

Tuvalu: Pacific Islands Regional Oceanscape Program – Second Phase for Economic Resilience (PROPER) Project

P179599

STAKEHOLDER ENGAGEMENT PLAN



**Tuvalu Fisheries Department
as Implementing Agency**

**Prepared for the Government of Tuvalu by the Tuvalu Fisheries Department (TFD) together with the
Central Project Management Office (CPMO) from the Ministry of Finance (MOF)**

August 2023

Executive Summary

The Government of the Tuvalu has requested support from the World Bank (WB) for the Tuvalu: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience (TV PROPER) Project ('the Project') following successful completion of the WB-funded Tuvalu Pacific Regional Oceanscape Program (TV PROP) Project. The Ministry of Finance (MOF) will serve as the Executing Agency and the Project will be implemented by the Tuvalu Fisheries Department (TFD). The Project is expected to commence in 2023, and to run for a period of 6 years.

The Project is part of a multi-phased approach to regional programs across the Pacific designed to strengthen the shared management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. The Project Development Objective is to strengthen regional collaboration and national capacity for the management and the sustainable development of the oceanic and coastal fisheries sector in Tuvalu.

Project activities will include support for upgrade of an existing aquaculture facility; construction of a watch tower; coral rehabilitation; procurement of equipment and technology (e.g., upgrading communications infrastructure, procuring safety equipment; procuring a fishing research vessel); fisheries surveys and trials; feasibility and other studies; technical advisory (including support for legislative and policy change); and training activities.

This Stakeholder Engagement Plan (SEP) has been prepared to provide direction to the Project on effective stakeholder engagement across the Project's lifecycle. The SEP follows the guidance in the WB's Environmental and Social Standard (ESS) 10 (Stakeholder Engagement and Information Disclosure) and the meets the requirements of Tuvalu.

The purpose of the SEP is to:

- establish a systematic approach to stakeholder engagement that will help a project identify stakeholders and build and maintain a constructive relationship with them, in particular with project affected parties.
- assess the level of stakeholder interest and support for the project and to enable stakeholders' views to be considered in project design and environmental and social performance.
- promote and provide means for effective and inclusive engagement with project-affected parties throughout the project life cycle on issues that could potentially affect them.
- ensure that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible, meaningful, and appropriate manner and format.
- provide project-affected parties with accessible and inclusive means to raise issues and grievances, including serious and sensitive matters, and ensure projects respond to and manage such grievances in a timely and appropriate manner.

The key stakeholders identified for the Project include:

- Tuvalu Government departments and organizations (e.g., Ministry of Finance; Tuvalu Fisheries Department; Central Project Management Office; Department of Environment)
- Development agencies (e.g., WB; United Nations Development Programme; New Zealand Ministry of Foreign Affairs and Trade)

- People in the project area of influence (e.g., individuals and community groups/organizations/businesses that will directly benefit from the Project, including fishers and aquaculture businesses) – this also includes vulnerable and disadvantaged groups
- Local governments (Kaupule)
- Regional agencies (e.g., Pacific Islands Forum Fisheries Agency; South Pacific Regional Environment Programme)
- Contractors, suppliers and consultants potentially involved in the Project
- Non-Government Organizations (organizations focusing on topics such as Fisheries, aquaculture, and marine environment protection)

The proposed stakeholder engagement builds on from the engagement that was undertaken during the previous PROP Project and includes engagement that is part of the Project purpose; related to the physical works being undertaken; required to feed into feasibility and other studies; to disseminate information about Project progress and results; and disclosure requirements. Details of activity-specific engagement requirements will be identified in Annual Stakeholder Engagement Action Plans including timelines, responsibilities for facilitating engagements and recording engagement data.

The Grievance Redress Mechanism (GRM) is a mechanism to receive and facilitate the resolution of stakeholder's concerns, complaints, and grievances about the Project, including concerns relating to environmental and social impacts and issues. The GRM allows stakeholders to comment on or express concern on matters relating to project implementation. A formal GRM will be implemented by the PMU and will be used for project-related grievances, including serious and sensitive matters.

The SEP is one of several instruments developed to manage the E&S aspects of the Project and is supported by an Environmental and Social Management Plan, Labour Management Procedure and an Environmental and Social Commitment Plan.

Acronyms and Abbreviations

ADB	Asian Development Bank
CPMO	Central Project Management Office
E&S	Environmental and Social
ESCP	Environmental and Social Commitment Plan
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standard
FFA	Pacific Islands Forum Fisheries Agency
GBV	Gender-based Violence
GEF	Global Environment Facility
GRC	Grievance Resolution Committee
GRM	Grievance Redress Mechanism
LMP	Labour Management Procedure
MFAT	New Zealand Ministry of Foreign Affairs and Trade
MOF	Ministry of Finance
PMU	Project Management Unit
PNAO	Parties the Nauru Agreement Office
SEA/SH	Sexual Exploitation and Abuse / Sexual Harassment
SEAP	Stakeholder Engagement Action Plan
SEP	Stakeholder Engagement Plan
SPC	Secretariat of the Pacific Community
SPREP	South Pacific Regional Environment Programme
TANGO	Tuvalu Association of Non-Government Organisations
TFA	Tuvalu Fisheries Authority
TFD	Tuvalu Fisheries Department
TuFHA	Tuvalu Family Health Association
TV PROPER (the Project)	Tuvalu Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience
TV PROP	Tuvalu Pacific Islands Regional Oceanscape Program
UNDP	United Nations Development Programme
VAC	Violence Against Children
WB	World Bank
WCPFC	Western & Central Pacific Fisheries Commission

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1. Introduction

The Government of Tuvalu has requested support from the World Bank (WB) for the Tuvalu: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience (TV PROPER) ('the Project') following successful completion of the WB-funded Tuvalu Pacific Regional Oceanscape Program (TV PROP).

This Stakeholder Engagement Plan (SEP) has been prepared to provide direction to the Project on effective stakeholder engagement across the Project's lifecycle. The SEP follows the guidance in the WB's Environmental and Social Standard (ESS) 10 (Stakeholder Engagement and Information Disclosure) and the meets the requirements of Government of Tuvalu.

The objectives of the SEP are to:

- establish a systematic approach to stakeholder engagement that will help a project identify stakeholders and build and maintain a constructive relationship with them, in particular with project-affected parties.
- assess the level of stakeholder interest and support for the project and to enable stakeholders' views to be considered in project design and environmental and social performance.
- promote and provide means for effective and inclusive engagement with project-affected parties throughout the project life cycle on issues that could potentially affect them.
- ensure that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible, meaningful, and appropriate manner and format.
- provide project-affected parties with accessible and inclusive means to raise issues and grievances, including serious and sensitive matters, and ensure projects respond to and manage such grievances in a timely and appropriate manner.

The SEP is supported by the following TV PROPER Environmental and Social (E&S) instruments:

- Environmental and Social Management Plan (ESMP)
- Labour Management Procedure (LMP)
- Environmental and Social Commitment Plan (ESCP).

