

REPORT UNDP/GEF PROCARIBE+

Third Project Executive Group Meeting (PEG)

25 November 2025

Virtual session

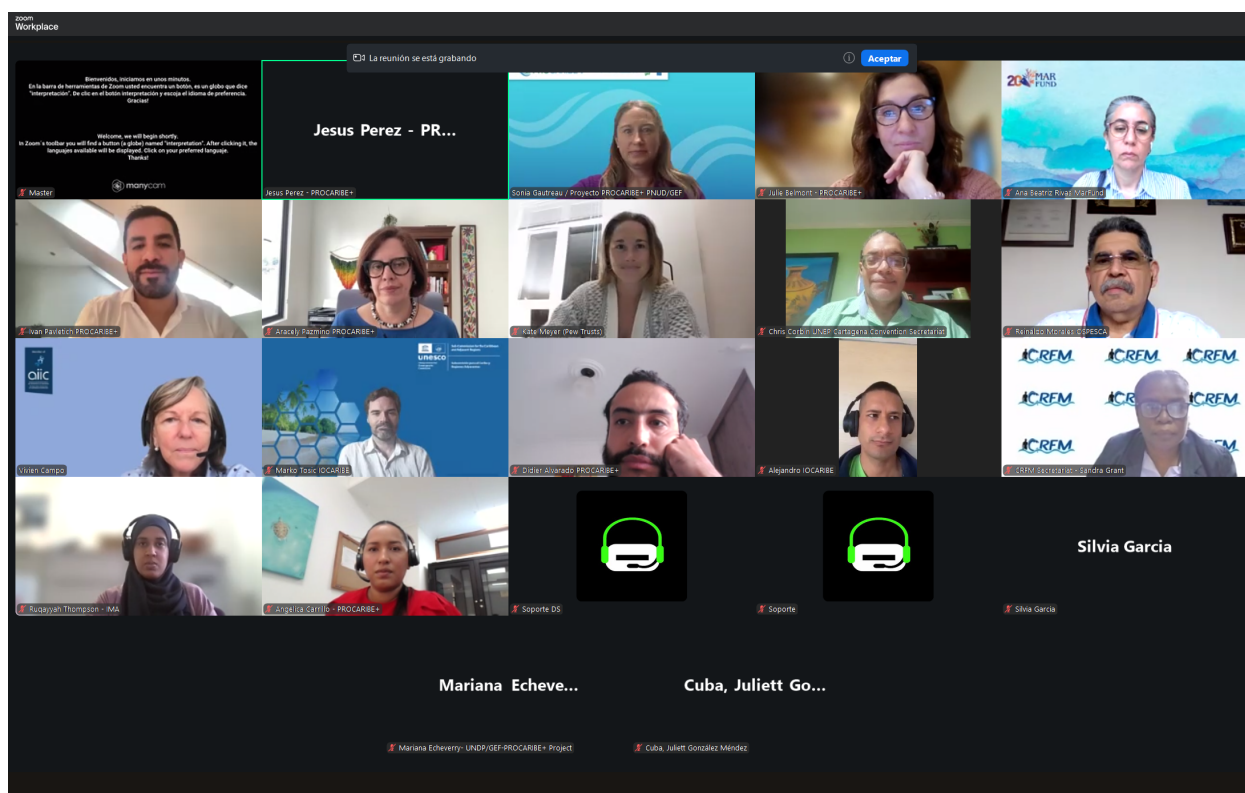


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INTRODUCTION

The PROCARIBE+ Third Project Executive Group Meeting (PEG) was convened online on November 25th 2025 , **from 9:00 am to 12:00 pm (Time in Cartagena)**. Objectives of this meeting were to:

- Plan for the Mid-Term Review and other activities in 2026
- Revise technical and financial progress of the Co-executing Agreements (CEA)
- Discuss how to finalize pending social and environmental safeguard instruments and Protected Area Management Effectiveness Tracking Tools
- Agree on the use of collaborative tools for sharing documentation

For a full list of participants please see Annex 1.

