



Annex 7: Summary of Consultations and Stakeholder Engagement Plan

EDA programme - *“Climate change adaptation solutions for local
authorities in the Federated States of Micronesia”*



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1. Introduction

This stakeholder engagement report and plan is developed to support the Green Climate Fund (GCF) programme “Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia”. The proposed Enhanced Direct Access (EDA) programme has two components:

- **Component 1** – Local authorities (LAs)¹ empowered to deliver climate change adaptation services to their populations
- **Component 2** – Priority project implementation of EDA Facility for strengthening local community resilience

The following report details the stakeholder engagement process that was undertaken during project development and lays out the engagement plan for implementation. Ongoing stakeholder engagement is particularly relevant for the proposed EDA programme as the programme is targeting LAs to implement priority adaptation actions within their respective communities. The programme will ensure clear lines of communications with LAs well as FSM communities to ensure proper prioritization of adaptation measures and continuous support for the most vulnerable to the effects of climate threats and change.

The Stakeholder Engagement Plan will apply to all programme activities. Stakeholder engagement is embedded in the entire grant mechanism process from initial consultations through to sub-project design, approval, implementation, and closure (see Annex 2; feasibility Study, Section 12 EDA Facility Mechanism).

The objectives of the Stakeholder Engagement Plan are:

- To identify all stakeholders involved directly or indirectly in the programme as well as the nature and extent of their interests and influence.
- To identify relationships for effective information sharing and communication between stakeholders as well as ways to consult them in a meaningful manner throughout the implementation of the programme.
- To ensure priority adaptation sub-grants are designed and implemented in a way that is beneficial to all stakeholders involved and target beneficiaries.
- To ensure that activities related to LA capacity building are targeted, assessed, and communicate the needs of the LAs.
- To specify procedures and methodologies for stakeholder consultations and feedback; and
- To establish an accessible, transparent, and responsive grievance mechanism for the programme.

Consultations with LAs and other relevant on-the-ground stakeholders have already been conducted to support design and development of the programme. A summary of these consultations is outlined in Section 2 below and in Annex III. A national consultant stationed in Pohnpei, FSM completed the consultations; however, due to the ongoing COVID-19 pandemic, in-person consultations were limited to

¹ Local authorities broadly are an official organization responsible for governing an area of the country. For the purposes of this programme, local authorities encompass both municipal and State-level agencies across FSM.

LAs and stakeholders on the main island of Pohnpei and the majority of consultations were undertaken remotely utilizing virtual means (telephone, Zoom, Skype etc).

2. Stakeholder Consultations

An initial stakeholder workshop took place in October 2019. The workshop was conducted between SPC and representatives from key stakeholder agencies including the Federated States of Micronesia (FSM) National Designated Authority (NDA), FSM Department of Environment, Climate Change and Emergency Management (DECCEM), the FSM Overseas Development Assistance (ODA) office, the FSM Department of Resources and Development (R&D), GCF focal points representing each state, the Micronesia Conservation Trust (MCT), the International Organization for Migration (IOM) office, representatives from the municipalities, as well as other relevant organizations (e.g. local NGOs) (please see Annex I for the full report).

Key takeaways from this initial workshop:

1. The EDA programme should target municipalities with State agencies and civil societies to play a supporting role.
2. Municipalities will need capacity building related to project proposals development, project management, financial management, reporting, as well as coordination and communication.
3. Climate change adaptation sub-grants should target disaster risk reduction and coastal management, food security and water security.

Based on the workshop the EDA programme was designed to target municipalities as the main beneficiary and to set out three main themes for sub-grants (i) disaster risk reduction and coastal management, (ii) food security, and (iii) water security. During the course project development through additional consultations and research on FSM strategic plans, local municipality plans, etc these three areas were confirmed as priority areas for FSM communities.

Following this workshop, the proposal was developed in close coordination with the FSM NDA and continuous consultations have taken place from June to November 2020. Due to precautionary measures and preventive practices that were in place to prevent the spread of COVID-19 such as travel restrictions and mandates prohibiting group gatherings, these consultations took place virtually or with one or two people at a time.

The stakeholder consultations focussed predominantly on discussions with the municipal governments and State agencies in FSM as well as an assessment of their ability to undertake climate adaptation projects in support of the most vulnerable communities. Using a rapid assessment tool and series of interviews with potential beneficiaries, the consultations supported the identification of the local government structures, the local government capacity to carry out climate adaptation projects and what they deemed priority projects within their own communities.

All consultations on Pohnpei were face to face with one or two people at a time representing different LAs. Consultations in Chuuk and Kosrae were face to face and supported by local partners and GCF focal points. Consultation with the Yap LA representative were virtual and through email correspondences as well. Means of communication with LA representatives were extremely limited or unreliable, so the local consultant had to rely on local partners' support to reach as many LA representatives as possible. Due to

the geographical constraints in Chuuk, it was difficult to reach out to most of the remote islands and outer islands, however, once COVID-19 travel restrictions are lifted, the ability to reach remote communities will be possible.

All the consultations with the LAs started with a brief overview on the EDA proposal. Since the LAs will be the primary recipients of sub-grants on behalf of the communities they serve, it was important to understand the LAs' capacity to design climate adaptations projects, implement these projects and subsequently report on the projects progress. A rapid assessment tool was used to identify the LAs' capacity to undertake adaptation projects (see Annex 6 of the feasibility study for content of tool).

A summary of the results of the capacity assessment are included in Section .5 Baseline Capacity of Local Authorities of the feasibility study. A summary of consultations is included in Annex II of this report.