All E&S instruments have been disclosed on the Tuvalu Fisheries Department (TFD) website¹; and will be workshopped with the Project Management Unit (PMU) and executing and implementing agency staff to ensure full understanding of Project stakeholder engagement requirements and processes.

This SEP supersedes the Project Preparation Advance SEP that was prepared during Project preparation to support preparation activities.

2. Project Description

The Project is part of multi-phased approach to regional programs across the Pacific designed to strengthen the shared management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. The specific objective of TV PROPER is to strengthen regional

¹ <https://tuvalufisheries.tv>

collaboration and national capacity for the management and the sustainable development of the oceanic and coastal fisheries sector in Tuvalu.

The Ministry of Finance (MOF) will serve as the Executing Agency and the Project will be implemented by the TFD. The Project is expected to commence in mid 2023 and run a six-year period. The Project comprises four components and these are described in the following sections.

Component 1 (Strengthening Policy and Institutions) will provide institutional support to the national fisheries program in Tuvalu for better regional, national, and sub-national, as well as cross sectoral, coordination, management, and development of fisheries. This will be achieved through:

- Subcomponent 1.1 Strengthening of TFD into Tuvalu Fisheries Authority (TFA)
- Subcomponent 1.2 Meeting Tuvalu’s Flag and Port State Responsibilities
- Subcomponent 1.3 Strengthening seafood health monitoring

Component 2 (Strengthening Regional Collaboration and National Capacity for Oceanic Fisheries) would comprise two subcomponents.

- Sub-component 2.1 Consolidating oceanic fisheries management
- Sub-Component 2.2 Harnessing of oceanic fisheries to regional economy

Component 3 (Strengthening Regional Collaboration and National Capacity for Coastal Fisheries) would specifically address a selected set of activities that aim to strengthen regional collaboration and national capacity for the management and sustainable development of coastal fisheries. It will comprise of two subcomponents.

- Subcomponent 3.1 Strengthening coastal fisheries, monitoring and management
- Subcomponent 3.2 Developing research and problem-solving capacity

Component 4 (Project Management) will include technical and operational assistance works, goods, services, workshops, and operational costs to support day-to-day management and implementation of the project, and reimbursing project preparation. This will include procurement, financial management, environmental and social instruments, and preparation of annual work plans and organization of audit reports; coordination between regional and national activities. It will provide institutional support and capacity development for project management, coordination, implementation, and monitoring and evaluation system to report on the project’s expected results and systematize the project’s lessons learned.

3. Legal and Other Requirements

3.1. Tuvalu laws, regulation and policy

Under the *Environmental Protection Act 2008* (and associated regulations) – where an Application for Development Approval is submitted, the Department of Environment must consult with the people who may be affected by the proposed development, either directly or indirectly; and consult with the people who may have special knowledge of the proposed development. The proponent may also be required to undertake public consultations as directed by the Minister.

3.2. Implementing Agency

The Tuvalu Fisheries Department Corporate Plan 2023-2025 refers to various objectives including promoting public awareness and education on fisheries issues.

3.3. World Bank

The WB's ESS10 (Stakeholder Engagement and Information Disclosure) recognises 'the importance of open and transparent engagement between the Borrower and project stakeholders as an essential element of good international practice'. The objectives of the ESS10 are:

- To establish a systematic approach to stakeholder engagement that will help a project identify stakeholders and build and maintain a constructive relationship with them, in particular with project affected parties.
- To assess the level of stakeholder interest and support for the project and to enable stakeholders' views to be considered in project design and environmental and social performance.
- To promote and provide means for effective and inclusive engagement with project-affected parties throughout the project life cycle on issues that could potentially affect them.
- To ensure that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible, meaningful, and appropriate manner and format.
- To provide project-affected parties with accessible and inclusive means to raise issues and grievances, including serious and sensitive matters, and ensure projects respond to and manage such grievances in a timely and appropriate manner.

ESS10 requires the borrower to:

- Conduct meaningful consultation throughout the project life cycle that: begins as early as possible in the project development process, that encourages and considers feedback to inform project design and management of E&S risks; provides stakeholders with timely, relevant and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.
- Maintain and disclose a documented record of stakeholder engagement, including a description of the stakeholders consulted, a summary of the feedback received and a brief explanation of how the feedback was considered, or the reasons why it was not.
- Develop a SEP proportionate to the nature and scale of the project and its potential risks and impacts. It must be disclosed as early as possible, and before project appraisal, and the Borrower needs to seek the views of stakeholders on the SEP, including on the identification of stakeholders and the proposals for future engagement. If significant changes are made to the SEP, the Borrower must disclose the updated SEP.
- To establish and implement a grievance mechanism to receive and facilitate resolution of concerns and grievances of project affected parties related to E&S performance of the project in a timely manner.

4. Stakeholder Identification and Analysis

Stakeholder analysis determines the likely relationship between stakeholders and a project and assists to identify the appropriate consultation methods for each stakeholder group during the life of the project. Stakeholders of projects can typically be divided into the following categories:

- **Affected Parties** – persons, groups and other entities within the Project Area of Influence that are directly influenced (actually or potentially) by the Project and/or have been identified as most susceptible to change associated with the Project, and who need to be closely engaged in identifying impacts and their significance, as well as in decision-making on mitigation and

management measures. This also includes stakeholders that contribute to the execution and implementation of a project.

- **Other Interested Parties** – individuals/groups/entities that may not experience direct impacts from the Project but who consider or perceive their interests as being affected by and be potential beneficiaries of the Project and/or who could influence the Project and the process of its implementation in some way.
- **Vulnerable Groups** – persons who may be disproportionately impacted, further disadvantaged by the Project, or miss out on project benefits as compared with any other groups due to their vulnerable status. These groups may require special engagement efforts to ensure their equal representation in the consultation and decision-making process associated with the Project and specific consideration during the design process to distribute project benefits more equitably. The vulnerability may stem from a person’s origin, gender, age, health condition, economic and social status, access to land, natural resources, level of voice and influence in decision-making processes etc.

Stakeholders identified for the Project and their interest in the project are provided in Table 1. Additional stakeholders may be identified during the implementation of the Project and this plan updated accordingly.

