



THE REPUBLIC DEMOCRATIC OF TIMOR-LESTE  
State Secretariat for Environmental Coordination Territorial  
Ordinance and Physical Development  
Directorate for Environmental Services

**National Capacity Self Assessment**

**NCSA**

**FINAL REPORT**



Global Environment  
Facility



United Nations  
Development Programme



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## Acronyms

ALGIS	Agriculture and Land use geographic Information System
AMCAP	Ainaro and Manatuto Community Activation Programme
APOC	Action Plan Oversight Committee
ARP	Agricultural Rehabilitation Project
AUSAID	Australian Agency for International Development
CC	Climate Change
CDCU	Capacity Development Coordination Unity
CDI	Capacity Development Initiatives
CDM	Clean Development Mechanism
CFET	Consolidated Fund for Timor-Leste
CHM	Clearing house Mechanisms
CO2	Carbon Dioxide
COPs	Conference of Parties
CRIC	Committee for the Review of the Implementation of the Convention
EGSP	Environment Governance Support Programme
EIA	Environmental Impact Assessment
EU	European Union
FAO	Food and Agriculture Organization
GEF	Global Environment Facility
GHG	Greenhouse Gases
GIS	Geographical Information System
GoTL	Government of Timor-Leste
GSP	Global Support Programme
HR	Human Resources
IMWG	Inter-Ministerial Working Group
KP	Kyoto Protocol
LDCF	Least Developed Countries Fund
LPG	Liquefied Petroleum Gas
MAFF	Ministry of Agriculture, Forestry and Fisheries
MDGs	Millennium Development Goals
MEA	Multilateral Environmental Agreement
MFAC	Ministry of Foreign Affairs and Cooperation
MH	Ministry of Health
MNRMEP	Ministry of Natural Resources, Minerals and Energy Policy
MOJ	Ministry of Justice
MPW	Ministry of Public Works
MSP	Medium-Size Project
MTC	Ministry of Transport and Communication
NAP	National Action Programme
NC	National Consultant
NCSA	National Capacity Self-Assessment
NDAL	National Directorate of Agriculture and Livestock
NDCF	National Directorate of Coffee and Forestry
NDES	National Directorate of Environmental Service

NDMG	National Directorate for Meteorology and Geophysics
NDMO	National Disaster Management Office
NDP	National Development Plan
NDRMC	National Disaster Risk Management Committee
NDRMP	National Disaster Risk Management Plan
NDWS	National Directorate of Water and Sanitation
NFP	National Focal Point
NGO	Non-Governmental Organization
NPC	National Project Coordinator
NPD	National Project Director
OCAP	Oecusse Community Activation Programme
PIE	Project Implementation Entity
PSC	Project Steering Committee
RDTL	Republic Democratic of Timor-Leste
RESPECT	Recovery, Employment and Stability Programme for Ex-combatants and Communities in Timor-Leste
RTTL	Radio and Television of Timor Leste
SEA	South East Asia
SIDS	Small Island Developing States
SLM	Sustainable Land Management
SSECTOPD	State Secretary for Environment Coordination, Territorial Ordinance and Physical Development
SWG	Synergies Working Group
SWOT	Strength, Weaknesses, Opportunities and Threat
TL	Timor-Leste
TOR	Terms of Reference
TWG	Thematic Working Group
UNCBD	United Nations Convention on Biodiversity
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Program
UNFCCC	United Nations Framework Convention on Climate Change
UNTAET	United Nations Transitional Administration in Timor-Leste
NUTL	National University of Timor Leste
WMO	World Meteorological Organization

## Foreword

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### The United Nations Development Programme

The integrity of the environment is the lifeline of Timor-Leste, the newest sovereign nation in the world. About 76% of the Timorese population lives in rural areas, where subsistence agriculture is the main source of their livelihood and up to 90% of Timorese are more or less directly dependent on natural resources. The intricate linkage between poverty and environment is therefore crucial to Timor-Leste.

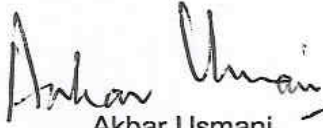
The Government's effort to ensure sustainable management of its natural resources is laudable, albeit challenging. The National Constitution of the country states clearly that one of the main objectives of the state is to promote environment conservation for sustainable development. Timor-Leste's first National Development Plan (NDP) 2003-2007, which provides a road map for the country's development over a five-year period within a twenty-year perspective, confirms this objective with the vision that, *"East Timor will manage and utilize its resources in a sustainable manner that takes account of environmental needs in order to support economic growth and improved community welfare"*. The country has also adopted the Millennium Development Goals (MDGs) that represent an agenda for halving extreme poverty and ensuring environmental sustainability by the year 2015.

In addition, in January 2007, Timor-Leste acceded to all the three Rio Conventions – United Nations Convention to Combat Desertification, (UNCCD), United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention on Biodiversity (UNCBD) to contribute to global environmental protection efforts. These conventions provide a range of significant benefits, including access to funding from the Global Environmental Facility (GEF), and represent a powerful mechanism for connecting the Government of Timor-Leste to the wider international community in conserving the environment and ensuring sustainable development. However, at present their implementation could be constrained by a number of factors.

The National Capacity Self Assessment (NCSA) project, which has been on-going for the last 18 months and being implemented by UNDP on behalf of the Government of Timor-Leste with funding from GEF, has had the aim of identifying these constraining factors. The main purpose of the project was to identify capacity gaps for Timor-Leste to implement the Multilateral Environmental Agreements (MEAs) in a country driven manner. The output is a Strategy and Action Plan for capacity development in MEA implementation.

UNDP is a recognized leader in capacity development and sustainable development. UNDP's role in these fields complements the GEF Secretariat's desire to focus special attention on increasing the capacity of developing countries to address global environment issues. UNDP, Timor-Leste Country Office, has been actively supporting the Government of Timor-Leste in the environment sector even before independence. In June 2000, at the Donors Conference held in Lisbon, UNDP was designated the lead agency for capacity building in the public and private (formal and informal)

sectors and civil society in Timor-Leste. So far, UNDP has played major roles in capacity building in key areas, including planning, external assistance management and governance. These two strategic foci are combined in the **UNDP Country Programme Outline for East Timor (2003-2007)** and its Results and Resources Framework, which identifies “national policy, legal and regulatory framework for environmentally sustainable development” as one of its Strategic Areas of Support, with “a **National Strategy for Sustainable Development (NSSD)**” envisaged as an intended outcome of this intervention. We in UNDP commit to support the Government in achieving this desired result.



Akbar Usmani  
Country Director  
UNDP Timor-Leste

## Foreword

### **The Secretary of State for Environmental Coordination Territorial Ordinance and Physical Development**

Since 1999 and the Independence Referendum, Timor-Leste has been recovering from its past history and rebuilding the nation it was destined to become.

Although in terms of the size, we are not a large country, there is local environmental and cultural quality of great value that we want to protect in favor of our future generations.

Today, the Government of Timor-Leste is well aware of national and international commitments, of the country's need for poverty reduction but also the need to protect its valuable natural resources.

It has been over 2 years since the Government of Timor-Leste endorsed the UNDP/GEF Environmental Governance Support Programme (EGSP) and subsequently the National Capacity Self Assessment (NCSA) project.

Since then, UNDP/GEF has had a fundamental role in supporting our integration in the international scope. The three Rio Conventions were adopted into national legislations in 2006, with Parliamentary approval and subsequent accession next to the respective Secretariats. We have become a part of a multilateral environmental framework of technical and political support, allowing us to increase our systemic, institutional and individual capacity to improve the future environmental status of the country in a globally integrated manner, and thus preparing a roadmap of capacity needs and frameworks for our country's environmental protection and management.

It is now time to act upon this guide and build a stronger, more environmentally sustainable country. Enriching our people, with valuable knowledge and exchanging high level experiences and technologies, will help our country achieve its environmental goals for the benefit of our forthcoming generations.



**João B. F. Alves**

State Secretary for Environmental  
Coordination, Territorial Ordinance  
and Physical Development



## Acknowledgements

National Capacity Self Assessment is a GEF programme assisting countries to assess their capacity for the achievements of global environmental management objectives, particularly for the fulfillment of national commitments under the Rio Conventions (UNCBD, UNCCD and UNFCCC). The NCSA Timor-Leste was executed by the National Directorate for Environment Services (NDES) with the support of the UNDP as the GEF implementing agency in the country. The objective was to identify capacity constraints and determine actions to remove the constraints. The achievement of this objective has been made possible by the participation and support of a large number of stakeholders.

In this regard we would like to express special gratitude to Mr. Jose Teixeira, the Ministry of Natural Resources, Mineral, and Energy Policy, for his efforts in endorsing the implementation of the NCSA in first place; Mr. João B. Alves, the Secretary of State for Environmental Coordination, Territorial Ordinance, and Physical development, Mr. Carlos Ximenes, the National Project Director, who is also the Director of the NDES, for their political support for the project.

Special thanks to Ms. Clara M. Landeiro for her professional assistance during the setting up and inception stage of the project. Thanks to Dr. Lincoln Wee and Dr. Balakrishna Pisupati for their support and professional advice in guiding the NCSA process. Acknowledgements also go to Adão S. Barbosa, Gerson A. Alves, and Manuel Mendes for their dedicated work in compiling the thematic profiles and their substantive contribution during the preparation of the National Action Plan.

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We would also like to extend our gratitude to all collaborators, from government institutions, NGOs and the academia for their professional support in developing the action plan. Special thanks to Mr. Mario Nunes (NDCF), Mr. Licinio Branco (MFAC), Mr. Narciso de Carvalho (NDFA), Mr. Rui Belo (ME), Mr. Fausto M. Gama (CDCU), Mr. Deometrio de Carvalho (Haburas), Mr. Eduardo Serrão (NUTL), Mr. Flaminio Xavier (NFP – UNCBD), Mr. Carlos Conceição (NFP – UNFCCC), Mr. Manuel da Silva (NFP – UNCCD) and all those who we consulted or attended our meetings and workshops for their substantive contribution in the assessment processes.

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*Deputy Project Coordinator for the NCSA: Paula Lopes da Cruz*  
*Project Assistance: Orlando S. Xavier*

## Executive Summary

National Capacity Self Assessment is a GEF program indenting to assist countries to assess their capacity in regards to global environmental management with specific focus on the implementation of the Rio Conventions. The basic principle set by GEF is for the NCSA process to be built on past capacity development works, particularly the GEF enabling activities and national reporting to convention secretariats. However, since the NCSA Timor-Leste has been implemented at a time when only one convention (UNCCD) had been ratified and none of the enabling activities had been carried out, the process has been focusing merely on identifying what state of capacity the country has in terms of its readiness to implement the requirements under the Rio Conventions. In addition, since there is almost nothing done in respect to efforts to comply with its obligations to the respective convention, the NCSA has had no option but put particular emphasis on identifying cross-cutting issues and synergies amongst the areas.

The NCSA process was implemented through the establishment of three Thematic Working Groups (TWGs); TWG for UNCBD, TWG for UNFCCC and TWG for UNCCD. A series of meetings were conducted by each TWG to assess capacities using different methods including desk reviews, interviews and focus group meetings. The NCSA involved successive stages where every stage involved collecting and analyzing information. The assessment of Timor-Leste's capacity was based on a five steps approach – Inception, Stocktaking, Thematic capacity Assessment, Cross-Cutting capacity Assessment and Capacity Action Plan/NCSA report – as recommended in the NCSA guidelines from GEF.

The NCSA process also has followed the key principles for NCSA by:

1. Ensuring national ownership and leadership, and the use of national or regional experts;
2. Using existing coordinating structures and mechanisms;
3. Paying due attention to provisions and decisions of the Rio Conventions;
4. Ensuring multi - stakeholder participation, consultation and decision making, through appropriate institutional arrangements
5. Building on ongoing/existing work relevant to NCSA;
6. Adopting a holistic approach to capacity building that addresses capacity needs at the systemic, institutional and individual levels while integrating such capacity building into wider sustainable development efforts
7. Adopting a long - term approach to capacity building as part of national and global sustainable development initiative.

Capacity assessment was carried out through SWOT analysis to determine strengths weaknesses, opportunities and threats in terms of the ability of individual, institutions and systems to perform functions in guaranteeing an effective and efficient implementation of Timor-Leste's obligations under Rio Conventions. This was done by subjecting each of the prioritized obligations to SWOT analysis. The *strengths* emphasized capacity that already exist to respond to obligations whereas *weaknesses* stood for all limitations at the three levels and represented the basis for setting forth the priority issues to be approached for the capacity development. The *opportunities* indicated chances for some problems to be solved, while *threats* highlighted dangers or consequences of not solving the problems.

An in-depth analysis was conducted on issues identified through SWOT analysis to determine capacity constraints at individual, institutions and systemic level, using Capacity Constraints Matrix. At individual level, in-depth analysis was to assess capacity in the area of: conceptualization and formulation of policies, projects and programmes; implementation of

policies, strategies and laws; engagement and building consensus among all stakeholders; mobilization of information and knowledge; mobilization of resources for implementing programs and projects; and monitoring, evaluation, reporting and learning. At the institutional level, the analysis was aimed to determine the clarity of mandates, structures and the availability of resources to support the work of individual in all relevant institutions including government, NGOs and academic institutions. At systemic level, in-depth analysis was to determine the effectiveness of systems where institutions and individuals perform their functions.

All of the above were done for each of the thematic area of Biodiversity, Climate Change and Land Degradation. The results highlighted the following sub-topics:

### **Capacity constraints**

The assessment findings show that the commitment for environmental protection and sustainable use of natural resources is clearly stated in the National Constitution. This commitment has been implemented through establishment of some sectoral policy and regulations which cover some aspects of the Rio Conventions. However, none of these have directly addressed the issues of Biodiversity, Climate Change or Land Degradation. In addition, the implementation of the existing sectoral policies and legislations was also found ineffective largely due to lack of public awareness and lack of political will to finance more intensive extension programs for awareness raising. Lack of coordination among institutions is also a challenge to plan and implement integrated programs for law enforcement for efficient use of resources – human and financial.

Despite that, the assessment reports also indicated that the responsibilities for the implementation of the Rio Conventions are currently shared among different government agencies. For example, the responsibilities for the implementation of the UNCBD are currently shared among the NDES (environment), NDCF (forestry), NDA (agriculture) and NDFA (fishery); UNFCCC is shared among NDMO (disaster management), NDES and NDMG (meteorology); whereas UNCCD is shared among NDCF, NDES and NDA. Thus, there was a concern that this situation could create conflict of interest between agencies which will eventually affect the implementation of TL obligations under the Conventions.

The assessment also found out that lack of enough skilled human resources is one of the most significant capacity gaps in the country.

### **Recommended actions**

In order to better address environmental issues through effective implementation of the Rio Conventions the following actions were recommended in the NCSA thematic assessment reports.

#### *Individual level*

- Train National Focal Points for the respective convention to increase their ability in language, database, computer analysis operation and other related capacity area relevant to their roles and responsibilities in coordinating and administering the implementation of the conventions and to report/communicate the national circumstances regarding the implementation of the convention to COPs and to the respective convention secretariat;
- Train individual staff from all relevant agencies, whose work is related to the implementation of Rio conventions, to increase their capacity concerning every aspect of each of the conventions;

- Encourage research programs and train researchers from academic and research institutions to conduct research on conventions related fields;
- Promote national skill development in the area of environmental law and policy review/formulation, taxonomy, ecology, forest biodiversity assessment, project formulation and management, and other relevant areas.
- It is necessary to develop long-term and permanent programmes for training to enhance technical capacity of government staff, NGOs and academic institutions.

#### *Institutional level*

- Establish a National Coordinating Body (e.g. an MEA Secretariat) for the implementation of Rio Conventions;
- Strengthen the coordination among relevant government institutions, NGOs and academic institutions, including coordination between various projects and donors, in order to avoid duplication of efforts and to provide for efficient and effective use of resources.
- Create an environmental database system to enable storage and exchange of modern reliable data related to the environment among all relevant institutions and for public access.
- Establish an early warning and weather forecasting system to monitor climate change and to guide in planning and implementing the mitigation and adaptations programs.
- Review current national financing system to loosen the excessive bureaucracy to allow faster and timely access to fund by all relevant agencies for implementing field programs and activities related to environment.
- Discourage use of firewood in domestic activities through provision of alternative livelihoods and alternative energy use for households.

#### *Systemic Level*

- Develop legal base for the appointment of National Convention Focal Points and define terms of references with clear roles and responsibility to empower them in coordinating the implementation of the conventions;
- Develop new legal and regulatory frameworks that specifically address issues of biodiversity, climate change and land degradation; and to enable the implementation of the conventions;
- Mainstream biodiversity, climate change and land degradation issues into national and sectoral development plan, programs and projects.
- Strengthen the enforcement of the existing national and sectoral policy and regulations mainly through enhancing the environmental awareness campaigns;
- It is suggested that priority be given to develop land laws and regulations based on assessment of land ownership, tenure and property rights.
- Develop legal frameworks to enable transfer of technology, information and fund available from the respective convention;
- Encourage research and education programs in the area related to biodiversity, climate change and land degradation.

Based on the requirements of each of the conventions, six cross-cutting capacity areas were identified for pursuit by TL to fulfill its obligations. These are: capacity to prepare national reports to the respective convention secretariat; capacity to develop policy and legal frameworks to enable effective implementation of the UNCBD, UNFCCC and UNCCD; capacity to access national and international financial resources to implement programs and projects under each convention; capacity to plan and implement public awareness programs; capacity to conduct research and monitoring; and capacity to obtain and share information and adopt new and clean technology.

## Action Plan

To better respond to the above requirements, options for capacity development actions were identified in the national workshop in January 2007. These options were then formulated into eight (initially) project concepts, and later compacted to five project concepts which are presented in the NCSA Action Plan. Lead agency and team for implementing each of the project concepts were also identified through focus group meeting. The project concepts and the implementing agencies are as follows:

1. Develop and review national environment education curriculum to incorporate environmental issues and Rio Conventions  
The Ministry of Education, Directorate for National Curriculum will be the lead agency. The Directorate will seek the assistance and collaboration of the National Directorate for Environmental Services, Ministry of the Interior/National Disaster Management Office, Non-Governmental Organisations, Ministry of Development/Industry Unit, Convention National Focal Points, United Nations Development Programme, and the Capacity Development Coordination Unit.
2. Strengthen National Public Awareness Programme  
NDES – Public Awareness Unit will lead the Working Group, which will comprise officers from MAFF, MI/NDMO, CDCU, MPW, UNDP and NGOs
3. Organize an annual International Conference on Environmental Issues, Management and Policies in Timor-Leste  
Lead agency –National University of Timor-Leste (NUTL) with secretariat support from NDES / MEA Secretariat. The key agencies will be NDES, MFAC, Tourism, UNDP and NGOs, with support and contribution from line Ministries such as MAFF and MI/NDMO.
4. Access to Financing and Financial and Project Management Training; and
5. Build Capacity for Research, Monitoring and Evaluation
  - To establish an institutional structure and plan to deliver training and skills upgrading for officers in various related agencies so that they can draft project proposals, oversee the implementing of the projects and effectively manage the budget and financing of the proposal.
  - To develop and strengthen capacity for conducting research, monitoring and evaluation across the three Conventions.

NDES and CDCU will form a small focus group that will meet twice yearly, in May and in November to work out training plans and coordinate with Ministries to implement those training plans, and to discuss past months' activities and their outcomes. This discussion and analysis could then inform the Oversight Committee and their annual monitoring and evaluation report.

## Monitoring and evaluation

To ensure that there is appropriate monitoring and evaluation of the implementation of the action plan, an Oversight Committee was formed. The Oversight Committee comprises the Secretary of State as the chairman, and two members, one from UNDP and the other one the member of the Parliamentary Commission on Agriculture and Environment and member of the National Parliament. The Oversight Committee will be responsible for monitoring the plan over a period of twelve months. It is also expected that the National Focal Points will play an important role in the monitoring process and implementation process and that the MEA Secretariat will report on updates regularly to the IMWG.

