



Project: “Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin” (VFDM Project)



SECOND SESSION OF THE TECHNICAL ADVISORY COMMITTEE OF THE VFDM PROJECT, MAY 06, 2022 IN COTONOU, BENIN

Meeting Report

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LIST OF ACRONYMS AND ABBREVIATIONS

VBA	Volta Basin Authority
NMA	National Meteorological Agency
NACP	National Agency for Civil Protection
WUMCD /WD	Water Use Monitoring and Control Department / Water Directorate
WRMC	Water Resources Management Centre
ECOWAS	Economic Community of West African States
IEMC	International Environmental Monitoring Centre
PIS CDCS	Permanent Inter-State Committee for Drought Control in the Sahel
CR EW S	Community Resilience Through Early Warning
TAC	Technical Advisory Committee
DEHH	Directorate of Evaluation and Hydraulic Heritage.
DGCP	Directorate General of Civil Protection
DGWR	Directorate General for Water Resources
E2E-EWS	End-to-End Early Warning Systems
NbS	Nature-based solution
NDH	National Directorate of Hydraulics
GEF	Global Environment Facility
DRM	Disaster Risk Management
GWP-WA	Global Water Partnership West Africa
WMO	World Meteorological Organization
NGO	Non-Governmental Organisation
NOCP	National Office for Civil Protection
PPR	Project performance report
EWS	Early Warning System
NHMS	National hydrological and meteorological services
SODEXAM	Airport, aeronautical and meteorological operation and development company.
NMA BENIN	National Meteorological Agency
PS-IWRM	Permanent Secretariat for Integrated Water Resources Management
VFDM	Volta Flood and Drought Management
WASCAL	West African Scientific Service Centre on Climate Change and Adapted Land Use.
WRC	Water Resources Commission

Introduction

On May 6, 2022, in Cotonou, Benin, the second session of the Technical Advisory Committee (PTACPTAC) of the Project “Integrating flood and drought management and early warning for adaptation to climate change in the Volta Basin” (VFDM Project)” was organized. The meeting was chaired by a meeting presidium composed of a President, a Vice-President and rapporteurs. The meeting session started at 9 a.m. and ended around 5 p.m. GMT.

The general objectives of the second annual meeting of the PTAC were to present and discuss the first findings of the mid-term evaluation as well as the progress of the project, mainly the project activities carried out in collaboration with the national and regional agencies. This will identify the effectiveness and applicability of the results of the implementation, the challenges encountered and the way forward.

The results pursued by the second session of the Technical Advisory Committee aimed to (i) provide comments and feedback on the first conclusions of the mid-term evaluation; (ii) provide support for the finalization of the third PPR (review of the results obtained in previous years and other information) of the VFDM project which will be submitted to the Adaptation Fund; (iii) Minutes of Meeting (MoM) with important discussion points will be prepared and shared with participants.

Points addressed by the second session of the PTAC

The second session made it possible to address the points on its agenda which are:

The second session of the Technical Advisory Committee focused on the following points:

- opening of the works;
- presentation of the concept note;
- reminder on the establishment and attributions of the Technical Advisory Committee;
- overview of the progress of the VFDM project, including challenges encountered and lessons learned;
- first conclusions of the mid-term evaluation;
- next steps or future activities of the project;
- final remark and follow-up points;
- date of the next PTAC and closing of the meeting.

I.- Introductory elements or opening of the session

The opening of the session was marked by two short speeches, that of Giacomo Teruggi and Jean Paul Gaudechoux from WMO. They thanked the countries and the efforts of each other

in the implementation of the VFDM project. In their intervention, they highlighted the difficulties that have marked the implementation of the project since its launch in June 2019. Among these difficulties are the COVID 19 pandemic, the repeated socio-political crises of certain countries of the Volta Basin but also the difficulties related to access to the data and information essential for carrying out certain project activities.

The only opening speeches of the WMO representative was followed by the presentation of the concept note of the PTAC session and then by the presentation of the establishment and attributions of the technical advisory committee.

II. Presentation of the concept note of the second session

To better guide the work, the concept note of the second session was presented. It focused on the context, the objectives, the expected results and the agenda of the session. The agenda presented was adopted unanimously.