Table 1: Stakeholders and their Interest in the Project

Group	Organisation	Interest in the Project
Affected parties		
Tuvalu Government departments and organizations	Ministry of Finance	Executing agency
	Tuvalu Fisheries Department	Implementing agency
	Central Project Management Office	Providing implementation support
World Bank	International Development Association	Financing agency
People in the project area of influence	Individuals and community groups/organizations/businesses that will directly benefit from the Project, including fishers and aquaculture businesses.	These people/groups have the potential to be Project beneficiaries and those near the location of physical works may be potentially affected by the social impacts associated with such works.
Fishers	Owners and crew of Tuvalu-flagged fishing vessels	Interested in the development of a National Fleet Management Policy
	Local fishers	Interested in: <ul style="list-style-type: none"> • proposed locations for temporary and permanent infrastructure • initiatives to improve sea safety for local fishers

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		<ul style="list-style-type: none"> improvement of outer islands coastal fisheries management
Aquaculture facilities	Existing milkfish farm operator at Vaiputu (Vaitupu Kaupule)	Interested in potential upgrade to their existing aquaculture facility
Local governments (Kaupule)	Various throughout Tuvalu	<p>Involved in fisheries management and community-based marine conservation</p> <p>Involved in site selection for roll-up ramps and floating jetties</p> <p>Own land proposed for watchtower</p>
Contractors	Various contractors	Potential to be contracted or subcontracted to support the upgrade of the aquaculture facility and/or watchtower
Suppliers	Various suppliers	Supply of goods and materials to contractors and/or subcontractors involved on the Project
Consultants	Various consultants	Potential to be contracted or subcontracted to undertake feasibility, technical assistance and/or other studies for the Project
Non-Government Organizations involved in coral restoration	Fuligafou	Implementation of coral rehabilitation scope.
Other interested parties		
Non-Government Organizations	<p>Organizations focusing on topics such as:</p> <ul style="list-style-type: none"> Fisheries Aquaculture Marine environment protection 	<p>Interested in the outcomes and benefits of the Project</p> <p>Interested in collaboration with activities</p>
Regional agencies	Pacific Islands Forum Fisheries Agency (FFA)	Interested in support to be provided to observer program
	South Pacific Regional Environment Programme (SPREP)	Interested in marine protection and coral restoration projects
	Western & Central Pacific Fisheries Commission (WCPFC)	Interested in activities related to tuna fishery
	Secretariat of the Pacific Community (SPC)	Provides support for Coastal Fisheries management at a regional level

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	Parties the Nauru Agreement Office (PNAO)	Employs observers and supports oceanic fisheries management in its members' waters
Tuvalu Government departments and organisations	Department of Environment	Permitting of select investments (if required)
Educational institutions	University of the South Pacific	Interested in the outcomes and benefits of the Project Interested in collaboration with activities relating to coral restoration
Development agencies	United Nations Development Programme (UNDP)	Involved in coral restoration projects in Tuvalu
	New Zealand Ministry of Foreign Affairs and Trade (MFAT)	Interested in the support to be provided to the hatchery which is funded by the New Zealand Tuvalu Fisheries Support Programme Phase 2 Team; provides a range of complementary support for fisheries management and development and long-term technical assistance to TFD
	Asian Development Bank (ADB)	Interested in the management of the FCA
	Global Environment Facility (GEF)	Interested in the management of the FCA
Vulnerable groups		
Vulnerable or disadvantaged groups	Including, but not limited to: <ul style="list-style-type: none"> • elderly • children • youth • poor households • single-parent households • residents in remote areas • people with disabilities • survivors of, and those vulnerable to Gender-based Violence (GBV), Sexual Exploitation and Abuse / Sexual Harassment (SEA/SH) and Violence Against Children (VAC) 	These people/groups have potential to be Project beneficiaries, however, there is potential for project benefits to not reach such groups. They may also be disproportionately potentially affected by the social impacts associated with the renovation works and it is important to ensure such people/groups are included in the project planning process through mainstreaming or targeted activities.

<p>Non-Government Organizations</p>	<p>Organizations and organisation members focusing on topics such as:</p> <ul style="list-style-type: none"> • Disability, namely Fusi Alofa • Women’s empowerment and economic participation, namely the Tuvalu National Council of Women, and faith-based island women’s groups • Youth representatives and organisations • Tuvalu Association of Non-Government Organisations (TANGO). 	<p>Interested in the targeting the benefits of the Project to include members and members’ interests.</p> <p>Interested in collaboration with activities</p>
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5. Stakeholder Engagement

5.1. Summary of Stakeholder Engagement Undertaken

TV PROPER is an extension of TV PROP which was completed 2021. The PROP Project had a significant stakeholder engagement component the PROPER Project can draw from. The outcomes of engagement undertaken for the PROP Project includes feedback and lessons learned; and has helped inform PROPER Project design.

Stakeholder consultations on the Project design took place between 2021 and September 2022 at corporate and community levels in Funafuti and on the outer islands to ensure synergy of the proposed Project design with the National Sustainable Development Strategy 2021-2030 (Te Kete) and TFD Strategic Plan 2023-2025; and to get community buy in. Consultation also took place at the cabinet level in July 2023. Additional national-level stakeholder consultation is planned for August 2023 in Funafuti.

Details of additional consultation specific to various Project components / subcomponents is provided in Attachment 2.

5.2. Stakeholder Engagement Strategy

Project activities fall into nine main categories and the stakeholder engagement strategy is based on these. Each activity (where applicable) will be required to prepare an activity-specific Stakeholder Engagement Action Plan (SEAP) for review and endorsement by the PMU E&S Officer prior to the activity commencing.

1. Technical advisory. This includes assistance for developing legislation, policies, management agreements and operating procedures. These activities will involve consultation to gather information to support preparing the draft legislation, policies, etc., and consultation will be undertaken to obtain feedback on the draft documents. The final documents will also be disclosed.

2. Procurement of equipment and technology. This includes procurement of roll-up ramps and floating jetties. Stakeholder engagement will be required with potential users of the infrastructure (e.g., fishers) as part of the site selection process to understand what sites would be suitable for their needs. Engagement will also be undertaken with the wider community to ensure the proposed locations do not interfere with other uses of the land.

3. Supporting fisheries surveys. This includes fishing and bait trials; creel survey monitoring; and research on spawning aggregations. These activities will involve consultation with fishers and NGOs to gather information to support preparing the study design.

4. Undertaking studies. This includes studies to assess the technical feasibility and the cost of establishing and operating permanent fishery infrastructure; inform marketing and post-harvest development; and assess the viability of new milk-fish farms. Some of these studies will require an engagement component. Such studies will need to include an appropriate level of stakeholder consultation to ensure key information and views (including input from women, men, marginalized and vulnerable groups) is collected and taken into consideration in study findings and recommendations.

5. Training. This includes various types of training to be provided by external training providers and technical assistance experts. Consultation will be undertaken as part of the selection of participants for the training to ensure the important groups/individuals are provided opportunities to participate in the training.

6. Milk fish farm upgrade. This involves providing assistance for upgrading an existing milk fish farm at Vaitupu. The scope of the upgrade will be determined during project implementation. Consultation will be undertaken with the current operator of the facility as part of the scoping for the proposed changes to ensure they are fit-for-purpose and are aligned with the development goals of the facility. Consultation will also be undertaken with the surrounding community regarding the proposed upgrade to confirm that any land or marine areas required for the facility will not impact the community. As part of the scoping of the proposed changes, the international TA expert consultant will also consult with DoE to confirm if a permit would be required for the works. Additional consultation may be required if the activity requires a permit from DoE.

