RISK REGISTER UPDATE– PACIFIC CLIMATE CHANGE CENTRE (as at 27 April 2021)

The following risk matrix has been updated from the version on 6f November 2020 that was presented in the last PCCC Advisory (4 December 2020) Board meeting and this format will be used by the PCCC Manager to summarize and update risks identified in the implementation of activities and management of the PCCC.

Changes to the format included the description of the risk factor, date identified and type, management response as well as last update and status.

No	***RISK FACTOR/DESCRIPTION***	***DATE IDENTIFIED***	***TYPE***	***IMPACT***			***COUNTER MEASURE/MITIGATION***	***Current Update***	***Current Update***
	Brief description of the risk	***When was the first risk identified***	***Environmental, Financial, Operational, Organisational, Political, Regulatory, Strategic, other***	***Low***	***Med***	***High***	***What actions have been taken/ will be taken to counter this risk***	***Update since the last status***	***Reducing, increasing, no change***
1	Unable to recruit Manager- PCCC. Unable to, or delay in recruiting Readiness Advisor/ Science to Services Advisor/ IKM Advisor/Additional Staff	*9November 2020*	*Organisational*	*x*			**Mitigation 1:** Advertise widely and allocate additional time if necessary, to allow interested and qualified candidates to apply. **Mitigation 2:** Advertise all roles rather than as previously agreed that a Manager would choose his/her team.	Readiness Adviser recruited in September 2020 Manager was recruited on 5 October 2020. Finance and Admin officer recruited on 1 April 2021 and Technical advisor Science to Services recruited on 12 April 2021. Technical Adviser Information Knowledge Management and Brokerage in final stages of recruitment. PCCC Coordinator and Capacity Building ToR's are being finalised.	*Reducing*
2	Roles and responsibilities of the PCCC staff, unclear (PCCC Management structure)	*9November 2020*	*Organisational*	*x*			**Mitigation 1:** Develop an overarching implementation workplan for the PCCC	A draft overarching workplan, a multiyear costed workplan and 2021 Annual Workplan has been developed for the PCCC . Activities are also included in the SPREP PIP Cycle 3	*Reducing*

							Mitigation 2: Submission of quarterly/annual individual workplan and progress report **Mitigation 3:** Develop Plan of Operation for the operational roles of the PCCC staff and for the overall management of the PCCC to be led by the MPCCC supported by the TAs and Admin & Finance Officer. DCCR and Advisory Board will also provide strategic direction and management		
3	Advisory Board not actively engaged (Governance structure)	*9November 2020*	*Organisational*	*x*			**Mitigation 1:** Call regular meetings to update on progress and seek input for activities and engagement. **Mitigation 2:** Develop TOR for the Advisory Board.	The Advisory Board had its first meeting with MPCCC on 4 December 2020. The next board meeting is planned for May 2021. The Board will meet on a quarterly basis to endorse any variation to the GA, yearly financial proposal and workplan. The TOR for the Advisory Board has been developed and needs to be approved on 12 May 2021 during the Advisory Board Meeting. Every 12 months the Advisory Board meeting will include an open session with the PCCC partners 'in residence' at the PCCC.	*Reducing*
4	Delay in developing and finalising Monitoring and Evaluation Reflection and Learning (MERL) Framework	*9November 2020*	*Operational*	*x*			**Mitigation 1:** Establish a PCCC/CCR MERL Committee to develop the Monitoring and Evaluation and Learning Framework.	**The** PCCC/CCR team have developed the MERL framework and was presented and approved by the board meeting on 4Dec 2020.	*Reducing*
5	Unable to implement full capacity building programme	*9November 2020*	*Operational*	*X*			**Mitigation 1:** Develop scorecard tools to measure capacity development over the course of three years.	The PCCC team have had regular communication with JICA, SPREP/CCR, CROP agencies, Advisory Board, on the	*Reducing*

							Mitigation 2: Regular communication between JICA management team, PCCC, CCR, CROP agencies and trainers to design and co-implement training for Pacific island representatives. **Mitigation 3:** Plan for use of virtual platforms to deliver training if face to face is not possible and or to meet deadlines for completion of full capacity building programme.	roll out of the training and capacity programs CBCRP-PCCC. The PCCC will be hosting a regional dialogue on the 26 & 27May 2021 on PCCC offer and promise via blended platforms. The launch of the PCCC e-learning platform have seen increasing interests and visibility of the PCCC training programs. The platform is hosting live discussion sessions, pre-recorded lectures, peer to peer learning, self-paced learning, open courses, closed executive courses, practitioner's courses and resources for children.	
6	Lack of participation of Pacific Island countries in the JICA training activities	*9November 2020*	*Operational*	*x*			**Mitigation 1:** Ensure visibility of training that has completed and regular communication with national focal points for nominations once the call for nominations is out. **Mitigation 2:** Ensure training is relevant to and addresses national priorities	So far, more than two hundred participants from the Pacific Islands Countries and Territories (PICTs) have participated in the 5 training programs on Coastal Management, Climate Science, Access to Climate Finance and Disaster Risk Reduction. For the remaining project period ending in January 2023, the project will further deliver 7 more training programs: a) Ecosystem based Adaptation, in June-July 2021, b) Agriculture and Fisheries, in September-October 2021, c) Health, in November-December 2021, and d) Tourism, in March 2022, e) Water in May, 2022, and	

