Regional Inform Meeting

19 – 23 August 2019

Sheraton Resort, Apia, Samoa

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EVENT TITLE	Regional Inform Meeting
WORKSHOP OBJECTIVE	Review project implementation, receive feedback from countries on use of national data portals, develop work plans, launch of the indicator reporting tool and collection of input by participants for the midterm project review.
FACILITATOR NAMES	SPREP Environmental Monitoring and Governance staff and Inform staff
VENUE	Sheraton Resort, Apia, Samoa
DATE DELIVERED	19-23 August 2019
MAIN AUDIENCE	Inform project stakeholders
# PARTICIPANTS	35

Background

SPREP's Environmental Monitoring and Governance Programme convened the regional Inform meeting to review project implementation, and to hear feedback from countries on the use of national portals. Specific meeting objectives are:

- Capacity building on environmental data management and reporting by using a real-world application of Inform developed processes and tools, focussed on a common area to all countries - protected areas.
- Launch of the new Indicator Reporting Tool, for stakeholder feedback.
- Launch the Pacific Data Ecosystem – collaboration between SPREP and SPC – demonstrate linkages between the Pacific Data Hub and the national data portals.
- Presentation and consultations of stakeholders of a data management sustainability plan.
- Share lessons, best practices, knowledge and experiences through south-south exchange.
- Establish and strengthen partnerships and networking across and among key stakeholders and partners.
- Convene the 2019 annual Inform Project Steering Committee meeting. Build the capacity of the 14 Pacific island target countries, with an aim to build an open data community amongst the users of the national data portals.

A total of twelve Pacific island countries attended the meeting as listed below:
1. Cook Islands
2. Kiribati
3. Republic of the Marshall Islands (RMI)
4. Federated States of Micronesia (FSM)
5. Nauru
6. Palau

7. Papua New Guinea (PNG)
8. Samoa
9. Solomon Islands
10. Tonga
11. Tuvalu
12. Vanuatu

Fiji and Niue were unable to attend

Key Outcomes realised:
- Awareness and understanding on the importance of open data, and environmental data.
- Data management and reporting strengthened.
- Capacity built to use online tools and document issues forthwith.
- Improved South-South collaboration.
- Opportunity for sustainability enhanced and the feeling of ownership and belonging amongst data users.
- Sustainability plans and annual work plans developed.
- Review environmental indicators for reporting obligations.
- Midterm review consultant interviews conducted.

Meeting Proceedings

Official Opening – Monday 19 August 2019

Ms. Easter Galuvao, Director of SPREP's Environment Monitoring and Governance Programme, welcomed delegates and development partners to the Inform meeting acknowledging the support of countries in project implementation for improved environment monitoring and reporting. She noted of the project mid-term review currently underway and a critical point to assess project impact on data management at country level.

Mr. Jope Davetanivalu, Environmental Planning Adviser said the Opening Prayer.

The regional meeting was opened by the Chief Executive Officer of the Samoa Ministry of Natural Resources and Environment, Tofa Ulu Bismarck Crawley, who said, the Inform project is now mid-way through implementation, which means this is an important phase of the project since it started implementation in 2017. "This is where we look back at the inception meeting and review the key performance indicators, what have we accomplished, what are the challenges, and what needs to be adjusted. Information is expensive, it needs resources to compile information, but more importantly is to ensure this information is being used.

UN Environment Senior Programme Officer, Mr. Jochem Zoetelief, said since project

inception, Inform has made good progress in delivering project outputs. He highlighted the deployment of 14 national data portals, the training of government officers in using the portals and State of the Environment (SoE) Reporting, as well as the partnership with SPC and the Pacific Data Hub to help improve data management in the Pacific.

Deputy Director General of SPREP, Mr. Roger Cornforth, acknowledged the regional participants for taking time out to attend the meeting. He said participation of country delegates is important particularly as the project is mid-way through implementation. He said new tools and processes have been established to address the on-going challenge of compiling high quality data on the environment and making best use of it. The meeting is also a good opportunity to further strengthen the community of practice that is forming around open data for decision-making in the Pacific.

Session 1 – Overview and objectives of the meeting and setting the scene
Paul Anderson gave an overview of the Inform Project and objectives of the meeting and week-long workshop. As well as providing an update on the Inform project progress to date.

Key issues raised:

- Data sharing and awareness of the Inform project,
- Identified the need for trained personnel, funding, capacity building and equipment to support Inform portal use,
- Establishing data sharing policies and national communication plans and policies are important for implementation and sustainability.
- Some countries have already established these enabling frameworks and others are still in the works of putting them in place.

Session 2 - Overview status of national project implementation, plenary and group work

Presentation on project implementation followed by break-out groups to discuss four questions:
1. What are the observable impacts of the Inform project within your program of work?
2. Examples of data used in decision making, reporting, budgeting?
3. How is data sharing within your agency and between agencies coordinated now?
4. Areas that require more support

Key outcomes:
- Products targeted to decision makers are mostly used by environmental officers instead,
- Data sharing and lack of awareness are two consistent issues among countries,
- Some countries have established their own national portals
- PNG working towards making Inform portal a centralised data repository
- There is interest to retrieve from and share data with the private sector,
- The need for trained personnel, funding, capacity building and equipment to support Inform portal,
- Samoa has a data management mechanism in place based on DKIF and have issues linking to Inform portal

- National portal informs the development of the State of Environment report and as indicated by Solomon Islands as repository for Environmental Impact Assessment data and reports,
- FSM and Palau hopeful to use Inform data for future SoE development
- Need to ensure that data collected is used for decision making
- SPREP to assist countries with developing Memorandum of Understanding (MOU) on data sharing policies and communication plans/policies for awareness on data sharing and management

- Some countries suggest establishing committees to overlook data portal,
- Sharing to a wider users including the private sector for their data requirements.