7. Coral rehabilitation projects. This involves providing funding to an NGOs for coral rehabilitation projects. The NGO will need to consult with the communities where the coral rehabilitation works are proposed to get local knowledge of the sites and to recruit volunteers to assist with the works. The communities will also need to be awareness of the purpose and locations of the rehabilitation works to avoid disturbing the nurse sites and rehabilitation sites.

8. Watchtower. This involves construction of a watchtower at either Fuafatu Islet. Although the site is not inhabited, nearby communities should be informed of the project progress, timing, and the grievance redress mechanism. Consultation with end-users is also required during the design phase to ensure the facilities will be fit-for-purpose. Consultations will also be required with the owners of the land regarding land access.. Additional consultation may also be required if the activity requires a permit from DoE.

9. Engagement in disseminating information about Project progress and results and receiving feedback. While Project beneficiaries and the wider community are likely to have some awareness of the previous PROP Project, ongoing engagement is required to keep these stakeholders informed of PROPER Project activities, and to engage additional beneficiaries especially in locations not previously served. It is essential that all affected parties and other interested community members are aware of Project objectives, activities and mitigation, how they can get more information, and how to access the Project GRM.

5.3. Stakeholder Engagement Methods and Tools

This section describes the engagement methods, materials, language, and record keeping that will be used by the Project. Information on considerations for vulnerable people is also provided.

Steering Groups. The Project, through Subcomponent 3.1b, will establish Island Steering Groups on each island, comprised of:

- The elected representative of the Kaupule (Island Council) responsible for Fisheries
- The President of the Women’s Association on the island
- The leader of the Island Youth group
- The Secretary to the Falekaupule – the group of traditional leaders or heads of families who meet in the Community meeting house.

These steering groups will play a key role in ensure that the plans and activities of the Project in each island respond to the needs and priorities of the local community considering the needs of vulnerable groups. A draft ToR for the steering groups is provided as Attachment 3.

Engagement methods. A variety of methods will be used by the Project to ensure meaningful engagement with stakeholders including:

- Virtual meetings – such meetings will be undertaken as required due to COVID-19 restrictions. The update of communications systems as part of the project will enable this type of meeting to be more effective. Virtual meetings will mainly be with project partners.
- Face-to face meetings – these will mainly be meetings with targeted individuals and small groups.
- Focus group discussions – such meetings will mainly be with community-based groups including consultations with women, youth, and other stakeholders to ensure their views are heard.
- Newspaper – for providing broad information to wider stakeholders.
- Radio - for providing broad information to wider stakeholders.
- Local television - for providing broad information to wider stakeholders.
- Community noticeboards - for providing broad information to community groups and individuals.
- Website – for disclosure of project documents, studies and updates on project progress and outcomes.
- Social media (e.g., Facebook) - for providing broad information to wider stakeholders; and updates on project progress and outcomes.
- Messaging apps (e.g., Facebook messenger; WhatsApp) – for providing information to community groups and individuals.

Engagement with communities will be done face-to-face wherever possible (noting potential restrictions relating to COVID-19). The consultations will be arranged via phone/radio (if possible) to ensure maximum participation and efficiency, and then carried out face-to-face.

Communication materials. Various communication materials will be used to engage with stakeholders, depending on the type and stakeholder purpose of the engagement. Literarily levels of target stakeholders will be considered when using written materials. Materials include:

- Presentations (printed and electronic) – for virtual and face-to-face meetings.
- Brochures – for handouts to community.

- Posters / notices - for displaying on community noticeboards.
- Reports – for providing detailed information about the project and its progress.

Language. Meetings will be carried out in English and/or Tuvaluan, depending on the situation and stakeholder’s preference. Detailed reports will be prepared in English and summarized in Tuvaluan. Materials that target community stakeholders (e.g., brochures and posters/notices) will be culturally appropriate and prepared in Tuvaluan.

Record keeping. Each engagement will be recorded by the facilitator (or delegate) and include the following information:

- Topic/s of discussion
- Information provided
- Views expressed and concerns raised
- Next steps
- Attendee list (disaggregated by age and gender).

These records will be maintained in a secure and confidential manner by the PMU or Contractor.

Engagement with Women, Youth, People with Disabilities and other Vulnerable Groups. The Project will take into consideration the needs of vulnerable people and undertake engagement in ways that reduce barriers to participation and will employ targeted methods and arrangements to ensure that they are reached in the planning, prioritisation and implementation of subprojects. Such arrangements could include hiring female staff for engagement; conducting women and youth only consultations, scheduling community meetings at locations and times that are convenient for women, youth and people with disabilities; using low literacy friendly communication methods; liaising with women/youth/disability organizations and working through their networks; and incorporating messaging encouraging vulnerable groups to take part in community outreach events. Distance should not be a barrier to consultation, and communities on neighbouring islands/remote areas will be engaged. Coordination with other TFD activities will occur to ensure effective use of resources (e.g., vessels) to ensure engagements can occur face-to-face wherever possible. Vulnerable groups will also be represented through the inclusion of the e President of the Women’s and leader of the Island Youth group within each steering group.

Strategies for Information Disclosure. The final draft of the E&S Instruments (SEP, ESMP and LMP) will be made available to key stakeholders to review and provide comment prior to the documents being finalized. These documents include:

- The purpose, nature and scale of the project.
- The duration of proposed project activities.
- Potential risks and impacts of the project on local communities, and the proposals for mitigating these, highlighting potential risks and impacts that might disproportionately affect vulnerable and disadvantaged groups and describing the differentiated measures taken to avoid and minimize these.
- The proposed stakeholder engagement process highlighting the ways in which stakeholders can participate.
- The process and means by which grievances can be raised and will be addressed.

The final E&S instruments will be publicly disclosed on the WB and TFD websites. The ESMP prepared for the watchtower scope will also be disclosed locally and on the TFD website. Additional disclosure may also be required if an activity requires a permit from DoE. Other key documents (e.g., GRM, ESMP) will also be disclosed in person to potentially affected parties (e.g., communities near construction works) through face-to-face meetings and on community noticeboards. The time and venue of any proposed public consultation meetings will be provided to the community well in advance of any such meeting to maximise participation.

5.4. Stakeholder Engagement Plan Summary

An indicative stakeholder engagement and disclosure plan is outlined in Table 2 and will be further refined during Project implementation. This builds on from the engagement that was undertaken during the previous PROP and the relationships that TFD built with stakeholder during its implementation. As indicated previously, specific project activities that require significant consultation with affected persons will develop a task-specific SEAP prior to the commencement of works which will be reviewed by the PMU E&S Officer.

