard Framework (ESMF), Gender Action Plan (GAP), Results Framework and the Communication & Visibility Plan (CVP) for the project.

Expected Outputs: A project inception report will be developed by VMGD with the support of SPREP and will be circulated to key stakeholders for comments prior to finalization. More specifically, the expected outputs of the Inception Workshop are:

- (i) Increased understanding stakeholders about the project, its objectives, deliverables and benefits as well as the governance and implementation arrangements for the project;
- (ii) Updated joint work plan of the first year of the project and procurement plan;
- (iii) Updated ESMF, GAP, Results Framework and the CVP;

Details:

Location: Port Vila, (Specific Venue TBC)

Dates: 20 – 26 February 2018

Day 1 - Monday 19 February 2018		
Time	Activity	Presenter/Facilitator
8:00am – 5:00pm	SPREP & VMGD Meeting	SPREP/VMGD
	- Financial Management Arrangements - Monitoring and Reporting Arrangement - Technical activities implementation arrangements - VMGD project implementation unit - Draft Joint Annual Work plan - Draft Procurement Plan - Draft Communication & Visibility Plan	Output: Updated draft Work Plan, draft procurement plan & draft communication & visibility plan
Day 2 – Tuesday 20 February 2018		
8:00am – 5:00pm	SPREP, VMGD, Delivery Partners and 5 Sectors Meeting	SPREP/VMGD / Reps from 5 target sectors + CSIRO/BoM/APCC
	- Brief overview of project - Sector Activities - Delivery Partner Activities - Governance, implementation, operational, & procurement arrangements – Sectors & Delivery Partners - Monitoring and Reporting requirements	Output: Updated Draft Work Plan, updated procurement plan, updated communication & visibility plan

	- Draft Joint Annual Work plan - Draft Communication & Visibility Plan	
Day 3 – Wednesday 21 February 2018 – Public Holiday		
	Working Day for SPREP, Delivery Partners and Key Staff from VMGD - Finalise all key documents/details for the multi-stakeholder workshop	
Day 4 – Thursday 22 February 2018 – Multi-Stakeholder Inception Workshop		
8:00am	Registration	VMGD
Session 1: Welcome Formalities, Chair – Mr. Jesse Benjamin, DG MOCC		
8:30am	Payer	VMGD
8:35am	Welcome remarks	DG MOCC, Mr. Jesse Benjamin
8:50am	• Official Opening Remarks • Official Keynote and Launch Address	SPREP DDG (TBC) Minister, MOCC (TBC)
9:00am	Photo session	VMGD
10:00 am	Morning tea/break	Provided
Session 2: Setting the Scene, Chair – Ministry of the Prime Minister (Department of Economic & Social Planning)		
10:30am	Introduction of Participants	VMGD
11:00am	Presentation: 1. Vanuatu National Development Framework 2. Vanuatu Climate Change Priorities and the Green Climate Fund 3. VMGD Overview 4. Background and overview of the project activities; governance; timeline, engagement opportunity 5. Q&A & Summary	Representative, Department of Economic & Social Planning Mr. Jesse Benjamin (NDA) VMGD Acting Director VMGD Acting Director/SPREP VMGD/SPREP
12:30 Lunch		
Session 3: Linkages and Opportunities, Chair - Acting Director VMGD		
1:30pm	Presentation: 6. Sector priorities to strengthen resilient development 7. Enhancing climate change resilience at provincial and community levels 8. Government of Vanuatu Gender Policy and linkages to the projects Gender Action Plan 9. Q&A & Summary	Representative, Infrastructure, Tourism, Fisheries, Agriculture & Health Sectors Representatives from Provinces and Communities Representative, Ministry of Women VMGD/SPREP

2:30pm Afternoon tea break		
Session 4: Development & Delivery Partners, Chair – SPREP		
3:00pm	Presentation: 10. Development Partners to share projects (current & pipeline) with linkages to GCF project. 11. Delivery Partners’ Roles in the Project 12. Q&A & Summary	Development Partners Delivery Partners VMGD/SPREP
4:30	Day one recap	VMGD
5:00pm - Day 4 ends – Official Inception Workshop Reception		
Day 5 – Friday 23 February 2018		
Session 1: Planning for the First Project Steering Committee Meeting, Chair VMGD Acting Director		
9:00am	Planning for the first Steering Committee Meeting: - Clarify roles and purpose - Finalise Constituents - Finalise Draft ToR - Draft agenda for 1st PSC Meeting	VMGD/SPREP/Delivery Partners/5 Sectors
		Output: Steering Committee Updated Draft ToR, Draft agenda for PSC Meeting
10:30am Morning Tea Break		
Session 2: Environmental and Social Safeguards & Gender, Chair – VMGD Acting Director		
11:00	Review of Environmental and Social Safeguards and gender Action Plan - ESMP - GAP - Q&A/Summary	VMGD/SPREP/Delivery Partners/5 Sectors/ Ministry of Women Output: Updated ESMP & GAP
12:30pm Lunch Break		
Session 3: M&E & Reporting Validation, Chair – VMGD Acting Director		
1:30pm	Review of the Results Framework & Reporting Requirements: - Overview of reporting - Overview and review of the results framework as per project document <i>In parallel:</i> - <i>SPREP recruitment interviews</i>	VMGD, SPREP, Delivery Partners, 5 sectors Output: Updated Results Framework
3:00pm Afternoon Tea		
3:30pm	Finalise all documents for the first steering committee meeting <i>In parallel:</i> - <i>Delivery Partners one-to-one meetings with sectors</i> - <i>SPREP recruitment interviews</i>	VMGD, SPREP, Delivery Partners & 5 sectors
5:00pm Day 5 ends		
Day 6: Monday 26 February 2018		
9:30am	First Project Steering Committee to begin - Agenda TBC	VMGD/ SPREP/DPs/5 Sectors
10:30am Morning Tea Break		

