**Agenda**

**In augural meeting of the Weather Ready Pacific Programme (WRPP) Steering Committee**

Ramada Resort by Wyndham

20 September 2024

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| **Item** | **Time** | **Activity** | **Lead** |
| 1 | 0900 | Opening Prayer | TBC |
| 2 | 0910 | Opening Ceremony & Traditional welcome | -DG SPREP  -Minister for Meteorology |
| 3 | 1000 | **Morning Tea and Group Photo** |  |
| 4 | 1030 | Election of a Chair/Vice Chair for the WRPP Steering Committee | WRPP Manager – Ofa Faanunu |
| 5 | 1040 | Election of Rapporteurs | Chair to Nominate |
| 6 | 10:50 | Consideration of and approval of the WRPP Steering Committee Terms of Reference | Chair, facilitated by the WRPP Manager |
| 7 | 1130 | WRPP brand and logo consideration and approval | Chair, facilitated by WRPP Manager |
| 8 | 1200 | WRPP Progress and Budget Tracking Report | WRPP Manager |
| 9 | 1230 | **Lunch** |  |
| 10 | 1330 | Consideration and Approval of the WRPP Workplan for inception phase October 2024-December 2025 | WRPP Manager |
| 11 | 1430 | Consideration of Regional Priorities from PMC-7 | Chair, facilitated by WRPP Manager |
| 12 | 1530 | **Afternoon Tea** | |
| 13 | 1600 | Other Matters | Chair |
| 14 | 1615 | Dates for the 2nd Steering Committee and 1st Liaison Platform Meeting | Chair |
| 15 | 1620 | Closing Remarks of Chair | Chair |
| 16 | 1630 | Closing Prayer and closure of meeting | TBC |

1800-2000 Kava and Reception to mark the first WRPP Steering Committee Meeting