

**Minutes of the  
PCCC Advisory Board Meeting (DRAFT)**

**Date:** 4 December 2020

**Time:** 2pm – 4pm, Pacific Climate Change Centre, Apia, Samoa

The meeting convened in person and virtually via Zoom. There were meeting representatives from the Cook Islands, French Polynesia, Japan, New Zealand, Samoa and the Secretariat. The full list of attendees appears at the conclusion of the minutes.

<b>Agenda Item</b>	<b>Main Discussion Points</b>	<b>Action</b>
<b>Opening</b> <i>Chair/Director General of SPREP Mr. Kosi Latu</i>	Acknowledged the support of the Governments of Samoa, Cook Islands, French Polynesia, New Zealand (MFAT), Japan (JICA).  Introduced the PCCC Manager and the Finance and Administration Officer.	
<b>Adoption of Agenda</b>	The Agenda is attached as <b>Annex 1</b> .	The agenda was adopted, without change.
<b>Record of the last meeting</b>	The last meeting of the Advisory Board (then PCCC Steering Committee) was held on 2 August 2019.  Follow up actions from the last meeting include: Recruitment of PCCC Manager, Endorsement of the Advisory Board TOR, and re-drafting of the Governance Arrangement to reflect the inputs of the Advisory Board.	The meeting adopted the minutes of the last meeting.

<b>Substantive Matters</b>	<b>Updates on PCCC Activities</b>	<b>Action</b>
	<b>Recruitment - 'Ofa Kaisamy - Manager PCCC</b> Recruitment of the Manager PCCC on 5 October 2020. Three key positions of the PCCC are currently advertised. The closing date for application is 4 December 2020.	Recruitment of key staff by first quarter of 2021.
	<b>The Pacific Climate Change Centre Workplan 2020 – 2023 - 'Ofa Kaisamy – Manager PCCC</b> The PCCC workplan was developed from the PCCC Business Plan and Strategy 2018 and consultation with Members of the Advisory Board and SPREP/CCR staff. Workplan focuses largely on virtual activities and activities in support of climate change activities executed under CCR.	Manager PCCC will be responsible for review and update of the workplan including

	<p>Acknowledged comments received from Samoa, MFAT NZ, Cook Islands and SPREP CCR. The detailed workplan 2020 – 2023 is attached as <b>Annex 3</b>.</p>	<p>progress to-date.</p>
	<p><b>Updates on the e-learning platform - Sala Dr. George Carter, Consultant</b></p> <p>Phase I included the review of current trainings and workshop materials on climate change and the needs of CCR and PCCC in relation to the design and delivery of capacity building activities; development of a prototype e-learning course and establishment of the e-Learning platform.</p> <p>Phase 2 aims at enhancing the e-learning platform to improve storage and operational capacity of the online platform and flesh out the climate change courses under the different e-learning streams. This will be made available online in March 2021.</p> <p>Acknowledged the funding support from CCR through the Irish fund.</p> <p><b>Comments on the e-learning platform:</b></p> <p><b>Cook Islands</b> requested the Secretariat to elaborate how the online training will be evaluated for future improvements.</p> <p><b>New Zealand</b> emphasized on the distinct roles and responsibilities of the PCCC and CCR agreed to in the Draft Strategy and Business Plan 2018.</p> <p><b>Samoa</b> suggested to have an English and French translation for the online courses.</p> <p><b>JICA</b> asked the Secretariat to confirm the contents of the JICA training will be included in the online platform. JICA commended the initiative and asked if there are any plans to include some of the training material from the universities or other donor agencies about the training in the e-learning platform.</p> <p><b>French Polynesia</b> noted the technical difficulties in accessing the training modules and requested for more upgraded tools and connectivity.</p>	<p>Phase 2 of the initiative is underway and aims at enhancing the e-learning platform to improve storage and operational capacity of the online platform.</p> <p>Online platform will be made available online in March 2021.</p>