11:00am	- PSC Continues	
12:30 Lunch Break – End of PSC		
1:30am	Delivery Partners one-to-one meetings with sectors, VMGD & SPREP where necessary	
5:00 pm Day 6 ends		

Van CIS-RDP Project Inception Workshop

Travel Report Document

9 March 2018

Travel Summary

I. Name and Position of Traveler(s):

Dr. Kwang-Hyung Kim (Team Leader, Strategic Planning Team)
 Dr. WonMoo Kim (Research Fellow, Climate Research Team)
 Bo Ra Kim (International Project Manager, External Affairs Department)

II. Destination: Port Vila, Vanuatu

III. Purpose of Travel:

- i. Attend the “Climate Information Services for Resilient Development Planning in Vanuatu (Van CIS-RDP) Project Inception Workshop” held from February 20 ~ 27
- ii. Clarify APCC roles and responsibilities with the delivery partner agreement
- iii. Establish key networks and relationships with relevant partners and stakeholders, which will help during project implementation
- iv. Develop the first annual joint work plan and procurement plan
- v. Define results framework and reporting requirements
- vi. Discuss stations to be added in the existing Pacific Islands Countries Advanced Seasonal Outlook (PICASO) system
- vii. Gain feedback on the PICASO system

IV. Major Outcomes:

- i. Delivery partner agreements to be revised and sent to DP’s for second round of edits
- ii. Set joint workplan for 2018 - 2022
- iii. Delivered three presentations (2/20, 2/22, and 2/26)
- iv. Visited Department of Agriculture and Rural Development (DARD)
- v. Began discussions on distributing the funding for Component 1.6.1
- vi. Established a project steering committee (APCC and other DP’s will be considered as active observers)
- vii. Decided PICASO stations to be added

Meeting Outcomes

****Major outcomes in blue**

Re: Van CIS-RDP Inception Workshop

DARD Contact Information

- Antoine Ravo, Director
- Peter Iesul, Principle Agricultural Officer
- Mathias Bule, Agriculture Officer
- Pakoa Leo, Vanuatu Coastal Adaptation Project (VCAP) Upland Technical Coordinator
- Charity Alick, Provincial Agricultural Officer

Overview of Documents Discussed

- Delivery Partner Agreement (DPA)
 - APCC, BoM, and CSIRO provided comments on the delivery partner agreements during the meeting. SPREP will provide a second draft of the DPA upon review for the DP’s to review once more with legal counsel.
 - The DPA is a legally binding agreement.
- Communications and Visibility Plan

- APCC, BoM, and CSIRO provided comments on the communications and visibility plan. These comments have not yet fully been discussed or clarified regarding the expected roles and activities from the DP's. Further follow up will be required.
- GCF Funded Activity Agreement (FAA)
 - SPREP and the DP's went over the reporting frameworks and requirements.
 - SPREP will send the expected financial report format for both the GCF funds as well as the co-financing.
- GCF Accreditation Master Agreement (AMA)
 - Need to receive the GCF Policy on Prohibited Practices.
 - Still need to define how the audits will take place for DPs.
- CIS-RDP Steering Committee (PSC) Terms of Reference (ToR)
 - APCC and other DP's have been categorized as "active observers". The role of an "active observer" is to attend the PSC meetings to provide technical guidance to the discussions and provide clarification about their activities.
 - A technical working group will be established (including SPREP, VMGD, and the DP's) that will be expected to attend the annual Project Planning Meeting, which will be held in conjunction with the annual PSC meeting.
- Overall Project Workplan
 - See attachment. Subject to change based on the timing of the first disbursement.

Re: DARD Visit and Meeting

- Visited and toured the experimental farm (see attachment for DARD presentation)



- Initial agricultural data collection during 2018 will be taking place at the DARD experimental farm, which will require a local data collector to be hired and for APCC to develop standard operating procedures for field data collection.
- Relevant meteorological data will be collected from an automatic weather station by VMGD installed at the airport near the experimental farm (1.2 km distance).
- It was also discussed that we will need to take advantage of ongoing trials at the experimental farm by the DARD to secure as much agro-met data as possible for agro-model development.
- Priority, local-specific, crops including staple and cash crops will first be suggested by DARD, which will be subject to agro-met data collection and model development in the project.

Re: Technical Meeting

- Focal points: Patricia Mawa (ICT/Engineering), Melinda Natapai (Climate)
- IT infrastructure: Server will be installed in VMGD, and VMGD will have full control of the server. VMGD can respond to all technical enquiries. In case of IT infrastructure not being ready by the time of prototype installation, VMGD can supply temporary desktop-level server. Need close communication.
- Data policy: There is no technical difficulty sharing data, but at least an institute-level if not project-level agreement needs to be preceded.
- Language translation can be provided by VMGD, but with an adequate agreement.
- Interested in feeding CliDEsc from VaCSA.

Re: PICASO System

- Stations to be added strategically in Samoa (to represent the other island is more of a priority than to add more stations on the island already represented in PICASO)
- Training program timing to be May/June with a strong likelihood of being hosted in Kiribati

Action Items & Next Steps

- I. Finalize delivery partner agreement and receive the first disbursement following the DPA signing
- II. Secure existing agricultural data (field trial data, project reports, policy books) from DARD and discuss necessary data agreements