Session 3 – Inform Project Sustainability Plans

Project Manager Paul Anderson presented on project sustainability plans and addressed:
1. The need to better manage environmental data and information for historical and current evidence of status and trends of environmental resources.
2. Standardising procedures for collecting and aggregating environmental data for national, regional and international reporting.
3. The need to build national capacity to enhance access to information and its use for environmental decision-making.

Key issues:
- Established 14 national portals, a regional portal (Pacific Environment Portal) and capacity built in managing the national portal,
- Developed indicator reporting tool allowing for the reuse of environmental indicators for reporting to multiple targets,
- Data sharing – SPREP have developed a data sharing policy, some national Ministry's have similar frameworks in place,
- Sustainability – enhancing data management in the Pacific
- Identified four pillars for sustainability,
  o Member countries, SPREP, Funding Strategies, and Partnerships
- Member countries
  o Who are Inform project champions – to advocate for the project

- o Looking for examples of how national portal is being used for national reporting
- o Looking for examples of how the national portal is being mainstreamed into work processes,
- o Are related ministries using the portal?
- o Would your country benefit from additional capacity building on data management and the data portal? Who else should be targeted?
- o Any existing formal or informal mechanisms in place for sharing data between ministries? e.g. MOUs, data sharing policies
- o What are the top three barriers to sustainability of the Inform project outputs (including the portal) in your country?

- SPREP
  - o Develop data sharing policy – encouraging open data platform while respecting member countries' wishes to safeguard national data,
  - o Mainstreaming data management into project delivery and development

- Project Development
  - o Identify funding windows to expand and enhance Inform project outputs
  - o Proposals under development:
- Develop Partnerships
  - o Raise project profile
  - o Access more data
  - o Expand and support use of data
  - o Reduce portal proliferation
  - o Established partnership with SPC, and Nature Conservancy

Session 4 – Preparations for Steering Committee Review
Inform Project Manager, Paul Anderson presented coloured slide on project implementation including project budget, setting priorities for 2020, preparations on Steering Committee Meeting review, and discussions on workplan,

Key issues raised:

- Country-level implementation –
  - o Nauru made mentioned of the importance of having a set of indicators to report with and to communicate with to high level officials.
  - o Palau – request for an SoE Brief for their second SoE, reuse of indicators for multiple reporting; suggested to approach small grants program to gather more useful data.
  - o Kiribati – have established environmental indicators but need the data collection to happen, want to use existing indicators for developing the SoE.

- o Samoa wanted clarification on the traffic light presentation what are unique portal visits and total page hits. Paul responded they are proxy for portal use or demand for data.

- Budget
  - o Samoa requested for workshops to help expand portal use. Paul suggested sorting out corporate data workflows and then to follow up with some capacity building.
  - o Palau asked if there was an option to fully spend Inform budget in 2020 and Paul responded that there's not enough time to complete delivery in 2020 but could possibly increase 2020 spending by 20-30%.

- Pacific Data Community
  - o SPC – different portals provide different windows for new information,

  - o Cook Islands wanted information on NGO data, Paul said new partnerships still to be built, created a new user class (NGO can upload but not see shared data),
  - o Vanuatu – for those countries further ahead how do you control access? PNG responded – you decide first to only publish data already publicly available, look to establish national data validation process, strengthen or develop data sharing committees to manage data, encourage national ministries to validate their own data,

Action items:

- Need to elect Polynesian representative to the Steering Committee as Niue is absent
- Workplan request changes made:
  - o Vanuatu and Palau added national communications plan
  - o PNG to add mobile app training
  - o Nauru – requested for all outputs
  - o Samoa – mobile data training
  - o Cook Islands – strengthened workflow between government agencies
  - o Tuvalu – looking to develop a communications strategy
  - o Solomon Islands – project monitoring and mobile data collection
  - o Palau – supported high level advocacy
  - o Samoa – improve on internal coordination
  - o SPC – suggested establishing data quality and licensing frameworks

Session 5 – 3ʳᵈ Project Steering Committee Meeting

The 3rd Inform Project Steering Committee Meeting was held, with an emphasis placed on country feedback on project outputs, discuss sustainability plans, budget, and work plans for 2020.

Attendance:

1. Ms Hemline Yasawa – Chairperson and representative for Micronesia sub-region
2. Mr Jochem Zoetelief – UN Environment Programme
3. Ms Easter Galuvao – SPREP representative
4. Ms. Tuiolo Maria Schuster – Samoa sitting in for Niue, Polynesian Sub region Representative
5. Ms Debra Kereseka – Solomon Islands, Melanesian Sub Region Representative
6. Mr Paul Anderson – PMU, Secretariat

Observers

7. Ms. Taouea Titaake Reiher, Kiribati
8. Ms. Charlene Mersai, Palau
9. Ms Elisabeth Munro – Cook Islands

Chairperson welcomed and acknowledged members of the Steering Committee meeting and invited remarks from UN Environment and SPREP.

UN Environment Jochem welcomed members and reiterated on the purpose of the Steering Committee which is to provide guidance on project implementation, review 2020 workplans.

SPREP representative acknowledged the support and engagement of the steering committee for their guidance, advice and direction in progressing implementation of the Project.

Chairperson tabled the Minutes of the 2018 Steering Committee Meeting for discussion.

Meeting agenda adoption

The meeting agenda was adopted with the following additional items added under Other Items.

 1. Upcoming SPREP meeting in September where a paper will be tabled on the project implementation as well as a side event during the SPREP Meeting.

