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10 January, 1997

Dear Mr. El-Ashry,

Please find attached copy of the UNDP/GEF Project document entitled: ***RAS/95/G32/A/1G/99 Pacific Island Climate Change Assistance Programme***, approved by the GEF Executive Council in October 1995.

As per paragraph 29 and 30 of the *GEF Project Cycle*, we are submitting this project to you for circulation to the members of the GEF Executive Council for their review and comments, and subsequently, for your final endorsement.

Thank you in advance for expediting the review and approval of this project.

Yours sincerely,

Emma Torres
Deputy Executive Coordinator

Mr. Mohamed El-Ashry
Chief Executive Officer
Global Environment Facility
Room G6005
1776 G Street
Washington, D.C. 20433
RH/pm

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Country office to
insert final map

AREA SERVED BY THE SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

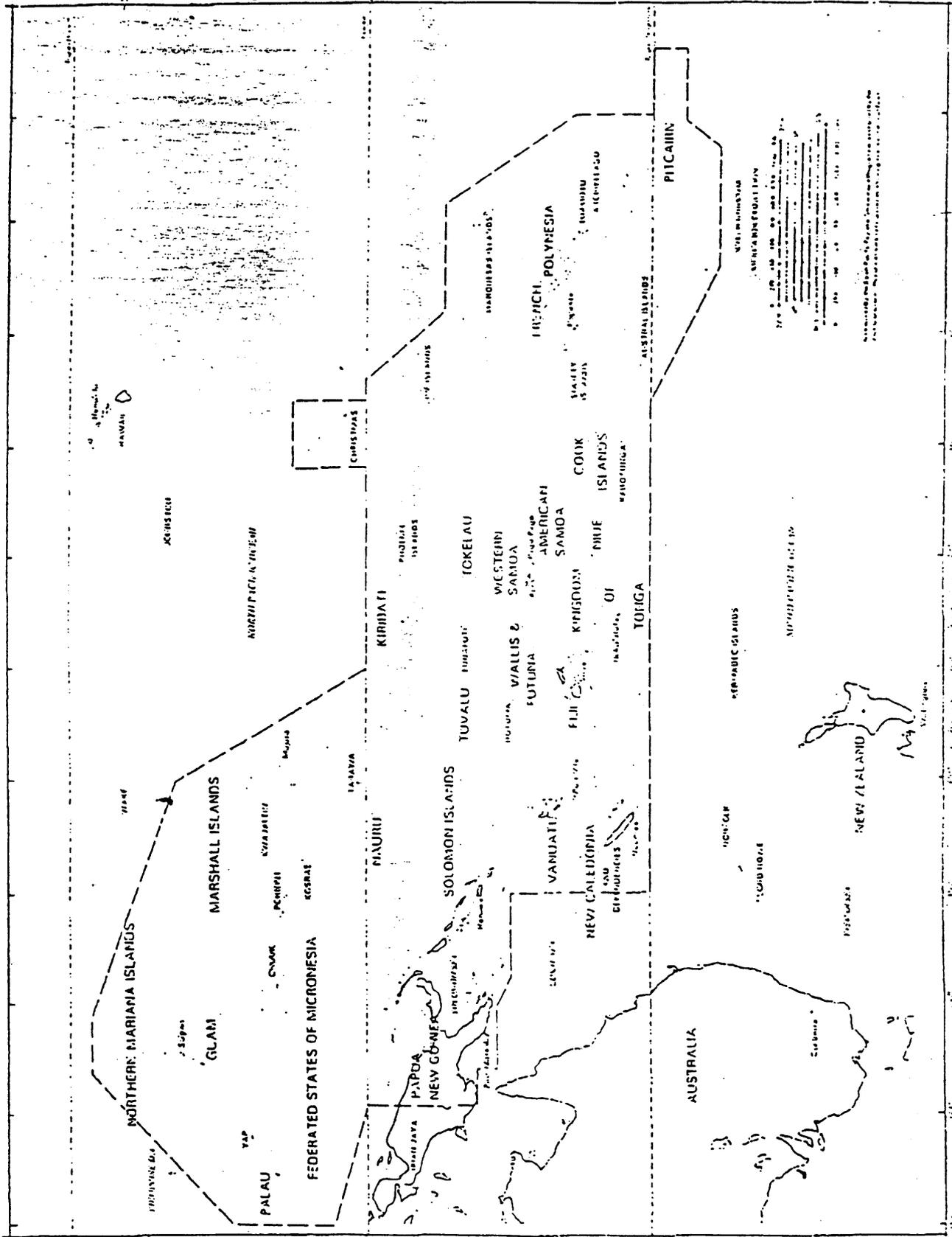


Figure 1 - map of the Pacific Islands

countries, through the Alliance of Small Island States (AOSIS), to obtain further commitments under the Framework Convention on Climate Change for reductions in greenhouse gas emissions.

