

# Participation and Communication Strategy and Consultation Plan



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## **TA-8307 TON: Strategic Program for Climate Resilience for the Kingdom of Tonga**

Participation and Communication Strategy and Consultation Plan

May update

### **Acronyms**

CCA Climate Change Adaptation

DRM Disaster Response Management

JNAP Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management

MLECCNR Ministry of Land, Environment, Climate Change and Natural Resources

NGO non-government organisation

PPCR Pilot Program for Climate Resilience

SPCR Strategic Program for Climate Resilience

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## 1. Introduction

Stakeholder consultation and participation are playing a key role in the planning and implementation of the Strategic Program for Climate Resilience (SPCR) for the Kingdom of Tonga. Tonga has been provided with technical assistance to undertake the design and development of the SPCR under the Pilot Program for Climate Resilience (PPCR). The goal of PPCR is to help countries transform to a climate-resilient development path, consistent with national poverty reduction and sustainable development goals.

The SPCR (also referred to in this document as the “Program”) will support, through mentoring and capacity building of local counterparts, the incorporation of enhanced resilience to climate change and climate variability in a range of sectors and areas. It will also support resilience-building in vulnerable communities, including the climate proofing of community infrastructure and other planning, budgeting, capacity building, and financing initiatives. The SPCR consist of three components: capacity building; opportunities for climate change financing; and climate proofing of infrastructure and ecosystem resilience, covering a total of 12 related activities (referred to in this document as “Projects”):

- Train-the-trainer program
- Scholarships (classic scholarships and block mode)
- Development of an enabling legal framework for CCA and DRM
- Staffing/training of the JNAP/SPCR Program Management Unit (PMU) and project management
- Support for the vulnerability mapping and adaptation planning for vulnerable communities
- Climate Change Trust Fund (CCTF): The establishment of a fund that can provide financial support for climate related projects particularly community sourced initiatives.
- National monitoring system (meteorological, hydrology and coastal) and community-based early warning systems support
- Water Resources Inventory and Integrated Water Resource Management Planning, linking to the Niuafo’ou rainwater harvesting study
- Mangrove project
- Special Management Areas, including development of SMAs in six communities in Vava’u
- Pilot infrastructure development projects: Hahake coastal protection; evacuation and post disaster roads; and climate proofing of schools

The development phase of the SPCR (referred to in this document as SPCR Phase I) was based on a participatory approach, emphasizing country ownership and collaboration of government, civil society (including private sector and NGOs) and communities, as well as development partners. As one key part of the participatory process, extensive broad-based national consultative workshops were conducted during the SPCR Phase I. These workshops included representatives from government agencies, civil society and NGOs, and private sector groups, and built on the inclusive and country-driven process used to develop Tonga’s Joint National Action Plan (JNAP).<sup>1</sup>

Participation in Phase II (design and implementation) of the SPCR will build on the consultations from Phase I and will be based on the following principles<sup>1</sup>:

- Continue analyses of potential stakeholders to understand their interests and include them, where appropriate, in the SPCR;
- Continue consultations with stakeholder groups throughout design and implementation stages;
- Engage stakeholders systematically through an agreed Participation Strategy and Stakeholder Communications Strategy throughout design and implementation stages; and
- Inform stakeholders of safeguards and accountability mechanism.

This document therefore starts with an overview of a national context and relevant institutional arrangements and presents results of stakeholder identification activities, before Participation and Stakeholder Communications strategies are presented. The document is designed as a “living document” to be continuously updated and revised throughout the Program and to provide a central point of record for all engagement activities conducted.

This document closely links with the Social Development and Gender Strategy document and requirements set within that document. All of the strategies developed for this project, Social Development Strategy, Gender Strategy, Participation and Communication Strategy, will be implemented by a single dedicated member of the Project Management Unit, throughout the implementation phase of the projects.

## **2. National and Institutional Context**

Tonga, with a combined land and sea area of 720,000 km<sup>2</sup>, is an archipelago of 172 named islands, of which 36 islands with a total area of 670 km<sup>2</sup> are inhabited. Most of its atoll islands including the main island are very flat with an average altitude of 2–5 meters above sea level. At 2011 Census Tonga recorded population of 103,036 people, with 73% of the total population living on Tongatapu. Agriculture and tourism are main economic sectors. Tonga’s marine and coastal resources, which include complex and vulnerable ecosystems, provide livelihoods for many Tongans, both in agriculture and through tourism. Main energy sources in Tonga are biomass and electricity generate from imported diesel. The country is increasingly reliant on imported petroleum products to satisfy its commercial energy needs.

Main climate change related impacts in Tonga include an increasing trend in the occurrence of tropical cyclones, with the evidence that the intensity of cyclones in the country is also increasing. The effects of climate change have also exacerbated other naturally occurring hazards, such as coastal flooding and droughts, and might result in a significant sea-level rise. Of a particular concern are expected impacts on agricultural production, water supply, and coastal resources. Tonga’s vulnerability to climate change is further increased by the fact that over 58% of economically active Tongans are reliant on primary production for livelihoods. Tourism, fisheries, and forestry - all

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<sup>1</sup> Based on Strengthening participation for development results: An Asian Development Bank guide to participation. Mandaluyong City, Philippines: Asian Development Bank, 2012.