III.- Reminder of the establishment of the PTAC

This presentation made it possible to recall the process of setting up the PTAC, its place in the implementation of the Project, its composition, its organization as well as the missions and attributions of the members.

IV.- Presentation of the status of implementation of the recommendations of the first session. Most of the recommendations from the first session have been implemented (see Table 1).

Table 1: Summary of discussion point/follow-up actions- status

Questions/Queries or Comments	Response from the project team	Status
<p>Burkina Faso- 9 activities are postponed due to the covid-19 and it is very concerning. What are the strategies implemented to move forward in the implementation mainly on the development of the National database</p>	<p>The 9 activities are not postponed but they are on-going and will continue during the third year of the project.</p> <p>The project is continuously providing trainings to the local, national and regional agencies staffs and ensure activities are carried out together with the project team who are joining meetings and workshops virtually</p>	<p>Action completed: Activities not carried out in the first year will be completed during the second and third year of the implementation.</p>
<p>How is the project going to involve communities in the activities and what kind of tools the project is going to use or to provide them</p>	<p>As part of the involvement of communities in flood and drought early warning activities, it is planned to develop and implement a community approach to flood and drought management taking into account information, tools and early warning. The operational design, implementation and monitoring, evaluation and capitalization of lessons will be implemented from end to end with the communities and this, with the support of the hydro-meteorological structures and management of the risks and consequences of disasters due to weather.</p>	<p>Action completed: Studies related to the mapping of vulnerabilities, exposure and capacities in the 60 sites of the Volta Basin.</p> <p>Based on the findings and analysis, 6 pilot communities in the Volta Basin countries (1 in each country) are selected and community-based flood and drought management activities are implemented.</p> <p>https://www.floodmanagement.info/community-based-flood-and-drought-management-cbfdm-activities-in-the-volta-basin-countries/</p>

Questions/Queries or Comments	Response from the project team	Status
	<p>Community-based activities are planned to start in the 6 communities of the Volta Basin and during consultation, needs and priorities will be identified and based on that necessary tool will be provided. Later, the project will do pilot testing of the VOLTALARM EWS in the 10 pilot sites with the involvement of communities in these activities.</p>	<p>Pilot testing of the VOLTALARM EWS is expected to start from June 2022.</p>
<p>Togo- Training of forecasters on myDewetra VoltAlarm should be conducted in September 2021 instead of December 2021?</p>	<p>Initial Virtual training of forecasters on myDewetra VoltAlarm will be organize during September 2021 so that they use the system for their day-to-day work</p>	<p>Action completed: MyDewetra EWS training was carried out virtually on 14th September 2021. The next face to face training is planned for end of June 2022</p>
<p>Data sharing issue is witnessed especially in Togo the data is available on paper but not available digitally.</p> <p>National database establishment should be carried out on urgent basis</p>	<p>Digitization of the data is needed using simple tool like word or excel file. Once digitized, the project will provide support in migrating the existing data onto the new database.</p>	<p>Action in-progress: Follow-up from the Country is pending: The VFDM project team will contact the Togo agencies and check the status on data digitization</p>
<p>Remote training is carried out, but we need to encourage participants to continuously work on the project activities</p>	<p>National participants are always encouraged to participate in various trainings and workshops and once completed, participation certificates are provided. It is important National agencies</p>	<p>Action completed: National workshops are conducted face to face and experts from</p>

Questions/Queries or Comments	Response from the project team	Status
	take part in various trainings and workshops as they develop knowledge and skills for long-term sustainability of the project	different agencies are invited as participants (including gender inclusive participation)
French excel report shared by the project team had lots of mistakes and was not possible to understand in the activities completed	<p>The project team is following the Adaptation Fund template for the PPR report and translation was done in a quick time leading to mistakes.</p> <p>The project team will prepare shorter activity report in next weeks and share it with the participants</p>	Action completed: French project progress report was reviewed, and corrections were made. To the donor, only English version was shared.
Risk map development should go quicker as it is important and linked with the community initiatives	Risk map development activity on-going and parallelly community-based activities will be implemented and linked.	Action completed: Risk map is available for the Volta Basin region. Regional and National workshops on risk maps presentation are organized.
Benin- Database is not refreshed regularly and requesting project team to provide IT equipment's for the National Agencies	The project has provision for developing database and provide trainings to the IT and Database experts and the agencies hosting the National Database will be provided with IT equipment's to visualize and maintain the system	Action under progress: A detailed assessment and consultation was carried out to understand the current capabilities and needs in each of the six countries. Based on several discussions and reports, National database will be established and connected to the VOLTALARM EWS.