2. UN Environment Global Environmental Data 2025 Strategy,

Resolutions

> ***Approved*** in principle the 2020 Work Plan and Budget pending the outcomes of the MTR; and agreed to revise the workplan and budget in November 2019 when the final MTR Report is available

Requested the PMU to circulate the draft regional SoE report to countries for review and comments to avoid issues with countries on the content.

Noted the substantive contribution of the Inform project in the development of the first Regional SoE

Acknowledged and *supported* the SPC- SPREP Pacific Open Data Community partnership,

Agreed to request countries to confirm co-financing contributions.

Approved the draft sustainability concept and requested the PMU to develop a Sustainability Plan based on the concept including input and suggestions gathered from the Inform meeting,

Agreed to convene a virtual meeting of the PSC in November 2019 to discuss the MTR report and finalise the 2020 Work Plan and Budget.

Supported the SPREP Meeting paper to update Members on progress of the project

Supported the Data management side event at the SPREP Meeting to highlight and profile project results.

Agreed to target key high-level events in 2020 to share results of the inform project and requested the PMU to compile a list of key events and develop engagement strategies to support engagement of the project,

Other matters
- Samoa requested a copy of the TOR of the steering committee to share.
- Noted opportunities for more South-South learning,
- Palau raised a question if the portal could be used for traditional / cultural indicators although it is difficult to collect. Paul pointed out that currently there is no indicator on traditional knowledge, but the portal could store stories on traditional knowledge noting that it is an area that would need to be further assessed. It was noted that traditional knowledge and cultural use in relation to the environment are included in the SoE reports for most countries.

Election of new members
- The meeting confirmed the new members of the Steering Committee who will start tenure following the closure of the second meeting of the Project Steering Committee.
  - Melanesia: Vanuatu
  - Polynesia: Samoa taking over from Niue for 2019 and Cook Islands in for 2020
  - Micronesia: Kiribati
  - Chair is Vanuatu

Closing
UN Environment expressed gratitude to project management unit and noted in particular the efficiency in providing reports/outputs to UN Environment in a timely manner.

Chairperson thanked the Steering Committee for their oversight of the Project noting achievements thus far.

Meeting was adjourned at 4:30pm

Day 2, Tuesday 20 August 2019

Day one highlights

- Kiribati: now aware they are part of the Inform project
- Solomon Islands: common issues of data sharing
- Cook Islands: sustainability of the project and partnerships both at the regional and national levels for data sharing are key for the success of the project and its continual use.
- Paul Anderson: Importance of high-level advocacy is critical for 2020 onwards to ensure the portal is used effectively for National and Regional decision-making.
- Palau: going home with very specific ideas on how to develop their national monitoring and evaluation and national data base
- FSM: efforts to standardise data usage

Session 6 - Introduction to data workflow and datasets, data to decision making workflow, BIOPAMA presents on current state of protected areas

Introduced the new data workflow process depicting how data is captured, analysed, and uploaded with licensing access. Data available is used to inform decision-making, policy making, and prepare environment reports to national, regional and international obligations. Communications products can also be developed from datasets available on the national environment portal.

SPREP Protected Areas Officer, Vainuupo Jungblut presented an overview of BIOPAMA Pacific Islands Protected Areas Portal (PIPAP) and how the national data portal is linked via SPREP Inform project and to global datasets. Currently as a region the Pacific have surpassed the Aichi target 11 for protected marine regions, however still some way off on the terrestrial areas target. Under BIOPAMA 2 – SPREP works closely with IUCN, and acts as the "research hub" for BIOPAMA Observatory for the Oceania region. PIPAP (https://pipap.sprep.org) is the all in one package for all information providing the latest information, tools and research links, scholarships etc. and a weekly newsletter with over 500 subscribers. Have the most comprehensive global database on protected areas but still there are data gaps. Working quite closely with Inform project.

Key outcomes:

- Benefits of organized up-to-date information, informs: the ongoing development of national protected areas networks; conservation planning;   support

implementation, ensures World Database on Protected Areas information is accurate; reporting on CBD Aichi targets; identifies any information types such as sensitive information,

- Participants all given a stylized dataflow paper copy and also available digitally on the national and regional data portals – depicting simplified "cartoon bubbles" pictogram on a step by step data flow process.
- Three levels of data license can be set on the national portal – public, shared (between registered user groups but not public) and private (only within own group). Note metadata will be available to the public – they will know the data exists but will not be able to view it, the metadata "should" provide the contact information for public to contact private data holders. License levels can be easily edited by the data custodian.
- Most types of data files can be uploaded – shapefiles need to be zipped before uploaded as a Resource. Ideally upload all the file types for the same data source, enabling users to access the data in their preferred format.
- The Regional Portal has a help and support dashboard
- Focus is on ease of use for data upload and searching for data

Session 7 – review of best practices on data management, upload of protected areas data to the data portal, effective social media engagement

Julie Callebaut and Tavita Su'a facilitated this interactive session.

Key outcomes:
- Participants were guided on how to effectively use their national portals, on how to create an account and upload data using protected areas data.
- National portals are updated with most current data on protected areas.
- Emphasis is placed on the importance of metadata attributes. When uploading data, it is best practice to express the content of the data more explicitly (i.e. title, name of author) for ease of data search.
- Content creator controls who can access and download the data. Depending on what license is attributed to a dataset, the data portal could allow for data to become public, private or shared.
- Social media engagement to reach on-line community with data stories and knowledge on national portals. Demonstrated newly created Inform Pacific Facebook page for the Inform project and comprising of national stakeholders; reviewed guidelines on use of the Facebook page which is a closed group to only Inform project stakeholders. Meeting updates posted on the facebook page.

