

Minutes of first Project Steering Committee meeting EmPower: Women for Climate-Resilient Societies Bangkok, 27 May 2019

Introduction to the project

UN Women is implementing the project “EmPower: Women for Climate-Resilient Societies” (2018-2022) in partnership with UN Environment in Bangladesh, Cambodia and Vietnam and regionally. This project is funded by Sida and supports countries in Asia and the Pacific in implementing gender-responsive climate change and DRR actions to address key-drivers of gender-based vulnerabilities. In order to achieve this outcome, the project is working in five areas:

- **Voice and leadership:** Output 1 - CSOs representing women and women’s groups are able to lead, participate in and influence climate change and DRR decision-making processes;
- **Data for policymaking:** Output 2 - Governments and key stakeholders are able to generate, analyse and use sex, age, and diversity disaggregated data to inform climate change and disaster risks and actions;
- **Gender responsible policies:** Output 3 - National policy-makers are able to integrate gender equality commitments in climate change and DRR policies;
- **Renewable energy for resilient livelihoods:** Output 4 - Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods; and
- **Regional engagement:** Output 5 - Regional normative and policy frameworks on climate change and DRR incorporate gender equality and human rights perspective.

Partnership building

Two representatives of two organizations implementing the ongoing regional Sida-funded projects addressing issues relating to gender equality, climate change and DRR were invited to demonstrate their collaboration with EmPower.

UNDP is implementing a project to strengthen the governance for climate change and gender equality in Asia Pacific, which has many areas for possible synergies with EmPower. The two teams have discussed a collaboration at the country level in Bangladesh and Cambodia (common target countries of the two projects) on capacity-building for government officials on the linkages between gender equality and climate change. At the regional level, joint activities are planned, such as the collaboration on the regional learning network on climate financing, where EmPower will actively mainstream gender equality and social inclusion. Besides, EmPower and UNDP are jointly organizing a think-shop on economic costing of gender-sensitive climate change (to be held on 10-11 July 2019) and will work on preparation of the guidelines paper as the result of the event.

ADPC (Asian Disaster Preparedness Centre) is currently implementing a programme aiming at building resilience through inclusive and climate-adaptive disaster risk reduction (DRR) in Asia-Pacific. The collaboration scope with the EmPower project covers mainly the regional cooperation where both projects work towards strengthening capacity for regional cooperation to build resilience to future climate and disaster risks. Besides, the collaboration

is also possible on building capacity of CSOs on gender equality and women's leadership in the DRR context, and on the work on statistics at the national level under the Sendai monitoring mechanism. ADPC and EmPower also plan a joint advocacy in preparation to APMCDRR 2020 where gender equality and disability will be among the main focus areas.

Mandates of the Project Steering Committee

EmPower's project manager presented the governance arrangements of the project, namely the Project Steering Committee (PSC), the three National Coordination Groups and the Technical Advisory Group. The national coordination groups include relevant ministries and national agencies, as well as UN Women, UN Environment and their respective responsible parties/implementing partners.

The terms of reference of the PSC were revised by the members of the Committee and approved by all at the end of the session.

The amendments to the terms included:

- Revision of the meeting date of the PSC (second meeting will be held in January 2020, then in Q4 or Q1 of 2021-2023, according to the members' availability).
- Addition to the PSC's responsibilities and activities:
 - Governments officials representing each country will coordinate inputs from other relevant government agencies at the country level;
 - Review and monitoring of the project completion reports;
 - Recommending necessary adjustments and revisions to the project document, if relevant;
 - PSC members will give their feedback on a yearly basis through in person meetings and via email and upon request; and
 - PSC members will advocate and communicate positively about the project, identify new partners and generate support for the project's objectives amongst external stakeholders, and support outreach, visibility and potential for expansion.
- Addition of the Project team's responsibility to share the minutes of the PSC meetings for modification and approval.

The revised and approved terms of reference of the PSC are included in the annex of these minutes.

Implementation progress and plan for 2019 at the national level.

During this session, the project team members presented their progress and plans for 2019, along with their respective responsible parties.

In **Bangladesh**, a representative from the UN Women country office (CO) presented their workplan via Skype, with inputs from the project coordinator from UN Environment. The responsible party of UN Environment in Bangladesh, IDCOL, also gave a presentation of their role and how it builds synergies to their work on renewable energy.

