



## First Biennial Transparency and Fourth National Communication Report (BTR1/NC4)

### Part I: Project Information

**GEF ID**

10733

**Project Type**

EA

**Type of Trust Fund**

GET

**CBIT**

CBIT No

**Project Title**

First Biennial Transparency and Fourth National Communication Report (BTR1/NC4)

**Countries**

Cook Islands

**Agency(ies)**

UNDP

**Other Executing Partner(s)**

Climate Change Cook Islands (CCCI) under the Office of the Prime Minister (OPM)

**Executing Partner Type**

Government

**GEF Focal Area**

Climate Change

**Taxonomy**

Focal Areas, Climate Change Mitigation, Climate Change, United Nations Framework Convention on Climate Change, Enabling Activities, Capacity, Knowledge and Research, Stakeholders, Civil Society, Non-

Governmental Organization, Communications, Awareness Raising, Beneficiaries, Gender Equality, Sex-disaggregated indicators, Gender Mainstreaming, Private Sector

**Sector**

Enabling Activity

**Rio Markers**

**Climate Change Mitigation**

Climate Change Mitigation 2

**Climate Change Adaptation**

Climate Change Adaptation 1

<b>Type of Reports</b>	<b>Submission Date</b>	<b>Expected Implementation Start</b>	<b>Expected Completion Date</b>	<b>Expected Report Submission to Convention</b>
UNFCCC Biennial Transparency Report/ National Communication (BTR/NC)	4/12/2022	11/1/2022	6/30/2026	12/31/2025

**Duration**

44In Months

**Agency Fee(\$)**

49,115.00

**A. FOCAL/NON-FOCAL AREA ELEMENTS**

<b>Objectives/Programs</b>	<b>Trust Fund</b>	<b>GEF Amount(\$)</b>	<b>Co-Fin Amount(\$)</b>
CCM-EA	GET	517,000.00	100,000.00
		<b>Total Project Cost(\$)</b>	<b>100,000.00</b>

## **B. Project description summary**

### **Project Objective**

To assist Cook Islands in the preparation and submission of its First Biennial Transparency and Fourth National Communication Report towards the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA)

<b>Project Component</b>	<b>Expected Outcomes</b>	<b>Expected Outputs</b>	<b>GEF Project Financing(\$)</b>	<b>Confirmed Co-Financing(\$)</b>
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Project Component	Expected Outcomes	Expected Outputs	GEF Project Financing(\$)	Confirmed Co-Financing(\$)
1. Development of the First Biennial Transparency and Fourth National Communication report	1.1 BTR1/NC4 developed, endorsed by Government, and submitted to the UNFCCC in accordance with the MPGs and methodological guidance contained in decisions 18/CMA.1 and 5/CMA.3 by Dec 2025	<p>1.1.1 An assessment of Cook Islands National Circumstances pertaining to Climate Change concerns and national development priorities, with gender disaggregated data included.</p> <p>1.1.2 National GHG Inventory updated up to 2022 for <i>Energy, AFOLU, CO<sub>2</sub> removals, IPPU and Waste</i> in accordance with the 2006 IPCC guidelines[1], and introduction of the 2019 Refinement to the extent possible. Procedures and arrangements to collect and archive data for the preparation of national GHG inventories, as well as efforts to make this a continuous process strengthened and described including information on the role of the institutions involved.</p> <p>1.1.3 A revised and validated assessment of Cook Islands mitigation potential by 2040 for the sectors of energy, AFOLU, CO<sub>2</sub> removals, and waste to ensure alignment with relevant national priorities and Nationally Determined Contribution (NDC) cycle, implementation progress of NDC's mitigation actions reported, including the use of appropriate indicators</p> <p>1.1.4 Updated information on Cook Islands vulnerability to the adverse impacts of climate change and an overview of adaptation measures; including assessment of losses and damages to the extent possible.</p> <p>1.1.5 Valuation of economic.</p>	410,000.00	50,000.00

<b>Project Component</b>	<b>Expected Outcomes</b>	<b>Expected Outputs</b>	<b>GEF Project Financing(\$)</b>	<b>Confirmed Co-Financing(\$)</b>
2. Knowledge management, Monitoring, and Evaluation	2.1 Improved awareness, understanding, and critical thinking is realized through the preparation of various knowledge management products	2.1.1 Awareness-raising materials and capacity-building workshops targeted to decision-makers, policymakers, private sector, and the general public.	60,000.00	20,000.00
		2.1.2 Gender analysis and Action plan to include capacity-building, data collection and analysis to include gender aspects into relevant NC component.		
	2.2 Monitoring, and evaluation	2.1.2 Periodic assessments, monitoring, and evaluation are carried out in line with the M&E plan.		
<b>Sub Total (\$)</b>			<b>470,000.00</b>	<b>70,000.00</b>
<b>Project Management Cost (PMC)</b>				
			47,000.00	30,000.00
<b>Sub Total(\$)</b>			<b>47,000.00</b>	<b>30,000.00</b>
<b>Total Project Cost(\$)</b>			<b>517,000.00</b>	<b>100,000.00</b>

Please provide justification

**C. Source of Co-Financing for the Project by Name and by Type**

<b>Sources of Co-financing</b>	<b>Name of Co-financier</b>	<b>Type of Co-financing</b>	<b>Investment Mobilized</b>	<b>Amount(\$)</b>
Recipient Country Government	Cook Islands Government	In-kind	Recurrent expenditures	100,000.00
<b>Total Co-Financing(\$)</b>				<b>100,000.00</b>

**Describe how any "Investment Mobilized" was identified**

Not Applicable

**D. GEF Financing Resources Requested by Agency, Country and Programming of Funds**

<b>Agency</b>	<b>Trust Fund</b>	<b>Country</b>	<b>Focal Area</b>	<b>Programming of Funds</b>	<b>Amount(\$)</b>	<b>Fee(\$)</b>	<b>Total(\$)</b>
UNDP	GET	Cook Islands	Climate Change	CC Set-Aside	517,000	49,115	566,115.00
<b>Total Gef Resources(\$)</b>					<b>517,000.00</b>	<b>49,115.00</b>	<b>566,115.00</b>



## Part II. Enabling Activity Justification

### A. ENABLING ACTIVITY BACKGROUND AND CONTEXT

Provide brief information about projects implemented since a country became party to the convention and results achieved

The Cook Islands signed the United Nations Framework Convention on Climate Change (UNFCCC) on 12 June 1992 at the Rio Summit on Sustainable Development, due to its concern about climate change and the need for cooperative action by all countries to address this issue. The Convention was ratified on 20 April 1993 and entered into force on 21 March 1994. Subsequently the UNFCCC's Kyoto Protocol was signed by the Cook Islands on 16 September 1998, ratified on 27 August 2001, and came into force 16 February 2005. In September 2016, the Cook Islands ratified the Paris Climate Accord and joined a collective effort to limit the globe's temperature rise from global warming. The Cook Islands submitted their Intended nationally determined contributions (INDC) to the UNFCCC Secretariat on the 20th of November 2015. No further revisions were undertaken, and the same document was endorsed and submitted as the [First nationally determined contributions](#)[1]<sup>1</sup> on 1st September 2016. The Cook Islands is updating its NDCs in 2021-2022 funded by UNDP under its Climate Promise envelope. It will be submitted in 2022.

Under its obligations the Cook Islands published its Initial National Communication[2]<sup>2</sup> in October 1999. The Second NC[3]<sup>3</sup> was submitted in April 2012. The Third NC[4]<sup>4</sup> was finalized and submitted to the UNFCCC in July 2020.

Alongside meeting its obligations to the UNFCCC, the National Communication reports serve as status reports which show how the Cook Islands is affected by and dealing with climate change. The reports enable tracking of progress against the ultimate objective of the UNFCCC i.e., to stabilise greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system, within a time frame sufficient to allow ecosystems to adapt naturally to climate change, to ensure that food production is not threatened and to enable economic development to proceed in a sustainable manner. Equally important, the reports also facilitate national efforts towards achieving national development objectives and priorities.