The National Level

Nationally, environmental issues, strategies and priorities are set forth in the National Environmental Management Strategies (NEMS) of the PICCAP countries. Issues of climate and sea-level change and associated strategies, including integrated coastal zone management, feature prominently as national priority items for action in the NEMS of the region. The key features of these NEMS are summarised in Table 2.

Table 2: The priorities of National Environmental Management Strategies (NEMS) of Pacific island countries in PICCAP

PIC	Features	NEMS accepted	Priority Issues	Climate change priority
Cook Islands		Yes	Climate change Coastal/soil erosion Solid waste	High
FSM		Yes	Environmental health Coastal degradation/climate change Human resources	High
Fiji		Yes	Population growth Waste management Coastal erosion	Medium
Kiribati		Yes	Population growth Waste management Sea level rise and climate change	High
Marshall Is.		Yes	Population growth Climate change/coastal degradation Human resources	High
Nauru		Yes	Waste management Coastal degradation/ climate change Water resources	High
Western Samoa		Yes	Population growth Climate change Loss of biodiversity	Medium
Solomon Is.		Yes	Loss of biodiversity Population growth Climate change and sea-level rise	High
Tuvalu		Yes	Waste management Sea level rise and climate change Water resources	High
Vanuatu		Yes	Institutional development Population growth Energy	Medium

Table 4: On-going assistance for the environmental sector of Pacific island countries in PICCAP

Pacific Island Country	Project title	Funding Source
Cook Islands	South Pacific Biodiversity Conservation Project (SPBCP)	GEF/UNDP
	South Pacific Sea Level and Climate Monitoring Project (SPSLCMP) Capacity 21	Australian Govt. UNDP
FSM	SPBCP	GEF/UNDP
	Water Management SPSLCMP Capacity 21	UNDP Australian Govt. UNDP
Fiji	SPBCP	GEF/UNDP
	SPSLCMP US Climate Change Country Support	Australian Govt. US Govt.
Kiribati	SPBCP	GEF/UNDP
	SPSLCMP US Climate Change Country Support Capacity 21	Australian Govt. US Govt. UNDP
Marshall Is.	SPSLCMP	Australian Govt.
	US Climate Change Country Support	US Govt.
Nauru	SPSLCMP	Australian Govt.
	SPBCP Atmospheric Radiation Measurement	GEF/UNDP US Govt.
Northern Samoa	SPBCP	GEF/UNDP
	US Climate Change Country Support SPSLCMP Capacity 21	US Govt. Australian Govt. UNDP
Solomon Is.	SPBCP	GEF/UNDP
	SPSLCMP State of Environment Data Base Capacity 21	Australian Govt. UNEP UNDP
Tuvalu	Capacity 21	UNDP
	SPSLCMP Environmental Impact Assessment	Australian Govt. Australian Govt.
Vanuatu	SPBCP	GEF
	SPSLCMP Capacity 21	Australian Govt. UNDP

4. Institutional framework

At the regional level, the institutional framework for development efforts in the environmental sector is embodied in the establishment of the South Pacific Regional Environment Programme (SPREP). SPREP was founded in 1982 as a programme of the South Pacific Commission (another regional organisation) and is now an autonomous regional institution dealing with environmental issues. SPREP furthers environmental objectives for member states in the region through its coordinating role, particularly with regard to the exchange and provision of environmental information, research and monitoring, and inter-country collaboration. Climate change is one of SPREP's core programmes.

FSM	US, PIC	US, PIC	US, CCT	NA	NA
Fiji	PIC	PIC/CCT	CCT	NA	NA
Kiribati	US	US	US	NA	NA
Marshall Islands	PIC	PIC/CCT	CCT	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	PIC	PIC/CCT	CCT	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA
<i>Preparation of a national communication</i>					
> National Communication					
Cook islands	PIC	PIC/CCT	CCT	NA	NA
FSM	PIC	PIC/CCT	CCT	NA	NA
Fiji	PIC	PIC/CCT	CCT	NA	NA
Kiribati	PIC	PIC/CCT	CCT	NA	NA
Marshall Islands	PIC	PIC/CCT	CCT	NA	NA
Nauru	PIC	PIC/CCT	CCT	NA	NA
Samoa	PIC	PIC/CCT	CCT	NA	NA
Solomon Islands	PIC	PIC/CCT	CCT	NA	NA
Tuvalu	PIC	PIC/CCT	CCT	NA	NA
Vanuatu	PIC	PIC/CCT	CCT	NA	NA

PIC PICCAP
 CCT CC:Train
 US U.S. Country Studies Program
 JP Government of Japan
 NA Not applicable

At the national level, the responsibility for environment matters varies from one Pacific island country to another. The principal and supporting agencies for environmental matters are noted in Table 6, along with the their main environmental responsibilities and roles.

