

Annotated Agenda

PROCARIBE+ Inception Workshop and First Project Steering Committee Meeting

19-21 February, 2024 (2.5 days)

Hotel Estelar Cartagena de Indias

Meeting Room: Salon Cartagena

The Inception Workshop and First Project Steering Committee Meeting of the UNDP/GEF *“Protecting and Restoring the Ocean’s natural Capital, building Resilience and supporting region-wide Investments for sustainable Blue socio-Economic development”* (PROCARIBE+) is convened on 19-21st February 2024 in Cartagena, Colombia.

The meeting is being convened to:

- Officially launch the PROCARIBE+ Project Board and rebuild momentum/commitment amongst project primary beneficiaries and core partners
- Introduce the project and raise awareness on the Project Strategy, Objectives and anticipated key Activities, Outputs and Results
- Review and approve the proposed Project Governance and Implementation arrangements, including Project M&E, Risk Management and Safeguards
- Review and approve the proposed Way Forward for project implementation

AGENDA ITEM 1: OPENING OF THE MEETING AND WELCOME REMARKS

The PROCARIBE+ Project Inception Workshop and Steering Committee Meeting opens on Monday, 19 February at 9:30 am Colombia time. The meeting is also accessible via Zoom at the following [link](#). Opening statements are made by representatives from UNDP, UNOPS WEC and the PROCARIBE+ Project Management and Coordination Unit (PMCU).

AGENDA ITEM 2: BRIEF INTRODUCTION

The PMCU gives a [brief introduction](#) on the objectives of the meeting, the PROCARIBE+ Project governance arrangements, including the mission, role and composition of the PROCARIBE+ Project Board / Steering Committee.

AGENDA ITEM 3: INTRODUCTION OF PARTICIPANTS (TOUR DE TABLE)

The Meeting facilitator invites all participants to introduce themselves.

AGENDA ITEM 4: ELECTION OF OFFICERS (CHAIR, CO-CHAIR, RAPPORTEUR)

The Facilitator invites the Project Board to nominate a Chair, Co-Chair and Rapporteur for the Inception Workshop and First PROCARIBE+ Project Steering Committee Meeting.

Action: The Chair invites the Project Board to elect a Chair, Co-Chair and Rapporteur for the Inception Workshop and First PROCARIBE+ Project Steering Committee Meeting by having two Project Board Members move to adopt the nominated officers.

AGENDA ITEM 5: REVIEW AND ADOPTION OF THE MEETING AGENDA

The Project Board considers the [Provisional Agenda](#) that has been circulated by the PROCARIBE+ PMCU and introduces such changes as it deems appropriate.

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

AGENDA ITEM 6: BACKGROUND AND CONTEXT

The PROCARIBE+ PMCU presents some background and context relevant to the PROCARIBE+ Project. In particular, PROCARIBE+'s predecessor projects (CLME, CLME+), the 10-year PROCARIBE+ Strategic Action Programme (SAP), and the regional Ocean Coordination Mechanism (OCM).

AGENDA ITEM 7: INTRODUCTION TO THE PROCARIBE+ PROJECT

The PROCARIBE+ PMCU provides an introduction to the PROCARIBE+ Project, including the project strategy and objectives, project components, anticipated outputs, results and beneficiaries (including expected contributions to GEF core indicators), and the project timeline.

AGENDA ITEM 8: PROCARIBE+ Project Inception Phase

The PROCARIBE+ PMCU presents the key activities and achievements from the PROCARIBE+ Project Inception Phase, including the outcomes of the 12 February Regional Consultation on the OCM.

AGENDA ITEM 9: PROJECT GOVERNANCE AND MANAGEMENT ARRANGEMENTS:

SUB-AGENDA ITEM 9a : ROLES AND RESPONSIBILITIES IN THE PROJECTS' GOVERNANCE MECHANISM

The PROCARIBE+ PMCU presents the Roles and Responsibilities in the Project's governance mechanism, notably of the GEF Agency, the Implementing Partner & Co-Executing Partners, Beneficiary Representatives and the Project Management & Coordination Unit (PMCU.)