Links to the presentations presented during the meeting are available in the [meeting agenda](#).

AGENDA ITEM 3

UPDATES FROM THE PMCU

Review of Next Steps from the 2nd PEG Meeting

The PMCU reported that most action items from the Second PEG Meeting—primarily linked to preparations for the First Project Board Meeting—have been completed. Three items remain pending:

- PROCARIBE+ Web Page on activities in Cuba
- **Finalization of SESP requirements**
- Further development of the **Information Exchange Platform**

Relevant Decisions from the Second Project Board Meeting (PBM2)

The PMCU presented a selection of key PBM2 decisions ([PPT slide 7&8](#)), noting the progress already made on several of them:

- **Communication and visibility:**
 - o A **progress tracker tool** has been added to the project website to display technical and financial implementation status of all CEAs, as requested by the PBM2.
 - o Work continues to further develop the website, with CEA partners supporting content provision and dissemination.
- **Coordination with Co-executing partners:**
 - o The PMCU has established **quarterly follow-up calls** with Co-Executing Partners to improve communication and alignment.

- **Co-Executing Agreements:**
 - o All CEAs have now been finalized **except** those for **Brazil, Costa Rica (Blue Economy and national SOME), and Venezuela.**
 - o In Venezuela, UNDP has informed the PMCU that it will not be able to execute the planned activities and the PMCU is currently looking to engage a new Co-executing Partner.
- **Project Mid-Term Review timeline:**
 - o A revised deadline of **30 June 2026** was approved for completion of the Mid-Term Review.
- **Project Governance and timeline:**
 - o The PBM adopted the **Project Board Grievance Redress Mechanism (GRM)** and agreed on the composition of the Project GRM Committee.
 - o The current project timeline may not be sufficient to achieve all project targets, and an extension may be required.
- **SES compliance:**
 - o PBM2 requested to **finalize SES instruments urgently**, as field activities depend on full SES compliance prior to their start.
- **Fisheries traceability (Output 3.4.1):**
 - o The PBM2 requested further engagement with countries and partners to identify **potential solutions to achieve the target set up on fisheries traceability.**

Main Recommendations from the 2025 Project Implementation Report

The PMCU indicated that the project was rated **Moderately Satisfactory**, reflecting an improvement from the previous PIR, while the overall risk rating remained **moderate**.

The PMCU highlighted an important request to Co-Executing Partners to support the completion of **Management Responses** to the PIR recommendations. Specifically, Co-executing Partners are asked to review the recommendations relevant to their work, provide updates, and submit their responses prior to the next PEG meeting to support the MTR process. Partners are invited to do so using the online document: [Summary of PIR for PEG3](#). More instructions will be provided by the PMCU in due course.

Cross-cutting recommendations were also emphasized ([PPT slide 9-11](#)), with expected actions in the areas of gender integration and SES compliance, with Co-Executing Partners requested to shift the focus from capacity-building to implementation of gender-responsive actions.

Regarding financial management, the PIR recommended conducting joint planning sessions with Co-executing Partners to align work plans with disbursement requirements. Co-executing Partners were also urged to accelerate their expenditures in accordance with their planned budget to meet the project's financial targets.

AGENDA ITEM 4

STATUS OF PROJECT IMPLEMENTATION

The PMCU presented the **overall project progress to date** and highlighted that the project is now at its **midpoint**, with approximately **35% technical progress** achieved with a **financial execution also remaining relatively low**. This indicates that significant work remains to be completed and most CEAs have **only two years left for implementation**.

The PMCU also presented the dashboards and visual tools generated from the most recent information submitted by the Co-executing Partners on Monday.com. These dashboards enable clear visualization of both technical and financial implementation progress and provide detailed views for each partner through their dedicated dashboard space ([link to Dashboard space](#)). The dashboards are also publicly visible through a dedicated [PROCARIBE+ webpage](#).