B. PROJECT JUSTIFICATION

1. Problem to be addressed; the present situation

The Pacific island countries are amongst the countries of the world most vulnerable to climate change and, particularly, sea-level rise. They include scores of low-lying islands and atolls, many no more than several metres above sea level. The island populations and economic activities tend to be concentrated in coastal zones. Even for the mountainous islands, the inhabitable land tends to lie on the coastal fringe and so, too, is at risk from sea level rise. Internationally, the enhanced vulnerability and special needs of small island developing states like those in the Pacific region have been recognised by the Climate Convention (Article 4.8), Agenda 21 and the Barbados Declaration and Programme of Action.

One of the major environmental concerns has to do with the potential impacts of sea-level rise on coral reef ecosystems and the ensuing consequences. The coral reefs are a fundamental element of the marine ecosystems and coastal resources and a critical source of material for natural land accretion. They also provide natural protection against storms, wave action and coastal erosion. The projected rates of sea-level rise may surpass the maximum growth rates of the coral reefs, especially in areas where they have been weakened by pollution and physical damage. Moreover, a rise in surface water temperature could adversely affect coral growth rates; where corals are already close to their upper temperature limits, a further increase in temperature can lead to coral bleaching and death. In many cases, the threat to coral reef systems is a threat to the very existence of entire islands.

Changes in climate also pose major threats to Pacific island countries. For example, changes in storm frequency and intensity could increase the risk of flooding and upset the dynamic sediment balances of the islands, leading to beach erosion and displacement of settlements and infrastructure. A major concern is the possibility of an increase in the intensity and magnitude of extreme climate events, like tropical cyclones. The PICCAP countries are already subject to natural disasters from climate-related extreme events, such as cyclones, droughts and floods, which could be exacerbated by global warming and sea-level rise. Changes in the spatial and temporal distribution of precipitation could affect the quantity and quality of available ground-water supplies, agricultural activities and human health. Any changes in ocean circulation and upwelling could affect the fish populations that are an important natural resource base for Pacific island countries. Tourism, a very important economic activity in the PICCAP countries, could be affected through beach erosion, loss of land and degraded reef ecosystems.

Presently, few Pacific island countries have undertaken systematic, comprehensive assessments of the implications of climate and sea level changes. Nonetheless, the participating PICCAP countries have signed and ratified the UNFCCC and are thus obligated to make National Communications to the Conference of the Parties (CoP) to the Convention in light of COP decisions. The present situation is that these Pacific island countries possess neither the trained personnel nor the institutional capabilities to enable them to produce National Communications in accordance with their obligations under the Climate Convention. The purpose of PICCAP (in conjunction with CC:TRAIN) is to address this problem.

2. Expected end-of-project situation

PICCAP will carry out activities that will specifically enable the Pacific island countries to meet their reporting requirements under Climate Change Convention. As described in Section D below, this entails assistance for execution and planning, institutional strengthening, and training (in coordination with CC:TRAIN), leading directly to the development of national implementation plans and the first National

3. Target beneficiaries

The *primary target beneficiaries* of the project are the governments of the ten Pacific island countries: The Cook Islands, Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Nauru, Samoa, Solomon Islands, Tuvalu and Vanuatu. These countries, as a consequence of PICCAP, will be enabled to meet their national reporting obligations under the UNFCCC, both in the immediate future and thereafter.

The *secondary beneficiaries* include: (1) regional organisations and institutions, which will benefit from the collaborative networking arrangements and the exchange of information, expertise and methodologies amongst PICCAP participants; (2) private sector stakeholders, NGOs and local island residents, as their increased awareness, understanding and observational skills with respect to climate, sea level and coastal management issues are developed and eventually put into practice in conjunction with governmental programmes; and (3) related programmes and projects, as international linkages are made to ensure that the methods, outputs and experiences of PICCAP are shared at the international level, including the U.S. Country Studies Program and other UNDP/GEF Enabling Activities (such as those for ALGAS, the Maldives and Papua New Guinea).

