UNDP/GEF CLME+ PROJECT STEERING COMMITTEE MEETING

16 - 18 JUNE 2020

PROVISIONAL ANNOTATED AGENDA

Version 15 June, 2020

1. The 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 virtually via the Kudo Platform from 16-18 June 2020.

2. As per its Rules and Procedures, the Steering Committee provides strategic policy and management direction for the Project. Further, as articulated in the National Focal Point Terms of Reference, National Focal Points are expected to "**actively prepare for, attend[1], participate/communicate** and **make decisions on behalf of their country at the CLME+ Project Steering Committee (PSC) Meetings"**

3. The Government of Panama, currently holding the Chairmanship of the CLME+ PSC, is convening the meeting to amongst others:

- Take high level decisions related to "**CLME+ Project Output 1.1- Decisions on coordination and cooperation arrangements and institutional mandates in line with SAP Strategy 3 cross- sectoral policy coordination."**
- Agree on the way forward in relation to the process for establishing a permanent Coordination Mechanism
- Update members of the Project Steering Committee on CLME+ Project (technical and financial) implementation status, and review/revision and approval of the 2020-2021 Work Plan and Budget
- Review, revise and acknowledge the elements/components of a new project concept, to give sustainability and continuity to key CLME+ Project outputs and outcomes

AGENDA ITEM 1 – OPENING OF MEETING AND WELCOME REMARKS

The virtual CLME+ Project Steering Committee Meeting opens on Tuesday, 16 June at 9:00am Cartagena, Colombia time via the Kudo Platform. Opening statements are made by representatives from the Government of Panama, UNDP, UNOPS, GEF Secretariat, and the CLME+ Project Coordination Unit.

AGENDA ITEM 2 - REVIEW OF THE PROGRESS REPORT ON CLME+ PROJECT STEERING COMMITTEE ACHIEVEMENTS UNDER THE CURRENT WORK PROGRAMME

The Meeting is provided with a short overview on the advancements which took place through the Loomio platform, including highlighting areas of convergence and areas of divergence among the PSC membership.

Action: The Chair asks the CLME+ PCU Consultant to present, and then invites the Meeting to acknowledge the Progress Report, including areas where advancement towards consensus has taken place.

AGENDA ITEM 3 – REVIEW AND ADOPTION OF MEETING AGENDA

The Meeting considers the Provisional Agenda that has been circulated by the CLME+ Project Coordination Unit and introduces such changes as it deems appropriate, including additions that may have arisen from the Loomio pre-virtual meeting process.

Action: The Chair invites the Meeting to: (a) note any amendments proposed to the Agenda; and (b) adopt the Agenda as presented or amended by having two countries move to adopt the agenda.

AGENDA ITEM 4 – PROGRESS TOWARDS INTEGRATED OCEAN GOVERNANCE IN THE CLME+ REGION IN THE LAST 20 YEARS

The CLME+ PCU provides a brief overview on the progress towards integrated ocean governance in the CLME+ region in the last 20 years.

Action: The Chair invites the Meeting to acknowledge the milestones and achievements that have taken place with integrated ocean governance in the CLME+ region in the last 20 years.

AGENDA ITEM 5 – DISCUSSION AND POSSIBLE DECISION ON THE PERMANENT COORDINATION MECHANISM

SUB-AGENDA ITEM 5.1 - CORE ASPECTS OF THE PERMANENT COORDINATION MECHANISM

The CAD consultancy team present the proposed text for the core elements (proposed mandate/objectives, thematic and geographic scope, functions, form/structure, and governance principles) of the Permanent Coordination Mechanism for the consideration of the CLME+ Project Steering Committee, including their proposed responses to comments and recommendations provided on the Loomio platform.

Action: After the presentation,the Chair invites the Facilitator to gather additional views and guide a discussion towards a consensus on the core aspects of the Coordination Mechanism. The Chair then invites the Meeting to make decisions on the mandate/objectives, thematic and geographic scope, functions, form/structure and governance principles of the permanent Coordination Mechanism.

Expectations from the Loomio pre-virtual meeting process: PSC Members would have used the platform to raise questions, discuss proposals, and propose revisions on the texts defining the core aspects of the PCM, to be recommended for consideration and decision-making by the PSC.

SUB-AGENDA ITEM 5.2 - ESTABLISHMENT OF THE PERMANENT COORDINATION MECHANISM

The Meeting is invited to deliberate on the modality for establishing the Coordination Mechanism, the current proposal being a Memorandum of Understanding, and to define an approach towards finalizing the content of the Coordination Mechanism establishing agreement.

Action: The Chair invites the Facilitator to guide the discussion on the establishing modality for the proposed Coordination Mechanism including the approach towards finalising the content of the establishing agreement. The Chair then invites the Meeting to: (a) make a decision on the modality and/or framework to formally establish the permanent Coordination Mechanism; (b) agree on an approach towards finalizing the content of the Coordination Mechanism establishing agreement.

Expectations from the Loomio pre-virtual meeting process: PSC Members would have used the platform to discuss and move as much as possible towards consensus on the format of the establishing document ahead of the meeting, and, to the extent possible, already discuss, propose revisions and make recommendations on the proposed draft content for such establishing document. The CAD consultants would have considered and responded to these inputs.

SUB - AGENDA ITEMS 5.3 - PROCESS AND TIMELINE TOWARDS THE ESTABLISHMENT AND OPERATIONALISATION OF A COORDINATION MECHANISM

The CLME+ PCU recalls the requirements for the hosting of the Secretariat of the Coordination Secretariat, presents the proposed process and timeline towards the establishment and operationalisation of the Coordination Mechanism, including the approach to finalising the hosting arrangements.

