

MINUTES

Event: Inception meeting**Date:** March 01, 2024**Location:** online**Project:** UNEP CTCN - Using simple mobile technologies to scale up digital collection & processing of climate observations for adaptation actions in Malawi**Participants**

Name	Title	Organisation
Chikondi Mbemba	Sr Hydrological Officer	Department of Water Resources (DWR)
Chilungamo Banda	Sr Hydrologist (WG member)	
Tapiwa Kanyinji	Water Resources Engineer (WG member)	
Leman Ngwena	Sr Hydrological Officer	Department of Climate Change & Meteorological Services (DCCMS)
Fatsanawo Dzingomvera	Sr Assistant Meteorologist - ICT & Stations Management	
Lisa Dengue	Meteorologist	
Louise Croneborg-Jones	Team Lead	Water in Sight Ltd
Dr Guy Schumann	Hydrology, RS & Water Mgmt Expert	Water in Sight Ltd
Daniel Hussam	Data Scientist/CTO	Water in Sight Ltd
Dr Vincent Msadala	National Coordinator/Water Mgmt, Hydrology & CIS Expert	T-Notch Consulting Ltd
Thokozani Mtewa	Project Officer/Water Expert	T-Notch Consulting Ltd
Wezzie Mtonga Kamphale	Gender Expert	T-Notch Consulting Ltd

Item	Action
1. The Inception Meeting for the UNEP CTCN supported Project, "Using simple mobile technologies to scale up digital collection and processing of climate observations for adaptation actions in Malawi", was held on March 01, 2024, in an online conference.	n/a
2. Mr Fatsanawo Dzingomvera from the DCCMS, was selected to Chair the meeting and all participants were welcomed and introduced themselves.	n/a
Background	
3. Louise, Team Lead, gave the background of the project and the key lessons learnt from previous piloting where she highlighted four key learnings: improved institutional capacity building, need for more automation and API, analytical features, and long-term financial sustainability - several that can be built upon in the current project.	n/a
Project Working Group	
4. The nominations for the Working Group members have been submitted. The gender balance of the group is 4 men, 3 women. The seven (7) Working Group members are: <ul style="list-style-type: none"> • Mr Fatsanawo Dzingomvera and Ms Lisa Dengue from DCCMS. • Mr Chilungamo Banda and Ms Tapiwa Kanyinji from DWR. • Mr Lyson Kampira from the National Designated Entity, the National Commission for Science and Technology. • Dr Vincent Msadala from MUST/T-Notch Consulting Ltd. 	n/a

<ul style="list-style-type: none"> Ms Louise Croneborg-Jones from Water in Sight Ltd. 	
5. The role of the Working Group is to act as both a steering committee and a technical mechanism for implementation rigor and effectiveness.	The Working Group will convene online in early March 2024 for review of Work Plan and roles.
UNEP CTCN Project Overview	
6. The UNEP CTCN Project was explained in detail, including the proposed schedule of outputs and activities, emphasising the importance and sequencing of each output.	An Inception Meeting Report will be shared, including the final detailed Work Plan. See Annex A for project design.
7. The setup for capacity building and training has been scheduled and will accommodate the schedules of DCCMS and DWR.	n/a
8. Output 2, Stakeholder Mapping has been initiated. DCCMS and DWR are the main stakeholders, enabling close-knit implementation in the rightful institutional setting. DCCMS and DWR are welcome to suggest additional stakeholders to be informed/engaged.	Feedback on stakeholders at the first Working Group meeting.
9. Output 3, Diagnosis of hydromet systems and information management systems, has been initiated.	March 10-15, 2024: Vincent and Thoko will engage with DWR and DCCMS to solicit input.
10. The date and location for the first Workshop with the Working Group, on the Needs Assessment, has been proposed.	Workshop #1: May 01, 2024/Dedza
Progress since Kick-off meeting, February 07, 2024	
11. Comments on project design have been received from DWR and DCCMS, as captured in the minutes of the Kick-off meeting and the Inception Meeting Presentation (Annex A).	n/a
12. The vision for deliverables has been set to be timely and informative and use easy formats.	n/a
13. Risks identified are: <ul style="list-style-type: none"> Lack of synergy with ongoing and forthcoming initiatives/financing/operations. Lack of sharing information and documentation. 	Mitigation identified: <ul style="list-style-type: none"> Working Group platform for close collaboration Google Drive and flexible communication safeguards confidentiality and easy sharing.
14. Output 1 has been completed and approved by UNEP CTCN.	n/a
DCCMS and DWR inception feedback	
15. All participants shared what they do professionally, and how their roles relate to their responsibilities in the project.	n/a
16. Fatsanawo, DCCMS, complimented the project as has proven helpful in getting data from point of collection to the user and said, the Water in Sight online integration of different data sources could be an essential tool for service delivery in forecasting and forecasting verification.	The Team should look for synergies on how to use data in other systems.

<p>17. Chilungamo, DWR, said the project is a good initiative as it has curbed issues of data management as it allows consistent and reliable data transmission thereby enhancing the department's data collection, which is important to flood warning and early warning.</p>	<p>n/a</p>
<p>18. Tapiwa added that the platform compliments her role in management of hydrological data received through Water in Sight and for flood forecasting and is eager to learn from the project and incorporate what she learns in her daily duties.</p>	<p>n/a</p>
<p>Long term opportunity</p>	
<p>19. This UNEP CTCN supported project, is financed and part of the Adaptation Fund Climate Innovation Accelerator. Importantly, AFCIA grants can set the foundation for a larger, up to USD 5 million financing for large innovation projects from the Adaptation Fund.</p>	<p>The Working Group and Directors of Departments will have access funding information and engagement with eligible entities is encouraged during implementation.</p>
<p>Meeting closure</p>	
<p>20. The Chair of the meeting thanked everyone for their attendance and officially closed the meeting.</p>	<p>n/a</p>

Annex A. Inception meeting presentation (March 01, 2024)