

**GOVERNMENT OF SAINT LUCIA**

***MINISTRY OF ECONOMIC PLANNING, ECONOMIC AFFAIRS,  
INVESTMENT AND NATIONAL DEVELOPMENT***

EU National Authorising Office  
&  
Ministry of Agriculture, Lands, Forestry and Fisheries



**PROGRESS REPORT I**

**NATIONAL ACTION PLAN AND STRATEGIC ACTION PLAN  
TO COMBAT LAND DEGRADATION AND DROUGHT  
in Saint Lucia**

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Prepared

by



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## 1.0 SUMMARY

The assignment is proceeding at a satisfactory pace and completion of the assignment is expected to be on schedule.

In the submission of the Inception report the consulting team recognized an opportunity for optimizing the time and effort for the assignment, particularly with respect to stakeholder input, and proposed as an alternative to monthly progress reports, a Draft Interim Progress report at month 6. Consequently a more focused approach on deliverables was taken and activities for Phases 1 and 2 were undertaken concurrently towards the development of the final deliverables of the National In Plan and Strategic Action Plan. However, in order to align this recommendation more closely to the contract requirements, the consultant has produced this report which provides a combined **Interim Progress Report to cover the requirement for progress reports at Month 3 and Month 5 of the assignment.** The report provides a status of activity undertaken by the consultants to date and a summary of preliminary findings and recommendations, **presenting in particular outputs for both the NAP and the SAP.**

Activities under all phases of the assignment Phase 1 to 4 are either completed up to draft stage or are well underway. As indicated in the Inception Report, while the activities have been packaged into four separate phases/work breakdown structures, many of the activities are inter-related and as such, have been implemented to reflect this inter-relatedness.

Phase 1 activity, desk research/stakeholder analysis has been completed. The other activities, towards completion of the NAP, have had to be pushed back while the framework for consultation and review of the NAP was established. Following the preliminary refinement of the Draft NAP with the Adhoc Technical Working Group established by the Ministry of Agriculture, Lands, Forestry and Fisheries, national consultations have now been scheduled for the south and north of the island over the period July 30- to August 5<sup>th</sup>, 2008.

Activities under Phase II, with respect to the preparation of the Strategic Action Plan (SAP) have been advanced, so as to optimise stakeholder time in providing input to the process. Hence the same consultations employed for review of the NAP have been and will continue to be utilized to obtain input for the development of the SAP. The information, derived from Phase I activities has thus provided the basis for the commencement of the formulation of the Draft Strategy and as a result, a preliminary draft of the SAP has been formulated ahead of the scheduled time. This will be further refined at the national consultations.

Several activities, with respect to the Phase III, Development of Public Education Campaign Strategy are also quite advanced. Several meetings/consultations have been held with the requisite resource persons in the Ministry towards the development of the Public Outreach Campaign Strategy and the 20-30 minute Video/DVD production for public awareness. The Strategy is will be included into the SAP. The favorable support and input of the Ministry's personnel in the Agricultural Information Unit who are currently assisting in the filming/sourcing of footage for the Video/DVD is commended. All things being equal, with respect to their continued input should ensure completion of the product by end July.

Preliminary activities under Phase IV, Capacity Building in GIS/GPS have commenced, with respect to the conduct of a stakeholder capacity building needs analysis. The main activities under this phase are to be undertaken as per schedule towards the latter part of the assignment.

Tasks undertaken thus far have been particularly challenged by the timely availability of stakeholders to participate in the consultation process, given that many of the same stakeholders are required to participate in the several other consultancies currently being undertaken under the EU SFA 2003 programme. Of particular note also are the major challenges observed with respect to the institutional framework to facilitate the integration of the respective roles of the various stakeholders into the process of development of the National Action Plan for combating land degradation and mitigating drought.

The consultation/interview component of the assignment as a result has proceeded initially at a slow pace and is still ongoing. In an effort to advance the initial slow pace of this activity, the consultant's have redirected the focus to more broad based consultations for presentation of outputs and for generating rapid feedback from stakeholders. This will be supported with a structured approach coupled with the application of specific tools and mechanisms, to ensure that required input/feedback is gathered and is pertinent to the objectives outlined in the TORs.

Barring any further difficulty in obtaining the requisite feedback on the various outputs through the consultative process, the remaining activities under Phase I with respect to finalization of the NAP can be expected to be completed by August 8<sup>th</sup>, 2008. Phase 2 activities, some of which have been slightly protracted due to the chosen emphasis for implementation, will be appropriately aligned with associated Phase 1 activities for completion by mid to end August, 2008. It is envisaged that a presentation of the formalized NAP-SAP will be made to the policy directorate of the Ministry of Agriculture, Lands, Forestry and Fisheries at a time during the month of August still to be determined by the Minister and Permanent Secretary, to allow for presentation of the document for approval of the Cabinet of Ministers by end August, 2008.

The remaining activities under Phases 2, 3 and 4 including an assessment and monitoring system for land degradation and drought proposed for completion by July 31<sup>st</sup>, 2008, should proceed generally on schedule, thus permitting for the consultancy to be completed within the originally scheduled time period of end December, 2008.

## 2.0 INTRODUCTION

The firm, AGRICO Ltd., with its team of consultants comprising, comprising Ms. Luvette Thomas-Louisy - Team Leader/Agronomist and Natural Resource Management Specialist, Mr. Herbert Regis – Meteorologist, Mr Embert Charles - Public/Environmental Education Specialist and Ms. Elizabeth Charles-Soomer, Geographic Information Systems (GIS) Specialist, contracted by the Client, Government of Saint Lucia (GOSL), through the Ministry of Agriculture, Forestry and Fisheries - Department of Forestry, to undertake the consultancy **to formalize the process of Sustainable Land Management (SLM) in St Lucia, through the completion of the National Action Plan (NAP) and the Strategic Action Plan (SAP)**, signed the service contract for the

consultancy on March 18<sup>th</sup>, 2008. A consultancy initiation meeting was subsequently held between consultant and the Client's representative on March 31<sup>st</sup> 2008, representing the official commencement of the execution of the assignment. Subsequently, an Inception Report was submitted on April 15<sup>th</sup>, 2008.