Questions/Queries or Comments	Response from the project team	Status
Cote d'Ivoire-Calendar implementation schedule of the activities are not available in the PPR report. It will be good to have a calendar schedule with the activities	The project team will prepare shorter activity report in next weeks and share it with the PTAC participants	Action completed: Calendar wise implementation schedule of the activities are available.
It was requested to get the dates for the virtual training on myDewetra VOLTALARM system	The project team will discuss and organize the virtual myDewetra training in the month of September and National agencies will be notified	Action completed: The virtual myDewetra training was carried out on 14 September 2021
IT/DB committee is set-up and how does it will work with PTAC	IT/DB experts are consulted only for establishing National database and connecting it to the VOLTALARM MyDewetra system	Action completed: IT/DB experts of each country are consulted to provide needs and capabilities to establish national database as well as to access the VOLTALARM EWS.
Burkina Faso- The project will provide forecasting and warning support for both urban and riverine flood?	<p>The Volta project is more focused on riverine flood forecasting and will consider important urban areas.</p> <p>However, the project will check and liaise with other on-going initiatives such as CREWS West Africa which is going to provide Flash Flood Guidance System. The WMO teams are continuously working to build synergies and</p>	<p>Action under progress: the VFDM team is continuously following with CREWS West Africa team and will request for FFGS system output visualization under the VOLTALARM EWS.</p> <p>Draft report on national modelling and forecasting system is made available to the</p>

Questions/Queries or Comments	Response from the project team	Status
	ensure both initiative and project builds upon each other. Once available, the VOLTALARM EWS system will also visualize the outputs of the Flash Flood Guidance System (FFGS) .	countries for providing suggestion and additional information.
False warnings will lead to question on the EWS. Whether it is considered in the pilot testing and working with communities?	Yes, the National and communities will be informed about the levels of warnings and verification procedure. National agencies will be provided with virtual training on data collection, modeling, and forecasting.	Action not started: The pilot testing will start from July 2022
Data sharing should be encouraged between different NMHSs of the Volta Basin countries. VBA should be involved to develop a regional database network so this will help if any country has a network issue	The project has provision to develop a regional database and dialogue between different NMHSs will be initiated at the Next regional workshop. NMHSs of the six countries should agree for establishing such a regional database.	Action under progress: The VFDM project team is continuously requesting data and information which will be visualized under the VOLTALARM EWS
VBA- Every country needs to setup and maintain the proper equipment's for observation and monitoring and once it is available, it will be easy to develop National database management system		Action under progress: The Volta Basin countries will provide update on the hydro-meteorological equipment's for providing real-time observation data.

V. Presentation of the status of implementation of project activities to date

This presentation focused on:

5.1. Fully completed activities which are:

- ✓ The national consultation reports with the action plan are available via the 6 national workshops
- ✓ The Study for the mapping of local vulnerabilities, exposure and capacities in the 60 sites - completed
- ✓ Field study reports and the Volta-atlas are available;
- ✓ The impact on indicators of environmental and ecosystem services is assessed (the regional workshop has been completed and two reports are ready for finalization);
- ✓ National workshops to build capacity on nature-based solutions and to develop a concept note with recommendations for bankable project proposals (August-September 2021) – completed
- ✓ Conducting survey and consultation meetings with national stakeholders (IT experts and DB) to develop a centralized database and IT infrastructure to access the VoltAlarm. Reports developed and requirements finalized. A capacity building plan for the national structures of the early warning chain is being developed
- ✓ Risk and climate scenario maps have been developed and are available.
- ✓ National training workshops (8) for gender mainstreaming in E2E-EWS-FF and IFM (August – October 2021) 8 national workshops were organized.
- ✓ Capacity Development Course on E2E-EWS for Flood and Drought Management;
- ✓ E-learning courses on basic and advanced hydrology, geospatial information and drought monitoring and outlook are conducted (over 200 people have passed and received certificates)
- ✓ Generation and dissemination of SAP information, decision support system and response to alerts
- ✓ Training of technicians for data collection and management
- ✓ The execution and maintenance of the VoltAlarm system (ongoing until the end of the project)
- ✓ The integration of the existing project (FANFAR, Oti-basin, White Volta, CREW etc.)
- ✓ Develop a local/national scale hydrological forecasting system
- ✓ National workshops to build capacity on nature-based solutions and to develop a concept note with recommendations for bankable project proposals, six workshops completed

