
DECISIONS AND RECOMMENDATIONS OF THE PROJECT INCEPTION WORKSHOP AND FIRST PROJECT BOARD MEETING OF THE UNDP/GEF PROCARIBE+ PROJECT

19 - 21 February 2024, Cartagena, Colombia

The PROCARIBE+ Project Board:

Having convened the Inception Workshop and First Project Board Meeting of the PROCARIBE+ Project, in Cartagena, Colombia, from 19-21 February 2024, with a total of 76 participants, representing 26 States and Territories (of which 17 are GEF-Eligible PROCARIBE+ countries) and 18 Organizations, and Chaired by Panama, with the Deputy Chairperson from Belize and the Rapporteur from Saint Lucia;

Taking note of all matters brought to the attention of the Project Board through the adopted meeting agenda and all materials presented thereunder, as listed in and/or referenced in Annex 1 to the present document;

Invites the Project Management and Coordination Unit (PMCU), PROCARIBE+ Co-executing Partners and Project Board Members to coordinate with other relevant initiatives including GEF projects in the CLME+ region to identify opportunities for collaboration and to seek to minimize duplication of efforts; and

Encourages all Project Board Members to remain engaged throughout the duration of the project in an effort to maximize the successful delivery of project results and to avoid delays in project implementation:

1. Invites all PROCARIBE+ Project Board Members to review and provide feedback to the list of documents below by the **8th of March 2024**, through the proposed digital tools presented at the meeting:
 - Terms of Reference (ToRs) of the PROCARIBE+ Project Board (Agenda Item 9b)
 - ToRs of the PROCARIBE+ National Focal Points (NFP) (Agenda Item 9c)
 - Project Board Rules of Procedure (Agenda Item 9d)
 - Responsibility and Accountability Matrix (RACI) (Agenda Item 9e)
 - Revised Project Results Framework (Agenda item 10e)
 - Multi-year Work Plan (Agenda Item 10g).
2. Invites the PMCU to engage with Project Board Members, as deemed beneficial to finalizing the documents.
3. Decides to pursue finalization and adoption of the mentioned documents **by the end of March 2024**.

AGENDA ITEM 8: PROCARIBE+ PROJECT INCEPTION PHASE: KEY ACTIVITIES & ACHIEVEMENTS, INCLUDING OUTCOMES OF THE 12 FEBRUARY REGIONAL CONSULTATION ON THE OCM

8.1. Invites all PROCARIBE+ participating GEF-eligible countries that have not yet signed the PROCARIBE+ Project Document or nominated their Project NFP(s) to do so by **15 March 2024**.

8.2. Takes note of the outcomes of the Virtual Regional Consultation & Planning Meeting: “Expediting the Operationalization of the Ocean Coordination Mechanism (OCM)” held on 12 February 2024, with a total number of 80 participants, representing 23 States and Territories and 10 Organizations.

AGENDA ITEM 9: PROJECT GOVERNANCE AND MANAGEMENT ARRANGEMENTS:

SUB-AGENDA ITEM 9E: PROJECT RESPONSIBILITY & ACCOUNTABILITY MATRIX: REVIEW AND ACKNOWLEDGMENT

Acknowledges the relevance and importance of the [RACI Matrix](#) presented by the PMCU and of the responsibilities of the different project stakeholders for the successful implementation of the project.

AGENDA ITEM 10: WAY FORWARD FOR PROJECT IMPLEMENTATION

SUB-AGENDA ITEM 10B: PROJECT MANAGER’S TOLERANCES

Acknowledging that the concept of “Project Manager’s Tolerance” as used in the context of the PROCARIBE+ Project refers to approval for the PROCARIBE+ Project Manager to adjust an approved Budget Plan without additional consultations of the Project Board;

Further acknowledging that adjustments using the Project Manager’s Tolerance should normally not exceed 10% of the approved annual Project Component Budget:

10B.1. Approves a Project Manager’s tolerance level of 10% .