Parties under the Paris Agreement are required to submit their first biennial transparency report (BTR1) and national inventory report, if submitted as a stand-alone report, in accordance with the MPGs, at the latest by 31 December 2024[5]<sup>5</sup>. Least developed countries and small island developing states have discretion to submit their first BTR later (decisions 1/CP.21, para 90 and 18/CMA.1 para.4). According to the MPGs for the transparency framework for action and support, in the BTR:

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- (a) Each Party is required to provide a national inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHGs)[6]<sup>6</sup>;
- (b) Each Party is required to provide the information necessary to track progress in implementing and achieving its nationally determined contribution (NDC) under Article 4 of the Paris Agreement;
- (c) Each Party may provide information on climate change impacts and adaptation under Article 7 of the Paris Agreement[7]<sup>7</sup>;
- (d) Developed country Parties are required to provide information on financial, technology transfer and capacity-building support provided to developing country Parties. Other Parties that provide support may provide such information;
- (e) Developing country Parties may provide information on financial, technology transfer and capacity-building support needed and received.

The First Biennial Transparency and Fourth National Communication Project will build on findings and recommendations from previous NC work. The preparation process of the Third National Communication highlighted following lessons learnt, gaps and recommendations for further activities and capacity-building needs:

- ? Training for quality collection of data on the methods and approaches for the GHG inventory, and identification and development of collection system that can be institutionalized and centralized since data was scattered and time consuming to collect. Strengthen institutional arrangements and institutionalize the inventory process in the work of the relevant ministries/agencies with clear understanding of their roles and responsibilities;
  - ? Quality control system be put in place to ensure quality control as per the IPCC 2006 guidelines to ensure integrity of data. Regular training of personnel to ensure the process does not lapse with staff turnover;
  - ? Strengthen human capacity on scientific, technical and institutional processes to undertake GHGI;
  - ? Strengthen and collaborate with relevant institution to determine best approach for development of usable repository suitable for regular GHGIs;
  - ? Build training and strengthen capacity to assess and identify relevant mitigation scenarios;
  - ? Strengthen capacity building initiatives for integrating adaptation measures into island specific, traditional practices, and long-term national plans.
  - ? Land-cover data remains insufficiently inadequate to calculate accurate estimates of CO<sub>2</sub> emissions and removals from forests and other land-use categories. Technical training (through learning-by-doing workshops) could help strengthen institutional capacities to make these calculations, in particular using the latest IPCC methodology guidelines.
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## **Significant Cook Islands National Climate Relevant Policies and Plans and the Cook Islands commitment to the UNFCCC**

The NC process has provided the Cook Islands with direction in climate change adaptation and mitigation through identifying constraints and needs in all areas pertaining to climate change. A functional review of climate change within government was undertaken as part of the SNC. This functional review recommended the establishment of the Renewable Energy and Climate Change Coordination offices within the Office of the Prime Minister. In 2011 demonstrating the Cook Islands serious commitment to climate change, Climate Change Cook Islands (CCCI) division was established in the Office of the Prime Minister (OPM) alongside the Renewable Energy Development Division (REDD). Prior to the establishment of the CCCI office at the OPM, climate change activities were guided by the National Environment Strategic Action Framework (NESAF) 2005-2009 and implemented by the National Environment Service (NES). Climate change activities in the Cook Islands were fragmented and lacked a coordinated approach due to other activities mandated to the NES. The CCCI office has provided a nationally coordinated approach to climate change activities and is responsible for national obligations to the UNFCCC. Since the recommendation under the SNC to establish the CCCI office work has progressed at a national scale to incorporate climate change considerations into sector policies and coordinate and streamline climate change across sectors. Moreover, the Cook Islands government has demonstrated its commitment to climate change illustrated by actively participating in and sending participants to the UNFCCC Convention of the Party (COP) meetings. Institutionalisation of CCCI under the OPM elevated its status, and budgetary commitment by the government has demonstrated the Cook Islands government serious stance on climate change affairs and activities. The NC process enables updating and realigning climate change directions and priorities if needed to ensure the country continues to be actively committed to climate change adaptation and mitigation.

The Cook Islands have improved significantly in formally acknowledging climate change in national documents. For example, the Cook Islands National Sustainable Development Plan (NSDP) is the overarching national plan that all Cook Islands policies are designed to align with. The Cook Islands NSDP 2007-2010 was lacking in its acknowledgement of climate change. However, climate change recognition became significant in subsequent NSDP's. Recognition of climate change as a cross cutting issue was achieved in the NSDP 2011-2015 where it was a substantial point in Priority Area 5: Resilience, Goal 5: Resilient and Sustainable Communities. The Cook Islands current strategic direction is guided by the NSDP 2016-2020. Climate change was highly recognised as a cross cutting issue in the NSDP 2016-2020 where climate change was the foundation of Goal 13: 'Strengthen resilience to combat the impacts of climate change and natural disasters'. Alternatively, even in being acknowledged in the NSDP a review was carried out in 2013 on the integration of climate change into strategic plans and sector policies. The review states that climate change objectives were specified in most of the documents that were reviewed, and the objectives, strategies and outcomes were compatible across sectors. However, the review claims that the responsibility for delivering on those objectives was ambiguous and there was lack of linkages between the sectors. Climate change is a cross-cutting issue and is therefore crucial to address to achieve the other goals of the NSDP.

The vision of the Cook Islands Climate Change Policy 2018-2028 is: 'A climate resilient and sustainable Cook Islands'. It covers all climate change related activities in the Cook Islands. The policy is aligned with the NSDP to 'strengthen climate resilience to protect lives, livelihoods, economic, infrastructural, cultural and environmental assets in the Cook Islands, while ensuring sustainable development'. The CCCI is the lead agency for implementation of adaptation measures guided by the Cook Islands Climate Change Policy 2018-2028. Having CCCI as the lead agency will reduce project duplication and costs, promote resource sharing and assist in building in country capacity. The Climate Change Policy 2018-2028 is due to be reviewed in 2023 to assess its effectiveness and application. A full review is set to take place after 10 years and based on that review and update the Climate Change Policy will continue for a further 10 years. The implementation of the Climate Change Policy in the *Pa Enua* sits with each respective *Pa Enua* Mayor, Island Council and Island Government with technical support from CCCI and relevant government agencies.

The development of the first Joint National Action Plan (JNAP) acknowledged national climate change policy and planning fragmentation. In recognition that climate change considerations across the Cook Islands sectors was fragmented, one significant objective of the JNAP 2011-2015 was to integrate climate change adaptation and mitigation, and Disaster Risk Management (DRM) considerations into national policies and plans. In doing so recognised climate change as a cross cutting issue and provided an informed direction toward reducing fragmentation and an improved coordinated approach. The Cook Islands 2nd JNAP: A sectoral approach to Climate Change and DRM 2016 ? 2020 is aligned with the Climate Change Policy and is the guiding document for national adaptation. The JNAP provides strategic direction and has identified areas of extremely high priority: to continue to incorporate climate change adaptation and DRM into sectoral/community plans and continue to review regularly and develop local level action plans, and identification of coastal areas vulnerable to storm surge and flooding using climate and sea surge modelling.

The REDD was also established within the OPM alongside CCCI to administer the Renewable Energy Chart Implementation Plan. The Cook Islands has formally submitted a Nationally Appropriate Mitigation Action (NAMA) under the United Nations Framework Convention on Climate Change for supporting implementation of 100% renewable electricity by 2020. Emergency Management Cook Islands (EMCI) coordinates all DRM activities. DRM and climate change adaptation in the Cook Islands are guided by the JNAP. Alternatively, mitigation (the responsibility of REDD) is guided by the Cook Islands Renewable Electricity Chart (CIREC) 2011. Both the JNAP and CIREC were designed to work in synergy with each other for coordinated climate change adaptation and mitigation.