## **Chapter 1: Introduction**

### **1.1 Background**

As a small island state, TL is very much dependent on the integrity of its natural resources, both in terms of economic potentials and ecological services. However, the development of the fledgling nation is being challenged by a number of environmental problems such as deforestation, unsustainable agricultural practices, unsustainable fishing, destruction of mangrove habitat, uncontrolled and unregulated coastal zone management and limited solid waste management.

The GoTL is well aware of these problems and their adverse impacts on development efforts and therefore has committed to contribute globally by ratifying all the three Rio Conventions. A number of good environmental management efforts have also been done at the national level. However, capacity limitations have been the major impediments for the government to be fully committed to achieving its environmental goals and objectives as well as to fully participate in implementing the conventions.

Thus, with support from the UNDP and GEF, The Government of Timor-Leste (GoTL) signed the National Capacity Self Assessment Project (NCSA) on the 28<sup>th</sup> of March 2005. The primary objective of the NCSA process was to identify capacity constraints and determine actions to remove these constraints to address global environmental management requirements in a country-driven manner. Although TL had not yet signed the other two conventions – UNCBD and UNFCCC at the time the NCSA project was launched – September 2005, it was agreed that this assessment would cover all the three conventions and would place particular emphasis on identifying cross-cutting issues and synergies amongst them. The NCSA process also aimed at creating a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

### **1.2 Focus of the assessment**

According to the GEF guidelines, the NCSA process should be build on past capacity development works, particularly the GEF enabling activities and the national reporting to convention secretariat. However, the NCSA Timor-Leste was implemented at a time when none of these had been done in the country. Thus, the focus was merely on identifying what state of capacity the country has in terms of its readiness to implement the requirements of the Rio Conventions. In addition, since there is almost nothing done in respect to efforts to comply with its obligations to the respective convention, the NCSA has had no option but place particular emphasis on identifying cross-cutting issues and synergies amongst the areas.

### **1.3 NCSA Process and Principles**

The NCSA Timor-Leste was conducted based on the five steps approach – Inception, Stocktaking, Thematic capacity Assessment, Cross-Cutting capacity Assessment and

Capacity Action Plan/NCSA report – as recommended in the NCSA guidelines from GEF.

## Inception

The NCSA Timor-Leste officially commenced in March 2005<sup>1</sup> with a planned duration of 18 months. In April 2005, the National Project Coordinator (NPC), started to work on the project, setting up the office at the Government Palace. However, it was only in late August/September 2005 that the development of major project activities related to the inception phase was made which culminated with the inception workshop on September 15<sup>th</sup>, where the NCSA project was presented and discussed with a high number of stakeholders. The project's implementation strategy and other relevant project management issues presented at the workshop integrated the results of previous discussions amongst the National Project Director (NPD), the National Project Coordinator (NPC), the international Inception Advisor (IA) and the focal points for the three Rio Conventions<sup>2</sup>.

It should be pointed out that the initial planning/inception phase took much longer than anticipated – a seven-month period (from April to September) rather than the three months period as initially planned. That was due to several reasons, namely the need to make arrangements and set up the project's office at the Government Palace (including the purchasing of equipment and furniture), the long hiring processes of the International Inception Adviser/IA (Ms. Clara Landeiro)<sup>3</sup>, the Deputy Project Coordinator (Ms. Paula Lopes da Cruz)<sup>4</sup> and the Project Assistant (Orlando de Sousa Xavier)<sup>5</sup>.

Based on the recommendations from the Inception workshop, the NCSA implementation strategy (Annex 1), terms of references of national and international consultants (Annex 2), and project workplan (Annex 3a) for the assessment activities were finalized.

## Stocktaking

This step was initiated in October 2005 through the three Thematic Working Groups (TWG); one for each convention – UNCBD, UNCCD and UNFCCC. Each TWG comprised of five to seven members (see table 1.1) from government, NGO or academic institutions. To ensure their active participation in the process, the project team has sought an official designation process for the individual members from their respective institutions. The stocktaking activities did not start until December 2005 waiting for the recruitment of the consultants which took over two months to complete

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<sup>1</sup> DEX approval was obtained in March 2005, the Project Document was signed by the Secretary of State for Tourism, Environment and Investment on 28/3/05 and by UNDP on 8/4/05.

<sup>2</sup> They were newly appointed at the time NCSA Project was launched.

<sup>3</sup> The IA selection was completed at the of June 2005. A decision was made to hire the IA selected, Ms. Clara Landeiro, in spite of the fact that it would only possible for her to travel at the end of August, having agreed however to collaborate with the Project Coordinator beforehand from abroad. The TORs for IA is attached in annex 2.

<sup>4</sup> Hired in the first week of September 2005.

<sup>5</sup> Hired in the second week of September 2005.

due to scarce local experts and difficult in attracting international experts<sup>6</sup> for short term assignments.

The national consultants were finally on board on the 13<sup>th</sup> of December 2005 and proceeded with the stocktaking activity without guidance from an International expert as initially planned. The activities for this step were concluded in approximately one month. Through stocktaking, the NCSA TL process was able to identify national policy, legal and regulatory documents on general environment and sustainable development as well as past and on-going national initiatives related to environmental management and other relevant sectors.

Table 1.1 Compositions of the Thematic Working Groups

TWG for UNCBD	TWG for UNCCD	TWG for UNFCCC
<ol style="list-style-type: none"> <li>1. Mr. Flaminio Xavier UNCBD Focal Point, NDES</li> <li>2. Mr. Fernando Santana Staff of Forestry Department</li> <li>3. Mr. Celestino Staff Fishery Department, MAFF</li> <li>4. Mr. Demetrio da Carvalho Director of Haburas Foundation, NGO</li> <li>5. Mr. Gerson Alves National Consultant of UNDP</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. Manuel da Silva National Focal Point for UNCCD</li> <li>2. Mr. Eduardo A. Serrão Lecturer, NUTL</li> <li>3. Mr. Januario da Costa Director of Public Works, MPW</li> <li>4. Mr. Jaime da C. F. Mesquita Staff of MNRMEP</li> <li>5. Mr. Manuel Mendes National Consultant, UNDP</li> <li>6. Mr. Mario Godinho Chief of Agroforestry, NDCF</li> <li>7. Ms. Ana Beja da Costa, GERTil</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. Carlos Conceicao National Focal point for UNFCCC, NDES</li> <li>2. Mr. Antonio da Costa Head of Tourism Sub-Division, MD</li> <li>3. Ms. Tomasia de Sousa Head of Environmental Health Department, MH</li> <li>4. Mr. Joao Antalmo Chief of Forest Production, MAFF</li> <li>5. Mr. Terencio Fernandes Moniz Director of Meteorology, MTC</li> <li>6. Mr. Antonio Delimas Staff of Haburas Foundation</li> <li>7. Mr. Adao Soares Barbosa National Consultant, UNDP</li> </ol>

### Thematic and Cross-Cutting Capacity Assessment

The self assessment process was initiated through a series of meetings in each TWG to establish assessment objectives, scope and methodology. At this stage, an International capacity expert was hired to assist in the development of guidelines and provide training to local counterparts, on the utilization of those guidelines in assessing national capacity.

The assessments involved review of documents, survey to take stock of the existing capacity situation, and a series of consultation meetings and workshops to secure different views on capacity issues and needs and interview with key people from various institutions for further information and clarifications. The draft thematic reports were prepared in mid – April 2006 and sent for review by the international consultant afterwards but never been returned due communication failure.<sup>7</sup>

Between April and July 2006, the implementation of the NCSA activities was stopped due to a humanitarian crisis that afflicted in the country. Within this period, all project

<sup>6</sup> The first IC, Dr. Balakrisna Pisuapti, was hired in February 2006

<sup>7</sup> The draft TA had remained not finalized until the project team had a new IC on board in January 2007 due to the national crisis and again the lengthy recruitment process



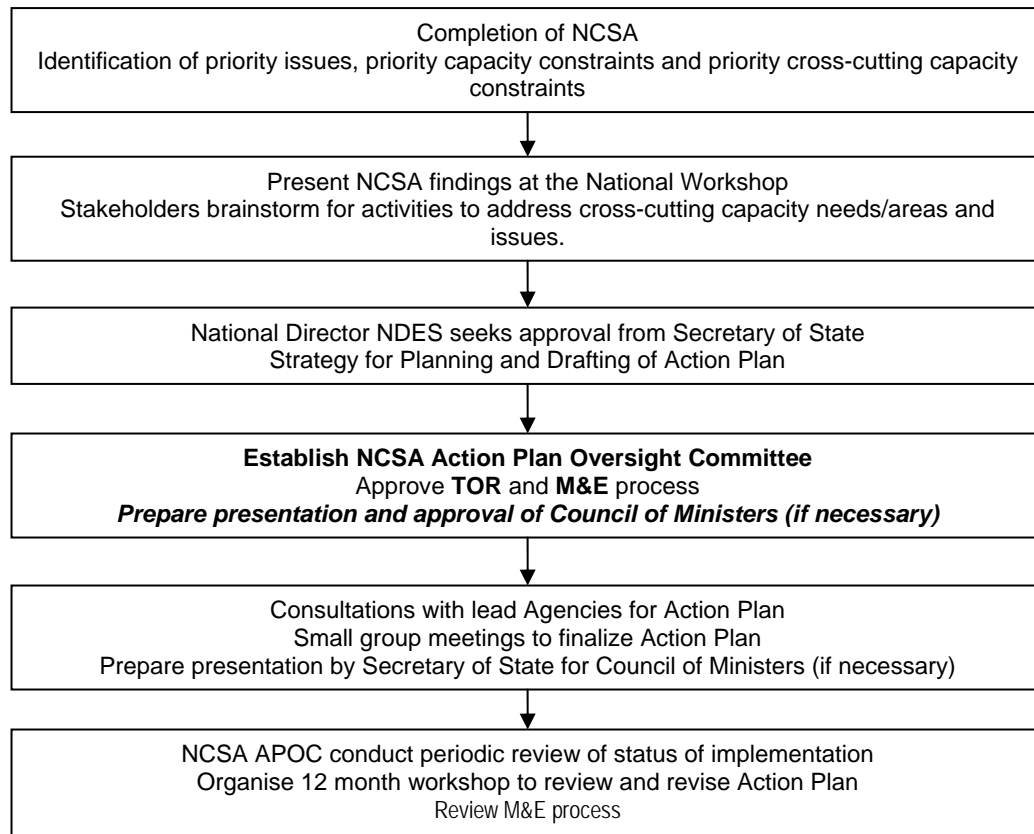
personnel and the National Consultants were not able to go to the office to work on the project. From this point forward the national security situation did not return fully to normal, consequently, the stakeholders consultation processes on cross-cutting assessment was highly affected with many meetings being conducted with minimum participation of key stakeholders. Despite challenging circumstances, the National Consultants were able to complete the cross-cutting assessment activity in December 2006.

Delays in the initiation process, security situation, and long and difficult procurement process for international consultants made it impossible for the project to complete in time (October 2006). A six months extension (November 2006 – April 2007) was requested for and was granted. The revised workplan for the extension period is attached in Annex 3b.

In January 2007, a new International Consultant<sup>8</sup> was brought on board to assist in the reviewing and finalization of the assessment reports and also to assist in the development of the NCSA Action Plan.

### Action Planning

The development and drafting of the Action Plan was done using the following strategy:



<sup>8</sup> Dr. Lincoln Wee was hired on 03 January 2007

The NCSA identified capacity needs under the three thematic assessments, prioritized those needs and grouped the needs into capacity areas. These were subsequently grouped into key capacity areas to facilitate brainstorming for solutions. The capacity needs and key capacity areas were presented at a national workshop of stakeholders held on the 24<sup>th</sup> and 25<sup>th</sup> January 2007. The stakeholders were invited to brainstorm for solutions related to the capacity constraints and to suggest capacity building opportunities that could be translated into a practical and workable action plan.

Eight project concepts were identified and discussed at the stakeholders' workshop. Small group discussions were held, following the workshop, with agencies identified and associated with the general theme and context of each project concept. The aim of these discussions was to identify the lead agency to implement the project and other stakeholder agencies to assist and participate in the project, as well as to develop the project concepts into actionable plans. After each meeting, the project concepts were further refined and circulated for comments and revisions via email.

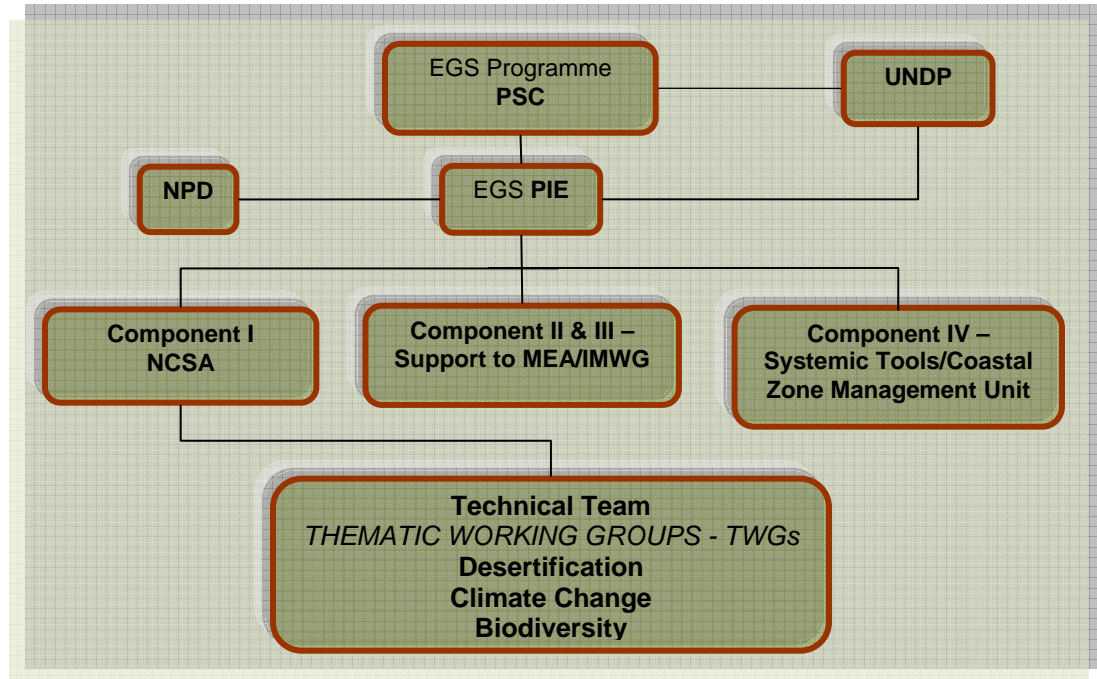
Meanwhile, simultaneous discussion was also conducted with the Secretary of State, UNDP and the Director of NDES on the monitoring and evaluation mechanism for the implementation of the Action Plan. An Oversight Committee was formed with the main responsibility of overseeing and monitoring the implementation of the Action Plan.

The process also has followed the key principles for NCSA by:

1. Ensuring national ownership and leadership, and the use of national or regional experts;
2. Using existing coordinating structures and mechanisms;
3. Paying due attention to provisions and decisions of the Rio Conventions;
4. Ensuring multi-stakeholder participation, consultation and decision making, through appropriate institutional arrangements
5. Building on ongoing/existing work relevant to NCSA;
6. Adopting a holistic approach to capacity building that addresses capacity needs at the systemic, institutional and individual levels while integrating such capacity building into wider sustainable development efforts
7. Adopting a long-term approach to capacity building as part of national and global sustainable development initiative.

NCSA project was initiated as one component of a larger UNDP programme called Environmental Governance Support Programme (EGSP) and was considered particularly important for the success of the program as it was the base upon which other EGSP components were to be built. Under the EGSP management structure, the overall governing body of NCSA was a Project Steering Committee (PSC), which was chaired by the State Secretary for Environment Coordination, Territory Ordinance and Physical Development (SSECTOPD). The membership of the PSC includes one member from each of the five leading ministries – SSECTOPD, MAFF, MD, MTC, MPW, MFAC and one member from the UNDP. It also has had ex-officio members from MPF, MH and National Parliament. The PSC was responsible for the supervision of the overall processes, for both EGSP and NCSA projects, and has worked to ensure full support and cooperation from all government stakeholders in the process.

The coordination structure of the EGSP and the NCSA is as illustrated in the following diagram.



The Director of National Directorate for Environmental Services (NDES) has acted as National Program/Project Director (NPD) and as the principle government representative at the program and project level. The NPD, Mr. Carlos Ximenes, has had the primary responsibility to oversee the implementation of NCSA process, including the coordination of all programme/project progress reporting, monitoring and evaluation.

The three Thematic Working Groups, was consisted of 3 – 5 capacity analysts nominated from relevant government agencies, NGOs and academic institutions, and a group leader who was the National Focal Point of the convention. Each group was assisted by a national consultant who was an expert in the thematic area and at different stages of the NCSA process the TWGs were assisted by a regional capacity expert.

### 1.4 Main Stakeholders

As it has been stated above the NCSA should be arranged to ensure a multi-stakeholder participation, consultation, and decision making process, the project team firstly conducted a thorough analysis of stakeholders to identify all possible government agencies, academic institutions, NGOs and other international agencies whose work are directly or indirectly related to the environment. The stakeholder analysis also involved identification of ways of engagement of the individual stakeholders in the assessment process. Subsequently, an attempt was made to

attract them to participate either in project steering committee, technical working groups, extensive consultation meetings, national and regional workshops, interviews and questionnaires filling-in and review of reports. The details of the stakeholder analysis for each of the thematic areas are provided in Section 3 of this report under the subsections of institutional arrangement.

### **1.5 Role of GEF and UNDP**

The Global Environment Facility (GEF) is an independent financial organization, established in 1991 to help developing countries fund projects and programs that protect the global environment and promote sustainable local livelihoods. The NCSA is among GEF's capacity development initiatives (CDI) to respond to global communities needs for capacity building to fully implement the Rio Conventions.

The GEF also established a Global Support Programme (GSP) in 2004 to serve as a learning mechanism for capacity assessment and capacity development initiatives. The GSP provides additional technical support to NCSA implementing countries by facilitating a learning network which allows countries to analyze and share their NCSA results through various means such as workshops, an e-forum, guidelines, resource kits and training.

The United Nations Development Programme is one of the GEF's main implementing agencies. Through them the GEF's financial assistance can quickly serve both developing and developed countries' needs to meet the objective of the global environmental conventions. As an implementing agency, the UNDP played key roles in providing management and administrative supports to the implementation of GEF projects including the NCSA. In implementing Timor-Leste's NCSA, UNDP provided overall supervision through the establishment of the PIE, recruitment of project personnel and consultants, procurement of project equipments, project financial management and other technical supports whenever required. The UNDP country office also served as liaison between PIE, UNDP regional office and the GEF for submission of reports or other relevant matters.

## Chapter 2: Methodology

The NCSA process was implemented through the establishment of three Thematic Working Groups (TWG); each for UNCBD, UNFCCC and UNCCD started in December 2005. A series of meetings were held by each TWG to conduct capacity assessment using different methods including desk reviews, interviews and focus group meetings. The capacity assessment involved successive stages where every stage involved collecting and analysis of information. The stages covered by Timor-Leste's capacity assessment process are as chronologically presented in the following sections.

### ***2.1 Identification of past and on-going initiatives related to NCSA***

The first stage – stocktaking entailed collection and synthesis of information. This stage included collection of all relevant documents, reports, papers and proceedings which would assist in the assessment process. These were classified into four categories such as (i) documents related to capacity development, (ii) documents related to national obligations under the conventions, (iii) national legislation, policies, plans, strategies, programs and projects related to the Convention, and (iv) national plans and strategies resulting from international sustainable development and environmental initiatives.

The documents were reviewed then followed by interviews and focus group meetings were held to seek further information and clarification particularly on the existing projects. The results have included an annotated bibliography of documents gathered, description of roles and responsibilities of relevant stakeholders, description of past and on-going programs and projects on capacity development and assessment and summary of key issues, priorities and lessons learned from past activities. Summary of results produced during this stage are available from TL NCSA website on: [www.envtil.gov.tl/ncsa](http://www.envtil.gov.tl/ncsa).