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

10C.1. Approves the revised PROCARIBE+ Monitoring and Evaluation (M&E) Plan as described in the table here below:

GEF M&E activities to be undertaken/facilitated by the Project Management & Coordination Unit (PMCU)	Budgeted (USD)	Updated Time Frame/Target Dates
	Revision for PSCM1	
	<i>Budget Revision for PSCM1</i> *formal project start date: 5/05/23 (UNDP PIMS)	

Inception Workshop and Report	158,000	Project Year 1 (as soon as feasible & meaningful)
Preparation of the annual GEF Project Implementation Report (PIR) ← co-fin reporting	7,000	Annually (PIR = typically between June-August)
Independent Mid-Term Review (MTR) ← co-fin reporting	28,000	By 5 November 2025 (UNDP PIMS)
Independent Terminal Evaluation (TE) ← co-fin reporting	38,500	By 5 February 2028 (UNDP PIMS)
M&E/Reporting on progress made in reaching GEF core indicators and project results included in the project results framework	15,000	Annually (PIR) and at Project Mid-Point and Project Closure
Monitoring of Gender Action Plan	15,070	Ongoing
Monitoring of Safeguards Management Frameworks/Action Plans	26,850	Ongoing
Supervision missions	10,000	As needed
Learning missions	10,000	As needed
TOTAL	308,420	as per GEF rules: M&E Budget = max 2% of Gross Project Budget = USD 308,596 (not to be exceeded)

10C.2. Approves the proposal for the Co-executing Partners and the PMCU to adopt and implement a Risk and Issues Management Strategy.

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

Acknowledging the opening for signature of the “Memorandum of Understanding Enabling the Creation of a Coordination Mechanism to Support Integrated Ocean Governance in the Caribbean and North Brazil Shelf Large Marine Ecosystems” (the Ocean Coordination Mechanism/OCM MoU) on October 6th 2023, and (a) the MoU’s provision that a minimum of 6 Intergovernmental Organizations (IGO) and 17 States and Territories sign the MoU to enable its commencement, and (b) the importance of having as many of the IGO’s and States and Territories listed in Annex 1 to the OCM MoU joining the mechanism in order for the mechanism to best deliver on its mandate and objectives;

Acknowledging that 8 signatures have been collected to date;

Acknowledging the anticipated lead role of the OCM in the development of activities and outputs under PROCARIBE+ Project Components 1 and 4 relating to the OCM's mandate and functions;

Further acknowledging that a delayed operationalization of the OCM will negatively impact the timely delivery of PROCARIBE+ project activities and outputs:

10D.1. Urgently calls upon States and Territories and the Intergovernmental Organizations listed in Annex 1 to the OCM MoU to consider signing the OCM MoU as soon as possible.

10D.2. Requests the PROCARIBE+ Board Members and Observers to encourage and support the efforts geared towards securing, within the shortest possible time frame, the signatures to the OCM MoU of the States and Territories listed in Annex 1 to the OCM MoU.

10D.3. Takes note of the proposed plans presented and discussed under PROCARIBE+ Project Board Meeting Agenda Item 10D on how to move forward with the PROCARIBE+ activities that are expected to be guided, adopted and/or endorsed by the OCM and approves "Plan A", where the OCM is to lead the PROCARIBE+ activities under Components 1 and 4 linked to the OCM, in line with the original intention stipulated in the PROCARIBE+ Project Document.

10D.4. Requests the PMCU to activate "Plan C", i.e. to engage the CLME+ Strategic Action Program (SAP) Interim Coordination Mechanism (ICM) and the PROCARIBE+ Project Board as interim leads for the PROCARIBE+ "OCM-related activities" until the OCM MoU commences, if the OCM MoU does not commence by the end of June 2024.

10D.5. Invites the ICM Secretariat to coordinate with ICM Members and PROCARIBE+ project partners to promote the signing of the OCM MoU during relevant intergovernmental regional and international events, noting that the following upcoming events may provide good opportunities for public awareness of the OCM and for securing MoU signatures:

- i. UN Environment Assembly to be held in Nairobi from 26 of February to 1st of March 2024;
- ii. Caribbean Regional Fisheries Forum (CRFM) from 6-9 March 2024 (virtual);
- iii. IV edition of ECLAC's Regional Water Dialogues in Latin America and the Caribbean to be held in Costa Rica from 11-13 March 2024;
- iv. UN Ocean Decade Conference to be held in Barcelona from 10-12 April 2024;
- v. 9th Our Ocean Conference to be held in Greece from 15-17 April 2024;
- vi. Minister's meeting of the Central American Commission of Environment and Development (CCAD) to be held in Mexico from the 15-18 April 2024;
- vii. Seventh Meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development to be held in Santiago de Chile from 15 to 18 April 2024;
- viii. International UN SIDS Conference to be held in Antigua and Barbuda from 27-30 May 2024;
- ix. The UN Oceans Preparatory Meeting to be held in Costa Rica from 7-8 June 2024.

