



EEA GRANTS PROGRAMME 2009-2014

NATIONAL CLIMATE POLICY

PRE-DEFINED PROJECT

DEVELOPMENT OF PROPOSAL FOR NATIONAL ADAPTATION STRATEGY, INCLUDING IDENTIFICATION OF SCIENTIFIC DATA, MEASURES FOR ADAPTING TO CHANGING CLIMATE, IMPACT AND COST EVALUATION

STEERING COMMITTEE MEETING

28 JULY 2014

RIGA, LATVIA

EEA grants programme 2009 – 2014 «National Climate Policy»
Pre-defined project «Development of Proposal for National Adaptation Strategy,
Including Identification of Scientific Data, Measures for Adapting to Changing Climate,
Impact and Cost Evaluation»

1. PROJECT IMPLEMENTATION PERIOD

1 April 2014 – 30 April 2016

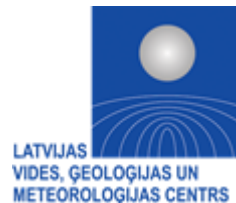
PROJECT PROMOTER

Ministry of Environmental Protection and Regional Development of the Republic of Latvia (MEPRD)



PROJECT PARTNERS

Norwegian Directorate for Civil Protection (DSB)
Latvian Environment, Geology and Meteorology Centre (LEGMC)
Latvian Institute of Aquatic Ecology (LIAE)
Ministry of Agriculture of the Republic of Latvia (MA)



3. PROJECT STEERING COMMITTEE MEETING AGENDA

MEETING DATE 28 July 2014
MEETING PLACE Ministry of Environmental Protection and Regional Development, Room 101, 25 Peldu Street, Riga, Latvia
MEETING TIME 10:00 – 12:15

1. **OPENING SPEECH** /Chair Alda Ozola, Deputy State Secretary/
2. **INTRODUCTION OF THE STEERING COMMITTEE MEMEBERS AND OTHER PARTICIPANTS OF THE MEETING**
3. **ADOPTION OF AGENDA** /Deputy Chair Ilze Prūse, Director of Climate Change Department/
4. **ADOPTION OF STEERING COMMITTEE CHARTER** /Deputy Chair Ilze Prūse, Director of Climate Change Department/
5. **INFORMATION ABOUT COMMENCED AND PLANNED ACTIVITIES – UPDATED PROJECT SCHEDULE** /Secretary Krista Pētersone, Project Coordinator/
6. **INFORMATION ABOUT AMENDMENTS IN PARTNERSHIP AGREEMENT WITH LATVIAN ENVIRONMENT, GEOLOGY AND METEOROLOGY CENTRE REGARDING THE ACTIVITY 2.1** /Secretary Krista Pētersone, Project Coordinator/
7. **INFROMATION ABOUT PUBLICITY EVENTS AND COMMUNICATION STRATEGY** /Secretary Krista Pētersone, Project Coordinator/
8. **EVALUATION OF THE MEETING AND SUGGESTIONS FOR IMPROVEMENTS** /Deputy Chair Ilze Prūse, Director of Climate Change Department/ 3

4. STEERING COMMITTEE CHARTER

I PURPOSE, FUNCTIONS AND RESPONSIBILITIES

The purpose of the Steering Committee is to form a collegial decision-making institution among all interested parties representing the Project Promoter and Partners throughout the implementation period of the Project.

The entitled members of the Steering Committee take responsibility to:

- monitor the Project implementation process according to the goal and activities as provided by the Project Agreement
- review information about Project implementation progress and results provided by the Project Promoter

The Steering Committee is entitled to:

- acquire all information from Project Promoter required for completion of its responsibilities
- take actions in order to insure accomplishment of the Project goals and publicity measures
- bring forward motions about amendments in Project Agreement
- bring forward motions about adjustments in Project Schedule
- suggest representatives from other governmental institutions and non-governmental organizations or experts for advisory participation in the Steering Committee meetings

II COMPOSITION OF THE STEERING COMMITTEE

The Steering Committee is composed of a total of eight members, six of whom are entitled to vote.

