

Our Reference: 125/4/1

September 8, 2000

Dear Colleague,

Re: Implementation of Component 4 - Inception Mission

The implementation of Component 4 of the CPACC Project entails a series of national consultations involving key local stakeholders and a small team of consultants (vide Implementation Plan). We had requested countries to prepare an "Issues Paper" and submit same to the RPIU for review before the first national consultation takes place.

We have now reached a critical time in the implementation schedule and will have to embark on country visits as soon as possible. We realize that some of you may not have completed the 'Issues Paper' before our first visit. However, we urge you to make every effort to compile the information requested as early as possible. Our task during our first visit will be to finalize this paper which forms the very basis on which we will develop the ***National Climate Change Adaptation Policy*** paper.

The visiting team will comprise of Mr. George de Romilly, consultant and component coordinator and Dr. Leonard Nurse, Coastal Zone Specialist, and will be accompanied by either Ms. Judi Clarke or Mr. Rawleston Moore from the RPIU and the CPACC Project Manager.

As you know, communicating policy positions to government requires initial effective public awareness and communication. In this regard the RPIU has developed a template Press Release and Memorandum to Cabinet for your consideration on the implementation of this activity.

The RPIU also intends to develop templates for a comprehensive public awareness and education programme which countries can amend to reflect and/or address country-specific issues related to climate change. But in light of the time constraint for the completion of this component, we urge you to take the initiative to embark on public awareness activities on climate change and the CPACC project. These may include:

- Articles in local newspapers / magazines
- Factoids in all media
- Competitions
- Posters, brochures etc
- Panel discussions etc.

To facilitate this process please utilize those networks already in existence and perhaps the participants from your country who participated in the CPACC Regional Media workshop held in Trinidad earlier this year.

Attached please find a schedule of visits for Task 2 (Inception Mission) and Task 3 (Reviewing the "Issues Paper"). You will be expected to ensure that all the local arrangements are in place to facilitate these visits. You will be contacted by the Component coordinator Mr. George de Romilly, to discuss these arrangements and to ensure that you are fully briefed on actions required to make a success of this exercise.

Please note the proposed times for our visits to your respective countries and indicate if this will be convenient to you. As you can imagine we will be operating under a very tight schedule and would appreciate if our visits could be accommodated as indicated.

We look forward to working closely with you and your colleagues. If any assistance is needed from the RPIU please contact Ms. Judi Clarke.

Regards

Ulric O'D Trotz
Project Manager
CPACC

Attachment