During project development, key women's groups were also consulted to ensure appropriate gender mainstreaming and to validate the Gender Analysis and Action Plan (GAAP). The Gender Analysis and Action Plan Annex 4 includes a summary of the outcomes of these consultations and how they were integrated into project design.

3. Stakeholder Engagement

The proposed Stakeholder Engagement Plan (SEP) focuses on the time period from the initial project inception through to the end of the implementation phase. The SEP should be read together with the Feasibility Study (Annex 2) and the Gender Assessment and Action Plan (Annex 4), which elaborate on the interaction and expectations from the different entities during the implementation phase.

Project strategy to engage stakeholders

Stakeholder engagement will be an ongoing process throughout the life of the programme to ensure both impacted communities and project implementers concerns are addressed. The following is a summary of the key objectives for this engagement plan:

1. Ensure there are opportunities during the programme for stakeholders to provide feedback, ask questions and raise concerns.
2. Ensure information sharing and disclosure through the programme's duration.
3. Establish a culturally appropriate mechanism for filing complaints and grievances (for the entire programme)
4. Foster strong project-stakeholder relationships, including at the community level.
5. Ensure meaningful consultation and promote social acceptability of the programme and sub-grants.

Stakeholder mapping

Primary stakeholders in the programme are the LAs, which are the municipal governments and State government agencies. Additional stakeholders that may play a role in the programme are the civil societies or NGOs and the most vulnerable communities who will be the beneficiaries of the programme. Table 1 below describes the list of stakeholders and their main responsibilities.

TABLE 1: LIST OF PROGRAMME STAKEHOLDERS

Stakeholder Group	Main Agencies	Description
National Government Institutions	FSM NDA FSM DECEM FSM ODA FSM R&D	National agencies and policymakers responsible for designing national policy and programmes, particularly those related to climate change adaptation.
State Government Agencies	EPA R&D Marine and agriculture divisions Fisheries and aquaculture Weather services Public health divisions etc.	State-level policy makers responsible for state-level activities.
Municipal Governments	Municipal governments for the States of Yap, Chuuk, Pohnpei and Kosrae	Responsible for municipal level policies, regulations and activities. Municipal officials – including the Chief Magistrates and Chief Ministers consulted for the preparation of this funding proposal – are responsible for many villages within their municipalities. These Chief Magistrates and Ministers generally hold high traditional titles and have roles as community chiefs and traditional leaders within their villages which make them key representatives of community groups ² . During the consultations held, the majority of the consultancy participants held a traditional title and role within their villages and municipalities, including the representatives from the NGOs' and the women's groups. Moreover, in Yap State, there is a Council of Traditional Leaders.
Civil societies or Non-governmental organizations (women's groups, environmental groups, youth groups, etc.)	Women's groups (Pohnpei Women's Council, Chuuk Women's Council, Yap Women's Association, Kosrae Women's Association), Environmental organizations (Micronesia Conservation Trust, Conservation Society of Pohnpei, Kosrae Conservation and Safety Organization, Chuuk Conservation Society), Youth groups etc.	Non-profit organizations supporting communities including climate change adaptation projects, awareness programs, capacity building, etc.
Communities	Formal or informal traditional leaders, community leaders, heads of households or community members in general	Main beneficiaries of climate change adaptation projects.
GCF State Focal Points	Yap Office of Planning and Budget.	Primary point of contact for all GCF related matters selected by the state governors to support the FSM NDA office.

² This is most commonly the case in Pohnpei, but also extends to other States in FSM.

	Chuuk Office of Overseas Development Assistance. Pohnpei Governor's Office. Kosrae Overseas Development Assistance office	
EDA Programme Entities	EDA Coordination Unit (ECU), EDA Programme Board (EPB), SPC Procurement Committee (including the technical grants evaluation committee)	Governance structure to include all committees, review panels, expertise for E&S and gender assessment reviews

Stakeholder Engagement Plan

TABLE 2 below identifies in the different activities which stakeholders will be engaged and the engagement method that will be used. This includes the primary stakeholders (government and non-governmental institutions as well as communities), their main interest and role in the EDA Programme, and the means of engagement with the stakeholders.

TABLE 2: STAKEHOLDER ENGAGEMENT PLAN

Stakeholder	Interest in the Programme	Proposed Role on the Programme	Engagement Strategy	Engagement Timing	Engagement Method	Frequency
Municipal governments (LAs)	Municipal governments in FSM are among the main beneficiaries of the proposed EDA programme. They will be receiving capacity support to help empower them to deliver climate change adaptation services to their populations (Component 1) and will be implementing sub-grants to strengthen local community resilience (Component 2).	<p>The direct involvement of municipal governments is essential for successful implementation of the proposed programme.</p> <p>These entities will be involved in gaining additional adaptive capacity through participating in workshops and trainings throughout the capacity development component of the proposed project. Following capacity development, municipal governments will be either directly implementing sub-grants or coordinating with State agencies and/or SPC to implement sub-grants within their respective communities.</p>	<p>Engagement with municipal governments will be ongoing through the majority of the programme lifetime. Specific activities that municipalities will be engaged in include:</p> <ul style="list-style-type: none"> • ACTIVITY 1.1.1: Develop climate adaptation decision support framework training curriculum including interactive case studies targeting government officials – <i>meetings to identify training needs</i>; • ACTIVITY 1.1.2 Climate adaptation decision support training for local authorities – <i>capacity building workshops and face-to-face meetings</i>; • ACTIVITY 1.2.2 Project Preparation Trainings and Mentoring – <i>workshops and trainings for the project development process</i>; • ACTIVITY 1.3.3 Climate change adaptation local authorities conference – <i>overall discussion to see which areas need improvement</i>; 	Starting Q3, Year 1 through Q1, Year 7.	Workshops	Once a Year