### ***2.2 Analysis of TL capacity to respond to the conventions' requirements***

In this stage, the convention documents were reviewed to identify provisions and requirements of each of the conventions which are particularly relevant to Timor-Leste and need to be addressed accordingly. The identified obligations were then prioritized based on a pre-set criterion that focus on, among other things, the scale of the problem, level of concern and national ability to address the issues. The prioritized obligations then formed the basis for the assessment of Timor-Leste's capacity or, in other words, Timor-Leste's capacity was assessed based on the conventions' requirements.

Capacity assessment was carried out through SWOT analysis to determine strengths weaknesses, opportunities and threats in terms of the ability of individual, institutions and systems to perform functions in guaranteeing an effective and efficient implementation of Timor-Leste's obligations under Rio Conventions. This was done

by subjecting each of the prioritized obligations to SWOT analysis. The strengths emphasized capacity that already exists to respond to obligations whereas weaknesses stood for all limitations at the three levels and represented the basis for setting forth the priority issues to be considered for the capacity development. The opportunities indicated chances for some problems to be solved, while threats highlighted dangers or consequences of not solving the problems.

### **2.3 Identification of actions**

An in-depth analysis on issues identified in the SWOT analysis was conducted. This was to determine capacity constraints at individual, institutions and systemic level, using a Capacity Constraints Matrix.

At individual level, in-depth analysis was to assess capacity in the area of: conceptualization and formulation of policies, projects and programmes; implementation of policies, strategies and laws; engagement and building consensus among all stakeholders; mobilization of information and knowledge; mobilization of resources for implementing programs and projects; and monitoring, evaluation, reporting and learning. At the institutional level, the analysis was aimed at determining the clarity of mandates, structures and the availability of resources to support the work of individuals in all relevant institutions including government, NGOs and academic institutions. At systemic level, in-depth analysis was to determine the effectiveness of systems where institutions and individuals perform their functions.

Based on the findings, recommendations were made focusing on capacity building needs at the three levels.

## Chapter 3: Assessment Findings

This chapter summarizes the assessment findings from three thematic areas of importance for NCSA projects. The thematic areas referred to were biodiversity, climate change, and land degradation. This chapter also covers the findings of the assessment of capacity that cuts across the three thematic areas.

### 3.1 Thematic Profiles

#### 3.1.1 Biological Diversity

Timor-Leste is at its very early stage of implementing the UN Convention for Biological Diversity (UNCBD). The accession to the convention was just took place in October 2006. Apart from the government's commitment to take part in the convention, little has been done at national level to implement the convention.

The main objective of conducting the UNCBD thematic assessment was to identify priority issues, capacity constraints for these priority issues at systemic, institutional and individual level. It also sought to identify the capacity development needs to remove the constraints in order to be able to meet the convention's requirements. The thematic assessment report on biodiversity provides information on status of biodiversity and its management in Timor-Leste; UNCBD priority issues, capacity constraints, as well as capacity building opportunities.

#### Policy and legislation framework

Currently, Timor-Leste has no law of its own on biodiversity conservation. Laws and legislations currently in force in the country are mostly the legislations from Indonesia laws and UNTAET regulations and some sectoral specific regulations (see table 3.1). They will remain so until Timor-Leste develops its own.

Table 3.1 Legislation Framework for the Management of Biodiversity

Laws and Regulation	Agency Responsible	Constraints/Advantages
Law No. 5, 1990 on Conservation of Biological Resources and Their Ecosystems	MAFF/NDCF	In existence, but weak in implementation due to lack of enforcement; to some extent it is inconsistent with present situation.
Law No. 5, 1994 Concerning Biodiversity	NDES	In existence, but weak in implementation due to lack of enforcement; to some extent it is inconsistent with present situation.
Government Regulation No. 28, 1985 on Forest Protection	NDCF	In existence, but weak in implementation due to lack of enforcement; to some extent it is inconsistent with present situation. Potential conflict between role of NDES and NDCF.
Government Regulation No. 51, 1993 on Environmental Impact Analysis (AMDAL)	NDES	In existence, yet implementation is challenged with inadequate technical staff and no enforcement.

Laws and Regulation	Agency Responsible	Constraints/Advantages
UNTAET Regulation No. 2000/17 on prohibited logging and the export of wood products	NDCF	In existence, yet implementation is challenged with inadequate technical staff and no enforcement and lack of sectoral cooperation.
UNTAET Regulation No. 2000/19 on protects areas	NDCF & NDES	Legal basis to formalize the national park and NPAs network. Needs updating to determine further detail of the extent of biodiversity contained within those protected areas. Change in land use to accommodate human population may have affected some of those PA, they may no longer represent a reserve system need protection.
Law on Fisheries Licensing	NDFA	In effect and allow the government to do proper licensing and monitoring of foreign fishing companies' operation in the national water while not neglecting local fisherman activities.
Decree law on fishing crime	NDFA	In effect and allow the government to sustainably manage fisheries resources, however its implementation remains ineffective due to lack of monitoring and evaluation process.
Decree Law prohibited hunting & selling birds & wild animals	NDES	In effect, however its implementation remains ineffective due to lack of monitoring and evaluation process.
Decree Law on the National Tasi Tolu Peace Park	NDES	In effect.

Apart from the above laws and regulations, there are also several legislations of relevance to natural resources and the environment that have been drafted and are currently waiting government's approval before being submitted to the National Parliament to ratify. These draft laws are:

- Draft Law on Environmental Impact Assessment/EIA (to be presented to the Council of Ministers)
- Draft Law on Pollution Control and Hazardous Waste (to be presented to the Council of Ministers)
- Draft Quarantine Law (under formulation)
- Draft Law on Protected Areas (possibilities being discussed)

### Institutional Framework

Since there was no clear institution that holds overall responsibility for biodiversity resources and its management in the country, the following institutions, including academic and NGOs have been identified as important to be involved in the implementation of the Convention. The identification process was carried out based on their institutional mandates and responsibilities which are related either directly or indirectly related to biodiversity conservation efforts at national level. Detailed information on these institutions is presented in the following table.



Table 3.2 Institutions and their possible roles in the implementation of the UNCBD

Institutions	Reason for inclusion	Possible roles
MAFF/NDFA	Promoting and development of the nation's aquatic resources in a sustainable manner	Management, monitoring and control of the valuable marine resource lies within the seas of the country
MAFF/NDCF	Promoting and development of biodiversity Conservation and protection of forest resources	Protection and enhancement of biodiversity and watersheds Conservation for sandalwood and other forest genetic resources In-situ conservation, community based natural areas networks
MAFF/Quarantine Division	Assumed national obligation in relation to protection of alien invasive species and conservation of biodiversity of the country under the UNCBD	Monitoring and controlling the entry of crops and other goods that might bring pest to the country. Implementing Cartagena Protocol on Biosafety. Control of Alien Invasive Species
MAFF/Research Division	Derivation and dissemination of important technical, management and other information	Provide extension and research and development; promote public education and awareness, coordinate for SBSTTA in relation to the implementation of the Convention.
DNSMA	The NDSE has the leading role in coordinating and responsible for the protection and conservation of biodiversity and environmental management in the country .	Implementation of the BD Convention and other MEA) and NFP for BD and FCC Conventions
CDCU	Central body in GoTL to coordinate and oversee, monitor and evaluate capacity development activities.	Provide policy direction to Development Partners on capacity needs issues
NUTL	As scientific institution, the university is important in the implementation of the UNCBD, particularly in terms of research and training, scientific studies and data collection.	The Agriculture Faculty particularly the School of Agronomy is conducting several research projects on identification of local varieties and promoting soil conservation.
Haburas Foundation	Non Governmental Organization, that concentrates on environmental issues.	Promotion and encouragement of understanding of the importance of biodiversity

### Priority Issues and Capacity Constraints

Through the NCSA process, TL has identified its priority issues based on five thematic areas under the convention. The result of this process is as presented in the following table.

Table 3.3 Biodiversity priority thematic issues

Thematic area	Priority Issues
Agricultural Biodiversity	Need scientific information to orientate agriculture towards sustainable patterns and knowledge of the impact of different policies, agricultural practices and technologies on agricultural biodiversity.
Forest Biodiversity	Need understanding of underlying causes of Forest biodiversity loss as well as measures to mitigate them including forest management systems e.g. enforcement of forestry laws.
Inland Water Biodiversity	Need for clear policy, and institutional frameworks for the management of inland water ecosystems as well as adoption of an integrated ecosystem approach to inland water systems.
Coastal and Marine Biodiversity	Need an integrated ecosystem approach to sustainable use of coastal and marine biodiversity, improved marine protected areas and community involvement in fisheries management and data on the taxonomy, status and biological characteristics of fish species and habitats.
Mountain Biodiversity	Need adequate wildlife policy and capacity for wildlife as well as protected area management plans, comprehensive data on the status and trends of wildlife and habitats, community and private sector initiatives in protected area management.

Despite the above issues, Timor-Leste has also identified 6 priority obligations to be pursued in the immediate future to effectively implement the UNCBD. These are Effective National Biodiversity Planning; In-situ conservation of biodiversity; Identification and Monitoring of components of biodiversity; Financial Mechanism; Scientific research and technical training; and Education and public awareness. All these issues have been subjected to SWOT analysis to determine capacity constraint. The results are as presented in table 3.4.

Table 3.4 Overall capacity constraints to meet country's obligations under the UNCBD

Priority Obligations	Capacity Constraints
Effective National Biodiversity Planning	Lack of biodiversity consideration in sectoral policies and legislation; Inexistence of comprehensive biodiversity policy and legislation; Weak framework for cooperation in matters related to biodiversity
In-situ conservation of biological diversity	Lack of human resources capacity for biodiversity conservation; Low institutional capacity of public sector and NGOs for the conservation and sustainable use of biodiversity
Identification and Monitoring components of biodiversity	Lack of capacity for assessment, identification and monitoring of components of biodiversity; No comprehensive baseline data, criteria and indicators to measure and monitor biodiversity; Lack of a biodiversity assessment and monitoring program and systems; Lack of taxonomic expertise for biodiversity characterization

Priority Obligations	Capacity Constraints
Financial Mechanism	No explicit strategy, policy or program on incentive measures for biodiversity conservation; Lack of a national incentive program; No capacity development / building in incentive measures
Scientific, research and training	Lack of data structure and function of ecosystems and relevant socio-economic and policy planning capacity and data management
Education and public awareness on biodiversity	Lack of effective enforcement of the laws especially with regards to wildlife; Poor understanding of biodiversity conservation; Inadequate environmental education and teaching in schools;

### Recommended Actions

Taking into account the constraints to implement the Convention as identified above, the TWG on Biodiversity reviewed the list of priorities that had been developed. Within these wider common areas of capacity constraints, capacity development objectives were formulated following a series of stakeholders consultations by the TWG. The end product of the above-mentioned exercise was a matrix containing six (6) areas of capacity constraints, considered as priority issues and capacity development needs at three levels (See table 3.5).

Table 3.5 Capacity development needs for priority thematic issues under the UNCBD

Priority issues/capacity constraints	Capacity needs for priority issues in biodiversity		
	Individual	Institutional	Systemic
<b>FORESTRY BIODIVERSITY</b>			
Principal causes for loss of forest biodiversity and measures to mitigate them	Train staff in forest biodiversity assessment and monitoring. Train local communities in forestry activities.	Create appropriate enabling institution with sufficient resources to address emerging forest biodiversity issues.	Revive the hegemony over the traditional wisdom of "Tara Bandu" to control forest biodiversity.
Lack of understanding of the ecosystem approach to forest management	Promote ecosystem approach in forest biodiversity projects. Involve communities and NGOs in forest biodiversity project.	Create an enabling institutional environment to promote the ecosystem approach through pilot projects.	Adapt existing or develop guidelines for the ecosystem approach to forest biodiversity Management.
<b>COASTAL AND MARINE BIODIVERSITY</b>			
Lack of integrated ecosystem approach to sustainable use of coastal and marine biodiversity	Train personnel in relevant field Transfer skills and public awareness Initiate field project in ICMA techniques	Develop interagency links for information exchange. Set up appropriate institution with adequate funding.	Develop national guidelines for ecosystem approach in marine and coastal biodiversity for integrated coastal mgt approach.
<b>MOUNTAIN BIODIVERSITY</b>			
Lack of adequate capacity for wildlife management	Training in management skills and teaching skills	Put in place in house formal training structure and provide skills transfer	Provide resources, change policy to make people pass on skills
Inadequate protection for critical species, habitat and heritage	Ecological and taxonomic skills and ecological survey skills	Provide management committee with multi sectoral representation	Enact legislation for critical species and habitat and increase protection capacity
Lack of a clear policy, and institutional frameworks for the management of Wildlife.	Training in policy review, and formulation Training in institutional setting to define mandates.	Put in place policy to ensure wildlife policy and law issues are considered in relevant sectoral plans and policies.	Provide an integrated policy and legislative environment for wildlife within the framework of the national development plan.
No comprehensive data on the status and trends of wildlife	Skills in survey techniques and taxonomy	Increased links and collaboration with relevant organizations overseas	Creation of better enabling environment for overseas experts to work in Timor-Leste.
<b>AGRICULTURAL BIODIVERSITY</b>			
Lack of good farming practices that conserve agricultural biodiversity	Involve stakeholders in sustainable farming practices to improve soil structure and productivity, and improve agricultural biodiversity	Strengthen MAFF, NGOs, and communities with resources, materials equipment to undertake SA Practices.	Put in place appropriate policies, laws and program including incentives to promote good and sustainable farming practices

Priority issues/capacity constraints	Capacity needs for priority issues in biodiversity		
	Individual	Institutional	Systemic
Poor farming practices leading to loss of agricultural biodiversity	Information and awareness raising Train extension agents through training of trainers Train in range of mgt practices, and fertilizer use.	Strengthen Division of Agriculture Research centre to better provide agriculture extension to capacitate NGO and communities	Introduce legislation, policy including incentives for agricultural practices that promote agricultural biodiversity
Lack of scientific information to orientate agriculture towards sustainable production patterns	Train personnel in data collection and analysis include crop/livestock research methods. Involve local people in demonstration plot to improve knowledge and practices.	Strengthen and provide structure for seed/gene banks, agricultural research and provide necessary resources.	Policy, legislative and administrative measures to consolidate existing facilities and provide with necessary resources
<b>INLAND WATER BIODIVERSITY</b>			
Poor knowledge of the status of inland water ecosystems as well as data about the status of wetlands	Train personnel in data collection, storage, and dissemination; Raise awareness and empower communities to control, police and monitor threats	Strengthen existing or create appropriate structure & provide adequate resources to and disseminate data on inland waters.	Establish & strengthen the national institution responsible for inland waters, through appropriate policy and legislative measures and funding.

### 3.1.2 Climate Change

The NCSA process for the thematic area of climate change sought to identify capacity constraints and define priority areas for action to facilitate better implementation of UNFCCC in a country-driven manner. The objectives of the thematic assessment on climate change were to identify national priority issues related to climate change; capacity constraints for these issues at systemic, institutional and individual levels; and capacity building opportunities to remove the constraints.

The extent of this thematic assessment was the analysis of information about the current situation of country's capacity in the following themes:

- Capacity at systemic level including analysis of national legislation, policies, plans, strategies, sectoral programs and projects related to environmental management to see how climate change issues have been addressed.
- Capacity at institutional level including analysis of institutional structures, mandates and resources (human, financial, information and technical) of line government agencies, NGOs and other institutions whose work are related to climate change issues.
- Capacity at individual level including analysis of personal skills, motivation for work and training, personal interrelations and cooperation.

The thematic assessment on climate change was initiated by identifying the country's obligations under the UNFCCC, upon which the self assessment of the country's capacity was based in determining capacity constraints and actions for the implementation of the convention.

The Thematic Working Group for UNFCCC identified the following points as the convention's requirements which TL is obliged to fulfill:

1. Submit national communication on the issues of climate change under Article 4.1 (a) and (j), and Article 12.
2. Formulating climate change policy and legislation under Article 4.1 (b), (c), (d), (e) and (f).
3. Promoting research and monitoring under Article 4.1 (g) which is described in more detail in Article 5.
4. Promoting and conducting education, training, public awareness and information exchange under Article 4.1 (i) and (h) and Article 6.
5. Sustainable financial mechanism under Articles 7, 11, and 12.
6. Adopting technological transfer to mitigate climate change effects by using alternative energy and sustainable agricultural systems under Article 4.1 (g) and (h)

After identifying country's obligations under the convention, the TWG also conducted analysis on existing national legal and regulatory framework; institutional arrangement together with their roles and responsibilities; and human capacity which supports institutional functioning in Timor-Leste. A summary of the findings is presented in the following sections.

## Policy and legislation framework

The findings indicated that there is no single law or government regulation, which has specifically been drafted or approved, for addressing climate change issues nor have any been formulated or approved by the GoTL. There are only a few environmental laws and regulations that have been passed by the National Parliament, and these have included some climate change related issues. However, UNTAET Regulation no.1/1999 enables the use of other laws from both Indonesia and UNTAET periods to address environmental issues in the country, while appropriate laws and regulations of TL are being developed. Thus, currently TL still adopts and uses Indonesian Regulation no. 6/1994 for the implementation of the Convention.

The National Constitution of Timor-Leste recognizes a sustainable environment and natural resource management. Article 61 of National Constitution states that:

1. *Everyone has the right to a humane, healthy, and ecologically balanced environment and the duty to protect it and improve it for the benefit of the future generations.*
2. *The State shall recognize the need to preserve and rationalize natural resources.*
3. *The State should promote actions aimed at protecting the environment and safeguarding the sustainable development of the economy.*

In addition, Article 139 (3) further states, “*the exploitation of the natural resources shall preserve the ecological balance and prevent destruction of ecosystems*”.

Meanwhile, analysis of national and sectoral policy documents related to climate change issues or environment in general, showed that there are no specific climate change policies, programs or plans that address the implementation of the Convention in TL. Nonetheless, some relevant programs and plans have covered some aspects of climate change convention. For example, the National Disaster Management Plans formulated by NDMO includes vulnerability assessment and early warning system that are required by the Convention. Draft of policy development of the NDES covers EIA and Pollution Control system. In addition, policy and strategy of MAAF and vehicle emission reduction under NDP could be considered as policy measures for the implementation of the Convention.

## Institutional Framework

Analysis of current institutional mandates and responsibilities of agencies, whose works are either directly or indirectly related to the environment, revealed that the task of the implementation of the UNFCCC is to be shared among different ministries. The responsibilities of the relevant agencies in relation to country’s obligations are as described in Table 3.6 below.

