
**PACIFIC CLIMATE CHANGE CENTRE
ADVISORY BOARD VIRTUAL MEETING**

12 MAY 2021

2.00 pm - 3.30 pm, Samoa Standard Time
Pacific Climate Change Centre
Apia, Samoa

ANNOTATED AGENDA

ITEM 1: OPENING

The Chair of the Advisory Board, a representative of SPREP will open the meeting by calling to order.

Action Required: None

I. APOLOGIES

The Chair may invite the Secretariat to announce any apologies from any Member of the Advisory Board.

II. ADOPTION OF THE AGENDA

The Chair will request the members to agree on the draft agenda for the meeting

Action Required: *The agenda will be adopted by Members as proposed or with amendments.*

Item 2: MINUTES AND MATTERS ARISING FROM THE LAST ADVISORY BOARD MEETING ON 4 DECEMBER 2020

Matters arising from the last meeting

- a) Recruitment of PCCC team.
- b) Review of the TOR for the PCCC Advisory Board.
- c) Re-drafting of the PCCC Governance arrangement to reflect the inputs of the Advisory Board.
- d) Elaborate how the online training will be evaluated for future improvements.
- e) French translation of the online courses under the PCCC e-learning platform.
- f) Accessing the training modules and upgraded tools and connectivity.
- g) Schedule of training for JICA Program until 2022.

The Secretariat will submit the draft minute of the last meeting attached as **PCCC04/12/2020 Minutes**. The Chair may invite the Secretariat to take the Members through the last recorded minutes and matters arising or take it upon himself at his discretion.

Action Required: *Members are required to adopt the minutes and endorse the matters arising from the last meeting.*

ITEM 3 – SUBSTANTIVE MATTERS



I: PCCC Update report - December 2020 – April 2021

Highlights

The Chair will invite the PCCC Manager to present a condensed summary report the PCCC progress from December 2020 – April 2021. The report is attached as *PCCC12/05/2021 Updates*

Key points

1. *Recruitment*
2. *Key milestones as per the requirements of the GFA between SPREP and MFAT*
3. *Advisory Board*
4. *PCCC Solar System with support from the NDC Hub*
5. *Pipeline Project and Partnership*
6. *Capacity building – E-learning platform update & Project on Capacity Building on Climate Resilience in the Pacific.*
7. *Knowledge Brokerage, Innovation & Applied research – Regional Dialogue on PCCC & Regional Innovation Exhibition.*

Action Required: Members are required to endorse the report and commend the progress made in line with the discussions.

II: PCCC Workplan and Key Priorities for 2021

The Chair will invite the PCCC Manager to present the PCCC Workplan 2020-2023 for consideration by the members.

Action Required: Members will be required to endorse Key Priorities for 2021 with or without any amendments. The document is attached as *PCCC/12/5/2021 Priorities*

II Final Monitoring, Evaluation, Reflection and Evaluation (MERL) Framework

The Chair will invite the Secretariat to update Members on the final MERL Framework. The MERL framework is attached as *PCCC12/05/2021 MERL Framework*

Action Required: Members are invited to endorse the MERL Framework for the PCCC with or without any amendments.

III: Updated Risk Register Matrix (April 2021)

The Chair will invite the Secretariat to provide updates on the Risk Register Matrix as of April 2021. The document is attached as *PCCC/12/5/2021 Risk Register April 2021*

Action Required: Members are invited to provide feedback to the Risk Register matrix or make amendments.

IV: PCCC Advisory Board - Final TOR

The Chair will invite Members to provide comments on the draft TOR which was reviewed in January 2021. It is attached as *PCCC 12/5/2021 Final ToR Advisory Board*

Action Required: Members will be required to approve the TOR and/or provide further recommendations in the document attached as *PCCC 12/5/2021 Final ToR Advisory Board*



V: PCCC Partnerships and Communication Strategy and Action Plan (PCAP)

The Chair will invite the Secretariat to provide updates on the PCCC Partnerships and Communication Strategy and Action Plan for consideration by the Members. The PCAP is attached as *PCCC 14/5/2021 PCAP*

Action Required: Members will be required to provide feedback on the PCCC Partnerships and Communication Strategy and Action Plan.

VI: PCCC Office, Health and Safety (OHS) Plan

The Chair will invite the Secretariat to update Members on the PCCC OHS Plan. The OHS Plan is attached as

Action Required: Members will be required to provide feedback to the risk register updates *PCCC/12/05/2021 OHSP PCCC*

ITEM 4 – OTHER MATTERS

The Chair may invite members to bring any additional agenda items of relevance and importance that is not listed above.

I. Next Meeting Date

The Chair may invite Members to provide tentative date for the next meeting

II. Closing

The Chair will acknowledge Members' attendance and call the Meeting to a close.