This report is therefore intended as a follow up to the Inception Report and more specifically, to update the Client on the work activities achieved thus far, and indicate plans for the continued implementation of the assignment.

Important to note is that the consultant in the inception report recognized an opportunity for optimizing the time and effort, particularly with respect to stakeholder participation during implementation and proposed as an alternative to monthly progress reports, a Draft Interim Progress report at month 6, providing a status of activity undertaken by the consultants to date and a summary of preliminary findings and recommendations. This would also have allowed for the efforts of the consultants during implementation to be more focused on the final deliverables as opposed to report writing. Hence activities scheduled for both Phases 1 and 2 were undertaken concurrently, towards the development of the final deliverables of the National Action Plan and Strategic Action Plan. The report therefore, is a combined Interim Progress Report for Month 3 and Month 5 of the assignment, reporting on outputs for both the NAP and the SAP.

### **3.0 PROGRESS TO DATE**

With regard to the work programme as detailed in the Consultant's Work Schedule (Appendix I), the initial scheduling of which was presented in the Inception Report, the following activities have been undertaken to date.

#### **3.1 Completion of National Action Plan (NAP) for UNCCD**

##### **3.1.1 Desk Research – Document Review/Stakeholder Analysis**

The consultants have conducted a review of the available reports, documents and in particular the most recent specific studies related to land degradation and drought.

The review of the literature to date shows that there are several and varied initiatives that have been or are being undertaken at both the national and local level that are of relevance to formalizing the process of sustainable land management (SLM) through the NAP.

In response to the degrading state of lands and the coastal environment, several studies have been commissioned, and a number of programmes and projects have or are being implemented that are directly or indirectly related to land and water resources management, though within a broader context of integrated management of watersheds and coastal areas. Most notable are the GEF-funded Integrated Watershed and Coastal Area Management (IWCAM), OECS/NOAA project, and the more recent OPAAL project. Additionally, are Sustainable Land Management (SLM) initiatives, financed by the United Nations Development

Programme (UNDP) and the Global Environment Facility (GEF), both of which have provided funding for capacity building and mainstreaming sustainable land management in Saint Lucia.

In addition, there are initiatives aimed at addressing water supply challenges, but again infused with effective land management approaches. These include water sector reform initiatives embodied within the National Water Policy (approved in 2006) and the Water and Sewerage Act of 2005, an Agricultural Policy and Strategic Plan, and a Coastal Zone Management Policy.

Implementation of many of these initiatives has been thwarted by the absence of a national or strategic action plan to guide the sustainable management of the land resource base in St Lucia. The review also recognised that in most instances efforts to reduce the negative impact of land degradation, including the protection of water sheds, safeguarding of endangered biodiversity while supporting traditional livelihood patterns have been frustrated by a weak legislative system, delayed implementation of a national land policy that speaks to land zoning and planning, limited economic incentives, and a general lack of capacity at the institutional, systemic and individual levels.

The consultant has also given due cognisance to the several ongoing projects under the EU Special Framework of Assistance (SFA) 2003 programme, Economic and Agricultural Diversification and Poverty Reduction through Integrated Natural Resources Management, including:

- Biodiversity Conservation Improvement Programme
- Development of the Framework for Environmental Management in St. Lucia
- Environmental Education and Awareness Programme
- Riverbank Assessment and Rehabilitation
- System for Environmental Services Incentives
- Review of Forestry Policy and Legislation
- Strategic Business Plan for Forestry

Consequently the NAP seeks alignment with and complementarity to these various initiatives in integrated land management, water resource management, biodiversity protection, agriculture and other economic diversification initiatives.

As much work and consultations have already been undertaken on the subject matter, the consultants have focused the review on identifying recommendations that have been generated through these previous processes, with a view to establishing a framework for sustainable land management in Saint Lucia through the NAP, with particular focus on:

- (i) mainstreaming SLM amongst the relevant agencies, primary and secondary stakeholders;
- (ii) introduction of a system of effective monitoring and evaluation to support the identification, classification and mapping of land degradation;
- (iii) further understanding of the socio-economic impacts of land degradation and drought.

Further, the framework will facilitate the economic valuation of the impact of land degradation and drought on agro-ecosystems in the process.

Further analysis and discussion with relevant stakeholders will be undertaken through national consultations to determine:

- the relevance and applicability of findings and recommendations from the above process; and
- mechanisms for ensuring implementation under the NAP/SAP.

**The draft NAP, further updated with information generated from the above mentioned processes, is presented as an Annex to this report.**

### **3.1.2 Stakeholder Consultations**

The consultants are committed to maintaining the full involvement of all stakeholders in this exercise. This is critical to ensure their continued support and commitment to the implementation of the recommendations that will emanate at the completion of the exercise. The intention is to obtain broad based input to include users, managers and beneficiaries of the land and water resources.

To this end, the following criteria described in Table 1 were used to identify and generate stakeholder lists, and to undertake the stakeholder classification and analysis in order to facilitate the consultative process.

Table 1 summarises the functions/roles of the main stakeholders with a role in sustainable land management, and having a bearing on water resources management and environmental protection in Saint Lucia.

Five broad categories of functions can be summed up from the Table. These are:

- a) Policy Formulation
- b) Regulation
- c) Management
- d) Resource User
- e) Monitoring

The Ministry of Agriculture, Lands, Forestry and Fisheries has reactivated the previously established Adhoc Technical Working Group (ATWG) to assist the DoF in the finalisation of the NAP/SAP, with regard to providing guidance to the Consultancy team: including in the sourcing of data and information; reviewing technical content of consultancy outputs and to monitor and evaluate the progress of the assignment (correspondence in this regard outlining the Terms of Reference for the ATWG is provided in Appendix 2).