It was emphasized that financial planning must be realistic and Co-Executing Partners were asked to review whether their **current calendars of payment are aligned with the current status of implementation of their workplans**. Co-Executing Partners that have experienced delays with their activities were requested to **review their workplan, budget and calendar of payment** prior to the next PEG meeting in order to include updated workplans and budget as part of the MTR process.

The PMCU then provided a snapshot of **output-level progress for all CEAs**. Many activities are still in their early stages, and substantial efforts will be required to remain on track. Further details were presented **output by output**, based on the **latest reports received from Co-Executing Partners (Q3 2025)** ([PPT slide 15-18](#))

Key highlights included:

- **Small grants-related indicators** have been achieved, with SGP allocating the expected number of grants and meeting gender and youth leadership targets.
- **MSP, MPA, and Blue Economy activities** remain at an early stage, though progress varies case by case.
- **Fisheries-related work** has also seen only initial progress.

The PMCU noted that Q2 2025 reporting already reflected early-stage implementation, and that the situation has remained largely unchanged in Q3. This raises an important question regarding the **realistic achievability of the current targets**. The PMCU stressed the need to assess whether the project can, in practice, deliver on these targets within the remaining timeframe and to anticipate that more **realistic and achievable outcomes** may need to be defined. This analysis will constitute a key element of the upcoming **Mid-Term Review (MTR)**. The PMCU also recalled that the **Project Board Meeting (PBM)** has the authority to adopt changes proposed through the MTR. Additional time for the project could be requested, but funding under the current project budget would be needed to finance any extension.

During the discussion, participants collectively emphasized the need for reflection and possible adjustment:

- importance of **reviewing and revising workplans**, given that many activities and payments have been postponed, and the need to ensure that workplans are realistic and to raise any risks or feasibility concerns as early as possible, including the need for potential adaptations.
- It was highlighted that the MTR represents a **key strategic opportunity** to put forward concrete recommendations to the Project Board and partners. While the intention should remain to complete existing commitments, partners agreed that if certain targets appear unlikely to be achieved, the project may need to consider **reshaping activities, reallocating resources**, or identifying other pragmatic adjustments.
- It was also noted that evaluators may find that a “few additional months” could enable the project to achieve high-priority outputs, underscoring the need to balance readjustments with any possible request for limited extensions.
- progress and feasibility will vary **case by case**, with some able to meet their targets within the current timeframe and others facing more significant constraints that may require tailored solutions.

These reflections reinforce the importance of the MTR as a critical moment for evidence-based decision-making on what can realistically be accomplished, and what adjustments may be necessary to ensure meaningful and achievable project impact.

AGENDA ITEM 5

UPDATES FROM THE CO-EXECUTING PARTNERS

Each partner was invited to present two slides summarizing the main achievements, next steps, challenges and proposed solutions as well as one representative picture or a communication material produced under the project. All presentations are available on this [link](#).

Key points presented included:

- UNESCO IOC reported progress in establishing an MSP Task Team and invited the PEG to support the identification of additional experts. They also noted ongoing plans to engage with Trinidad & Tobago on their MSP initiative and expressed interest in pursuing similar engagement with Venezuela.
- UNEP Cartagena Convention Secretariat informed that a presentation on the Ocean Coordination Mechanism (OCM) was delivered during the Cartagena COP. It was well received, encouraged renewed engagement from Parties, and provided a strong mandate for continued work on the OCM—representing a significant high-level achievement.
- IMA announced an official launch event for the MSP of the Gulf of Paria, scheduled for 27 November, marking an important step ahead of the public consultative process. Challenges were noted, including recent changes in government administration, which highlight the need to reinforce buy-in and secure renewed engagement. The Minister’s participation in the launch event is a positive sign in this regard.