Questions have been raised by the PSC members regarding criteria in selection of CSOs for training activities. The explanation in response to the question provided the criteria, such as CSOs with whom the project is working should be led by women and should demonstrate willingness to engage in the work on the nexus between DRR and climate change. Regarding the data generation to support the project implementation, the Bangladesh CO relies on data already collected for other studies, or by the Bangladesh Bureau of Statistics, that are relevant for reporting mechanisms such as the reporting on progress in achieving SDGs or the Sendai Framework Monitoring Mechanism.

In **Cambodia**, the UN Women CO coordinator and the project coordinator from UN Environment presented their workplan, achievements and plans for 2019.

Questions have been raised concerning EmPower's objective regarding data, given that Sida already supports disaggregated data collection in Cambodia. EmPower is supporting existing initiatives and is trying to make the national survey more efficient on gender data, while building on existing results. A PSC member suggested to involve the Ministry of Land Management and Water Resource to the project, as Cambodia is in a flood and drought prone area. Another question was regarding the CSO engagement in the renewable sector: EmPower engages with CSOs working on policy advocacy and on the innovative finance streams to promote renewable energy. UN Environment is trying to ensure the sustainability of the project through capsules and trainings with relevant national CSOs. Moreover, a PSC member suggested that lessons learned from the project should be shared with the other countries. To do so, lessons should be documented or summarized into advocacy materials.

In **Vietnam**, the UN Women CO coordinator and the project coordinator from UN Environment presented their workplan, with inputs from UN Environment's responsible party Green ID (through Skype).

Questions have been raised on how the project is building on past experiences and achievements on the gender and DRR nexus. Previous projects improved women's representation, whereas EmPower is now working on improving women's participation, and on the enforcement of previous commitments. A PSC member suggested to engage CSO networks to increase possible synergies at the regional and national level, for example with women farmer workers cooperatives or with the GGCA network to ensure better use of resources and inclusiveness. The ASEAN representative suggested to connect EmPower to two ongoing projects funded by Japan in Vietnam, in order to add a gender perspective to these.

At the **Regional level**, UN Women's analyst in gender and DRR and UN Environment's project coordinator presented EmPower's achievements and plans for 2019. The regional CSO ARROW is the responsible party of UN Women contracted to build women's capacity on the nexus between gender, climate change and DRR. Through skype, they presented their future work based on the creation of training manuals that will be used for a training of trainers workshop, followed by a national consultation with relevant stakeholders, and a regional dialogue where the trained CSO will participate.

The **feedback from the PSC members** highlighted possible synergies at the regional level. The ASEAN representative identified opportunities for Vietnam and Cambodia to showcase their good practices under the EmPower project and to promote this work when these countries will chair the ASEAN in 2020 and 2021. Besides, the suggestion was made to draw links between the project work and ASEAN focal points in these two countries. ASEAN

also identified a need to raise gender awareness within its staff through gender training workshops where EmPower could be instrumental. A particular capacity gap exists within the renewable energy sector. Moreover, the ASEAN member of the PSC suggested that the project engages men and boys as its target audience to address questions of masculinity and privilege.

PSC members suggested to consider scaling up the project through South-South cooperation with SAARC, the relationship can be initiated by the representative of the Women-Friendly Disaster Management NGO, and the PSC can consider inviting SAARC as an observer to the next PSC meeting.

The representative of the Asian Institute of Technology suggested to involve energy engineers and social impact investors. According to her, the main challenge of EmPower's work on renewable energy is to present a viable business plan.

Several members stressed the importance of finding coherence in the nexus between gender, climate change and DRR, and recommend that EmPower collaborates with existing initiative to make them gender responsive, showcasing examples at the regional and country level.

The PSC members endorsed the 2019 Annual work plan taking into account the suggestions made during the discussion.

