



United Nations  
Environment Programme



Global Environment  
Facility

## UNEP-GEF WIO-LaB PROJECT

*ADDRESSING LAND BASED ACTIVITIES  
IN THE WESTERN INDIAN OCEAN*



**TRIPARTITE REVIEW &  
PROJECT STEERING COMMITTEE MEETING**

*Cape Town, South Africa 5<sup>th</sup> November 2007*



**WIO-LaB Tripartite Review & Project Steering Committee Meeting**

Cape Town, November 5, 2007

**DRAFT PROVISIONAL AGENDA**

**Part A. Opening**

1. Opening of the meeting
2. Adoption of the agenda
3. Organization of the meeting (election and designation of Chairman and Rapporteur)

**Part B. Tripartite Review**

4. Presentation of key findings of the Mid-Term Review of the WIO-LaB project
5. Review of recommendations made as part of the Mid-Term Review and discussion on appropriate management responses
6. Review of consequences of management responses to the project workplan and related budgetary implications
7. Adoption of the draft decisions and recommendations of the Tripartite Review

**Part C. Project Steering Committee meeting**

8. Consideration and discussion on the Framework Strategic Action Programme (SAP) for the WIO region
9. Consideration and discussion on the process of adoption and ratification of the proposed new Protocol on Land-Based Sources and Activities to the Nairobi Convention
10. Adoption of the draft decisions and recommendations of the Project Steering Committee

**Part D. Closure**

11. Administrative matters
12. Any other business
13. Closure of the meeting



**LIST OF DOCUMENTS FOR THE TRIPARTITE REVIEW**

UNEP/GEF/WIO-LaB/TPR/1	Provisional Agenda
UNEP/GEF/WIO-LaB/TPR/2	Annotated Provisional Agenda
UNEP/GEF/WIO-LaB/TPR/3	Decisions of the Tripartite Review meeting
UNEP/GEF/WIO-LaB/TPR/4	Report of the Mid-Term Review of the WIO-LaB Project
UNEP/GEF/WIO-LaB/TPR/5	Draft Management Response to the Mid-Term Review of the WIO-LaB Project

**Information Documents**

UNEP/GEF/WIO-LaB/TPR/INF.1 Provisional List of Documents (this document).

UNEP/GEF/WIO-LaB/TPR/INF.2 Provisional List of Participants.



**LIST OF DOCUMENTS**

- UNEP/GEF/WIO-LaB/PSC.4/1 Provisional Agenda
- UNEP/GEF/WIO-LaB/PSC.4/2 Annotated Provisional Agenda
- UNEP/GEF/WIO-LaB/PSC.4/3 Decisions and recommendations of the third Project Steering Committee meeting
- UNEP/GEF/WIO-LaB/PSC.4/4 Framework Strategic Action Programme for the WIO Region
- UNEP/GEF/WIO-LaB/PSC.4/5 Third Draft Protocol on Land-Based Sources and Activities to the Nairobi Convention

**Information Documents**

- UNEP/GEF/WIO-LaB/PSC.4/INF.1 Provisional List of Documents (this document).
- UNEP/GEF/WIO-LaB/PSC.4/INF.2 Provisional List of Participants.



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## **ANNOTATED PROVISIONAL AGENDA**

### **Part A. Opening**

#### **1. Opening of the meeting**

The Chair of the Bureau of the Nairobi Convention will call the meeting to order and, with the assistance of the UNEP-GEF Project Manager, will bring to the attention of the meeting the purpose of the Tripartite Review and Project Steering Committee meeting. The Chair will also bring to the attention of the participants all background documents listed in documents *UNEP/GEF/WIO-LaB/TPR/INF.1* and *UNEP/GEF/WIO-LaB/PSC.4/INF.1* that have been prepared by the WIO-LaB Project Management Unit in order to facilitate deliberations on various issues listed in the Provisional Agenda.

##### **1.1 Introduction of the meeting participants**

The representative of the host institution will request meeting participants to introduce themselves. The provisional list of delegates is shown in documents *UNEP/GEF/WIO-LaB/TPR/INF.2* and *UNEP/GEF/WIO-LaB/PSC.4/INF.2*.

##### **1.2 Opening statements:**

The representative of the host institution will invite the representative of UNEP to make a brief opening statement.

##### **1.3 Welcome addresses by the Host Country**

The Chair will request the representative of the Host Country to address the delegates and officially open the meeting.