	<p><b>Response from the Secretariat:</b></p> <p>The Secretariat confirmed that there will be an evaluation component for each of the online courses and there will be a facility on the Moodle platform for evaluation and feedback.</p> <p>The Secretariat confirmed their support for the translation of course materials to French and the Manager PCCC will discuss this matter with the DCCR and the Consultant.</p> <p>The Secretariat confirmed the inclusion of JICA training modules in the online platform.</p> <p>In response to the query from French Polynesia, Sala noted that the information on the platform automatically converts into an app. The whole course can be downloaded on an app using a smartphone, therefore people in remote areas will be able to continuously learn once they have the app on their phones. The information on the online courses will also be shared via USBs to countries where there is remote access.</p> <p>In response to MFAT New Zealand, the Director of CCR noted the distinct roles of the PCCC and CCR. The CCR will play a central role in supporting the delivery of the functions of the PCCC. The outputs and activities from existing CCR projects will be reviewed and where appropriate aligned to the PCCC functions and themes. This will assist the PCCC to provide immediate value to the region and act as catalyst for other organisations to actively engage with the PCCC.</p> <p>In terms of the remit of the work in negotiation support, it will remain a SPREP function, given the sensitivities on the nature of the different makeup of the groupings and the negotiating platforms. The Secretariat commented that while the negotiations work is CCR's remit, the capacity building component will be delivered through the PCCC.</p>	
	<p><b><i>JICA -PCCC CBCRP Capacity Training Program (Ofa Kaisamy – Manager PCCC)</i></b></p> <p>Three virtual training programs implemented in 2020. Acknowledged the support from CBCRP and CCR. PCCC Joint Coordination Committee meeting is scheduled for 8 December to discuss training program in 2021 – 2022. A live calendar of training will be established under the Pacific Climate Change Portal (PCCP) by February 2021. Possible extension of the CBCRP Project until 2022.</p>	<p>Calendar of events for the JICA-PCCC CBCRP developed and will be shared with the Members once finalized.</p>

	<p><b>Updates on the PCCC Theory of Change (TOC)- ‘Ofa Kaisamy, Manager PCCC</b></p> <p>Theory of Change provide the starting point for the key steps of the MERL Framework. TOC underpinned by the concepts set out in the PCCC Strategy and Business Plan 2018. Acknowledged all the comments received from MFAT and CCR.</p> <p>TOC and workplan sets out the activities, outputs and outcomes the ‘casual pathways’ which connect them to the PCCC vision, as well as the assumptions which underpin these pathways.</p> <p>Acknowledged the assistance from the IMPACT project under CCR in developing the Theory of Change for the PCCC.</p>	
	<p><b>Risk Matrix Updates- ‘Ofa Kaisamy, Manager PCCC</b></p> <p>Risk Register latest update on 20 November 2020. Risk Matrix attached as <b>Annex 4</b>.</p> <p>Recent developments in the PCCC implementation and ratings for some of the risk ratings have improved.</p> <p><b>Comments on the Risk Matrix:</b></p> <p><b>Cook Islands</b> noted that SPREP has a plan to develop a sustainable financing strategy and suggested to also consider developing an investment plan that provides the cost for the work that PCCC is currently implementing and for future activities. Also suggested that it would be good for the Partners and the Board to be aware of the training activities, at least 12 months ahead.</p> <p><b>French Polynesia</b> noted that some of the items with high risks are similar risks identified under the Pacific Resilience Partnership (PRP). French Polynesia would like to know if the PCCC will be working closely with the SPREP Communications team for the PRP. Suggested if this can be virtualized so actions can be delivered quickly, and risks can be lowered.</p> <p><b>New Zealand</b> noted the PCCC will be a great place to facilitate the coordination and harmonization across the different programmes.</p>	<p>Members provided comments on the Risk Matrix.</p>

	<p><b>Response from the Secretariat:</b></p> <p>The Secretariat noted the difficulty in getting traction and engagement of the PRP taskforce propelled the development of a dedicated communications committee. The Secretariat is anticipating establishing a dedicated communication committee for the PCCC. The PCCC will be working closely with CCR and the SPREP Communication team.</p> <p>The meeting adopted the recommendation noting the feedback from the board members.</p>	
<p><b>Other Matters</b></p>	<p>New Zealand suggested for the Secretariat to review the TOR and shared to the Advisory Board for comments and approval.</p> <p>New Zealand, Cook Islands and Samoa confirmed their support and their participation in upcoming PCCC meetings.</p> <p><b>Next meeting date</b></p> <p>The next meeting date is tentatively <b>scheduled for 26 March 2021</b></p>	

