



**Third Meeting of Regional Technical Advisory Group
GEF-IWCAM Project
February 16-17, 2009
Bon Accord, Tobago**

Provisional Annotated Agenda

1. **OPENING OF THE MEETING**
The GEF-IWCAM Regional Project Coordinator will chair the Opening Session, prior to the election of a Chairperson from among the RTAG members.
 - 1.1 **Welcome Remarks**
Brief remarks will be given by representatives from the Executing Agencies and the host country.
 - 1.2 **Introduction of Members**
The participants will be invited to introduce themselves, giving a brief outline of their expertise and experience and elaborating on their interest in or roles in the project.

2. **ORGANISATION OF THE MEETING/ADOPTION OF AGENDA**
 - 2.1 **Designation of Officers**
The members will be invited to nominate a Chairperson, and identify a Rapporteur
 - 2.2 **Organisation of work**
The meeting will agree on hours of work and discuss other administrative arrangements for the conduct of the meeting
 - 2.3 **The Provisional Agenda will be considered for amendment and adoption**

3. **STATUS REPORT ON IMPLEMENTATION OF THE GEF PROJECT**
“INTEGRATING WATERSHED AND COASTAL AREAS MANAGEMENT IN CARIBBEAN SIDS”
The meeting will be apprised of the status of project implementation

4. **STATUS REPORT ON EACH DEMONSTRATION PROJECT**
The meeting will be apprised of the status of each Demonstration Project and issues related to project implementation will be presented for consideration of the RTAG. Any technical difficulties being experienced will be discussed.

5. ANY OTHER BUSINESS

Matters not discussed previously but considered of relevance to the RTAG will be considered here.

6. DATE AND PLACE OF THE NEXT MEETING OF THE RTAG

The members will be invited to consider hosting the next RTAG meeting, in late 2009

7. CLOSURE OF THE MEETING

NOTE: A field trip to the Tobago Demonstration site will be conducted on the afternoon of February 16.

Terms of Reference

for

IWCAM Regional Technical Advisory Group (RTAG)

The RTAG is fundamentally a technical advisory group to the project, and specifically to the Project Steering Committee (PSC). The RTAG will consist of a senior technical representation from each country (wherever possible this national member should represent a sector which is related to that country's demonstration project or areas of principal IWCAM concern). The national member will be nominated by the National Intersectoral Committee and the nomination endorsed by the PCU and the PSC (in order to ensure an appropriate level of representation as well as a useful balance of expertise across the RTAG membership). Other RTAG members will include the RPC (or his/her nominated representative for that meeting), and a representative from each of the two Executing Agencies (EAs), UNEP CAR/RCU and CEHI. The RTAG may invite regional or international technical expertise as guests to a meeting where that expertise may prove to be valuable (and with the agreement of the EAs).

The RTAG will meet at least once a year, prior to the annual meetings of the PSC (so that technical recommendations can be carried directly forward). Interim meetings can be called by the EAs or requested by the PSC membership to address urgent issues. This would be decided at the discretion of the EAs and dependent upon confirmation of adequate funding.

The RTAG will also operate as an Interim Body through a system of networking so that issues can be brought to the attention of the membership and discussed electronically as they arise.

The specific functions of the RTAG include:

- Reviewing reports from the Demonstration Projects
- Reviewing all technical matters related to project objectives
- Addressing any increased or emerging technical concerns within the region pertinent to the participating countries and to IWCAM issues
- Providing technical guidance and recommendations to the PSC on project-related issues
- React to any other requests from the PSC, PCU or EAs requiring technical input and advice

Other than these Terms of Reference, the RTAG will set its own guidelines and procedures for operating.