4. Project Strategy and Implementation Arrangements

Project Strategy. PICCAP has adopted a regional strategy. It is designed to address the common and collective needs of the Pacific island countries in order to enable each country to prepare their National Communications in the most cost-effective manner. The overall PICCAP strategy follows the GEF Operational Criteria for Enabling Activities, in terms of:

- sequencing and linking climate change activities with policy and response planning;
- carrying out planning and capacity-building activities that are focussed specifically on enabling Pacific island countries to meet the reporting obligations under the Climate Change Convention;
- using internationally established methodologies and procedures in carrying out enabling activities;
- achieving cost-effectiveness through avoiding duplication of relevant activities already being carried out in the region;

Operationally, PICCAP's strategy is to organise indigenous expertise at the national and regional levels to carry out the tasks required to achieve National Communications. This strategy involves three key elements: (1) using the Country Team approach; (2) drawing upon regional resources and institutions; and (3) linking technical studies with policy-making processes.

First, PICCAP applies the *Country Team approach* developed by CC:TRAIN. This approach involves inviting countries to designate a government agency to host a Country Team comprised of national experts from various government agencies, industry, NGOs and the research/academic community. As assisted by PICCAP and CC:TRAIN, the Country Team is responsible for undertaking the tasks that lead directly to the preparation of the National Communication. The Country Team approach has the advantage of:

- encouraging the participation of multiple sectors and government agencies in the preparation of the National Communication;

Finally, SPREP, as part of its in-kind contribution to PICCAP will, on a part-time basis, make available various staff with specialised expertise in climate change, coastal zone management, data base development, sustainable development, environmental impact assessment, and meteorology/climatology.

The PICCAP will be supported by a **Scientific Advisory Panel (SAP)**. The primary function of the SAP will be to provide scientific oversight. The SAP will be comprised of three international authorities on climate change and its effects, preferably from the region, who will be selected following consultation between SPREP, UNDP and UNITAR. Their principal task will be to provide guidance on the development of procedures for undertaking PICCAP activities and to ensure that the outputs of the programme conform with international guidelines. The SAP will work in close consultation with representatives from UNDP and SPREP to ensure that their experience in project execution and implementation is incorporated into the guidance of the SAP. The SAP will meet annually. Representatives of UNDP and SPREP will participate in the SAP annual meeting.

The PICCAP Team will retain the services of **Regional Consultants** for implementing specific tasks, especially those with regional applicability that provide technical support to country teams (e.g. the adaptation of GHG inventory guidelines, the identification and evaluation of mitigation options for the region, and the development of regional climate change scenarios). The regional consultants are expected to be comprised of experts from countries within the region who have experience in undertaking climate change studies, and from regional institutions with specific fields of expertise such as the University of the South Pacific (USP), South Pacific Applied Geosciences Commission (SOPAC), University of Papua New Guinea (UPNG), French University of the Pacific (FUP), University of Guam, and University of Technology (UoT).

While these regional institutions are given priority to implement the PICCAP activities at the national level, there are also Australian and New Zealand institutions which have vast experience with climate change issues in the region and could assist as well. In Australia, these institutions include Macquarie University, The Flinders University, and CSIRO (Melbourne). In New Zealand, they include the National Institute for Water and Atmospheric Research, Auckland University, and Waikato University.

However, the bulk of the PICCAP activities will be undertaken by the **Country Teams** (experts with broad-based representation from government, NGOs and private sector interests) working with **National Consultants**. The Country Teams will be established by CC:TRAIN and the support for National Consultants will be provided by PICCAP. All the substantive outputs of PICCAP -- including the national GHG inventories, evaluation of mitigation options, vulnerability and adaptation assessments, national implementation plans and the National Communication itself -- will be carried out at the national level. The primary purpose of PICCAP assistance is to enable those countries themselves to perform the key tasks required for National Communications, through the provision of technical support, institutional strengthening and training.

A **PICCAP Project Review Board (PRB)** will be established to provide overall guidance and review of the work programme. The members will be the country team coordinators from the 10 participating countries and senior representatives from UNDP, SPREP, GEF and UNITAR/CC:TRAIN. The Board will meet once a year to review work plans and also serve as the venue for monitoring and evaluating the work progress through the annual project reviews.

The UNDP country office in Apia, close to the project site, will play an important role in project management and implementation.

a) Being accountable to the funding agency, GEF, it will work with the various project partners to organize an annual review, a mid-term review and a final evaluation to ensure that the project is being

6. Special Considerations

As discussed in Section A, environmental protection is a high priority amongst the Pacific island countries. For these islands countries, any threats to coral reefs, fisheries, beaches or biodiversity also threaten the country's prospects for sustainable development. Climate change and sea-level rise pose such threats. Thus, in evaluating greenhouse gas mitigation and adaptation options and in preparing national implementation plans, PICCAP will ensure that environmental protection is a key criterion for setting priorities.

Through the strategy of broad-based Country Teams, PICCAP will provide the opportunities for NGOs and other grass-roots organisations to collaborate in carrying out activities leading to National Communications.

PICCAP will not have any adverse effects on the environment or on particular groups in the Pacific island countries.