**List of Attendees**

**1. Cook Islands**

Mr. Ewan Cameron  
Foreign Service Officer  
Ministry of Foreign Affairs and Immigration  
[Ewan.Cameron@cookislands.gov.ck](mailto:Ewan.Cameron@cookislands.gov.ck)

**2. French Polynesia**

Mr. Manuel Terai  
Délégué aux Affaires Internationales  
Européennes et du Pacifique  
Présidence de la Polynésie française  
[Manuel.TERAI@presidence.pf](mailto:Manuel.TERAI@presidence.pf) /  
[daie@presidence.pf](mailto:daie@presidence.pf)

Mr. Engel Raygadas  
Deputy Permanent Secretary for  
International, European & Pacific Affairs  
Adjoint au Délégué aux affaires  
internationales, européennes et du Pacifique  
Chef du Bureau des affaires internationales  
Présidence de la Polynésie française  
[Engel.RAYGADAS@presidence.pf](mailto:Engel.RAYGADAS@presidence.pf)

**3. Japan**

Mr. Junsuke Suzuki  
First Secretary  
Embassy of Japan  
[junsuke.suzuki@mofa.go.jp](mailto:junsuke.suzuki@mofa.go.jp)

Ms. Rina Kurumisawa  
Assistant Resident Representative  
JICA Office, Fiji  
[Kurumisawa.Rina@jica.go.jp](mailto:Kurumisawa.Rina@jica.go.jp)

Ms. Hitomi Urushihata  
Project Formulation Advisor  
JICA Office, Samoa  
[Urushihata.Hitomi@jica.go.jp](mailto:Urushihata.Hitomi@jica.go.jp)

Ms. Nila Prasad  
Programme Officer  
JICA Office, Fiji  
[nilaprasad.fj@jica.go.jp](mailto:nilaprasad.fj@jica.go.jp)

Mr. Taupau Emanuele Taupau  
Project Assistant  
JICA Office, Samoa  
[TaupauEmanuele.SM.2@jica.go.jp](mailto:TaupauEmanuele.SM.2@jica.go.jp)

Ms. Masako Ogawa  
Chief Advisor Project Coordinator CBCRP-  
PCCC  
[mogawa.pccc2020@gmail.com](mailto:mogawa.pccc2020@gmail.com)

Mr. Yuji Ueno  
Project Coordinator CBCRP-PCCC  
[yuji.ueno.2@gmail.com](mailto:yuji.ueno.2@gmail.com)

Ms. Christine Tuioti  
Project Assistant CBCRP-PCCC  
[christinetuioti@gmail.com](mailto:christinetuioti@gmail.com)

**4. New Zealand**

Dr. Joe McCarter  
Senior Adviser-Climate Change &  
Environment  
Pacific & Development Group  
NZ Ministry of Foreign Affairs & Trade  
[Joe.McCarter@mfat.govt.nz](mailto:Joe.McCarter@mfat.govt.nz)

**5. Samoa**

Ali'ioaiga HE. Feturi Elisaia  
Ambassador  
Ministry of Foreign Affairs and Trade  
[feturi@mfat.gov.ws](mailto:feturi@mfat.gov.ws)

Ms. Desna Solofa  
Assistant CEO – Regional Relations  
Ministry of Foreign Affairs and Trade  
[desna@mfat.gov.ws](mailto:desna@mfat.gov.ws)



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## **6. SPREP**

Mr. Kosi Latu  
Director General  
[kosil@sprep.org](mailto:kosil@sprep.org)

Mr. Roger Cornforth  
Deputy Director General  
[rogerc@sprep.org](mailto:rogerc@sprep.org)

Ms. Tagaloa Cooper  
Director  
Climate Change Resilience  
[tagaloac@sprep.org](mailto:tagaloac@sprep.org)

Ms. Filomena Nelson  
Climate Change Adviser  
Climate Change Resilience  
[filomenan@sprep.org](mailto:filomenan@sprep.org)

Ms. 'Ofa Ma'asi-Kaisamy  
Manager  
Pacific Climate Change Centre  
[ofak@sprep.org](mailto:ofak@sprep.org)

Salā Dr. George Carter  
CCR/PCCC Consultant  
[siaosicarter@gmail.com](mailto:siaosicarter@gmail.com)

Ms. Na'oafioga Feu'u  
Finance and Administration Officer  
Pacific Climate Change Centre  
[naoafiogaf@sprep.org](mailto:naoafiogaf@sprep.org)