Recommendations:
- Include platform on national data portal where users could interact and have discussions.

Action items:
- Invite Inform meeting and training participants and other relevant stakeholders to join "Inform Pacific" social media platform.

Session 8 – South-South Learning and Cooperation

Conducted interactive session on lessons learned, and themes for South-South collaboration. FSM and PNG presented on their national experience with South-South knowledge exchange.

Key Outcomes

- Very good format to exchange experiences and learn from each other how they are managing data within their organisations.
- Countries who are advanced in the use of the national portal like PNG to share information and demonstrate their own way of advancing data management.
- Encourage others to change mindset on data sharing.
- FSM took up the initiative to let other States know about the national portal to allow the sharing of data and post updates from their jurisdictions.
- PNG shared their experience with developing a data sharing policy within the Conservation and Environmental Protection Agency (CEPA) to encourage other divisions to share data.
- PNG portal not serving environment sector only but other related sectors as well.
- Challenges with PNG data portal: data sharing inter-government agencies, accessing good comprehensive data, bringing on-board other agencies and private sector, open data sharing a new concept for PNG, lack of clear laws governing data and data sharing in the public sector.

Session 9 – Introduction to the Pacific Data Community

Paul Anderson (SPREP) and Sioeli Tonga (SPC) presented on Open Data Ecosytem as a way forward to improve data management in the Pacific. An overview of the SPC Pacific Data Hub (PDH) and how it interacts with national and regional portal developed under the Inform project.

Key outcomes:

- Pacific Open Data Ecosystem can help coordinate data across all sectors for improved decision-making
- Be able to manage data from Pacific island countries as well as development partners
- The data infrastructure – promotes the use of standards for good datasets
- Data consumers – providing user friendly tools – data stories and dashboards
- Data providers need access to good data
- 3 Pillars – **Data management**, **Technology** and **Uptake and Impact**
  - Robust data governance
  - Capacity building

- o Strengthen data infrastructure
- o Ease of access
- o Sustainable platform
- o Connecting with policy makers
- o Support decision making
- o Building a community of practice
- Pacific Data Hub Capabilities
  - o Catalogue datasets for ease of reference
  - o Data repository – safeguard data from being lost due to adverse weather experiences
  - o Data management -
  - o Dove-tail for all existing and new portals
  - o Have tools to assist countries with data management
  - o
- Data Discovery
  - o Linking to Pacific island portals and to development partners to find new datasets to benefit the region

Action – countries to access and review the Pacific Data Hub (https://pacificdata.org)

Session 10 - Core environmental indicators and launch of indicator reporting tool

This session facilitated by Peter McDonald for environment indicators and Mr. Tavita Su'a for the indicator reporting tool.

Key issues:

- What are indicators, they are like body temperature, if too high, the body is not well,
- Same as environmental indicators – declining like forest cover, or improving like re-growth of coral reefs,
- Indicators have targets to be met, and help meet environment reporting obligations,
- A good indicator if it is measurable (numbers), are repeatable, spatial (more sites to collect data), and informative (show trends),
- The environmental indicators were developed by SPREP,
- They are now mapped to all reporting obligations including multilateral environment agreements (MEAs), SDGs, Aichi targets, and SAMOA Pathway,
- Kiribati: What method to collect data for the indicators. One method is how many sites to collect data, how often do you collect data,
- Query on setting baselines, can use different baselines, such as year of first recording of data,
- The targets for the environment indicators are set by countries such as using references in the National

Biodiversity Strategies and Action Plans (NBSAPS), SDG targets, Aichi Biodiversity targets, or targets in national plans.

Indicator Reporting Tool:

- Not widely adopted
- Helpful linking to SDGs, SAMOA pathway, Biodiversity targets
- Demonstrated steps to show five functions you can do with the indicator tool
- Indicator definition – how to measure versus indicator state which shows indicator trend depicted in 3 colours (green, yellow and red), a visual summary of the data on the indicator,
- Updating indicator state – 7 step process –
- Using protected areas indicators
- Countries make the call on the status of an indicator - if declining, fair, or improving,
- Some countries have no protected areas others have for instance eradicated one species of an invasive out say five species, an example of how the indicator tool can capture specific data,
- Countries developing State of Environment report, this is part of the workflow and have built capacity in recording indicators,
- PNG-if you have an updated report and you post to the portal, can you source the portal as reference for the report; this is entirely possible, but must quote also the original reference,
- Vanuatu – the tool is helpful to measure an environment indicator like waste,

Session 11 – Exercise on indicator reporting tool

Tavita Su'a and Peter McDonald facilitated an interactive session on write-up of an indicator state in the reporting tool (based on protected area data), export report link to MEAs, Aichi targets, and report on first impressions,

Key Outcome
- Participants completed an exercise to update the indicator state for terrestrial protected areas for each of their countries.

Recommendations:
- For future training exercises need to have multiple tasks to account for

multiple participants from the same country (to allow each of them to have a hands on opportunity to update an indicator). Also a good idea to have multiple activities to allow for more advanced participants to complete more than one indicator update.

Action items:
Can we use the Indicator Reporting Tool for other things? Yes, as long as you have identified a target, properly defined the indicator and have a regular reporting requirement,

Samoa: "it is time for us to start using the tool, it will be an excellent component in Samoa's environmental reporting"

PNG: "Can we localize the reporting tool for national as well as international obligations? Can SPC and SPREP assist with the data validation framework and best practices as well as a communication strategy for reporting on these outputs" – National goals should be prioritized and then linked to the international multilateral environment agreements (MEAs) and SDGs,

Palau: "Have completed the recent Voluntary National Reporting thought this would be simple, it looks pretty good but the indicators are different and this demonstrates that the indicators in the VNR are not easily repeatable and need to be revised to be standardized and this process has helped give a better understanding of this."