5.2. Activities in progress:

- ✓ Community flood and drought management activities in the 6 local sites; they will continue until September 2022; these activities are implemented with the support of local partners;
- ✓ Local weather stations are installed (Ghana completed, in progress in other countries);
- ✓ The VoltAlarm EWS is designed and developed with products and information available worldwide as well as hazard maps, climate scenarios, 60 sites of local vulnerabilities, exposure and capacity mapping <https://volta.myDewetra.world>
- ✓ National workshops are underway to present risk maps and collect recommendations on long-term risk prevention and management strategies.

VI.- Presentation of the financial execution status of the project

The state of financial execution to support the realization of the various activities of the project was presented. It looks like this:

- Implementation of VFDM project activities as well as project management and execution costs (June 2019-July 2022):
 - Amount received from the Adaptation Fund: 7,122,000 USD (\$)
 - Amount spent so far: \$2,797,357
 - Amount with obligations: approximately USD 790,000 (to be paid to project implementing partners and external technical partners)
 - Unspent amount: 3,534,643 (\$) *

*To be spent on activities that have not been launched due to the COVID-19 pandemic situation and delays encountered in the implementation of Year Two activities as well as Year Three activities. No cost-extension of the project will be requested

VII.- The encountered difficulties

The implementation of the project encountered a number of difficulties, the main ones are as follows:

7.1. Situation of the COVID-19 pandemic:

Travel restrictions imposed by countries and globally (restarted)

The implementation of activities has been adjusted according to the situation, but many activities are linked, which means that if the previous activity/sub-activity is not completed then the next activity cannot be launched

7.2. Implementation at national level:

- Additional time to identify local consultants, technicians and partners,
- Additional trainings and workshops have been organized
- Difficult to identify dates to organize back-to-back workshops given travel issues of WMO, VBA and GWP-WA and technical experts
- The working group has not been set up by all countries (focal points for each general result) - still not available;

7.3. Challenges

- Sharing of data and information at the national level with the project to develop products and tools useful to national services and other beneficiaries. They should find an easy way to contribute their datasets to support the project activities.

VIII.- Mitigation measures used

In relation to the situation of the COVID-19 pandemic, many activities took place virtually; regional and national technicians and experts provide support after the training of external partners.

Compared to implementation at the national level:

Focal points from WMO, VBA and GWP-WA support the implementation of activities at national and local level. Many workshops were organized in parallel and/or face to face; data and information at the global level have been used to compensate for the difficult access to national data but will not allow the development of precise products and tool (myDewettra, nationale centralized database, ...).

IX.- Exchanges around the presentation of the level of execution of the project

The presentation of the execution to date gave rise to comments and questions which could be grouped around the following areas of interest:

- The technical and financial execution rate of the project;
- Collaboration between actors;
- The issue of sustainable investments;
- The operationalization and functioning of the VoltAlarm System.

Satisfactory answers have been provided to all these questions, such as:

- The implementation rate of project activities is estimated between 50 to 60%. It represents approximately two (02) years of execution out of four (04) taking into account the delays recorded in the effective start and caused by the disruptions due to COVID 19 and socio-political crises.
- To absorb the remaining budget in a remaining year, it would be difficult. It will then be necessary to consider an extension of at least one more year for the project.
- The sites of the stations were chosen on the community pilot sites which was guided by the results of a study of the mapping of socio-economic vulnerability factors carried out on sixty (60) sites distributed in the six (6) countries. One site per country has been selected to benefit from the implementation of a pilot experience of community management of floods and droughts;
- The collaboration between the local Partners and the other actors at the local level is a reality: the local partners were chosen with the support of the national structures. The pilot experiment was launched with the support of the local authorities and the participation of the services decentralized technical staff who were able to understand the objectives and methods of carrying out these experiments in the territories they cover. The decentralized technical services participate in the activities of local NGOs who always take care to associate them with these activities and sometimes ask for their intervention on certain themes: environment, agriculture, etc.
- For questions related to the need to promote investments with sustainable and transformational reach and impacts, they are more like contributions than questions. This is how the representatives of CILSS, WASCAL and ECOWAS insisted on the need to consider structuring investments to support the implementation of the VoltAlarm System. The system should not be considered on the scale of the duration of a project but rather be part of the duration in order to produce additional and measurable effects;
- The VoltAlarm System is still in development with the development of products and models that will be integrated and used. The organization of national databases, their feeding and their operation is in progress and will be supported by a series of training for stakeholders and a strengthening of the level of equipment of the national

structures designated to house these centralized national databases. Subsequently, these databases will feed the VoltAlarm system with hydrometeorological data. Data from hydro-weather stations currently being installed on the various sites will also be used to operate the VoltAlarm system.

At the end of these exchanges (questions and answers), the activity reports and the related results were adopted by acclamation.

X.- Presentation of the first conclusions of the mid-term evaluation

They were presented by the Principal Consultant, Mr. PAOLO Reggiani.

In his presentation, he first indicated that the implementation of the project meets the 15 criteria or requirements of the Adaptation Fund enacted to support and ensure quality in the implementation of the projects / programs it finances.

He then presented the results and conclusions of their discussions with stakeholders and observations on the ground. For him, many activities have been carried out. The realization of these activities has generated encouraging results.

However, he wanted to share his concerns in connection with the implementation of project activities. These concerns include the following:

- The delay in the implementation of the project;
- The delay in the establishment of funds for the financing of activities;
- The delay noted in the implementation of the VoltAlarm system;
- The interrogation on the capacities of appropriation of the hydrometeorological stations by the communities of the pilot sites;
- The low level of collaboration between the different actors on the pilot sites.

The Consultant's presentation was followed by discussions. Also, the members of the PTAC have appreciated the fair value of the results presented. They also acknowledged the concerns raised by the consultants, in particular:

- the delay in setting up the VoltAlarm System;
- the delay in the consumption of the project budget;
- the low level of anchoring of Local Partners recruited to support the development and implementation of local initiatives for community management of floods and droughts in the Volta Basin.

After these questions, some answers have been provided. For the low level of budget consumption, it is explained by the various delays in the implementation of activities. It must be remembered that delays were caused by major difficulties encountered such as the COVID-19 pandemic and the various socio-political crises in the region.

Concerning the choice of the pilot sites, the concentration of these sites towards the periphery of the national portions is justified by the fact that it is at this level that the problems of floods and droughts affect the communities a lot with regard to their level of poverty. and vulnerability. The choice of pilot sites was guided by the results of national studies on the mapping of socio-economic and environmental vulnerability factors conducted on sixty (60) reference sites among which, the six (6), i.e. one per country, most vulnerable were chosen to benefit from the pilot experience of community management of floods and droughts

With regard to the place of local partners, it should be noted that these local partners have been regularly recruited and supported by certain national structures. Moreover, these Local Partners are only in their third fiscal quarter. And, even, despite, the short duration of their existence as a partner for the implementation of project activities on the various community sites, they make the effort to mobilize and involve all the actors in their activities. Examples of their participation show that they work in close collaboration with the national structures or especially their representatives in the localities concerned.

At the end of the discussions, the activity report and the mid-term evaluation report were adopted unanimously. The consultant informed that the first draft of the mid-term evaluation will be shared with the PTAC members at the end of May 2022 for comments and feedbacks. Once finalized, it will be shared with the Adaptation Fund Secretariat for their review and approval.

XI.- Future stages of project implementation

They relate to the continuation of the activities of the project for the remainder of the duration of the project. The main ones are:

- Awareness of policymakers in the six countries on key long-term strategies for flood and drought management and environmental impact is enhanced
- Experiences of local communities on key long-term strategies for flood and drought management are collected
- The VFDM project will continue to seek synergies and complementarities with several other completed projects and initiatives (Flood and Drought Management Tool (FDMT), Oti Basin, White Volta EWS and CREW in Ghana, CREWS-Burkina Faso) or in

progress (CREWS component of Togo and West Africa) both at national and regional level.