7. Co-ordination Arrangements

The executing agency, SPREP, is well placed to facilitate the co-ordination between participating countries, intergovernmental bodies and sub-regional organisations. Since 1990, SPREP has been the technical and scientific advisor to all Pacific governments in relation to the Intergovernmental Negotiating Committee for the Climate Convention, and serves as the regional GEF advisory agency. SPREP's Climate Change Programme has the mandate to be the clearinghouse and coordinating unit for the South Pacific region on climate change and sea level rise. SPREP is also the regional partner institution for the Pacific region in the CC:TRAIN programme.

In terms of project execution, the most significant issue of co-ordination involves the relationship between PICCAP and CC:TRAIN. The two projects are funded separately by GEF/UNDP but target the same countries for enabling activities. Given the possibilities of overlap, it was agreed **that CC:TRAIN's Pacific island activities will be co-ordinated by the PICCAP Project Team within SPREP.** In general, **CC:TRAIN will be responsible for training, but will integrate these training tasks into the overall PICCAP workplan to ensure full coordination of enabling activities** (see Section D). CC:TRAIN has been involved at every stage of the PICCAP project development in order to ensure that the respective activities of the two projects are complementary and not duplicative.

PICCAP, through its executing agency SPREP, will also maintain close links with relevant climate-related research and training activities carried out in the region, such as the climate and sea level monitoring project sponsored by AusAid, the LOICZ and START Core Projects of the International Geosphere-Biosphere Programme, ongoing U.S. Country Studies Programme projects, and GEF/UNDP projects such as ALGAS or other enabling activities underway in the Asia-Pacific region.

Finally, the UNDP Resident Representative in Apia, Western Samoa will ensure that the Project Team, through its Programme Manager, is cognisant of any related UNDP efforts that impinge upon the project.

8. Counter-part support capacity

The mission of SPREP, the executing agency, is to promote cooperation in the South Pacific region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations. In order to carry out its mission, SPREP is provided with a very basic core support by its 26 member governments in order to attract external funds to implement its programmes

<p>Programme in the region will be taken into account.</p> <p>1.1.2 Convene PICCAP Regional Workshop 1 of national experts. The purpose of the Workshop will be to: a) elaborate the procedures for conducting inventories; b) agree on the procedures for their consistent use at national level; and c) identify specific data needs and sources.</p> <p>1.1.3 Adapt training material and modules. These will be based on the results of 1.1.1 and 1.1.2 and a standardised training development methodology</p> <p>1.1.4 Conduct training of national staff and technical experts, in order to enable them to prepare national inventories of greenhouse gas sources and sinks (regional training workshop 1).</p> <p>Output 1.2:</p> <p>Comprehensive national and regional inventories of greenhouse gas emissions in accordance with IPCC/OECD Guidelines.</p> <p>Activities:</p> <p>1.2.1 Prepare national greenhouse gas inventories.</p> <p>1.2.2 Prepare a regional synthesis of greenhouse gas inventory.</p>	<p>PICCAP Project Team</p> <p>CC:TRAIN</p> <p>CC:TRAIN</p> <p>Success Criteria:</p> <p>By month 12, each will have produced a national inventory, and by month 15 a regional inventory will have been completed.</p> <p>Responsible Parties:</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team, Regional Consultant</p> <p>Regional Consultant</p>
<p>Immediate Objective 2: (MITIGATION OPTIONS)</p> <p>To assist Pacific Island countries to identify climate change mitigation options.</p> <p>Output 2.1:</p> <p>Regional and national mitigation options that are appropriate for Pacific island countries, particularly long-term measures which are cost-effective and environmentally sustainable.</p>	<p>Success Criteria:</p> <p>By month 18, each country will have identified the country specific mitigation options.</p> <p>Success Criteria</p> <p>By month 18, each country will have been transferred information sufficient for the identification of national mitigation options.</p>

