

Meeting Report: Second Meeting of CDM Sector Leads

Location: CDEMA ANNEX BOARD ROOM
St. Michael, Barbados.
Date: November 11, 2010.

I. Introduction

On the 10 December, 2007 the Comprehensive Disaster Management (CDM) Coordination and Harmonization Council (CHC) had its inaugural meeting at the Hilton Hotel, Barbados. The meeting gave Council members the opportunity to discuss the mechanisms they will use to increase Comprehensive Disaster Management awareness and implementation in the Caribbean, and to explore opportunities for synergies between development partners, regional governments, the private sector, civil society and other CDM stakeholders.

The CDM CHC is comprised of Development Partners, Sector Leads and CDEMA Participating States representation through the Sub-Regional Focal Points. Sector Leads are specialized agencies that have volunteered to Chair Sector Sub-Committees. There are six sectors established to propel implementation of the Enhanced CDM Strategy and Programming Framework 2007-2012, these include – Health, Agriculture, Education, Finance, Civil Society and Tourism.

The meeting was chaired by Ms. Elizabeth Riley, Deputy Executive Director (ai), CDEMA

II. Participants

The full participants list is attached as Appendix I.

III. Welcome Remarks

Ms. Elizabeth Riley, Deputy Executive Director (ai), CDEMA, welcomed participants to the second meeting of CDM Sector Leads. She noted that the sectors have advanced work for CDM implementation and there is evidence that the priority areas of interest are overlapping. This has therefore warranted the need for a meeting of the Sector Leads to identify opportunities for synergies. She indicated that the key objectives of the meeting were to:

1. Review the Minutes of the First Meeting of Sector Leads
2. Enhance information exchange across the Sector Sub-Committees
3. Note the areas of convergence as it relates to priority areas for sector-sub-committees and identify opportunities for harmonization and collaboration across sectors
4. Identify the role of the Sector Sub-Committees in supporting the advancement of the Regional Climate Change and CDM Agendas
5. Review and comment on the report on the assessment of the CDM governance mechanism
6. Agree on the date and location of the next meeting of the Section Leads

1.0 Adoption of Meeting Agenda

The meeting agreed to the agenda with the following addition:

1. Presentation of summary impacts of Tropic Storm Tomas at Agenda Item #6

2.0 Review of Minutes of the First Meeting of the Sector Leads Meeting

Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, CDEMA presented the minutes of the first meeting and follow-up actions.

During her presentation, Ms. Rahat highlighted the following:

- The first meeting of Sector Leads was convened on April 21, 2008 in Barbados.
- The objectives of the first meeting of sector leads were:
 1. To agree on the Terms of Reference of Sector Leads and Sector Sub-Committees.
 2. To identify and discuss approaches for mainstreaming DRM at the sector level.
 3. To agree on the way forward for mainstreaming DRM in sector programming.
 4. To initiate discussions on mechanisms for incorporating cross cutting themes in sector programming.
- The TOR of Sector Leads and Sector Sub-Committees were reviewed. Recommendations were made for amendments to the Roles, Functions and Composition of the Sector Sub-Committees. It was agreed that the first meeting of each Sub-Committee would finalise the respective TORs.
- The remainder of the meeting was facilitated by an independent Consultant, Dr. Janice Cumberbatch. Presentations were received from Sector Leads and other participating agencies regarding the disaster management related work which they were undertaking.
- Based on the presentations from agencies a mainstreaming matrix was developed to provide a snapshot of current work in the various sectors and identify gaps.
- The facilitator highlighted the mainstreaming approaches to disaster risk management, noting that the key elements of mainstreaming are – (1) Deliberation and Engagement; (2) Information and Assessment; (3) Planning and Organizing; (4) Management and Monitoring and (5) Indicators for measuring progress. Specifically, she indicated that the following areas should be considered in a mainstreaming framework:
 - Advocacy and lobbying – this will allow for the level of participation that is required to address the issues. This will also allow for the claiming of ownership among partners and put it on their agenda.
 - Flexibility – there is need to identify entry points and allow organizations to advance the mainstreaming process within their current mandate.