The Cook Islands have committed a significant area of the EEZ to a marine park. The marine park is guided by the Marae Moana Policy 2016-2021 and Action Plan 2018-2021 which fosters a culture of ocean investigation and research to inform future marine management and climate change adaptation responses.

The Ridge to Reef project is implemented by the Cook Islands NES. The NES works with CCCI to integrate climate change resilience into the projects to protect and improve the resilience of land and sea ecosystems to the impacts of climate change.

A Disaster Emergency Trust Fund has been established with an initial NZD\$200,000.00 committed from government. This fund is designed to reduce delays in emergency response. The fund has also provided preparedness strengthening through setting up tsunami signage and sirens.

In July 2016, the Adaptation Fund accredited the Ministry of Finance and Economic Management (MFEM) as a National Implementing Entity (NIE) for the Cook Islands. This allows the Cook Islands to access climate financing for adaptation activities and projects. The main benefit is that the Cook Islands will be able to apply directly to the Adaptation Fund, streamlining the application process and reducing administration costs of climate change project implementation. Similar to direct access to the Adaptation Fund, in March 2016 the Cook Islands was the first country in the Pacific region and the first Small Island Developing State (SIDS) to receive readiness funding to strengthen capacity to access finance through Green Climate Fund (GCF).

The impacts of climate change have economic, psychological and environmental impacts. The Cook Islands acknowledge this and have been active in implementing climate proofing projects. New Zealand Aid funding saw improvements to the harbours of Mitiaro and Mauke completed in 2012. The Pacific Adaptation to Climate Change (PACC) regional project funded through shared financing with Australia Aid (Aus Aid), the Global Environment Fund (GEF), and the Cook Islands Government saw Mangaia harbour have strengthening, and safety improvement work completed in 2012. In Rarotonga the Maire Nui Drive in Avarua gained a rock revetment to protect the main township from the impacts of storm surges, and improvements to the Avatiu harbour and Avatiu marina progressed to completion.

Between the years 2007-2022, development partner funded climate change projects implemented to assist the Cook Islands adaptation to climate change are illustrated in Annex 1. Moreover, the Cook Islands have been active in implementing climate change into sector wide policies and plans. However, even with environmental and population centred adaptation activities there is still a lot of work to be done on the psychological impacts of climate change on the population and community, and ways that these can be minimised.

An active National Disaster Risk and Climate Change Platform for climate change and DRM was formed in 2011 and comprised of representatives from government, non-government organisations (NGO?s) and civil society organisations (CSOs).

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[1] <https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Cook%20Islands%20First/Cook%20Islands%20INDCsFINAL7Nov.pdf>

[2] [https://unfccc.int/sites/default/files/resource/Cook%20Islands%20INC\\_0.pdf](https://unfccc.int/sites/default/files/resource/Cook%20Islands%20INC_0.pdf)

[3] <https://unfccc.int/sites/default/files/resource/coknc2.pdf>

[4] <https://unfccc.int/sites/default/files/resource/TNC%20FINAL.%20online.pdf>

[5] the least developed country Parties and small island developing States may submit the information referred to in Article 13, paragraphs 7, 8, 9 and 10, of the Paris Agreement at their discretion

[6] The national inventory report may be submitted as a stand-alone report or as a component of a BTR

[7] Parties may submit an adaptation communication as a component of, or in conjunction with, a BTR. If that is the case, the Party should clearly identify which part of the report is the adaptation communication

## **B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES**

The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable. Describe also how the gender equality and women?s empowerment are considered in project design and implementation

This project is prepared in line with the GEF7 Climate Change Mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies. Its *goal* is to strengthen Cook Islands capacity to understand and address climate change, and its *objective* is to assist the Cook Islands in the preparation and submission of its combined First Biennial

Transparency and Fourth National Communication Report towards the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA).

Under this modality, Cook Islands will prepare and submit a single BTR1/NC4 report, following the modalities, procedures and guidelines for BTRs and include: (a) Supplemental chapters on research and systemic observation and on education, training and public awareness, in accordance with applicable guidelines in 17/CP.8.

The project proposes to take a learning-by-doing approach to all activities. While the result may be documentary outputs, the project is based on the understanding that the process of developing First Biennial Transparency and National Communication report is as important as the end product. The project approach will facilitate learning, policy change and, ultimately, the application of nationally appropriate climate action. The project **outcomes** are:

1. BTR1/NC4 developed and submitted in accordance with the MPGs, and methodological guidance contained in decisions 18/CMA.1 and 5/CMA.1 by Dec 2025.
2. Improved awareness, understanding, and critical thinking is realized through the preparation of various knowledge management products, monitoring, and evaluation

The project outputs and the work intended to be undertaken are further described under section C below.

Biennial Transparency and National Communication Reports are not merely reporting requirements to the UNFCCC and the PA, but also an opportunity to develop a strategic and policy support tool. In addition to providing policy relevant information on the progress of efforts to address climate change, if used strategically, become a vehicle to facilitate effective policy dialogue, capacity-building, advocacy and mainstreaming as well as project development for mitigation and adaptation to climate change. The proposed project will further strengthen the capacity of national institutions in related research and analysis eventually contributing to Cook Islands' efforts to reducing the impacts of the global environmental threat of climate change. Documents (reports, analyses, studies etc.) produced under the project will be used by the decision-makers for preparing and implementing guidelines and policy action framework for achieving the government's national and international commitments. It will also assist Cook Islands to prepare for transition to the Enhanced Transparency Framework (ETF), creation of enabling policy environment and monitoring, reporting and verification system for effective implementation of the Paris Agreement.

The ETF and BTR represent an important component of the ambition cycle in the global climate regime established by the Paris Agreement by building trust and confidence that countries are taking action to meet their national climate targets and actions defined in their NDCs.

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### Stakeholder Involvement

This project was developed in full consultation with all relevant experts, government staff, policymakers and NGOs who participated in the TNC and previous exercises. Their views and needs were integrated into the design of this new enabling activity.

Stakeholder involvement and consultation processes will be critical to the success of the project, particularly moving beyond the production of documentary outputs and towards effective policy implementation. An effective engagement of key stakeholders is envisaged during project preparation, implementation, monitoring and evaluation to enhance ownership of the BTR1/NC4 processes and makes these reports more responsive to national needs. The project intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges in the Cook Islands. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, and NGOs, private sector, and international organizations, with particular emphasis on related sectors. The engagement plan will include an identification of traditional and non-traditional stakeholders and a census of their interest to participate; this could include a thorough analysis of stakeholders in each relevant sector of the BTR1/NC4, but also a forward-looking analysis that includes vulnerable communities and those who may benefit more directly from climate action. The strategy will seek to identify agents of change and those who can act as opinion leaders (champions) and early adopters for various technologies. Particular attention will be paid to ensuring women and youth are actively engaged, by organizing specific forums targeted to their specific interests, and by developing communications messages that take their realities into account. A private sector climate change forum will be organized, working with the Business Trade and Investment Board, Chamber of Commerce, Bank of the Cook Islands, for example, to raise awareness and garner additional participation in climate planning.

A preliminary Stakeholder engagement plan envisages the following meetings:

- Inception workshop to discuss conceptual framework and design for each chapter; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting
- Validation workshops to discuss results and validate accuracy of the analyses
- Individual meetings with sector representatives
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions

- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking

Stakeholder engagement plan will include measures to manage risks that the Covid-19 pandemic and the possible reinstatement of containment measures pose on the mobility and engagement of both project staff and stakeholders. Project will employ videoconferencing equipment/tools for virtual meetings and workshops, revise workplan, apply social distancing and provide personal protective equipment (PPE) to prevent exposure among project staff, stakeholders and participants as and when necessary. Budget will be included for IT support and PPE accordingly.

The impact of the Covid-19 on the project progress will be closely monitored and the adaptive management will be used to minimise, and address impacts it may have on the availability of technical expertise, capacity and changes in timelines. Project will focus on strengthening capacity and experience for remote work and online interactions as well as limited remote data and information access.