Table 3.6 Institutions and their possible roles in the implementation of the UNFCCC

Institutions	Institutional Mandate	Current/Possible Role
<b>Ministry of Transport and Communication</b> National Directorate of Meteorology	Agency responsible for transport and vehicular regulation including import cars and carbon emission from road transport, and climate monitoring system	Monitoring emission of public transport and climate measurement Climate monitoring and climate measurement and its database system Providing early warning system on national disaster that caused by climate change
<b>Ministry of Natural Resources, Minerals and Energy Policy</b>	Responsible for energy use and possibility for introducing renewable energy Responsible for providing and servicing potable water for all communities and sanitation & waste management system	Formulation of laws/regulations/plans on alternative energy to deal with climate change adaptation and mitigation purposes Promoting and implementing of renewable energy use Managing water supply to deal with drought and flood, and sanitation or waste management system to reduce climate change effect
<b>Ministry of Development</b> Industry Department	Responsible for industry regulation relating to climate change emission and pollution	Providing industrial information such as laws, regulation, plans, programs of industry
<b>SSECTOPD</b> National Directorate for Environmental Services	<ul style="list-style-type: none"> <li>Responsible for effective management of sustainable environment and coordinating with line ministries for managing natural resources and the environment in a sustainable manner, including climate change issues.</li> <li>Responsible for formulating and implement environmental laws and policies and implementation of MEAs including UNFCCC</li> </ul>	<ul style="list-style-type: none"> <li>Environmental laws/regulation/policy formulation and implementation of climate change adaptation, mitigation etc</li> <li>National environmental coordination body for the implementation of MEAs and UNFCCC</li> <li>Formulation of pollution control law and policies on water catchments and coastal zone management</li> <li>National Focal point to whom the entire administration and coordination of UNFCCC at national level is given</li> <li>Lobby with donors for environmental management support that includes climate change adaptation program in the country</li> </ul>
<b>Ministry of Agriculture, Forestry and fisheries</b>	Ministry responsible for agricultural policy, development of agricultural sector, production of agriculture, agro-climate data monitoring, reforestation, land use and agricultural management system	Policy decisions on food security including research in new more adequate adaptive varieties, maintaining data base on agricultural production and agro-climatic data,
Directorate of Research and extension	Directorate responsible for research and extension of agriculture that include agro-climatic ecological testing of various crop varieties, agro-climate measures and monitoring and its database	Research and measurement of weather/climate and climate database system as well as research on adaptation of various crop varieties to local agro-climate variability
ALGIS (Agriculture and Land use)	The unit responsible for agro climate monitoring and data base system	Monitoring climate data and data base system



Institutions	Institutional Mandate	Current/Possible Role
Geographic Information System) unit		
National Directorate for Coffee and Forestry	Agency responsible for management, enhancement, protection and conservation of RDTLs forests and agro-forests	Programs and implementation of reforestation, forest rehabilitation and forest protection relating to carbon sink under the UNFCCC. Lead for enhancement and conservation of forests' sustainability
Division of Food and Crop Production	The division is responsible for sustainability of crop production	Plan and strategy for improving crop production through a better irrigation and seed selection system to adapt to climate change issues
Seed of Life (under Directorate of Research MAFF)	The unit responsible for selecting local adaptive crops and organic agricultural system	Providing information regarding better varieties for climate adaptation, and reducing existing slash and burn system for reduction of carbon dioxide
Directorate of Planning	The unit responsible for agricultural planning	Providing information on plans and strategy of agriculture and its sustainability that might contribute increase or decrease of greenhouse gases
<b>National Disaster Management Office - Ministry of Interior</b>	Agency responsible for proactive and timely measures to prevent or reduce the impact of hazard on the people of Timor-Leste, natural resource and economy	Monitoring and managing national disaster risk and analyzing vulnerabilities of climate change;
<b>Agriculture Faculty, the National University of Timor-Leste</b>	Agency responsible for research on agro-climatic crop adaptation	Researching various adaptive crop varieties in response to climate variability in the country.
<b>CDCU under the Office of the Prime Minister</b>	Agency responsible for national capacity building training	Lobbying with donors for financial support to increase individual capacity at all related ministries/department
<b>Curriculum Development Unit (Primary &amp; Secondary School), Ministry of Education</b>	Agency responsible for primary and secondary school curriculum development	Develop curriculum that includes climate change issues

### Capacity Constraints

A SWOT analysis was done based on consolidation and interpretation of information obtained from stocktaking and stakeholders' consultations activities, to identify gaps, by looking at the strengths and the weaknesses of the existing structures, policies and approaches in relation to the Convention's requirements. Based on the results of the SWOT analysis, a number of climate change related issues and key capacity issues were identified. These are summarized in the following table.

Table 3.7 List of Issues Related to the Implementation of UNFCCC

Requirements	Main issues	Capacity Constraints	Specific area of Issues
Communicate to the COPs	Conducting an effective National Communication Activities	No CC coordinating body exists Low capacity of the existing FP and no legal framework for it	<ol style="list-style-type: none"> <li>1. Institutional capacity building such as secretariat/ coordinating body and formulating legal framework for it</li> <li>2. Strengthening of capacity of Focal Point and formulating legal framework for it</li> </ol>
Formulating laws, regulation, policy, strategy and program	<p>Formulating an effective and specific climate change law, regulation, policy and program</p> <p>Strategy for the vulnerability and adaptation to climate change impact and mitigation option</p>	<p>No CC specific law, legislation and their guidelines</p> <p>Ineffectiveness of the implementation of existing related laws and regulations</p> <p>The existing related programs, plans and strategies from related agencies remain weak in their implementation and monitoring system</p> <p>No specific CC strategy and policy or plan in place</p>	<ol style="list-style-type: none"> <li>1. Setting up climate change law and regulation and their operational guidelines</li> <li>2. Strengthening the existing related laws and regulations for their implementation Developing climate change program within the related national institution programs (improve decision making)</li> <li>3. Developing climate change program within the related national institution programs (improve decision making)</li> <li>4. Formulating adaptation plans</li> <li>5. Formulating integrated plans and program on mitigation option</li> <li>6. Strategy for the vulnerability and adaptation to the climate change impact</li> </ol>
Education and public awareness and exchange information	Information dissemination and public awareness raising about the climate change related issues, and effective information exchange	Information dissemination and public awareness on CC is not in place, exchange information & coordination remain weak due to lack of HR & less priority to the CC issues, including curriculum at schools	<ol style="list-style-type: none"> <li>1. Information dissemination and raising public awareness on CC related issues</li> <li>2. Exchange information on climate change related issues</li> <li>3. Education and training on climate change issues</li> <li>4. Integrate climate change subject into the national curriculum</li> </ol>
Research and Monitoring	Research & database on climate change issues, vulnerability assessment and adaptation or mitigation option	Ineffective, even no research and monitoring undertaken on climate change issues	<ol style="list-style-type: none"> <li>1. Vulnerability assessment on drought, flood and coastal area management</li> <li>2. Assessment and monitoring of adaptation and mitigation options</li> <li>3. Climate change database system</li> </ol>
Technology transfer	Specific mechanism for stimulating technology transfer and clean technology use	No specific mechanism for technology transfer and no policy for use clean technology	<ol style="list-style-type: none"> <li>1. Specific mechanism for stimulating technology transfer and clean technology use</li> <li>2. Formulate plans and programs on renewable energy use</li> </ol>

Requirements	Main issues	Capacity Constraints	Specific area of Issues
			3. Agriculture sustainable technology
Sustainable financial mechanism	Sustainable financial support from UNFCCC developed country parties and GoTL	No mechanism to ensure sustainable financing for climate change related issues	<ol style="list-style-type: none"> <li>1. Sustainable financial support from developed country parties and GEF under the UNFCCC for the implementation of climate change programs, training staff and purchasing of meteorological equipment and technological transfer</li> <li>2. Financial support from the government</li> </ol>
Cooperation for information exchange	Sustainable cooperation for climate monitoring and its vulnerability assessment at national, regional and international levels	Coordination and cooperation at national, regional and international levels remain weak	<ol style="list-style-type: none"> <li>1. Coordination and cooperation for information exchange on related climate change issues at regional and international levels</li> <li>2. Coordination and cooperation among related ministries, department, NGOs and academic institutions</li> </ol>

The main issues were prioritized then analyzed more profoundly to determine types of capacity required at system, institution and individual level for TL to be able to implement the UNFCCC effectively. The results are as provided in table 3.8.

Table 3.8 Capacity constraints matrix for prioritized issues under the UNFCCC

Obligations	Priority Issues	Capacity Constraints		
		Individual	Institution	Systemic
<b>Communicate to the COPs/ Reporting</b>	<p><b>Conducting effective National Communication Activities:</b> Institutional capacity building such secretariat/ coordinating body and formulating legal framework for it.</p> <p>Strengthening of capacity of Focal Point and formulating legal framework for it.</p>	<p>Level of understanding of focal point and staff at related institutions need to be developed</p> <p>Lack of CC expert and qualified personnel to deal with reporting, including language skill and writing experience</p>	<p>No climate change unit exists and no CC secretariat in place</p> <p>Lack of fund to purchase meteorology equipments for collecting and monitoring data</p>	<p>No framework for the compilation of data, no mandatory requirement, no strategic plan for climate change monitoring system and no framework for CC Focal Point</p>
<b>Formulating laws, regulation, policy, strategy and program</b>	<p><b>Formulating an effective and specific climate change law, regulation and policy, plan and program:</b></p> <p>Setting up climate change law and regulation and their operational guidelines</p> <p>Strengthening the existing related laws and regulations for their implementation</p>	<p>Lack of climate change key personnel at NDES, NDMG and related institutions and lack of Focal Point capacity to formulate legal documents</p> <p>Lack of decision maker's awareness to formulate further CC operational provisions</p>	<p>No climate change committee and secretariat in place</p> <p>Capacity of related institutions to formulate CC related laws and regulations, policy and program is lacking</p>	<p>Current policy and legislation, does not cover climate change directly</p> <p>No specific climate change provision laws, regulation, policy, plans and program in place due to lack of human and financial</p>

Obligations	Priority Issues	Capacity Constraints		
		Individual	Institution	Systemic
	<p>Formulating adaptation plans</p> <p>Formulating integrated plans and program on mitigation option</p> <p>Strategy for the vulnerability and adaptation to the climate change impact</p>	<p>Training required to enhance the capacity of FP</p> <p>Lack of expert for vulnerability assessment</p> <p>Lack of monitoring for the continuity mangrove rehabilitation forest rehabilitation conducted by MAFF</p> <p>Lack of staff at NDMG to monitor &amp; update regularly the climate data base system in cooperation with other countries meteorology</p>		<p>resources</p> <p>No specific legal framework for adaptation and mitigation and vulnerability assessment</p>
<b>Education, public awareness and exchange of information</b>	<p>Information dissemination and raising public awareness about the climate change related issues</p> <p>Exchange information on climate change related issues</p> <p>Education and training on climate change issues</p> <p>Coordination and cooperation for information exchange on related climate change issues</p>	<p>Lack of climate change key personnel at NDES, NDMO and NDMG and related institutions</p> <p>English Barrier for staff in related agencies for exchanging information</p> <p>Lack of staff experience and decision makers' awareness to coordinate related issues on CC</p>	<p>No climate change unit exists</p> <p>Climate change issue has not been included in secondary and higher education curriculum</p> <p>Less institutional capacity to create legal mechanism for CC coordination</p>	<p>No legal framework for inclusion of CC into curriculum at all educational levels</p> <p>No policy or legal framework for Educational and public awareness unit under NDES to address the issues.</p> <p>Lack of coordination among related institutions due to absence of legal mechanism</p>
<b>Research and Monitoring</b>	<p><b>Research, monitoring and database on climate change related issues, vulnerability assessment and adaptation or mitigation option:</b></p> <p>vulnerability assessment on drought, flood and coastal area management</p> <p>Assessment and monitoring of adaptation and mitigation options</p> <p>Climate change database system</p>	<p>Lack of decision makers' knowledge to formulate legal framework for research and monitoring of CC issue</p> <p>Lack of expert for vulnerability assessment</p> <p>Lack of monitoring for the continuity mangrove rehabilitation forest rehabilitation conducted by MAFF</p> <p>Lack of staff at NDMG to monitor and interpret climate data for public access.</p>	<p>Coordination among National Disaster Management, NDMG and NDES remains weak</p> <p>NDMG has not performed its role and responsibility under NDP to formulate related policy and framework for vulnerability assessment, adaptation and mitigation options</p> <p>Lack of office equipment for</p>	<p>No policy and legal framework has been formulated for research and monitoring CC directly</p> <p>Ineffectiveness of national disaster management plan made by NDMO, even not included universities</p> <p>Vulnerability assessment is not part of curriculum program</p> <p>Funding for assessment and</p>

Obligations	Priority Issues	Capacity Constraints		
		Individual	Institution	Systemic
			NDMG to deal with its mandate and responsibility Overlapping roles between NDMG and NDMO	purchasing equipments is missing No legal framework for adaptation and mitigation
<b>Sustainable Financial Mechanism</b>	Sustainable financial support from developed country parties under the UNFCCC and GEF for the implementation of climate change programs, training staff and purchasing of meteorological equipment and technological transfer; donor support and GoTL	Lack of staff knowledge & awareness to formulate climate change policy, plan and program that included a sustainable financial support Lack of expert for formulating policy and program on CC and its implementation	The current SIPs for NDES, NDMG & other related agencies have not comprehensively addressed the issue of sustainable financing for CC related issues Lack of institutional capacity to formulate climate change policy and program that need financial support on continuous basis	No policy and legal framework for financial mechanism on climate change Low priority given to climate change program at national level
<b>Technology transfer</b>	Specific mechanism for inspiring clean technology transfer Formulate plans & programs on renewable energy use & sustainable agriculture technology	Lack of skills of the individual in relevant agencies to formulate framework for technology transfer and its monitoring	Lack of awareness and expertise of decision makers in related institutions to formulate policy and framework on technology transfer	No policy and legal framework for technology transfer on related areas

## Recommended actions

### *Institutional Level*

- Establish a climate change coordinating body/a secretariat to support the works of the NFP in overseeing the implementation of the UNFCCC;
- Improve the capacity of the NDMG in terms of provision of better meteorological equipments and improve coordination among other relevant agencies;
- Promote better coordination with both Indonesian and Australian Bureau of Meteorology for more assistance in collecting climate data for database analysis which is required as part to the national communication;
- Mainstream climate change consideration into national development policies and sectoral policies of the relevant institutions;
- Strengthen the coordination among all relevant agencies such as NDMO, NDMG, Pollution Control and ALGIS in the area of climate change monitoring and vulnerability assessment. Strengthen the regional and international level of coordination to deal with climate change related issues, including information

exchange on vulnerability and coastal area zone management system and information on adaptation and mitigation option;

- Taking climate change issues into public campaign through mass media and direct socialization via staffs of NDES and other relevant institutions;
- Promote participation of private sectors, non-governmental institutions and community-based organizations in institutional policy making process aimed at giving them responsibilities for forest protection which is the principle of adaptation and mitigation of climate change effects. This should include recognition of traditional law of 'Tarabandu';
- Training for related institutions such as Pollution Control Unit (under NDES), ALGIS, NDMG, NDMO, and other related institutions for assessing and analysis of climate data, climate database system, vulnerability assessment and climate modeling system for further national inventory as part of national communication;
- Formulating climate change programs and plans that include funding for setting up secretariat and its components, equipment for fulfilling secretariat; and
- Include academic and research institutions in CC impact assessment.

#### *Systemic Level*

- Formulate Climate Change Act and Regulation and its socialization to regulate the related climate change issues;
- Enhance socialization programs of climate change related laws and regulations to increase public awareness;
- Formulating legal frameworks for technology transfer, financial mechanisms, adaptation and mitigation, research and monitoring on climate change, and formulating legal framework for climate change focal point;
- Encourage Research and Education programs in the area related to climate change.

#### *Individual Level*

- Train National Focal Point to increase ability in language, database, computer analysis operation and other related capacity relevant to roles and responsibilities of the NFP;
- Train individual staff from all relevant agencies, as referred above, to increase their capacity concerning every aspect of climate change;
- Train researchers from academic and research institutions on skills required for data collection and analysis with proper methodologies; and
- Train staff from all related institutions to formulate legal frameworks, policies and regulations addressing to the implementation of UNFCCC.

### 3.1.3 Land Degradation

TL officially acceded to UNCCD in August 2003, as the 190<sup>th</sup> member country. This commitment was made by the government to share some responsibilities to contribute to global actions to combat land degradation and mitigate the effects of drought which affects many countries in all regions around the globe.

#### Country obligations

As a party, TL assumed the responsibility to implement the following obligations under the convention:

1. Give due priority to combat land degradation and mitigate the effects of drought, and allocate adequate resources in accordance national circumstances and capabilities;
2. Establish strategies and priorities, within the framework of sustainable development plans and/or policies, to combat land degradation and mitigate the effects of drought;
3. Address the underlying causes of land degradation and pay special attention to the socio-economic factors contributing to land degradation processes;
4. Promote awareness and facilitate the participation of local populations, particularly women and youth, with the support of NGOs, in efforts to combat land degradation and mitigate the effects of drought; and
5. Provide an enabling environment by strengthening, as appropriate, relevant existing legislation and, where they do not exist, enacting new laws and establishing long-term policies and action programmes.
6. In pursuant to the above points TL shall prepare, make public and implement national action plan to combat land degradation and mitigate the effects of drought.
7. Encourage organs, funds and programmes of the United Nations system and other relevant intergovernmental organizations, academic institutions, the scientific community and non-governmental organizations to cooperate, in accordance with their mandates and capabilities, to support the elaboration, implementation and follow-up of action programmes.

#### Policy and Legislation Framework

The Constitution of TL is the principal document that assures and institutionalizes environmental protection. Article 6 (f) of the Constitution of TL confirms that one of the objectives of the state is “to protect the environment and to preserve natural resources”. Further confirmation on this objective was made in the Article 61 paragraphs 1, 2 and 3 on relation between the people and the environment, and Article 139 paragraphs 1, 2 and 3 on sustainable use of natural resources.

The natural resource and environment development strategy set out in the NDP forms principle direction for strategic development and management of natural resource and

the environment.<sup>9</sup> The strategies proposed in the NDP recognize the importance of developing sustainable domestic capabilities that optimize natural resources use while also protecting the natural environment.

Although there is no single law or government regulation that specifically addressing land degradation, some initiatives have been made to contribute to combating land degradation through formulation of national and sectoral policies, legislation, plan and programs addressing issues related to land degradation (see Table below).

Table 3.9 Policy and Legislation Frameworks related to Land Degradation

Policy/strategy	Description	Agency responsible	Status
MAFF Policy and Strategic Framework (2004)	It is the first agriculture and natural resources legal framework in TL. Three priority issues on forestry, which are relevant to the Convention, being addressed in this document: continuing forest degradation and deforestation, lack of forest policy, forest law and regulation and limited human and institutional capacity and lack of reliable data	MAFF	Adopted
Forestry Policy, Goals, Objective and Strategy, Department of Forestry (2005)	Under this policy the goal of forestry department is: the sustainable management of forest resources and watersheds to provide environmental, social and economic benefits to the people of TL. This goal is facilitated by six objectives: Protection of forests; Community participation in forestry development; Watershed conservation; Afforestation and land restoration; Development of a Private Sector, Business Environment; and Forestry sector institutional development	NDCF /MAFF	Awaiting government's approval
Regulation No. 19/2000 on protected areas (2000)	The regulation reflects the basic principles of UNCBD as its objective is to protect and promote conservation in-situ and promote sustainable use of biodiversity.	UNTAET	Adopted
Regulation No. 17/2000 on Prohibited Logging Operations and Export of Wood from TL (2000)	This regulation reflects the basic principles of UNCCD and aims to establish sustainable forest resources in TL.	UNTAET	Adopted
Law on Environmental Impact Assessment (2006)	Requires environmental impact statement and environmental management plan, from individual or company, which is a comprehensive study regarding a likely impact of proposed activities and establishing management plan to monitor or evaluate the impact of activities prior to their implementation.	NDES	Awaiting government's approval
Law on Pollution Control (2006)	Establishes the legal framework for prevention, control and minimization of pollution of water, air and soil, in land or sea, for a more efficient use of the resources of Timor-Leste	NDES	Awaiting government's approval
National Disaster Risk Management Plan 2005	Plan aims to further develop and strengthen national response capabilities in disaster-prone TL. It is intended to enable the country to better prepare for and respond to natural and technological disasters as well as human induced emergencies.	MI	Adopted
Medium Term Capacity Development Strategy,	Identifies training needs of civil servants for each ministry and develops strategies to address these needs. The strategy has	CDCU/Office of the Prime	Adopted

<sup>9</sup> NDP, Natural resource and environment development strategy, pg 11



Policy/strategy	Description	Agency responsible	Status
Part 1 and 2 (2005)	three objectives: <ul style="list-style-type: none"> <li>- Develop a strategy for capacity development training;</li> <li>- Provide a program of proposed training activities for the next three years; and</li> <li>- Provide a budget for the proposed program of training activities.</li> </ul>	Minister (OPM)	
Water Services Decree (2004 )	The management of domestic water services delivery, identification of areas to supply and provides for the introduction of water services user charges.	NDWS	Adopted
Sanitation Management Decree	Management of sanitation services, identification of areas to supply, establishment of a management system for septic tanks and wastewater treatment system, and provision for the introduction of sanitation service user charges.	NDWS	Awaiting government's approval
Decree Law RDTL no. 4/2004 about Water Use Management	Provides for water resource management for drought resulting from climate change with aim to ensure potable water is sustainable for the community. The law has been applied by National Directorate of Water Supply and Sanitation (WSS) to regulate urban water use management addressing drought and flood as part of climate change problems.		
Water Resource Management Decree	The introduction of basis controls over the management of the quality and quantity of water resources (other than regulating matters for agricultural irrigation).	NDWS	Awaiting government's approval
The MAFF Sector Investment Plan (SIP) (2005)	The SIP is designed to support the implementation of MAFF new Policy and Strategic Framework.	MAFF	Adopted
Natural Resource and Environment SIP	The SIP addresses, in summary: TL's development status, highly dependent on natural resources with land, forests, and coastal zones providing livelihoods for at least three quarters of the population; Mineral and petroleum deposits expected to provide significant sources of income and foreign revenue for many years; And finally, many of TL's resources are a world heritage and deserve to be protected.	NDES	Adopted
MDGs	The seventh goal of the MDG is to ensure environmental sustainability, targeting the integration of the principles of sustainable development into country policies and programmes, reversal of the loss of environmental resources, and halving the proportion of people without sustainable access to safe drinking water and basic sanitation by 2015 <sup>10</sup> .	NDES, MAFF, NDWS	Adopted

## Institutional Framework

The National Directorate of Coffee and Forestry currently play an important role in the coordinating and administering the implementation of the UNCCD. However, the analysis of current institutional mandates and responsibilities of relevant agencies revealed that the task of the implementation of the UNCCD is to be shared among

<sup>10</sup> TL MDG report, goals seven, 2004

various ministries. The responsibilities of the relevant agencies in relation to country's obligations under the convention are as described in Table below.