10D.6. Requests the PROCARIBE+ PMCU/ICM Secretariat to support the efforts by States, Territories and IGOs geared towards securing signatures to the OCM MoU, including through the development and dissemination of an executive summary on the OCM MoU.

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

Takes note of the proposed revision of the Results Framework developed by the PMCU to address the changed baseline and delays in the initiation of the PROCARIBE+ Project and invites the Project Board members to provide intersessional review and feedback.

SUB-AGENDA ITEM 10F : CO-EXECUTING ARRANGEMENTS

10F1. Approves the proposed co-executing arrangements described in tables a) and b) presented below, and confirms the applicability to the budget values mentioned under these tables of a 10% Project Manager's Tolerance.

10F2. Authorizes UNOPS to conduct selection and conclude the agreements (Grants, Project Cooperation Agreement or UN to UN agreement) as appropriate under its legislative framework and in accordance with the co-execution decisions taken at this meeting, and authorizes the PMCU to establish detailed work plans and budgets with the co-executing partners and beneficiary countries.

10F3. Acknowledges the confirmation made by the representative of Trinidad and Tobago that the Institute of Marine Affairs (IMA) is a central government entity.

Table a) PROCARIBE+ project outputs to be delivered through co-executing agreements, together with an indication of the share of the total project budget available to support the delivery of each output.

Co-executing Agreement # and proposed PROCARIBE+ Co-executing Partner (for PB endorsement)			PROCARIBE+ Output	Approximate Budgets (USD)*	UNOPS work package where funds are available and assigned	
1	UN2UN	IOCARIBE OF IOC UNESCO	2.1.3 Training & Capacity Building (MSP,...) 3.3.1.a. MSP (Dominican Republic + Colombia) 3.3.1.b. MSP (regional activities / Advocacy)	920,000	23767-001-03-005 23767-001-02-005	inputs from beneficiary countries on budget split
2	UN2UN	UNEP Cartagena Convention Secretariat	2.1.3 Training & Capacity Building (R2R, S2R,...) 3.3.2. MPA/OECM (Colombia + Dominican Republic)	800,000	23767-001-03-005 23767-001-02-005	between MSP and MPA may lead to some re-allocations
3	Intra-UN OPS	UNOPS SGP Unit (NY)	3.1.1.a. Microfinancing (SGP)	1,000,000	23767-001-03-005	
4	UN2UN	UNDP Country Office in Venezuela	3.3.1.a. MSP Venezuela	400,000	23767-001-03-005	
5	PCA	IMA**	3.3.1.a. MSP Trinidad and Tobago	390,000	23767-001-03-005	
6	PCA	OSPESCA-SICA	3.4.1.a. Fisheries traceability (Belize, Guatemala, Honduras, Panama) 3.4.1.b. Fisheries traceability (regional) 3.5.1.a. Ghost gear (Honduras) 3.5.1.b. Ghost gear (regional)	975,000	23767-001-03-005	budget split between 6, 7 and 8 to be determined (PMCU + OSPESCA + CRFM) based on updated baseline
7	PCA	Caribbean Regional Fisheries Mechanism (CRFM)	3.4.1.a. Fisheries traceability (Bahamas, Guyana, Suriname)		23767-001-03-005	
8	***Grant (TBC)	Competitive Process or ad to 6 or 7 (TBD)	3.4.1.a. Fisheries traceability (Brazil)		23767-001-03-005	

9	PCA	CCAD	3.3.1.a. MSP (MAR Region) (PSSA process) 3.3.2 MPA/OECM (MAR Region) (FRZ)	740,000	23767-001-03-005	
10	PCA	Centro Nacional de Áreas Protegidas de Cuba (CNAP)	3.3.2 MPA/OECM (Cuba)	350,000	23767-001-03-005	
11	***Grant (TBC)	Competitive Process	2.1.4 Nationally Determined Contributions (NDCs)	250,000	23767-001-02-005	
12	***Grant (TBC)	Competitive Process	3.2.1. Blue carbon (Panama)	250,000	23767-001-03-005	
13	***Grant (TBC)	Competitive Process	2.1.2 Prototype National SOMEE (Costa Rica+) 3.3.1. Blue Economy Strategy (Costa Rica)	380,000	23767-001-03-005 23767-001-02-005	
		**Confirmation from Trinidad Project Board Representative that IMA is a central government entity		*Project Manager's Tolerances apply		