Stakeholders identified include the following:

In the inception phase of the project, the list will be revised and further expanded if needed.

<b>Institution/Agency</b>	<b>Role in Climate Change activities</b>	<b>Role in BTRI/NC4</b>
The Climate Change and DRM Platform (formerly the National Climate Change Country Team)	The Platform is a forum for climate change stakeholders to meet and present projects and activities being implemented in the climate change area. Meetings are normally held on a quarterly basis.	The Platform does not have a decision-making role, stakeholders can discuss and give suggestions to the respective agencies carrying out the projects. CCCI office is the secretariat.
Climate Change Cook Islands (CCCI)	The CCCI office is a division of the OPM and is now the organisation responsible for coordinating the country's response to the impacts of climate change. The CCCI office is responsible for meeting the Cook Islands obligations under the UNFCCC.	Implementing agency and technical advice.
Renewable Energy Development Division (REDD)	REDD are responsible for achieving the targets in the Renewable Energy Chart (REC) and the consequential decrease in the Cook Islands emission levels. The present focus is on electricity generation. The next will be on transport powered by renewable energy.	Supporting role provide data and information
National Environment Service (NES)	NES has the mandate to protect, manage and conserve the environment of the Cook Islands. NES was initially responsible for climate change activities until a functional review in 2010 led to the creation of the CCCI office within the OPM.	Supporting role provide information



Institution/Agency	Role in Climate Change activities	Role in BTR1/NC4
Emergency Management Cook Islands (EMCI)	EMCI is another office of the OPM and works closely with the CCCI. The EMCI focus is on DRM and reduction, but there has been a regional initiative to combine disaster management activities with climate change activities. This approach is being applied in the Joint National Action Plan (JNAP) and the Strengthening the Resilience of Our Islands and Our Communities to Climate Change (SRIC-CC) project and is supported in the <i>Kaveinga Tapapa</i> policy framework.	Supporting role provide data and information
Ministry of Finance and Economic Management (MFEM)	The Development Coordination Division (DCD) of MFEM is responsible for managing the flow of funds into the Cook Islands from international donors.	Responsible for managing the flow of funds into the BTR1/NC4
Cook Islands Meteorological Office (MET)	MET is the Cook Islands main climate-science organisation and is the country's representative on the IPCC. MET work with EMCI and is a significant player in emergency management. MET is the chair of the Climate Change and DRM Platform.	Supporting agency and provide data
Ministry of Health (MoH)	MoH is the main provider of health services in the Cook Islands and maintains the public hospital on Rarotonga and smaller clinics throughout the <i>Pa Enua</i> . MoH is responsible for building resilience through health, food and water security, building resilient livelihoods of people and communities.	Supporting role and provide data
Infrastructure Cook Islands (ICI)	ICI has a broad range of responsibilities and maintains roads, water supply and waste management on Rarotonga. ICI supports the <i>Pa Enua</i> Councils to maintain roads, water supply and waste management infrastructure on their respective islands.	Supporting role and provide data and information
Ministry of Marine Resources (MMR)	MMR is responsible for conservation, management and development of living and non-living marine resources of the Cook Islands. MMR is responsible for the resources found in the EEZ lagoon waters and inland waters.	Supporting role and provide information

Institution/Agency	Role in Climate Change activities	Role in BTR1/NC4
Ministry of Agriculture (MoA)	MoA is responsible for the development of agriculture in the Cook Islands. Agriculture development is a key component of climate change to find and develop crops that are resistant to the impacts of climate change.	Supporting role and provide data on LULUCF
Ministry Internal Affairs (INTAFF)	Amongst INTAFF's roles is mainstreaming gender and ensuring vulnerable groups are considered in climate change plans and policies.	Supporting role and provide data on fuel
Business Trade and Investment Board	BTIB is responsible for business development and investment in the Cook Islands including providing small soft loans and technical support to small startup businesses.	Supporting role
<b>Non-Government Organisations:</b> Non-Government Organisations (NGOs) are often involved as implementing agencies for climate change activities. They sometimes work with the Cook Islands Government or directly with regional or international organisations.		
Cook Islands Red Cross (CIRC)	CIRC serves as the National Hosting Institution (NHI) for the Global Environment Facility Small Grants Programme (GEF SGP).	Platform member
The Cook Islands National Council of Women (CINCW)	The CINCW works closely with INTAFF to improve the capacity of women to contribute to climate change adaptation and disaster risk reduction strategies. The CINCW assisted NES and CCCI with the V&A assessments in the Northern group of Cook Islands when they were completed. Also work with CCCI with the GCCA+supa.	Platform member
Te Ipukarea Society (TIS)	TIS has increased its environmental focus by adding climate change as a thematic area in its strategic plan.	Platform member
Koʻrero o te ʻOʻrau	Amongst other activities, <i>Koʻrero o te ʻOʻrau</i> focuses significantly on youth and participates in the delivery and advocacy of climate change activities to assist in educating, capacity building and adaptation to climate change and traditional knowledge and practices.	Platform member

Institution/Agency	Role in Climate Change activities	Role in BTR1/NC4
Aronga Mana (traditional leaders)	The <i>Aronga Mana</i> is the collective of traditional leaders that are often engaged in implementing projects. They are particularly important for their local knowledge and observation of climate and environmental changes and traditional knowledge and practices. The Cook Islands policy on climate change acknowledges the importance of the role of the <i>Aronga Mana</i> (traditional leaders) in national climate change response.	Platform member and needs based
<b>Private Sector</b>		
Bank of the Cook Islands	A state-owned national entity that operates commercially in competition with other financial institutions.	Provide data on vehicles
Chamber of Commerce	Made up of local businesses big and small and advocates and liaises on their behalf.	Needs based
<b>Regional and International Organisations:</b> Regional and international organisations are an essential part of the Cook Islands climate change response. By providing funding, materials or technical expertise, these organisations have helped to implement adaptation and mitigation activities, develop policy and procedures and build capacity within the country. They are listed below:		
New Zealand government under development assistance programmes and agencies		Supporting role
Australian governments under development assistance programmes and agencies		Supporting role
Food and Agriculture Organisation (FAO)		Supporting role
United Nations Development Programme (UNDP)		Responsible for managing the project and providing technical support. Development partner
Adaptation Fund		Supporting role
Secretariat of the Pacific Community (SPC)		Supporting role and providing data
Secretariat of the Pacific Regional Environment Programme (SPREP)		Supporting role and providing data
University of the South Pacific (USP)		Supporting role
Asian Development Bank (ADB)		Supporting role
European Union (EU)		Supporting role
United Nations Environment Programme (UNEP)		Supporting role and providing data

Gender dimension:

The importance of gender in the TNC inherently builds on its importance in the SNC. The Cook Islands Social Impact Fund (SIF) administered by the Ministry of Internal Affairs has identified women, the elderly, the disabled and youth as vulnerable sectors that require to be assisted under that fund and activities include building and strengthening their resilience to hardship caused by climate change continue to be supported. All members of the communities, including the vulnerable, disadvantaged

and minority groups will benefit from awareness raising and training activities, through participatory consultation processes engaging community organizations (NGOs) and social institutions, such as village councils, church, youth, and women's groups. However, more work needs to be done. The TNC acknowledge the need to understand the differential vulnerability of women and men towards climate change impacts and how they respectively respond to climate stresses; ensure an equitable participation of women and men in climate change adaptation programs, build and strengthen the capacity of women to be prepared and respond to natural disasters and climate change impacts; ensure gender perspective and women human rights are properly integrated in climate change strategies and that funding mechanisms favour gender responsive initiatives. The TNC also emphasises the need to mainstream gender into climate change policies and the need of improving and strengthening the capacity of women to contribute to climate change adaptation strategies.