Entitled members are appointed by the Project Promoter Ministry of Environmental Protection and Regional Development (MEPRD) and four Project Partners: Norwegian Directorate for Civil Protection (DSB), Latvian Environment, Geology and Meteorology Centre (LEGMC), Latvian Institute of Aquatic Ecology (LIAE), Ministry of Agriculture (MA).

The Steering Committee Chair and Deputy Chair are appointed by MEPRD.

Two members without entitlement to vote are representatives of environmental NGO's appointed by the Environmental Advisory Council MEPRD.

The composition of the Steering Committee is as follows:

Entitled members:

Chair Alda Ozola - Deputy State Secretary, MEPRD

Deputy Chair Ilze Prūse - Director of Climate Change Department, MEPRD

Erling Kvernevik - Senior Adviser, DSB

Ansis Grantiņš - Member of the Board, LEGMC

Juris Aigars – Head, Department of Marine Monitoring, LIAE

Ilga Līdaka - Director, Department of Agriculture, MA

Members without entitlement to vote:

Viesturs Ķerus - Chair of the Board, Latvian Ornithological Society

Selīna Vancāne – Chair of the Board, Latvian Green Movement

III STEERING COMMITTEE MEETINGS

- Four Steering Committee must be held during the project implementation period (1 April 2014 – 30 April 2016).
- Two meetings take place in Latvia and two in Norway.
- If necessary, interim meetings can be called by the Steering Committee Chair or by a simple majority of the members and can also be held by electronic mail.
- The meetings are led by the Steering Committee Chair or the Vice-chair.

IV PROXIES

- During meetings of the Steering Committee, each entitled member shall have one vote.
- The chair has the deciding vote in cases of tied votes.
- E-mail voting shall be permitted in the interim of meetings.

V STEERING COMMITTEE SECRETARY

- The Steering Committee secretary is the project coordinator (MEPRD) responsible for the preparation of the meetings in Latvia and Norway.
- The role of the secretary is to ensure that the Steering Committee members are informed sufficiently in advance of the meeting agenda and any known motions to be voted on during a forthcoming meeting.
- In order to bring forward a motion the Steering Committee members submit the motions to the secretary 5 days before the meeting.
- The secretary sends out a bi-monthly newsletter via e-mail to all Steering Committee members and other interested parties representing the Project Promoter or Partners.

5.

INFORMATION ABOUT COMMENCED AND PLANNED ACTIVITIES – UPDATED PROJECT SCHEDULE

ACTIVITY 0

PROJECT MANAGEMENT

ACTIVITY 1

CLIMATE CHANGE AND IMPACT SCENARIO FOR 2050 – 2100 AND THE CURRENT AND POTENTIAL SCIENTIFIC DATA DEFINITION FOR THE ADAPTATION MONITORING SYSTEM

ACTIVITY 2

INTEGRATED CLIMATE CHANGE MITIGATION AND ADAPTATION ACTION RESEARCH AND THE IMPACT STUDIES AND THE NECESSARY ADAPTATION MEASURES IS THE MOST SENSITIVE SECTORS

- 2.1 Flood risk and impact modelling and development and upgrade of flood risk information system;
- 2.2 Research for maritime spatial planning;
- 2.3 Thematic reports on risk and vulnerability assessment and adaptation measures;
- 2.4 Policy proposal for National Adaptation Strategy;
- 2.5 Climate change and adaptation web portal.