***A different co-executing modality/instrument may be opted by the PMCU.

Table b) currently identified co-executing partners, with an indication of the outputs to be assigned to each co-executing partners - including an indication of differentiated responsibilities where and as applicable

Outputs	Total Budget for the Output (USD)*	Co-executing Partner	Agreement #	Agreement Type	Allocation of the Total to each co-executing partner (USD)*	rationale
2.1.2. Prototype national SOMEE	220,000	TBD (Competitive Process)	13	***Grant (TBC)	220,000	
2.1.3 Training & Capacity Building	200,000	IOC of UNESCO (IOCARIBE) (MSP,...)	1	UN2UN	100,000	thematic & geographic area of mandate
		UNEP (UNEP CEP / Cartagena Convention Secretariat) (R2R, S2S,...)	2	UN2UN	100,000	thematic & geographic area of mandate

2.1.4 Nationally Determined Contributions (NDCs)	250,000	TBD (Competitive Process)	11	***Grant (TBC)	250,000	
3.1.1.a Microfinancing (SGP)	1,000,000	UNOPS GMS	3	UNOPS Internal	1,000,000	historically the main GEF SGP managing entity + matching co-financing
3.2.1. Blue carbon (Panama)	250,000	TBD (Competitive Process)	12	***Grant (TBC)	250,000	
3.3.1.a BE & MSP (MSP Colombia)	360,000	IOC of UNESCO (IOCARIBE)	1	UN2UN	770,000	thematic & geographic area of mandate
3.3.1.a BE & MSP (MSP Dominican Republic)	410,000					
3.3.1.a BE & MSP (BE Costa Rica)	160,000	TBD (Competitive Process)	13	***Grant (TBC)	160,000	
3.3.1.a BE & MSP (MAR PSSA)	370,000	CCAD	9	PCA	370,000	thematic & geographic area of mandate
3.3.1.a BE & MSP (Trinidad y Tobago)	390,000	Institute of Marine Affairs (IMA)	5	PCA	390,000	
3.3.1.a BE & MSP (Venezuela)	400,000	UNDP Country Office in Venezuela	4	UN2UN	400,000	donor pre-approval
3.3.1.b BE & MSP (advocacy)	50,000	IOC of UNESCO (IOCARIBE)	1	UN2UN	50,000	thematic & geographic area of mandate
3.3.2 MPA & OECM (Cuba)	350,000	Centro Nacional de Áreas Protegidas de Cuba (CNAP)	10	PCA	350,000	thematic & geographic area of mandate
3.3.2 MPA & OECM (Colombia)	400,000	UNEP Cartagena Convention Secretariat	2	UN2UN	700,000	thematic & geographic area of mandate
3.3.2 MPA & OECM (Dominican Republic - Beata)	300,000					thematic & geographic area of mandate
3.3.2 MPA & OECM (MAR - FRZ)	370,000	CCAD	9	PCA	370,000	
3.4.1.a. Fisheries traceability (Brazil)	535,000	TBD (Competitive Process or add to the PCA)	8	TBD	TBD	
3.4.1.a. Fisheries traceability (Bahamas, Guyana, Suriname)		CRFM	7	PCA	TBD	thematic & geographic are of mandate; established expertise
3.4.1.a Traceability (Belize, Guatemala, Honduras, Panama)		OSPESCA-SICA	6	PCA	385,000	thematic & geographic are of mandate; established expertise
3.4.1.b Traceability (regional)	80,000					

3.5.1.a Fishing gear (Honduras)	280,000					
3.5.1.b Fishing gear (regional)	80,000					
	*Project Manager's Tolerances apply				*Project Manager's Tolerances apply	

***A different co-executing modality/instrument may be opted by the PMCU.

10F4. Requests UNOPS, the PMCU and the corresponding, prospective co-executing partners to expeditiously advance the processing of the co-executing agreements (Grants, PCAs, and UN to UN agreements).

10F5. Requests PROCARIBE+ participating beneficiary countries whose inputs are required to allow the advancement and finalization of the co-execution agreements, to expeditiously provide such inputs.