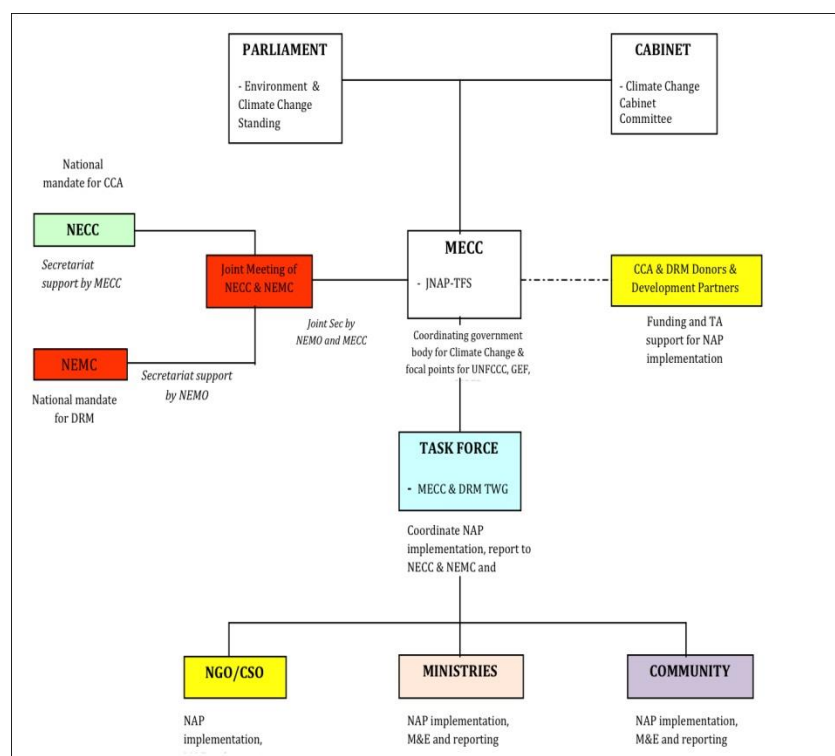
important contributors to GDP - are being adversely impacted by climate change and associated rises in sea level.

The Tonga Strategic Development Framework (TSDF) 2011–2014, as well as several previous national planning and development programs, incorporates environmental issues and disaster risk management.

The Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management 2010–2015 (JNAP), was developed by Ministry of Environment and Climate Change and approved by Cabinet in July 2010. The main institutional responsibility for climate resilience presently is with the Ministry of Land, Environment, Climate Change and Natural Resources (MLECCNR). However, critical roles in long-term management of climate change of Ministry of Finance and National Planning; Ministry of Health; Planning and Urban Management Agency; Ministry of Infrastructure; and the Ministry of Agriculture, Forestry and Fisheries, are recognised.

Disaster risk management is the responsibility of the National Emergency Management Committee (NEMC) in the National Emergency and Management Office (NEMO), within the Ministry of Infrastructure. The Emergency Management Act was passed in 2007 leading towards the development of a National Emergency Management Plan (NEMP, 2009) and the establishment of emergency management committee systems at the national, district, and village levels.

In addition, National Infrastructure Investment Plan (NIIP) is also being completed in early 2013. The NIIP is another example of a national government document comprehensively addressing issues of climate change and adaptation.



**Figure 1. Climate change related institutional arrangements in Tonga**

Climate change considerations are integrated and institutionalised across government levels in Tonga. Top-level strategic bodies dedicated to climate change include Parliamentary Committee on Environment and Climate Changes and the Cabinet Committee on Climate Change (Figure 1). The two bodies oversee the activities of the JNAP Secretariat, a coordinating government body for climate change. JNAP works closely with the National Emergency Management Committee (NEMC) and other government and non-government organisations and donors in implementing climate-change related activities and actions. The JNAP Secretariat and Technical Working Group are therefore a focal point of contact for all government ministries and agencies, NGOs and communities, on issues related to climate change.

### **3. Stakeholder identification**

Each stakeholder group plays a distinct role in planning and implementation of climate change adaptation and related disaster risk management initiatives in Tonga. The comprehensive participatory consultation process was undertaken during Phase I of the SPCR. Phase II of the Program builds on this process, as well as networks established during the development of JNAP and operation of the JNAP secretariat and technical working group. Importantly, those networks include a wide section of government agencies as well as representatives from civil society and NGOs, and private sector groups.

This Program also has a strong gender component and will aim at achieving gender mainstreaming in its design, management and implementation. Gender analyses will be conducted during the project design stage, and the findings will be incorporated into action planning for implementation stage. Other vulnerable groups, such as elderly and disabled, will also be consulted. Attention will be paid to specific vulnerabilities as well as specific benefits that projects can bring to women and other vulnerable members of society.