2.1 Matters Arising:

The meeting sought clarification on what is meant by the term mainstreaming and what processes are being supported to advance the mainstreaming of CDM at the sectoral level. The Deputy Executive Director (ai) from CDEMA responded and indicated that there is classic definition for mainstreaming. However, the process for mainstreaming CDM within sectors should not be a prescriptive process given the nuances across sectors. The CDEMA CU sees itself as a facilitator of the process. Leadership of the mainstreaming process should be led by the sector groupings since the expertise and knowledge of the sectors reside there.

It was recommended that it will be useful to document the various approaches being utilized across the sectors to mainstream CDM.

2.2 Summary of Decisions

- **Recognized** that whilst there are classic approaches to mainstreaming that the mainstreaming at the sector level should be guided by the nuances of the particular sector
- **Recommended** that we undertake an examination of the various mainstreaming approaches that are being undertaken within the SSCs
- **Recognized** that the mainstreaming within the education and finance sectors require an integrated approach since it cuts across all the other sector being discussed
- **Emphasized** the need for greater cross fertilization amongst the sectors and iterate the need for frequent dialogue among the sector leads
- **Requested** the sector leads to revisit the record of meeting discussions to better capture the context within which decisions are made.

3.0 Sector Leads Report

Sector Leads were invited by Ms. Elizabeth Riley to provide an update on the key achievements in advancing the CDM agenda within the sector. The following was highlighted:

Agriculture Sector

Mr. Emerson Beckles presented on behalf of the agriculture sector. In his presentation, the following was highlighted:

- The ASSC from inception took a different form from what was originally perceived. Within the region, there were two committees pursuing the imitative of mainstreaming Disaster Risk Management within the agriculture sector. These two committees were the Agriculture Sector Sub-Committee and TMAC for the Deficient and Uncoordinated Risk Management Measures Including Praedial Larceny of the Jagdeo Initiative. The decision was taken at the level of COTED to have an amalgamation of these two committees in order to rationalize the use of scarce resources and avoid duplication of effort. The amalgamated committee, known as the Agriculture Disaster Risk Management

Committee (ASSC/TMAC) functions with revised terms of reference covering the mandates of the ASSC and the Jagdeo Initiative.

- The Committee is chaired by the Honorable Hilson Baptiste, Minister of Agriculture, Lands, Housing and Environment, Antigua and Barbuda; Minister Baptiste is also responsible for disaster management within the CARICOM Quasi Cabinet. The Food and Agriculture Organization of the United Nations (FAO) remains the lead agency, with the Inter American Agency for Cooperation on Agriculture (IICA) and the Caribbean Agriculture Research and Development Agency (CARDI) acting as the technical lead agencies of the committee. Guidelines for the functioning of the committee have been established to ensure reporting requirements to COTED are addressed. The committee has taken on an operational and coordinating function. Two major initiatives have been executed in 2010 – (i) conduct and management of a regional symposium on agriculture risk insurance, (ii) study on praedial larceny, one of the key constraints for the sector.
- Currently the committee is comprised mainly of agencies, with Antigua and Barbuda being the only country represented. This has been tabled as a limitation of the committee and it was recommended that the committee examine ways in which information sharing and exchange can be enhanced with countries
- It was noted that the COTED received a presentation on the praedial larceny consultancy and the report of the Symposium on Agriculture Insurance. The presentations were well received and the Ministers recommended the inclusion of climate change considerations in the work of the ASSC/TMAC. It was agreed that a focused climate change committee of the broader disaster risk management committee would be established.

Education Sector

Dr. Paulette Bynoe presented on behalf of the education sector. In her presentation, the following was highlighted:

- The Education Sector Sub-Committee (ESSC) has met five times to date. One of the key issues and constraints to the functioning of the committee has been the lack of attendance of members. During the period under review there were several instances of no quorum being established at meetings of the ESSC. It was noted that persons would have to be convinced that attendance at meetings would represent optimal use of their time. The retirement of the previous Chairman of the committee, Professor Jackson has been followed by the election of Dr. Barbara Carby as the new Chairperson of the ESSC. The committee structure has been revised with the appointment of a Vice Chairperson.
- Despite the challenges faced, there has been some movement with respect to Outcomes 2 and 4 of the CDM Strategy. The ESSC will collaborate with H. Lavity Stoutt Community College and the University of the West Indies to provide technical guidance for the development of advanced courses in disaster management at those two institutions. There was also consensus on the need for the inclusion of the Caribbean Union of Teachers in this initiative.
- The committee has also agreed to engage the services of a consultant to undertake the development of results based work programme on its behalf.