			<ul style="list-style-type: none"> • ACTIVITY 2.1.1 Governance structure for Resilient Communities Grants Facility (RCGF) established and formalized – <i>governance structure established</i>; • ACTIVITY 2.2.1-Initial call for expressions of interest (EOI) – <i>municipalities initiate EOI process</i>; • ACTIVITY 2.2.4-Training to improve LA service delivery – <i>municipalities receive trainings</i>; • ACTIVITY 2.2.5-Sub-grant preparation support provided – <i>municipalities receive sub-grant support</i>; • ACTIVITY 2.3.1-Project management training – <i>municipalities receive project management training</i>; • ACTIVITY 2.3.2-Grant agreements entered – <i>municipalities coordinate to enter into sub-grant agreements</i>; • ACTIVITY 2.3.4-Sub-grants evaluated and lessons gathered – <i>municipalities report on sub-grants</i> 			
State agencies (LAs)	State agencies in FSM are among the main beneficiaries of the proposed EDA programme. They will be receiving	The direct involvement of State agencies is essential for successful implementation of the proposed programme.	Engagement with State agencies will be ongoing through the majority of the programme lifetime. Specific activities that State agencies will be engaged in include:	Starting Q3, Year 1 through Q1, Year 7.	Workshops	Once a Year

	<p>capacity support to help empower them to deliver climate change adaptation services to their populations (Component 1) and will be implementing sub-grants to strengthen local community resilience (Component 2).</p>	<p>These entities will be involved in gaining additional adaptive capacity through participating in workshops and trainings throughout the capacity development component of the proposed project. Following capacity development, State agencies will be directly implementing sub-grants, and in some instances will be assisting municipalities in the implementation of sub-grants.</p>	<ul style="list-style-type: none"> • ACTIVITY 1.1.1: Develop climate adaptation decision support framework training curriculum including interactive case studies targeting government officials – <i>meetings to identify training needs</i>; • ACTIVITY 1.1.2 Climate adaptation decision support training for local authorities – <i>capacity building workshops and face-to-face meetings</i>; • ACTIVITY 1.2.2 Project Preparation Trainings and Mentoring - <i>workshops and trainings for the project development process</i>; • ACTIVITY 1.3.2 Learning exchanges and site visits – <i>workshops and face-to-face meetings for learning exchanges</i>; • ACTIVITY 1.3.3 Climate change adaptation local authorities conference – <i>overall discussion to see which areas need improvement</i>; • ACTIVITY 2.1.1 Governance structure for Resilient Communities Grants Facility (RCGF) established and formalized – <i>governance structure established</i>; • ACTIVITY 2.2.1-Initial call for expressions of interest (EOI) – <i>State agencies initiate EOI process</i>; 			
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			<ul style="list-style-type: none"> • ACTIVITY 2.2.4-Training to improve LA service delivery – <i>State agencies receive trainings;</i> • ACTIVITY 2.2.5-Sub-grant preparation support provided – <i>State agencies receive sub-grant support trainings;</i> • ACTIVITY 2.3.1-Project management training – <i>State agencies receive project management training;</i> • ACTIVITY 2.3.2-Grant agreements entered – <i>State agencies coordinate to enter into sub-grant agreements;</i> • ACTIVITY 2.3.4-Sub-grants evaluated and lessons gathered – <i>State agencies report on sub-grants</i> 			
NGOs/national consultants	NGOs and national consultants offer expert knowledge and experience of communities and the individuals and cultural frameworks within which these communities operate, as well as the climate change threats facing these communities.	NGOs/national consultants will help facilitate trainings of LAs throughout the capacity development process and assist in the development of sub-grants for LAs, as needed.	<p>NGOs/national consultants will mainly be engaged in the capacity development component of the EDA programme. Specific activities that NGOs will be engaged in include:</p> <ul style="list-style-type: none"> • ACTIVITY 1.1.3 Follow-up site visits to finalize prioritized adaptation actions for Grant Facility – <i>follow-up visits and consultations with communities;</i> • ACTIVITY 1.2.1 Develop train-the-trainer's module and conduct training for national consultants and/or local NGOs in each State – 	Starting Q3, Year 1 through Q3, Year 5.	Workshops Face to Face meetings/training sessions	Twice year

			<i>internal workshops and trainings for NGOs/national consultants;</i> <ul style="list-style-type: none"> ACTIVITY 2.2.5-Sub-grant preparation support provided – <i>NGOs/national consultants work directly with LAs that need sub-grant preparation support</i> 			
Community members	Through development and implementation of the sub-grants, community members throughout FSM will benefit from increased resilience to climate change impacts.	Community members will play a role in ensuring prioritized adaptation sub-grants are implemented within their respective community	<p>Specific activities that community members will be engaged in include:</p> <ul style="list-style-type: none"> ACTIVITY 1.1.3 Follow-up site visits to finalize prioritized adaptation actions for Grant Facility – <i>community members consulted on priority adaptation projects;</i> ACTIVITY 2.3.3-Sub-grants implemented, monitored and reviewed – <i>community members engaged as part of monitoring and review process;</i> ACTIVITY 2.3.4-Sub-grants evaluated and lessons gathered – <i>workshops to determine impact of sub-grants on community member livelihoods</i> 	Starting Q3, Year 1 through Q1, Year 7.	Face to face meetings Workshop	Workshop is once a year Face to face site visits twice a year
Women's groups and organizations	Women's groups and organizations are actively involved in their communities, municipalities, and States. They are vocal proponents of protecting the most	Women's groups/organizations will play a role in ensuring prioritized adaptation sub-grants incorporate gender issues and ensure that women's voices are part	<p>Engagement with women's groups will be ongoing throughout the programme lifetime. Specific activities that women's groups will be engaged in include:</p> <ul style="list-style-type: none"> Implementation of the GAP; including consultations for validating the GAP during year 1 	Starting Q1 Year 1 (baseline validation) through end of programme.	Workshops Face to Face	Twice a year