The PPTA team missions had a strong engagement component and a number of government and non-government organisations were visited and updated on the Program development during this time. Based on the previous stakeholders' analysis and the findings of the missions, two broad groups have been considered as stakeholders relevant to this Program: Program partners, and other Program stakeholders, as presented in Table 1.

Stakeholder identification and analysis will continue throughout the Program cycles and will remain dynamic. As the program progresses from design to implementation and evaluation stages the following types of stakeholders might be identified in addition to those currently listed in Table 1:

- Users and beneficiaries of different components of the Program / different projects
- People likely to be adversely affected directly or indirectly, in any way
- Poor and vulnerable groups
- Different professional/occupational groups
- Other government agencies and government officials at regional/ town level
- Other donor agencies
- Community based organizations and community leaders.

As and if needed, Table 1 will be updated with the new stakeholders identified.

**Table 1. SPCR program partners and stakeholders\***

<b>PROGRAM PARTNERS</b> defined as stakeholders that contribute to the execution and implementation of the Program	
<b>Project Partner (PP):</b>	<b>Key contact:</b>
JNAP Secretariat and Technical Working Group	Ms Lu'isa Tui'afitu Malolo, Team leader
PP Technical Assistance Team	Mr Siaso Sovaleni and Mr Ian Hamilton, Team leaders
Ministry of Finance and National Planning (MFNP)	Mr Tiofilusi Tiueti, CEO and Ms Natalia Palu Latu, Aid Management Division;
Ministry of Land, Environment, Climate Change and Natural Resources (MLECCNR)	Mr Asipeli Palaki, CEO
Ministry of Infrastructure (MI)	Mr Ringo Taoliu, CEO; and Ms Andrea Talia'uli, Focal point
Ministry of Agriculture, Forests and Fisheries	Mr Vilimo Fakalolo, Head of Fisheries; and Mr Siolaá Malimali and Mr Vilii Mo'ale, Focal points
ADB Suva Regional Office	Ms Maria Paniagua
Relevant communities	<u>Hahake coastal protection:</u> Nukuleka Makaunga Talafo'ou Navutoka Manuka <u>Evacuation and post-disaster access roads:</u> Talafoou Navutoka Nukuleka Popua Tufu <u>Climate proofing schools:</u> Kolomotu'a Tofoa Kolofo'ou Pangai Liviela <u>Special Management Areas:</u> Hunga Island Lape Island Falevai Island 'Utungake Talihau, Nga'unoho 'Utulei



## PROGRAM STAKEHOLDERS

defined as those who can impact or can be impacted by program development and outcomes

### **Government agencies (GA):**

Women Affairs, Ministry of Internal Affairs  
Tonga Water Board  
Ministry of Health  
Planning and Urban Management Authority (PUMA)  
Ministry of Tourism  
Ministry of Labour  
Ministry of Education

### **Development agencies (DA):**

AusAID  
GIZ  
JICA  
OXFAM  
PIAC  
PSASP  
SPC (SOPAC)  
SPREP  
UNDP  
USAID

### **Communities (PAC):**

**(to be defined based on projects selected)**

Potentially affected communities (PACs)  
Representatives of disadvantaged groups, women and youth in PACs  
Local representatives of the Ministry of Internal Affairs (Town and district officers)

### **Civil society and non-government organisations (NGOs):**

Alou'a Ma'a Tonga  
Mainstreaming of Rural Development Initiative  
Tonga Trust (MORDI Tonga)  
National Council of Women  
The Civil Society Forum of Tonga  
Tonga Red Cross Society  
Tonga Community Development Trust  
Tonga National Youth Congress (TNYC)

**Private sector:** Chamber of Commerce

### **Media**

\* Where this document refers to "all stakeholders", this includes all those listed in Table 1, that is both program partners and program stakeholders

## 4. Participation strategy and consultation plan

The main objectives of participation in this program are to elicit input and advice from a range of stakeholders who might be affected by the program, or might have specific expertise in the subject area. Overarching objectives of the strategy include:

- creating confidence and trust;
- ensuring local ownership;
- including different types of stakeholder groups in participation processes and benefit distribution;
- providing avenues for conflict resolution by consensus;
- disseminating results and lessons learned to the wider community, including both government and non-government; and
- generating, and responding to, feedback.

Participation is expected to allow the Program to:

- relate better to the local context;
- provide technical excellence;

- follow international good practice;
- harmonize with other development partners; and
- reflect a broad range of information and perspectives.

Principles of good engagement practice will be observed in SPCR Program (Box 1). A two-tier approach was selected for the participation strategy: a more intensive and comprehensive engagement with the Program partners; and consultation with the general Program stakeholders. A range of consultation methods will be applied, including but not limited to written communication, workshops and focus group discussions. Useful secondary participatory data and resources (i.e. survey results, community plans) from NGOs, researchers, and other stakeholders will be used whenever available to avoid duplication of effort.