- MAR Fund reported the upcoming launch of a PSSA project consultancy call on 10 December and invited PEG members to share the names of relevant experts.

AGENDA ITEM 6

PLANNING FOR NEXT YEAR (MTR, Project Board Meeting, PEG-4)

The PMCU presented the project timeline for 2026, focusing on key elements relevant to the PEG and Co-Executing Partners. The most intensive period—and the main window for adjustments—**will be the first semester of the year, which coincides with the critical phase of the MTR**. In particular:

- Q1: CEA Review of work plans, budgets, payment calendars, and non-GEF indicators (as needed, on a case-by-case basis).
- Q2: Presentation of proposed changes at PEG-4, to be incorporated into the MTR and subsequently submitted for adoption at PBM-3.
- Q3: Finalization of the MTR, with results integrated into the 2026 PIR.

A reminder was issued regarding the METT for MPAs covered by the project: baselines are essential, and partners are asked to help finalize these instruments as soon as possible.

Regarding the **location and date for the PEG-4 meeting**, which is planned to take place in person in 2026, it was noted that multiple meetings are already scheduled for early next year. Therefore, it was proposed to **establish a shared calendar covering at least the first semester to help coordinate planning**.

It was strongly recommended **that the MTR evaluator attend PEG-4**, as this would be an efficient opportunity to gather direct feedback from partners in addition to bilateral exchanges. It was emphasized that the PEG is a good practice for the project and that its involvement in the MTR review process would be highly valuable.

In terms of timing, the proposal for organizing PEG-4 should also take into consideration the preparation needs for the PBM3, including the requirement to circulate documents at least 20 days in advance. The idea of including a field visit as part of the meeting was raised, and partners were invited to propose potential hosting options.

The suggested target dates are the week **of 6 April or 13 April**, with a preference for the latter.

AGENDA ITEM 7

SOCIAL AND ENVIRONMENTAL SAFEGUARDS

The PMCU Gender expert, representing also the PMCU SES expert, presented an [Update on progress with social and environmental safeguards](#).

Appreciation was expressed for the substantial work already completed, acknowledging that it has been a long and demanding process.

Key points included:

- All co-executing partners implementing field activities must submit their SESP, as well as their stakeholder engagement and gender activity formats prior to starting any field activities.
- A summary was provided on the **status of each partner's progress regarding safeguards and gender requirements** ([PPT slide 4](#)).
- Partners with approved SESPs should begin preparing the required plans (ESMPs). They are encouraged to reach out to the SES team and inform the PMCU about how these assessments/plans will be developed and whether their current CEA budget is sufficient, noting that these tasks generally require outsourcing.
- Partners were reminded that **PROCARIBE+ has reserved funds to support safeguard assessments and plans** across the project, which may be accessed if needed.

It was also highlighted that each Co-executing Partner must present progress on the implementation of their gender and stakeholder-engagement actions in the next reporting cycle, in line with PIR recommendations. **A dedicated section on these aspects will be included in the upcoming reports template of concerned Co-Executing Partners.**

AGENDA ITEM 8

COLLABORATIVE MATTERS AND COMMUNICATIONS

The PMCU **provided an overview of the PROCARIBE+ website**, including the pages dedicated to CEA progress and activities. Partners were invited to help identify missing content and to provide information or updates so that the relevant pages can be updated accordingly. Sharing visuals—such as photos and videos—was strongly encouraged.

The meeting also discussed the possibility of having Co-Executing Partners provide inputs to the IWLearn Newsletters or Experience Notes, noting that specific templates exist for this purpose. It was agreed that the PMCU would send information to partners when requests are received from IWLearn and partners wishing to provide content should inform the PMCU. Future IW:LEARN requests will therefore be circulated to all Co-Executing Partners.