Table 3.10 Institutions and their possible roles in the implementation of the UNCCD

Government Ministry/Agency	Reason for inclusion	Possible / Actual Role
National Directorate of Coffee and Forestry (NDCF/MAFF)	Importance of forestry & management of forests to watershed management etc.	NFP, develop & implement NAP Ensure the sustainable management of TL's forest resources Develop appropriate policies, legislation and management strategies as the basis for the formulation and implementation of forestry management plans to facilitate the sustainable management of forest resources
National Directorate of Environment Services (NDES)	Importance of environmental unit as center for environmental development in TL	Monitoring and evaluation of the implementation of NAP Protect and enhance the natural environmental, raise community awareness on the importance of protecting the environment and behaving in ways that support such protection, Increase awareness of environmental issues amongst the public and Government agencies via publications, campaigns and environmental curricula, & manage air, water and soil pollution particularly in urban areas
National Directorate of Geology and Minerals Operational (NDGMO)	Importance of alternative small scale industry such as honey and rattan in forest areas	Support the implementation of NAP Promote solar, wind and water as an alternative energy use for community
National Directorate of Agriculture (NDAL/MAFF)	Importance of agriculture sustainable land management for combating land degradation	Support the implementation of NAP Increased emphasis on improving the productivity of farming systems in upland and dryland areas
National Directorate of Water and Sanitation (NDWS)	Responsibility for management & control of country's water resources	Develop & co-ordinate Drought Management Plan Ensure the communities of TL have access to such water supply and sanitation services are considered essential for public health, protection of the environment, and for the promotion of economic growth
Department of Research (MAFF)	Importance of research in land degradation areas	Provide support in the derivation and dissemination of important technical, management & other information Provide essential agricultural information and transfer of knowledge and skills to farmers Improve household and food security of farm families through the provision of basic diagnostic laboratory services for soil quality, pests and diseases
Agriculture and Land use Geographic Information System (ALGIS/MAFF)	Importance of database to support implementation activity under the Convention	Use of Database & GIS systems in drought management and other UNCCD related activities Support MAFF in the planning and delivery of geographic information and high quality maps on current land use, land use potential, agricultural production and production trends, and socio-economic information, as a basis for natural resource management and decision making

Government Ministry/Agency	Reason for inclusion	Possible / Actual Role
National Disaster Management Office	Importance for mitigating the effects of drought	Develop early warning system for drought management (Member of Drought Monitoring/Early Warning Systems team) NAP development and Land Degradation assessment Providing disaster risk management coordination and technical support to the government and community
Capacity Development Coordination Unit (CDCU)	Importance as coordinator for training needs	Develop planning for enhancing capacity in drought management Manages and undertakes coordination of capacity development initiatives in order to avoid duplication of efforts, wastage of resources and ad hoc approaches to capacity development issues
HABURAS Foundation	Importance for environmental advocacy and training for developing farmer capacity in alternative livelihood and develop traditional law for environmental protection	Assist in the development & implementation of NAP
National University of Timor-Leste	Importance for research and development & public education to achieve Convention requirements	Assist in the development & implementation of NAP

### Capacity Constraints

The thematic report, concerning the implementation of the UN Convention to Combat Desertification in Timor-Leste, identified the following capacity constraints hindering the fulfillment of convention's requirements:

#### *Systemic level*

- Lack of clarity in land tenure system
- Absence of legal and regulatory framework relating to land degradation issues.
- Limited Programmes and strategies to struggle against land degradation issues including financial support for the implementation of the Convention.
- Development of integrated programmes and actions to meet country obligations is challenged by overlapping of mandates and responsibilities of the relevant ministries.
- Reflection of issue of combating desertification and land degradation in the general and sectoral strategies on social-economic development does not represent a priority for the country.
- Absence of clear schedule for combating land degradation in the NDP and other sectoral policies and strategies.
- TL has still not unlocked access to Convention-financing mechanism.

*Institutional level*

- Lack of a National Coordinating Body responsible for the implementation of the Convention.
- Poor coordination among government institutions as well as with NGOs and academic institutions and among central and local authorities is hindering coordinated efforts to address land degradation issues.
- Absence of modern reliable data and research institutions to address land degradation issues and to develop integrated programmes and actions. In addition, the research conducted is very obscure as most of the institutions face problems with the lack of equipment, such as, computers, vehicles and laboratory equipment, to support their research activity.
- Socialization of the Convention in the country is fairly modest and several institutions relevant to the Convention are still unfamiliar with the UNCCD. On the other hand, many institutions experience bottlenecks and constraints due to the lack of clearly defined organizational structures at the lower levels of line ministries.
- Generally, training and courses for government staff have been conducted to address environmental issues; however, there is still a lack of training courses in terms of addressing land degradation issues.
- Community awareness and public education on the Convention presently is not available due to the lack of long term integrated programmes and strategies which involved all institutions government, NGOs and academic institutions.

*Individual Level*

- Human resources are the most crucial resources that are relatively weak in TL, including the time, expertise and number of employees in the government that can work on land degradation issues.
- Government employees face frustration particularly in liaison with the field activities due to bureaucracy in financial processing and lack of equipment including vehicles and computers.
- Short-term training for government employees is ineffective to improve staff capacity to respond to the current skills need in the related field; and
- Training for those who are affected directly by land degradation particularly woman and children are still not in place.

**Recommended Actions**

In order to remove the above constraints, the following actions were recommended in the UNCCD Thematic Assessment Report.

*Systemic Level*

- Creating a new legal and regulatory framework that specifically addresses land degradation issues to support effective implementation of the UNCCD;

- Strengthening the enforcement of the existing regulations through effective extension programs to raise public awareness;
- Strengthening the implementation of the UNCCD by garnering political support and commitment to ensure the land degradation issues are successfully addressed. This requires targeted awareness programmes aimed at senior government officials;
- It is suggested that priority be given to develop land laws and regulations including assessment of land ownership, tenure and property rights.

#### *Institutional Level*

- Strengthening the existing groups, including the IMWG, by formulating and soliciting buy-in of its term of references.
- Strengthening coordination among relevant government institutions, NGOs and academic institutions, including coordination between various projects and donors, in order to avoid repetition and provide efficient and effective use of resources.
- Creating the new land information system to address lack of database, and to set up monitoring services and create a uniform information system – database, as well as the exchange of information in research institutions, which will be available for various consumers.
- Long terms plans and strategies for raising community awareness and public education in terms of the Convention is needed to develop and the existing programmes and strategies need to be strengthened.
- Excessive bureaucracy in financial processes and low efficiency of the management system need to be eradicated.
- Cooperation among relevant institutions to mitigate the effect of droughts as well as to establish an early warning and forecasting system and identification of the root causes – social, economic and culture of fuelwood cutting as well as other forestry sector practices that contribute to land degradation.

#### *Individual Level*

- Strengthening the NFP by clearly defining its mandates and responsibilities.
- Strengthening staff capacity including, technical capacity and managerial skills from government employees, NGOs and academic institutions.
- Recruiting new government employees with high educational background and technical skills including capacity to analysis database.
- Various expertises are needed to assist government employees in terms of research and developing database in respect to land degradation issues.
- It is necessary to develop long-term and permanent programmes for training and courses including comparative studies to enhance technical capacity of government staff.
- Insufficient exchange of information between the individuals in the institutions and between the institutions on the state level could be reduced by setting up networks and associations, such as those specifically establishing interest groups.

### **3.2 Cross-Cutting issues and capacity building opportunities**

The objective of the cross-cutting assessment was to identify and analyze capacity needs, challenges and opportunities that are common to the three conventions. This was done by identifying and assessing issues that cut across the three conventions and the constraints for dealing with these issues, and subsequently to identify the prospects for capacity development that may have an impact not only on the three conventions but also across the environmental management and broader sustainable development framework.

Six cross-cutting capacity areas were identified. These are the national policies; legal and regulatory frameworks; national and international funding; public awareness and education; research and data management; and technology transfer. These areas represent synergies among Rio Conventions which provide opportunities for coordination and collaboration between different sectors and for an integrated approach to address environmental management issues and capacity development needs more comprehensively.

#### **3.2.1 National Policies**

Under all three Rio Conventions, all Parties are obliged to mainstream the principles of sustainable development and global environmental management into national development priorities and programs. The NCSA found that this principle has not been adequately covered in the existing national development plan, programs and sectoral policies and strategies. The integration and development of national environmental policies and plans for the three thematic areas can be achieved by better coordination among related agencies in association with adequate human resources. A national strategy and policy towards environmental management as a general requirement with specific reference to the three thematic areas is also needed.

In order to adequately respond to above need, TL needs to enhance the capacity of policy makers in strategic planning, setting priorities and promoting environmental funding, and to lobby effectively for the implementation of policies. There is also a general need to raise awareness of politicians about the principles of the Rio Conventions on specific and general environmental issues, and build capacity of policy analysts in evaluating alternative options and their consequences on sustainable development under the National Development Plan. It is also important to prepare and develop the capacity of staff in the area of environmental expertise to deal with policy formulation, planning, implementing and monitoring system.

#### **3.2.2 Legal and regulatory frameworks**

All three conventions require parties to enact legislation to implement their obligations in achieving conventions' objectives. The analysis of present conditions in TL showed lack of enforcement and lack of coordination and harmonization of current laws and regulation as the weakest point in the chain. Thus there is a need to pay due attention to strengthen the implementation and enforcement of the existing national laws and

regulations on the environment. In the mean time efforts should also be made to build capacity in the area of environmental law.

The most important capacity building in the area of legislation at the individual level is the expertise. Timor-Leste lacks relevant legal and technical expertise. Another, capacity need at the individual level is that the ministers and other top decision makers often have insufficient knowledge of the sector they are running. The most immediate capacity needs at the systemic level is to harmonize and integrate sectoral legislation and regulatory regimes into environmental protection and sustainable use of natural resources as well as to address the bureaucratic constraints in ministries due to lack of political interest and sectoral conflict. At the institutional level, the capacity need identified is the need to strengthen the coordination between sectors to respond to the harmonization and integration of sectoral legislation and regulatory regimes to accommodate environmental protection and sustainable use of natural resources concerns.

NCSA recommended that the government should pursue capacity building efforts to train individuals to gain expertise and sufficient knowledge on legal and technical aspects of the environmental. The most immediate capacity needed at the systemic level is to enable the judiciary system to also pay attention to violations of environmental law. At institutional level, capacity development should target at establishing proper coordination and harmonization between the works of the different sectors, including the national judiciary.

### **3.2.3 National and International Funding**

Availability of funding has been recognized as the biggest constraint in the quest for capacity development efforts in the three areas. Poor strategies, policies and programs on incentive measures for environmental conservation resulting from a lack of adequate funding mechanisms, is the most significant factor contributing to preventing implementation and realization of the objectives of the three conventions. Existing government and private sector budgets for environmental management is very limited and considered insufficient. Another significant constraint is that the environment is still not ranked high in the Government's priorities. Therefore, it was an NCSA recommendation that the national budgetary policy and strategy allocates more funds for protection and sustainable use of natural resources particularly in the area of capacity development.

The Government needs to improve the national system for financing the implementation of the Rio Conventions and needs to build capacity to access the funding mechanisms of the Rio Conventions. At the systemic level, there should be an effort to loosen the extremely restrictive budgetary policy that supports only the highest governmental priorities.

At individual level, it is a necessity to enhance awareness of decision makers at differing levels; from politicians to low-level directors so they understand the necessity of funding availability for biodiversity conservation, Climate Change adaptation and mitigation and to combat land degradation. This will eventually lead to a strong

institutional framework which will facilitate access to environmental financing and filter to relevant agencies.

### **3.2.4 Public awareness and education**

The capacity assessments in the three thematic areas indicated that the continuing degradation of the environment was due to lack of public awareness of the environmental issues as well as the importance of environmental conservation and protection. The SWOT analysis on this issue shows a number of contributing factors to the lack of public awareness on the environment. These include lack coverage of environmental, not to mention the Rio Conventions, in national curriculum, media campaigns rarely include environment issues; low level of awareness and knowledge of decision makers and of the public in general on Rio Conventions; lack of human resources to raise public awareness, education and information exchange; lack of funds for environmental awareness campaigns; and limited coordination among related institutions.

Thus, the NCSA recommended that capacity should be built at all three levels through improved systems, strengthened institutions and trained individuals to tackle environmental problems by better implementation of the Rio Conventions. At systemic level, efforts should be made to integrate environmental subject in general and Rio Conventions in particular in the national curriculum to allow for awareness raising of environmental issues in schools.

At the institutional level, there should be promotion of better coordination among national media companies with other related sectors to allow for a wider reach out of environmental awareness campaigns across the country.

At the individual level, actions should be taken to enhance knowledge and understanding of decision makers about the commitments made by RDTL as a signatory country of the Rio conventions, and implications on national development programs. The most important capacity needs at this level is to enhance the skills of policy analysts on economic and environmental valuation techniques, and on undertaking comprehensive policy analysis for environmental issues and capacity building for exchange of information.

### **3.2.5 Research and data management**

Research and monitoring is acknowledged in all three conventions as an important component in the process of making decisions related to environmental management. Strengthening research capabilities, scientific cooperation and research related activities were identified as high priority elements for Timor-Leste to be able to contribute to achieving the global environmental goals set out in the Rio Conventions. Specific high-ranking research activities include conducting environmental impact assessments with regards to the impacts of development activities on the conservation of biological diversity, and conducting assessments of vulnerability and adaptation to climate change and producing a national inventory.



All those require, at the systemic level, creation of scientific, technical and management potential at local level; strengthening of the legislative base for coordination and information sharing of research activities; and improvement of curricula of higher education institutions to accommodate issues related to the Rio Conventions in their research programs.

Capacity building is also required at the institutional level to allow for better use of resources available. Strengthening of links and collaboration with international research institutions (e.g. through exchange visitor programs, partner programs with foreign institutions, conduct of joint research projects).

Individuals in the existing research institutions should be capacitated to be able to negotiate and obtain funds for research programs. There is also a need to increase networking and cooperation skills of scientists, and increase managerial skills of individuals in charge of research institutions. Provide knowledge and know-how to scientists about modern technologies and disciplines, raise awareness of policy and decision makers about the importance of environmental science research.

### **3.2.6 Technology transfer**

The issue of technology transfer and technical cooperation is highly regarded under two thematic areas – climate change and land degradation. However, all three conventions obliged countries to engage in transfer of technology from developed countries to developing countries. Synergy in the implementation of technology transfer can be achieved by authorizing one particular agency with the task of coordinating technology transfer process for all three thematic areas. Thus capacity development is of necessity to allow Timor-Leste to better prepare for accessing the technology which to be transferred from other countries.

NCSA found that the main capacity needs at the systemic level is to create an appropriate legislative framework to create an enabling environment for Timor-Leste to adopt new and environmentally friendly technology.

The capacity needs at the institutional level is to establish new mechanisms or strengthen the existing institutional mechanism if there is any to allow for the proper assessment, selection, and management of new technologies to be transferred to Timor-Leste. In addition, there is also a need to strengthen institutional capacity to access information on new technologies which are readily available from other countries.

The important issues of capacity needs at the individual level include the need to increase skills of policy and legal professionals on environmental and technology transfer issues, raise awareness of policy and decision makers, businessmen, local communities about the benefits of various technologies and their application (to generate demand). Provide them with knowledge in novel concepts relevant to sustainable development and available technologies.

## **Chapter 4: Capacity Development Action Plan**

### **4.1 Background**

The NCSA identified capacity needs under the three thematic assessments, prioritized those needs and grouped the needs into capacity areas. These areas were then cross-referenced between the three thematic assessments.

The identified capacity constraints were subsequently grouped into key capacity areas to facilitate brainstorming for solutions. The capacity needs and key capacity areas were presented at a national workshop of stakeholders held on 24 and 25 January 2007. The stakeholders were invited to brainstorm for solutions to the capacity constraints and to suggest capacity building opportunities. The later were then translated into a practical and workable action plan.

### **4.2 Objectives**

The overall objective of the NCSA Action Plan is to build and to strengthen national capacity at the systemic, institutional and individual level for better environmental management and for effective implementation of the Rio Conventions.

### **4.3 Outcomes**

The Action Plan was formulated with the expectations of producing the following outcomes:

- Build national capacity to take into account or to incorporate issues relevant to the three conventions in national development plans and sector investment programs;
- Establish systemic and institutional solutions to coordinate and harmonize overlapping laws, projects and mandates among the three conventions and the agencies tasked with implementing aspects of the objectives and obligations under the conventions, with the overriding aim of ensuring the implementation of an effective national mandate to promote sustainable utilization of natural resources;
- Enhance general domestic awareness and knowledge, at all levels, about the three conventions and their inter-relationship; and
- Strengthen dialogue, information exchange and cooperation among all relevant stakeholders including governmental, non-governmental, academic and private sectors.

## **4.4 Actions to be implemented**

In accordance with the Guidelines for NCSA Capacity Action Planning (GEF-UNDP-UNEP Global Support Programme), five out of the eight original project concept drafts were selected for inclusion in the action plan. These five were, subsequently, through further consultations and discussions, compressed into four projects. These four were found to be readily accepted by the key stakeholder who accepted responsibility as the lead agency, comprised quick and easy action for implementation, were, in general, legally required under the terms of reference and constitutional appointment of the lead agencies and stakeholders, and had clear cross-cutting benefits.

Of the three that were not proceeded with, two would already be incorporated within the plans to develop a National Adaptation Programme of Action for climate change, Strategic Land Management under the UNCCD and a National Biodiversity Strategy and Action Plan under the UNCBD and was therefore not proceeded with. The other project concept would be left to another phase of the capacity development strategy and to be taken up by the Oversight Committee during its annual workshop. The three project concepts are attached at Annex 5, for information.

### **4.4.1 National Environment Education Curriculum**

#### **Introduction**

At the NCSA stakeholders workshop held in January 2007 a focus group discussing capacity development for public awareness found that there was a lack of content on specific or general environmental topic at national curricula.