As part of upcoming plan on the VOLTALARM EWS implementation, the VFDM partners requested the PTAC to provide their suggestion on the installation of the VOLTALARM on cloud or physically based installation at the regional level. The initial discussion was held with the PTAC members without any conclusion.

The VFDM team requested the PTAC members to check for the appropriate solution with other National staffs or stakeholders.

XII.- Recommendations, Votes of Thanks and Decision Making by CLC Members

Before closing the work of the session, the members of the CLC made recommendations, proposed motions of thanks and made decisions.

12.1. Recommendations

Subject to consideration of the proposed amendments and readjustments, the members of the VFDM Project CTC have decided to approve:

- the agenda of its 2nd meeting of the CTC;
 - the minutes as well as the state of implementation of the actions and recommendations resulting from its 1st meeting of the CTC;
 - the technical and financial progress of project activities;
 - the first results of the mid-term evaluation of the current project.
- At the end of the discussions, we retain the following recommendations:
 - The VFDM project consortium (WMO, VBA, GWP-WA) asks KTC members from each of the Volta Basin countries to provide support for sharing data within countries and using it for modelling and forecasting the risks of flooding and drought and visualizing them within the framework of the VOLTALARM EWS.
 - the members of the CTC recommend to the partners of the VFDM Project to negotiate a period of extension of the project in order to be able to use the remaining budget and meet the unfinished needs in view of the delay incurred;
 - the members of the CTC recommend to the partners of the VFDM Project to develop a synergy of action between the various programs and projects;
 - the members of the CTC recommend that the partners of the VFDM Project give priority to face-to-face training for the EWS VOLTALARM;
 - the members of the CTC recommend that the partners of the VFDM Project create a WhatsApp group of members of the Technical Advisory Committee;

- the members of the CTC recommend to the partners of the VFDM Project to reorient certain activities, if possible, by increasing, for example, the investments on the pilot sites;
- the members of the KTC recommend that the partners of the VFDM Project promote the value chain of governance for sustainability;
- the members of the CTC recommend that the partners of the VFDM Project take the necessary measures to make the National Working Group operational;
- CTC members recommend WMO, together with VBA and GWP-WA, to finalize and submit to the Adaptation Fund the third PPR in June 2022;
- KTC members recommend to the Implementing/Executing Agency (WMO), in collaboration with other regional and national executing agencies to accelerate the pace of implementation of project activities and make take into account the actions taken with the progress made at the next meeting of the CTC;
- CTC members recommend that the Executing Agency approach and negotiate with the Adaptation Fund for a free extension between 12 months and 18 months of the duration of the project;
- CTC members recommend WMO, in collaboration with VBA and GWP-WA, to work with the consultant with all stakeholders to conclude the mid-term evaluation and prepare the final report to be submitted to the Adaptation Fund by the end of June 2022;
- TCC members recommend WMO, in collaboration with VBA and GWP-WA, to provide options to cover staff costs during the extension period of the project and share them with the TTC members of the project for approval and submission to the Adaptation Fund;
- the members of the CTC recommend to the VBA, with the support of the WMO and the GWP-WA within the framework of the implementation of the project and in collaboration with the partners concerned, to take the necessary measures to develop and finalize the regional strategy for adaptation and resilience to floods and drought impacts in the Volta Basin by June 2023 for submission to the VBA Ministerial Council;
- KTC members recommend VBA, in collaboration with WMO and GWP-WA, with relevant partners to prepare the next phase of the project by the end of 2023 and mobilize funding for its implementation;
- KTC members recommend to WMO, in collaboration with the partners involved, to ensure that the demonstration stage of the SAP VoltAlarm starts at the level of the ten (10) pilot sites of the Volta Basin from July 2022;
- CLC members recommend WMO, in collaboration with VBA and GWP-AO, to ensure that the VoltAlarm early warning system is installed at the appropriate levels with the facilities of national and regional agencies in sharing as well as in the development of synergies and partnerships with partners in the implementation of relevant initiatives.