Table 2: Indicative Stakeholder Engagement Plan and Disclosure Summary

Project stage	Topic of consultation / message	Method used	Target stakeholders	Responsibilities	Timing
<i>Engagement related to technical advisory</i>					
Implementation	Gather information to support preparing the draft legislation, policies, etc.	Face-to-face meeting; workshops	Various – depends on legislation, policies, etc being developed	TFD, consultant undertaking study	At the commencement of the activity
Implementation	Obtain feedback on the draft documents.	Face-to-face meeting; workshops; email	Various – depends on legislation, policies, etc being developed	TFD, consultant undertaking study	When draft documents have been prepared
Implementation	Disclosure of the final documents.	Website; media release	Various – depends on legislation, policies, etc being developed	TFD, consultant undertaking study	When documents have been finalised
<i>Engagement related to procurement of roll-up ramps and floating jetties</i>					
Planning	Site selection to understand what sites would be suitable for their needs	Focus group discussions	Fishers (likely users of the infrastructure)	Kaupule	During the site selection process for the roll-up ramps and floating jetties
Planning	Site selection to confirm potential sites do not interfere with other uses of the land	Focus group discussions*	Other community members	Kaupule	During the site selection process for the roll-up ramps and floating jetties

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<i>Engagement related to fisheries surveys</i>					
Planning	Gather information to support preparing the study design	Focus group discussions	Fishers, NGOs	TFD, consultant undertaking study	At the commencement of the activity
<i>Engagement related to undertaking studies</i>					
Planning and implementation	Gather key information and views, including input from women, men, marginalized and vulnerable groups	Various, to be detailed in task-specific SEP to be prepared by study consultant*	Various, to be detailed in task-specific SEP to be prepared by study consultant.	TFD, consultant undertaking study	Various, to be detailed in task-specific SEP to be prepared by study consultant
<i>Engagement related to training</i>					
Planning	Selection of participants for the training	Face-to-face meetings, virtual meetings	Various, depending on the training	TFD	During the planning for the training
<i>Engagement related to milk fish farm upgrade</i>					
Implementation	Development goals for the farm, what type of improvements would be suitable	Face-to-face meetings	Current operators of the milkfish farm	Consultant	During the study
Implementation	Overview of proposed upgrade and confirm it does not conflict with community land use or fishing grounds	Focus group discussions*	Surrounding community	Consultant	During the study
Implementation	Awareness of proposed upgrade, potential requirement for development permit	Face-to-face meetings	Department of Environment (DoE)	Consultant	Once the scope of the upgrade is understood
Implementation	As required by DoE as part of permitting process – to be confirmed*				
<i>Engagement related to coral rehabilitation projects</i>					
Planning	Awareness of purpose of the coral rehabilitation subprojects; obtain local knowledge of the sites; recruit volunteers to assist with the works; grievance mechanism	Face-to-face meetings, posters, brochures*	Communities where subprojects to take place	NGO undertaking coral rehabilitation	Prior to the commencement of activities on each island/atoll

Stakeholder Engagement Plan

Implementation	Disseminate awareness of locations of the works so community can avoid disturbing the nurse sites and rehabilitation sites.	Face-to-face meetings, posters, brochures*	Communities where subprojects to take place	NGO undertaking coral rehabilitation	At the commencement of activities on each island/atoll
Implementation	Project progress	Face-to-face meetings, posters, brochures	Communities where subprojects to take place	NGO undertaking coral rehabilitation	Regularly throughout Project activities
<i>Engagement related to the watchtower</i>					
Planning	Design of facility upgrade to ensure it will be fit-for purpose	Face-to-face meetings, emails	End-users (e.g., TFD staff who will be stationed at the watchtower)	TFD	During activity planning stage
Planning	Land access	Face-to-face meetings	Kaupule or private landowner (depending on site selected)	TFD	During activity planning stage
Prior to, during and post physical works	Project scope, progress, timing, and the grievance mechanism	Face-to-face meetings, posters, brochures*	Nearby communities	Contractor	Prior to, during and post physical works
<i>Engagement to disseminate information about Project progress and results</i>					
Annually throughout the implementation phase	Key project updates and reports on the project's environmental and social performance	Websites (WB and TFD)	All stakeholders	PMU	Annually throughout the implementation phase
<i>Disclosure</i>					
Prior to implementation	Disclosure of final E&S Instruments (SEP, ESMP and LMP)	Websites (WB, TFD)	All stakeholders	WB, PMU	When documents have been finalised
Early in implementation phase	Project awareness, E&S instruments, availability of the GRM	Face-to-face meetings and community noticeboards	Local governments, fishing communities	PMU	Early in implementation phase

* vulnerable group adapted methods should be applied

6. Grievance Redress Mechanism

A Project GRM will be established for the Project. A summary of this mechanism, including objectives, procedures as well as recording keeping, reporting and evaluation requirements are summarised below.

6.1. Objectives

The purpose of the Project GRM is to receive, assess, and facilitate resolution of project related concerns and grievances, at no cost and without retribution. The grievance mechanism will be proportionate to the potential risks and impacts of the project and will be accessible and inclusive. The mechanism is also used to improve the social performance of the Project. It will take into account the traditional mechanisms of Indigenous Peoples for raising and resolving issues.

The Project GRM aims to:

- Provide affected people with avenues for making a complaint or resolving any dispute that may arise during the implementation of the Project.
- Ensure that mutually acceptable redress actions are identified and implemented promptly, in a culturally appropriate manner, to the satisfaction of complainants.
- Avoid the need to resort to judicial proceedings.

Participation in the grievance process does not negate an individual's right to pursue other remedies as provided under Tuvalu law.

6.2. Responsibilities

Project Grievance Focal Point. At the inception of the Project, the Project Coordinator PMU E&S Officer will assume the role of the Project Grievance Focal Point. They will then give their office address and a special telephone number to receive grievances. They will delegate the tasks of receiving, recording, and acknowledging receipts of grievances to the PMU E&S Specialist.

Site Grievance Focal Point. At the inception of a subproject activity in a particular site, the highest-ranking Project staff at the site will assume the role of a Site Grievance Focal Point. They will inform the people within the site of their office address for the purpose of receiving grievances. They may delegate the lodging of grievances to their subordinate.

6.3. Grievance Redress Procedure

Step 1. Lodging a Grievance. The Site or Project Grievance Focal Point (or delegate) shall receive any grievance, record it in a database (e.g., excel spreadsheet stored in a location shared with the PMU), and issue an acknowledgement receipt to the grievance (e.g., in the form of an SMS, letter, email or electronic message). The Grievance Focal Point may help a complainant fill out the Grievance Form, which will be a standard template. Serious and urgent grievances (including those concerning GBV, SEA/SH or VAC – see Section 6.4) should be acted immediately by Grievance Focal Point by immediately calling the attention of the concerned unit, or if the grievance is not project-related, to the proper authorities.

Grievance can be lodged by contacting the Project Grievance Focal Point via the following:

- Phone: (688) 20 348 at the Tuvalu PROPER Office Hours.
- Email: propertuv@tuvalufisheries.tv, with cc to propertuv@gmail.com and samuelut@tuvalufisheries.tv
- Mail: PROPER Office, Tuvalu Fisheries Department, Funafuti, Tuvalu
- In person: PROPER Office, Tuvalu Fisheries Department, Funafuti, Tuvalu. Give to PROPER Coordinator or put in complaints/suggestion box (Fisheries Department Office or Main Government Building).
- Website: www.tuvalufisheries.tv

Contact details for Site Grievance Focal Points will be determined during project implementation.