Project monitoring and evaluation and communications

The project's Monitoring and Evaluation (M&E) specialist presented the M&E framework and approach to assess the degree and quality of implementation of the project. She also presented the risk register, which is a useful tool to identify and mitigate risks that could delay or threaten the project implementation. **The PSC members validated the M&E framework.**

The Communications specialist presented the EmPower's strategy for project visibility and advocacy. She explained the different audiences targeted by the project and EmPower's storytelling style and strategy. The project already produced several advocacy and knowledge products such as briefs, stories, two videos and a dedicated website (www.EmPowerForClimate.org). The PSC members suggested to establish partnerships with social enterprises specialised in strengthening capacity on communications and advocacy. Also, a PSC member raised an issue regarding the CSOs' capacity on advocacy and communication. The project will ensure training for CSOs focusing on communication. The importance of translating communication material to local languages has also been highlighted. After reviewing the upcoming opportunities and challenges, **the PSC members validated the communications strategy.**

Conclusions of the meeting

The Chair of the meeting provided a summary of the decisions made by the PSC:

- Approve the terms of reference of the PSC;
- Endorse the 2019 Annual work plan;
- Validate the M&E plan;
- Validate the Communications strategy;

- Agree that the next meeting will be held in January (depending on the availability of PSC members).

In closing, the Deputy Regional Director of UN Environment provided some closing remarks, congratulating PSC members for their involvement and energy throughout the meeting.

The representative of the Embassy of Sweden/Sida expressed appreciation for participation as an observer in the meeting and highly valued the inputs and engagement of the PSC members in steering the project. Sida also underlined that considering the high ambition of the project, it is important that continued recommendations and inputs to the project ensure a realistic and timely approach to the needs and challenges that the project intends to address on the ground.

The minutes of the first PSC meeting were shared by email to the members for approval on a no-objection basis.

Annexes:

1. Agreed terms of reference of PSC
2. List of participants

Annex 1.

TERMS OF REFERENCE PROJECT STEERING COMMITTEE EmPower: Women for Climate Resilient Societies

PREAMBLE

- 1) This document is intended to set modalities for responsibilities and tasks of the regional Project Steering Committee (PSC) of the project “Empower: Women for Climate-Resilient Societies” (referred as “The project”, hereafter) implemented by UN Women in partnership with UN Environment.
- 2) The project, funded by the Swedish International Development Agency (Sida), is a 5-year project (2018-2022) that aims to address key drivers of gender-based vulnerabilities and enhance human rights in the implementation of climate change and disaster risk reduction (DRR) actions by delivering on the following outputs:
 - Output 1: CSOs representing women and women’s groups are able to lead, participate in and influence climate change and DRR decision-making processes;
 - Output 2: Governments and key stakeholders are able to generate, analyse and use sex, age, and diversity disaggregated data to inform climate change and disaster risks and actions;
 - Output 3: National policy-makers are able to integrate gender equality commitments in climate change and DRR policies;
 - Output 4: Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods; and
 - Output 5: Regional normative and policy frameworks on climate change and DRR incorporate gender equality and human rights perspective.
- 3) The project will be implemented in Bangladesh, Cambodia and Vietnam and at the regional level in Asia and the Pacific.
- 4) Through the targeted capacity development of the multiple stakeholders, including national governments, regional inter-governmental organisations, women and women-led organizations, and civil society organisations working on gender and climate change and DRR at national level in Bangladesh, Cambodia and Vietnam and regionally, the project also aims to uphold the commitments made through the Paris Agreement on Climate Change, the Sendai Framework on the DRR and the Sustainable Development Goals.

COMPOSITION OF THE PROJECT STEERING COMMITTEE

- 5) The regional PSC will be composed of:
 - a) Members:
 - Two government officials from each of three countries participating in the regional project representing the national leading governmental institution/Ministry/Agency at the senior management level and at the technical level;

- One representative from the UN Women Regional Office in Asia and the Pacific at senior management level (Deputy Regional Director of UN Women);
- One representative from the UN Environment Regional Office in Asia and the Pacific at senior management level (Deputy Regional Director of UN Environment);
- Two representatives from the CSOs working in the region in the relevant thematic areas;
- One representative from a regional think tank or research community well familiar with the issues in the region;
- One representative from a regional or sub-regional body responsible for regional cooperation and coordination work in the areas of the project work;

b) Observers: Representative of Sida.