10F6. Notes that for outputs where more than one co-executing partner will be responsible for the overall delivery of the output, the exact value of the allocation of a share of the total output budget to each such co-executing partner will be determined by the PMCU in coordination and consultation with each of these co-executing partners and the beneficiary countries.

10F7. Authorizes the Project Manager to adjust the allocation of the budget of each output among the different co-executing partners and co-executing agreements, as indicated in the tables a and b, as needed, without modifying the total allocated budget for these outputs and the allowed tolerances, and with a view to ensure the successful delivery of the project's results framework.

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

Addressing the current situation vis-a-vis the operationalization of the Ocean Coordination Mechanism (OCM), and of the fact that the CLME+ SAP ICM is expected to continue to operate until the OCM MoU commences;

Also taking note in this context of the facts that (a) on 2 October 2023 the ICM Membership formalized the role of the PROCARIBE+ PMCU as ICM Secretariat; (b) the PROCARIBE+ PMCU is to assume the role of OCM Secretariat once the MoU commences and for the duration of the project (unless otherwise decided by the OCM Steering Group);

Further considering the current implementation status of the PROCARIBE+ Project, including the delayed project initiation and low staffing levels as compared to the originally anticipated PMCU configuration for 2023, and of the resulting 2023 financial implementation levels:

10G.1. Approves the administrative re-allocation of the funds foreseen in the PROCARIBE+ Project Document for the OCM Secretariat from UNDP Budget Line 72100 "Contractual Services - Companies" to UNDP Budget Line 71800 "Contractual Services - Implementing Partner"

10G.2. Approves the recruitment of a full-time local Operations and Finance Officer.

10G.3. Requests UNOPS to fully support and expedite PMCU recruitment processes to urgently enhance the PMCU Human Resources capacity.

10G.4. Approves the Revised PROCARIBE+ Multi-Year Project Budget, including the 2024 Annual Budget as summarized in the tables here below:

	2023 (USD)	2024 (USD)	2025 (USD)	2026 (USD)	2027 (USD)	2028 (USD)	TOTAL (USD)
Staff and Consultants (incl. PROCARIBE+ PMCU/ICM-OCM Secretariat)	277,604	1,117,572	1,097,785	1,098,444	960,617	340,861	4,892,883
Travel	34,353	438,049	165,435	372,665	221,330	253,104	1,484,936
Co-Executing Agreements & Contractual Services*	2,620	2,106,582	2,625,459	1,662,669	1,376,693	23,563	7,797,586
Supplies	1,869	17,085	17,085	17,085	11,812	3,375	68,309
Information Technology Equipmt	6,607	3,955	3,955	3,955	3,955	0	22,426
Rental & Maint of Info Tech Eq	0	6,539	6,539	6,539	6,539	2,109	28,263
Audio Visual&Print Prod Costs	5,472	91,223	79,095	86,477	80,677	22,674	365,618
Training, Workshops and Confer	2,099	200,211	185,446	146,427	189,666	45,946	769,794
Total	330,625	3,981,215	4,180,798	3,394,260	2,851,287	691,632	15,429,817

Revised Budget per Component (USD)

C1	2,248,601
C2	1,652,472
C3	8,186,275
C4	1,901,274
MnE	732,845
PMC	732,845
TOTAL	15,429,817

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

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

Acknowledging the need and importance of (a) collaborative online Project Planning and Implementation Progress Tracking Tool(s) as presented by the PMCU, (b) the importance of its systematic use by both UNOPS as the main PROCARIBE+ Implementing Partner and all PROCARIBE+ Co-Executing Partners, and (c) of the online availability to the Project Board of key information resulting from the implementation of the project:

11A.1. Requests the PMCU to further develop the presented tools and requests the PMCU and Co-executing Partners to adopt and use the [Monday.com](https://www.monday.com) platform throughout the PROCARIBE+ Project to support the PROCARIBE+' collaborative project planning and progress tracking and visualization processes, ensuring the continuity of the use of the platform by UNOPS.

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

Taking note of the volume and origin of the co-financing commitments detailed in the PROCARIBE+ Project Document and GEF CEO endorsement request, and summarized in the following [Online PMCU Google Sheet](#), and of the co-financing reporting requirements presented under Agenda Item 11B:

11B.1. Invites PROCARIBE+ participating countries that have not yet made a co-financing commitment for the PROCARIBE+ Project, and any country or organization interested in providing a co-financing commitment for PROCARIBE+, to do so by contacting the PCMU for further guidance.