								f) Access to Climate Finance, in August and- November 2022.	
7	Poor communications and visibility strategy results in a lack of visibility of PCCC activities	*9November 2020*	*Strategic*	*x*			**Mitigation1:** Develop a dedicated communications and engagement plan **Mitigation 2:** Actively update and use the approved Communications and Visibility Plan. **Mitigation 3:** Advisory Board has a standing item on communications and visibility.	The PCCC have developed a Partnership and Communication Action Plan that will be presented to the Board meeting on the 12 May 2021.	*Reducing*
8	Internal com-munications	*9November 2020*	*Operational*	*x*			**Mitigation 1:** Monthly meeting updates with the team **Mitigation 2:** Prepare monthly progress report and share with DCCR/CCR	SPREP internal communication policy strictly obliges staff to communicate internally when needed Team meeting completed for April 2021.	*Unchanging*
9	Budget and schedule exceed agreed tolerances requiring a change in scope.	*9 November 2020*	*Financial*		*x*		**Mitigation 1:** Quarterly reporting against budget and schedule. **Mitigation 2**: Actively manage expenditure against approved budget and schedule.	There may be a major delay in implementing the workplan due to COVID 19 situations. For the budget expenditure 2019/2020 the financial report shows that the expenditures have been incurred according to the objectives of the PCCC and within the allocated budget. The 2021 – 2023 budget is currently being revised to note of any budget overheads/ variations	*Unchanging*
10	No secured funds to retain staff and functions of the PCCC	*9November 2020*	*Financial*	*x*			**Mitigation 1:** Develop a sustainable financing strategy. **Mitigation 2:** Seek support for the sustainable strategy	Partnership and communication action plan includes pipeline funding for mobilising future resources.	*Unchanging*
11	Proper Financial management	*9 November 2020*	*Financial*	*x*			**Mitigation 1:** Funds are correctly managed and transparently accounted for	Financial reports are inline with budget lines and allocations provided.	*unchanging*

12	Timely and quality Reporting	*9November 2020*	*Operational*		*x*		**Mitigation 2:** Prepare monthly progress report and share with DCCR/CCR, prepare 6 monthly report, and share with the Advisory Board and annual report for SMT.	With Recruitment of the PCCC team and with the quarterly meetings of the PCCC Advisory-reports have been submitted in a timely manner and quality has been approved by the Advisory Board.	*Reducing*
13	Stakeholder engagement	*9November 2020*	*Organisational*		*x*	*x*	**Mitigation 1:** Develop a list of stakeholder in-country as well as our potential partner organisations. **Mitigation 2:** Develop stakeholder engagement plan to ensure involvement of stakeholders from the region and international	Stakeholder engagement included in the PCAP	*Reducing*
14	Capacity Issues	*9November 2020*	*Organisational*		*x*		**Mitigation 1:** Advertise PCCC positions widely to allow interested and qualified candidates. **Mitigation 2:** Utilise existing resources at CCR to provide technical support to the PCCC	PCCC and CCR/SPREP is well equipped with sound technical and management capacity as well as our partners.	*Unchanging*
15	Lack communications with external partners	*9 November 2020*	*Organisational*		*x*		**Mitigation 1:** Develop external communication plan for stakeholders, researchers, practitioners etc.	The PCCC will be hosting a regional dialogue on the 26 & 27 May 2021 on PCCC offer and promise via blended platforms. The PCAP has been developed which includes the external communication plan.	*Reducing*
16	Lack of short- and long-term balance	*9November 2020*	*Strategic*		*X*		**Mitigation 1:** Ensure visibility of training that has completed and regular communication with national focal points for	MERL Framework completed for the PCCC in collaboration with MFAT NZ and IMPACT Analytics. JICA is providing Evaluation reports at the end of every training course. Project Monitoring	*Reducing*

							nominations once the call for nominations is out. **Mitigation 2**: Ensure training is relevant to and addresses national priorities	Sheets are submitted bi-annually to the Government of Samoa and MPCCC. DCCR & MPCCC had a meeting with JICA as well as the new staff of PCCC to revisit contents and thematic areas of the JICA capacity building programme and we have adjusted the activities in a way that addresses the short and long term needs of the countries	
17	Science and technological issues	*9November 2020*	*Strategic*	*x*			**Mitigation 1:** PCCC based on sound science and well-established technologies	CCR has provided good scientific and technological base for the PCCC through existing projects and deliverables	*Unchanging*
18	Political Influences	*9November 2020*	*Political*		*x*		**Mitigation 1:** Engage DCCR at high level discussions, meetings, and communications	Some Pacific island countries are going through elections and awaiting decisions on new Government	*Unchanging*
19	Natural disaster, National states of Emergency, political or economic disruption or instability.	*9 November 2020*	*Environment*			*x*	**Mitigation 1:** Utilise virtual platforms to carry out workshops, meetings, and training. **Mitigation 2:** Consider national or local consultants to implement activities such as IKMB, science to services mapping exercises.	The PCCC e learning platform was launched via blended platforms. The PCCC will be hosting a regional dialogue on the 26 & 27 May 2021 on PCCC offer and promise via blended platforms.	*Reducing*
20	COVID 19 and Travel Restrictions (Social/cultural, health conditions	*9November 2020*	*Other - Health*			*x*	**Mitigation 1:** Utilise virtual platforms to carry out workshops, meetings, and training. **Mitigation 2:** Consider national or local consultants to implement activities such as IKMB, science to services mapping exercises	The PCCC e learning platform was launched via blended platforms. The PCCC will be hosting a regional dialogue on the 26 & 27 May 2021 on PCCC offer and promise via blended platforms	*Unchanging*