

CONSULTATION REPORT

Consultation Meeting for the Establishment of the Southern Highlands Provincial Climate Change Committee (SHP PCCC)

Mission Dates: 20–23 July 2026

Consultation: 21–22 July 2026

Location: Mendi, Southern Highlands Province



Contents

1. Purpose of Mission	3
2. Mission Objectives.....	3
3. Day One – Courtesy Call (21 July 2026).....	3
4. Day Two – Consultation Meeting (22 July 2026).....	4
5. Key Discussions	5
5.1 Committee Membership.....	5
5.2 Chairmanship of the Committee	5
5.3 Provincial Support	6
5.4 Review of Draft Terms of Reference.....	6
5.5 – Memorandum of Understanding Signing and Induction Ceremony	6
6. Key Outcomes	7
7. Challenges Encountered.....	8
8. Recommendations.....	8
9. Conclusion.....	9
10. Annex.....	9

1. Purpose of Mission

The Climate Change and Development Authority (CCDA) conducted a mission to Southern Highlands Province (SHP) from **20–23 July 2026** to facilitate consultations on the establishment of the **Southern Highlands Provincial Climate Change Committee (SHP PCCC)**.

The consultation forms part of CCDA's nationwide program to establish Provincial Climate Change Committees across all 22 provinces to strengthen provincial climate governance, improve coordination of climate change interventions, and support implementation of Papua New Guinea's Climate Change Management Act, Nationally Determined Contributions (NDCs), National Adaptation Plan (NAP), and other national climate priorities.

The expected outcome of the mission was to secure provincial commitment towards the establishment of the SHP PCCC, review the draft Terms of Reference (ToR) and Memorandum of Understanding (MoU), agree on committee membership, and determine the next steps towards formal establishment of the Committee.

2. Mission Objectives

The mission was undertaken to achieve the following objectives:

- Conduct consultation with the Southern Highlands Provincial Administration and relevant stakeholders on the establishment of the Provincial Climate Change Committee.
- Review and validate the draft Terms of Reference and Committee composition.
- Build provincial ownership of climate governance arrangements.
- Agree on the institutional framework for the Committee.
- Prepare for the formal signing of the Memorandum of Understanding and official launch of the Committee.

3. Day One – Courtesy Call (21 July 2026)

As scheduled in the Concept Note, the CCDA team paid a courtesy visit to the Office of the Provincial Administrator.

The Provincial Administrator was unavailable; however, the team was received by:

- **Mr. Jerry James**, Deputy Provincial Administrator – Economic and Social Services

- **Mr. Fidelis Pon**, Provincial Climate Change Focal Point and Manager – Environment, Conservation and Climate Change.

During the meeting, CCDA briefed the Provincial Administration on:

- the purpose of the consultation;
- CCDA's national programme for establishing Provincial Climate Change Committees;
- the rationale for establishing the SHP PCCC;
- the expected roles and responsibilities of the Provincial Administration; and
- the proposed consultation agenda for the following day.

The Deputy Provincial Administrator welcomed the initiative and reaffirmed the Provincial Administration's commitment to strengthening climate governance within Southern Highlands Province. Discussions also highlighted the importance of ensuring that the Committee reflects the Province's existing administrative structure and supports whole-of-government coordination.

The courtesy meeting provided an opportunity for both parties to clarify expectations and identify key provincial representatives to participate in the consultation.

4. Day Two – Consultation Meeting (22 July 2026)

The consultation meeting was scheduled to follow the programme outlined in the Concept Note, including opening remarks by the Provincial Administrator, presentations by CCDA, review of the draft Terms of Reference, confirmation of Committee membership, and agreement on the date for signing the Memorandum of Understanding.

However, on the morning of the consultation, the Southern Highlands Provincial Administration received several unplanned visits from national government agencies, including the Department of National Planning and Monitoring (DNPM) and the National Fisheries Authority. As a result, provincial officers had to divide their attendance between these competing engagements.

Consequently, the Provincial Administrator was unable to attend the consultation as originally scheduled. While this affected the planned programme, the consultation proceeded with the available provincial representatives led by the Deputy Provincial Administrator (Economic and Social Services), together with the Provincial Climate Change Focal Point and other technical officers.

Although the agenda was adjusted to accommodate the circumstances, the meeting remained productive and achieved its principal objectives.

5. Key Discussions

5.1 Committee Membership

A substantial portion of the consultation focused on reviewing the proposed membership of the Southern Highlands Provincial Climate Change Committee.

Participants agreed that Committee membership should be based on **official government positions** rather than the names of individual officers. This approach will ensure institutional continuity whenever staff changes occur and maintain long-term functionality of the Committee.

It was agreed that sectoral representation should include senior technical officers and divisional advisors responsible for planning and implementing provincial programmes, including:

- Provincial Planning
- Agriculture and Livestock
- Fisheries
- Environment, Conservation and Climate Change
- Provincial Assembly Services
- District Administrations
- other relevant provincial technical divisions.

This structure recognises that these officers oversee their respective sector programmes and are therefore best positioned to coordinate climate-related activities within their mandates.

5.2 Chairmanship of the Committee

The meeting also discussed the appropriate leadership arrangement for the Provincial Climate Change Committee.

While acknowledging that the Provincial Administrator is the administrative head of the Province, participants recognised that the office carries significant competing responsibilities and may not always be available to provide direct oversight of Committee activities.

The Deputy Provincial Administrator informed the meeting that the Provincial Administrator had expressed his full support for the initiative and had agreed to formally

delegate responsibility for oversight of the Provincial Climate Change Committee to the Deputy Provincial Administrator responsible for Economic and Social Services.