The consultants have since met with the ATWG members, both individually and collectively, to review and validate the preliminary updated Draft NAP.

The consultancy team has also convened meetings with personnel in some of the key agencies involved in land and water resources management, including members of the Adhoc Technical Working Group the technical officers in the Department of Forestry.

Two national consultations with the aforementioned stakeholders will also be convened for review, validation and finalisation of the Draft NAP. An outline of the Draft UNCCD National Action Plan for Saint Lucia is provided in Appendix 3. The full text has been submitted to the Department of Forestry.



**Table 1: Stakeholder Functions for NAP/SAP for Combating Land Degradation and Mitigating Effects of Drought in Saint Lucia**

Function	Policy Formulation	Regulation	Resource Management	Resource User	Resource Monitoring and Evaluation	Mitigation and Risk Reduction	Financing	Public Awareness
<b>Public Sector</b>								
Ministry of Agriculture, Lands, Forestry and Fisheries* <sup>1</sup>	x	x	x		x	x	x	x
Ministry of Economic Affairs – SDES, CZMU, National Development, Crown lands Dept.	x	x	x		x	x	x	x
Ministry of Finance	[x]	[x]					[x]	
Ministry of Communications, Works, Transport and Public Utilities – Meteorological Services Department				x	x			
Ministry of Tourism and Civil Aviation				x		x		x
Ministry of Education and Culture								x
Ministry of Social Transformation			x		x	x		x
Ministry of Physical Development, Housing, Urban Renewal and Local Government – Housing Department	[x]			x		x		
Ministry of Health		[x]			x	x		x
<b>Statutory Bodies</b>								
Water and Sewerage Corporation	x	x		x	x	x	x	x

<sup>1</sup> Departments of Agriculture/Extension, Forestry, Fisheries, Engineering, WRMA, IWCAM

Function	Policy Formulation	Regulation	Resource Management	Resource User	Resource Monitoring and Evaluation	Mitigation and Risk Reduction	Financing	Public Awareness
Solid Waste Management Authority	[x]	[x]			x		x	x
Saint Lucia National Trust			x	x	x	x		x
SLBS	[x]	[x]						
Banana Production Management Unit		x	x		x	x		x
National Conservation Association		x	x		x	x		
NEMO	x				x	x		x
Private Sector								
Farmers Organisation - Fairtrade, TQFC, SLBC				x		x		x
Fishers Organisation				x				
Saint Lucia Chamber of Commerce - Business Sector				x				
Representatives of Manufacturer Sector				x				
Saint Lucia Hotel and Tourism Association (SLHTA)/Private Tour/Site owners				x		x	x	x
Caribbean Agri-business Association and affiliates – Local Chapters				x				x
Community Organisations								
Community Based Organisations (CBOs)			x	x	x	x		x
Watershed/Water Catchment Groups			x	x	x	x		x
SMMA/SRDF	x	x	x		x	x		x
Regional Agencies								
Organisation of Eastern Caribbean States (OECS)	x				x	x	x	x

Function	Policy Formulation	Regulation	Resource Management	Resource User	Resource Monitoring and Evaluation	Mitigation and Risk Reduction	Financing	Public Awareness
Caribbean Environmental Health Institute (CEHI)	[x]		x		x	x	x	x
Caribbean Conservation Association (CCA)	[x]				x	x		x
Inter-American Institute for Cooperation on Agriculture (IIC )	[x]							x
Windward Islands Banana Development and Exporting Company (WIBDECO)			[x]			x		x
Caribbean Agricultural Research and Development Institute (CARDI)						x		

### **3.1.3 Completion of National Action Plan (NAP)**

The national consultations scheduled for end July to early August, 2008, will facilitate broad based input/feedback from stakeholders in both the north and south of the island. Following this, the consultants will complete a final revision of the document incorporating the feedback received and provide assistance to the DoF in the preparation of a Cabinet submission to be presented to the Cabinet of Ministers for approval and adoption of the NAP.

In order to minimize the risk of the outputs of this consultancy suffering a similar fate of previous consultancies, with respect to the delayed implementation of recommendations, the consultants will undertake sensitisation of government agencies and policy makers and in conjunction with the DoF, will make a formal presentation to a targeted group at the policy level, comprising Cabinet Ministers having mandates relevant to the issue of land degradation and drought, including the Ministers responsible for Agriculture and Lands, Physical Development and Planning, Tourism, Communications and Works, Social Transformation, and Health and their Permanent Secretaries, to provide requisite orientation on the importance and relevance of the NAP.

## **3.2 Formulation of Strategic Action Plan**

The activities conducted under this phase are inextricably linked with the activities of Phase I, including the convening of stakeholder consultations, meetings with the ATWG and focus group discussions and interviews/meetings with personnel in key agencies to identify key issues and gaps to be addressed under the SAP.

### **3.2.1. Preparation and Submission of Strategic Action Plan (SAP)**

This phase is well advanced as the consultants have undertaken the elaboration of a Strategic Action Plan (SAP), to support the implementation of the NAP, in parallel with the updating and finalisation of the NAP.

Consequently, a first draft of the SAP has been presented to the ATWG for review and the team has received feedback from some of the members. The team will subsequently present the revised draft based on the feedback of the ATWG at the national consultations scheduled for end July to early August, 2008, to obtain a broad based input/feedback from stakeholders in both the north and south of the island. Following this, the consultants will complete a final revision of the document incorporating the feedback received and provide assistance to the DoF in the preparation of a presentation to the Minister and Permanent Secretary in the Ministry of Agriculture, Lands, Forestry and Fisheries towards the finalisation of a Submission to the Cabinet of Ministers for approval and adoption of the NAP/SAP.