	vulnerable and play an important role as community leaders	of any development process. Depending on the sub-grant women's groups may play a role in implementing the grant or may be beneficiaries of sub-grants.	<ul style="list-style-type: none"> • ACTIVITY 1.1.3 Follow-up site visits to finalize prioritized adaptation actions for Grant Facility – <i>community members consulted on priority adaptation projects;</i> • ACTIVITY 2.3.3-Sub-grants implemented, monitored and reviewed – <i>community members engaged as part of monitoring and review process;</i> • ACTIVITY 2.3.4-Sub-grants evaluated and lessons gathered – <i>workshops to determine impact of sub-grants on</i> 			
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Monitoring and evaluation

Monitoring and evaluation of the Stakeholder Engagement Plan will be completed during the mid-term (Q3, Year 4 through Q4, Year 4) and terminal evaluation (Q1, Year 7 through Q2, Year 7).

Grievances submitted through the grievance redress mechanisms (outlined below), will be monitored, and evaluated through SPC's internal guidelines.

4. Grievance Redress Mechanisms

A grievance is a concern or complaint raised by community members and stakeholders related to the perceived or actual impacts of the project activities. The objectives of setting up an appropriate grievance mechanism process are to:

1. Provide stakeholders with a clear process for providing comment and raising grievances.
2. Allow stakeholders the opportunity to raise comments/concerns anonymously.
3. Structure and manage the handling of comments, responses, and grievances in a timely manner.
4. Ensure that comments, responses, and grievances are handled in a fair and transparent manner and in line with local and national policies.

SPC Grievance and Redress Mechanism (GRM)

SPC has a Grievance and Redress Mechanism in place to ensure that complaints are being promptly reviewed and addressed by the responsible units (see <https://www.spc.int/accountability>). This process aims to address complaints from affected stakeholders, including communities, about the social and/or environmental performance of the project, and to take measures to redress the situation, where necessary. For the process to be efficient, project stakeholders have to be properly informed that SPC has such a mechanism established, and how they can access to it to settle their grievance.

The SPC GRM is operated through a web-hosted page on SPC site for the expression of concerns or complaints, which can be posted by email with the information in using the complaints' template (Please see Annex IV of SPC's GRM see SPC website:

<https://www.spc.int/sites/default/files/documents/Application%20SPC%20Social%20and%20Environmental%20Responsibility%20Grievance%20Mechanism.pdf>).

Concerns expressed shall be received by the legal team who will reach out internally, primarily to the division in charge of the project or to relevant division. Grievances will be sorted out through a conflict resolution process. In case this process is not functional, other process will be used, such as a compliance system, the overall objective being to address and redress project stakeholders' grievances in the most simple and efficient manner.

Project-level grievance redress mechanism

SPC is committed to receiving any concerns or grievances from an affected community about the environmental and social plans or performance of any sub-grant of the EDA programme. In that direction, communities and stakeholders will be sensitised about the existing grievance process and form. GCF State Focal points will be responsible for supporting the communities with the information they need to properly submit a grievance letter. The GCF focal points are taking part into the grievance and redress mechanism

through documenting grievances and coordinating with SPC the process to settle the grievances. For the FSM EDA project, there are several processes to submit project related grievances:

1. An email can be sent to SPC through the online process: <https://www.spc.int/accountability>.
2. Contact the GCF focal point or submit a letter to the GCF focal point.
3. Bring up the complaint during the project update meetings or community awareness meetings. The complaint then must be directed to the project GCF focal point who will then forward to the SPC legal team.
4. Mail can be addressed to the project institution, which will then be forwarded to SPC.

The State GCF focal point will receive and register the grievance and will contact SPC legal team through a proactive outreach. He/she will provide an initial response within two business days to the person who submitted the grievance to acknowledge the grievance and explain that the grievance will be logged onto the SPC GRM. As a first timeframe, a response will be provided to the complainant within a two-month period, with indication of appropriate process to address the grievance. This duration should be sufficient to screen the complaint, outline how the grievance will be processed, screen for eligibility as well as assign organisational responsibility for proposing a response. This response will propose a methodology to reach an agreement and address the complainant's concerns. This process will possibly involve engaging with other project stakeholders to resolve the issue.

SPC GRM is responsible to inform the complainant that he/she has the right to pursue other options to resolve the complaint if unsatisfied after the SPC GRM process, noting that the GRM may respond to questions from the complainant, but does not constitute an advisor or attorney for the complainant.

All grievances will be recorded, and these records will be kept at a secure place for up to three years after the life of the EDA programme.



Annex I – EDA Concept Note Workshop Report

A consultation workshop was convened on 17 October 2019 by the FSM NDA and SPC to: (i) to present the EDA concept note to stakeholders; and (ii) discuss the geographic and thematic scope of the proposed EDA programme as well as its implementation modalities. Following the presentation of the EDA concept note, stakeholders from all four States expressed their strong support for the EDA programme. The detailed workshop report has been provided here.



Workshop report
17octFSM_redacted.



