


## Provisional Agenda

**PROCARIBE+ Project Inception Workshop and First Steering Committee Meeting  
19-21 February, 2024 (2.5 days)  
Hotel Estelar Cartagena de Indias  
Meeting Room: Salon Cartagena**

#	Time (Colombia time)	Agenda	Meeting Materials *hyperlinks to be included as materials become available
<b>DAY 1</b>			
	9:00 - 9:30	Registration of Meeting Participants	 Intro
1	9:30– 9:50	Opening of the Meeting, Welcome Remarks and Security Briefing	<a href="#">Security Briefing</a>
2	9:50 - 10:05	Brief introduction: Objectives of the Meeting, PROCARIBE+ project governance arrangements, including the mission, role and composition of the PROCARIBE+ Project Board/Steering Committee	<a href="#">Brief introduction</a>
3	10:05 - 10:25	Introduction of participants (tour de table)	<a href="#">Participants</a>
4	10:25 - 10:35	Election of Officers (Chair, Co-Chair, Rapporteur)	<a href="#">Project Board Rules of Procedure</a>
5	10:35 - 10:55	Review and adoption of the Meeting Agenda	<a href="#">Annotated Agenda</a>
	10:55 - 11:10	<b>BREAK</b>	
6	11:10 - 11:30	Background and Context: PROCARIBE+'s predecessor projects (CLME, CLME+), the 10-year CLME+ Strategic Action Programme (SAP), the regional Ocean Coordination Mechanism (OCM)	<a href="#">PPT: Background and context of PROCARIBE</a>
7	11:30 - 11:50	Introduction to the PROCARIBE+ Project: Project Strategy and Objectives, Project Components, anticipated Outputs, Results and Beneficiaries (including expected contributions to GEF Core Indicators), and Project Timeline	<a href="#">PPT: Introduction to PROCARIBE+</a>
8	11:50 - 12:20	PROCARIBE+ Project Inception Phase: key activities & achievements, including outcomes of the 12 February	PPT: <a href="#">P1 - Project Inception Phase - Key Activities &amp; Achievements</a>



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		Regional Consultation on the OCM	<a href="#">Consultation on the OCM</a> <a href="#">P2 - Project Inception Phase incl. Outcomes of Regional Consultation on the OCM</a>
	12:20 - 13:30	<b>LUNCH</b>	
9		Project Governance and Management Arrangements:	
	13:30 - 13:40	a) Roles and responsibilities in the projects' governance mechanism <ul style="list-style-type: none"> <li>○ GEF Agency</li> <li>○ Implementing Partner and Co-executing partners</li> <li>○ Beneficiary Representatives</li> <li>○ Project Management and Coordination Unit (PMCU)</li> </ul>	<a href="#">PPT: Roles and responsibilities in the projects' governance mechanism</a>
	13:40 - 14:10	b) Adoption of the PROCARIBE+ Project Board/Steering Committee Terms of Reference (ToRs)	Full documents: <a href="#">English</a> , <a href="#">French</a> and <a href="#">Spanish</a> PPT: <a href="#">Project Board ToRs</a>
	14:10 - 14:35	c) Adoption of the ToRs for the PROCARIBE+ National Focal Points and Status of Nominations	Full documents: <a href="#">English</a> , <a href="#">French</a> and <a href="#">Spanish</a> PPT: <a href="#">Project National Focal Points</a>
	14:35 - 15:35	d) Review and adoption of the Project Board Rules of Procedure (including decision-making procedures)	Full documents: <a href="#">English</a> , <a href="#">French</a> and <a href="#">Spanish</a>
	15:35 - 15:45	<b>BREAK</b>	
9	15:45 - 16:10	Project Governance and Management Arrangements (continued):  e) Project Responsibility & Accountability Matrix: review and acknowledgment	<a href="#">RACI Matrix</a> PPT: <a href="#">RACI Matrix</a>
<b>COCKTAIL at 18:00</b> <b>Location: 51 Sky Bar, Rooftop of the Hotel Estelar</b>			



#	Time (Colombia time)	Agenda	Meeting Materials *hyperlinks to be included as materials become available
<b>DAY 2</b>			
	9:00 - 9:20	Recap of the outcomes of day 1 and review of agenda for day 2	
10		Way forward for project implementation :	
	9:20 - 9:50	a) UNDP/GEF Projects: UNDP & GEF Requirements and Procedures	PPT: <a href="#">UNDP/GEF Monitoring and Evaluation</a>
	9:50 - 10:05	b) Project Manager's tolerances	PPT: <a href="#">Project Manager's tolerances</a>
	10:05 - 10:20	c) Project Monitoring & Evaluation (M&E) and Risk Management	PPT: <a href="#">Project MnE and Risks</a>
	10:20 - 10:35	<b>BREAK</b>	
	10:35 - 11:00	d) Updates to the Project Strategy	PPT: <a href="#">Updates to Project Strategy</a>  📄 MoU - Results until Febr...
	11:00 - 11:35	e) Updates to the Project Results Framework	Document: <a href="#">Updates to Results Framework</a>  Document: <a href="#">Updates to Indicators and Targets</a>
	11:35 - 11:50	f) Co-executing arrangements	PPT: <a href="#">Co-executing arrangements</a>
	11:50 - 12:20	g) Revised overall Project (Multi-Year) Work Plan and Budget	PPT: <a href="#">Revised multi-year workplan and budget</a>
	12:20 - 12:40	h) Key milestones/deliverables for 2024	PPT: <a href="#">Key milestones, activities and deliverables 2024</a>
	12:40 - 13:45	<b>LUNCH</b>	
11		Project Implementation Progress Tracking - approaches & tools:	

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	13:45 - 14:00	a) Collaborative project progress tracking and visualization	PPT: <a href="#">Collaborative tracking</a>
	14:00 - 14:15	b) Co-financing reporting obligations and responsibilities	PPT: <a href="#">Co-financing reporting obligations and responsibilities</a>
12		Social and Environmental Safeguards:	
	14:15 - 14:40	a) Project safeguards - tools and procedures	PPT: <a href="#">Overview of project safeguard and gender tools and procedures</a>
	14:40 - 14:55	b) Work plan/way forward for the application of safeguards	PPT: <a href="#">Proposed work-plan and way forward on safeguards</a>
	14:55 - 15:10	c) Project Grievance Mechanism	PPT: <a href="#">Project Grievance Redress Mechanism</a>
	15:10 - 15:30	<b>BREAK</b>	
13	15:30 - 15:45	Tools to support Intersessional Project Board Activities	<a href="#">Tools</a>
	15:45 - 17:00	Review / Discussion on outstanding matters	
	<b>Day 3</b>		
14	9:00 - 9:30	Any Other Business	
15	9:30 - 11:30	Adoption of Project Board Recommendations and Decisions	<a href="#">Draft Decisions &amp; Recommendations</a>
16	11:30 - 11:45	Meeting Closure	
	<b>END OF MEETING</b>		
	<b>DINNER at 20:00</b> Location: Club de Pesca Restaurant		