**Box 1. Principles of good practice in engagement observed in SPCR**

GOOD PRACTICE PRINCIPLES
<ul style="list-style-type: none"> <li>• Working closely with partners, ensure all counterparts are committed to a participatory approach.</li> <li>• Identify stakeholders from wide range of areas ensuring diversity and representativeness, and identify and highlight key stakeholder interests.</li> <li>• Combine electronic and written consultations with face-to-face methods, in Tongan when appropriate.</li> <li>• Identify and record opportunities for harmonizing with other donor organisations.</li> <li>• Set clear objectives for consultation, and be clear what ADB and partners can influence.</li> <li>• Plan carefully, ensuring opportunities for consultation in the key steps of the design, implementation and review process, as set in the work plan.</li> <li>• Take a gendered approach.</li> <li>• Maximize transparency.</li> <li>• Follow up and keep process dynamic.</li> </ul>

A critical element in planning a participation and consultation strategy is selection of participation techniques to meet desired objectives. Considering wide geographic and sectoral spread of the projects selected for implementation, and potential resource constraints, the following participation techniques might be used:

- **Information Dissemination and Information Sharing:** this technique can be used to inform the stakeholders on Program and Program status, action taken, results of Program activities and similar. This technique can use either written (emails, fact sheets, newsletter, website)

or face to face methods (meetings, workshops etc). For information dissemination to community representatives, use culturally appropriate techniques and local language;

- **Information Gathering:** quantitative and qualitative information about projects, needs, best practices, lessons learnt, potential synergies etc., can be gathered either in written form (i.e. questionnaire surveys) or in face to face interactions (meetings, focus group discussions). When dealing with information elicited from community representatives, use culturally appropriate techniques such as focus group discussions; women's gatherings etc., in local language; and ensure that information is collected separately from different segments of community (elders, youth, women etc.);
- **Awareness techniques:** awareness, particular of communities, about the forthcoming implementation process and projects can be raised using oral and culturally appropriate techniques in local language;
- **Two-way knowledge and information exchange** should be applied throughout the Program and projects with all key stakeholder representatives and potentially affected or involved communities.

Participation is central to the safeguard policy statements. Tonga has no indigenous peoples and hence no specific participation facilitation is required in this area. Also there is not land acquisition or resettlement associated with this project. Participation will be gender inclusive and responsive, and tailored to the needs of disadvantaged and vulnerable groups. Good practice in engagement principles will also be observed in relation to development of social and gender action plans.

**Table 2. Summary of engagement objectives, approach and depth**

Engagement Objective	Target Group	Approach and Depth*
<b>Build local ownership</b>	Program partners Program stakeholders	Partnership (medium) Collaboration (medium)
<b>PPTA PHASE, FEBRUARY TO DECEMBER 2013</b>		
<b>Agree on criteria for project selection</b>	Program partners	Collaboration (high)
<b>Review Phase I list of projects under each component</b>	Program partners	Collaboration (low)
<b>Start consultation process with all potentially affected communities</b>	Potentially affected communities, including marginalised groups and women; town and district officers and relevant NGOs	Consultation (high)
<b>Communicate information about projects selected for implementation phase</b>	Program partners Program stakeholders	Information sharing (high)

#### IMPLEMENTATION PHASE, JANUARY 2014 – 2018

<b>Maintain effective communication between program management unit and implementing agency/ organisation</b>	Program partners	Partnership (medium)
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<b>Raise awareness of Program activities among potential beneficiaries</b>	All stakeholders	Information sharing (medium)
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<b>Maintain consultation processes with all potentially affected communities and beneficiaries</b>	Potentially affected communities, including marginalised groups and women; town and district officers and relevant NGOs	Consultation (high)
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<b>Agree on operations and maintenance systems</b>	All stakeholders	Collaboration (medium)
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\* Based on 'Different Approaches and Depths of Participation' definitions, Asian Development Bank. 2012. Strengthening participation for development results: An Asian Development Bank guide to participation. Mandaluyong City, Philippines: Asian Development Bank, page 3

Specific objectives of the consultation plan, relevant target groups and the engagement approach and depth, are listed in Table 2. The principles of good practice (Box 1) should be applied to all engagement objectives and activities to be conducted during both the design and implementation stages of the SPCR Program. A Consultation Plan, specifying methods; frequency timelines; roles and responsibilities; estimated costs; and reporting requirements for each objective listed in Table 2, can be found in **Annex A**.

Procedures to monitor the progress of implementation of the communication plan, and relevant safeguard plans, will be established and maintained throughout the Program. These will include, but not be limited to, monitoring of engagement outcomes related to gender. Recording and monitoring of the engagement in the implementation of projects should be carried out by the agencies involved in implementation, in collaboration with SPCR Program Management Unit (PMU), and should occur at regular intervals. Regular reporting of such information to other Program partners should also be established. Evaluation and reporting on the benefits of the projects to people in the project areas should occur in collaboration with local communities; should be undertaken at regular intervals; and should include learnings on maintenance of infrastructure erected and documentation of maintenance works.