Annex II – List of Stakeholders who Participated in Consultations

#	Name	Position
1		U Municipal Mayor
2		U Natural resource Coordinator
3		PIMPAC
4		MCT Director
5		Kitti Municipal Mayor
6		Kitti Municipal Treasurer
7		Madolenihmw Municipal Mayor
8		Madolenihmw Municipal Treasurer
9		Madolenihmw Municipal Public Works
10		Madolenihmw Council Speaker
11		Municipal Chief Judge
12		Sokehs Director of Administration
13		Sokehs Chief of Public Works
14		Sokehs Chief Social Affairs
15		FSM GIS expert
16		Pohnpei Weather Service
17		Nett District Administrator
18	<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Director of Admin and Accountability
19		Director of treasury
20		Pingilap Mayor
21		Mwokil Chief Representative
22		Administrative assistant
23		Eot Mayor
24		KCSO Director
25		Yap Office of Planning and budget
26		TNC Micronesia
27		Onoun municipal mayor
28		Attal municipal mayor
29		Kosrae Conservation and Safety Organization
30		Lelu municipal mayor
31		Malem municipal mayor
32		Tafunsak municipal mayor
33		Utwe municipal mayor
34		Chuuk ODA Coordinator
35		Kuttu Island municipal mayor
36		Piis Paneu municipal mayor
37		Satowan municipal mayor
38		Ta municipal mayor
39		Oneisomw municipal mayor
40		Nema municipal mayor
41		Fanapenges municipal mayor

42		Yap Gender Support Group
43		Chuuk Women's Council President
44		Kosrae Women's Organization President
45		Pohnpei Women's Council (PWC) Vice President
46		PWC Secretary
47		PWC President
48		PWC Treasurer
49		PWC Member
50		PWC Member
51		PWC Member
52		PWC Member
53		PWC Member
54		PWC Member
55		PWC Member
56		PWC Member
57		PWC Member
58		PWC Member
59		PWC Member
60		PWC Member
61		PWC Member
62		PWC Member
63		PWC Member



Annex III – Summary of Stakeholder Consultations

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Director MCT	26 Jun 20
Key Points from meeting		
<ol style="list-style-type: none"> 1. Best approach to consulting with the municipal mayors in Pohnpei 2. List of MCT's supporting partners and point of contact in all four FSM states that can support the stakeholder virtual consultation 3. State municipal government structures in the FSM 4. Other ways that MCT can support stakeholder consultation 		
Meeting Minutes		
<p>During our meeting, I shared the rapid assessment tool developed to assess the municipal government's capacities during my consultations with the municipal governments and discuss the proper protocols in meeting with Pohnpei municipal mayors and how MCT can support this effort. [This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity] also shared MCT's point of contacts from the other FSM states that I can contact to get support due to the fact that we will have to conduct remote consultations.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	U Municipal Mayor/ U Municipality	09 July 20
	U Natural Resource Coordinator/ U Municipality	09 July 20
Key Points from meeting		
<ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		

Meeting Minutes

The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to identify the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself, the Mayor and his resources manager, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The group also discussed what they deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Kitti Municipal Mayor/ Kitti Municipality	15 July 20
	Kitti Municipal Treasurer/ Kitti Municipality	15 July 20

Key Points from meeting

1. Number of full time and part time staff assigned
2. Annual core budget and other funding sources
3. Organizational capacity to manage funds
4. Organizational capacity to manage projects
5. Organization knowledge on climate change threats
6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects.
7. Climate change threats and ways that the community can address these threats
8. Community priority adaptation projects
9. Community resource management plans

Meeting Minutes

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Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Eot Municipal Mayor/ Eot Municipality	15 July 20
Key Points from meeting <ol style="list-style-type: none"> 1. Chuuk Municipalities and municipal government structures 2. Number of full time and part time staff assigned to his municipal government 3. Annual core budget and other funding sources 4. Organizational capacity to manage funds 5. Organizational capacity to manage projects 6. Organization knowledge on climate change threats 7. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 8. Climate change threats and ways that the community can address these threats 9. Community priority adaptation projects 10. Community resource management plans 		
Meeting Minutes <p>The meeting started with a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to identify the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself and the Mayor, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The Mayor also discussed what his community deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Kosrae Conservation and Safety Organization Director/ Kosrae State	15 July 20
Key Points from meeting <ol style="list-style-type: none"> 1. Municipal government structure 2. POC for the municipal governments 3. Support with municipal assessments 		

<u>Meeting Minutes</u> I introduced the project to <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> and identified the support we are looking for. We discussed the municipal government structures and the municipal governments' experience in implementing adaptation projects. I introduced the rapid assessment tool and reviewed with him and we discussed the best approach in meeting with the municipal Mayors and their staff for a consultation to help complete the rapid assessment form. We closed the meeting with a plan to work together to meet with the municipal Mayors to complete the rapid assessment form.		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Conservation Planner/ TNC Micronesia	16 July 20
<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Municipal government structure 2. State government structure 3. Council of Chiefs structure 4. State agencies supporting adaptation projects 		
<u>Meeting Minutes</u> <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> is a one of our local partners in Yap with vast local knowledge on Yap communities, culture, tradition, government, and activities relating to conservation and adaptation projects throughout Yap. I reached out to her to learn more about the structure of the state agencies and how they support the municipalities. She also shared her inside knowledge on how the Yap council of chiefs complement the state agencies to support the communities within their respective municipalities. She also shared point of contacts for state agencies that deals with adaptation projects.		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Nett District Administrator/ Nett Municipality	16 July 20
	Nett director of treasury/ Nett Municipality	16 July 20
	Nett director of administration and accountability/ Nett Municipality	16 July 20
<u>Key Points from meeting</u>		

<ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can do to address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<p>Meeting Minutes</p> <p>The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and explained how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to identify the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself, the Mayor and his staff, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The group also discussed what they deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Sokehs director of administration/ Sokehs Municipality	17 July 20
	Sokehs chief of public works/ Sokehs Municipality	17 July 20
	Sokehs Chief Social Affairs/ Sokehs Municipality	17 July 20
<p>Key Points from meeting</p> <ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<p>Meeting Minutes</p>		

