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**Terms of Reference for the first virtual Project Technical Advisory Committee (PTAC) meeting under the framework of the VFDM project**

**Tentative Date: 27th July 2021, 1 pm to 3 pm GMT (3 pm to 5 pm CEST)**

**Background**

The World Meteorological Organization WMO (a specialized agency of the United Nations), VBA (Volta Basin Authority) and GWP (Global Water Partnership) West Africa are implementing the VFDM project entitled ‘[Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin’](https://www.floodmanagement.info/volta-basin/). The project activities started in June 2019 and will last until mid-2023. This project is funded by the Adaptation Fund. The project has set up a technical advisory committee (PTAC) with experts and representatives of the National agencies and regional organizations in the Volta basin (list of members is available below under Annex 1) for reviewing the implementation of the project activities and sharing experiences and methodologies for developing synergies and complementarities with other initiatives.

The main task of the PTAC is to provide strategic guidance and support to the project coordinator and project team to ensure that the activities and results meet the project’s objectives. The responsibilities and duties of the PTAC members shall be the following:

* Review the project outputs/outcomes and identify the strong/weak points with respect to the objectives of the projects and the applications of the results (open-source, sustainable and tailored products and services with institutional strengthening)
* Comment on the teams’ skills and the relevance of their proposals and actions;
* Link the project stakeholders’ efforts to other initiatives to build synergies, optimize resources and assure coherence;
* Promote the exposure of VFDM Project activities.

As agreed with the VFDM project donor, the WMO as the implementing partner need to submit the yearly Project Performance Report (PPR) to the Adaptation Fund Technical review committee presenting the overall project implementation status, challenges encountered, activities carried out by the project partners and external technical entities etc. As the project will conclude the second year of the implementation at the end of June 2021, it is necessary to develop and review the second year PPR report and submit it to the Adaptation Fund for approval and subsequently releasing the funds for the implementation of the third-year activities as well as project management and executing fees.

**Objectives of the first virtual PTAC meeting:**

The overall objectives of the first virtual PTAC meeting is to present and review the second year PPR report mainly the project activities carried out together with the National and Regional agencies as well as to identify the effectiveness and applicability of the results, challenges encountered, and the way forward.

Note: the draft second year PPR report will be shared with the participants 10 days before the PTAC meeting.

**Expected participants of the meeting:**

1) The VFDM PTAC Members as provided under Annex 1

2) The project executing partners (WMO, VBA, GWP-WA)

**Mode of meeting:**

The PTAC meeting will be hosted virtually through the Zoom software during which simultaneous interpretation from English to French and vice-versa will be provided to the participants. The connection link is available below:

[*https://wmo-int.zoom.us/j/97358220376?pwd=dWcyckt1enQwU3BVVnUrbWNtZm5yQT09*](https://wmo-int.zoom.us/j/97358220376?pwd=dWcyckt1enQwU3BVVnUrbWNtZm5yQT09)

**Expected Outputs:**

* To provide support in finalizing the second PPR (review the results achieved in the previous year and other information) of the VFDM project which will be submitted to the Adaptation Fund
* A minutes of meeting (MoM) with important discussion points will be prepared and shared with the participants.

**Provisional Agenda:**

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| **Time** | **Discussion points/Topics** |
| 10 minutes | Introduction of participants and brief background |
| 30 minutes | Overall presentation of the second year PPR including challenges encountered and lesson learned |
| 30 minutes | Question and Answers |
| 20 minutes | Next steps or future activities of the project |
| 20 minutes | Open discussion |
| 5 minutes | Final remark and follow-up points |
| 5 minutes | Next PTAC date and closure of the meeting |

**Annex 1: PTAC Members**

* 18 Members in total

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| **PAC Members** | **Area of Expertise** | **Country** | **Name and contact details** |
| **National Meteorological Services (one from each country)** | Operational Meteorology and Hydrology | Benin | [chedef@yahoo.fr](mailto:chedef@yahoo.fr)  [marcellin.nakpon@gmail.com](mailto:marcellin.nakpon@gmail.com) |
| Burkina Faso | [joezoung@yahoo.fr](mailto:joezoung@yahoo.fr) |
| Cote d’Ivoire | [lamine.soumahoro4278@gouvci.onmicrosoft.com](mailto:lamine.soumahoro4278@gouvci.onmicrosoft.com)  [lamine.soumahoro@sodexam.ci](mailto:lamine.soumahoro@sodexam.ci) |
| Ghana | [tanu@atmos.albany.edu](mailto:tanu@atmos.albany.edu)  [m.tanu@meteo.gov.gh](mailto:m.tanu@meteo.gov.gh)  [tanumichael@gmail.com](mailto:tanumichael@gmail.com) |
| Mali | [malimeteo@malimeteo.ml](mailto:malimeteo@malimeteo.ml)  djibamaigafr@yahoo.fr |
| Togo | [isslat@yahoo.fr](mailto:isslat@yahoo.fr) |
| **National focal points/representatives of VBA**  **(one from each country)** | Hydrology and Water Resource Management |  |  |
| **National Civil protection agencies/disaster management**  **(one from each country)** | Early Warning System, Emergency/Disaster management |  |  |
| **WASCAL** | Water Resource Management, Flood and Drought management  Ecosystem |  |  |
| **ECOWAS** | Water Resource Management, Ecosystem, Flood and Drought Management |  |  |
| **CILSS** | Drought Management |  |  |