There is reference to environmental issues in the national education curriculum. At the primary level, the Ministry of Education has developed syllabus and for the secondary level the curriculum is adopted from Indonesia. There is, however, a lack of materials for the syllabus and a lack of materials to train teachers to teach on environmental issues. There are training programmes and teacher training, but a lack of materials to incorporate the teaching of environmental issues into these training programmes.

The section in the primary education covers only “me and the environment”, which is the physical environment.

Educating the children from junior school to high school is important for the overall strategy of protecting the environment.

#### **Objective and Tasks**

To establish a Working Committee to oversee the implementation of this action plan and with the task of:

- a. Develop a manual at primary education level for students and teachers.
- b. Develop support materials for students and teachers.



## Responsible Agencies

The Ministry of Education, Directorate for National Curriculum will be the lead agency. The Directorate will seek the assistance and collaboration of the National Directorate for Environmental Services, Ministry of the Interior/National Disaster Management Office, Non-Governmental Organisations, Ministry of Development/Industry Unit, Convention National Focal Points, UNDP and the Capacity Development Coordination Unit.

### 4.4.2 National Public Awareness Programme

#### Introduction

The NCSA found that there was a lack of coordination among government institutions to develop an integrated approach to raising community awareness.

The assessment also found that local television and newspapers were not proactive in reporting on community environmental issues.

There are currently sector specific public awareness activities. For example, Forestry partners with the Boy Scouts to raise awareness of forest conservation and other forestry issues. Forestry's District Officers also conduct regular training programmes for villages on various issues, such as farming methods, etc.

The dissemination of information is, however, sector specific and any campaign may be duplicated by sector specific activities. While it is recognised that there is benefit to having both general and specific issue publicity campaigns, there are also synergistic opportunities for integrated and collaborative publicity campaigns.

#### Objective

To form a national Working Group to oversee the implementation of this action plan and with the task of:

- a. Integrating collaborative publicity campaign to raise public awareness on the Rio Conventions objectives and principles;
- b. To link, wherever possible, all aspects of the publicity campaign;
- c. Identify the target audience and produce a comprehensive approach, for example, in dealing with illegal sandal wood logging, to educate the illegal logger, the buyer of illegally obtained sandalwood, the crafts men who work with illegally obtained wood, and the consumer who buys such crafts.
- d. Develop an environmental tool kit to identify roles of different stakeholders targeting at individual government agencies whose work are related to environment;
- e. Design and prepare the materials and the medium for delivery of the campaign, for example, radio, television, newspaper, brochures, exhibitions, art, drama, plays, etc.

- f. Oversee the delivery of the publicity;
- g. Establish an appropriate monitoring and evaluation process for the publicity campaign; and
- h. Assist in the sourcing of funding for the publicity campaign.

The Working Group will also oversee the implementation of a Train the Trainers programme to integrate the training of the officers from different agencies, Ministries and NGOs on the objectives and principles of the Rio Conventions, to be delivered when these officers or volunteers deliver training programmes at the village level.

### **Implementation Strategy and Responsible Agency**

NDES, Public Awareness Unit will lead the Working Group, which will comprise officers from MAFF, MI/NDMO, CDCU, MPW, UNDP and NGOs.

The Working Group will commence meeting in March 2007 and will meet every quarter to set out the plans for their respective Ministry or Directorate or Unit in relation to public awareness activities, training opportunities or planned publicity campaigns.

The proposed Terms of Reference for the Working Group, which are not intended to be exhaustive, are as follows:

- (a) Serve as a focal and coordinating point for public awareness, publicity campaigns, press releases, liaison with mass media and community-based organisations for all Members of the Working Group in relation to environmental issues, particularly those relating to MEAs.
- (b) Serve as an inter-sectoral coordination body to develop cross-training of Ministry officers, to allow officers of one Ministry to deliver public awareness information on behalf of other Ministries, in relation to environmental issues, especially those relating to MEAs.
- (c) Provide overall guidance and coordination for the management of publicity campaigns and public awareness campaigns on the environment and natural resources, especially in relation to MEAs.
- (d) Review the annual workplan or action plans of members of the Working Group to identify and leverage on synergies in the delivery of training, public awareness and publicity campaigns.
- (e) Review and establish policies and guidelines for leveraging on synergies for cooperation and coordination among Ministries in delivering training, public awareness and publicity campaigns in relation to environmental issues.
- (f) Ensure efficient coordination between different institutions and Ministries and consistent application of policies relating to environmental protection and management.
- (g) Serve as focal point to develop national fund for public awareness and terms of reference to access the funds by NGOs, schools and academia.
- (h) Provide guidance and coordination for public awareness and publicity on issues relating to promoting the protection and management of the environment.

It is not envisaged that the Working Group will expand a separate budget on its activities, as its primary function is to coordinate proposed activities and to leverage on economies of scale of planned projects and training opportunities.

The Public Awareness Unit will need to factor into its budget an amount of approximately **\$1,000** per annum to host meetings of the Working Group, for communications and other stationary expenses involved with hosting regular meetings.

#### **4.4.3 International Conference on Environmental Issues, Management and Policies in Timor-Leste**

##### **Introduction**

There is currently no annual conference on environmental issues in Timor-Leste. Timor-Leste has a unique geographical location and is the preserve of many thriving natural habitats of ecological importance. Its unique setting coupled with a strong desire to increase research and to develop research opportunities, and to attract international researchers, makes Timor-Leste a destination and ideal location to host an international conference on environmental issues, management and policies.

An annual conference could also contribute to increase awareness at the political level, if the delegates participating in the conference could include internationally renowned scientists and academics as well as foreign dignitaries and senior officials from international agencies.

In this regard, Timor-Leste should also seek to host a diplomatic conference for discussion and decisions for a new environmental convention or protocol of one of the three Rio Conventions.

##### **Objective**

To plan and organise an annual international environment conference in Timor-Leste.

To lobby for Timor-Leste to host an international diplomatic conference on one of the environment conventions or protocols, for example a protocol to replace the Kyoto Protocol under the UNFCCC.

The objectives of the annual international conference are:

- a. To raise Timor-Leste's access to international researchers and research and academic institutions.
- b. To create awareness of areas of potential research in Timor-Leste particularly involving Timor-Leste's unique environmental circumstances and conditions outside Timor-Leste.
- c. To facilitate wider awareness of environmental issues within Timor-Leste and of the environmental conditions in Timor-Leste to the international community.

- d. To establish an annual venue for academic, political leaders, diplomats, international organisations, NGOs and Government agencies to meet and share ideas.
- e. To provide a forum for developing local interest research in NUTL, MAFF and NDES, and to networking for the support of researchers and research institutes of other countries.
- f. To establish international recognition for the annual conference and create multiple downstream benefits.

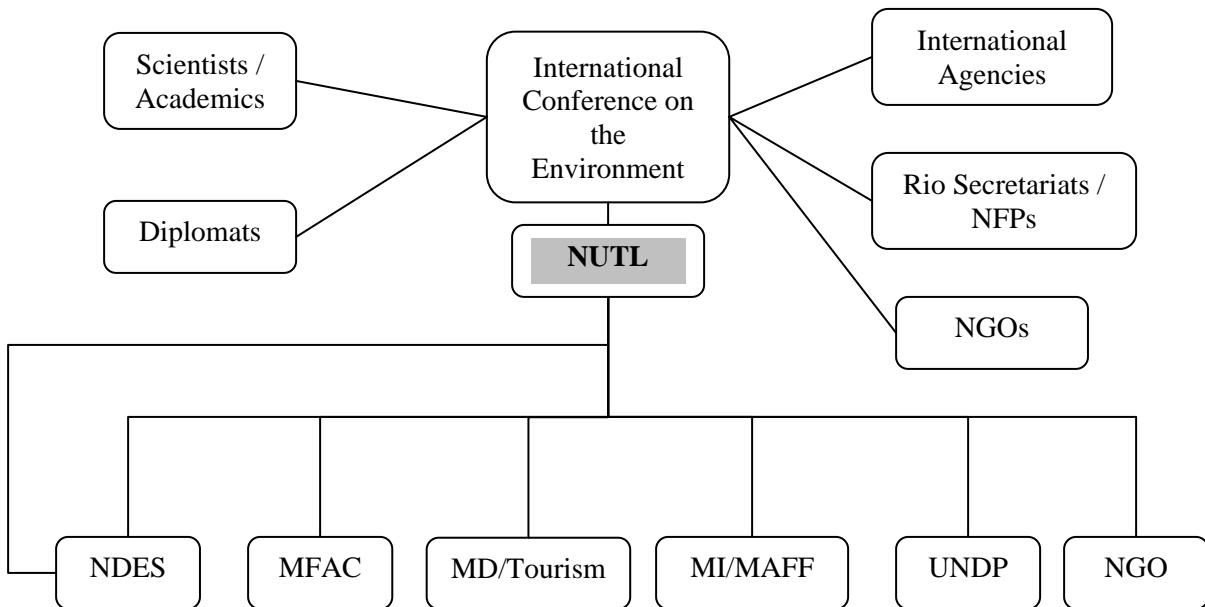
The organiser of the annual conference shall oversee the following tasks:

- a. Invite and coordinate the participation of key stakeholders domestic and international;
- b. Invite key speakers of international reputation and Prime Minister / President to open the conference;
- c. Plan and coordinate the conference with academic institutions both in Timor-Leste and overseas and include international agencies such as UNEP and World Bank, as well as highly globalised NGOs such as ICUN, WWF and Greenpeace;
- d. Invite resident Ambassadors and non-resident Ambassadors;
- e. Ensure the publication of the proceedings and papers of the conference in a journal of international repute (for example one that is linked with a university of good reputation that co-organises the conference or sponsors the conference);
- f. Source for sponsorship of the conference; and
- g. Lobby for domestic and international support to host an international diplomatic conference for an environmental agreement.

### **Implementation Strategy and Responsible Agencies**

The Chairman and lead agency or the committee will be the National University of Timor-Leste (NUTL). NUTL will receive secretariat support from NDES / MEA Secretariat. The key agencies will be NDES, MFAC, Tourism, UNDP and NGOs, with support and contribution from line Ministries such as MAFF and MI/NDMO.





The roles and responsibilities of each member of the committee will be elaborated and confirmed during the inception meeting. The inception meeting will also confirm the budget, funding sources, theme of the conference, participants and the advertisements for the call for papers.

It is intended that one key follow-up and M&E component will be the publication of papers, research activities and other discussions from the conference.

#### 4.4.4 Access to Financing and Financial and Project Management Training

#### 4.4.5 Build Capacity for Research, Monitoring and Evaluation

##### Introduction

It was found, during the NCSA that Timor-Leste suffered from limited human capacity to access funding from the three Rio Conventions, it lacks a streamlined process to allocate funding for projects and there were inefficient and undue bureaucratic processes for planning and accessing the national budget for mitigation / protection of the environment.

It was also found that while there was existing research and research units (for example in MAFF), as a whole Timor-Leste suffered a lack of capacity for research, monitoring and evaluation and there was poor integrated research between international and local researchers, and an underdeveloped system for research, monitoring, evaluation as well as data management (or knowledge management).

By being a party to the Rio Conventions, UNFCCC, UNCBD and UNCCD, Timor-Leste, as an LDC, has access to possible funding from a variety of sources, including GEF, other countries, private companies and NGOs. For example, Timor-Leste could

apply to be a member of the UNFCCC and UNCBD Small Grant Programme which is administered by GEF, to encourage community-based projects that are consistent with the objectives and principles of the two Conventions. Timor-Leste could also have access to researchers and research facilities from other Member countries.

There is, however, a lack of the skills to plan and effectively implement as well as provide monitoring and evaluation to programmes that are capable of drawing on these funds.

There is also a need to upgrade the research capabilities and knowledge management/knowledge sharing.

The CDCU does have a system to link Ministries to training opportunities, or to identify training requirements from Ministries and source training opportunities to meet those needs. The CDCU also sources for funding to provide the training from various donor countries or agencies.

The NDES and the Ministry of Foreign Affairs and Cooperation have information on technical cooperation opportunities and training or capacity building opportunities from MEAs, GEF, and other related international agencies.

In addition, NDES also has access to MEA related training and capacity building opportunities.

### **Objectives**

To establish an institutional structure and plan to deliver training and skills upgrading for officers in various related agencies so that they can draft project proposals, oversee the implementing of the projects and effectively manage the budget and financing of the proposal.

To develop and strengthen capacity for conducting research, monitoring and evaluation across the three Conventions.

To establish an institutional approach to monitor and evaluate projects.

### **Implementation strategy**

NDES and CDCU will form a small focus group that will meet twice yearly, in May and in November to work out training plans and coordinate with Ministries to implement those training plans.

The capacity building opportunities could include, sending officers to attend meetings and negotiations, providing officers on secondment to international agencies or the secretariats of MEAs and attending training workshops and seminars.

In addition to NDES and CDCU, as and when necessary, the NGO unit in the Ministry of Planning and Finance will be invited to attend to provide opportunities for NGOs to

participate in these capacity building opportunities. The Ministry of Foreign Affairs and Cooperation will also be invited to provide inputs as there are occasions where technical cooperation opportunities are delivered directly to the Ministry.

The objective of the focused working group will be to establish a system of meeting regularly to plan the capacity development of line Ministries who have a stake in the management or protection of the environment, and to fulfill the objectives.

Strategic areas to be addressed include the limited skills in inventory, monitoring and assessment, and the lack of a knowledge management system.

In the meantime, the focused working group could concentrate on the following priority area:

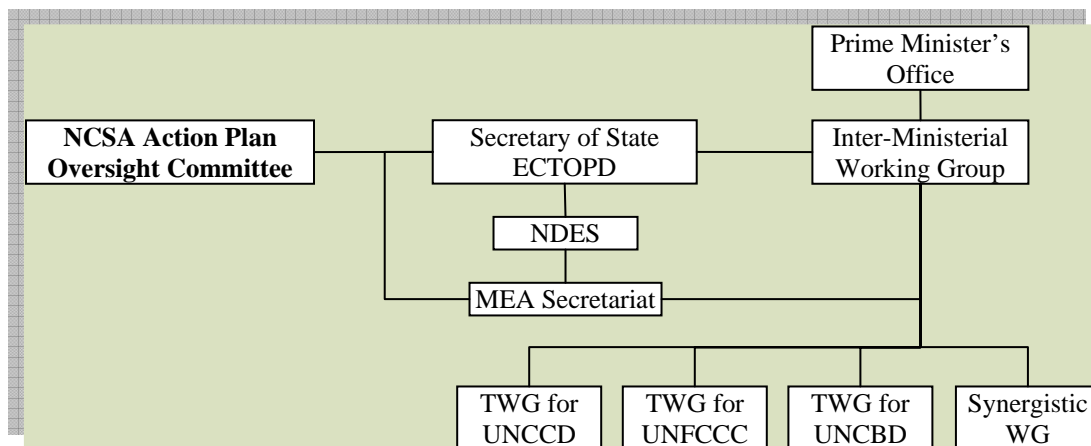
- A series of short-term training courses to be organised within the country for different target groups on monitoring and evaluation.
- A series of short-term training courses for researchers to become research managers or research analyst.
- Specialised long-term training in taxonomy, botany, ecology and marine biology, climatologist, agronomist, GIS.
- Training of Wildlife Personnel of relevant institutions, NGOs, and Academia.
- Undertake short training course in data and information management and policy communication (knowledge management training and installation of infrastructure).
- Networking and information sharing through attendance at meeting or secondments.
- National and International Conference, Seminars and workshops (see proposal on international conference).

It is not envisaged that this small focus group will expand an amount other than the hosting of regular meetings. The focus group will however need to identify training opportunities and to submit a budget for stakeholder Ministries to set aside for the training of their officers.

## 4.5 Monitoring Mechanism

Monitoring and evaluation of the implementation of the national action plan is an important part of the NCSA process. It will involve the continuous review of progress in implementing activities against the projected schedules and outcomes. To ensure that there is appropriate monitoring and evaluation of the implementation of the action plan, an Oversight Committee will be formed. The accountability structure is set out in the following diagram.

*Institutional Structure of the Oversight Committee*



The Oversight Committee will comprise the Secretary of State as the chairman, and two members, who are, Mr Thomas Thinguri, UNDP's Head of Environment and Natural Resource Unit and Mr Flavio da Silva, Member of the Parliamentary Commission on Agriculture and Environment and Member of the National Parliament (or their successors).

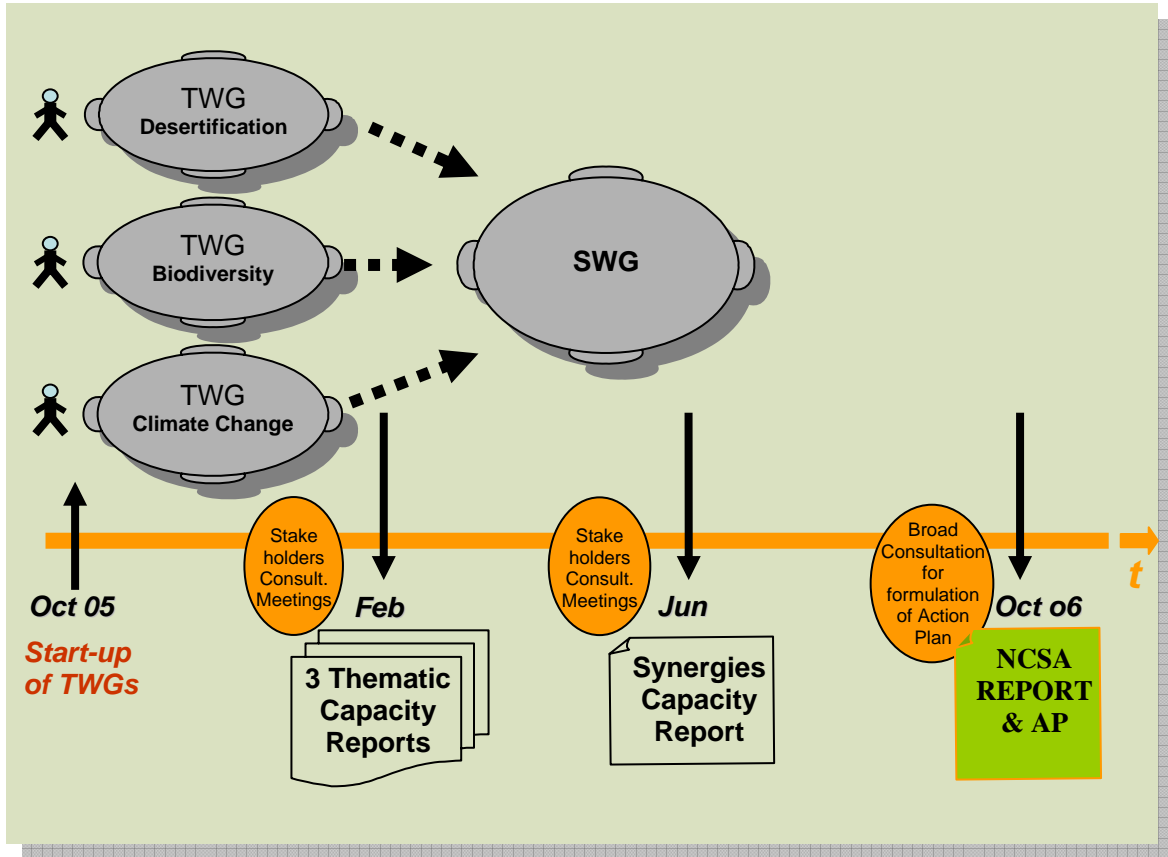
The Oversight Committee will be responsible for monitoring the plan over a period of twelve months. It is also expected that the National Focal Points will play an important role in the monitoring process and implementation process and that the MEA Secretariat will report on updates regularly to the IMWG.

The Terms of Reference of the Oversight Committee and their action plan are set out in Annex 6.