Session 12 – Importance of Open Data for the Environment

Key issues on Open Data:

- SPREP has developed a policy on Open Data.
- Open data is public access data and in formats to allow it to be combined with other data to increase its value,
- Data is a resource, its value increases as you share it, and each country will have their own terms on what is open data and levels of openness.
- Not just sharing data but making it easy to use, to analyse it, and working with new partners to discover new data.

- Issues of validating data before upload to avoid conflicts – can set to private or public, develop Memorandum of Understanding or Letter of Agreement between organisations to guide data management issues,
  - o Palau – to set up a national body from different agencies, a recognised mechanism to validate the information before publishing,

- o Internal clearing process with environment CEO for final approval; there are already national bodies set up to validate the information before going to CEO
- o Samoa post reports in PDF format and not raw data which is available on cost recovery – validation issue is addressed through sector approach with sector coordinators requesting data from other sectors,
- Learn from South-South collaboration and sharing of data classification systems
- The Micronesia challenge have data on biodiversity conservation areas and looking at policy for data sharing.

Session 13 – Awareness of global open data movement

Julie Callebaut showed a short video on open data, followed by an exercise to list the positives (opportunities, advantages) and negatives (disadvantages, risks, threats) of Open Data. An individual brainstorm (post-its on butcher paper) is followed by a grouping, scoring and ranking session, to result in a top-3 (positive/negative). A discussion on how to tackle the top 3 issues with open data.

Key Outcomes:

Advantages
- Accessibility
- Better informed decision-making
- Transparency and trust

Disadvantages (risks, threats)
- Owner of data not acknowledged
- Misuse of data
- Security of data

Issues raised:

- Establish a validation authority/clearing mechanism for data, develop standards for data sharing.
- Raw data can be licensed, add metadata to fill in context, if original data is requested, then data policy provides guidance.
- Develop MoU on data sharing

Session 14 – Project Sustainability

Discussion on project sustainability with a focus on country needs and project development. To ensure that national environment data management and data use is built into future planning.

General notes:

- Outcome of steering committee: we have a current sustainability concept – activities and timeline still need to be completed.
- Current sustainability concept have four pillars.
- This session: What we can do together to enhance pillar 1.
- Desires and needs post-project – how do we action it.
- Discussion on the document provided to participants at start of workshop with questions to fill in such as data champions in country, national portal use, are other ministries using the national portal.
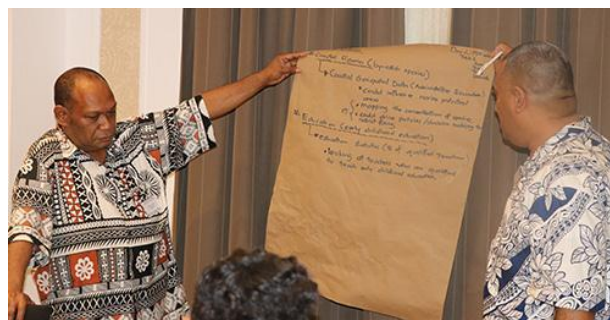
Remarks:

- Easter (SPREP): Champions – define what champions are. What level do these people work in - technical level or highest level of government.
- Promote results / value / benefits of the project / what has been produced under the project. How does it help in your daily work, what resources / tools / available to help data coordination.
- What are specific areas you want to continue in the project? It is not a "one size fits all" - adjust it to your own country needs.
- Paul (SPREP): data champs can help talk to people about the risks, and explain how we mitigate these. Help stakeholders understand why this is still a valuable national resource to be used to improve data management.
- Trinison (Vanuatu): we need to look at the benefits – what are the project impacts in the country, the workplace, and how to sustain in the future.
- Remark Paul: add an extra note on the current and desired impacts of the project.
- Need to identify actions to support the project at national level

Group Exercise:

Participants formed groups and discuss sustainability priorities, each country to list top 2 to 3 actions required for sustainability of Inform project outputs, including:

1) Name of action
2) What required action is needed from the national team to achieve action?
   Commitment:
3) How can Inform project assist
4) Timeline
5) Post project needs: note down post project needs

What would you like at the regional level to continue supporting you?

Key outcomes:

- Every country wrote their action points, timelines and desired Inform support on butcher paper.
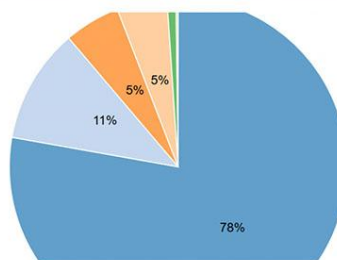
Action items:

- Follow-up on these action plans and timelines per country.

Session 15 – Portal administration and developing data stories
Paul presented an interactive presentation on developing data stories and insights using datasets on the national and regional portal.

Key outcomes:

- Find dataset in your country portal like a waste policy and talk about it and link to the SDGs,
- Develop a short narrative around the dataset, then link to the actual dataset,
- Demonstrated how to get into the national portal to create a story/insights from a dataset, as an example used PNG land use change of forest cover pie chart, which showed 78% of land is forest, habitat for fauna and flora now under threat from deforestation,
- Functionality and add value to the portal,
- Can share link to the data story to other groups, and to social media,
- Palau – there is limited staff, to use this platform, need to upload datasets, publishing narrative, seek approval to publish, possible to add images from other sources,

Session 16 – Monitoring programme indicators
Session facilitated by Julie Callebaut and Peter McDonald identifying a single indicator that needs a monitoring program and link to mobile data collection where relevant.