11B.2. Requests UNDP to clarify the principles and levels of detail to be used in the reporting on co-financing.

11B.3. Requests the PMCU to provide the PROCARIBE+ co-financing countries and partners with a co-financing reporting template together with adequate guidance on how to conduct the reporting, by the **1st of May 2024**.

11B.4. Requests all PROCARIBE+ co-financing entities to provide their co-financing reports by latest **30 June 2024**.

11B.5. Acknowledges that the PROCARIBE+ NFP are expected to collect national co-financing information and ensure that their country's co-financing report(s) is(are) timely and duly submitted to the PMCU.

AGENDA ITEM 13: TOOLS TO SUPPORT INTERSESSIONAL PROJECT BOARD ACTIVITIES

13.1. Approves the use of digital tools, giving due attention to standard data protection and security practices, and as presented under Agenda item 13, for inter-sessional decision-making, and invites all Board Members to utilize the tools for the good functioning of inter-sessional activities.

The Chair of the PROCARIBE+ Project Board certifies the adoption, on the 28th of February, 2024, of the above Decisions and Recommendations of the PROCARIBE+ Project Board.¹

Name: Mr. Raúl Henrique Pinedo Anderson
Affiliation: Ministry of Environment of Panama

Signature: _____

¹ The PROCARIBE+ Project Board Chair announces and certifies the adoption of the Project Board Meeting Decisions and Recommendations. Reference is made to the PROCARIBE+ Project Board Rules of Procedure.

ANNEX 1

Provisional Agenda

PROCARIBE+ Project Inception Workshop and First Project Board Meeting

19-21 February, 2024 (2.5 days)

Hotel Estelar Cartagena de Indias

Meeting Room: Salon Cartagena

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
DAY 1			
	9:00 - 9:30	Registration of Meeting Participants	
1	9:30– 9:50	Opening of the Meeting, Welcome Remarks and Security Briefing	240219-21 ENG - PROCARIBE+ PSCM1 Item 1 - Security Briefing
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	240219-21 ENG - PROCARIBE+ PSCM1 Item 2 - Brief Introduction
3	10:05 - 10:25	Introduction of participants (tour de table)	240219-21 ENG - PROCARIBE+ PSCM1 Item 3 - List of confirmed Participants
4	10:25 - 10:35	Election of Officers (Chair, Co-Chair, Rapporteur)	
5	10:35 - 10:55	Review and adoption of the Meeting Agenda	240219-21 ENG - PROCARIBE+ PSCM1 Item 5 - Annotated Agenda

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
	10:55 - 11:10	BREAK	
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)	240219-21 ENG - PROCARIBE+ PSCM1 Item 6 - Background & Context
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	240219-21 ENG - PROCARIBE+ PSCM1 Item 7 - PROCARIBE Overview
8	11:50 - 12:20	PROCARIBE+ Project Inception Phase: key activities & achievements, including outcomes of the 12 February Regional Consultation on the OCM	240219-21 ENG - PROCARIBE+ PSCM1 Item 8 - Project Inception Phase (PART 1) Consultation on the OCM 240219-21 ENG - PROCARIBE+ PSCM1 Item 8 - Project Inception Phase (PART 2)
	12:20 - 13:30	LUNCH	
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"> ○ GEF Agency ○ Implementing Partner and Co-executing partners ○ Beneficiary Representatives 	240219-21 ENG - PROCARIBE+ PSCM1 Item 9 - Roles & Respo in Project Governance.pdf

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
		<ul style="list-style-type: none"> ○ Project Management and Coordination Unit (PMCU) 	
	13:40 - 14:10	b) Adoption of the PROCARIBE+ Project Board Terms of Reference (ToRs)	Full document: 240219-21 ENG - PROCARIBE+ PSCM1 Item 9b - Project Board ToRs 240219-21 ENG - PROCARIBE+ PSCM1 Item 9b - Project Board ToRs
	14:10 - 14:35	c) Adoption of the ToRs for the PROCARIBE+ National Focal Points and Status of Nominations	Full document: 240219-21 ENG - PROCARIBE+ PSCM1 Item 9c - National Focal Points ToRs 240219-21 ENG - PROCARIBE+ PSCM1 Item 9c - National Focal Points ToRs Key Aspects
	14:35 - 15:35	d) Review and adoption of the Project Board Rules of Procedure (including decision-making procedures)	Full document: 240219-21 ENG - PROCARIBE+ PSCM1 Item 4 - Rules of Procedure
	15:35 - 15:45	BREAK	
9	15:45 - 16:10	Project Governance and Management Arrangements (continued): e) Project Responsibility & Accountability Matrix: review and acknowledgment	240219-21 ENG - PROCARIBE+ PSCM1 Item 9e - RACI Matrix PROCARIBE+ 240219-21 ENG - PROCARIBE+ PSCM1 Item 9e - RACI Matrix - review