Civil Society Sector

Ms. Tanya Wood presented on behalf of the civil society sector. In her presentation, the following was highlighted:

- The Civil Society Sector Sub-committee (CSSC) has met four (4) times to date, with heavy emphasis being placed on knowledge sharing. The committee has a Co-Chair mechanism in place; the Chair is the Caribbean Policy Development Centre (CPDC) with the Caribbean Regional Representation Office of the [International Federation of the Red Cross and Red Crescent Societies](#) (IFRC) being the Co-Chair.
- The committee is challenged by the broad based nature and interpretation of the definition of civil society as well as the difficulty in identifying the actors in the Caribbean within this sector. Additionally there appears to be no natural forum for the engagement of these actors.
- The committee, utilizing the services of an external facilitator, has developed a draft work programme. Additionally, the ESSC, in conjunction with the consulting firm CANARI is providing technical guidance for the Mainstreaming Climate Change into Disaster Risk Management for the Caribbean Region (CCDM) Project implemented by the CDEMA CU. The committee is also exploring the possibility of establishing a reference centre in Barbados.

3.1 Issues/Discussions

The meeting indicated that planning is an integral component of the CDM mainstreaming process and that physical planning is a critical area that needs addressing within the region. Construction continues in disaster prone areas because of a lack of enforcement. It was recommended that a representative of physical planning from a CDEMA PS be included in one or more of the Sector Sub- committees.

The CDEMA Deputy Executive Director (a.i) indicated that the CU has recognized the need to have evidenced based planning in the region. She noted that a proposal to the ACP EU has been submitted to develop vulnerability profiling of all the participating states.

3.2 Summary of decisions:

1. **Congratulated** the sector leads in fulfilling their mandate.
2. **Recognized** that there are varying levels of progress across the sectors.
3. **Recommended** that we have a co-chair as a standard across the grouping
4. **Recognized** that reporting at the level of the sector leadership be refined to enhance the frequency and quality of the reporting. This will inform meaningful analyses of findings.

5. **Recommended** that the secretariat develops a reporting template for sector leads to populate with information.
6. **Recommended** that the CDEMA CU follows up with the membership of the ESSC and encourage greater participation and attendance at meetings.

4.0 Presentation on Areas of Convergence Across Sectors

Ms. Gayle Drakes, Programme Officer, CDM HIP, CDEMA presented the areas of convergence across the priority sectors – health, agriculture, tourism, civil society and education.

In her presentation, Ms. Drakes highlighted the following:

- The purposes of the analysis were to:
 - Determine areas of convergence in SSC discussions.
 - Develop recommendations to advance harmonization and collaboration for CDM implementation.
 - 3.1.2 The methodology employed included the review of Sector Sub-Committee (SSC) reports, concept papers on priority areas for action, and where available, draft work programmes. This allowed for the isolation of common priority areas for implementation across sectors.
 - 3.1.3 The analysis highlighted the following recurring themes:
 - Standardization (tools, terminology, messages)
 - Community-based disaster management and involvement of communities
 - Cultural appropriateness of community-based disaster management interventions
 - More “bottom-up” approaches to disaster management.
 - 3.1.4 The analysis proposed the following recommendations for consideration by SSCs:
 - Explore opportunities for collaboration as early as possible
 - Collaborating SSC
 - Proposed lead SSC
 - Further analysis on completion of sector work programmes
 - Establish a forum for interaction among sector leads
 - Informal
 - Regular exchange of ideas
 - Web-based solutions should be explored
 - Collaboration should build on previous efforts/initiatives

- 3.1.5 To achieve the recommendations, the following next steps were proposed for consideration by SSC:
 - Complete the sector work programmes and share among SSC.
 - Conduct further analysis that includes reviewing work programmes, and examines not only convergence, but also gaps for achieving the priority outcomes of the CDM Strategy and challenges within the sectors.
 - Convene bilateral (or multilateral) discussions between SSC to explore and action opportunities for collaboration

4.1 Issues/Discussions

Harmonization of Sector Work Programmes

It was recommended that a working meeting be convened annually to focus on identifying linkages and harmonizing SSCs work programmes. This approach will ensure that there is adequate information sharing and feedback across SSCs.