Key outcomes:

- Monitoring of indicators is necessary to check if we are meeting the targets or perhaps failing to meet the targets
- Monitoring helps to identify if interventions are working, eg lagoon water quality (core indicator) – monitoring data in space and time, more monitoring sites and repeated data collection over time is necessary to get more accurate data for that indicator,
- Mobile data collection – the on-line data collection tool that is freely available but you need to know how and why you use it, identify data gaps and where mobile data collection can help with getting the data, convenient using a mobile device (android smartphones) and can be taken to a field survey,
- PNG – data collected goes to the KoboToolbox platform, however, is it possible to stream/link the data directly into the national data portal?
- Samoa – data security concerns, and sharing raw data on computer servers,
- KoboToolbox is one tool to collect data and for storage it is secure compared to storage back in the office where it is exposed to the elements, or lost,
- SPREP – security of data, up to countries to use this tool, there will always be security issues

Session 17 – Upcoming opportunities and closing of meeting

Discussions around strengthening current partnerships on data management, as well as forming new partnerships with development partners and countries to discover new data forums,

- Consider upcoming opportunities to strengthen open data ecosystem with SPC-SPREP partnership, PACWASTE project,
- South-South knowledge sharing platform 2020
- Participants completed the meeting feedback survey available on the regional portal
- Closing Remarks – delegates shared a lesson learned from the regional meeting: countries committed to do more to raise awareness of the use of the national portal, capacity building on data portal management, data champs, encourage other users outside of environment, portal is useful to store information for preparing reports, the indicator reporting tool is useful to track indicators, internal data validation before uploading, look to developing MoU on data sharing within environment ministry and between related ministries, look to set up data validation processes, review national indicators for reporting to national obligations and linking to international reporting, use of indicators for the State

of Environment Report, and developing national communication plans.

Closing remarks by Ms. Easter Galuvao, Director of EMG, thanking regional participants for their part in project implementation, and encouraging countries to continue efforts on environmental monitoring and reporting with the help of the Inform project.

In the evening, there was a soft launch of the Indicator Reporting Tool and networking/talanoa.

Annex 1 Regional Meeting Agenda

Date & Time	Schedule	Presenters/Materials	Objectives
Day 1: Monday 19th August			
8:00am-9:00am	• Registration	• Lagi	
9:00am-9:30am	**Official Opening** • Welcome and Introduction • Opening Prayer • Welcome Remarks by SPREP • Remarks by UN Environment • Opening Remarks by Government of Samoa • Group Photo	• MNRE CEO • SPREP DDG • Paul • Jochem • Guest (SPC/MTR)	• Introduction and update • PowerPoint slide and overview (PA) • PowerPoint update (PA)
9:30am-10:15am	**Session 1: Overview & Objectives of the Meeting** • Setting the Scene/Context/Theme • Update on the Inform Project	• DEMG	• Overview of progress to date • Setting the scene
Morning tea			
10:45am-11:45am	**Session 2: Overview of status of national implementation** • Plenary and group work - session on country input on project implementation highlights/areas for improvement	• Paul (facilitation) pens, post notes and butcher paper	• Country input and documentation issues • Presentation of country status • Traffic light plus • Portal - Use in decision making
11:45am-12:30pm	**Session 3: Sustaining project results** • Presentation of sustainability plan and consultations	• Peter (PowerPoint – PM)	• Country input on sustainability plan
Lunch (Also disperse DSA's)			
1:30pm-3:00pm	**Session 4: Setting priorities for 2020** • Preparations on steering committee review • Discussion on Workplan	• Paul	
Afternoon Tea			
3:30pm-5:00pm	**Session 5: Project Management and governance** • Inform Project Steering Committee Meeting #3	• Jochem Zoetelief (UN Environment, Nairobi) • Easter - DEMG	Endorsement of 2020 workplan & budget
Day 2: Tuesday 20th August			
8:30am-10:30am	Recap Day 1 & overview Day 2 **Session 6: Introduction to data workflow and datasets** • Data to decision making workflow • BIOPAMA presents on current state of protected areas	• Paul • Julie • Vainuupo • Peter	• Understanding of Day 2 objectives • Introduction to current protected area datasets and availability
Morning Tea			
11:00am-12:30pm	**Session 7: Best practices on Data management**	• Peter/Julie • Tavita • Lagi	• Outcome will be national data portals updated with most current protected areas

	• Data cleaning, analysis, validation of protected areas data • Upload of protected areas data to the data portal • Showcase effective social media engagement		
Lunch			
1:30pm-3:30pm	**Session 8: Exchange of ideas, experiences and lessons learnt** • Presentation by FSM and PNG • South-south learning and collaboration – breakout groups/sub-regional groups • Plenary discussion on main south-south themes and opportunities • Identify and document mainstreaming lessons and experiences	• Julie (facilitator) • Tavita (facilitator)	• To ensure that best practices in PICs are shared with other PICs • Document the best practices
Afternoon Tea			
3:45pm-5:00pm	**Session 9: Data management in the Pacific** • Showcase the Pacific Data Community • Pacific Data Hub activity	• Paul • Adam	• To showcase data ecosystem in the region
Day 3: Wednesday 21st August			
8:30am – 10:30am	Recap Day 2 & overview Day 3 **Session 10: Indicator based reporting** • Presentation on core Indicators • Reporting Tool launch and capacity building	• Paul • Peter • Tavita	• Introduction to the reporting tool • Provision of reporting tool accounts/passwords (email participants)
Morning Tea			
11:00am - 12:30pm	**Session 10: continues** • Write-up of an indicator state in the reporting tool (based on protected area data). • Export report, linked to MEA's, SDG's and national reporting requirements • Reporting tool first impression/feedback (survey monkey link)	• Peter/Julie • Lagi • Tavita	• Demonstrate the use of the reporting tool • Capacity building and feedback on the new reporting portal
Lunch			
1:30pm-3:00pm	**Session 12: Open data** • Importance of open data for the environment • Improvements on the data portals	• Paul • Tavita & Lagi (live demo)	• Raise awareness • Increase community understanding about open data • Data portal refresher
Afternoon Tea			