<p>and c) identify specific data needs and sources.</p> <p>3.1.3 Adapt training materials and modules, based on the results of 3.1.1 and 3.1.2 using a standardised training development methodology.</p> <p>3.1.4 Conduct training of national staff and technical experts, in order to enable them to prepare national assessments of vulnerability (regional training workshop 2).</p>	<p>CC:TRAIN</p> <p>CC: TRAIN</p>
<p>Output 3.2:</p> <p>Comprehensive sets of baseline data required as reference points for assessing future vulnerability and adaptation options. Such data sets will include past and present-day climatological (atmospheric and marine), environmental and socio-economic information.</p>	<p>Success Criteria:</p> <p>By month 15, data will have been compiled and available for access by Country Teams for conducting vulnerability and adaptation assessments.</p>
<p>Activities</p> <p>3.2.1 Define the information requirements. Data requirements will be consistent with the recommendations of the IPCC and other appropriate international and regional organisations, the findings of the PICCAP Regional Workshop 2 (Activity 3.1.2), and the completed U.S. Country Studies.</p> <p>3.2.2 Collect, evaluate and compile existing regional and national data. Procedures for efficient storage, access and retrieval will be established.</p> <p>3.2.3 Identify data shortcomings. This will serve as a basis for determining the future research and monitoring needs.</p>	<p>Responsible Parties:</p> <p>PICCAP Project Team, with a Regional Consultant</p> <p>PICCAP Project Team, with a Regional Consultant, National Consultants</p> <p>PICCAP Project Team, with a Regional Consultant.</p>
<p>Output 3.3:</p> <p>Scenarios of future region-specific changes in climate and sea level and in environmental, social and economic conditions, as compared to the baseline reference case (Output 3.2) and as a necessary condition to enable vulnerability assessments.</p> <p>Activities</p> <p>3.3.1 Develop region-specific procedures for scenario development which are consistent with internationally recognised methods and the IPCC</p>	<p>Success Criteria:</p> <p>By month 15, climate change scenarios will have been available for access by Country Teams for vulnerability assessments.</p> <p>Responsible Parties:</p> <p>Regional Consultant</p>

<p>4.1.1 Adapt region-specific procedures for identifying and evaluating adaptation options. The procedures will be consistent with the IPCC Technical Guidelines and appropriate for the environmental, socio-economic and cultural circumstances of the Pacific region. They will take into account the various preliminary assessments and the U.S. Country Studies that have been carried out in the region.</p>	<p>Regional consultant, with PICCAP Project Team.</p>
<p>4.1.2 Refine procedures and data needs. This will be accomplished as part of PICCAP Regional Workshop 2 (which includes methods for vulnerability assessment -- see Activity 3.1.2).</p>	<p>PICCAP Project Team and Country Team representatives, with Regional Consultant.</p>
<p>4.1.3 Adapt training materials and modules based on the results of 4.1.1 and 4.1.2 using a standardised training methodology.</p>	<p>CC:TRAIN</p>
<p>4.1.4 Conduct training of national staff and technical experts of the Pacific island in order to enable them to identify and evaluate adaptation options which are appropriate for national circumstances (part of regional training workshop 2).</p>	<p>CC:TRAIN</p>
<p>Output 4.2</p> <p>Regional and national options for adapting to climate change.</p>	<p>Success Criteria:</p> <p>By month 24, each country will have completed an assessment of options for adapting to climate change, and a regional synthesis will have been completed.</p>
<p>Activities:</p> <p>4.2.1 Define the range of options for adapting to climate change which are applicable to the Pacific region.</p> <p>4.2.2 Evaluate and identify national adaptation options. This will be based on procedures (Output 4.1) developed for, and used by, trained national experts (Activity 4.1.3). Existing country studies will be taken into account.</p>	<p>Responsible Parties:</p> <p>Regional Consultant</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team and a Regional consultant.</p>
<p>Output 4.3</p> <p>Regional and national options for coping with sea-level rise, including integrated coastal zone management (ICZM) as a strategy for effective adaptation.</p>	<p>Success Criteria:</p> <p>By month 24, each country will have completed an assessment of options for adapting to sea level rise, and a regional synthesis will have been completed.</p>

<p>and planning workshop)</p> <p>5.1.4 Convene PICCAP Regional Workshop 3. comprised of national representatives. The purpose is to: (a) review and revise the guidance material developed in 5.1.2; (b) agree on the procedures for consistent use at national level; and (c) identify common elements and information needs.</p> <p>5.1.5 Adapt training materials and modules. These will be based on the results of 5.1.3 using a standardised training methodology.</p> <p>5.1.6 Conduct training of Country Teams in the preparation of the national implementation plans. The training will take into account the background technical information (developed in Objectives 1 through 4) and the national/regional analysis of national commitments and opportunities under the Climate Change Convention.</p> <p>Output 5.2:</p> <p>Nationally-endorsed regional and national implementation plans.</p> <p>Activities:</p> <p>5.2.1 Prepare a regional implementation plan. The regional plan will identify common mitigation and adaptation options and ways to cooperate in implementing them so that they may be incorporated in the national implementation plans.</p> <p>5.2.2 Prepare national implementation plans, and exchange of plans between countries.</p> <p>5.2.3 Convene national workshops to present the national implementation plan to policy-makers and decision-makers.</p>	<p>PICCAP Project Team, Regional Consultant</p> <p>CC:TRAIN</p> <p>CC:TRAIN</p> <p>By month 30, each country will have produced nationally endorsed regional and national implementation plans.</p> <p>Responsible Parties:</p> <p>Regional Consultant, with PICCAP Project Team</p> <p>Country Teams and National Consultants, assisted by PICCAP Project Team</p> <p>Country Teams, assisted by PICCAP Project Team.</p>
<p>Immediate Objective 6 : (NATIONAL COMMUNICATION)</p> <p>To enable Pacific island countries to fulfil their reporting obligations with respect to communicating information under Article 12 of the Climate Convention (National</p>	<p>Success Criteria:</p> <p>By month 36, National Communications will have been prepared by each country</p>

E. INPUTS

The inputs to PICCAP come from three sources: GEF/UNDP, SPREP, and the ten Governments of the participating Pacific island countries.