The PMCU **reiterated a few key points regarding the use of collaborative tools and reporting requirements** ([PPT Slide 29](#))

- Partners are encouraged to upload communication products and means of verification.
- Status updates on individual activities should be done regularly on Monday.com, as these feed directly into the dashboards displayed on the website.
- Particular attention is needed for the accurate counting of beneficiaries and for indicating progress on the implementation status of relevant project indicators.

Setting-Up a Co-Executing Partner Space for Document-Sharing

Following discussions from PEG-2 regarding the usefulness of a shared folder or other tool for Co-executing Partners to share documentation, the PMCU agreed to come forward with a simple mechanism to facilitate information sharing among PEG members. Such a space would support mutual learning, exchange of best practices across sectors, and access to transversal technical or administrative templates that can strengthen implementation efficiency. To this end, a **dedicated space/board on Monday.com** was prepared and presented to the meeting for feedback. It was agreed that this Monday.com board will be open to all Co-Executing Partners, who will subsequently receive invitations to access and be able to contribute to and benefit from the shared platform.

AGENDA ITEM 9

WRAP-UP, AGREEMENTS AND NEXT STEPS

- **Next Quarterly Report (Q4, due January):**
 - The PMCU will add a dedicated **SES/Gender reporting section** for the CEAs concerned.
- **Before April 2026 – Updated Work Plans and budgets**
Co-Executing Partners must submit updated work plans, budgets and payment calendars, if not on track with current planning, and suggest any potential adjustments to non-GEF indicators, (where/if considered necessary to meet project commitments)
- **Before April 2026 – Management Response to PIR Recommendations:**
Co-Executing Partners are asked to review the PIR recommendations relevant to their activities, provide updates, and submit their responses ahead of the next PEG meeting to support the MTR process. Inputs should be provided using the shared online document: [Summary of PIR for PEG3 - Google Docs](#)
- Co-Executing Partners should submit finalized **METT and SES instruments**, as applicable, as soon as possible as those are already very delayed.
- **SES Assessments and Plans:**
Partners should contact the SES Experts (Ugo and Aracely) and the PMCU regarding the development of their SES assessments/plans and any associated financial needs.
- **Upcoming Meetings in first semester of 2026**
The PMCU agreed to share the dates of PROCARIBE+ meetings scheduled for the first semester of 2026 to PEG Members as soon as they are identified.
- **PEG-4 Meeting:**
The PMCU will continue preparations for the next PEG meeting (tentatively scheduled for early April 2026) and will inform PEG members as soon as details are available.

ANNEX 1: LIST OF PARTICIPANTS

Organization	First name	Last name	Designation
UNESCO-IOCARIBE	Alejandro	Rojas Aldana	Consultant
UNESCO-IOCARIBE	Marko	Tosic	Programme Specialist
CRFM Secretariat	Sandra	Grant	Deputy Executive Director
OSPESCA	Reinaldo	Morales	Technical Advisor
UNEP Cartagena Convention Secretariat	Christopher	Corbin	Coordinator
Institute of Marine Affairs	Ruqayyah	Thompson	Research Officer
MAR Fund	Ana Beatriz	Rivas Chacón	Project Coordinator
Centro Nacional de Áreas Protegidas de Cuba	Juliett	González Méndez	Head of Biodiversity Management Department
Pew	Kate	Meyer	Officer research
UNDP	Santiago	Carrizosa	Regional Technical Advisor
PROCARIBE+ PMCU	Sonia	Gautreau	Senior Project Officer
PROCARIBE+ PMCU	Angelica	Carrillo	Project Management Support Associate
PROCARIBE+ PMCU	Didier	Alvarado	Project Management Support Associate
PROCARIBE+ PMCU	Ivan	Pavletich	Senior Portfolio Officer
PROCARIBE+ PMCU	Mariana	Echeverry	Communications assistant
PROCARIBE+ PMCU	Jesus	Perez	Project Management Support Assistant
PROCARIBE+ PMCU	Aracely	Pazmino	Gender expert
PROCARIBE+ PMCU	Julie	Belmont	Technical Specialist