SUB-AGENDA ITEM 9b : ADOPTION OF THE PROCARIBE+ PROJECT BOARD/STEERING COMMITTEE TERMS OF REFERENCE (TORS)

The PROCARIBE+ PMCU provides a [short overview](#) of the [Project Board / Steering Committee Terms of Reference](#) and any revisions to the document emanating from comments received by Board Members prior to the meeting (as applicable).

Action: The Chair invites the Project Board to adopt the Project Board / Steering Committee Terms of Reference as presented or amended.

SUB-AGENDA ITEM 9c : ADOPTION OF THE TORS FOR THE PROCARIBE+ NATIONAL FOCAL POINTS AND STATUS OF NOMINATIONS

The PROCARIBE+ PMCU provides a [short overview](#) of the [Project National Focal Point Terms of Reference](#) and any revisions to the document emanating from comments received by Board Members prior to the meeting (as applicable).

Action: The Chair invites the Project Board to adopt the Project National Focal Point Terms of Reference as presented or amended.

SUB-AGENDA ITEM 9d : REVIEW AND ADOPTION OF THE PROJECT BOARD RULES OF PROCEDURE

The PROCARIBE+ PMCU presents the [Project Board Rules and Procedures](#), including decision-making procedures, and any revisions to the document emanating from comments received by Board Members prior to the meeting (as applicable).

Action: The Chair invites the Project Board to adopt the Project Board Rules and Procedures as presented or amended.

SUB-AGENDA ITEM 9e : PROJECT RESPONSIBILITY & ACCOUNTABILITY MATRIX

The PROCARIBE+ PMCU presents a proposed Project Responsibility and Accountability Matrix to clarify key responsibilities for the proper functioning of the project.

Action: The Chair invites the Project Board to adopt the Project Responsibility and Accountability Matrix as presented or amended..

AGENDA ITEM 10: WAY FORWARD FOR PROJECT IMPLEMENTATION :

SUB-AGENDA ITEM 10a: UNDP/GEF PROJECTS: UNDP & GEF REQUIREMENTS AND PROCEDURES

The Representative from UNDP presents the [UNDP & GEF requirements and procedures for UNDP/GEF projects](#).

Action: The Chair invites the Project Board to take note of the requirements and procedures as presented by UNDP.

SUB-AGENDA ITEM 10b: PROJECT MANAGER'S TOLERANCES

The PMCU presents a suggested tolerance level under which the Project Manager can operate without intervention from the Project Board.

Action: The Chair invites the Project Board to adopt the tolerance level of the Project Manager vis-a-vis the execution of the Project.

SUB-AGENDA ITEM 10c: PROJECT MONITORING & EVALUATION (M&E) AND RISK MANAGEMENT

The PMCU presents an updated Monitoring and Evaluation Plan for the Project, including a revised budget and timeline for M&E activities. The PMCU also presents a proposed approach for monitoring and managing project risks and presents the project's risks rated as high and-or substantial.

Action: The Chair invites the Project Board to approve the revised M&E Plan as presented or amended, and take note of the risk management approach presented by the PMCU.

SUB-AGENDA ITEM 10d : UPDATES TO THE PROJECT STRATEGY

The PMCU presents an updated project strategy, including different scenarios for the execution of the project activities that are meant to be guided/endorsed/approved by the Ocean Coordination Mechanism (OCM). The proposed strategy includes feedback received from a questionnaire circulated to OCM prospective signatories during the Regional Consultation Meeting on the OCM held on 12 February.

Action: The Project Board is invited to discuss the different options for updating the project strategy and to approve a way forward for project execution.

SUB-AGENDA ITEM 10e : UPDATES TO THE PROJECT RESULTS FRAMEWORK

The PMCU presents a revised Project Results Framework that integrates changes emanating from the updates to the project strategy and from consultations held with prospective co-executing partners and participating countries during the Project Inception Phase.