The inputs of the ten Government to the project are "in-kind" and are estimated to be valued at about US\$40,000 per country over the three years of the project. The main costs relate to the government staff contributions and associated support, including communications, space, and miscellaneous materials.

The contributions of SPREP, the executing agency, are partly in-kind, representing the time of various specialty technical staff (in climate change, meteorology, environmental impact assessment, database and information handling) as well as the time of senior management staff (Director, finance manager) contributed to PICCAP. Real costs associated with support services will also be incurred, since only part of the administrative overhead normally charged by SPREP (10% of project cost) will be offset GEF/UNDP contributions. The total contributions of SPREP to PICCAP are valued at US\$402,000, as summarised in Table 7.

The GEF/UNDP inputs to PICCAP are summarised in Table 8. The total input of GEF/UNDP amounts to US\$2.44m over the three years duration of the project. As shown in Table 8, the major components of the GEF/UNDP input are as follows:

Project Personnel: The largest single component cost is Personnel, amounting to about 70% of total cost. More than half of the personnel cost is to be expended directly at the national level (US\$0.8999m), with another US\$0.237m going to nationally-based regional institutions and organisations. The other personnel cost covered by GEF/UNDP is that of the PICCAP Project Team, comprised of the Programme Manager and the Scientific/Technical Officer, stationed at SPREP, the executing agency; these costs represent about 15% of the total GEF/UNDP input.

Sub-contracts. This is a minor (4% of total budget) component designed to cover specific tasks such as document translations, printing and publishing.

Fellowships, Training, Conferences. The costs of this component are largely related to 5 PICCAP regional workshops and the end-of-project conference. Costs of regional meetings in the Pacific are generally high due to the large distances involved in travel. This component cost represents about 10% of the total GEF/UNDP input.

Equipment. Each of the ten Pacific island countries will be equipped with computer, printers and related equipment necessary to provide the capacity required to carry out their activities. These costs amount to about US\$7,670 per country per year, or about 10% of the total budget.

Project Support Costs. Of the GEF/UNDP input, 3% (US\$73,200) is earmarked for the UNDP Regional Office in the Pacific in Apia, to cover project support costs.

F. RISKS

No major risks are envisaged that would preclude the implementation of PICCAP. Environmental data limitations in the region may result in uneven application of vulnerability and adaptation assessment methodologies, but this is not foreseen to obstruct the completion of the project.

G. PRIOR OBLIGATIONS AND PREREQUISITES

Table 7: SPREP (Executing Agency) Inputs

South Pacific Regional Environmental Programme (SPREP):	Total US\$402,000
a) Personnel (SPREP Staff)	\$300,000
(i) SPREP Director (10%)	
(ii) Finance manager (20%)	
(iii) Sustainable Development Officer (20%)	
(iv) Coastal Management Officer (20%)	
(v) Database and Information Manager (20%)	
(vi) Climate Change Officer (20%)	
(vii) Meteorology Officer (20%)	
(viii) Environmental Impact Assessment Officer (20%)	
(ix) Secretarial staff (40%)	
b) Equipment	\$12,000
<p>Including facilities and equipment depreciation (principally computers, software, photocopiers, printers and other miscellaneous office equipment) that are under the administrative responsibility of SPREP, pro-rated to SPREP's personnel contribution to PICCAP</p>	
c) Office accommodations, facilities and supplies	\$90,000
<p>Including accommodation, operation and maintenance costs, rentals, SPREP transport, library services, insurance costs, and sundry office supplies, pro-rated to SPREP's personnel contribution to PICCAP</p>	

I. LEGAL CONTEXT

It is understood that participating Governments undertake to treat this project in the same manner as national projects with respect to privileges, facilities and immunities.

The following types of revisions may be made to this project document with the signature of the UNDP principal project representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- (a) Revisions in, or addition of, any of the annexes of the project document;
- (b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs agreed to or by cost increases due to inflation; and
- (c) Mandatory annual revisions which rephase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

More substantive changes require the written approval of UNDP NY on behalf of the GEF.