Conduct of these tasks needs to involve qualified and experienced national experts, with the potential assistance from NGOs and international consultants. In addition, a review panel consisting of government representatives, civil society, donors, and private sector experts might be set up to oversee the process and ensure compliant and transparent reporting, monitoring and evaluation of the engagement process, as well as other project activities.

As mentioned in Introduction, this document is intended as a ‘living document’ and a depository of records of activities completed. Record of the activities completed to date is provided in Section 6, with activities described in more details in separate reports or relevant Appendices.

## 5. Communication strategy

A stakeholder communications strategy presented in this section builds on and expands the participation plan to focus on targeted products for information sharing. The strategy identifies key communication objectives and risks, formulates key messages, and identifies effective communication channels to engage key audiences, throughout the Program. It also contributes by sourcing or creating practical knowledge products of value to specific project stakeholders.

Important aspects of the communication strategy such as key communication objectives; key challenges and obstacles to achieving these objectives; target audiences; and nature of communication messages, are summarised in Table 3. Full details of the communication channels and aspects required for successful implementation of the strategy such as timelines, responsibilities and resources, are presented in **Annex B**.

All communication products targeting communities and their representatives, including civil society groups and district officials, should be available in both English and Tongan.

**Table 3. Key aspects of the communication strategy**

Communication Objective	Target Group	Challenges	Messages
<b>Reporting mechanisms to funding body</b>	Program partners	<ul style="list-style-type: none"> <li>- Transparency and trust of information sources</li> <li>- Timing of activities</li> </ul>	Reporting should be timely, robust, transparent, and compliant with the funding body requirements
<b>Ensure regular flow or reliable Program information</b>	All stakeholders	<ul style="list-style-type: none"> <li>- Managing expectations</li> <li>- Transparency and trust of information sources</li> <li>- Timing of activities</li> </ul>	Messages should be accurate, consistent, clear, relevant, and culturally sensitive.
<b>Establish dialog mechanisms</b>	All stakeholders	<ul style="list-style-type: none"> <li>- Stakeholder capacity to engage in technical discussions</li> <li>- Timing of activities/ outputs</li> <li>- Mechanisms to respond to concerns</li> </ul>	Dialog mechanisms should create an environment that is conducive to meaningful feedback; culturally appropriate and free of any form of intimidation.

## **6. Records of activities completed to date**

### **6.1. Inception workshop and meetings**

An inception workshop was organised by JNAP secretariat on 21st of February 2013, and was attended by more than 40 representatives from government agencies, non-government organisations and international agencies. The main objectives of the workshop were to (1) share information on SPCR and explain the process for implementation; (2) share information on current Climate Change Adaptation and Climate Change Resilience activities in Tonga and identify lessons learnt and best practices; and (3) identify gaps and opportunities for further up scaling and replication of existing program and projects. Workshop agenda and list of participants are presented in Appendix 1.

The introductory presentations on PPCR and SPCR were followed by the focus group discussions. Moderator teams lead discussions on the three components of the Program, capacity building, opportunities for climate change financing, and climate proofing of infrastructure and ecosystem resilience. Participants had an opportunity to discuss best practices and lessons learned from the previous projects. Potential for upscaling or replication of some of these projects, whether geographical or sectoral, was also discussed. In addition to the inception workshop, a wide range of stakeholders were visited by the PPTA team during the inception phase.

### **6.2. Meetings specific to project activities**

Summary list of all persons met was provided as a part of both Inception and the Interim report (Appendix 1 of Interim report). It can be noted that project staff met with 79 persons from 35 organisations, including a number of Ministries, NGOs, international donor agencies, community groups and civil organisations.

Meetings with the project partners took place very regularly, and – depending on subject discussed - included meetings with various levels of staff, from Ministers to technical staff.

### **6.3. Stakeholder workshop, May 2013**

A consultative workshop was held in Nukualofa on Wednesday May 15, 2013 to updated stakeholders about the status of the projects being prepared under SPCR. The two objectives of the workshop were to: (1) share information on the status of Draft Design proposals for each SPCR Component Activity; and (2) obtain feedback on proposals to enable the Draft Design to be revised and updated.