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Annex 1. NCSA Implementation Strategy



## Annex 2. Term of References

**Post Title: Project Inception Adviser**

**Duration:** 14 days

**Duty Station:** Dili

**Expected Start date:** May 2005

**Project:** National Capacity Self Assessment (PIMS 2509 NC)

### **A. Background:**

National Capacity Self Assessment (NCSA) is a joint initiative developed by the Government of Timor-Leste and UNDP with support from the Global Environment Facility (GEF) to assess the Nation capacity and identify barriers in the implementation of Multi-lateral Environmental Agreements (MEAs) in a country driven manner. This project will concentrate on the three thematic areas of deforestation/land degradation, biodiversity and climate change, and will place particular emphasis on identifying cross-cutting issues and synergies. This project also aims to create a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

### **B. Duties and Responsibilities:**

In Coordination with the Environment and Natural Resources Management Unit at UNDP Country Office and the Division of Environment (GoTL) the Project Inception Adviser will take the responsibility to ensure that national capacity is enhanced as integral part of this project. The Project Inception Adviser will be responsible to assist and mentor the National Project Coordinator (NPC) and its team prior to project commencement in the following activities:

1. Guide the NPC to review the project document and provide inputs for adjustments;
2. Guide the NPC to design project inception exercise;
3. Guide the NPC to develop Detailed Annual Work Plan and project implementation calendar;
4. Guide the NPC to develop project implementation strategy;
5. Guide the NPC to develop TOR for the Thematic Working Groups (TWG) leaders, TWG sector capacity analysts and short term consultants including their recruitment strategies and timing;
6. Support the NPC to establish the Project Implementation Entity (PIE) and design its annual work plan;
7. Support the NPC to design forms and procedures for project and PIE management;
8. Support the NPC to develop project and PIE expenditure and cost plan;
9. Support the NPC to design monitoring, evaluation and reporting strategies and calendar;
10. Engage in the recruitment process of national and international consultants if necessary.

### **C. Qualification and Professional Experience:**

- Advanced university degree in the areas of environmental and/or social sciences;
- Extensive experience in the development of project management techniques and concept;
- Good knowledge of global and national environment and development issues;
- Good interpersonal and presentation skills;
- Experience in mentoring and training;
- Familiarity with UN working environment;
- Minimum of 5 years of working experience in areas related to project design and implementation;
- Familiarity with development problems in developing and under developing countries;
- With strong leadership, effective management skills, good coordination ability and team working spirit;
- Proficiency in English, knowledge of Tetum, Portuguese and Bahasa Indonesia is preferred.



**Post Title: National Consultant on Land Degradation**

**Duration:** 3 months (with possible extension)

**Duty Station:** Dili, Timor-Leste

**Expected Start date:** October 2005

**Project:** National Capacity Self Assessment

**A. Background:**

Timor-Leste has acceded to the United Nations Convention to Combat Desertification (UNCCD), and is in the process of acceding to United Nations Convention on Biological Diversity (UNCBD) and the United Nations Framework Convention on Climate Change (UNFCCC).

National Capacity Self Assessment (NCSA) is a joint initiative developed by the Government of Timor-Leste and UNDP with support from the Global Environment Facility (GEF) to assess the Nation capacity and identify barriers in the implementation of Multi-lateral Environmental Agreements (MEAs) in a country driven manner.

This project will concentrate on the three thematic areas of deforestation/ land degradation, biodiversity and climate change, and will place particular emphasis on identifying cross-cutting issues and synergies. This project also aims to create a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

The NCSA Unit is being established and it consists of three Thematic Working Groups (TWGs) that will analyze capacity constraints and opportunities regarding the implementation of obligations of the three UN Conventions. Each TWG will be coordinated by a TWG Team Leader (the National Focal point for the respective Convention), assisted by a national consultant expert in the relevant area and additional technical government staff who will work as Sectoral Capacity Analysts. Jointly they will develop Thematic Capacity Profiles (baseline assessments) and collaborate in the analysis of synergies and cross-cutting issues which will result in the development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.

**B. Duties and Responsibilities:**

The National Consultant on Land Degradation will work in close consultation with the NCSA National Project Coordinator (NPC), the National Focal Point for UNCCD and the National Project Director (NPD), and will also work directly with the Capacity Analysts assigned to the Thematic Working Group on Land Degradation. Under the direction of the TWG Team Leader (the UNCCD National Focal Point), and under guidance from the international consultant on NCSA, the national consultant on land degradation will coordinate the work of the TWG-Land Degradation and will participate in the Synergies Working Group (SWG, a joint workgroup of selected members of the three TWGs to analyze cross-cutting issues and synergies).

S/he will take the responsibility to ensure timely completion of the respective Thematic Capacity Assessment, as well as provide analytical input on cross cutting issues and the identification of synergies in order to identify opportunities for capacity building that cut across the three focal areas. The consultant will be responsible for preparing all interim and final NCSA thematic assessment reports, integrating comments from the Project Steering Committee (PSC, a high-level Inter-Ministerial committee), the NPD and other stakeholders,

as well as assisting the NPC in completing the Final NCSA Report and other relevant reporting requirements (e.g. progress reports).

The National Consultant on Land Degradation will perform the following functions and responsibilities:

1. Jointly with other TWG team members (experts in various areas related with land degradation), and under the guidance of the TWG Team Leader and the support of the international consultant on NCSA, undertake the Capacity Assessment in the thematic area of Land Degradation, including coordination of all information gathering efforts and analysis of the TWG-Land Degradation.
2. Produce all interim reports and final version of the Thematic Assessment Report on Land Degradation.
3. Collaborate in the analysis of synergies and cross-cutting issues amongst the three Thematic Areas in order to identify capacity constraints and opportunities for integrated capacity building. This will result in the joint development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.
4. Assist the NPC and the TWG Team Leader in stakeholder analysis and consultation processes, and provide technical support including providing briefings and presentations at workshops, conferences and stakeholders meetings, and facilitation of meetings if appropriate.
5. Provide direct input to the NCSA Report, in accordance with GEF Operational Guidelines for NCSA, which should include the formulation of a strategy for capacity building both within and across the thematic areas.
6. Provide timely information and documentation needed for NCSA reporting requirements.
7. Provide overall management of the TWG – Land Degradation, including the preparation of agendas and minutes of TWG meetings, and providing coordination, guidance and support to the TWG’s Sectoral Capacity Analysts.
8. Participate in PIE meetings when required and liaise with the NPC and other TWG national consultants, keeping the NPC informed of the TWG progress.
9. Incorporate comments from stakeholder consultation processes or reviews and recommendations from the PSC, NPD and NPC into the final deliverables.
10. Keep documentation on the process and outcomes of the TWG – Land Degradation (e.g. assessment methodologies used and lessons learned).
11. Maintain regular contacts with the MAFF-Department of Forestry and the Head of the Environment and Natural Resources Management Unit in the UNDP Office.
12. Foster dialogue with national experts, government agencies, academia, NGOs, local communities, raising awareness regarding UNCCD commitments and obligations in combating desertification and land degradation in Timor-Leste.

The National Consultant will be responsible for the production of all the following TWG-Land Degradation deliverables and assist in the production of SWG deliverables:

- Updated documentation on stakeholder analysis for the Thematic Area of Land Degradation (stakeholder analysis matrix with identification of major stakeholders, their roles and expectations in regards to the NCSA process and to UNCCD implementation)

- Stocktaking interim report for the thematic area of Land Degradation (including the identification of priority issues regarding UNCCD obligations)
- Thematic Assessment Report on Land Degradation
- Document on cross cutting issues analysis and identification of synergies (partial contribution)
- Final NCSA Report (partial contribution)
- Document on lessons learned and process followed by the TWG-Land Degradation
- Progress Reports (partial contribution - as part of periodic reporting)

**C. Qualification and Professional Experience:**

- University degree or advanced university degree in environmental or natural sciences, with knowledge of desertification/land degradation related issues.
- A minimum of three years of relevant working experience in the field of land degradation.
- Good knowledge of global and national environment and development issues (including issues related to the UNFCCC, UNCBD and UNCCD) and in-depth knowledge of desertification and land degradation issues in Timor-Leste.
- Ability to organize, analyze and synthesize different types of information in a systematic manner.
- Experience in facilitating participatory processes, preferably in the environmental sector;
- Effective management skills, good coordination ability and team working spirit.
- Good interpersonal and presentation skills, and excellent report writing skills.
- Proficiency in English is required (fluency in Portuguese, Tetum or Indonesian language would be an advantage).
- Working experience with international organizations and with the UN working environment in particular would be an advantage.

**Post Title: National Consultant on Climate Change**

**Duration:** 3 months (with possible extension)

**Duty Station:** Dili, Timor-Leste

**Expected Start date:** October 2005

**Project:** National Capacity Self Assessment

**A. Background:**

Timor-Leste has acceded to the United Nations Convention to Combat Desertification (UNCCD), and is in the process of acceding to United Nations Convention on Biological Diversity (UNCBD) and the United Nations Framework Convention on Climate Change (UNFCCC).

National Capacity Self Assessment (NCSA) is a joint initiative developed by the Government of Timor-Leste and UNDP with support from the Global Environment Facility (GEF) to assess the Nation capacity and identify barriers in the implementation of Multi-lateral Environmental Agreements (MEAs) in a country driven manner.

This project will concentrate on the three thematic areas of deforestation/ land degradation, biodiversity and climate change, and will place particular emphasis on identifying cross-cutting issues and synergies. This project also aims to create a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

The NCSA Unit is being established and it consists of three Thematic Working Groups (TWGs) that will analyze capacity constraints and opportunities regarding the implementation of obligations of the three UN Conventions. Each TWG will be coordinated by a TWG Team Leader (the National Focal point for the respective Convention), assisted by a national consultant expert in the relevant area and additional technical government staff who will work as Sectoral Capacity Analysts. Jointly they will develop Thematic Capacity Profiles (baseline assessments) and collaborate in the analysis of synergies and cross-cutting issues which will result in the development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.

**B. Duties and Responsibilities:**

The National Consultant on Climate Change will work in close consultation with the NCSA National Project Coordinator (NPC), the National Focal Point for UNFCCC and the National Project Director (NPD), and will also work directly with the Capacity Analysts assigned to the Thematic Working Group on Climate Change. Under the direction of the TWG Team Leader (the UNFCCC National Focal Point), and under guidance from the international consultant on NCSA, the national consultant on climate change will coordinate the work of the TWG-Climate Change and will participate in the Synergies Working Group (SWG, a joint workgroup of selected members of the three TWGs to analyze cross-cutting issues and synergies).

S/he will take the responsibility to ensure timely completion of the respective Thematic Capacity Assessment, as well as provide analytical input on cross cutting issues and the identification of synergies in order to identify opportunities for capacity building that cut across the three focal areas. The consultant will be responsible for preparing all interim and final NCSA thematic assessment reports, integrating comments from the Project Steering Committee (PSC, a high-level Inter-Ministerial committee), the NPD and other stakeholders,

as well as assisting the NPC in completing the Final NCSA Report and other relevant reporting requirements (e.g. progress reports).

The National Consultant on Climate Change will perform the following functions and responsibilities:

1. Jointly with other TWG team members (experts in various areas related with climate change), and under the guidance of the TWG Team Leader and the support of the international consultant on NCSA, undertake the Capacity Assessment in the thematic area of Climate Change, including coordination of all information gathering efforts and analysis of the TWG- Climate Change.
2. Produce all interim reports and final version of the Thematic Assessment Report on Climate Change.
3. Collaborate in the analysis of synergies and cross-cutting issues amongst the three Thematic Areas in order to identify capacity constraints and opportunities for integrated capacity building. This will result in the joint development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.
4. Assist the NPC and the TWG Team Leader in stakeholder analysis and consultation processes, and provide technical support including providing briefings and presentations at workshops, conferences and stakeholders meetings, and facilitation of meetings if appropriate.
5. Provide direct input to the NCSA Report, in accordance with GEF Operational Guidelines for NCSA, which should include the formulation of a strategy for capacity building both within and across the thematic areas.
6. Provide timely information and documentation needed for NCSA reporting requirements.
7. Provide overall management of the TWG- Climate Change, including the preparation of agendas and minutes of TWG meetings, and providing coordination, guidance and support to the TWG's Sectoral Capacity Analysts.
8. Participate in PIE meetings when required and liaise with the NPC and other TWG national consultants, keeping the NPC informed of the TWG progress.
9. Incorporate comments from stakeholder consultation processes or reviews and recommendations from the PSC, NPD and NPC into the final deliverables.
10. Keep documentation on the process and outcomes of the TWG- Climate Change (e.g. assessment methodologies used and lessons learned).
11. Maintain regular contacts with the NDES, MAFF-Department of Forestry and the Head of the Environment and Natural Resources Management Unit in the UNDP Office.
12. Foster dialogue with national experts, government agencies, academia, NGOs, local communities, raising awareness regarding UNFCCC commitments and obligations in mitigating and adapting to the climate change in Timor-Leste.

**The National Consultant will be responsible for the production of all the following TWG-Climate Change deliverables and assist in the production of SWG deliverables:**

- Updated documentation on stakeholder analysis for the Thematic Area of Climate Change (stakeholder analysis matrix with identification of major stakeholders, their roles and expectations in regards to the NCSA process and to UNFCCC implementation)

- Stocktaking interim report for the thematic area of Land Degradation (including the identification of priority issues regarding UNFCCC obligations)
- Thematic Assessment Report on Climate Change
- Document on cross cutting issues analysis and identification of synergies (partial contribution)
- Final NCSA Report (partial contribution)
- Document on lessons learned and process followed by the TWG- Climate Change
- Progress Reports (partial contribution - as part of periodic reporting)

**C. Qualification and Professional Experience:**

- University degree or advanced university degree in environmental or natural sciences, with knowledge of climate change related issues.
- A minimum of three years of relevant working experience in the field of climate change.
- Good knowledge of global and national environment and development issues (including issues related to the UNFCCC, UNCBD and UNCCD) and in-depth knowledge of climate change issues in Timor-Leste.
- Ability to organize, analyze and synthesize different types of information in a systematic manner.
- Experience in facilitating participatory processes, preferably in the environmental sector;
- Effective management skills, good coordination ability and team working spirit.
- Good interpersonal and presentation skills, and excellent report writing skills.
- Proficiency in English is required (fluency in Portuguese, Tetum or Indonesian language would be an advantage).
- Working experience with international organizations and with the UN working environment in particular would be an advantage.

**Post Title: National Consultant on Biodiversity**

**Duration:** 3 months (with possible extension)

**Duty Station:** Dili, Timor-Leste

**Expected Start date:** October 2005

**Project:** National Capacity Self Assessment

**A. Background:**

Timor-Leste has acceded to the United Nations Convention to Combat Desertification (UNCCD), and is in the process of acceding to United Nations Convention on Biological Diversity (UNCBD) and the United Nations Framework Convention on Climate Change (UNFCCC).

National Capacity Self Assessment (NCSA) is a joint initiative developed by the Government of Timor-Leste and UNDP with support from the Global Environment Facility (GEF) to assess the Nation capacity and identify barriers in the implementation of Multi-lateral Environmental Agreements (MEAs) in a country driven manner.

This project will concentrate on the three thematic areas of deforestation/ land degradation, biodiversity and climate change, and will place particular emphasis on identifying cross-cutting issues and synergies. This project also aims to create a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

The NCSA Unit is being established and it consists of three Thematic Working Groups (TWGs) that will analyze capacity constraints and opportunities regarding the implementation of obligations of the three UN Conventions. Each TWG will be coordinated by a TWG Team Leader (the National Focal point for the respective Convention), assisted by a national consultant expert in the relevant area and additional technical government staff who will work as Sectoral Capacity Analysts. Jointly they will develop Thematic Capacity Profiles (baseline assessments) and collaborate in the analysis of synergies and cross-cutting issues which will result in the development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.

**B. Duties and Responsibilities:**

The National Consultant on Biodiversity will work in close consultation with the NCSA National Project Coordinator (NPC), the National Focal Point for UNCBD and the National Project Director (NPD), and will also work directly with the Capacity Analysts assigned to the Thematic Working Group on Biodiversity. Under the direction of the TWG Team Leader (the UNCBD National Focal Point), and under guidance from the international consultant on NCSA, the national consultant on biodiversity will coordinate the work of the TWG-Biodiversity and will participate in the Synergies Working Group (SWG, a joint workgroup of selected members of the three TWGs to analyze cross-cutting issues and synergies).

S/he will take the responsibility to ensure timely completion of the respective Thematic Capacity Assessment, as well as provide analytical input on cross cutting issues and the identification of synergies in order to identify opportunities for capacity building that cut across the three focal areas. The consultant will be responsible for preparing all interim and final NCSA thematic assessment reports, integrating comments from the Project Steering Committee (PSC, a high-level Inter-Ministerial committee), the NPD and other stakeholders,

as well as assisting the NPC in completing the Final NCSA Report and other relevant reporting requirements (e.g. progress reports).

The National Consultant on Biodiversity will perform the following functions and responsibilities:

1. Jointly with other TWG team members (experts in various areas related with biodiversity), and under the guidance of the TWG Team Leader and the support of the international consultant on NCSA, undertake the Capacity Assessment in the thematic area of Biodiversity, including coordination of all information gathering efforts and analysis of the TWG- Biodiversity.
2. Produce all interim reports and final version of the Thematic Assessment Report on Biodiversity.
3. Collaborate in the analysis of synergies and cross-cutting issues amongst the three Thematic Areas in order to identify capacity constraints and opportunities for integrated capacity building. This will result in the joint development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.
4. Assist the NPC and the TWG Team Leader in stakeholder analysis and consultation processes, and provide technical support including providing briefings and presentations at workshops, conferences and stakeholders meetings, and facilitation of meetings if appropriate.
5. Provide direct input to the NCSA Report, in accordance with GEF Operational Guidelines for NCSA, which should include the formulation of a strategy for capacity building both within and across the thematic areas.
6. Provide timely information and documentation needed for NCSA reporting requirements.
7. Provide overall management of the TWG- Biodiversity, including the preparation of agendas and minutes of TWG meetings, and providing coordination, guidance and support to the TWG's Sectoral Capacity Analysts.
8. Participate in PIE meetings when required and liaise with the NPC and other TWG national consultants, keeping the NPC informed of the TWG progress.
9. Incorporate comments from stakeholder consultation processes or reviews and recommendations from the PSC, NPD and NPC into the final deliverables.
10. Keep documentation on the process and outcomes of the TWG- Biodiversity (e.g. assessment methodologies used and lessons learned).
11. Maintain regular contacts with the NDES, MAFF-Department of Forestry and the Head of the Environment and Natural Resources Management Unit in the UNDP Office.
12. Foster dialogue with national experts, government agencies, academia, NGOs, local communities, raising awareness regarding UNCBD commitments and obligations in combating biodiversity in Timor-Leste.

**The National Consultant will be responsible for the production of all the following TWG-Land Degradation deliverables and assist in the production of SWG deliverables:**

- Updated documentation on stakeholder analysis for the Thematic Area of Biodiversity (stakeholder analysis matrix with identification of major stakeholders, their roles and expectations in regards to the NCSA process and to UNCBD implementation)



- Stocktaking interim report for the thematic area of Biodiversity (including the identification of priority issues regarding UNCBD obligations)
- Thematic Assessment Report on Biodiversity
- Document on cross cutting issues analysis and identification of synergies (partial contribution)
- Final NCSA Report (partial contribution)
- Document on lessons learned and process followed by the TWG- Biodiversity
- Progress Reports (partial contribution - as part of periodic reporting)

**C. Qualification and Professional Experience:**

- University degree or advanced university degree in environmental or natural sciences, with knowledge of biodiversity related issues.
- A minimum of three years of relevant working experience in the field of biodiversity.
- Good knowledge of global and national environment and development issues (including issues related to the UNFCCC, UNCBD and UNCCD) and in-depth knowledge of biodiversity issues in Timor-Leste.
- Ability to organize, analyze and synthesize different types of information in a systematic manner.
- Experience in facilitating participatory processes, preferably in the environmental sector;
- Effective management skills, good coordination ability and team working spirit.
- Good interpersonal and presentation skills, and excellent report writing skills.
- Proficiency in English is required (fluency in Portuguese, Tetum or Indonesian language would be an advantage).
- Working experience with international organizations and with the UN working environment in particular would be an advantage.