It was further recommended that one of the annual Sector Leads meeting focus specifically on looking at the work programme across the sectors with a view to integration.

Tracking Sector Level Results

It was recommended that a management information system be developed to adequately capture and track results at the sector level.

Advancing Sector Work Programmes

It was highlighted that the key weakness of sector work programmes is the implementation of the cross cutting themes of the CDM Strategy

It was recommended that key areas of convergence highlighted from the analysis be centralized by the CDEMA CU and that key areas should be assigned to Partners based on where specialization reside.

4.2 Summary of Decisions:

1. **Agreed** that CDEMA will expand the areas of convergence to integrate the cross cutting under the CDM strategy
2. **Agreed** that the CU will prepare a matrix on the appropriate placement of responsibilities based on areas of convergence. Further agreed that this will be further discussed at the next meeting of CDM Sector Leads.

5.0 Climate Change Implementation Plan

The Deputy Director (a.i) of CDEMA, Ms. Elizabeth Riley, presented an update on the development of the Regional Climate Change Strategy Implementation Plan. In her presentation, she indicated that:

- The Caribbean Community Climate Change Centre (CCCCC) has launched a project to develop an Implementation Plan for the Regional Climate Change Strategy. This initiative is being supported by the UK Department for International Development (DFID).
- In discussions with the CCCCC and the Project Team, the CU had stressed the need for strong participation at all levels. The Project Team was encouraged to ensure that there was significant input from countries and regional organisations in the shaping of the regional implementation plan. The CU also offered the Project Team opportunities to promote the project at the 5th CDM Conference and other meetings within the CDEMA system. It was also noted that the outputs of the CCDM project will be key to the defining the climate change-disaster management interface in the implementation plan.

5.1 Impact of Hurricane Tomas

At the request of participants, the Deputy Director (ai) provided a brief report on the impact of the passage of Hurricane Tomas on PS. The Summary of Impact of Hurricane Tomas was shared with participants.

Ms. Riley noted that at the time of compiling the Summary of Impact, Barbados had not yet submitted a report to the CU. The Summary therefore does not include impacts to Barbados.

5.2 Issues/Discussions

Participants queried how the Implementation Plan would be supported once it was completed. The Deputy Director indicated that international donors had begun to signal their willingness to support the region in climate change adaptation.

The representative from CARICOM indicated that macroeconomic assessments of the impact of the Hurricane would start in the affected countries shortly, possibly in the following week. The representative from the FAO indicated that Ministries of Agriculture in some of the impacted states had completed preliminary assessments. In St. Lucia, early assessments indicated at least EC \$102 million in damages to the sector, while St. Vincent reported a possible EC \$65 million in damages.

5.4 Summary of Decisions:

1. **Agreed** that the outputs of the CCDM project will be key to the defining the climate change-disaster management interface in the implementation plan
2. **Noted** the impacts of Hurricane Tomas in the region and

6.0 Presentation on the Draft Report on the Assessment of the CDM Governance Mechanism

The presentation on the draft report of the assessment of the CDM governance mechanism was presented by Ms. Natalie Hutchinson and Dr. Janice Cumberbatch. In their presentation, the following were highlighted:

- The methodology included a literature review, interviews. A focus group was established to provide timely commenting and feedback on the outputs of the consultancy. A focus group session was convened and a perception mapping exercise was completed.
- The overall conclusion of the report was that the GM is progressing well towards achieving its mandate. However the purpose of the GM needed to be reinforced for members. Communication needed to begin to flow in all directions within the mechanism. It was also critical to address the question of sustainable financing of the mechanism.

6.1 Issues/Discussions:

Comments on the Analysis

- The representative from the University of Guyana noted the usefulness of the document and indicated that the findings can only be validated based on the methodology employed. She noted that the report is heavily hinged on a qualitative approach to the report preparation and that the language of the report follows a pattern of the reported speech. She urged that the style of the report be revised to be more analytical and include detailed graphs to illustrate that an analytical approach was employed.
- The Consultant indicated that the analysis would have been improved if there was more participation from stakeholders. The analysis was intentionally designed to be qualitative to capture the richness of the information garnered.
- The Deputy Director of CDEMA indicated that the analysis component needs to be strengthened and there is need for clearer linkages between the issues raised in the analysis and how they are to be addressed in the recommendations. She also indicated that there are some elements of the governance mechanism that are not treated within the document. In particular the sub-committees that focus on the MER Framework and the CDM Database are not included in the analysis.
- The Consultant indicated that it would necessary to discuss and agree on format of the final analytical document.