Action: The Chair invites the Facilitator to guide a discussion on the process and timeline towards establishment and operationalisation of the Coordination Mechanism. The Chair then invites the Meeting to acknowledge the proposed process and timeline towards the establishment and operationalisation of the Coordination Mechanism, including the transition from an interim Secretariat to a permanent Secretariat as presented or amended and the finalization of the hosting arrangements.

Expectations from the Loomio pre-virtual meeting process: PSC Members would have used the platform to discuss the process and timeline and to make recommendations, including on the transition from an Interim to a Permanent Secretariat (as applicable).

AGENDA ITEM 6 - CLME+ PROJECT IMPLEMENTATION STATUS, BUDGET AND WORK PLAN

SUB-AGENDA ITEM 6.1 - CLME+ IMPLEMENTATION PROGRESS

The CLME+ PCU provides a short overview of CLME+ Project technical and financial implementation progress.

Action: The Chair invites the Meeting to acknowledge the technical and financial implementation status of CLME+ Project as presented.

Expectations from the Loomio pre-virtual meeting process: PSC Members may have used the platform to raise questions and request any clarification on project progress obtained to date.

SUB-AGENDA 6.2 - RESPONSE: REVISED CLME+ PROJECT WORK PLAN AND BUDGET 2020-21

The CLME+ PCU shares the revised CLME+ Project Work Plan and Budget, including a proposal for a second and final 3-month project extension.

Action: The Chair invites the Project Steering Committee to: (a) approve the amendments to the CLME+ Project Results Framework as presented or further amended; (b) approve the CLME+ revised budget for the 2020-21 period as presented or amended; (c) agree to an extension of the project duration till 31 July 2021 to accommodate delays accentuated by COVID-19.

Expectations from the Loomio pre-virtual meeting process: PSC Members may have used the platform to raise questions and request any clarification on the proposed revisions of project budget, work plan and timeline.

AGENDA ITEM 7 - NEW UNDP/GEF CONCEPT NOTE (PIF): THE PROCARIBE+ PROJECT

The CLME+ PCU and PIF consultant provide the rationale for giving continuity to the CLME+ initiative, as well as an overview of key aspects of the new project concept note. This will include the proposed components and key expected outputs of such a new project (the draft "results framework"). The proposed timeline for finalizing the project concept and the requirements from countries and partner organizations are also presented.

Action: The Chair invites the Facilitator to facilitate a discussion on the proposed Results Framework for the continuity of the CLME+ initiative and timeline for the finalization of the project concept. The Chair then invites the Project Steering Committee to (a) acknowledge the proposed process towards the development of the new Concept Note (PIF); (b) acknowledge the proposed components and key outputs for the new concept note as presented or amended; and (c) recommend that those members interested in participating in such new project, provide the required information (GEF endorsement letter and indicative co financing) within the stipulated time frame.

Expectations from the Loomio pre-virtual meeting process: PSC Members may have used the platform to provide comments and recommendations, focusing in particular on the proposed Results Framework.

AGENDA ITEM 8 - WAY FORWARD

SUB - AGENDA ITEM 8.1 - OVERVIEW OF REMAINING PSC BUSINESS BETWEEN NOW AND END OF PROJECT

The CLME+ PCU presents an overview of remaining PSC business between now and project end, as well as its proposal for the way forward regarding such remaining business.

Action: The Chair invites the Facilitator to facilitate a discussion pertaining to the remaining PSC business until project end. The Chair then invites the Project Steering Committee to acknowledge the remaining PSC business, and to agree on an approach for continuing the discussion on a number of PSC related matters that may not have been concluded at this virtual PSC meeting or that may arise after the end of the virtual PSC meeting.

SUB - AGENDA ITEM 8.2 - DEFINING AND ADOPTING A CLEAR PROCESS FOR TAKING PSC DECISIONS AFTER THE VIRTUAL PSC MEETING

The CLME+ PCU presents a proposal on matters related to obtaining decisions once the virtual PSC meeting has ended.

Action: The Chair invites the Facilitator to guide a discussion on the proposal shared by the CLME+ PCU. The Chair then invites the Meeting to agree on an approach and a process for obtaining decisions on PSC related matters after the end of the virtual PSC meeting (including the possibility of decisions outside of the context of a formal meeting).

AGENDA ITEM 9 - ANY OTHER BUSINESS

The Meeting participants are invited to bring to the attention of the PSC matters that were not addressed under the preceding Agenda items, but are perceived as relevant to the scope of the Meeting.

Action: The Chair invites the Meeting to note the various interventions and decide on appropriate actions.

AGENDA ITEM 10 - REVIEW AND ADOPTION OF MEETING RECOMMENDATIONS AND DECISIONS

The Meeting is presented with the draft Meeting Recommendations and Decisions for its review and adoption. Amendments and/or corrections are addressed as appropriate.

Action: The Chair invites the Rapporteur to present the draft Recommendations and Decisions, and then invites the Meeting to adopt Recommendations and Decisions with amendments and corrections as appropriate.

AGENDA ITEM 11 – MEETING CLOSURE

Upon the conclusion of the preceding Agenda Items, the meeting is brought to a close with statements by the Chairperson of the Meeting and the Regional Project Coordinator of the CLME+ Project.

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[1] The National Focal Points of those countries that are eligible for financial support from the GEF may request such support from the CLME+ Project in order to facilitate their participation in the Meetings of the Project Steering Committee. Financial Rules & Regulations of the GEF/UNDP and UNOPS will apply. Notwithstanding the former, it is noted that all efforts by CLME+ countries and territories to self-finance participation of their NFPs will be greatly appreciated.