It was agreed that a formal delegation of powers would be prepared and signed during the Memorandum of Understanding signing ceremony to authorise this arrangement while maintaining the Provincial Administrator's overall oversight and support for the Committee.

5.3 Provincial Support

The Deputy Provincial Administrator conveyed the Provincial Administrator's apology for his absence and reiterated that both the Provincial Administration and the Governor fully support the establishment of the Southern Highlands Provincial Climate Change Committee.

The meeting acknowledged that climate change remains an important provincial development issue requiring coordinated action despite competing administrative priorities.

5.4 Review of Draft Terms of Reference

Participants carefully reviewed the draft Terms of Reference and discussed amendments necessary to align the document with the Southern Highlands Provincial Government's organisational structure.

Among the key agreements were:

- updating Committee membership to reflect official provincial positions;
- incorporating existing provincial advisory structures;
- ensuring equitable district representation; and
- revising the draft before submission for provincial endorsement.

The Provincial Administration agreed to work closely with CCDA to finalise the revised draft prior to signing the Memorandum of Understanding.

5.5 – Memorandum of Understanding Signing and Induction Ceremony

A key outcome of the consultation was the agreement on a tentative date and venue for the signing of the Memorandum of Understanding (MoU) establishing the Southern Highlands Provincial Climate Change Committee.

Participants proposed **7 August 2026** as the preferred date for the signing ceremony. This proposal was based on the fact that the majority of senior officers from the Southern Highlands Provincial Administration who will form part of the Provincial Climate Change Committee would already be in **Port Moresby** to attend meetings convened by the **Conservation and Environment Protection Authority (CEPA)** from **5–6 August 2026**.

Holding the MoU signing immediately after the CEPA meeting was considered the most practical and cost-effective option. Participants noted that this arrangement would minimise additional travel costs for Provincial Administration officers by avoiding separate return trips between Mendi and Port Moresby while ensuring maximum participation by Committee members during the formal establishment process.

It was further agreed that the **induction of the Provincial Climate Change Committee members** should be conducted immediately following the signing of the MoU in Port Moresby. Conducting both activities on the same day would enable Committee members to receive their official induction and orientation before returning to Southern Highlands Province to commence implementation of the Committee's mandate.

Participants also recommended that the signing and induction be conducted as a public event, with invitations extended to relevant national government agencies, development partners, and private sector organisations operating within Southern Highlands Province. This would formally launch the Committee and demonstrate the Province's commitment to strengthening climate governance through collaboration with national and development partners.

6. Key Outcomes

Despite adjustments to the planned programme, the consultation successfully achieved the following outcomes:

- Provincial commitment reaffirmed towards establishment of the Southern Highlands Provincial Climate Change Committee.
- Agreement that Committee membership will be based on official positions rather than individual office holders.
- Consensus on including senior technical advisors and sector managers as Committee members.
- Agreement for the Provincial Administrator to formally delegate oversight responsibilities to the Deputy Provincial Administrator (Economic and Social Services).
- Confirmation of strong support from both the Provincial Administrator and the Provincial Governor.

- Agreement to revise the draft Terms of Reference and Committee composition to align with the Provincial Government's organisational structure.
- Agreement to publicly sign the Memorandum of Understanding in Port Moresby with participation from key partners and stakeholders.
- Participants agreed in principle to hold the Memorandum of Understanding signing and induction of the Southern Highlands Provincial Climate Change Committee on 7 August 2026 in Port Moresby. The date was selected to coincide with the presence of Provincial Administration officers in Port Moresby for CEPA meetings scheduled for 5–6 August 2026, thereby reducing travel costs, maximising attendance by Committee members, and improving logistical efficiency.

7. Challenges Encountered

The principal challenge encountered during the mission was the occurrence of simultaneous engagements involving the Provincial Administration.

Unexpected visits by the Department of National Planning and Monitoring and the National Fisheries Authority required provincial officers to divide their attendance across multiple government commitments. Consequently:

- the Provincial Administrator was unable to attend the consultation;
- several provincial officers attended only portions of the meeting; and
- the consultation programme could not be implemented exactly as outlined in the Concept Note.

Nevertheless, the flexibility demonstrated by both the Provincial Administration and the CCDA team ensured that the consultation remained productive and that the key objectives were successfully achieved.

8. Recommendations

To maintain momentum towards the establishment of the Southern Highlands Provincial Climate Change Committee, it is recommended that:

1. CCDA finalise the revised Terms of Reference and Committee composition based on the outcomes of the consultation.
2. The Southern Highlands Provincial Administration prepare the formal delegation of powers from the Provincial Administrator to the Deputy Provincial Administrator (Economic and Social Services).

3. Both parties agree on a suitable date for the signing of the Memorandum of Understanding in Port Moresby.
4. Development partners, private sector representatives, and relevant national agencies be invited to witness the signing ceremony.
5. Following the signing, the Committee should commence development of its inaugural work plan to guide implementation of provincial climate change priorities.

9. Conclusion

The consultation represented another significant milestone in CCDA's nationwide Provincial Climate Change Committee establishment programme. Although unforeseen provincial commitments required adjustments to the consultation agenda, the mission successfully secured the Southern Highlands Provincial Administration's commitment to establishing the Provincial Climate Change Committee and achieved consensus on its governance arrangements, leadership structure, and membership.

The discussions demonstrated strong provincial ownership of the initiative and reaffirmed the shared commitment between CCDA and the Southern Highlands Provincial Administration to strengthen climate governance and institutional coordination within the Province. Once the revised Terms of Reference and Memorandum of Understanding are finalised and signed, Southern Highlands Province will be well positioned to formally establish its Provincial Climate Change Committee and advance coordinated climate action aligned with national priorities.

10. Annex

Pictures: Courtesy Visit to Provincial Administrator's Office and Consultation Discussions