3:30pm-5:00pm	**Session 12: continues** • Open data video • Plenary discussion session.	• Peter (introduce the video) • Julie	• Awareness of the global open data movement and tangible country input • Develop the matrix
Day 4: Thursday 22nd August			
8:30am-10:30am	Recap of Day 3 & overview of Day 4 **Session 14: Project sustainability – in-depth discussion** • Discussion on project sustainability with a focus on country needs and project development	• Paul • Peter	• To ensure that national environment data management and data use is built into future planning • Current and planned national actions • Table national coordination mechanisms or proposed mechanisms
Morning Tea			
11:00am-12:30pm	**Session 15: Portal admin functions** • Portal admin functions training • Develop data story	• Emile • Tavita/Lagi	• Data story preparations • Increase admin skills
Lunch			
1:30pm-3:00pm	**Session 16: Monitoring indicators** • Monitoring program indicators • Current status of mobile data collection • Communication to decision makers	• Pete • Julie	• Identify a single indicator that needs a monitoring program and link to mobile data collection
Afternoon Tea			
3:30pm-4:30pm	**Session 17: Partnership opportunities** • Upcoming opportunities • Strategic partnerships • Regional Meeting assessment • Meeting feedback survey • Closing	• Paul • Adam • Tavita	• Linking to existing SPREP projects that provide data • Pacwaste Plus • South-south opportunities for 2020
6:00pm-8:00pm	**Special event**: Meeting reception and Soft Launch Indicator Reporting Tool		• Soft Launch IRT and Raise visibility

Annex 2 – Inform Project Steering Committee Meeting Agenda

TIME	TOPIC	Presentations, contributors, facilitators
Wednesday 21st August 2019		
3:00pm -3:10pm	Welcome and Introduction: Steering Committee Chair Remarks by SPREP and UN Environment Endorse Agenda Adopt minutes of the 2nd Steering committee meeting	Miss Hemline, RMI Solomon Islands & Niue Easter/Jochem
3:10pm – 3:30pm	Presentation by PMU on the Inform Project progress to date	Mr Paul Anderson, Inform Project Manager
3:30pm – 4:15pm	Discussion and decisions submitted by the PMU • Workplan and budget 2020 • Acknowledge the Pacific Open Data community • Risk register • Confirm Co-financing report • Endorse Draft Sustainability plan • No cost extension December 2021 • Seek Steering committee's approval to defer the Endorsement of the Indicator Reporting tool to Thursday	
4:15pm – 4:25m	Other Matters	
4:25pm – 4:45pm	Election of new Steering Committee Members from Countries	
4:45 pm– 5:00pm	**Closing**	

Annex 3 Participant List

	Name	Position	Country/Organisatin
1.	Ms. Elizabeth Munro	Islands Future Division – National Environment Services	Cook islands
2.	Mr. Snyther Biza	GIS/Data Officer - DECEM	FSM
3.	Ms. Taouea Titaake Reiher	Deputy Director – Environment and Conservation Division, MELAD	Kiribati
4.	Ms. Bineta Boraia	IT Officer – Environment and Conservation Division, MELAD	Kiribati
5.	Dr Martin Falke	Technical Adviser – Environmental and Conservation Division, MELAD	Kiribati
6.	Mr. Bryan Star	Environment Division, Department of Commerce, Industry, and Environment	Nauru
7.	Ms. Charlene Mersai	National Environment Coordinator, National Environment Protection Council	Palau
8.	Mr. Richard Balone	ICT Manager, Environment and Conservation Protection Authority	PNG
9.	Ms Hemline Yasawa	Knowledge Management, GCF Readiness Project, Office of Environmental Planning and Policy Coordination	RMI
10.	Ms. Debra Kereseka	Environment Officer, Environment and Conservation Division	Solomon Islands
11.	Mr Siosiua Moa Latu	Principal Environment Officer, Ministry of Meteorology, Energy, Information, Disaster Management, Environment Climate Change & Communication	Tonga
12.	Mr Reuben Pele Kausea	IKM Officer, Department of Environment	Tuvalu
13.	Mr. Trinison Tari	Principal Officer, Depatment of Environmental Protection and Conservation	Vanuatu
14.	Ms. Fran Brown Reupena	ACEO – Environment Sector, MNRE	Samoa
15.	Ms. Tuiolo Maria-Schuster	ACEO – Corporate Services, MNRE	Samoa
16.	Ms. Moeumu Uili		Samoa
17.	Ms. Edwina Atonio		Samoa
18.	Ms. Fiapaipai Sakuma	IT Officer, IT Division, MNRE	Samoa
19.	Mr. Mulipola Titimaea	ACEO – Met Office, MNRE	Samoa
20.	Mr. Tone Simanu		Samoa
21.	Mr. Faapisa Aiono		Samoa
22.	Mr. Charles Pritchard		Samoa
	CROP Agency		
23.	Mr. Sioeli Tonga	Solutions Architect	SPC
24.	Mr. Adam McWilliams	Chief Technologist	SPC
	Secretariat		