The consultancy team however, will utilise the outputs of the ongoing consultancy for the Review of Forestry Policy and Legislation in order to determine the nature of the modifications required to the Forest Ordinance and Land Conservation Act to support implementation of the NAP/SAP.

This phase will also include the provision of assistance to the DoF in the preparation of a Cabinet Submission to the Cabinet of Ministers for approval and adoption of the SAP. The process of finalisation and submission of the second draft of the SAP will be combined with that of the NAP, and will involve the simultaneous formal presentation of the Nap/SAP to the targeted group at the policy level, comprising Cabinet Ministers having mandates relevant to the issue of land degradation and drought, including the Ministers responsible for Agriculture and Lands, Physical Development and Planning, Tourism, Communications and Works, Social Transformation, and Health and their Permanent Secretaries, to provide requisite orientation on the importance and relevance of the NAP/SAP, and lobby support for the adoption by the Cabinet of Ministers.

Following the submission to the Cabinet of Ministers the consultants will in conjunction with the DoF undertake the formalisation of the NAP/SAP with the editorial comments received from Cabinet of Ministers.

The consultants have also begun to identify project concepts related to remediation of land degradation and drought. Further activities towards completion of this phase will include the outlining of project concepts for implementation under the NAP/SAP which may have potential to be funded under the EMF. The template proposed for development of these project profiles is presented in Appendix 5.

### **3.2.2. Development of Monitoring and Assessment System for Land Degradation and Drought**

A review of several internationally acceptable methodologies used in the assessment and monitoring of land degradation and drought has been undertaken<sup>2</sup>.

Of particular relevance to this component of the assignment is the local study by Isaac et al (2007), Assessing and Mapping Land Degradation: Case of the Southern Region of Saint Lucia, which had as its objectives:

- *Conduct an assessment of land degradation sites in the south of Saint Lucia;*
- *Develop a system for classifying land degradation in St. Lucia and further to that classify the degraded lands in the south of Saint Lucia;*
- *Map all degraded lands in the south of Saint Lucia according to classification system developed and present maps of the degraded land ;*
- *Present a final report of the study conducted, to include the methodology used to classify the degraded lands and the areas used to conduct the study, and all relevant information to support the final outcome and outputs.*

With respect to the aspect of drought monitoring, under the Second Disaster Management Project drought maps have been prepared), as well as a drought monitoring tool for Saint Lucia. Drought vulnerability as a factor that

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<sup>2</sup> GIWA methodology for site assessments to determine criticality of watersheds; Assessment of landslides and debris flows, CEDERA (2004); OECS/ERDMP Project Second Disaster Management Project which has prepared drought maps and a drought monitoring tool for Saint Lucia; Drought Response Plan for Saint Lucia.

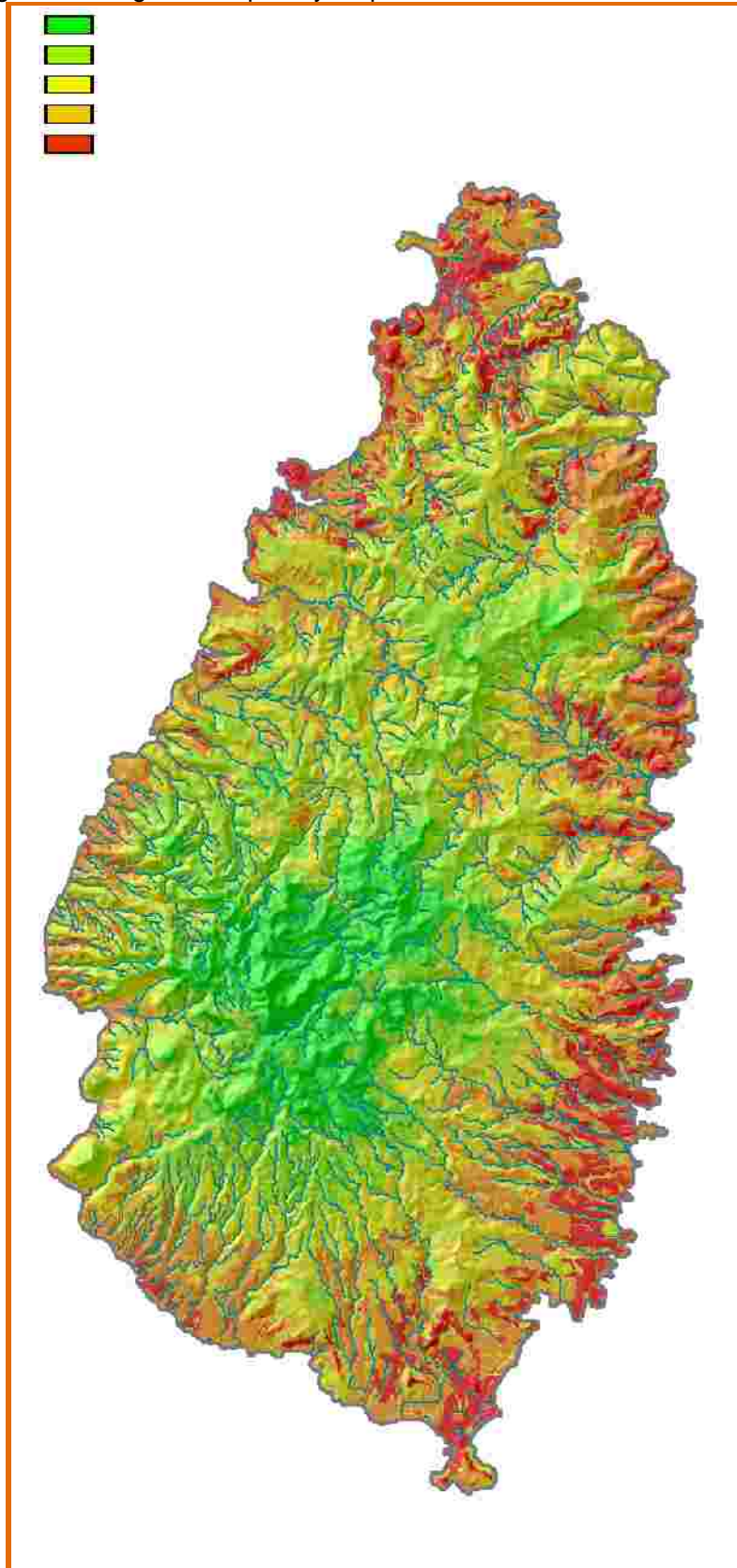
can affect all activities that rely on the sufficiency of available water is presented in the susceptibility map in figure 1. A Drought Response Plan has also been developed.

