A Meeting for the Purpose of Establishing the
Regional Steering Committee for the Pacific Climate Change Portal

DRAFT AGENDA

5 January 2012

1. **Recap of the Pacific Climate Change Portal**
    a. Objectives, Target audiences, Partners (PICTs, CROP agencies, development partners), Funding
2. **Proposal to establish/ Inauguration of the regional steering committee for the development and maintenance of the Pacific Climate Change Portal**
    a. Review draft ToR and amend where necessary
        i. Issue - Is committee membership voluntary and unpaid? How much time per year is anticipated for the work? Is this part of people's normal duties? How long is the term of a person's commitment – 1 or 2 years? Is there a minimum attendance requirement to remain a member? Is it the organisation which is represented or the individual? Who nominates members to the committee??
    b. Table ToR
    c. Agree to initial membership
    d. Commence inaugural meeting of the steering committee
3. **Define collaboration among CROP agencies, PICTs and development partners – relevant roles, responsibilities and processes for:**
    a. developing and maintaining the portal, but also for
    b. who does what with regard to addressing climate change in the Pacific region – because this is key for making the portal transparent to users; and similarly for
    c. fulfilling information requirements at the national level;
4. **Work plan – suggested first tasks**
    a. Prepare steering committee "rules of procedure document"
    b. Portal maintenance plan
    c. Progress activities to understand needs of target audiences
    d. Stocktake & consolidation of content & information integration opportunities - possible steps might include:
        i. Prioritize information needs for each of three target groups (compare, for example, the requirements of PIFACC)
        ii. Inventory of climate change related information held by CROP institutions
        iii. Identify links, overlaps/ unnecessary duplication, gaps
        iv. Identify issues (information/ data sharing, intellectual property...)
        v. Develop q&a criteria for portal content
5. **Funding**
    a. How is this committee funded? Face to face meeting back to back with others may involve additional costs. Phone calls may raise costs if they involve long and frequent teleconferences. Are members are expected to find all their own costs?