Action: The Chair invites the Project Board to adopt the revised Project Results Framework as presented or amended.

SUB-AGENDA ITEM 10f : CO-EXECUTING ARRANGEMENTS

The PMCU presents an overview of the prospective co-executing arrangements proposed for project execution, including the proposed instruments to be used and a suggested budget allocation.

Action: The Chair invites the Project Board to approve the proposed co-executing arrangements, including the budget allocation as presented or amended.

SUB-AGENDA ITEM 10g : REVISED OVERALL PROJECT (MULTI-YEAR) WORK PLAN AND BUDGET

The PMCU presents a revised overall project (multi-year) work plan and budget.

Action: The Chair invites the Project Board to adopt the revised overall project (multi-year) work plan and budget as presented or amended.

SUB-AGENDA ITEM 10h : KEY MILESTONES/DELIVERABLES FOR 2024

The PMCU presents key milestones/deliverables for 2024.

Action: The Project Board takes note of the proposed key milestones/deliverables for 2024.

AGENDA ITEM 11: PROJECT IMPLEMENTATION PROGRESS TRACKING - APPROACHES AND TOOLS

SUB-AGENDA ITEM 11a : COLLABORATIVE PROJECT PROGRESS TRACKING AND VISUALIZATION

The PMCU presents a proposal for a collaborative approach and tools to track project progress and the implementation of co-executing agreements.

Action: The Project Board endorses the proposed approach and tools for tracking progress under the project.

SUB-AGENDA ITEM 11b : CO-FINANCING REPORTING OBLIGATIONS AND RESPONSIBILITIES

The PMCU provides a brief overview of co-financing reporting obligations and the current status of indicative co-financing made to date.

Action: The Project Boards takes note of the co-financing reporting obligations and urges all entities having committed co-financing to report on their co-financing, upon the request from the PMCU, and as set-out in the UNDP/GEF requirements.

AGENDA ITEM 12 : SOCIAL AND ENVIRONMENTAL SAFEGUARDS

SUB-AGENDA ITEM 12a : PROJECT SAFEGUARDS - TOOLS AND PROCEDURES

The PMCU will provide an [overview of the safeguard procedures](#) developed for the project based on the UNDP Social and Environmental Standards, including the tools and procedures to be implemented during project execution by the PMCU and the Co-executing partners.

Action: The Project Board takes notes of the safeguard procedures presented, including the tools and procedures to be implemented during the execution of the project.

SUB-AGENDA ITEM 12b : WORK PLAN/WAY FORWARD FOR THE APPLICATION OF SAFEGUARDS

The PMCU proposes an [implementation plan](#) for the application of the project's safeguards.

Action: The Project Board takes notes of the safeguard implementation plan.

SUB-AGENDA ITEM 12c : PROJECT GRIEVANCE MECHANISM

The PMCU presents the UNDP requirements for the establishment of a Project Grievance Mechanism and proposed main steps for developing a Grievance Mechanism for the project.

Action: The Project Board acknowledges the proposed steps for the development of a project grievance mechanism.

AGENDA ITEM 13: TOOLS TO SUPPORT INTERSESSIONAL PROJECT BOARD ACTIVITIES

The PMCU presents proposed tools to support intersessional activities of the Project Board and highlights their main features and functionalities.

Action: The Project Board endorses the proposed tools and invites all board members to utilize the tools for the good functioning of inter-sessional activities.

AGENDA ITEM 14: ANY OTHER BUSINESS

The Meeting participants are invited to bring to the attention of the Project Board 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 Project Board to note the various interventions and decide on appropriate actions.

AGENDA ITEM 15: ADOPTION OF PROJECT BOARD RECOMMENDATIONS AND DECISIONS

The Project Board 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 Project Board to adopt Recommendations and Decisions with amendments and corrections as appropriate.

AGENDA ITEM 16: 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, the UNDP Regional Technical Advisor and the Regional Project Coordinator of the PROCARIBE+ Project.