The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to project the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself and the Sokehs municipal staff, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The group also discussed what they deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Madolenihmw Municipal Mayor/ Madolenihmw Municipality	20 July 20
	Madolenihmw Municipal Treasurer/ Madolenihmw Municipality	20 July 20
	Madolenihmw Municipal Public Works/ Madolenihmw Municipality	20 July 20
	Madolenihmw Council Speaker/ Madolenihmw Municipality	20 July 20
	Municipal Chief Judge/ Madolenihmw Municipality	20 July 20

Key Points from meeting

1. Number of full time and part time staff assigned
2. Annual core budget and other funding sources
3. Organizational capacity to manage funds
4. Organizational capacity to manage projects
5. Organization knowledge on climate change threats
6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects.
7. Climate change threats and ways that the community can address these threats
8. Community priority adaptation projects
9. Community resource management plans

Meeting Minutes

The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to project the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself and the Madolenihmw municipal staff, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and

extreme weather events. The group also discussed what they deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Pingilap Mayor/ Pingilap Municipality	30 July 20
<u>Key Points from meeting</u>		
<ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<u>Meeting Minutes</u>		
<p>The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to project the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself and the Mayor, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The Mayor also discussed what his community deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Mwokil Chief representative/ Mwokil Municipality	30 July 20
	Administrative assistant	30 July 20

<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<u>Meeting Minutes</u> <p>The meeting started with a brief introduction and a brief overview on what this project is about and the purpose of this project. I introduced the assessment tool and how it can be used to help us understand the capacity of all our potential grantees and how we can use the results of this assessment to project the types of adaptation projects that the community needs and the resources that the community may need to make these priority projects a reality. During an open discussion between myself and the municipal staff, I was able to document the organizations capacity to apply, implement and monitor adaptation projects and the type of projects that the community can do to address or minimize the impacts of climate change and extreme weather events. The municipal staff also discussed what their community deemed priority projects for their municipality and the need for financial and technical support to implement their priority adaptation projects. We closed the meeting out with an understanding that there may be a follow up consultation to gather more information or share information once the proposal is approved.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	FSM GIS Expert/FSM DECEM	3 Aug 20
<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Regional Maps 2. Hazardous maps 3. Vegetation maps 4. FSM Satellite images 5. Protected area maps and areas of biological significance maps 		
<u>Meeting Minutes</u> <p>I met with the GIS expert and discussed with him the EDA project and the types of maps that we may need to help with the feasibility study. The GIS expert is very supportive of this project and provided all the maps that he has available and share the link to the FSM Department Emergency, Climate change and Environmental Management's share drive for all available environmental reports and maps for the region.</p>		

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Weather Service Coordinator/ Pohnpei State	8 Aug 20
<u>Key Points from meeting</u>		
1. Rain data and weather patterns		
<u>Meeting Minutes</u>		
I explained the EDA project and the purpose of this project. I requested any weather and rain data that he can support with. He shared reports that included the available weather pattern for the region. He also shared the monthly average rain data for Kosrae and Pohnpei from year 2000 to the early months of 2020.		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Chuuk Overseas Development Assistance coordinator and GCF focal point/ Chuuk State	11 Aug 20
<u>Key Points from meeting</u>		
1. Best approached to meeting with Chuuk municipal mayors or their representatives. 2. Capacity assessment		
<u>Meeting Minutes</u>		
[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]shared his local knowledge and experience working with the municipalities. He explained the best approach in meeting with the municipal mayors or their respective representatives to get support for the assessment. He also discussed the geographical challenges in traveling from one island to another to meet with the municipalities. He also explained the issue with communication tools and infrastructure and how this process will take lot of time and effort.		

We mutually concluded that we have his and his teams full support in consulting with the mayors or their representatives. We also reviewed and discussed the rapid assessment too and how best to gather the information that we are seeking from the municipalities.		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Yap office of planning and budget/ Yap State	25 Aug 20
<u>Key Points from meeting</u>		
<ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<u>Meeting Minutes</u>		
<p>The meeting started with a brief introduction and a brief overview on this EDA project and the goals and objective for this project. I explained this project's primary beneficiaries and how his office may play a critical role in supporting the municipal communities with conservation and adaptation projects.</p> <p>[<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity</i>] explained his office's role and the different projects that they help or support with throughout Yap. He shared a list of all the projects that his office is implementing or overseeing and the cost of all those projects including his office and staff capacity to take on additional adaptation projects to support their communities. We closed the meeting with the understanding that we may bring in more state agencies to support with Yap's municipality's priority projects due the difference in local government structure compared to the other FSM states.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under</i>	Utwe Municipal Mayor/ Utwe Municipality	02 Sept 20
	Tafunsak Mayor/ Tafunsak Municipality	02 Sept 20
	Lelu Mayor/ Lelu Municipality	02 Sept 20

<i>the disclosure policy of the Accredited Entity.</i>	Malem Mayor/ Malem Municipality	02 Sept 20
<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<u>Meeting Minutes</u> <p>Due to unreliable communication infrastructure and difficulty connecting through Skype and phone long enough for an interview or group discussion, we had to rely on our partners and support on the ground.</p> <p><i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity],</i> a local partner and Director of Kosrae Conservation and Safety Organization was a great asset in organizing the Mayors for a consultation and was able to work with each of the Mayors individually to review and complete the rapid assessment tool along with detailed notes from the Mayor's responses.</p>		
Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Ettal Mayor/ Ettal Municipality	11 Sept 20
	Onoun Mayor/ Onoun Municipality	11 Sept 20
	Polle Mayor/ Polle Municipality	13 Sept 20
	Siis Mayor/ Siis Municipality	13 Sept 20
<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Number of full time and part time staff assigned 2. Annual core budget and other funding sources 3. Organizational capacity to manage funds 4. Organizational capacity to manage projects 5. Organization knowledge on climate change threats 6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects. 7. Climate change threats and ways that the community can address these threats 8. Community priority adaptation projects 9. Community resource management plans 		
<u>Meeting Minutes</u>		

Due to unreliable communication infrastructure and difficulty connecting through Skype and phone long enough for an interview or group discussion, we had to rely on our partners and support on the ground.