12.2. Motions of thanks were addressed

- To the Government and people of the Republic of Benin for hosting the 2nd meeting of the PTAC;
- To the government of the six Member States of the Volta Basin for their great support in the implementation of the project activities;
- To the Adaptation Fund for financing the implementation of project activities;
- To the regional and national institutions (CILSS, WASCAL, ECOWAS,) for the much-appreciated collaboration at all levels in the implementation of the project activities so far.

12.3. Decisions adopted by the members

- PTAC approved the agenda for its 2nd PTAC meeting;
- The PTAC approves the minutes as well as the status of implementation of the actions and recommendations resulting from its 1st meeting of the PTAC;
- The PTAC approves the technical and financial progress of the project activities;
- The PTAC approves the first results of the mid-term evaluation of the current project.

XIII.- Date of the next session of the PTAC.

It was proposed that the next session or face-to-face meeting of PTAC be held in early 2023 (back-to-back with any regional workshops where PTAC members will be invited). At the end of 2022, the VFDM project team will organize a virtual meeting of the PTAC to provide an update on the progress of the project as well as the challenges encountered.

Conclusion and closing of the 2nd session of the CTC of the VFDM project

Overall, the second session of the Technical Advisory Committee (CTC) of the VFDM project went well. The objectives set have been achieved and the expected results have been achieved. The members of the KTC encouraged the stakeholders for a smooth implementation of the project for the happiness of the populations of the Volta Basin.

The session ended with the thanks of the Executive Director of the VBA.

ANNEXES

Annexe 1: Concept note

Terms of Reference for the face-face Project Technical Advisory Committee (PTAC) meeting under the framework of the VFDM project

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](#)'. 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 third year of the implementation at the end of June 2022 as well as the ongoing Mid-term evaluation is carried out by an independent evaluation team, it is necessary to present the progress and have discussion with the PTAC members in relation to the activities implemented, financial and implementation plan, challenges encountered, synergies with other projects etc. This will be an opportunity to check and provide feedbacks

on the initial findings of the VFDM mid-term evaluation study which is carried at regional, national and local levels. The mid-term evaluation report will be developed and submitted to the Adaptation Fund for approval. The PTAC meeting important discussion points, recommendation and suggestions will be also added in the third project progress report (PPR-III) and shared with the Adaptation Fund for approval later in August 2022. Once approved, it will allow releasing of the funds for the implementation of the fourth-year activities as well as project management and executing fees.

Objectives of the second Annual PTAC meeting:

The overall objectives of the second Annual PTAC meeting is to present and review the initial findings of the mid-term evaluation as well as project progress mainly the project activities carried out together with the National and Regional agencies. This will be to identify the effectiveness and applicability of the implementation results, challenges encountered, and the way forward.

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 one-day PTAC meeting will be organized face-to-face in Cotonou, Benin with possibility to connect virtually through the Zoom/Teams software during which simultaneous interpretation from English to French and vice-versa will be provided to the participants. The connection link will be shared when available.

Expected Outputs:

- Provide comments and feedbacks to the initial findings of the mid-term evaluation
- To provide support in finalizing the third 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 minute of meeting (MoM) with important discussion points will be prepared and shared with the participants.

Provisional Agenda:

Time	Discussion points/Topics	Presenter
10 minutes	Introduction of participants and brief background	VFDM
10 minutes	Adoption of the Agenda	VFDM

30 minutes	Overall presentation of the VFDM project progress including challenges encountered and lesson learned	VFDM
30 minutes	Question and Answers	
20 minutes	Tea-break	
30 minutes	Initial findings of the mid-term evaluation	MTE Consultant
60 minutes	Discussion and Q&A	
20 minutes	Next steps or future activities of the project	VFDM
20 minutes	Open discussion	
5 minutes	Final remark and follow-up points	
5 minutes	Next PTAC date and closure of the meeting	VFDM partners

ANNEXE 2 : Liste des Participants

N°	NOMS ET PRENOMS	SEXE (H/F)	STRUCTURE/ TITRE	PROVENANCE	MEMBRE CTC (Oui/ Non)	CONTACTS (Email et Tél)
1	KOUAME K. Fernand	H	Ministère des Eaux et Forêts, Directeur/ DEPH	(Côte d'Ivoire)	Oui	dgpre.minef@gmail.com +225 07 48 65 59 78
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