

**Inform Project 7<sup>th</sup> Steering Committee Meeting Minutes**  
 22<sup>nd</sup> February 2023  
Main Conference Room

Present	Representation
Moira Faletutulu	Polynesia sub-region
River Thomas	Micronesia sub region
Richard Balone	Melanesia sub region
Jochem Zoetelief	UNEP
Ayda Maria Villalobos	UNEP
Jope Davetanivalu	SPREP
Alvin Sen	SPREP
Tavita Su'a	SPREP
Vani Koroisamanunu	SPREP
Lagi Reupena	SPREP

**1. Prayer, Introductions and Welcoming Remarks - SPREP**

- The 7<sup>th</sup> and final PSC meeting of the Inform Project was commenced with a prayer led by Mr. Jope Davetanivalu, Director EMG.
- Members of the Committee in attendance, both in-person and virtually, were warmly welcomed on behalf of SPREP's Director General, with expressed gratitude and appreciation for their efforts and contributions to the project.

**1.1 Remarks UNEP – Mr Jochem Zoetelief.**

UNEP through Mr. Jochem Zoetelief expressed gratitude to SPREP and warmly welcomed all members of the committee. He reflected on the Inform project's journey since its inception in November 2017, highlighting its remarkable success not only within the region but also beyond, that have laid the foundation for other initiatives, including the UNEP-led program in partnership with GCF in five Pacific countries and UN-Joint project for Samoa. He emphasized on the importance of sustainability and visibility for the products and outcomes of the Inform project. Ensuring that the project's impact endures over time and remains visible to relevant stakeholders.

**2. Modality and Chairing Roles for the Meeting and Agenda Adoption**

- Committee members unanimously agreed for SPREP to take on the responsibility of chairing the final PSC meeting of the Inform Project.
- The meeting agenda was also adopted.

**3. Adoption of 6<sup>th</sup> PSC Meeting Minutes**

- No further comments or objections were raised regarding the previous PSC meeting minutes, indicating that all participants were satisfied with the accuracy and completeness of the minutes, and it was therefore adopted.

**4. Inform Key Results 2022 & Inform Implementation Status**

- A comprehensive presentation highlighting some of the key achievements under the Inform project and its implementation results and status in the year 2022 including challenges encountered was presented by the Secretariat.

Refer to ppt below presented by Tavita Sua;

**PSC Meeting PPT.pptx**

**4.1 Feedback:**

- UNEP through Jochem acknowledged the challenges posed by existing data gaps, emphasizing that these gaps are still prevalent in the region. Recognizing the significance of addressing these data challenges, UNEP reaffirmed its commitment to continuing efforts through other initiatives aimed at filling these gaps.
- Samoa representative extends her heartfelt congratulations and sincere acknowledgment to SPREP for their unwavering dedication and continued work on the Inform project. Despite the challenges presented by the resignation of the manager

**5. 2023 work plan and budget revisions**

- Remaining Activities: Regional meeting and SOE reports for Nauru, Vanuatu and Samoa
- The budget utilization as of the end of 2022 was at 98.49%  
(refer to ppt above)

**5.1 Consideration and Endorsement Request**

The Inform Project team presented the following to the Committee.

- There were pending activities that could not be completed within the original extended deadline of 31st December 2022, therefore the Secretariat collaborated with UNEP to extend the project for an additional 4 months, at no additional cost, to ensure the completion of these priority activities under the Inform project until April 2023.
- All members of the Inform project team officially completed their contracts with the Inform project on 31st December 2023.
- The Director of EMG Programme has taken on the role of the Acting Inform Project Manager for the remaining period of project implementation, from 1st January 2023 to 30th April 2023 since the former Manager's departure and the transitioned of the System's Analyst (Tavita Sua) contract under a new project.

The Committee was therefore requested to endorse the following.

Cost Recovery of Director EMG as the current project manager	Reconsider
Extension of the project to fully complete all activities remaining including the regional meeting	Endorsed

**6. Inform Project Sustainability**

GEF Star allocations are currently collated from countries to sustain the Inform project through the formulation of an Inform Plus Project.

**7. Inform project regional meeting.**

- The final Regional meeting to officially close the Inform project is scheduled for June which is the most feasible timeframe. Committee members agreed that the meeting is significant as it will bring together country focal points from 14 countries to reflect on the project's accomplishments and lessons learned throughout its duration.
- In light of the above discussions, members agreed;
  - An amendment to the Project Cooperation Agreement (PCA) until July 2023 to allow the facilitation of the final regional meeting and official termination reporting for the Inform closure.

**8. Other matters**

- The meeting adjourned at 7:30 p.m Samoa time, marking the conclusion of the final Steering Committee (PSC) meeting for the Inform project.

*\*End\**