Step 2. Screening of Grievances. People generally will lodge all types of grievances, including those unrelated to the project. The Grievance Focal Point (or delegate) will review each grievance and determine whether they are related to the Project (within 24hrs). Grievances that are not related to the project will be responded to with a polite letter informing the complainant about the inability of the Project to address such complains and requesting the complainant instead to lodge the complaint to the proper authorities or bodies (within 3 working days).

Step 3. Referral to the concerned Project party. If the grievance is Project-related, the relevant Grievance Focal Point (or delegate) will forward the grievance to concerned project party (within 24hrs). For example, complaints about the contractor shall be forwarded to the contractor so it can be addressed by the contractor. The Grievance Focal Point (or delegate) will update the records indicating that the case has been referred to the concerned party (within 24hrs). They may quickly call the complainant to inform them of the status of the complaint.

Step 4. Convening a Local Grievance Resolution Committee. If the concerned party contests the claim in the grievance, or the if the complainant was not satisfied with the action of the concerned party, the Project Grievance Focal Point will convene a Local Grievance Resolution Committee (GRC). In the case of local grievances, the Project Grievance Focal Point may ask local elders and/or local government officials to constitute the Local GRC and try to resolve the grievance. ‘Local’ grievances may also refer to small scale issues, not necessarily spatially specific. The Local GRC will indicatively be made up of the PMU Project Manager, a member of the kaupule and/or falekaupule, and a nominated TFD representative (within 5 working days).

Step 5. Referral to and Convening of the National Grievance Committee. If the concerned unit contests the claim of the complainant or if the complainant was still not satisfied with the action made by the concerned party under the advice of the Local GRC, the Project Grievance Focal Point will convene a National-level GRC composed of the PMU Director, a Civil Society, and relevant national office (e.g., for environmental issues, the DOE). During each of these steps, the Grievance Officer shall update the complainant of the status of the grievance. The National GRC will indicatively be made up of the Project GRC, a member of a civil society organisation, e.g., Tuvalu National Organisation of Non-Government Organisations (TANGO), a member of the Central Project Management Office (CPMO) Safeguards Team, if necessary, a relevant department (e.g., the DOE) and will report to the Ministry of Finance (within 10 working days).

Step 6. Court Referral. If still the grievance is not resolved, the Grievance Officer will write to the complainant, a polite letter of regret for not being able to resolve the complaint and to suggest to the complaint to seek relief elsewhere such as the court (within 15 days).

6.4. Dealing with SEA/SH Grievances

Highest priority will be given to grievances concerning SEA/SH. The GRM will also include measures to handle grievances on gender-based violence (GBV) and violence against children (VAC), if they are related to the project. The Project will first seek to ensure that the victim is safe and has access to required support services. For these reasons, a referral will be made to the Tuvalu Family Health Association (TuFHA) as the service best equipped to provide counselling to survivors. Instances of SEA/SH, and possible project grievances may also be reported to:

- The Tuvalu Police Service also have dedicated officers trained to deal with SEA/SH, as well as GBV, VAC and family violence.
- Gender Affairs Unit within the Department of Health.
- Health care staff at the Princess Margaret Hospital.

This process will be reviewed and confirmed during Worker Code of Conduct awareness sessions, including disclosure options to ensure accountability, confidentiality and sensitivity.

In addition to following this process, all concerns related to SEA/SH need to be addressed using a “Survivor-Centred Approach.” The Survivor-Centred approach means that:

The rights, needs, and wishes of the survivor (or victim) is the foremost priority of everyone involved with the project.

- The survivor has a right to:
 - be treated with dignity and respect instead of being exposed to victim-blaming attitudes.
 - choose the course of action in dealing with the violence instead of feeling powerless.
 - privacy and confidentiality instead of exposure.
 - non-discrimination instead of discrimination based on gender, age, race/ ethnicity, ability, sexual orientation, HIV status or any other characteristic.
 - receive comprehensive information to help them make their own decision instead of being told what to do.
- The safety of the survivor shall always be ensured. Potential risks to the survivor will be identified and action taken to ensure the survivor’s safety and to prevent further harm, including ensuring that the alleged perpetrator does not have contact with the survivor. If the survivor is an employee, reasonable adjustments may be made to the survivor’s work schedule and work environment to ensure their safety.
- All actions should reflect the choices of the survivor.
- All information related to the case must be kept confidential and identities must be protected. Only those who have a role in the response to an allegation should receive case-level information, and then only for a clearly stated purpose and with the survivor’s consent.
- The survivor must provide informed consent to progress with each stage of the complaints process. Survivors may withdraw their consent at any time during the process.
- The GRM will not participate in community or customary dispute resolution processes or pay compensation to the survivor or anyone else (i.e., their relatives or community) as in most cases these processes do not uphold the survivors’ rights.

To properly address SEA/SH, training and sensitizing of Project workers is essential, including civil works contractors (including sub-contractors and suppliers), supervision consultants, other consultants who may have a presence in the Project adjoining communities—as well as TFD staff. At a minimum, training should include:

- What SEA and SH, is and how the project can exacerbate SEA/SH risks
- Roles and responsibilities of actors involved in the project (the standards of conduct for project-related staff captured in Code of Conducts)
- SEA/SH incident reporting mechanism, accountability structures, and referral procedures within agencies and for community members to report cases related to project staff
- Services available for survivors of SEA/SH; and
- Follow-up activities to reinforce training content.

SEA/SH training will be organized by the PMU with support from the CPMO E&S Team as required.

6.5. Grievance Record Keeping and Reporting

All complaints or grievances submitted will require the completion of a standard Grievance Resolution Template (Attachment 1). Grievances are to be recorded in a Grievances Register held by the PMU. The register is to clearly indicate whether an issue has been resolved or is still outstanding. The following records generated by this procedure will be stored in hard copy by the PMU and in electronic format:

- Draft Grievance Resolution Template (to record initial grievance)
- Memorandums of field investigations, consultations and meetings
- Photographs, maps, drawings
- If an issue has been resolved, the register will include the following information:
 - Completed Grievance Resolution Template
 - Action taken (including evidence of action taken, i.e. photographs, receipts, etc.)
 - Date of resolution
 - Signature of complainant and person responsible for issue resolution.

The 6-monthly reports prepared by PMU will provide summaries of complaints, types, actions taken and progress made in terms of resolving pending issues, and drawing on information from the GRM register and information from monthly contractor reports. Specifically, the reports will include:

- Total number of grievances received.
- Total number resolved.
- Total number under investigation / not yet resolved.
- Total number exceeding the recommended close out time of 1 month or 3 months.
- Short paragraph on any significant grievances currently not yet resolved and any risks to project implementation.

If there are more than 30 grievances recorded, the Project Coordinator may decide to investigate any patterns or repetition of issues that need addressing. The Project Coordinator may decide to get independent assistance to review and provide advice.

