

FIRST MEETING OF THE CLME+ PROJECT STEERING COMMITTEE AND PROJECT INCEPTION WORKSHOP

Cartagena, 26 - 28 January 2016

PROVISIONAL ANNOTATED AGENDA

1. The Inception Workshop and First Steering Committee Meeting of the UNDP/GEF Project “Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of shared Living Marine Resources in the Caribbean and North Brazil Shelf Large Marine Ecosystems” (CLME+) is convened from 26-28 January 2016 in Cartagena, Colombia.
2. The CLME+ Project Coordinating Unit, on behalf of the participating countries and project partners has convened the meeting to:
 - **Review** and **adopt** the Terms of Reference (ToRs) for the different mechanisms and/or committees that will provide policy and management direction in the implementation of the CLME+ Project
 - **Review** and **adopt** proposed amendments to the CLME+ Project Document
 - **Review and evaluate** activities implemented during CLME+ Project Inception Phase
 - **Review** and **adopt** the CLME+ Project Work Plan and Budget for the period 2015 – 2017
 - **Review** and **adopt** proposed coordination arrangements for the 10-year CLME+ Strategic Action Programme (SAP)
3. National Focal Points of CLME+ countries, or their designated representatives, and representatives from the member organizations of the Project Executive Group (PEG), that have endorsed the CLME+ SAP or the CLME+ Project Concept Note, provided co-financing or endorsed the CLME+ Project Document, are invited to attend the meeting. Other countries and or UN and non-UN regional and international organizations, NGOs, donors, and private sector representatives that have expressed an interest in the CLME+ Project and its objectives are also invited to attend the meeting as observers.

AGENDA ITEM 1 – FORMAL WELCOME AND OPENING OF THE MEETING

4. The meeting will be opened on Tuesday 26 January at 9:00a.m. at the Hotel Sonesta in Cartagena, Colombia. Opening statements will be made by UNDP, UNOPS and the CLME+ Project Coordination Unit.

AGENDA ITEM 2 – ELECTION OF OFFICERS

5. The Meeting shall elect from amongst its participants, the following officers: the Chairperson, a Vice-Chairperson, and a Rapporteur. These officers will hold these positions until the Second CLME+ Project Steering Committee Meeting.

Action: The Meeting is being asked to approve, by acclamation, the elected Officers

AGENDA ITEM 3 – INTRODUCTION OF MEETING PARTICIPANTS

6. The meeting participants will be given an opportunity to introduce themselves to the Meeting

AGENDA ITEM 4 – REVIEW AND ADOPTION OF MEETING AGENDA

7. The Meeting will consider the Provisional Agenda that has been circulated by the CLME+ Project Coordination Unit, and introduce such changes as it deems appropriate.

Action: The meeting is being asked to: (a) note any amendments proposed to the Agenda and (b) adopt the Agenda as presented or as amended

AGENDA ITEM 5 – BACKGROUND AND CONTEXTUAL SETTING CLME+ SAP AND PROJECT DOCUMENT

8. The UNDP Regional Technical Advisor for Water and Oceans, Latin America and the Caribbean will be invited to present on the roles, support services and responsibilities of the CLME+ Project Implementing Agency UNDP.
9. The CLME+ Project Coordination Unit will provide the Meeting with the overall context within which the CLME+ Project was gestated, going back to the adoption of the LME concept and the TDA/SAP approach by the GEF, the development and execution of a TDA/SAP Project for the Caribbean and North Brazil Shelf LMEs, and the subsequent political endorsement of the CLME+ SAP and development & approval of the CLME+ *SAP Implementation* Project.
10. The CLME+ Project Coordination Unit will provide the Meeting with an overview of the CLME+ SAP. This will include an overview of the CLME+ Strategies and Sub-Strategies, the timeline for SAP implementation, and the number of countries that to date have politically endorsed the CLME+ SAP.
11. The CLME+ Project Coordination Unit will provide the Meeting with an overview of the CLME+ Project, including the proposed project timeline, project components and expected outcomes. An overview of the current status of CLME+ Project Document endorsement by CLME+ countries will be given.

Action: The meeting is being asked to provide suggestions and/or recommendations for increasing CLME+ SAP and CLME+ Project Document endorsement from CLME+ countries and territories that have not yet endorsed the CLME+ SAP or Project Document.

AGENDA ITEM 6 – CLME+ PROJECT INCEPTION PHASE

12. The CLME+ Project Coordination Unit will present on the activities undertaken during the Project Inception Phase, including:
- Re-establishment of the CLME+ Project Coordination Unit
 - Inter-Agency Agreements and other Partner Agreements
 - Meetings and consultancies

Action: The meeting is invited to note and endorse (as applicable) the work undertaken by the CLME+ Project Coordination Unit during the Project Inception Phase.

AGENDA ITEM 7 – REVIEW OF THE CLME+ PROJECT AND CLME+ SAP COORDINATION ARRANGEMENTS

SUB-AGENDA ITEM 7.1 – REVIEW OF THE CLME+ PROJECT COORDINATION AND MANAGEMENT ARRANGEMENTS

13. The CLME+ Project Coordination Unit will present the Meeting with the proposed Rules and Procedures for the CLME+ Project Steering Committee.

Action: The Meeting is asked to note any amendments to the proposed Rules and Procedures for the CLME+ Project Steering Committee and adopt the Rules and Procedures as presented or as amended.

14. The CLME+ Project Coordination Unit will present the Meeting with the proposed Terms of Reference (TORs) for the CLME+ National Focal Point (NFP).

Action: The Meeting is asked to (a) note any amendments to the proposed TORs; and (b) adopt the TORs as presented or as amended.