The consultants recognize the need for ensuring that any criteria/indicators used for assessment should be linked to readily available data or data that can be easily generated. Hence these assessment and monitoring methods will be further consolidated within a system for Land Degradation and Drought Monitoring and Assessment in Saint Lucia.

The Meteorological Services Department in 2002, in association with the Engineering Division of the Ministry of Agriculture under the O.E.C.S Emergency Recovery and Disaster Management Project funded by the World Bank has also established a local flood warning system for the island.

The methodologies to facilitate a comprehensive assessment of the land degradation and drought, and mapping of these locations have already been well developed/adapted. The consultants' focus towards completion of this aspect of the assignment will be the development of recommendations for integrating these methodologies into a system for monitoring and evaluation of land degradation and drought, using GIS/GPS as tools to generate the data and information necessary for monitoring and assessment.

Figure 1: Drought Susceptibility Map for Saint Lucia



Source: DRM World Institute for Disaster Risk Management Inc. (2007)

### **3.3 Development of Public Education Campaign**

#### **3.3.1. Community/Public Sensitisation Strategy**

The related activities that are associated with this task have already been initiated.

The key elements of the Public Sensitisation Strategy have been identified and elaboration commenced through a series of meetings and workshops led by the key consultant with responsibility for this component of the assignment.

These elements will be drawn upon in the sensitization process during the consultations and workshop sessions to be held with community and technical persons to further identify key public awareness needs. Additional perspectives will be drawn from the consultations and workshops, based on the elements of the NAP/SAP, to further elaborate the strategy.

A series of meetings have been held with personnel in the MALFF, Agricultural Information Unit towards development of the Public Sensitisation Strategy. These meetings have also served to commence the process for the production of the 20-30 minute video/DVD to be used in the public awareness campaign. The footage for the video/DVD is being compiled and the scripting for the production being undertaken in parallel.

In addition an orientation workshop for staff in the communications, environmental education, documentation, forestry, and extension departments of the MALFF was conducted on June 24<sup>th</sup>, 2008 (workshop agenda and objectives outlined in Appendix 4).

The participatory approach is viewed as a fundamental tool in the sensitization of government agencies and policy makers in order to minimize the risk of the outputs of this consultancy suffering a similar fate of previous consultancies, with respect to the delayed implementation of recommendations. Hence, the consultants will undertake a similar workshop with personnel in pertinent agencies with responsibility for information dissemination, to begin the process of mainstreaming to facilitate more effective participation and ownership for the adoption of sustainable land management approaches and practices.

#### **3.3.2. Compilation of User Friendly SLM Manual**

This activity, the compilation of a user friendly manual identifying SLM approaches and practices, will be undertaken during Phase 3 and will be guided by the framework developed for monitoring and assessing land degradation and drought.

### **3.4 Capacity Building in GIS/GPS Technologies**

The consultants are in the process of developing of the framework for building local capacity for application of sustainable land management approaches for combating land degradation and mitigating the effects of drought.



The specific focus in this regard is (i) the delivery of training for enhancing the capacities of resource managers in the use of the GIS and GPS as tools for assessment and monitoring of land degradation and drought. The consultant will also assist with the preparation of tender dossier for procurement of appropriate equipment for increased use of GIS applications and GPS technology in the application of sustainable land management approaches and practices.

The GIS consultant is simultaneously involved in some of the overarching activities in Phase 1 and 2 and utilising the outcomes and recommendations from the participatory process to elaborate the NAP/SAP to identify specific capacity building needs.

The methodologies for monitoring land degradation and drought have been fairly well elaborated and these will be used by the GIS consultant during Phase 4 to develop a framework based on the use of GIS/GPS tools for assessing and monitoring land degradation and drought for SLM; this framework will establish a systematic monitoring and evaluation process, providing for ongoing assessments to assist in the selection of sites and the design of projects for implementation of remedial measures on a sustained basis.

Training modules in GIS and GPS technology to acquire knowledge and skills which can be applied in SLM will be developed and training delivered to a cadre of about 70 persons comprising a cross section of land resources managers and users in Phase 4.

Terms of Reference to engage requisite services, works and supplies for procurement of equipment to increase the use of GIS applications and GPS technology will also be prepared during this phase.

### **3.5 Other Activities**

#### **3.5.1 Reporting**

The consultants have provided the Client with the information as per the reporting schedule.

This interim report also fulfils reporting requirements of the Client.

### **4.0 SIGNIFICANT ACHIEVEMENTS AND PROBLEMS**

One significant achievement to date is the completion of some key activities within phases 2 and 3 ahead of the initial schedule. The elaboration of the Strategic Action Plan has been completed to draft stage and the development of the Public Sensitisation Strategy is well underway.

A major constraint however, has been the delay in the execution of the national stakeholder consultations, for finalizing the NAP; however, the consultations will also provide feedback on the SAP and will enable the consultants to advance the subsequent activities towards successful completion within the scheduled time.