[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity], a local partner and Coconut for Life coordinator for Chuuk was a great asset in organizing the Mayors for a consultation and was able to complete an assessment with the above municipal mayors using the rapid assessment tool.

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Kuttu Mayor/ Kuttu Municipality	20 Oct 20
	Piis Paneu Mayor/ Piis Municipality	20 Oct 20
	Satowan Mayor/ Satowan Municipality	20 Oct 20
	Ta Mayor/ Ta Municipality	20 Oct 20
	Oneisomw Mayor/ Oneisomw Municipality	20 Oct 20
	Nema Mayor/ Nema Municipality	20 Oct 20
	Fanapenges Mayor/ Fanapenges Municipality	20 Oct 20

Key Points from meeting

1. Number of full time and part time staff assigned
2. Annual core budget and other funding sources
3. Organizational capacity to manage funds
4. Organizational capacity to manage projects
5. Organization knowledge on climate change threats
6. Organizational capacity on planning, implementing, and monitoring climate change adaptation projects.
7. Climate change threats and ways that the community can address these threats
8. Community priority adaptation projects
9. Community resource management plans

Meeting Minutes

Due to lack of communication infrastructure through the islands of Chuuk, we had to rely on our partners for on the ground support to try to contact as many municipal government representatives as possible.

[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity], Overseas Development Assistance (ODA) Coordinator and GCF Focal Point along with his team members was able to coordinate and organize several Mayors for a consultation and was able to work with each of the Mayors individually to review and complete the rapid assessment tool along with detailed notes on each of the mayors priority projects.

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Pohnpei Women's Council Vice President	Dec 4 2020
Key Points from meeting <ol style="list-style-type: none"> 1. Overview of Pacific Community's (SPC) Green Climate Fund (GCF) program "Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia". 2. Projects Components 3. Outputs under the project's components 4. Potential activities under each of those outputs 5. Projects Gender Analysis and Action Plan 6. Any barriers that may hinder women groups from participating in the project 7. 3 Thematic areas 8. Priority projects 		
Meeting Minutes <p>The meeting started out with a brief introduction followed by an overview of Pacific Community's (SPC) Green Climate Fund (GCF) program "Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia".</p> <p>The projects components, the outputs for each component, and some of the potential activities under each output were discussed including discussions about the 3 thematic areas, Climate-induced disaster risk reduction and coastal protection, food security, and water security, and how these 3 thematic areas may be able to address the impacts of climate change and support community resilience against impacts of climate change and extreme weather events.</p> <p>.</p> <p>Key takeaways from this discussion:</p> <ol style="list-style-type: none"> 1. Historically this is a matrilineal society where ancestral descent and land is passed down through maternal tribal lineage but changed to last name where last name is mostly passed down from males in some families. We cannot generalize it as strictly matrilineal nor patrilineal society as each family's hereditary agreements are different from one family to another in this modern age. 2. Although there are different roles for males and females at the household level, both male and female makes household decisions. Dominant male head of households are not common anymore and most households are now moving towards a more modern family structure where both males and females share the same roles and decision making. 3. Women have rights to own land and property just the same way as men and being a woman does not disenfranchise her from owning her own land, property or business. 4. Women still does a lot of the home gardening but so many other opportunities are available to women these days that not many are interested in strictly doing home gardening but something they do in conjunction with other activities. 5. At his point, what she would consider as a priority project are small household farms or gardens that can help supplement other sources of household livelihood or income. 		

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.</i>	Chuuk Women's Council President	Dec 4, 2020
	Yap Gender Support Officer	Dec 4, 2020
	Kosrae Women's Organization President	Dec 4, 2020
Key Points from meeting <ol style="list-style-type: none"> 1. Overview of Pacific Community's (SPC) Green Climate Fund (GCF) program "Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia". 2. Projects Components 3. Outputs under the project's components 4. Potential activities under each of those outputs 5. Projects Gender Analysis and Action Plan 6. Any barriers that may hinder women groups from participating in the project 7. 3 Thematic areas 8. Priority projects 		
Meeting Minutes <p>Conducted a virtual meeting with women group representatives from Kosrae, Yap and Chuuk. Participating in this meeting was the Yap Gender Support Officer representing Yap Women's groups, President of the Kosrae Women's Organization representing the Kosrae women's groups and President if the Chuuk Women's Council representing the Chuuk women's groups.</p> <p>Key points for Kosrae to prioritize on scaling up food security projects:</p> <ol style="list-style-type: none"> (i) Local organizations and women groups are in need of capacity building involving adaptation project design, proposal development and project implementation and monitoring. (ii) Local government and NGO's to work with state agencies for adaptation projects to prevent project duplication and to collaborate but not compete with each other. <p>Key points for Chuuk:</p> <ol style="list-style-type: none"> (i) Prioritize building upon or scaling up the small-scale security projects that are currently ongoing. (ii) Supportive of the activities reviewed in the GAAP and supportive of the action plans. (iii) Reiterated that rights to land is passed down through maternal so owning land and property is not an issue in Chuuk. Women do most of the gardening and there's nothing that will hinder them from participating in the project activities. However, she recommended that there should be women group representatives in all the stages of this project to make sure that women's interests are not neglected in designing and selecting priority projects. 		