Wherever possible, the BTR1/NC4 information on national circumstances will disaggregate data by sex with the objective to better understand how the social and economic differences between men and women affects the ability of dealing with mitigating and adapting to climate change. Seeing that women are agents of change who make important contributions to climate change adaptation and mitigation, a gender perspective will be incorporated in the V&A assessment and in the preparation of mitigation actions. Sex-disaggregated indicators will be included in the project's own monitoring and evaluation processes.

The project will encourage the active participation of women and men in all decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops). The guidance on gender integration through the national communications report developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. In addition in line with the GEF SEC's policy on gender equality[1] and Guidance to advance gender equality in GEF projects and programs[2], project will prepare and finalize Gender analysis and Gender action plan[3] during its inception phase[4].

The project will align with the Cook Islands Gender Policy 2018 which aims for: "Improved capacity of women to contribute to climate change adaptation and disaster risk reduction strategies", and in the development of the Ministry of Finance and Economic Management Gender analysis and policy which aims to improve gender mainstreaming in finance. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

- ? Capacity building, knowledge sharing and communications
- ? Gender balance, participation and women's leadership
- ? Coherence
- ? Gender responsive implementation and means of implementation
- ? Monitoring and reporting.

The Project will provide capacity-building in relation to BTR1/NC4 purpose and content, gender issues in environment and their role in the BTR1/NC4 processes as necessary.

For all analysis included in the project (national circumstances, mitigation actions and vulnerability assessment), gender-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included.

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[1] [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.53.04\\_Gender\\_Policy.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)

[2] [http://www.thegef.org/sites/default/files/council-meeting-documents/EN\\_GEF.C.54.Inf\\_.05\\_Guidance\\_Gender\\_0.pdf](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf)

[3] Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing:

[https://intranet.undp.org/unit/bpps/sdev/gef/\\_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default](https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default)

[4] The GEF Enabling Activities and policy/strategy work. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfil the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance gender equality and women's empowerment. Some possible actions to include in these national documents include the following:

- ? request that gender experts review draft plans and strategies;
- ? ensure that any background and stocktaking exercises associated with development of the plans and strategies adequately account for the different roles for women and men;
- ? ensure that women are effectively engaged as members of stakeholder groups consulted during development of the strategies and plans;
- ? consider including gender-disaggregated data collection and/or gender-specific indicators; and
- ? consider how national gender policies can be incorporated into sectoral strategies and action plans.

### **C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION**

Discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A

The project will be implemented under the National Implementation (NIM) modality utilising existing national processes and the Climate Change Cook Islands office of the Office of the Prime Minister as the Executing Agency[1].

The Executing Agency[1] will be responsible for executing this project. Specific tasks include:

- ? Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Executing Agency[1] will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- ? Overseeing the management of project risks as included in this project document and new risks that may emerge during project implementation.
- ? Procurement of goods and services, including human resources;
- ? Financial management, including overseeing financial expenditures against project budgets;
- ? Approving and signing the multiyear workplan;
- ? Approving and signing the combined delivery report at the end of the year; and,
- ? Signing the financial report or the funding authorization and certificate of expenditures

The Project Implementation Unit will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the BTR1/NC4. The Government will provide support to the project through the use of equipment and premises for conference meetings and trainings.

The co-financing from UNDP CO will be used to achieve the project outputs as specified in the Project Description Summary.

The institutional structure of the project will be based on the existing institutional arrangements. Preparation processes of BTR1/NC4 will be coordinated by Climate Change Cook Islands Division including the day-to-day management of the project by the project coordinator, who will be responsible to set the project team, monitor, verify and report on the project results.

The following thematic working groups will be formed to assist with the preparation of various components of the BTR1/NC4: (i) National Greenhouse Inventory, Mitigation Analysis (ii) Vulnerability and Adaptation; (iii) Research and systematic observation; and Education, training, public awareness and information and networking and Capacity-building. Each thematic working group will comprise of a number of experts both from public and private sectors, communities, and NGOs, as appropriate.

Project Board: All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on monitoring and evaluation, and implementation issues to ensure quality delivery of results. The Project Board (also called the Project Steering Committee) is the most senior, dedicated oversight body for a project.

The two main (mandatory) roles of the project board are as follows:

- 1) High-level oversight of the execution of the project by the Executing Agency[1] (as explained in the 'Provide Oversight' section of the POPP). This is the primary function of the project board and includes annual (and as-needed) assessments of any major risks to the project, and decisions/agreements on any management actions or remedial measures to address them effectively. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The Project Board is responsible for taking corrective action as needed to ensure the project achieves the desired results.
- 2) Approval of strategic project execution decisions of the Executing Agency[1] with a view to assess and manage risks, monitor and ensure the overall achievement of projected results and impacts and ensure long term sustainability of project execution decisions of the Executing Agency[1] (as explained in the 'Manage Change' section of the POPP).

### **Responsibilities of the Project Board:**

#### ? Consensus decision making:

- o The project board provides overall guidance and direction to the project, ensuring it remains within any specified constraints, and providing overall oversight of the project implementation.
- o Review project performance based on monitoring, evaluation and reporting, including progress reports, risk logs and the combined delivery report;
- o The project board is responsible for making management decisions by consensus.
- o In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.
- o In case consensus cannot be reached within the Board, the UNDP representative on the board will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

#### ? Oversee project execution:

- o Agree on project manager's tolerances as required, within the parameters outlined in the project document, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded.
- o Appraise annual work plans prepared by the Executing Agency[1] for the Project; review combined delivery reports prior to certification by the Executing Agency[1].
- o Address any high-level project issues as raised by the project manager and project assurance;
- o Advise on major and minor amendments to the project within the parameters set by UNDP and the donor and refer such proposed major and minor amendments to the UNDP BPPS Nature, Climate and Energy Executive Coordinator (and the GEF, as required by GEF policies);
- o Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily and according to plans.
- o Track and monitor co-financed activities and realisation of co-financing amounts of this project.
- o Approve the Inception Report, GEF annual project implementation reports, mid-term review and terminal evaluation reports.
- o Ensure commitment of human resources to support project implementation, arbitrating any issues within the project.

#### ? Risk Management:

- o Provide guidance on evolving or materialized project risks and agree on possible mitigation and management actions to address specific risks.
- o Review and update the project risk register and associated management plans based on the information prepared by the Executing Agency[1]. This includes risks related that can be directly managed by this project, as well as contextual risks that may affect project delivery or continued UNDP compliance and reputation but are outside of the control of the project. For example, social and environmental risks associated with co-financed activities or activities taking place in the project's area of influence that have implications for the project.
- o Address project-level grievances.

#### ? Coordination:

- o Ensure coordination between various donor and government-funded projects and programmes.
- o Ensure coordination with various government agencies and their participation in project activities

UNDP is accountable to the GEF for the implementation of this project. This includes overseeing project execution undertaken by the Executing Agency[1] to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures and the standards and provisions outlined in the Delegation of Authority (DOA) letter for this project. The UNDP GEF Executive Coordinator, in consultation with UNDP Bureaus and the Executing Agency[1], retains the right to revoke the project DOA, suspend or cancel this GEF project. UNDP is responsible for the Project Assurance function in the project governance structure and presents to the Project Board and attends Project Board meetings as a non-voting member.

Narrative description of project activities:

## **1.1 BTR1/NC4 developed, endorsed by Government, and submitted in accordance with the MPGs and methodological guidance contained in decisions 18/CMA.1 and 5/CMA by Dec 2025**

### 1.1.1 Assessment of Cook Islands National Circumstances pertaining to Climate Change.

Based on the information gathered for the first, second and third NCs activities under this output will aim to update the national circumstances relevant to climate change. The purpose of this activity is to collect and analyse information concerning the physical and socio-economic (economy, education, population, health, and livelihoods) characteristics of the country, including socioeconomic effects of the Covid-19 pandemic, and how they might affect the way in which it deals with climate change and sustainable development issues in the long term. This will include outlining the policies and procedures for collecting and managing gender disaggregated climate-relevant data, as well as describing the institutional arrangements relevant to the on-going preparation of the UNFCCC national communications, such as roles and responsibilities among government agencies and departments, academic and research institutions, traditional leaders and custodians, and other non-state organization as applicable.