15. The CLME+ Project Coordination Unit will present the Meeting with the TORs for the CLME+ Project Executive Group (PEG).

Action: The Meeting is asked to (a) note any amendments to the proposed TORs; and (b) adopt the TORs as presented or as amended.

16. The Chairperson will invite a representative from UWI-CERMES to present their findings on the inventory of National Inter-sectoral Coordination (NIC) arrangements within the CLME+ region that addresses matters of ocean governance, and formulate recommendations regarding the related Output under the CLME+ Project Document (“way forward”, Output 1.2)

Action: The Meeting is invited to (a) consider the findings and proposed recommendations, and (b) adopt an approach to achieve ProDoc Output 1.2.

SUB-AGENDA ITEM 7.2 - REVIEW OF THE CLME+ SAP COORDINATION AND MANAGEMENT ARRANGEMENTS

17. The Chairperson will invite a representative of one of the 3 Regional Fisheries Bodies, to present on the objective, scope and status of the Interim Arrangement for Sustainable Fisheries.
18. The Chairperson will invite the CLME+ Project Coordination Unit to present on the objective, scope and status of the Interim Mechanism for the Coordinated Implementation of the CLME+ SAP (the *SAP Coordination Mechanism*).

Action: The Meeting is invited to endorse the objectives and scope of the Interim Arrangement for Sustainable Fisheries and the Interim SAP Coordination Mechanism.

AGENDA 8 – UPDATING THE LOGFRAME, TIMELINE, BUDGET AND RESPONSIBLE PARTIES

19. During the Project Inception Phase, the Project Document has been reviewed to determine if the proposed outputs, timeline, targets and indicators are still relevant and up-to-date. A review of the approved project budget was also conducted to adapt it to the project's implementation timeline. In light of the foregoing, the CLME+ Project Coordinating Unit will present the Meeting with any proposed amendments to: the Project Results Framework; timeline for milestones and targets of the project outputs; the project budget; and the timeline of the regional governance processes.

Action: The Meeting is being invited to (a) consider the proposed amendments to the CLME+ Project Document and (b) adopt the proposed amendments as presented or as further amended.

AGENDA ITEM 9 – CLME+ PROJECT WORKPLAN AND BUDGET FOR THE PERIOD 2015 – 2017

20. The CLME+ Regional Project Coordinator will present the CLME+ Project Draft Workplan and Budget for the period 2015-2017.

Action: The Meeting is invited to: (a) review and comment on the proposed 2015-2017 Workplan and Budget; and (b) adopt the Workplan and Budget as presented or as amended.

AGENDA ITEM 10 - CLME+ PROJECT OVERARCHING COMMUNICATIONS STRATEGY

21. The Chairperson will invite the CLME+ Project Coordination Unit to present on the overarching communications strategy for the CLME+ Project. The strategy will have a *central* as well as *de-centralized* components, whose implementation will be the responsibility of the Project Coordinating Unit (central component) and the CLME+ project partners (decentralized components). The PCU will further highlight and present on certain key issues that are of immediate importance (communication protocols, etc.)

Action: The Meeting is invited to (a) comment on the proposed concepts and protocols; and (b) approve the proposed draft outline and protocols as presented or amended.

AGENDA ITEM 11 – MONITORING AND EVALUATION OF CLME+ SAP AND CLME+ PROJECT IMPLEMENTATION

22. The Project Coordination Unit will present the proposed concepts, modalities and (collaborative) mechanisms for the monitoring & evaluation of progress with, and results from the implementation of the CLME+ Project and SAP.

Action: The Meeting is invited to (a) comment on the proposed CLME+ Monitoring & Evaluation concepts and modalities;; and (b) approve the proposal as presented or amended.

23. The UNDP Regional Technical Advisor for Water and Oceans, Latin America and the Caribbean will be invited to provide the Meeting with an overview of the UNDP-GEF reporting and monitoring requirements, with particular emphasis on the Project Implementation Review (PIR) and related documentation as well as mid-term and final evaluations

Action: The Meeting is invited to note the presentation by the UNDP Regional Technical Advisor for Water and Oceans, Latin America and the Caribbean on UNDP-GEF reporting and monitoring requirements.

AGENDA ITEM 12 – CLME+ PARTNERSHIP ARRANGEMENT

24. The Project Coordination Unit will present the Meeting with an overview of the proposed conceptual arrangements for the “Global Partnership for the implementation of the CLME+ Strategic Action Programme” (the *CLME+ Partnership*), for its consideration. This will include, but will not be limited to, the objectives of the CLME+ Partnership, information on the different categories of ‘CLME+ partners’, and their roles and responsibilities.

Action: The Meeting is invited to (a) comment on the proposed CLME+ Partnership Arrangement; and (b) approve the proposed structure as presented or amended.

AGENDA ITEM 13– ANY OTHER BUSINESS

25. The participants of the Meeting will be invited to raise any other matter not covered by the preceding Agenda items, but relevant to the scope of the Meeting. Observers may also be invited to make short interventions of relevance to the CLME+ Project and CLME+ SAP

Action: The meeting is being invited to note the various interventions and to decide on appropriate follow-up actions.

AGENDA ITEM 14– ADOPTION OF MEETING DECISIONS

26. The draft Meeting Decisions will be presented by the Rapporteur for the Meeting’s review and adoption, with amendments and corrections as appropriate.

Action: The Meeting is being invited to adopt the Meeting Decisions with amendments and corrections as appropriate.

AGENDA ITEM 15 - CLOSURE OF MEETING

27. Upon the conclusion of discussions on the preceding Agenda items, the meeting will be brought to a close with statements by the Chairperson of the Meeting and the Regional Project

Coordinator of the CLME+ Project. The meeting is expected to close by 4:30 p.m. on 28 January 2016.