25.	Ms. Easter Galuvao	Director – Environmental Monitoring and Governance Programme	SPREP
26.	Jope Davetanivalu	Environmental Planning Adviser	SPREP
27.	Mr. Greg Barbara	Environmental Assessment and Planning Officer	SPREP
27.	Paul Anderson	Project Manager - Inform	SPREP
29.	Ms. Julie Callebaut	Environmental Monitoring and Reporting GIS Specialist	SPREP
30.	Mr. Peter McDonald	Environmental Monitoring and Reporting	SPREP
31.	Mr. Tavita Su'a	Environmental Information Systems Developer Analyst	SPREP
32.	Ms. Lagi Reupena	Environmental Data Officer – Inform Project	SPREP
33.	Ms. Sabrina Reupena	Finance and Administration Officer – Inform Project	SPREP
34.	Mr. Emile Adams	Communications Support Specialist	SPREP
35.	Ms. Emma Sinclair	Post Graduate Student Trainee	SPREP
	UN Environment		
36.	Mr. Jochem Zoetelief	Senior Programme Officer and Head, Climate Services and Capacity Building Unit, Science Division	UN Environment
37.	Ms. Julia Klever	**Mid-term Review Consultant,**	UN Consultant

Annex 4: Meeting Evaluation Results

Results compiled from 18 evaluations

Job Title: _____

Name of Organisation/Agency: _____

Number of years you have worked here: _____

Overall, how would you rate the event:

- 1:
- 2:
- 3:
- 4: 7
- 5:11

Which was the most useful session for you:

- Indicator Reporting Tool: 5
- Data work flow: 4
- Sustaining project results: 4
- Open data: 2
- Monitoring indicators (mobile data collection): 1

How was the food:

- 1: 1
- 2: 0
- 3: 3
- 4: 5
- 5: 9

Please provide any comments you may have on the workshop

- The meeting was very successful in term of how the facilitator deliver the useful of the product for the development of national reporting and data management to come up with concrete decision making.
- The lunch today was horrible
- It was very helpful in turns of accessing open data and data entry that I wasn't aware of and it was a good experience.
- The demonstrations is sometimes too fast and some of the slides are not clear from the back of the room.
- It has been helpful to understanding the whole project and the impacts that it has for my country
- Looking forward for more regional and in-country workshop under this project to report on progress.

- I think the program/agenda was very relevant; facilitation was excellent; and lots of room to share and learn from other countries, with guidance and support from organizing team
- Fantastic job well done
- Good organisation
- PICs to be more responsive
- Very informative presentation
- Overall it was good in terms of topic delivery and effective exercises used to further elaborate on the different ideas and themes discussed
- The INFORM team did an excellent job, coordinating it, and the content/sessions are very information and useful
- Perfect
- None
- Very useful meeting
- Look forward to working with the Inform Project in improving Nauru's data management and utilization

Annex 5 Country Sustainability Plans

Palau
- Develop M&E Framework
- Need from national team
- Assistance from Inform: provision of templates (e,g. MoUs)
- Timeline – December 31, 2019
- Post project needs: continuing support from national government, dedicated staff and data champions

Cook Islands
- Appoint Inform officer within NES by December 31, 2019
- Training of officer on national portal data management by June 2020
- Post project: data policy, data cleaning and validation

Samoa
- Implementation of the communications strategy
  - o Environment sector to coordinate
  - o Inform project: funding and technical support
- Data collection, mobile app
  - o Relevant division to work with the environment sector and Inform project
  - o Inform project – funding, training in mobile app
  - o December 2019
- DKIF
  - o Complement portal with DKIF
  - o Technical support/funding
  - o Nov-Dec 2019
- Indicator Reporting Tool
  - o Sector Indicator database
  - o VNR reports
  - o Inform project: technical support. Funding
  - o September 2019

RMI
- Capacity building (national portal) for admin and technical support staff
- Inform: technical support
- Late this year/early 2020

Solomon Islands
- Indicator reporting tool: capacity building training
  - o National: identify relevant trainees, coordination, preparation
  - o Inform: facilitate training, and funding

- o March 2020
- o Post project: follow-up workshop
- Data portal use: provincial awareness and use
    - o National: identify provincial focal points; facilitate preparations and training
    - o Inform: cost of training, technical advice
    - o Time line: July 2020
    - o Post-project: Follow-up
- National communication strategy/plan
    - o National: national coordination, create national partnership
    - o Inform: cost sharing, technical assistance/expertise,
    - o Timeline: 2020
    - o Post-project: strategy/plan implementation

Papua New Guinea

- Action:
    - o MOUs between key stakeholders
    - o Establish interagency working groups
    - o Continue working on centralising data management system
    - o Capacity building in SoE reporting tool
- Required action:
    - o Get MoUs signed
    - o Establish working group
- Inform:
    - o country missions to assist with capacity building for SoE reporting tool
    - o Provide tools and resources on data validation and national communications strategy
    - o Provide resources to integrate our silo database systems

    Timeline:

    - o MoU and Networking Group: Nov 2019
    - o SoE Reporting Tool capacity building: Nov – Dec 2019
    - o Centralised data warehouse: August 2020

    Post project needs:

    - o need SPREP (other partners) to continue to support CEPA/PNG achieve data warehousing initiative,
    - o continue hosting the data portal and support
    - o continue capacity building

Tuvalu

- o Recognition by partner agencies and relevant ministry of the SoE objective to be fulfil
- o Establish a unit to coordinate and design a well-managed plan
- o Capacity building and technical assistance on data portal
- o MoU between SPREP and department

- o Target NGO as they have traditional knowledge data
- o Form a CSO committee that can have awareness plan to inform NGO about the data portal
- o Timeline: on-going