BTR1/NC4 report will provide information on National Circumstances and Institutional Arrangements:

- a) for continued estimation, compilation and timely preparation and submission of the national inventory reports (i.e. description of inventory planning, preparation and management)
- b) relevant to the progress made in implementing and achieving an NDC (i.e. description of the government structure, a population profile, a geographical profile, an economic profile, a climate profile and sector detail)
- c) relevant to adaptation actions, including Legal and policy frameworks and regulations (i.e. biogeophysical characteristics, demographics, economy, infrastructure and information on adaptive capacity, etc.)
- d) relevant to reporting on support needed and received, including (i.e. description of the systems and processes used to identify, track and report support needed and received, information on country priorities and strategies)

### 1.1.2 National GHG Inventory updated up to 2022 in accordance with the 2006 IPCC guidelines, and introduction of the 2019 Refinement to the extent possible. Procedures and arrangements to collect and archive data for the preparation of national GHG inventories, as well as efforts to make this a continuous process strengthened and described including information on the role of the institutions involved.

The Cook Islands published its first GHG Inventory in 1999, which covered emissions for 1994 using the Revised 1996 IPCC Guideline. The second inventory covers the period 2000-2006, as well as a revision of the estimates from the first inventory to align the results from the first inventory with the reporting structure provided by the 2006 IPCC Guidelines and correct small errors identified. Under the TNC, the Cook Islands Inventory for Greenhouse Gases has been calculated for the years 2007-2014 using the 2006 IPCC guidelines, the IPCC Good Practice Guidance (GPG) 2000 and 2003 where appropriate.

The TNC states that the Cook Islands emits emissions at 73,000 t CO<sub>2</sub>-e. This is a 51 percent increase from the first inventory published in 1999 based on 1994 emissions, and a 5 percent increase from the second inventory which was published in 2011 covering emissions for the year 2006. The TNC states that the Cook Islands main greenhouse gas emissions comprised mostly carbon dioxide from the energy sector with minor amounts of methane and nitrous oxide from agriculture and waste; 83 percent (average 2007 - 2014) were CO<sub>2</sub> emissions, 10 percent methane, 4 percent N<sub>2</sub>O emissions and 3 percent other gasses. This increase reflects the growth in the economy with the main drivers being tourism and transport sectors leading to an increase in demand on energy use.

Capacity building was an essential element of the SNC and TNC preparation process and continues to be a priority. The CCCI office has been active in building in-country capacity in GHG inventories: data collection, management and analysis. A register of climate change experts and those interested in climate change activities was assembled for consultancy opportunities and further training. Online



training and certification in the use of the 2006 IPCC guidelines for national greenhouse gas inventories has been offered. However, obtaining, training and retaining staff continue to challenge the Cook Islands in being able to regularly obtain GHG data collection and analysis. Moreover, the Cook Islands are challenged in being able to obtain accurate data from the energy sector which would require higher level intervention. Consequently, data from the energy sector is not forthcoming which disrupts the regular collection of the Cook Islands most significant GHG contributor.

The GHG inventory for the BTR1/NC4 will be updated in accordance with the 2006 IPCC guidelines and the 2019 Refinement of the 2006 IPCC Guidelines to the extent possible. The activity will include an assessment of the extent to which these guidelines are applicable to existing data sets and to national circumstances. To the extent possible, the existing time series (2007-2014) will be upgraded through the introduction of country-specific Tier II methodologies and higher order Tier III methods, such as models. Building on the assessment of output 1.1 and on the TNC findings, this output will include improving mechanisms for the continued collection, harmonization and centralization of GHG relevant data. The improvement work will also focus to institutionalize the inventory process in the work of the relevant agencies, ministries, promote ownership and participation and make sure involved Stakeholders understand their roles/responsibilities as well provide technical training to designated personnel including monitory incentives. Quality Assurance/Quality Control (QA/QC) shall be ensured through a formalized process and be applied on in a systematic way. The project will support the compilation of the most recent national GHG inventory. Data will be gathered for the period 2007-2022 for trend analysis, building on the trend analysis conducted under the TNC. This will be applied to the following sectors: energy, agriculture, forestry, and other land use (AFOLU), CO<sub>2</sub> removals, IPPU and waste. To the extent possible, efforts will be made to secure more reliable data on land use and land use change, as this was a shortcoming highlighted in the TNC. This may take the form of satellite imagery.

Under the MPGs, it is mandatory to report on 7 gases (CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>, HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>). Developing countries can apply flexibility and report only on CO<sub>2</sub>, N<sub>2</sub>O and CH<sub>4</sub> but include other gases within the scope of the NDC or previously reported. The Cook Islands intend to report on a number of gases outside of CO<sub>2</sub>, N<sub>2</sub>O, and CH<sub>4</sub>, such as HFCs and PFCs, as identified and applicable.

The common reporting tables presented in Annex I to decision 5/CMA.3 will be used for the electronic reporting of the information in the national inventory of anthropogenic emissions by sources and removals by sinks of greenhouse gases and follow the outline of the national inventory document presented in Annex V of Decision 5/CMA.3.

1.1.3 Revised and validated assessment of the Cook Islands mitigation potential by 2040 for the sectors of energy, AFOLU, CO<sub>2</sub> removals, and waste to ensure alignment with relevant national priorities and Nationally Determined Contribution (NDC) cycle, implementation progress of NDC's mitigation actions reported, including the use of appropriate indicators.

Using all new available data and data sets, combined with socio-economic data, this will be calculated for the sectors of energy, AFOLU, CO<sub>2</sub> removals, IPPU, and waste, and aligned with relevant national strategic and development priorities. Improved data on land use and land use change will help refine the mitigation and sequestration potential for the AFOLU sectors. The mitigation potential for each sector will also be reflected, as appropriate, in key national policy statements and reports to the extent that they can be measured as part of Cook Islands Second Nationally Determined Contributions (NDCs). This will be achieved through learning by doing approaches that will bring together technical experts and relevant practitioners.

This output will track progress towards the attainment of the targets set in NDC, including the development of appropriate indicators. The Cook Islands submitted their INDC to the UNFCCC on the 20th November 2015 and is currently updating its 2nd NDC to be submitted in 2022.

The project will use the common tabular formats presented in Annex II to decision 5/CMA.3 for the electronic reporting of the information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement.

#### 1.1.4 Updated information on the Cook Islands vulnerability to the adverse impacts of climate change and adaptation measures.

The TNC provided information on vulnerability in the water, health, agriculture, marine and infrastructure sectors. Based on best practices from recently completed efforts, the updated vulnerability assessment will also be disaggregated by sector and be carried out through learning-by-doing workshops in order to strengthen the critical thinking of government staff and other national stakeholders that may be involved in similar future exercises. This assessment will offer strategic and realistic approaches for the Cook Islands to adapt to the impacts of climate change over the near, medium, and long-term. Information on vulnerability will also consider revised climate scenarios and projections arising from national meteorological data and sea level rise estimates. The assessment will also differentiate vulnerability according to socio-economic group, sector, gender and by island to island. Special consideration will be given to a more in-depth analysis of the intersection between gender and climate change as per the Gender Action Plan adopted at COP 23.

The climate change impacts, and adaptation chapter will follow guidance on BTR outline presented in Annex IV of Dec 5/CMA.3 and MPG requirements as per section IV of Decision 18/CMA.1.

