

**Minutes of meeting between Slovak expert team and Kenya expert team within the
Slovak-Kenya project:**

“CAPACITY BUILDING SUPPORT FOR THE ACTIVITIES IN CLIMATE CHANGE
AND ADAPTATION” NO: SAMRS/2010/15/01

Date:

4th -6th April 2011

Venue:

Kenya Meteorological Department (KMD), Dagoretti Corner, Ngong Road, Nairobi, Kenya

Chairs:

Pavel Stastny, project coordinator (SHMU)

Peter Ambenje, leader of Kenya project team (KMD)

Participants of the Slovak team:

Pavel Stastny, Janka Szemesova, Helena Princova, Bernard Siska, and Andrej Kovarik

Participants of the Kenya team:

Peter Ambenje, Samwel Marigi, James Kinyanjui, and Mary Kilavi

Agenda of meeting

1. Welcome by the host country and clarification by the Slovak Team of the goals, work plan, timeline, budget lines and objectives of the general project No: SAMRS/2010/15/01 objectives, expectations and detailed timeline.
2. SHMU and KMD main activities introduction, focused on project topics.
3. Presentations and discussion focused on the main goals of the project (see Annex 1: Summary of the project)
 - a. Mitigation and related matters
 - b. Vulnerability approaches
 - c. National Communication preparation
4. Summary of the introductory phase of the project
5. Preparation of the working phase of the project
6. Other related matters
 - a. Communication between teams
 - b. Economical/personal affairs
7. Closure of the meeting

Ad 1:

Mr. Peter Ambenje welcomed the Slovak team to Kenya in general and the Kenya Meteorological Department in particular. The Director of the KMD also addressed the meeting later in the day. Pavel Stastny presented main goals, the scope, work plan, timeline, budget lines, objectives, expectations and activities within the project:

- Kenya and Slovak teams approved the work plan, timeline and scope of the project in the frame of Co-operation Agreement between KMD and SHMU signed on 15 December 2010. Both sides will adhere to the work plan, timeline and budget lines of the project. The project is fully supported from both sides.
- Kenya side agreed on the date of the Kenya team visit to Slovakia in the second half of June 2011 (four experts, one week stay). Expenses of the visit will be covered from the project budget by Slovak side. The date of the visit and team composition will be clarified by **the end of April** (responsible: Peter Ambenje).
- Kenya side agreed to participate in the ECAM conference (September 2011) in the frame of the publicity of the project. Expenses of the Kenya participation (one expert/conference duration time) will be covered by Slovak side. The abstract and contribution will be prepared in close coordination between the teams. The names of the members to attend from both teams will be provided by the **18 of April** (responsible Peter/Pavel).
- Kenya side consented with the financial and personal rules of the Co-operation Agreement between KMD and SHMU.

Ad 2:

Both sides introduced Country profiles regarding the topics of the project, important documents related to Climate Change impacts/vulnerability/mitigation and adaptation.

- Both sides shared the approaches and identified the similarities and differences in natural and socio-economic conditions in East African and Central European circumstances.
- A number of issues came up that would be used by the project team in implementing the project goals.

Ad 3:

A number of presentations related to the project goals and possible activities were made by the Kenya and Slovak teams (see Annex IV: Participation List). Open and useful discussions were made after every presentation. These discussions yielded proper understanding of the issues and some recommendations, which will be included in the Technical Report, were made from these discussions.

Ad 4:

The initial information gathered in this meeting, useful background papers, studies and reports will be used to prepare the first draft of the Technical Report (dTR) in this introductory phase of the project.

- The TR will consist of the following, among others:
 - a. Analysis of the current status of the national circumstances in Kenya.
 - b. Project background, which will include the scope and the justification of the project.
 - c. Available information on Climate Change in Kenya and methodological approach.
 - d. Available capacity description of Kenya side.
- Final submission of contributions and information from both sides will be provided by emails by **16 of May**, (responsible: Peter/Pavel).

- The draft TR will be discussed and reviewed during the visit of Kenya expert team to Slovakia.

Ad 5:

The Working phase will start with the visit of the Kenya expert team to Slovakia.

Ad 6:

Other related matters:

- Contact detail of the team members (e-mails, post addresses, fax, phones and mobile) were prepared and circulated to all team members to facilitate future communication.
- The meeting was informed that a webpage of the project had been created and the project will also be presented to ECAM 2011 conference in Berlin in September 2011.
- Slovak expert team had an opportunity to tour Kenya Meteorological Department

Ad 7:

The meeting was officially closed on Wednesday, 6 April 2011 by Mr. Peter Ambenje on behalf of the Director of KMD.