Reports on the GRM will inform the ongoing revision of the SEP and help to identify the need for change in Project focus, strategies and implementation.

7. Monitoring and Reporting

The SEP will be periodically revised and updated as necessary in the course of Project implementation. This will be undertaken in order to ensure the following:

- information is consistent and is reflective of evolving information requirements at different stages of the Project
- methods of engagement remain appropriate and effective for the Project.

Any major changes to Project-related activities or schedule will be reflected in the SEP.

Project stakeholder engagement activities will be documented through 6-monthly progress reports, to be shared with the WB. Summaries and internal reports on public grievances, enquiries and related incidents, together with the status of implementation of associated corrective/preventative actions will be collated by the E&S Specialist within the PMU and included in the 6-monthly reports. The summaries will provide a mechanism for assessing both the number and the nature of complaints and

requests for information, along with the Project’s ability to address those in a timely and effective manner.

Information on public engagement activities undertaken by the Project during the year will be included in the TFD’s annual report. This will include a summary of engagement activities undertaken including:

- Purpose of the engagement
- Form of engagement and consultation (for example, face-to-face meetings such as town halls or workshops, focus groups, written consultations, online consultations).
- Number of participants and categories of participants.
- A list of relevant documentation disclosed to participants.
- Summary of main points and concerns raised by stakeholders.
- Summary of how stakeholder concerns were responded to and taken into account.
- Issues and activities that require follow-up actions, including clarifying how stakeholders are informed of decisions.

A key performance indicator “Project related complaints to the GRM satisfactorily addressed within the specified timeframe” to monitor the implementation of the Project GRM will also be reported on.

8. Resources and Responsibilities for Implementation

8.1. Responsibilities for Implementation

The owner of this SEP is the PMU who will lead its implementation, however, there are many roles that input to the implementation of the activities specified in this SEP. The PMU team will need to coordinate closely with other parties to ensure the successful implementation of this plan. The key parties involved in the stakeholder engagement process and their responsibilities are provided in Table 3.

Table 3: Responsibilities for Implementation

Party	Responsibilities
PMU	Plan and implement the SEP. Manage the GRM. Manage project information releases (e.g., media releases, website uploads, etc). Monitor of and report on E&S performance to the project team and the WB. Reporting Provide E&S training.
CPMO E&S Team	Provide support to the PMU if and as required.
Consultants	Implementation of the SEP for their scope of work and working with the PMU to ensure the right stakeholders are identified and involved in their work program. Preparation of activity-specific SEAPs as required.
Contractors	Contractors engaged to undertake works will be responsible for implementing any environmental and social protection and mitigation measures as outlined in their Terms of Reference and accompanied instruments (e.g., ESMP). Support the PMU in engaging with stakeholders relating to communicating the scope and timing of works.

8.2. Implementation Budget

The PMU shall ensure that the total cost of implementation of this SEP (including time inputs, material, and reimbursements) is budgeted for within the Project Budget including activity specific costs.

When contractors/consultants are to be engaged for specific scopes of work, the general expectations regarding stakeholder engagement will be detailed in each Terms of Reference/Scope of Works and contractors/consultants are to include sufficient fundings in their proposed budgets to cover the engagement required (including the preparing of a task-specific SEP if required).

The CPMO E&S Team will provide technical assistance relating to stakeholder engagement to support the PMU and contractors engaged by the Project, if and as required.

The ESMP provides an indicative budget of TV\$660,000 for TFD to implement all E&S risk management requirements, including the SEP, over the six-year implementation period. Of this amount, TV\$120,000 (i.e., TV\$20,000 per year) has been allocated for stakeholder consultation meetings and workshops, including venues, printing etc. for meetings. It also includes travel for key PMU staff (including PPE, accommodation, flights, car hire, fuel etc.).

Attachment 1 Grievance Resolution Template

Grievance Resolution Procedure Template (Illustrative purposes only)

Recorded by:	Date:
ID Number:	Location:

	Name	Representing	Contact Details
Complainant 1			
Complainant 2			
Complainant 3			
Complainant 4			

Nature of Complaint:

Resolution Action Plan:

Date	Persons Involved	Activity	Details

Satisfactory outcome? Yes No Why not?

Print Name (Complainant):	
Signed (Complainant):	
Date:	
Signed (Officer):	
Date:	

Submitted to Manager? No Yes Who?

Recorded in database as:

ID# _____

Attachment 2 Details of Consultation Undertaken to inform project preparation

Consultation undertaken relating to specific Project components includes:

- Subcomponent 1.1a (Establishment of a TFA): A national consultation comprising meetings in each island with the community (open meeting) and the island council was carried out from 16 May to 2 June 2023. More than 370 persons attended consultations across 8 islands. Minor changes to the draft legislation were made following this consultation, which were approved by Cabinet. The first reading of the Act in Parliament was completed on 26 July 2023.
- Subcomponent 1.3 (Strengthening seafood health monitoring): The main stakeholders in this work are the operators of six purse seine vessels registered in Tuvalu. Annual meetings with these operators since 2019 – normally in September and/or October to discuss arrangements for the next fishing year - and have confirmed their strong interest and support.
- Subcomponent 2.2b (Assessment and procurement of fisheries infrastructure): Recommendations on which this subcomponent is based came initially from a national consultant engaged by FAO to evaluate and improve the response in the fisheries sector for disaster risk reduction following Cyclone Tino. This included meetings with Fishing Associations and Kaupule in each island during 2021. The report informed the preparation of the PROPER proposal from Tuvalu Government. This component addresses the needs of communities in remote areas exposed to extreme weather events. The nature of the activity means that immediate beneficiaries will mainly be able-bodied males who operate fishing boats, but they support the wider community and vulnerable people in beneficiary households through their fishing activities.
 - Dates of consultation: Funafuti 30 Mar 2021; Nanumea 7 April 2021; Nanumaga 9 April 2021; Niutao 10 April 2021; Nui 28 May 2021; Vaitupu 15 & 21 April; Nukufetau 31st May; Nukulaelae 24th April.
 - Methods: Face to face meetings with Kaupule and an open meeting for interested fishermen arranged through the Fishers' Associations on each island.
 - Participants: as above – Kaupule members and fishers.
 - Outcomes – All islands identified the need for improved infrastructure for landing boats and moving them to a place of safety in bad weather.
- Subcomponent 2.2e (Feasibility, assessing and developing of pilot low-carbon cold chains in outer islands): Islands consultation has occurred on all eight main islands.
 - Dates of consultation: These have occurred over several years, but to take a specific example, the TFD Fisheries Advisers completed a tour of all islands in 2021 evaluating the condition of Community Fisheries Centres and undertaking on-island consultation in the process of doing so.
 - Methods: Meetings with CFC staff on each island. Inspection of machinery and discussion of issues.
 - Participants: CFC staff, fishers, other community members and Kaupule members.