The workshop was attended by 69 participants who had the opportunity to discuss and comment on the draft designs of project components proposed for implementation. All of the components and activities proposed were supported by the participants and endorsed for implementation, provided that sufficient funding and technical information is available:

- Train-the-trainer program
- Scholarships (classic scholarships and block mode)
- Development of an enabling legal framework for CCA and DRM

- Staffing/training of the JNAP/SPCR Program Management Unit (PMU) and project management
- Support for the vulnerability mapping and adaptation planning for vulnerable communities
- Climate Change Trust Fund (CCTF)
- Climate Proofing of the following Infrastructure projects:
  1. Evacuation & Post-Disaster Access Roads: Tufu (Eua Island), Talafoou, Navutoka, Nukuleka and Popua (all East Tongatapu)
  2. Haheke Coast Protection Project (Nukuleka to Manuka, East Tongatapu)
  3. Soil Erosion Control Project, Va'vau
  4. Study of the Niuafo'ou water needs, rainwater harvesting, and lake water quality
  5. Climate Proofing of Schools: GPS Ngele'ia, GPS Kolomotu'a, Lavengamalie Side School, GPS FANG and ACTS Community School in Tongatapu; and one additional school in each Ha'apai and Va'vau island group (to be determined following site visits).
  6. Ha'apai Hurricane Shelter and Alternate Medical Facilities
- National Monitoring System (meteorological, hydrology and coastal)
- Water Resources Inventory
- Integrated Water Resource Management Planning
- Effectiveness of Early Warning Systems in reaching Communities
- Expansion of the Special Management Area (SMA) Network

Further details of this workshop can be found in a separate document, ADB "Consultative Participatory Workshop Report" of May 2013.

#### **6.4. Consultations with beneficiary communities**

The following projects under the SPCR program are directly targeting specific communities:

- Hahake coastal protection;
- Evacuation and post-disaster access roads;
- Climate proofing of schools; and
- Marine Special Management Areas.

Consultations are being conducted with all potential beneficiary communities. Each of these projects, communities it relates to and the consultation exercises are further described in Section 4 of the Social Development and Gender Strategy Report.

## Annex A. Details of SPCR Phase II Consultation Plan (following from Table 2 in this document)

(PP = Program Partners; GA = government agencies; DA = development agencies; PACs = potentially affected communities; NGOs = non-government organisations; ASH = all of the above stakeholders; for further details of stakeholder groups please refer to Table 1); (JNAP Sec = Joint National Action Plan Secretariat; PPTA = Program Preparatory Technical Assistance; PMU = Program Management Unit; ADB = Asia Development Bank)

Objective and target group	Method	Frequency /Timelines	Responsibility	Estimated Cost	Completed, recorded?
<b>Build local ownership</b>					
Introduce Program objectives to wide range of SH // ASH	Inception workshop	One-off, start of the Phase 2, Feb 2013	JNAP Sec and ADB	Up to 5000 USD	Yes
Agree on roles and responsibilities of key partners	ADB signing MoUs with MFNP, MLECCNR and MI	One-off, start of the Phase 2, Feb 2013	ADB	No additional costs	Yes
PPTA wrap-up// ASH	Group meeting / Workshop	One off, end of Phase 2, Dec 2013	JNAP Sec and PPTA team leaders	Up to 5000 USD	
Maintain effective two-way communication with Program partners throughout the Program // PP	Face to face meetings with PP representatives	Minimum bi-monthly throughout the Program	PPTA team leaders / PMU and JNAP Sec	Time and transportation; Relevant comm. products	Weekly meetings during PPTA phase
Maintain effective two-way communication with other stakeholders and potentially affected communities, throughout the Program // ASH	Face to face meetings with SH and community representatives	During main project and Program activities, as per work plan	JNAP Sec and PPTA team leaders / PMU, with relevant implementation agencies/ organisations	Time and transportation; Relevant communication products	On various occasions during the PPTA
Monitor and evaluate engagement activities // ASH	Monitor, evaluate and report on all engagement activities, in transparent manner using appropriate methods	For all Program activities, annually	PMU national engagement officer with the support of JNAP Secretariat and international consultant	Time and transportation; Comm. products	



Objective and group	Method	Frequency /Timelines	Responsibility	Estimated Cost	Completed, recorded?
<b>Agree on criteria for project selection and the projects selected</b>					
Opportunities to discuss criteria for project selection // PP and NGOs	Face to face meetings with PP and key NGO representatives	Minimum one meeting with each PP and key NGOs; March 13	PPTA team leaders	No additional costs	Yes, on various occasions during the PPTA, several meetings with each PP and NGO
Agree on criteria for project selection // PP and NGOs	Electronic circulation of draft list of criteria for comments	March 2013	JNAP Sec and PPTA team leaders	No additional costs	Yes
Ascertain whether there a need to establish a formal link between project selection and (new) climate financing initiatives	Discussions between PPTA team members & fund strategy document circulation	April 2013	PPTA team members	No additional cost	Yes, discussed
Opportunities to discuss proposed projects // PP, NGOs and relevant PACs	Electronic or face to face communication with PP and key NGO representatives; face to face meetings with PACs representatives (town officers, women's representatives etc)	Minimum one meeting with each relevant group; April 2013	JNAP Sec and PPTA team leaders, with support of national social / engagement specialist	Time and transportation; Relevant communication products	Yes, several meetings held with each group (refer to Interim report and concept papers)
Agree on final list of projects selected// ASH	Group meeting/ workshop	One off, May 2013	JNAP Sec and PPTA team leaders	Up to 5000 USD	Yes