## **5.0 CONCLUSION**

The assignment is proceeding at a satisfactory pace with some activities in phases 2 and 3 completed ahead of schedule. Remaining activities under phases 1 and 2 due to be completed within this period, including national consultations and finalization of NAP/SAP are expected to be completed by mid August, slightly behind the original schedule due to the difficulties in scheduling of the national consultations. Thereafter activities in phase 2 related to the recommendation of a systems for monitoring and assessment of land degradation and drought and phase 3 activities related to video/DVD production will be accelerated in order to have outputs for undertaking other regional consultations for public sensitisation scheduled for the period months 5-7 of the assignment, i.e. August to September, 2008.

The thrust of activities under phase 4 related to capacity building will also be maintained to ensure successful completion of the assignment within the original time frame.

The consultants have committed to making every effort, to maintain the existing deadlines by advancing other scheduled tasks and activities where possible for the completion of the assignment within the initial schedule.

## Appendix 1. Revised Work Programme (Revisions marked in red)

Task	Activities	Outputs	Timeframe Due dates	Responsibility	Comments
Inception Report – Submission Date April 30 <sup>th</sup> , 2008 WBS 100 – Completion of NAP					
Desk Research/ Stakeholder Analysis	<ul style="list-style-type: none"> <li>Identify and request relevant documents. Prepare preliminary list of documents required by the consultants</li> <li>Bibliographic compilation</li> <li>Assemble and Review documents</li> <li>Conduct stakeholder analysis to ensure participatory approach and community involvement.</li> </ul>	<ul style="list-style-type: none"> <li>Inception report with detailed schedule of work.</li> <li>List of institutions, organizations and individuals to be consulted</li> <li>Bibliography</li> <li>Completed Stakeholder Analysis Matrix.</li> </ul>	M1 <u>April 15, 2008</u>  Period: <u>Apr 14 – April 29, 2008</u>	<ul style="list-style-type: none"> <li>Consulting Team</li> <li>PIU, Staff of DoF</li> <li>Adhoc Technical Working Group (ATWG) for providing or serving as a liaison for requested information</li> <li>Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Document review ongoing</li> <li>Adhoc Technical Working Group established by MALFF – first meeting held July 10, 2008</li> <li>Stakeholder analysis completed with ATWG</li> </ul>
Completion of National Action Plan (NAP)	<ul style="list-style-type: none"> <li>Two national consultations – north and south of the island</li> <li>Completion and finalization of draft NAP</li> <li>Prepare Cabinet submission for formalization of NAP</li> </ul>	<ul style="list-style-type: none"> <li>National Consultations</li> <li>Completed NAP</li> <li>Cabinet Submission for NAP approval and formalization</li> </ul>	M2 – M3 Period: <u>May 1 to June 17, 2008</u> <u>National Consultations:</u> (i) <u>May 13<sup>th</sup>, 2008 (or week of)</u> <u>July 13, 2008</u> (ii) <u>May 20<sup>th</sup>, 2008 (or week of)</u> <u>August 5, 2008</u> Submission Final Draft: August 15,	<ul style="list-style-type: none"> <li>Team Leader and Meteorologist</li> <li>Other members of Consultancy team</li> <li>Staff of DoF</li> <li>Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Draft NAP completed</li> <li>Draft NAP reviewed and updated by ATWG</li> <li>National consultations rescheduled for end July to early August</li> <li>Submission of final draft rescheduled for mid August</li> </ul>

Task	Activities	Outputs	Timeframe Due dates	Responsibility	Comments
			2008		
<b>WBS 200: Preparation of SAP</b>					
Preparation submission and Review of SAP Report ( First and Second Draft)	<ul style="list-style-type: none"> <li>Conduct stakeholder consultations – focus group discussions and interviews/meetings for development of draft SAP</li> <li>Review Forest Ordinance and Land Conservation Act for issues related to implementation of NAP/SAP</li> <li>Prepare first and second draft of a 5-year SAP based on stakeholder component input of NAP.</li> <li>Presentation of first draft of SAP for review by ATWG</li> <li>Finalization and submission of second draft to P.S. and Cabinet of Ministers.</li> <li>Formalization of NAP/SAP with editorial comments from Cabinet of Ministers.</li> </ul>	<ul style="list-style-type: none"> <li>First and Second Draft of Strategic Action Plan (SAP) including recommendations from Legislative review</li> <li>Final adapted NAP/SAP</li> <li>Cabinet submission for SAP approval and formalization.</li> </ul>	M2 – M4 <u>Period: May 13 – Jul 31, 2008:</u>  Submission; First Draft – Jul 11, 2008 Final Draft: Jul 31, 2008 <u>August 29, 2008</u>	<ul style="list-style-type: none"> <li>Team Leader and Meteorologist</li> <li>Other members of Consultancy team</li> <li>PIU/DoF</li> <li>Cabinet Ministers</li> <li>Other Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder consultations ongoing concurrently with NAP consultations</li> <li>First Draft SAP presented to ATWG</li> <li>Finalisation by end August</li> </ul>
Development of Land Degradation Assessment and Monitoring System	<ul style="list-style-type: none"> <li>Development of criteria for classification and prioritization of degraded sites as part of SAP</li> </ul>	<ul style="list-style-type: none"> <li>Criteria for classification and prioritization of degraded sites</li> <li>Recommendation on Assessment and Monitoring system for land degradation and</li> </ul>	M4 <u>Period: Jul 1 – Jul 31, 2008</u>	<ul style="list-style-type: none"> <li>Consultants</li> <li>DoF</li> <li>Other Stakeholders</li> <li>ATWG</li> </ul>	<ul style="list-style-type: none"> <li>Components of Assessment and Monitoring System to be completed for review and endorsement by ATWG</li> <li>Project concepts to be further elaborated by completion of SAP, end August 2008</li> <li>Elaboration of Project Profiles to</li> </ul>