PROJECT MANAGEMENT

1 JULY 2014

Appointed project coordinator Krista Pētersone
Climate Change Department MEPRD

... AUGUST 2014

Financial manager – will join the team in a few weeks

RESULTS ACHIEVED (25 JULY)

- Evaluated the organization scheme of all Project activities as provided in the Project proposal
- Preventive solutions identified in response to time frame risks
- Findings and suggestions summed up in the updated Project Schedule
- Established coordination teams for separate activities in cooperation with other MEPRD departments and project partners
- Preparation of public procurement documents for activities 1, 2.1 and 2.2 - work in progress
- Preparation of the first Steering Committee Meeting
- Provided Project information for overseeing/leading authorities

GENERAL ACTIVITY SCHEDULE FOR 22 MONTHS

		2014						2015											2016				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1.	CLIMATE CHANGE AND IMPACT SCENARIO 2100 AND ADAPTATION MONITORING INFORMATION SYSTEM																						
2.1	FLOOD RISK MODELLING AND UPGRADE OF INFORMATION SYSTEM FOR 3 RIVER BASINS																						
2.2	MARITIME SPATIAL PLAN AND ENVIRONMENTAL ASSESSMENT																						
2.3	THEMATIC REPORTS - RISK AND VULNERABILITY ASSESSMENTS, COST AND BENEFIT ANALYSES																						
2.4	POLICY PROPOSAL FOR ADPATATION STRATEGY																						
2.5	NATIONAL CLIMATE CHANGE WEB PORTAL																						

IMPLEMENTATION OF ALL MAJOR ACTIVITIES OVERRLAP

CURRENT MANAGEMENT PRIORITIES:

1. SUCCESSFUL COMPLETION OF PUBLIC PROCUREMENT PROCEDURES FOR ACTIVITIES 1 AND 2.2 UNTIL END OF OCTOBER 2014
2. PREPARATION OF AMENDMENTS IN PROJECT PROPOSAL

ACTIVITY 1

CLIMATE CHANGE IMPACT SCENARIO 2100 AND ADAPTATION MONITORING INFORMATION SYSTEM

ORGANISATION

- LEGMC Air and Climate Division
- Expert team in climatology and GIS (Contractor I)
- MEPRD Climate Change Department

IMPLEMENTATION SCHEME

STEP 1

Announce joint open tender for CC scenario and adaptation monitoring is (Aug 2014, LEGMC)

AIM

Commission a team of researchers to deliver a scientific report about anticipated atmospheric change in Latvia until year 2100 and provide expert consultations for adaptation monitoring information system developed by LEGMC

OUTCOMES

1. Scientific report – climate change scenario 2100 for Latvia – for policy makers (January 2015)
2. LEGMC adaptation monitoring system design, database and public GIS (March – October 2015)

SEMINAR I Climate change impact scenarios 2100 for Latvia (February 2015)

Scientists present their modelling results and findings for other Project activity teams and interested publics

SEMINAR II Climate change adaptation monitoring information system (March 2015)

LEGMC and scientists are joined by 'risk and vulnerability' team to identify field-specific CC indicators and discuss long-term IS requirements for adaptation monitoring

ACTIVITY 2.2

MARITIME SPATIAL PLAN AND ENVIRONMENTAL IMPACT ASSESSMENT

ORGANISATION

- MEPRD Spatial Planning Department
- Planning consultancy joined by experts team in maritime research
- External expert/ reviewer commissioned by MEPRD
- LIAE technical assistant for data acquisition and peer-review for ecosystem approach
- DSB peer-review of planning deliverables

IMPLEMENTATION SCHEME

STEP 1

Announce open tender for Maritime Spatial Plan and Environmental Impact Assessment (Aug 2014, MEPRD)

AIM

Commission a planning consultancy to develop maritime planning documents, geospatial data base and organize public hearings

OUTCOMES

1. Three interim reports (December 2014, May and October 2015)
2. Final report – draft Maritime Spatial Plan and Environmental Impact Assessment (February 2016)