#### 1.1.5 Valuation of economic, financial and opportunity costs.

This costing exercise is designed to assist decision-makers in modelling their policy response to emerging climate information. The valuation exercise will include an analysis of losses and opportunities arising from climate change (in financial terms), costs of inaction, and comparative cost of adopting adaptation or mitigation approaches and technologies. In response to the priorities identified in the TNC for climate finance, it will be carried out in order to help identify, prioritize and mobilize the necessary financial resources, as well as leverage economic drivers to minimize losses and damages as a result of climate change to the extent possible. Links with the private sector will be established during this exercise, to ensure that awareness is raised of the costs and opportunities of climate change.

#### 1.1.6 Constraints, gaps and related financial, technology and capacity building needs identified and activities/measures for overcoming the gaps and constraints proposed shall be collected, analysed, compiled and included.

In this section of the BTR1/NC4, constraints, gaps, and related financial, technical, and capacity building needs associated with the implementation of climate change activities, measures and programmes, and with the preparation and improvement of national communications will be analysed and presented.

Moreover, existing and proposed activities for overcoming the above gaps and constraints, as well as financial resources and technical support needed for the preparation of the national communications and for the implementation of climate change activities including the need for technology needs assessment for mitigation and adaptation building will be analysed.

Finally, while identifying financial, technical, and capacity building needs project proposal writing workshops for financing will also be part of this output.

The final report will include information on support needed and received by using the common tabular formats presented in Annex III to the Decision 5/CMA.3 for the electronic reporting of the information on financial, technology development and transfer and capacity-building support needed and received, under Articles 9?11 of the Paris Agreement.

#### 1.1.7 Information on steps taken to integrate climate change considerations into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1 (f), of the Convention (Transfer of technologies, Research and systematic observation, Education, Training and

public awareness, Capacity-building, Information and networking) shall be collected, analysed, compiled and included.

These activities include linkages between the national communication process and national development priorities, efforts to integrate climate change considerations into social, economic, and environmental policies and actions.

Enhanced institutional arrangements to create a sustainable national communication process and finally, to develop indicators to evaluate the impacts of the national communication process at different levels.

Transfer of Technologies: Activities relating to this will include establishment of database on environmentally sustainable technologies, information networks and strengthening of human, scientific, technical and institutional capacities. Technology needs assessment and deployment of technology.

Climate Change Research and Systematic Observation Programmes: Measures and recommendations to improve on national programmes for research and systematic observations, activities related to participation in global research and observation systems. Identification of needs and priorities on climate change research and systematic observations. Research programmes containing measures to mitigate climate change, facilitating adequate adaptation to climate change, and including activities related to the development of emission factors and activity data.

Education, Training and Public Awareness related to Climate Change: Identify initiatives to increase awareness and understanding of climate change issues, promote initiatives and programmes for education, training and public awareness and the development of institutional framework for public participation. Gaps, needs and priorities identified in education, training and public awareness programmes. Co-operation strengthened for climate change education, training and public awareness.

Capacity building activities and initiatives: Capacity building needs identified with measures to address these needs developed and promoted. Initiatives and efforts to promote capacity building information sharing among and within country and regions including identification of specific needs, options and priorities for capacity building in addressing climate change issues is strengthened. Participation of wide range of stakeholders including youth and disadvantaged groups in climate change capacity building initiatives improved.

Information sharing and networking: Dissemination and sharing of information on capacity building activities to the wider community is strengthened. Activities aimed at integrating adaptation into medium- and long-term planning, policies and legislations identified and improved. Measures to promote information exchange, sharing and networking related to climate change is strengthened.

Supplemental chapters on research and systemic observation and on education, training and public awareness, will be prepared in accordance with applicable guidelines in decisions 17/CP.8, as appropriate (para. 43 of 1/CP.24).

#### 1.1.8 Learning-by-doing workshops to mainstream climate change into relevant social, economic and environmental policies and actions.

In accordance with Article 4, paragraph 1 (f) of the Convention, and building on the work conducted during INC, SNC and TNC, Technology needs assessments, NAPA and NCSA, the BTR1/NC4 work will promote a learning by doing approach to mainstreaming. A series of workshops will be targeted to each key sector identified in the BTR1/NC4 (both mitigation and adaptation) and will also make every effort to be more inclusive of traditionally marginalized social actors. This may include traditional leadership, women's groups and associations, youth forums, small indigenous enterprises, civil society, the disabilities and the elderly.

At the end of these activities, the outcome will be a fully developed, compiled national communication that will be based on a participatory process of science-informed policy change. The BTR1/NC4 will be compiled according to the requirements and formats established by the UNFCCC Secretariat and

will be submitted to the UNFCCC by Dec 2025, consistent with decisions 1/CP.21, para 90 and 18/CMA.1 para.4 providing flexibility to LDCs and SIDS to submit their first BTR later than Dec 2024.

## **2.1 Improved awareness, understanding, and critical thinking is realized through the preparation of various knowledge management products,**

2.1.1 Awareness-raising materials prepared, and workshops are carried out to promote greater sensitization among decision-makers, policymakers, private sector, and the general public.

Building on a key recommendation of the TNC, these materials and workshops will form important bases for broadening the engagement of social actors beyond those directly involved in the preparation of the technical information that make up the BTR1/NC4. The activities under this output are critical to strengthening the ability of this particular set of stakeholders to making full use of the information and recommendations of the Fourth National Communication. This will include strengthened links with media, including community media, Maori language materials, and the preparation of a communication strategy that supports the stakeholder engagement process described below.

2.1.2 Gender analysis and climate Action plan to include capacity-building, data collection and analysis to include gender aspects into relevant NC component will be elaborated during the Inception phase with the help of a Gender specialist. The guidance on gender integration through the NCs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF, the GEF SEC's policy on gender equality and Guidance to advance gender equality in GEF projects and programs will be applied.

## **2.2 Monitoring and Evaluation**

2.2.1 Periodic assessments, monitoring, and evaluation approaches are carried out to identify and apply timely lessons learned through the project's various learning-by-doing workshops. Under this output, the project will implement ongoing M&E and assessments to measure the extent to which new methodologies, procedures, and skillsets learned through the project have been institutionalized. This may include questionnaires and surveys, participatory evaluation methods, expert-facilitated stocktakes or technological means. The purpose of this output is not only to ensure project objectives are being met, but also to maximize learning by stakeholders and participants, particularly those traditionally excluded from the exercise. Knowledge management, Monitoring and Evaluation of project outcomes and outputs will be undertaken in line with the M&E plan under section E.

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[1] Implementing Partner in UNDP terminology.

## **D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT**

The Project will identify synergies with other on-going projects to increase cost-effectiveness and enhance consistencies with various national development priorities, programmes and projects undertaken at national and local levels such as (but not limited to):

The Cook Islands NDCs which is to be reviewed and submitted to the UNFCCC NDC Secretariat 2022 may assist with the NC development.

The AF funded PEARL project focusing on three main sectors, Agriculture, Water and DRM in the Pa Enea (2019 - 2021) have opportunities for synergies and data collection that may contribute to this project.

PACRES funded project through SPREP, to begin preparations for the development of the Cook Islands climate change Bill will assist to inform the work of the NC.

In addition, this project builds on other GEF support received for the preparation of national reports under various Conventions (CBD, UNCCD). It is expected that knowledge, capacity and information generated from these initiatives will greatly assist and facilitate the completion of this project.

#### **E. DESCRIBE, DESCRIBE THE BUDGETED M & E PLAN**

The project monitoring and evaluation will be carried out according to UNDP and GEF programming policies and procedures.

**Inception Workshop and Report:** A project inception workshop will be held within two months from the First disbursement date, with the aim to:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Management Team meetings and finalize the first-year annual work plan.

The Project Coordinator will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Management Team.

#### **Annual progress:**

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for national communications and biennial update reports.