**Post Title: International Consultant on NCSA**  
**Total Duration:** 2 months and 12 days  
**Duty Station:** Home-based and in Timor-Leste  
**Starting date:** October 2006  
**Project:** National Capacity Self Assessment (NCSA)

#### **A. Background:**

The National Capacity Self Assessment (NCSA) is a joint initiative developed by the Government of Timor-Leste and UNDP with support from the Global Environment Facility (GEF) to assess the Nation capacity and identify barriers in the implementation of Multi-lateral Environmental Agreements (MEAs) in a country driven manner.

This project is concentrating on the three thematic areas of deforestation/ land degradation, biodiversity and climate change, and placing particular emphasis on identifying cross-cutting issues and synergies. It also aims to create a sustainable institutional system and process for continuous assessment and improvement of national capacities for sustainable environmental management.

The project has established the Thematic Working Groups (TWGs) that will analyze capacity constraints and opportunities regarding the implementation of obligations of the three Rio Conventions. They will develop the Thematic Capacity Profiles (baseline assessments) and collaborate on the analysis of synergies and cross-cutting issues which will result in the development of an overall Assessment of Capacity Development for Environmental Management in Timor-Leste.

#### **B. Objectives:**

- Assist the project team and the national consultants to coordinate with Government counterparts in the preparation of the Thematic Assessment reports, Cross-cutting Analysis reports and in the preparation of the National Capacity Building Strategy and Action Plan to implement the Conventions;
- Provide technical support to the stakeholders' consultative processes, which may include providing briefings and presentations at workshops.
- Review and provide feedback on intermediate technical reports produced by the TWGs and the SWG.
- Review and edit the final drafts Thematic Assessment reports, Cross-cutting Analysis reports and in the preparation of the National Capacity Building Strategy and Action Plan before submission to the NPD and PSC for further consideration.
- Facilitating the final workshop on NCSA to help disseminate project aims and results to government agencies, academia, NGOs, and international organizations.

#### **C. Duties and Responsibilities:**

Under the direct supervision of the National Project Coordinator and in coordination with Directorate of the Environment (GoTL) the international consultant will take responsibility for the following activities:

### **Part I:**

- Review and comment on background materials compiled and prepared by the national consultants in Timor-Leste.
- Review and provide feedback on the Thematic Assessment Reports on Land Degradation, Climate Change and Biological Diversity prepared by the national consultants.
- Communicate regularly with the National Project Coordinator and national consultants to discuss and review the latest drafts of the Thematic Assessment reports and to ensure proper finalization and produce standard reports.

### **Part II:**

- Review, comment on and finalize draft Stocktaking Reports,
- Finalize Thematic Assessment Reports
- Assist and provide hands-on guidance to PIE, SWG members and government counterparts in stakeholders consultative processes on Cross-Cutting Analysis
- Facilitate a workshop on preparation of an integrated capacity building strategy.
- Guide and assist the Project team and the national consultants in finalising the Cross-cutting Analysis Report;

### **Part III:**

- Train the Project team, national consultants and the Synergies Working Group members on the preparation of National Capacity Development Strategy and Action Plan.
- Assist the Project team and the national consultants in the preparation of NCSA report.
- Guide and assist the Government stakeholders, project team and the national consultants in preparation of the National Capacity Building Strategy and Action Plan to implement the Conventions; and
- Facilitating the final workshop on NCSA to help disseminate project aims and results to government agencies, academia, NGOs, and international organizations.
- Guide and assist the Project team and the national consultants in finalizing the National Capacity Building Strategy and Action Plan Document and NCSA Report.

### **D. Output**

- Stocktaking Reports on Land Degradation, Climate Change and Biological Diversity completed with good quality and submitted to the project, UNDP and GoTL
- Thematic Assessment Reports on Land Degradation, Climate Change and Biological Diversity completed with good quality and submitted to the project, UNDP and GoTL
- Cross-cutting Analysis Reports finalized and submitted to the project; UNDP and GoTL

- NCSA Report and National Capacity Building Strategy and Action Plan developed and submitted to the GoTL, UNDP and PIE.

**E. Qualification and Professional Experience:**

- Master of Science or higher university degree in areas relevant on capacity development, with background knowledge of the areas relevant to the implementation of UNCCD, UNCBD, and UNFCC.
- Seven years or more of working experience on capacity development issues, and experience in NCSA processes and preparation of reports under GEF funding (experience in conducting NCSA processes in the Asia and Pacific region is preferred).
- Familiarity with LDC and SIDS working environments is desirable.
- Experience in supporting capacity strengthening processes.
- Good knowledge of global and national environment and development issues in Timor-Leste.
- Proficiency in English, knowledge of Tetun, Portuguese or Bahasa Indonesia is preferred.

## Annex 3. Revised Project Workplans

### B. Project workplan for September 2005 – October 2006

Activities	2005					2006										Indicators
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
	...	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
<b>Project Coordination and inception</b>																
Establishment of NCSA PSC																Organisational map and clear roles and responsibilities
Establishment of NCSA PIE																
Initial identification & analysis of stakeholder participation																
Design of inception workshop & preparation of materials																An actual workshop is taken place
National Inception Workshop - inception event held in Dili																
Compilation & Integration of Workshop results																Minutes prepared
Finalize/adoption NCSA program component & detailed workplan/timetable by PSC																Refined workplan
Preparation of TORs for TWGs international consultant(s), and national consultants																ToRs completed
Discuss/decide on need for preparation of TORs for international consultant on consultative process (prepare according to NPD decision)																
<b>Baseline assessment and situation analysis</b>																
Design of a Stakeholder Consultative Strategy																
Discuss and get input on Consultative Strategy at inception workshop																
<b>Stakeholder consultation and awareness raising</b>																
Establishment of TWGs by each Focal Point for assessment appraisal																Established TWGs
Stakeholder consultation meeting called by each Convention Focal Point on plans to carry out assessment																Conducted assessment
<b>Priority setting</b>																
Selection of consultants																

Activities	2005				2006										Indicators	
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
	...	1	2	3	4	5	6	7	8	9	10	11	12	13		14
Development of guidelines (for thematic assessments, strategy & action plans); Draft guidelines by internat. consultant in coordination with TWG Team Leader (for elaboration of thematic assessments, priority setting, strategy & action plans)																Developed guidelines
Appraisal of assessment guidelines; TWGs meeting (with internat. consultant) to clarify/test/and finalize guidelines [learning methodologies on CD assessment]																Refined guidelines
Thematic capacity assessments																
1. Analysis of Convention documents/obligations																List of obligations
2. Stock-take [what has been done re implementation of 'obligations']																List of previous and on going activities
3. Identification of priorities for each thematic area [sugg: using a broader-base meeting within the TWGs]																List of priorities
4. Analysis of existing capacity - id. major capacity constraints/gaps for priority issues (and issues that cut across th. areas) within each thematic area [i.e. a not very elaborated "indepth analysis"]																Table of capacity constrains/gaps
5. Stakeholders (national and regional) consultation meetings on results of thematic assessment & priorities identified [note: need for this activity depends on TWGs broader dialog strategy]																Broad base meeting/workshop take place
6. Draft report and presentation materials to PSC																Draft report document
7. Review by PSC																Reviewed draft
8. Finalize Draft Thematic Assessment (after integrating comments by PSC)																Final draft
<b>In-depth analysis of capacity development</b>																
Selection of consultant (only if needed)																
Development of guidelines (for cross-cutting analysis) Draft guidelines by consultant in coordination with NPM and subset of TWGs																Draft guidelines prepared
Formation of appraisal group; Designation of a subset joint work group to work on cross-cut analysis and synergies (SWG, composed of selected TWG capacity analysts and 3 Team Leaders and Focal Points)																SWG established
<b>Analysis of cross-cutting issues and identification of synergies</b>																

Activities	2005					2006										Indicators
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
	...	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1. Review Thematic Assessments & Id. common issues & capacity constraints																Table of common issues and capacity constraints
2. Id priority issues for in-depth analysis																List of priority issues
3. Further in-depth analysis on priority cross-cutting issues & assessment of capacity constraints and opportunities for integrated capacity building																
4. Stakeholders (national and regional) consultation meetings on results of cross-cutting analysis and id of synergies [which should be geared towards defining Strategy/Action Plan]																Meeting/workshop take place
5. Draft Synergies Report; present to PSC																Draft document
6. Review by PSC																Reviewed draft
7. Finalize Synergies Report (after integrating comments by PSC)																Final document
8. Preparation of a draft strategy/action plan for discussion capacity building within and across thematic areas																Draft strategy/action plan
<b>Formulation and adoption of needs assessment</b>																
Review and consolidation of thematic assessments, strategies and actions plans into a single NCSA Doc.																NCSA draft report
Stakeholder consultation meeting to present results of assessment and solicitation of comments - emphasis on discussion/elaboration of Action Plan.																Meeting /workshop take place
Revision of NCSA Doc based on feedback from meeting and publication of the Doc on website to seek additional comments																Revised NCSA doc. Published
Approval of NCSA Doc by PSC																NCSA report approved

## B. NCSA Workplan for the Extended Period

Activity	2006								2007																
	Nov				Dec				Jan				Feb				Mar				Apr				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Regional Stakeholder Consultations																									
1. Field visit to Region I	■																								
2. Field visit to Region II		■																							
3. Field visit to Region III			■																						
5. Field visit to Oe-Cusse					■																				
Revision of Stocktaking reports																									
1. Add up-to-date information (from the field trip) to the Stocktaking Reports + TA Reports					■	■																			
2. Finalize the reports (ST + TA)							■	■	■	■															
Translate the reports (ST + TA)											■	■	■												
Cross-Cutting Analysis	■	■	■	■	■	■																			
Workshop on In-depth analysis of cross-cutting issues & identifications of possible actions for CD											■														
Finalize CC Report											■	■													
Translate CC report												■	■	■											
Distribute ST, TA, CC reports to PSC members to seek approval														■	■										
Develop integrated capacity development action plan											■	■	■	■											
Finalize Action Plan + NCSA Report															■	■									
Translate CD action plan document + NCSA Report																	■								
Distribute CDAP to PSC members to seek approval																		■	■	■					
Presentation of the CDAP to the Council of Ministers by the Secretary of State for ECTOPD																					■				
Dissemination of NCSA findings																					■	■	■	■	



## Annex 4. Project Concepts not proceeded with in the Action Plan

### **7. Formulation of National Policies and Action Plans on the Implementation of UNFCCC, UNCBD and UNCCD**

#### **6. Project Concept to Build Capacity for Technology Transfer**

##### **Introduction**

The NCSA identified as a capacity constraint or weakness the fact that there are no national policies for the implementation of the Rio Conventions. There is no specific legislation that gives effect to the objectives and principles of the conventions, although there are already several pieces of legislation that deal with various issues that are closely related with the conventions. To a large extent these relevant laws were implemented by either the Indonesian Administration or UNTAET, both of which had the Rio Conventions in mind when drafting those laws.

The NCSA recommendations and the findings of the National Workshop to brainstorm for possible activities to deal with capacity constraints highlighted that the following was urgently needed:

- a. Develop national environmental strategy;
- b. Develop national biodiversity conservation strategy;
- c. Develop national climate change adaptation and mitigation strategy; and
- d. Develop national strategy to combat land degradation.

Although a national strategic land management policy is currently awaiting approval, the other strategic policies have yet to be considered.

In addition, the NCSA identified that there is an inadequate enabling environment for technology transfers in Timor-Leste. The cause of this capacity constraint is numerous and multi-disciplinary and includes, a lack of national policies for the implementation of three Conventions, lack of a legal framework for intellectual property rights protection, and the lack of a framework for the protection of data and the exchange of information.

##### **Objectives**

To draft national strategies for climate change and for biodiversity conservation.

To conduct a baseline study (inventories for climate change and mapping for biodiversity) before undertaking the process of drafting the national strategies and action plans or as a preliminary stage to the process of drafting the national strategy and action plan.

To identify appropriate technology and develop enabling environment for technology transfer across the three Conventions, and to comply with international best practices,

and the training needed to meet this growth area (please see Project Concept to Build Capacity for Research, Monitoring and Evaluation).

To develop a legal framework (including policies, legislation and enforcement) to establish an environment conducive to technology transfer, including, an intellectual property regime, connected with investment law (and incorporated within the forthcoming National Development Plan and sectorial investment programmes).

### **Implementation strategy and Responsible Agencies**

The strategic areas to be addressed include the identification of appropriate technology needed and inadequate human resources capacity in development of enabling environment for technology transfers.

Contemporaneous with the identification of technologies, etc, is to also develop the legal framework to facilitate, regulate and protect technology transfer.

NDES to establish a sub-committee within the IMWG should be established to review and oversee the implementation of these objectives. The sub-committee should report regularly to the IMWG, including the steps and recommendations for a strategy to implement the development of capacity to facilitate technology transfers.

The priority areas that the sub-committee could review and seek to implement are as follows:

- Short-term training courses to be organised within the country to identify appropriate technology needed for Timor Leste in the implementation of the three conventions.
- Long term training in legal system for technology transfer e.g. laws and regulation, market mechanism for technology transfer, etc.
- Short term training in formulation of strategy and action plan to adopt appropriate technology and information sharing e.g CHM.
- Short term training to develop capacity of relevant institution for the formulation of immediate legal and regulatory for adoption and transfer of technology across the three Conventions.
- Establish international and regional networks for sharing best practices, information and technology transfer.

The objectives and aim of this project concept should be overseen by the Inter-Ministerial Working Group (IMWG) and implemented within the workplan and terms of reference of the IMWG with assistance from the MEA Secretariat.

### **Conclusion**

Not proceeded with because consideration will be given during preparation of the NAPA under UNFCCC, SLM for UNCCD and NBSAP for UNCBD.

## **8. Improve Effectiveness of Enforcement of Existing Environmental Law**

### **Introduction**

The NCSA determined that while there are existing laws that protect the environment, these laws are not adequately enforced. In some instances, they are not enforced at all.

One of the principle difficulties is that officers from the line agencies do not have any legal training and are able to prepare for prosecution by the state prosecutors. For the prosecution of offenders, the national police have to investigate and submit its investigations to the state prosecutor. This often takes time and resources.

### **Objectives**

The objectives that this Project Concept seeks to achieve are divided into three parts.

- a. In relation to drafting of laws and policies:
  - i. To review the existing laws and to consider consolidating and rationalising laws to give comprehensive effect to the implementation of Rio Conventions;
  - ii. To review and improve the enforcement process, such as powers to collect evidence and take statements, power to seize and make arrests and powers to prosecute;
  - iii. To draft national strategies and policies as well as an action plan for climate change mitigation and adaptation and biodiversity conservation; and
  - iv. To promote and ensure community participation in the development of strategies and policies.
- b. In relation to enforcement of the laws:
  - i. To improve and increase socialisation and sensitisation programmes to promote compliance with the laws;
  - ii. To strengthen cross-sectoral coordination in law enforcement processes;
  - iii. To review with aim to increase/develop proper training programs for officials from all relevant sectors; and
  - iv. To provide scholarship programs for officials from all related departments on environmental law and policies, including enforcement and prosecution training.
- c. In relation to increasing publicity:
  - i. To coordinate efforts with the National Working Group on Public Awareness to ensure that a component highlighting punishment or fines or other enforcement action is also included in the campaigns; and
  - ii. To Increase public awareness on environmental policies.

### **Conclusions**

This project should be considered again at a later stage by the Oversight Committee.

## Annex 5. Terms of Reference of the NCSA Action Plan Oversight Committee

### **Background**

Timor-Leste has acceded to the UN Framework Convention on Climate Change (UNFCCC), the Convention to Combat Desertification (UNCCD), and the Convention on Biological Diversity (CBD). In November 2005, Timor-Leste launched the National Capacity Self-Assessment (NCSA) Project.

The objective of the NCSA was to conduct a comprehensive examination of the country's capacity to implement obligations under the conventions, to analyze the strengths, capacity constraints and to suggest opportunities to develop capacity. The NCSA also sought to identify possible synergies and cross-cutting issues in their capacity needs, and to subsequently prioritize these needs.

The NCSA identified capacity needs under the three thematic assessments, prioritized those needs and grouped the needs into capacity areas. These areas were then cross-referenced between the three thematic assessments.

The identified capacity constraints were subsequently grouped into key capacity areas to facilitate brainstorming for solutions. The capacity needs and key capacity areas were presented at a national workshop of stakeholders held on 24 and 25 January 2007. The stakeholders were invited to brainstorm for solutions to the capacity constraints and to suggest capacity building opportunities that could be translated into a practical and workable action plan. The participating stakeholders also identified the participation of various agencies in each of the projects discussed.

The solutions suggested at the stakeholders' workshop were developed into project concepts and further meetings and discussions were held in February 2007 to develop the project concepts and to incorporate them into a national action plan.

The action plan was expected to produce the following outcomes:

- Build national capacity to take into account or to incorporate issues relevant to the three conventions in national development plans and sector investment programs;
- Establish systemic and institutional solutions to coordinate and harmonize overlapping laws, projects and mandates among the three conventions and the agencies tasked with implementing aspects of the objectives and obligations under the conventions, with the overriding aim of ensuring the implementation of an effective national mandate to promote sustainable utilization of natural resources;
- Enhance general domestic awareness and knowledge, at all levels, about the three conventions and their inter-relationship; and

- Strengthen dialogue, information exchange and cooperation among all relevant stakeholders including governmental, non-governmental, academia and private sectors.

An important aspect of the NCSA process is the monitoring and evaluating of the progress of implementing the action plan. An Oversight Committee is therefore required, to ensure there is a process of monitoring and evaluation of the progress and implementation of the action plan.

The Oversight Committee should have the following broad mandate:

- To oversee the implementation of the action plan.
- To monitor and evaluate the implementation of the action plan.
- To assist where possible in resolving issues that arise in relation to the implementation of the action plan.
- To submit periodic reports on the progress of the implementation of the action plan to the Inter-Ministerial Working Group (IMWG) on Environmental Coordination, Natural Resource Management and MEAs.

### **Task and Responsibilities**

In view of the broad tasks, the Oversight Committee will have the following tasks and responsibilities, which are not intended to be exhaustive:

- (a) Serve as the principal entity to oversee progress of implementation, evaluation of implementation of the various projects under the action plan.;
- (b) Provide overall guidance and coordination for evaluating the projects implemented under the action plan;
- (c) Oversee the organizing of periodic review of the projects under the action plan, with the first review to commence within six months of the commencement of the action plan and a national workshop to present the progress of implementation and first periodic review within twelve months of commencement of the action plan;
- (d) Oversee any revisions of the action plan;
- (e) Oversee the evaluation for future projects under a revised action;
- (f) Report periodically to the IMWG on the progress, evaluations, and key indicators (if any) relating to the projects; and
- (g) Assist the project teams where ever necessary with guidance on the scope of the review, monitoring and evaluation of the projects.

### **Terms of Constitution**

The Oversight Committee will be supported by a Secretariat to the IMWG, which will be located under the purview of the Secretary of State for Environmental Coordination, Territorial Ordinance and Physical Development. The Oversight Committee will be chaired by the Secretary of State and comprise two members, a

Member of the Parliamentary Commission on Agriculture and Environment and Member of the National Parliament Mr Flavio da Silva and UNDP's Head of Environment and Natural Resource Unit (or their respective successors).

The Oversight Committee may, as it deems fit, co-opt any other person on an ad hoc or tenured basis to membership of the Committee.

### **Annual Budget**

The Oversight Committee is envisaged to be required to meet not more than three times each year. The first meeting is to review the progress of the projects and set the agenda and schedule for the first periodic review. The second meeting will be to review the outcomes of the first periodic review and to plan the agenda and schedule for the first annual workshop. The third meeting will be to review the outcomes of the first annual workshop.

The tentative budget for the Oversight Committee is **US\$10,000** per annum to cover meetings of the Committee, the organizing of the annual national workshop and for other miscellaneous expenses associated with the meetings and workshop.