J. BUDGET

Project budgets covering the UNDP and Government contributions are shown on the next pages.

Project Budget Covering SPREP Contribution
(in US\$)

Project Number:

Project Title: Pacific Island Climate Change Assistance Programme (PICCAP)

UNDP Budget Code	Budget Item	TOTAL		Year 1		Year 2		Year 3	
		p/m	US\$	p/m	US\$	p/m	US\$	p/m	US\$
10.00	PERSONNEL								
11.01	SPREP Director	3.6	33,000	1.2	11,000	1.2	11,000	1.2	11,000
11.02	Finance Manager	7.2	27,000	2.4	9,000	2.4	9,000	2.4	9,000
11.03	Technical Staff	49.2	201,000	16.4	67,000	16.4	67,000	16.4	67,000
11.09	General services	14.4	18,000	4.8	6,000	4.8	6,000	4.8	6,000
11.99	<i>Sub-component total</i>	<i>74.4</i>	<i>279000.0</i>	<i>24.8</i>	<i>93000.0</i>	<i>24.8</i>	<i>93000.0</i>	<i>24.8</i>	<i>93000.0</i>
16.01	Staff Travel		21,000		7,000		7,000		7,000
19.00	<i>Component total</i>	<i>74.4</i>	<i>300,000</i>	<i>24.8</i>	<i>100,000</i>	<i>24.8</i>	<i>100,000</i>	<i>24.8</i>	<i>100,000</i>
40.00	EQUIPMENT								
41.01	Non-expendable Equipment		12,000		4,000		4,000		4,000
49.00	<i>Component Total</i>		<i>12,000</i>		<i>4,000</i>		<i>4,000</i>		<i>4,000</i>
50.00	MISCELLANEOUS								
51.00	Operations and Maintenance		75,000		25,000		25,000		25,000
53.00	Sundry		15,000		5,000		5,000		5,000
59.00	<i>Component Total</i>		<i>90,000</i>		<i>30,000</i>		<i>30,000</i>		<i>30,000</i>
99.00	TOTAL		402,000	25	134,000	25	134,000	25	134,000

K. ANNEXES

ANNEX III TRAINING PROGRAMME

Training is a major element of PICCAP, either directly through training courses or indirectly through participation of national staff in regional workshops and other project activities. The formal training components of PICCAP are to be handled by CC:TRAIN. In order to ensure that the activities of the two projects are fully integrated, the following steps were taken: (1) the CC:TRAIN activities will be coordinated by the PICCAP Project Team at SPREP; (2) a full-time Training Officer will be attached to the PICCAP Project Team through a separate contractual with CC: TRAIN; and (3) SPREP was established as a regional partner institution for CC:TRAIN.

The specific elements of the training programme can be found in the CC:TRAIN Project Document: CC:TRAIN Phase II - Training Programme to Support the Implementation of the United Nations Framework Convention on Climate Change (GLO/95/G31/A/1G/85).

- develop the PICCAP Work Programme on an annual basis;
- arrange through SPREP the various sub-contracts to regional participants, experts and consultants required to carry the activities of PICCAP;
- manage funds allocated to the Programme;
- establish procedures for monitoring and reporting of key programme activities;
- oversee the organisation and convening of PICCAP regional workshops and regional conference;
- report to the Project Review Board, UNDP and others as required, including the preparation of annual project reviews, quarterly reports and an annual Project Performance Evaluation Review (PPER);

Qualifications:

The applicant should possess a post-graduate University degree, preferably related to environmental planning and policy. Work experience in environment and development issues, especially in climate change, is desired. In addition, the applicant should have proven management and communication skills in managing international projects and staff. Applicants must be nationals of a United Nations or SPREP member country.

Language:

Fluency in spoken and written English is essential. Knowledge of Pacific Island language(s) would be advantageous.

Remuneration and Conditions:

Remuneration, insurance, leave allowances, etc. are on standard SPREP conditions at professional level P1.

- prepare technical aspects of PICCAP Programme reports as directed by the Programme Manager.
- collate, edit and prepare Regional Syntheses on greenhouse gas inventories, mitigation options, vulnerability and adaptation options.

Qualifications:

The applicant should possess a post-graduate University degree, preferably with expertise in climate change vulnerability assessment and coastal zone management. The applicant should have at least five years work experience, preferably in the Pacific islands or in other small island nation contexts. Proven management and communication skills are desired. Applicants must be nationals of a United Nations or SPREP member country.

Language:

Fluency in spoken and written English is essential. Knowledge of Pacific Island language(s) would be advantageous.

Remuneration and Conditions:

Remuneration, insurance, leave allowances, etc. are on standard SPREP conditions for professional staff at the top Programme Officer's level