Objective and group	Method	Frequency /Timelines	Responsibility	Estimated Cost	Completed, recorded?
<b>Start consultation process with potentially affected communities</b>					
Identify communities to be potentially affected by various projects within Program / PP	Electronic and face to face communication with relevant Program Partners and implementing agencies	April 2013	JNAP Sec and PPTA team leaders	No additional cost	Yes
Consult with community representatives / ensure their agreement with the proposed projects// PACs	Face to face meetings with community representatives (including town officers, women's representatives etc)	May 2013	PPTA team leaders, with support from JNAP Sec and national social / engagement specialist	Time and transportation; Relevant communication products	Yes
Ensure that views and needs of vulnerable segments of communities, including but not limited to poor, women, elderly; are addressed by projects // PACs	Face to face meetings with PACs representatives (including town officers, women's representatives etc); if required, surveys and analysis of project's impacts on vulnerable populations	May 2013	National social / engagement specialist	Time and transportation; Relevant communication products	Yes

Objective and group	Method	Frequency /Timelines	Responsibility	Estimated Cost	Completed, recorded?
<b>Implementation phase</b>					
Maintain effective communication between program management unit and agencies// organisations implementing project components	Electronic and face-to-face communication with representatives of relevant agencies/ organisations	Minimum monthly for the duration of each project	JNAP Sec and PMU, with National social / engagement specialist	No additional cost	
Raise awareness of Program activities among potential beneficiaries // ASH	Media advertising and targeted campaigns	Throughout the Program, during main project and Program activities, as required	JNAP Sec and PMU, with National social / engagement specialist	Time and transportation; Cost of relevant communication products	
Maintain consultation processes with all potentially affected communities and beneficiaries // PACs	Face to face meetings with PACs representatives (including town officers, women's representatives etc); where appropriate, surveys and analysis of project's impacts on vulnerable populations	Minimum biannual meetings with PACs;	JNAP Sec and PMU with national social / engagement specialist	Time and transportation; Relevant communication products	
Monitor and evaluate community involvement is relevant projects // PACs	Face to face meetings with PACs representatives (including town officers, women's representatives etc); where appropriate, surveys and analysis of project's impacts on vulnerable populations	Annually throughout the Program	JNAP Sec and PMU with national social / engagement specialist and assistance from an international consultant	Time and transportation; Relevant communication products	

Report on progress of activities related to engagement and communications	Collation of progress reports; Updates to this document; Self-evaluation by project team	Annually throughout the Program	JNAP Sec and PMU with national social / engagement specialist and assistance from an international consultant	No additional costs	
Agree on operations and maintenance systems // PP and PACs	Electronic or face to face communication with PP and key NGO representatives; face to face meetings with PACs representatives (town officers, women's representatives etc.)	Minimum one meeting with each relevant group, as per project work plan	JNAP Sec and PMU	Time and transportation; Relevant communication products	

## Annex B. Stakeholder communication strategy

All materials targeting communities and their representatives should be available in both English and Tongan.

Means of communication	Timelines/ frequency	Responsibilities	Resources / Human and T\$	Notes/ comments
Web site	Set-up at the start of the Program and maintain throughout the Program; during key activities specified in work plan and minimum quarterly  Set-up a separate website for Climate Change Trust Fund	PMU office / MLECCNR information officer	MLECCNR information officer  Web Design and Development • Mid-range Dynamic website - \$T4000 - \$T8000  Web Hosting • \$T30 - \$T80 per month (payable every 12 months)  • maintenance costs \$3,000 (information update) from basic hourly rate of \$80/hr.	Finalising hosting arrangement and linkages to relevant sites (for example CIF, other agencies etc)
Newspapers, radio and TV	During key activities specified in work plan, such as inceptions of the projects; calls for scholarships; calls for small grant proposals etc.	National engagement specialist in collaboration with MLECCNR information officer and Deputy PMU office	RADIO PROGRAM (or Talkback) 1 Hour \$115 30 minutes \$57.50 Advertisement Spot Rate (30 secs or 50 words per Spot) One Spot per Day \$10 Two or more Spots p/d \$8 Budget Buster Package for One Month (Monday to Saturday CT Inclusive) (30secs or 50 words per spots) - Three Spots per Day (6 days per week) \$350 PRESS: Run for 1 month TOP\$662.00 3 weeks TOP\$584.20 2 weeks = TOP\$487.60 1 week = TOP\$427.80	Ensure that proper approval channels are followed for all press releases

Leaflets and fact sheets			Double sided colour A4 \$3 per page	
Posters			Pull-out tole posters AUD150 (from OfficeWorks plus \$200 shipping cost) Or locally produced laminated posters	
Newsletter			- electronic, no additional cost, - printed, \$3 per page	
Survey questionnaires			Can be done in office , no additional costs for printing Cost of travel and accommodation, time	
Oral exchange  champions / opinion leaders; face to face meetings, focus group discussions with targeted selection of representatives, ie, women; NGOs)			Catering cost per person for lunch \$30 Catering for morning/ afternoon tea per person \$15	

# Appendix 1 Inception workshop and meetings , February 12-22, 2013

## AGENDA

### Workshop Objectives:

1. To share information on SPCR and explain the process for implementation;
2. To share information on current Climate Change Adaptation and Climate Change Resilience activities in Tonga and identify lessons learnt and best practices; and
3. To identify gaps and opportunities for further up scaling and replication of existing projects and programs.