**Lessons learned and knowledge generation:** Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

#### **End of Project:**

During the last three months, the project team will prepare the End of Project Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results. The End of Project Report shall be discussed with the Project Management Team during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

<b>Monitoring and Evaluation Budget for project execution:</b>		
<b>GEF M&amp;E requirements to be undertaken by Project Management Unit (PMU)</b>	<b>Indicative costs (US\$)</b>	<b>Time frame</b>
<b>Inception Workshop</b>	<i>USD 4,500</i>	Inception Workshop within 2 months of the First Disbursement
<b>Inception Report</b>	None	Within two weeks of inception workshop
<b>Monitoring of indicators in project results framework</b>	None	Annually
<b>Supervision missions</b>	None <sup>[1]</sup>	Annually
<b>End of Project Report</b>	None	At least three months before the end of the project
<b>TOTAL indicative COST</b>	<i>USD 4,500</i>	

[1] The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

**UNDP Social and Environmental Screening Procedure (SESP) ? LOW Risk**, please see a separate SESP attachment in the GEF portal documents.

**F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE)**

N/A

**Part III: Approval/Endorsement By GEF Operational Focal Point(S) And GEF Agency(ies)**

**A. Record of Endorsement of GEF Operational Focal Point (s) on Behalf of the Government(s):**

<b>Focal Point Name</b>	<b>Focal Point Title</b>	<b>Ministry</b>	<b>Signed Date</b>
Mr Halatoa Fua	Director ? National Environment Services GEF Operational Focal Point	Cook Islands National Environment Services	4/21/2022



## B. Convention Participation

Convention	Date of Ratification/Accession	National Focal Point
UNCBD	4/20/1993	Ratified Ms Tapaeru Hermann Ministry of Foreign Affairs and Immigration (MFAI)
UNFCCC	4/20/1993	Ratified Ms Tapaeru Hermann (MFAI)
UNCCD	8/21/1998	Ratified Mr Nga Puna National Environment Service (NES)
STOCKHOLM CONVENTION	6/29/2004	Accession Mr Nga Puna (NES)

## ANNEX A: Project Budget Table

Please attach a project budget table.

Expenditure Category	Detailed Description	Component (USDeq.)					Total (USDeq.)	Responsible Entity ( <a href="#">Executing Entity receiving funds from the GEF Agency</a> ) [1]
		Component 1	Component 2	Sub-Total	M&E	PMC		
Equipment	US\$ 16,550 for information technology equipment to support aspects of the component outputs and related inputs to the activities and target.	16,550.00		16,550.00			16,550.00	Climate Change Cook Islands, Office of the Prime Minister (CCCI)

<b>Contractual services-Individual</b>	Contractual Service ? Imp Partn; Project Manager to technically support aspects of project component 1: US\$ 95,500, at US\$ 900 per weekThe Project Manager to allocate 70% of his/her time to support activities under component 1. The Project Manager is to manage and supervise the works of the International and National Consultants. To assist in organizing workshops/meetings/consultations between consultants and relevant stakeholders and to assist in the collection of data. The Project Manager to also present the progress of the consultancies and review their reports/deliverables to the Project Board. To support the preparation of the BTR1/NC4 including the development and revision of thematic chapters, compilation and editing of the document .	95,500.00		95,500.00		95,500.00	CCCI
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<b>Contractual services-Individual</b>	Contractual Service ? Imp Partn; Monitoring and Evaluation and Knowledge Management Officer: US\$ 25,500 to support aspects of project component 2: to manage and supervise the works of the National Consultants, support workshops/meetings/consultations between relevant stakeholders and the community to raise awareness; identify and apply timely lessons learned through the project's various learning-by-doing workshops, present the progress of the local consultant and their works to Project Board and the generation and dissemination of knowledge products and communication materials.		25,500.00	25,500.00			25,500.00	CCCI
<b>Contractual services-Individual</b>	Contractual Service ? Imp Partn ; Project Management Unit to support aspects of project management: Project Manager (US \$900 per week), at a total of USD 39,550. The project manager to allocate 30% of his/her time to work on tasks related to the project management, financial management and coordination.					39,550.00	39,550.00	CCCI

<b>International Consultants</b>	International Consultant services for Component 1: US\$ 87,000, at US\$2,000 per week (to include fee, travel expenses and DSA). Multiple activities could be conducted by one or more consultants and provide technical advice and mentoring including;? International GHG Inventory Expert: to support the delivery of Output 1.1.2? International Climate Change Mitigation Expert: to support the delivery of Output 1.1.3? International Climate Change Adaptation Expert: to support the delivery of Output 1.1.4? International Climate Change Specialist: to review, quality check and verify the completed BTR1/NC4 document	87,000.00	87,000.00			87,000.00	CCCI
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<b>Local Consultants</b>	<p>Local Consultant services for Component 1: US\$ 140,000, at US\$300 per week. Multiple activities could be conducted by one or more consultants including:?</p> <p>Climate Change Specialist: to research and compile information on national circumstances and institutional arrangements pertaining to climate change and to contribute to the delivery of Output 1.1.1?</p> <p>National GHG Inventory Expert: to collect activity data in four sectors (Energy, AFOLU, IPPU and Waste), to prepare the GHG Inventory and to support the delivery of Output 1.1.2.?</p> <p>National Climate Change Mitigation Experts: to support assessment of Cook Islands mitigation potential by 2040 for the sectors of energy, AFOLU, IPPU, CO2 removals, IPPU and waste., and contribute to the delivery of Output 1.1.3 ?</p> <p>National Climate Change Adaptation Experts: to review climatic scenarios, conduct V&amp;A assessment in specific sectors, assess programmes containing measures to facilitate adaptation and support the delivery of Output 1.1.4?</p> <p>Climate Change Specialist: to assess constraints and gaps and related financial, technical, and capacity needs and contribute to the delivery of Output 1.1.5.?</p> <p>Climate Change Specialist: to collect data, research and analyse any other information relevant to the achievement of the Convention and contribute to the delivery of Output 1.1.6.</p>	140,000.00	140,000.00	140,000.00	CCCI
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<b>Local Consultants</b>	Local Consultant services for Component 2: US\$ 10,500, at US\$300 per week to include fee, travel expenses and DSA, to produce awareness-raising and capacity building materials and activities, including Gender expert to prepare Gender analysis and Actions plan.		10,500.00	10,500.00			10,500.00	CCCI
<b>Training, Workshops, Meetings</b>	US\$ 45,450 for the organization and implementation of trainings, workshops and conferences for stakeholders from government, SOE's and other organizations related to component 1. Four trainings, workshops and conferences per year on main island or as relevant.	45,450.00		45,450.00			45,450.00	CCCI
<b>Training, Workshops, Meetings</b>	US\$ 9,000 for the organization and implementation of trainings, workshops and conferences for stakeholders from government agencies, SOE's and other organizations related to component 3		9,000.00	9,000.00			9,000.00	CCCI
<b>Training, Workshops, Meetings</b>	US\$ 4,500 for Inception workshop				4,500.00		4,500.00	CCCI
<b>Travel</b>	US\$ 19,500 Travel cost associated with consultation with key stakeholders of the project, national agencies and responsible persons, planning and development, coordinating with government agencies in data analysis and collection	19,500.00		19,500.00			19,500.00	CCCI

<b>Travel</b>	US\$ 6,000 travel cost associated with consultation with key stakeholders of the project, national agencies and responsible persons, planning and development, coordinating with government agencies in data analysis and collection		6,000.00	6,000.00			6,000.00	CCCI
<b>Office Supplies</b>	US\$ 6,000 stationary materials and supplies for the component 1	6,000.00		6,000.00			6,000.00	CCCI
<b>Office Supplies</b>	US\$ 4,500 stationary materials and supplies for the component 2		4,500.00	4,500.00			4,500.00	CCCI
<b>Office Supplies</b>	US\$ 1,450 Office supplies for project management unit.					1,450.00	1,450.00	CCCI
<b>Other Operating Costs</b>	US\$ 6,000 costs of professional services for the financial audit					6,000.00	6,000.00	UNDP
<b>Project Cost</b>		<b>410,000.00</b>	<b>55,500.00</b>	<b>465,500.00</b>	<b>4,500.00</b>	<b>47,000.00</b>	<b>517,000.00</b>	