Name (Person(s) at meeting)	Designation and Organization (title/organization)	Date
<i>This portion has been redacted in accordance with the GCF Information Disclosure Policy, as</i>	Pohnpei Women's Council (PWC) Vice President	Dec 7 2020
	PWC Secretary	Dec 7 2020

<i>the portion is confidential under the disclosure policy of the Accredited Entity.</i>	PWC President	Dec 7 2020
	PWC Treasurer	Dec 7 2020
	PWC Member	Dec 7 2020
	PWC Member	Dec 7 2020
	PWC Member	Dec 7 2020
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	PWC Member	Dec 7 2020
	PWC Member	Dec 7 2020
	PWC Member	Dec 7 2020
<u>Key Points from meeting</u> <ol style="list-style-type: none"> 1. Overview of Pacific Community's (SPC) Green Climate Fund (GCF) program "Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia". 2. Projects Components 3. Outputs under the project's components 4. Potential activities under each of those outputs 5. Projects Gender Analysis and Action Plan 6. Any barriers that may hinder women groups from participating in the project 7. 3 Thematic areas 8. Priority projects 		
<u>Meeting Minutes</u> <p>As an the Pohnpei Women's Council interim president, <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> open the meeting with a brief introduction what office <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> is representing and the purpose of the visit with the Pohnpei Women's Council. Followed by an introduction from all the members who are present and what Women's organizations that they are representing. <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> started out the presentation with an overview and background of the SPC's Green Climate Fund (GCF) program "Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia". <i>[This portion has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity]</i> went on and presented the projects components, explained in detail the outputs from each of the components including possible activities under each output.</p> <p>Key issues.</p> <p>Training and capacity building for municipalities and state agencies should prioritize inclusion of females not only as trainees but trainers and mentors as well. How can we make sure that we these government agencies include females in their selection of those that will be directly supporting this project? They felt that when it comes to government priority projects, women groups are left out in the development and execution of these projects. Even training</p>		

opportunities that often surfaces neglected the inclusion of women or representatives from women groups.

These concerns were integrated and addressed in the Gender Action Plan.

On the issue of land rights, the discussions focused on the fact that women in Pohnpei have as much the same rights as men. It is customary that the husband or the father of the household is referred to as the head of the household, but decisions are made by both the man and women or the father and mother of the household. They have the same rights to property and land as man and it's all depends on each family's preference on who inherits the parents land or property. When it comes to crop raising, livestock and fishing, women are not exempt and play a critical role in every aspect of their households and their communities.

The group mentioned that sometimes what is on paper is not what is actually happening on the ground as times are changing rapidly and most households are trending towards a more modern family structure where both males and females share the same activities, responsibilities and the overall household decisions. They were very excited about the gender action plan and would like to be very much involved in this project moving forward.

When asked what they would consider as priority climate change adaptation projects in relation to the 3 thematic areas, the following were their responses:

- (i) Water security projects that include water tanks and all its associated equipment to deliver water to individual households. Clean running water in all households.
- (ii) Reliable and safe community or municipal water systems.
- (iii) Support women farmer groups
- (iv) Water security should be a priority for the outer islands as they are currently suffering from extreme drought.

There is not a lot of ideas on priority projects, but they all agreed that their communities could benefit from food and water security projects. They felt that their groups are often left out or were not included during project scoping and capacity building opportunities, so they were all eager to be involved in all GCF projects and capacity building.

There is a consensus with the group that they would like to be involved in every aspect of this project and they do not foresee anything that could hinder them from participating in this project. Being a woman presents an opportunity and not an hinderance from participating in projects that promote community resilience.

Summary

There was a consensus among representatives of all the women groups on the need for climate change adaptation project to promote resilient communities and were extremely interested in supporting the development and implementation of sub-projects. Women groups and females in general across the region has access to land for adaptation projects and customary female roles were not a hindrance but an opportunity to mainstream their skills and knowledge in support of development of adaptation projects. There should be a priority in including females in all the projects capacity building to get more women involve in decision making in the building resilient communities against impacts of climate change and other extreme weather events.

Annex IV – SPC GRM Complaint Form

SPC is committed to receiving any concerns or grievances from an affected community about the environmental and social plans or performance of any SPC project. Any concerns that any individuals, communities or environment may be adversely affected by this EDA Programme can be reported using the below grievance complaint form, which should be sent to complaints@spc.int. This information is also available at <https://www.spc.int/accountability>.

Social and Environmental Responsibility Grievance Mechanism Complaint Form

To: SPC (designate responsible Division or refer to headquarters),

- by post;
- by email to:

1. We *[insert name(s) and /or name of the institution]* live and/or represent others who live in the project area *[insert name of area, country]*.

2. The following project *[insert name or description of project]* implemented by SPC and *[insert name of executing agency if known]* is a cause for concern:

3. Description of the harm that is, or may be resulting from project activities:

4. Indicate the environmental and/or social safeguards of the SER Policy or related procedures you believe have been infringed and explain why they have not been complied with:

-
-
5. List the actions taken to solve the issue(s), including previous contacts with SPC and/or executing agency staff, describe explanations given and (if any) actions proposed, and why these are not considered satisfactory:

-
-
6. We request SPC to investigate these matters as part of its commitment to serve the Pacific Islands Community.

7. Signatures: _____

8. Date: _____

9. Contact address(es), telephone number(s), fax number(s) and email address(es):

10. List of supporting documents and attachments, as appropriate.

Important note: if the complaint is filled by a representative, please provide proof of representation.