Comments on the Treatment of Recommendations of the Analysis

- The Deputy Director of CDEMA highlighted that the recommendations outlined in the report are very useful and valuable. She recommended that the Consultant provide an indication of responsibility for implementation of recommendations and that each recommendation should have an associated benefit and risk highlighted.

Enhancing Information Sharing, Awareness and Communication

- The representative from OECS recommended that new members of the CDM governance mechanism be orientated. She further indicated that there is need for dissemination of information at the national level so that they are kept abreast of the development/outputs of the CDM Governance Mechanism.
- It was noted that the GM website should be a space for regular updates and current information. The Deputy Director noted that the GM would need to consider resourcing and manpower to address recommendations. She encouraged the GM to devise approaches that do not rely solely on the limited resources of the CU.
- The meeting further recommended that there should be bilateral meetings between SSC to improve information sharing within the GM. They also recommended that SSC meetings should on occasion have representatives from other SSC.
- It was suggested that limited awareness of the GM by national partners may be due to poor dissemination of information to this group. It was recommended that dissemination of information specified in the TOR as a responsibility of national representatives.
- The Consultants had indicated that the key elements of good governance, adapted from the World Bank model, were the basis for the analysis. The representative from the University of Guyana recommended that the recommendations should be prioritized based on guidance from the analytical framework provided by the World Bank model. This will assist in guiding where resources should be allocated to address recommendations.
- The Consultants indicated that the ranking of the general categories of recommendations will be done by the Consultant, but the detailed activities to address each recommendation should be done by the members of the CDM GM.
- The representative from UNIFEM noted that recommendations underscored the need for a virtual repository of information related to the GM. She further recommended prioritization of the recommendations for the CDM governance mechanism. The required actions and responsibilities should also be delineated.

National Effectiveness

- The Deputy Director highlighted the issue stated as "Inability of NGOs to facilitate mainstreaming of CDM". She recommended that the Consultants revisit their treatment of national participation in the GM. She noted that at the national level CDM legislation speaks to the composition of the NDO which is responsible for mainstreaming CDM at the national level. She further recommended that an alternative be used for "inability".

Management of Committees

- The Deputy Director of CDEMA requested that the Consultant elaborates mechanisms by which the CDM CHC can report and share information on progress made and lessons learned.
- The representative from FAO supported the recommendation and actions to improve and focus the meeting agendas.
- The Programme Coordinator of the CCDM project recommended that there should be capacity building for Chairs of Sub-Committees to enhance their ability to lead the SSCs.

Financial sustainability

- The Deputy Director of CDEMA noted that sustainable financing needed to be discussed at great length within the GM.

Membership

- The representative from UG noted that the ESSC had recognised that its membership needs to be rationalised.
- The Deputy Director of CDEMA noted that the GM should reflect on the effectiveness of the strategies employed for engaging partners.

Capacity Building

- The representative from the University of Guyana noted that the membership of each committee was strategic to ensure that the relevant knowledge and skills on DM issues is present. The key issue is that the rotation of representatives from agencies distorts the quality of the conversation due to lack of awareness.
- The representative from IICA recommended that capacity building should be undertaken with the member institutions and not individuals that sit on the committees. This will ensure sustainability and capacity strengthening within sub-committees.

Demonstration Projects

- The representative from IFRC supported the recommendation for cross-sectoral demonstration projects. She recommended that opportunities for joint learning and evaluation could present possible projects.

6.2 Summary of decisions:

1. **Agreed** that the Consulting firm will finalize the reports based on feedback from the meeting and specific comments received from the CU
2. **Agreed** that the finalized document to be tabled at the next CDM CHC meeting.
3. **Agreed** that at the next meeting of the CDM CHC the final recommendations will be tabled for consideration and endorsement.

