

Adopted Meeting Agenda

PROCARIBE+ First Project Executive Group Meeting (PEG)

4-5 December 2024

Bogota, Colombia

Main objectives:

- Establish a Project Executive Group to promote technical coordination among the different PROCARIBE+ co-executing partners
- Promote joint ownership of the project to improve project implementation
- Present and agree on a monitoring scheme for the implementation of co-executing agreements
- Present the main UNOPS, GEF and UNDP requirements relating to the co-executing agreements
- Identify synergies and potential areas of collaboration between co-executing partners

#	Time (Colombia time)	Agenda
DAY 1 Wednesday, 4 December 2024		
	8:30 - 9:00	Registration of Meeting Participants
1	9:00 - 9:20	Opening of the Meeting, Welcome Remarks and Security Briefing
2	9:20 - 9:50	Introduction of participants
3	9:50 - 10:30	Brief introduction: Objectives of the Meeting, review and presentation of agenda Overview of PROCARIBE+ project
	10:30 - 10:45	BREAK
4	10:45 - 11:00	Establishment of the PEG • Objectives and role • Participants • Calendar of meetings (periodicity)
5	11:00 - 12:00	Development and status of PROCARIBE+ Co-executing Agreements:

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		• Process of developing co-executing agreements • Status of PROCARIBE+ co-executing agreements and timeline towards achieving signatures • Inception Phase • Q&A
	12:00 - 13:30	LUNCH
6	13:30 - 13:45	Principles of Good Project Management
7a	13:45 - 14:30	Planning and tracking progress on the implementation of co-executing agreements • Intro to Monday: MONDAY USER GUIDE • Reporting Calendar • Planning & Tracking technical and financial implementation • Requirements for payment disbursements • Q&A
7b	14:30 - 15:00	Planning and tracking progress on the implementation of co-executing agreements (continued) • Hands-on exercises with Monday
	15:00 - 15:15	BREAK
7b	15:15 - 16:00	Planning and tracking progress on the implementation of co-executing agreements (continued) • Hands-on exercises with Monday
8	16:00 - 16:30	Tracking Co-financing
	16:30 - 17:00	Outstanding matters/questions
End of Day 1 19:30 DINNER Restaurant: La Boutique de las carnes		
DAY 2 Thursday, 5 December 2024		
	9:00 - 9:15	Recap of the outcomes of day 1 and review of agenda for day 2

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9a	9:15 - 10:00	Social and Environmental Safeguards (SES) - Brief intro to SES - Recap of PROCARIBE+ SES requirement, steps and tools and how this relates to co-executing partners - Overview of SESP requirements - Overview of Stakeholder engagement and Gender requirements
9b	10.00 - 10.15	Introduction to group work activity and overview of SESP, stakeholder and gender templates/tables
	10:15 - 10:30	BREAK
10	10:30 - 11:30	Group work on SESP, stakeholder and gender tables. Based on selected activities from projects (MSP, MPA), each group have a list of activities for which they will be asked to identify: - S&E risks - Stakeholders - Gender actions Each participant will use examples from his own project/context. Activity is meant to help partners familiarize with the exercise they are being asked to do for each of their projects. Groups will present results in plenary (5min each)
11	11.30 - 12.00	Overview of the PROCARIBE+ GRM and requirements for projects Next steps following PEG meeting
	12:00 - 13:30	LUNCH
12	13:30 - 13:40	Gender Guidelines for MSP
13	13:40 - 14:15	PROCARIBE+ Communication Strategy and communication expectations
14a	14:15 -15:30	Synergies and potential collaboration between PROCARIBE+ co-executing partners - Presentation by partners on PROCARIBE+ activities to be implemented

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	15:30 - 15:45	BREAK
14b	15:45 - 16:45	Synergies and potential collaboration between PROCARIBE+ co-executing partners (continued) - Identification of potential areas for collaboration - Role of the Ocean Coordination Mechanism
15	16:45 - 17:00	Discussion on Next steps and wrap-up
END OF MEETING		