- 6) The PSC will be supported by the project team of UN Women and UN Environment comprising experts and professionals working on climate change, DRR, energy and gender equality issues, and the technical advisory group (TAG).
- 7) Members of PSC are expected to engage for the full duration of the project, i.e. from the end of 2018 to the end of the project and will make commitment to participate in the PSC meetings that will be organized in May in 2019 (as the first year of project implementation) and then in Q4 or Q1 of 2020 to 2023. The exact dates will be decided based on the availability of the PSC members.
- 8) The senior representative of UN Women will chair the PSC meetings.

RESPONSIBILITIES & ACTIVITIES

- 9) A regional PSC will be established as the governance mechanism to provide strategic direction, guidance and oversight to the project implementation and reporting. The regional PSC will advise the project team and the TAG on new emerging opportunities and identify the linkages between activities implemented in different countries and by multiple partners with the view to ensuring the project's activities are transformative, effective, efficient and on track.
- 10) The PSC will provide strategic guidance keeping in mind the national and regional development priorities and the international commitments on gender equality and rights-based approaches. The government officials representing each country will coordinate inputs from the country level.
- 11) Specifically, the PSC will be responsible for the following:
 - Overall strategic guidance and oversight of project implementation;
 - Review of implementation progress and monitoring of results, including project completion reports
 - Review and endorsement of annual workplans as well as recommending necessary adjustments and revisions to the project document, if relevant, to attain the anticipated project outcome;
 - Ensuring coordination between the project and relevant programmes and initiatives implemented in the same thematic focus areas with the view to maximizing the

synergy and operational effectiveness of project activities;

- Making recommendations to the project team, the TAG and implementing partners on the project activities, as needed.

12) The PSC will give its feedback on a yearly basis through in person meetings and via email, and upon request, keeping in mind the agreement made between Sida and UN Women on the delivery of the project.

13) The meetings will be organized by the project team. The project team will prepare meeting agenda, send out invitations, share relevant documents for comments and approval, take care of logistics and prepare the outcome document of the meeting.

14) The PSC members will act on opportunities to advocate and communicate positively about the project, identify new partners and generate support for the project's objectives amongst external stakeholders, and support outreach, visibility and potential for expansion.

15) At each meeting the Chair of the PSC will give the concluding remarks reflecting on the agreed vision and the way forward for the project.

ATTENDANCE AND QUORUM

16) Each PSC member is required to nominate an alternate person, if he/she is not able to be present in the meeting. The meetings will be organized in Bangkok, Thailand and PSC members are expected to attend in person or virtually.

17) In the event that the PSC member is not available, the project manager should be notified by email that the alternate nominee will attend the meeting.

18) The meeting will require the presence of at least 50% of PSC members and will be cancelled/rescheduled, if more than 50% of the members cannot attend.

COMPENSATION AND RENUMERATION

19) All the PSC members agree to give their time voluntarily for the project.

20) The PSC members will be compensated for their travel and accommodation based on the rules and regulations of the United Nations.

REVISION OF THE TERMS OF REFERENCE

21) The terms of reference may be revised by the Steering Committee, if needed, in coordination with the project team.

Annex 2.

Project Steering Committee meeting EmPower - Women for Climate Resilient Societies 27 May 2019

Version @ 24 June 2019

Provisional list of participants

No.	Country	First and Last Name	Position and Organization	E-mail
1	Bangladesh	Mr. Md. Aynul Kabir	Additional Secretary (Development), Ministry of Women and Children Affairs	kabir_1962@yahoo.com , aynulma@gmail.com
2	Bangladesh	Dr. Sultan Ahmed	Director General, Additional Secretary, Ministry of Environment, Forest and Climate Change	dg@doe.gov.bd
3	Cambodia	Ms. Vichet Ratha Khlok	Deputy Director of Department of Climate Change, General Secretariat of the National Council for Sustainable Development, Ministry of Environment	vichetratha02@gmail.com
4	Cambodia	Ms. Dinravy Khorn	Advisor, Ministry of Women's Affairs, Gender and Climate Change Committee	kdinravy09@gmail.com
5	Vietnam	Mr. Nguyen Truong Son	Vice Director General, Viet Nam Disaster Management Authority, Ministry of Agriculture and Rural Development	sonnt@vndma.gov.vn
6	Vietnam	Mr. Le Quang Tuan	Deputy Director, Department of Science Technology & International Cooperation, Viet Nam Disaster Management Authority, Ministry of Agriculture and Rural Development	lequangtuan.pctt2015@gmail.com
7	ASEAN secretariat	Mr. Miguel Musngi	ASEAN Human Development Directorate	miguel.musngi@asean.org
8	Asian Institute of Technology	Prof. Kusakabe Kyoko	Professor, Gender and Development Studies Head, Department of Development and Sustainability	kyokok@ait.ac.th