7.0 Next Steps

7.1 Scheduling of Sector Lead Meetings

The Meeting:

1. **Agreed** that there will be a face to face meeting every six months
2. **Agreed** that flexibility will be maintained and viable options including the go-to meeting facility will be considered if any key issue arise that requires discussion
3. **Recommended** that the next meeting be convened in mid June 2011

APPENDIX 1- Participants List

PARTICIPANTS LIST				
SECOND MEETING OF THE CDM COORDINATION AND HARMONIZATION COUNCIL SECTOR LEADS				
*Names are arranged alphabetically				
1. Cisne Pascal	Programme Coordinator	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill, St. Michael	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: cisne.pascal@cdema.org
2. Elizabeth Riley	Deputy Executive Director _(ai)	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill, St. Michael	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: elizabeth.riley@cdema.org
3. Emmerson Beckles	Assistant FAO Representative (Programme)	Food and Agriculture Organization (FAO)	FAO UN House, Hastings. Christ Church.	Tel: 426-7110 Fax: 427-6075 E-mail: emmerson.beckles@fao.org
4. Gayle Drakes	Programme Officer	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill, St. Michael	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: gayle.drakes@cdema.org
5. Guylaine Grenier	Second Secretary (Development)	High Commission of Canada	P. O. Box 404 Bridgetown Barbados	Tel : (246) 629-3550 Fax : (246) 629-3623 Email :

				guylaine.grenier@international.gc.ca
6. Janice Cumberbatch	Consultant		#14 Ocean City, St. Philip, Barbados	Tel: 246-234-5085 Fax: E-mail: jancum@caribsurf.com
7. Joan John-Norville	Programme Officer	Secretariat of the Organisation of Easter Caribbean Sates	Morne Fortune, Castries, Saint Lucia	Tel : 758-455-6326 Fax : 758-452-2194 Email : jnorville@oecs.org
8. Leah Odle-Benson	Programme Associate	United Nations Development Fund for Women	UN House, Marine Gardens, Hastings Christ Church, Barbados	Tel: 246-467-6000 Fax: 246-437-6596 Email: leah.odle-benson@unifem.org
9. Natalie Hutchinson	Consultant		#1, Upton, St. Michael, Barbados	Tel : 246.271.0522 Fax : Email : natalie_he@yahoo.com
10. Paulette Bynoe	Director School of Earth and Environmental Sciences	University of Guyana	Main Campus, Turkeyen, Georgetown, Guyana	Tel : 592-222-4180 Fax : 592-222-4180 Email : bynoep2000@yahoo.com

11. Ricardo Yearwood	Programme Officer	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill, St. Michael	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: ricardo.yearwood@cdema.org
12. Saudia Rahat	Senior Programme Officer	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill, St. Michael	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: saudia.rahat@cdema.org
13. Tanya Wood	Head of Office	International Federation of Red Cross	110 Picton Street Port of Spain Trinidad and Tobago	Tel: 868-627-9662 Cell: 868-468-2252 E-mail: tanya.wood@ifrc.org
14. Vincent Little	Coordinator, Regional Agriculture Agenda	Inter-American Institute for Cooperation on Agriculture (IICA)	Caricom Secretariat Turkeyen Greater Georgetown Guyana	Tel: 592-222-0011 - 75 Fax: 592-227-8791 E-mail: vincent.little@iica.int vlittle@caricom.org

AGENDA

Second Meeting of the CDM Sector Leads

"Building Sustainable CDM Governance Mechanisms"

November 11, 2010

8:30am – 4:15pm

Meeting Objectives:

7. Review the Minutes of the First Meeting of Sector Leads
8. Enhance information exchange across the Sector Sub-Committees
9. Note the areas of convergence as it relates to priority areas for sector-sub-committees and identify opportunities for harmonization and collaboration across sectors
10. Identify the role of the Sector Sub-Committees in supporting the advancement of the Regional Climate Change and CDM Agendas
11. Review and comment on the report on the assessment of the CDM governance mechanism
12. Agree on the date and location of the next meeting of the Section Leads