#### **2. Adoption of the Agenda**

The Chair will introduce the provisional agenda and request the meeting to consider, amend and adopt the same.

#### **3. Organization of the meeting (election and designation of Chair and Rapporteur)**

The representative of the host institution will bring to the attention of the meeting participants the need for election of a Chairperson and Rapporteur for the meeting.

The delegates will be requested to nominate participants in the meeting for election as Chairperson and Rapporteur.

### **Part B. Tripartite Review**

#### **4. Presentation of key findings of the MTR**

The Chair will invite the Project Manager to provide to the participants an overview of the key results and findings of the MTR of the Project, as detailed in document *UNEP/GEF/WIO-LaB/TPR/4*. The participants will subsequently be requested to comment on the report.

## **5. Review of recommendations made as part of the MTR and formulation of appropriate management responses**

The Chair will invite the Project Manager to present to the meeting participants a review of recommendations made as part of the MTR and propose management actions in response to the same, in accordance with background document *UNEP/GEF/WIO-LaB/TPR/5*. The meeting will be requested to comment and suggest changes where appropriate.

## **6. Review of consequences of management responses to the project workplan and budget**

Led by the Project Manager, the meeting will consider and review the consequences of the proposed management responses to the project workplan and budget. The meeting will subsequently be requested to consider and adopt the changes to the workplan and project budget.

## **7. Adoption of the draft decisions, conclusions and/or recommendations**

The Chair will invite the Rapporteur to present the draft decisions and recommendations of the TPR meeting. The meeting will be requested to consider and adopt the draft decisions of the meeting and authorize their distribution to the National Focal Points Institutions, UNEP-GEF, including other appropriate institutions.

### **Part C. Project Steering Committee meeting**

## **8. Consideration and discussion on the Framework Strategic Action programme (SAP) for the WIO region**

The Chair will invite the WIO-LaB project Manager to present the framework Strategic Action programme (SAP) for the WIO region, as presented in document *UNEP/GEF/WIO-LaB/PSC.4/4*. The meeting will also review decisions to be taken by the Fifth Conference of Parties (COP) of the Convention in this regard. The members of the PSC will consider, amend where appropriate the framework SAP and draft decision by the COP.

## **9. Consideration and discussion on the process of adoption and ratification of the proposed new Protocol on Land-based Sources and Activities to the Nairobi Convention**

The Chair will invite the representative of the Nairobi Convention Secretariat to present the proposed process of adoption and ratification of the proposed new Protocol on Land-based Sources and Activities to the Nairobi Convention, as presented in document *UNEP/GEF/WIO-LaB/PSC.4/5*. The meeting will also review decisions to be taken by the Fifth Conference of Parties (COP) of the Convention in this regard. The members of the Steering Committee will consider, amend where appropriate and adopt the process of adoption and ratification of the new Protocol as well as the draft decision by the COP.

## **10. Adoption of the draft decisions, conclusions and/or recommendations**

The Chair will invite the Rapporteur to present the draft decisions and recommendations of the PSC meeting. The meeting will be requested to consider and adopt the draft decisions of the meeting and authorize their distribution to the National Focal Points Institutions, UNEP-GEF, including other appropriate institutions.

### **Part D. Closure**

## **11. Administrative Matters.**

The Chair will request the meeting to set date and place of the next WIO-LaB Project Steering Committee meeting.

The Chair will also invite the Project Manager to make administrative announcements, if any.

## **12. Any Other Business**

The Chair will invite the meeting participants to raise any other matter that they would like to discuss in the meeting.

### **13. Closure of the meeting**

The Chair will announce the closure of the meeting.



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



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*UNEP/GEF/WIO-LaB/TPR/3*

**Decisions and recommendations of the Tripartite Review meeting**

To be prepared during the meeting



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



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*UNEP/GEF/WIO-LaB/TPR/4*

**Report of the Mid-Term Review of the WIO-LaB Project**

(Distributed as a separate document)



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



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*UNEP/GEF/WIO-LaB/TPR/5*

**Draft Management Response to Recommendations of the Mid-Term Review**

(Distributed as a separate document)



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



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*UNEP/GEF/WIO-LaB/PSC.4/4*

**Framework Strategic Action Programme for the WIO Region**

(Distributed as a separate document)



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



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*UNEP/GEF/WIO-LaB/PSC.4/5*

**Third Draft Protocol on Land-Based Sources and Activities to the Nairobi Convention**

(Distributed as a separate document)