THURSDAY 21FEB 2013		
0900 – 1000	Opening prayer	TBD
	Welcome speech	Mr Asipeli Palaki, CEO, Ministry of Lands, Environment, Climate Change, and Natural Resources
	Opening remarks	Lord Ma'afu Tukui'aulahi, Hon. Minister of Lands, Environment, Climate Change, and Natural Resources
	Remarks ADB	Ms Maria Paniagua, Team Leader, ADB
	Vote of thanks	Mr Tiofilusi Tiueti, CEO, Ministry of Finance and National Planning
1000-1030	<b>Group Photo &amp; Morning Tea Break</b>	
1030 – 1130	Agenda Item 1	Overview, Ministry of Lands, Environment, Climate Change, and Natural Resources
	Agenda Item 2	Strategic Program for Climate Resilience (SPCR), ADB Team
	Agenda Item 3	Introduction of JNAP Secretariat and the SPCR Team, JNAP and SPCR Team Overview of project timeline Whats next? – discussing criteria, prioritization, and resource allocation...
1130-1230	Agenda Item 4	Introduction to Methodologies/Procedures for Technical Working Groups, SPCR Team Break out to 5 Working Groups focusing on particular themes and to look at issues including: <ul style="list-style-type: none"> <li>• Current and future activities in the discussed area;</li> <li>• Funding secured for identified activities;</li> <li>• Potential collaborative and complementary activities;</li> <li>• Potential synergies and readiness?</li> <li>• Lessons learnt and best practices?</li> <li>• Opportunities for upscaling and replication?</li> </ul> Group 1 - Capacity building Group 2 – Small grant scheme Group 3 – Mainstreaming to national budgeting Group 4 – Integrated water and coastal zone management Group 5 – Infrastructure climate proofing
1230-1330	<b>Working Lunch</b>	
1330-1500	Agenda Item 4 cont	Continuation of discussions
1500-1530	<b>Afternoon Tea Break</b>	
1530-1630	Agenda Item 4 cont	Reporting: Presentation by each group (5 mins for presentation and 5mins for Q&A for each group) // Closing

## List of workshop attendees, per agency/ organisation

	Name	Surname	Division/Org	Email contact
	<b>JNAP Secretariat</b>			
1	Lu'isa Tui'afitu	Malolo		<a href="mailto:luisa.malolo@ecc.gov.to">luisa.malolo@ecc.gov.to</a> <a href="mailto:ltuiafitumalolo@gmail.com">ltuiafitumalolo@gmail.com</a>
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	<b>Ministry of Land, Environment, Climate Change and Natural Resources</b>			
4	Asipeli	Palaki	MLECCNR	<a href="mailto:apalaki@gmail.com">apalaki@gmail.com</a>
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	<b>Ministry of Finance and National Planning</b>			
16	Natalia Palu	Latu	Aid Management Division	<a href="mailto:nlatu@finance.gov.to">nlatu@finance.gov.to</a>
17	Saane	Lolo		
	<b>Ministry of Infrastructure</b>			
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	<b>Development Partners</b>			
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24	Lilieta	Takau	AusAID	<a href="mailto:lilieta.takau@ausaid.gov.au">lilieta.takau@ausaid.gov.au</a>
	<b>NGOs</b>			
25	Pelenatita	Kara	Civil Society Forum of Tonga (CSFT)	<a href="mailto:titakara1870@yahoo.com">titakara1870@yahoo.com</a>
26	Na'a	Taiala	Tonga Community Development Trust (TCDT)	<a href="mailto:ntaiala@tcdt.to">ntaiala@tcdt.to</a>
27	Moana	Kioa	Council of Churches	<a href="mailto:mkioa_pcidrr@live.com">mkioa_pcidrr@live.com</a>
28	Matelita	Houa	Tonga National Youth Congress	<a href="mailto:matelita.houa@gmail.com">matelita.houa@gmail.com</a>



	Line Ministries and Departments			
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35	Maria	Paniagua		<a href="mailto:mppaniagua@adb.org">mppaniagua@adb.org</a>
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	<b>PPTA Team</b>			
37	Ian			
38	Siosi			
39	Anna			
40	Bernard			
41	Peter			
42	Silva			



Opening address by Mr Asipeli Palaki, CEO, MLECCNR



Attendees during morning plenary session



One of three focus group discussions



Plenary presentation of FGD findings