TIME	SESSION	RESOURCE AGENCY/PERSON
8:30-8:35	1. Welcome Remarks	CDEMA CU

TIME	SESSION	RESOURCE AGENCY/PERSON
		Representative Sector Lead Representative
8:35-8:40	<p>2. Adoption of Meeting Agenda and Review of Meeting Objectives. <u>Document:</u> CDM-GOV-SL2-10-1.0 Agenda</p>	Partners
8:40-9:00	<p>3. Review of Minutes of the First Meeting of the Sector Leads Meeting and Follow Up Actions <i>The meeting will receive the report and discuss matters arising.</i></p> <p><u>Documents:</u> CDM-GOV-SL2-10-2.0 Report of the First Meeting of the CDM Sector Leads CDM-GOV-SL2-10-3.0 Report of the Follow up Meeting of the CDM Sector Leads CDM-GOV-SL2-10-4.0 Follow Up actions from the First Meeting of the CDM Sector Leads CDM-GOV-SL2-10-5.0 Final TOR Sector Leads</p>	Ms. Saudia Rahat, CDEMA
9:00-10:00	<p>4. Sector Leads Report <i>The meeting will receive 5 minute presentations from Sector Leads to provide a synopsis of the key achievements to date.</i></p>	Sector Leads – CTO, UWI, IICA/FAO, IFRC/CPDC, PAHO

TIME	SESSION	RESOURCE AGENCY/PERSON
	<p><u>Document:</u> CDM-GOV-SL2-10-6.0 Summary of Results from Health, Tourism, Agriculture, Civil Society and Education Sectors</p>	
10:00-10:20	BREAK	
10:20-11:30	<p>5. Presentation on Areas of Convergence Across Sectors <i>A presentation will be made on the key priorities of Sector Sub-Committees (SSCs) based on their draft work programmes.</i> <i>The purpose of the session is to flag the key areas of support required at the sector level and identify opportunities for collaboration and harmonization across SSCs. Work programming issues and challenges will also be discussed.</i></p> <p><u>Document:</u> CDM-GOV-SL2-10-7.0 Areas of Convergence in Sector Priorities</p>	Ms. Gayle Drakes
11:30-12:00	<p>6. Climate Change Implementation Plan <i>The purpose of this session is to update partners on the regional process being undertaken for the development of a regional climate change implementation plan to support the achievement of the Regional Climate Change Strategy. Discussions will focus on how the CDM Mechanism can be utilized as a vehicle for advancing its implementation</i></p> <p><u>Document:</u> CDM-GOV-SL2-10-8.0 Regional Climate Change Strategy</p>	Ms. Elizabeth Riley

TIME	SESSION	RESOURCE AGENCY/PERSON
12:00-1:00	LUNCH	
1:00-4:00	<p>7. Working Group Discussion on the Draft Report on Assessment of CDM Governance mechanism</p> <p><i>A presentation will be made by the Consultant of the draft report which evaluates the working of the CDM Governance Mechanism to date. Comments and feedback on the report will be undertaken to inform the finalization of the report.</i></p> <p><u>Document:</u></p> <p>CDM-GOV-SL2-10-9.0 Part I – Analytical Summary of the Assessment of the CDM Governance Mechanism</p> <p>CDM-GOV-SL2-10-10.0 Part II – Detailed Results of the Assessment of the CDM Governance Mechanism</p>	<p>Dr. Janice Cumberbatch Facilitator</p>
4:00-4:05	<p>Next Steps: 1.Scheduling of Sector Level meetings</p>	Sector Leads
4:05-4:15	Any Other Business	Partners

Meeting Documents:

1. CDM-GOV-SL2-10-1.0 Agenda
2. CDM-GOV-SL2-10-2.0 Report of the First Meeting of the CDM Sector Leads
3. CDM-GOV-SL2-10-3.0 Report of the Follow up Meeting of the CDM Sector Leads
4. CDM-GOV-SL2-10-4.0 Follow Up actions from the First Meeting of the CDM Sector Leads
5. CDM-GOV-SL2-10-5.0 Final TOR Sector Leads

6. CDM-GOV-SL2-10-6.0 Summary of Results from Health, Tourism, Agriculture, Civil Society and Education Sectors
7. CDM-GOV-SL2-10-7.0 Areas of Convergence in Sector Priorities
8. CDM-GOV-SL2-10-8.0 Regional Climate Change Strategy
9. CDM-GOV-SL2-10-9.0 Part I – Analytical Summary of the Assessment of the CDM Governance Mechanism
10. CDM-GOV-SL2-10-10.0 Part II – Detailed Results of the Assessment of the CDM Governance Mechanism