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
COCKTAIL at 18:00 Location: 51 Sky Bar, Rooftop of the Hotel Estelar			
DAY 2			
	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	240219-21 ENG - PROCARIBE+ PSCM1 Item 10a - ME in UNDP-GEF project cycle
	9:50 - 10:05	b) Project Manager's tolerances	240219-21 ENG - PROCARIBE+ PSCM1 Item 10b - Budget Revisions
	10:05 - 10:20	c) Project Monitoring & Evaluation (M&E) and Risk Management	240219-21 ENG - PROCARIBE+ PSCM1 Item 10c - Project M&E and Risk Management
	10:20 - 10:35	BREAK	
	10:35 - 11:00	d) Updates to the Project Strategy	240219-21 ENG - PROCARIBE+ PSCM1 Item 10d - Updated Project Strategy 240219-21 ENG - PROCARIBE+ PSCM1 Item 10d - Results of questionnaire on OCM MoU
	11:00 - 11:35	e) Updates to the Project Results Framework	240219-21 ENG - PROCARIBE+ PSCM1 Item 10e - Proposed Revisions to Outputs

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
			240219-21 ENG - PROCARIBE+ PSCM1 Item10e - Proposed Revision to Partial Results Framework
	11:35 - 11:50	f) Co-executing arrangements	240219-21 ENG - PROCARIBE+ PSCM1 Item 10f - Co-executing agreements
	11:50 - 12:20	g) Revised overall Project (Multi-Year) Work Plan and Budget	240219-21 ENG - PROCARIBE+ PSCM1 Item 10g - Revised MYWP 240219-21 ENG - PROCARIBE+ PSCM1 Item 10g Revised Multi-Year Work Plan 2024-2028
	12:20 - 12:40	h) Key milestones/deliverables for 2024	240219-21 ENG - PROCARIBE+ PSCM1 Item 10h - 2024 Work Plan
	12:40 - 13:45	LUNCH	
11		Project Implementation Progress Tracking - approaches & tools:	
	13:45 - 14:00	a) Collaborative project progress tracking and visualization	240219-21 ENG - PROCARIBE+ PSCM1 Item 11a - Collaborative project progress tracking and visualization
	14:00 - 14:15	b) Co-financing reporting obligations and responsibilities	240219-21 ENG - PROCARIBE+ PSCM1 Item 11b - Co-Financing
12		Social and Environmental Safeguards:	

#	Time (Colombia time)	Agenda	LIST OF MATERIALS PRESENTED TO THE PROJECT BOARD AT THE 19-21 FEB. 2024 PROCARIBE+ INCEPTION WORKSHOP AND 1ST PROJECT BOARD MEETING
	14:15 - 14:40	a) Project safeguards - tools and procedures	240219-21 ENG - PROCARIBE+ PSCM1 Item 12a - Safeguards
	14:40 - 14:55	b) Work plan/way forward for the application of safeguards	240219-21 ENG - PROCARIBE+ PSCM1 Item 12b - Safeguards Action Plan
	14:55 - 15:10	c) Project Grievance Mechanism	240219-21 ENG - PROCARIBE+ PSCM1 Item 12c - Project Grievance Mechanism
	15:10 - 15:30	BREAK	
13	15:30 - 15:45	Tools to support Intersessional Project Board Activities	240219-21 ENG - PROCARIBE+ PSCM1 Item 13 - Tools to support Intersessional Project Board Activities
	15:45 - 17:00	Review / Discussion on outstanding matters	
Day 3			
14	9:00 - 9:30	Any Other Business	
15	9:30 - 11:30	Adoption of Project Board Recommendations and Decisions	
16	11:30 - 11:45	Meeting Closure	
END OF MEETING			
DINNER at 20:00 Location: Club de Pesca Restaurant			