- Outcomes: All islands experience problems with storage of fish due to mechanical breakdowns, unreliable power supplies, etc. Mechanically simple ice machines and cold storage that is independent of the island power supply are needed. The point was made several times that purchase of fish from CFCs is particularly important for individuals who are not able to fish themselves. Several islands also raised the need for ice-machines and solar power for CFCs during the disaster risk reduction survey 3.1b) Progressing fisheries monitoring and management in outer islands referenced above.
- Subcomponent 3.1b (Progressing fisheries monitoring and management in outer islands): Islands consultation has occurred on all islands over several years:
 - Dates of consultation: These are key issues discussed and developed during the TFD Metronome trips to outer islands. Reports on 24 trips from June 2016 to August 2022 can be found on the TFD website². Each trip normally covers 2-3 islands.
 - Methods: Methods for all trips include Key informant and Group consultations; many trips include socio-economic and other surveys.
 - Participants: All island communities, although particular care is taken to involve women and youth in Metronome trip activities.
 - Outcomes: Feedback from these visits drives most of the work programmes of TFD.
- Subcomponent 3.1c (Strengthening the MCS of coastal fisheries in Funafuti). Islands consultation has occurred on Funafuti.
 - Dates of consultation: Strengthening the Funafuti Conservation Area is one of four pillars of the Funafuti Reef Fisheries Stewardship Plan developed in a series of five meetings between February and September 2017 through a process of community consultation. Since then, the plan has been subject to an annual review process.
 - Methods: Community meetings and workshops.
 - Participants: Funafuti community and Kaupule. Consultations have also been held with other island communities on Funafuti. Women and youth have been well represented in the consultations.
 - Outcomes: Since 2018 there has been a strong desire to establish a watchman's hut to monitor and safeguard the conservation area. The Funafuti Kaupule have offered to provide land and labour for this project, which was delayed during PROP.
- Subcomponent 3.2b (Coral rehabilitation): Islands consultation has occurred with representative from all islands:
 - Dates of consultation: March 2022
 - Participants: Kaupule members coming to Funafuti for a disaster risk reduction workshop.
 - Outcomes: A new concept, but strong interest from all islands.

² <https://tuvalufisheries.tv/library/>

- Subcomponent 3.2c (Support to aquaculture): Islands consultation has occurred on Vaitupu
 - Dates of consultation: 21-25 September 2021
 - Participants: More than 50 community members, all Kaupule members. Women and Youth groups were invited and active in the consultations.
 - Outcomes: Developed an action plan for implementation of the fisheries components of the Island Strategic Plan – Director of Fisheries, Adviser and team were invited by the Kaupule. The plan addresses the longstanding interest of Vaitupu in milkfish farming and identified the support proposed under PROPER.
- Subcomponent 3.2d (Promoting giant clam production): Islands consultation has occurred on Funafuti and Nukufetau (islands with most suitable habitat for the two endemic species of giant clam).
 - Dates of consultation: Concern over depletion of giant clam in Tuvalu has been raised since the mid-1980s.
 - Participants: Communities, Kaupule, Government Ministers and MPs.
 - Outcomes: Reseeding of reefs with clams reared in a hatchery was identified as a solution. If this is successful, blacklip pearlshell is similarly depleted and can be considered as another endemic species for the hatchery to work with.

Attachment 3 Draft ToR for PROPER Island Steering Groups

Background

The Government of Tuvalu and its development partners recognise the critical role of community consultations in ensuring that projects are implemented effectively and intended beneficiaries can influence design and help to ensure that distribution of project benefits is equitable, whether in Funafuti or the outer islands. As part of these consultations there is a need to ensure well-considered inputs from knowledgeable individuals with relevant experience, standing in the community and who can represent the interests of vulnerable or minority groups.

The main decision making bodies on each island are the Kaupule or Island Council (elected representatives), and the Falekaupule or meeting of elders which represents the whole community; the Women’s committee and Youth group can also be very influential. Various national and local steering committees draw on the membership of these groups.

Steering of PROP was based on community consultations that were sometimes lacking in continuity or accountability, and with insufficient inputs from elected and traditional leaders, whose roles include representation of disadvantaged groups in the community.

It is proposed that PROPER establish a steering group on each island to participate in planning workshops and stakeholder consultations in a professional and advisory capacity. These individuals would function as part of a steering group for all PROPER activities on a given island, providing community representation and acting in some ways like a ‘board of directors’ and advisors to ensure the needs of all community members, including marginalised or vulnerable groups, are considered in project design and implementation. Kaupule staff (who unlike the Falekaupule are salaried government officers) would also participate in the steering groups, as well as the Community Fisheries Officer in each island.

The four proposed members for each island comprise:

- 1) The elected representative of the Kaupule (Island Council) responsible for Fisheries
- 2) The President of the Women’s Association on the island
- 3) The leader of the Island Youth group
- 4) The Secretary to the Falekaupule – the group of traditional leaders or heads of families who meet in the Community meeting house.

Each of the four members may nominate an alternate who can participate if they are not able to attend a meeting.

The Community Fisheries Officer on the island (an employee of the TFD) will attend meetings as an observer but is not a member of the committee.

Aims of the Steering Group

The main aims of the Steering Group are:

- To ensure that the plans and activities of the PROPER project in each island respond to the needs and priorities of the local community taking into account the needs of vulnerable groups.
- Achieve the aims of, and enact where identified, the actions of the Project Stakeholder Engagement Plan.

Specifically the Group’s roles will be:

- Review the planned activities of the PROPER project in the island and provide feedback to the Project Management Unit
- Ensure that the members of their respective organisations (Kaupule, Women’s Association and Falekaupule) are informed of relevant project activities and members have an opportunity to provide their feedback, via the delegate to the Steering Group, into the project’s design and management
- Help to organise and participate in any wider consultations with the island community and members
- Serve as a focal point for any community health & safety, social or environmental concerns over project activities and advise community members on the grievance mechanisms
- Undertake any other advisory role that will help to ensure that the PROPER project achieves its objectives and meets the needs of the community.

Meetings and rules of procedure

The steering group will meet at least twice a year, and at other times when project activities and plans may require. This will be determined by the Director of Fisheries in consultation with the PROPER PMU, who may also have regard to community and Steering group recommendations. The group will also normally meet to consult with visiting officers of TFD during their trips to outer islands. Steering groups are not expected to meet more than four times in any year.

All members of the group must be present to make decisions/recommendations, which will normally be agreed by consensus. If a member of the group is not able to attend a meeting then his or her alternate will attend.

Training and administrative support

Each delegate will be provided a briefing by the Project or CPMO E&S Advisor on the project’s Stakeholder Engagement Plan (SEP) which will detail: the context for, objectives and principles of, and key activities and requirements under the SEP.

The group will be chaired by the Secretary of the Falekaupule and records will be kept by the Community Fisheries Officer.

Monitoring and review

During the mid-term review of the project, a brief review will be undertaken of the effectiveness, efficiency and appropriateness of the Steering groups’ membership, structure, procedures, outcomes and lessons learned.

The ongoing effectiveness, efficiency and appropriateness will be reported briefly on a yearly basis as part of SEP reporting.