			School of Environment, Resources and Development Asian Institute of Technology	
9	Women-Friendly Disaster Management	Mrs. Chandni Joshi	Chair, Nepal	chand.joshi@gmail.com
10	WOCAN	Dr. Nisha Onta	Regional Coordinator for Asia, Knowledge Management Coordinator	nishaonta@wocan.org
11	SIDA	Ms. Asa Heden	Counsellor, Head of Development Cooperation - Regional Asia and the Pacific	asa.heden@gov.se
12	SIDA	Ms. My Dung Ho	Second Secretary, Programme Specialist, Human Rights and Democracy, Development Cooperation Section – Regional Asia and Pacific	my.dung.ho@gov.se
13	Asian Disaster Preparedness Center	Mr. Israel P. Jegillos	Senior Programme Coordinator, Risk Governance Department	israel.j@adpc.net
14	UNDP	Ms. Evelyne Batamuliza	Gender and climate financing officer	evelyne.batamuliza@undp.org
15	ARROW (via Audio link)	Ms. Sivananthi Thanenthiran	Executive Director	siva@arrow.org.my
16	IDCOL Bangladesh (via Audio link)	Ms. Mafruda Rahman Ms. Farzana Rahman	Assistant Manager, Green Climate Fund unit Senior Vice President & Unit Head, Renewable Energy	mafruda@idcol.org
17	Green ID Viet Nam (via Audio link)	Ms. Nguy Thi Khanh	Executive Director, Green Innovation and Development Centre (Green ID)	ntkhanh@greenidvietnam.org.vn
18	UN Environment	Ms. Isabelle Louis	Deputy Regional Director, Asia and Pacific	louisi@un.org
19	UN Environment	Mr. Mozaharul Alam	Regional Coordinator - Climate Change Programme	alam31@un.org
20	UN Environment	Ms. Annette Wallgren	Gender and Environment Officer, Programme Coordinator for EmPower	wallgren@un.org
21	UN Environment	Ms. Parimita Mohanty	Renewable energy expert	parimitar.pm@gmail.com
22	UN Environment/ UN Women	Ms. Prashanthi Subramaniam	Communications expert, EmPower	subramaniamp@un.org
23	UN Women	Ms. Anna-Karin Jatfors	Regional Director a.i., Asia and Pacific	anna-karin.jatfors@unwomen.org

24	UN Women	Ms. Inkar Kadyrzhanova	Programme specialist, Gender and climate change, Project manager of EmPower	Inkar.kadyrzhanova@unwomen.org
25	UN Women	Ms. Smriti Aryal	Regional DRR specialist, Asia and Pacific Regional office	smriti.aryal@unwomen.org
26	UN Women	Mr. Kausik Das	Programme analyst, Bangladesh CO	kausik.das@unwomen.org
27	UN Women	Ms. Sereyroth Lim	Programme coordinator for EmPower, Cambodia CO	sereyroth.lim@unwomen.org
28	UN Women	Ms. Tran Thi Thuy Anh	Programme coordinator for EmPower, Viet Nam CO	thuyanh.tran@unwomen.org
29	UN Women	Ms. Nuntana Tangwinit	Monitoring and evaluation specialist for EmPower, Asia and Pacific Regional office	nuntana.tangwinit@unwomen.org
30	UN Women	Ms. Haruka Yoshida	Programme specialist, Gender and DRR, Asia and Pacific Regional office	haruka.yoshida@unwomen.org
31	UN Women	Ms. Devikara Devakula	Programme specialist, Gender and DRR, Asia and Pacific Regional office	devikara.devakula@unwomen.org
32	UN Women	Ms. Camille Pross	Asia and Pacific Regional office, Intern	camille.pross@unwomen.org
33	UN Women	Ms. Salila Klongboonjit	Programme assistant for EmPower, Asia and Pacific Regional office	salila.klongboonjit@unwomen.org