Task	Activities	Outputs	Timeframe Due dates	Responsibility	Comments
Preparation and submission of Interim progress report	<ul style="list-style-type: none"> <li>Identify project concepts related to remediation of land degradation and drought for NAP/SAP implementation for funding under EMF</li> <li>Develop project profiles for implementation of NAP/SAP recommendations related to remediation of land degradation and drought</li> <li>Preparation and submission of interim progress report <ul style="list-style-type: none"> <li>Draft</li> <li>Final</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>drought based on available GIS data for SLM</li> <li>Outline project concepts in SAP</li> <li>Outline Project Profiles (TORs to engage requisite services, works and supplies to implement NAP/SAP recommendations re degraded sites) for funding under the EMF</li> <li>Draft Interim report on status of activity undertaken by the consultants to date and a summary of preliminary findings and recommendations</li> </ul>	<p>M2 - M3 Period: <u>May 13 – June 30, 2008</u>; <u>August 29, 2008</u></p> <p>M9 Period: <u>Dec 2 – Dec 31, 2008</u></p> <p>M6 Period: <u>Sept 2 – Sept 9, 2008</u></p> <p>Report: <u>Draft: Sept. 10, 2008</u> <u>July 16, 2008</u> Final: <u>Sept 26, 2008</u></p>	<ul style="list-style-type: none"> <li>Team Leader</li> <li>Other members of Consultancy team</li> <li>DoF/PIU</li> <li>ATWG</li> </ul>	<p>be undertaken during proposed period</p> <ul style="list-style-type: none"> <li>Submitted July 16, 2008</li> <li>Submitted to remain in compliance with contract requirements for periodic progress report</li> <li>Due to refocusing of effort on consultancy deliverables, progress report is combined for two periods covering deliverables of NAP and SAP</li> </ul>
Preparation and submission of Final Report	Preparation and submission of Draft Final Report and Final Report	<ul style="list-style-type: none"> <li>Draft and Draft Final Report comprising a summary of the consultants' activities, and outcomes of tasks undertaken to date</li> </ul>	<p>M9 Period: <u>Dec 2 – Dec 12 2008</u></p> <p>Report: <u>Draft: Dec 12, 2008</u> Final: <u>Dec 31, 2008</u></p>	<ul style="list-style-type: none"> <li>Team Leader</li> <li>Other members of Consultancy team</li> <li>DoF/PIU</li> <li>ATWG</li> </ul>	<ul style="list-style-type: none"> <li>Contingent on remaining activities of assignment being completed in a timely manner</li> <li>Dependent on timeliness of feedback from Client</li> </ul>

Task	Activities	Outputs	Timeframe Due dates	Responsibility	Comments
<b>WBS 300: Development of Public Education Campaign</b>					
Development of public education campaign strategy	<ul style="list-style-type: none"> <li>.Develop strategy in conjunction with SAP</li> <li>Production of video/DVD to be used in public awareness campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public Outreach Campaign strategy developed as part of SAP</li> <li>A 20-30 minutes Video/DVD production for public awareness campaign</li> </ul>	<p>M2 - M3 <u>Period: May 6 – June 20, 2008</u></p> <p>Submission: June 30<sup>th</sup>, 2008</p>	<ul style="list-style-type: none"> <li>Public/ Environmental Education Specialist</li> <li>MALFF Information Unit staff</li> <li>Other members of Consulting Team</li> <li>PIU/DoF</li> <li>ATWG</li> </ul>	<ul style="list-style-type: none"> <li>Strategy commenced and to be completed with SAP</li> <li>Compilation of footage and production of script for video/DVD ongoing for completion by end August, 2008</li> </ul>
Assist in the conduct of public awareness and sensitisation	<ul style="list-style-type: none"> <li>Five (5) regional consultations/workshops for public sensitisation of 200-250 stakeholders on NAP/SAP and SLM</li> <li>Compilation of a user-friendly manual identifying SLM approaches and practices</li> </ul>	<ul style="list-style-type: none"> <li>Five (5) regional consultations for public sensitisation of 200-250 stakeholders on NAP/SAP and SLM</li> <li>Manual identifying SLM approaches and practices</li> </ul>	<p>M4 – M9 (One a month – e.g. first Tuesday of each month?) Or M3, M5, M7 – one or more during these months <u>Aug-Sept, 2008</u></p> <p>M5 – M6 <u>Period: Aug 5 – Sept 30, 2008</u> Submission: Sept 30, 2008</p>	<ul style="list-style-type: none"> <li>Public/ Environmental Education Specialist</li> <li>Other members of Consultancy team</li> <li>PIU/DoF</li> <li>ATWG providing liaison</li> <li>Other Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Sensitization workshops pushed back to latter part of period to allow for inclusion of information from other components of the assignment</li> <li>SLM manual to be produced within proposed period</li> </ul>
<b>WBS 400: Capacity Building in GIS/GPS</b>					
Enhanced capacity for increased use of GIS and GPS in	<ul style="list-style-type: none"> <li>Conduct stakeholder capacity building needs analysis</li> <li>Workshops for delivery of training in GIS/GPS for SLM</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder analysis</li> <li>Training delivery to cadre of 70 persons comprising a cross</li> </ul>	<p>M1 M7 – M8 <u>Period: Oct 7 – Nov 28, 2008</u></p>	<ul style="list-style-type: none"> <li>GIS Expert</li> <li>Other members of Consulting Team</li> </ul>	<ul style="list-style-type: none"> <li>Training needs analysis in progress</li> <li>Preparation of training modules during October, 2008 based on</li> </ul>