ACTIVITY 2.4

RISK AND VULNERABILITY ASSESSMENT, IDENTIFICATION OF ADAPTATION MEASURES AND COST-BENEFIT ANALYSIS

ACTIVITY 2.5

POLICY PROPOSAL FOR ADAPTATION STRATEGY

ORGANISATION

- MEPRD Climate Change Department
- DSB
- MA
- Planning consultancy/ expert team (Contractor IV)

IMPLEMENTATION SCHEME

STEP 1

Announce joint open tender for risk and vulnerability assessment and adaptation policy proposal (October 2014, MEPRD)

AIM

Commission a planning consultancy/expert team to carry out the research and develop the adaptation strategy

OUTCOMES

1. Six sectoral risk assessment reports (September 2015)
2. National Adaptation Strategy proposal (February 2016)

SEMINAR III Methodological approaches to risk and vulnerability assessments (February 2015)

SEMINAR IV Adaptation measures and cost-benefit analyses (May 2015)

SEMINAR V Adaptation strategies – multi-level governance and policy design (October 2015)

ACTIVITY 2.6

NATIONAL CLIMATE CHANGE AND ADAPTATION WEB PORTAL

ORGANISATION

- MEPRD Climate Change Department
- Web and communication design consultancy (Contractor V)

IMPLEMENTATION SCHEME

STEP 1

Announce an open tender for portal's web and communication design (November 2014, MEPRD)

AIM

Commission a consultancy for development of web template and display of Project results

OUTCOMES

1. Launch of National Climate Change and Adaptation web portal (March 2015)
2. Accomplished web portal (March 2016)

5.

INFORMATION ABOUT AMENDMENTS IN PARTNERSHIP AGREEMENT WITH LATVIAN ENVIRONMENT, GEOLOGY AND METEOROLOGY CENTRE (LEGMC) REGARDING THE PROJECT ACTIVITY 2.1

ACTIVITY 2.1

FLOOD RISK AND IMPACT MODELLING AND DEVELOPMENT AND UPGRADE OF FLOOD RISK INFORMATION SYSTEM

PROBLEM STATEMENT BY MEPRD

If an external contractor is to be commissioned through public procurement procedure, certain risks have been identified considering the tight Project schedule and long-term maintenance requirements for the flood risk information system.

In order to prevent such risks associated with time constraints (deadline for completing the flood risk management plans) and with quality of results (information system upgrade after the project term) flood risk modelling shall be carried out by LEGMC.

SOLUTION

- Delegate full implementation of the activity 2.1 to LEGMC.
- Make subsequent changes in the Project proposal and the Partnership Agreement between MEPRD and LEGMC
- LEGMC has agreed to perform such task and has attested its institutional and scientific capacity to complete the prescribed task until end of **September 2015**

NEXT STEPS

August 2014

LEGMC - Consultations about activity design /foreign expertise for hydrodynamic modelling, specify public procurements and budget allocation/

MEPRD - Prepare changes in the Project proposal and the Partnership Agreement

September/October 2014

Practical implementation of activity begins!

6. PUBLICITY AND COMMUNICATION STRATEGY

OPENING CONFERENCE

SUGGESTED TIME FOR THE FIRST PROJECT CONFERENCE
October/ November 2014

CONFERENCE THEME
Adaptation Strategies to Climate Change

? INVITATION OF FOREIGN EXPERTS – e.g. Estonian Adaptation Strategy; European Environmental Agency

MEDIA

- Basic Project info to be published on Internet
- Dedicated coverages in press
- Periodic newsletters from coordination team
- Facebook page? /Climate Change Adaptation Strategy LV

7.

EVALUATION OF THE MEETING AND SUGGESTIONS FOR FURTHER IMPROVEMENTS

- What kind of information should be provided for the Steering Committee before the next meeting?
- Were the presentations delivered in a comprehensive mode?
- Did the meeting open up sufficient opportunities for discussion and participation in decision-making?
- When the next meeting should be organized?
- Are there any other participants to invite for the next gathering?

THANK YOU FOR YOUR PARTICIPATION!