Task	Activities	Outputs	Timeframe Due dates	Responsibility	Comments
SLM	<ul style="list-style-type: none"> <li>Preparation and development of tender dossier for equipment procurement for GIS and GPS application</li> </ul>	<p>section of land resources managers and users in GIS and GPS technology to acquire knowledge and skills which can be applied in SLM</p> <ul style="list-style-type: none"> <li>Tender Dossier for equipment procurement to support use of GIS and GPS applications in SLM</li> </ul>	<p><u>Proposed W/shop Dates:</u>  <u>(i) Oct 14, 2008 (or week of)</u>  <u>(ii) Nov 18, 2008 (or week of)</u></p> <p>M9  <u>Period: Dec 2 – Dec 16, 2008</u>  <u>Submission: Dec 12, 2008</u></p>	<ul style="list-style-type: none"> <li>PIU/DoF</li> <li>ATWG</li> </ul>	<p>Assessment and Monitoring System for Land Degradation and Drought</p> <ul style="list-style-type: none"> <li>Training delivery to remain on schedule</li> <li>Preparation of tender dossier as per schedule</li> </ul>

## **Appendix 2. Correspondence Outlining Terms of Reference for Adhoc Technical Working Group (ATWG) for NAP/SAP**

April 17, 2008

Dear Sir/Madam

The Department of Forestry in the Ministry of Agriculture, Forestry and Fisheries is the Focal Point for the implementation of the UN Convention to Combat Desertification (UNCCD). This Convention was ratified by St. Lucia in July 1997 and under the CCD all Country Parties to the Convention are expected to prepare and implement a National Action Plan (NAP).

The MALFF and the island of Saint Lucia as a whole is currently benefiting from funding under the EU Special Framework of Assistance (SFA) 2003 programme, Economic and Agricultural Diversification and Poverty Reduction through Integrated Natural Resources Management. The goal of the SFA 2003 programme is to improve the management of Saint Lucia's natural resources by building capacity and developing consensus on a collective vision for the sufficient, sustainable and equitable use of the resources.

Under the SFA 2003 programme, a consultancy to further the development of the National Action Plan and a Strategic Plan (NAP/SAP) for combating land degradation and drought was initiated by the Department of Forestry on April 1st, 2008 and will be undertaken over a period of nine (9) months, with final outputs due at the end of December 2008. In this regard, the services of a consultant has been contracted to support the focal point in the implementation of the programme.

It is proposed however, that the past mechanism of an Adhoc Technical Committee (ATC) for deriving technical input be continued through the reactivation of this committee as an Adhoc Technical Working Group (ATWG) comprising local technical and professional persons. The draft terms of reference of the ATWG are as follows:

- § Develop a framework to expedite the preparation of the NAP
- § Oversee the preparation of the NAP
- § Mobilize the necessary expertise as needed for the preparation and implementation of the NAP
- § Assist in acquiring available data and ensure a steady information flow among the ATWG, Focal Point and the Consultant during the preparation of the NAP
- § Review and advise on the draft outputs.

The Committee is thus intended to be multi-sectoral to provide expertise from the various fields of land and water resources management. Your organization which has already contributed to the precursor Adhoc Technical Committee, is thus, respectfully requested to designate a representative to be a part of this Working Group to ensure the successful completion of the NAP.



Grateful if a response on your designated representative can be communicated in written correspondence by mail or e-mail to the Department of Forestry Ministry by Wednesday, 23<sup>rd</sup> April, 2008.

Should you require further information, please feel free to contact Mr. Michael Andrew, Chief Forestry Officer (452-2078/468-5635).

Thanking you in anticipation of your kind consideration of this request, as we seek to combat the adverse effects of land degradation and desertification on our agriculture, industry and human settlements.

Yours sincerely

Mr. Hubert James  
Permanent Secretary

## Appendix 3. Outline of Draft UNCCD National Action Plan for Saint Lucia

### UNCCD National Action Plan – Saint Lucia

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## **Appendix 4. Public Sensitisation Strategy Component - Workshop Outline**

**Title:** Orientation Workshop for the Communications / Environmental Education /Forestry Staff.

### **Background and Justification:**

The project to develop the National Action Plan and Strategic Plan to Combat Land Degradation and Drought in Saint Lucia has three main components – the preparation of the plans (NAP and SAP); Development of Public education Campaign Capacity Building in GIS/GPS. The outputs of the PA campaign require collaboration and technical support from the relevant technical unit in the Ministry of Agriculture Forestry and Fisheries. This short workshop is therefore necessary to put the tasks related to the assignment within the context of the existing and future work of the various units of the Ministry.

This participatory process is required to resolve issues related to capacity and to avoid duplications of any existing initiatives in public awareness on the subject.

**Date:** Week of June 9<sup>th</sup> - 13<sup>th</sup> 2008 (Actual: June 24, 2008)

**Venue:** Conference Room, Department of Forestry, Gabriel Charney Complex, Union

**Duration:** 9.00 a.m. - 12.00 p.m.

### **Objectives:**

- i. To present the main requirements and tasks of the assignment
- ii. To Discuss and clarify the key issues for Public awareness
- iii. To assess the production capacity of the Units
- iv. To develop a plan for Production of the P.A outputs.

### **Participants:**

The staff of the following Units – Agricultural Communications Unit; Environmental Education Unit; Documentation Centre; Forestry Department (selected extension officers/rangers)

### **Workshop Programme**

1. Introduction Housekeeping (EC)
2. Objectives and Status of the Project/Report/Key/Issues (LTL/HR)
3. Identification of Public Awareness needs
4. Review of Existing Messages/P.A products on the subject.
5. Assessment of capacity of the Units
6. Provisional Plan for production of Video

### **Requirements:**

- A room with seating capacity for about 10 – 15 people.
- A projector for MS Power Point Presentation.
- One small coffee break.

## Appendix 5. Template for Elaboration of Project Profiles

PROJECT PROFILE	
Watershed:	Project Number:
Project Title:	
Sector:	Sub-sector:
Background	
Project Objectives:	
Duration of the Project:	Executing Agency:
Description of Activities and Tasks:	
Expected Results and Products:	
Total Required Investments:	Special Remarks: