

## SECOND MEETING OF THE UNDP/GEF CLME+ PROJECT STEERING COMMITTEE

18 – 20 June, 2018

### PROVISIONAL ANNOTATED AGENDA

Version: 29 May 2018

1. The Second Steering Committee Meeting of the UNDP/GEF Project “*Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of shared Living Marine Resources in the Caribbean and North Brazil Shelf Large Marine Ecosystems*” (CLME+) is convened from 18 – 20 June, Panama City, Panama. Hotel Wyndham Albrook Mall. Room: Contadora III (Mezaninne)
2. As per its Rules and Procedures, the Steering Committee provides strategic policy and management direction for the Project, assesses progress with its implementation, provides guidance to the PCU and/or Co-Executing Agencies where necessary, and reviews and approves the Project Work Plan and Budget and any changes thereto
3. The CLME+ Project Coordinating Unit, on behalf of the participating countries and project partners is convening the meeting to:
  - Provide an update on the implementation of project activities and financial spending from Inception Phase to date;
  - Sensitize CLME+ countries to the status of the Consultancy for the development of proposals for a “Permanent Policy Coordination Mechanism and Sustainable Financing Plans for Regional Ocean Governance”
  - Provide an update on the status of development of the SAP Monitoring and Evaluation Framework and the State of Marine Environment and Associated Economies Reporting Mechanism
  - Review, discuss and provide any comments on the findings of the Mid-Term Evaluation
  - Review, revise as necessary, and adopt amendments to the Project Results Framework
  - Review, revise, and approve the Budget for the remaining period of the project
  - Define and adopt measures and decisions to support the successful implementation of the remaining project activities
4. National Focal Points of CLME+ countries that have endorsed the CLME+ SAP or the CLME+ Project Concept Note, provided co-financing or endorsed the CLME+ Project Document, or their designated representatives, and representatives from the member organizations of the Project Executive Group (PEG), , are invited to attend the meeting. Other countries and or UN and non-UN regional and international organizations that have expressed an interest in the CLME+ Project and its objectives are also invited to attend the meeting as observers.

**AGENDA ITEM 1 – FORMAL WELCOME AND OPENING OF THE MEETING**

1. The meeting will be opened on Monday 18 June at 9:00 at the Wyndham Hotel Albrook Mall in Panama. Opening statements will be made by representatives from the CLME+ Project Coordination Unit, UNDP, UNOPS and the Government of Panama.

**AGENDA ITEM 2 – PROJECT STEERING COMMITTEE RULES AND PROCEDURES AND ELECTION OF OFFICERS**

2. The Meeting shall review the Project Steering Committee Rules and Procedures in relation to the conduct of Steering Committee Meetings. The Meeting shall then elect from amongst its participants, the following officers: the Chairperson, a Vice-Chairperson, and a Rapporteur.

*Action: The meeting is being asked to approve, by acclamation the elected Officers.*

**AGENDA ITEM 3 – INTRODUCTION OF MEETING PARTICIPANTS**

3. The meeting participants will be given an opportunity to introduce themselves.

**AGENDA ITEM 4 – REVIEW AND ADOPTION OF MEETING AGENDA**

4. The Meeting will consider the Provisional Agenda that has been circulated by the CLME+ Project Coordination Unit, and introduce such changes as it deems appropriate.

*Action: The meeting is being asked to: (a) note any amendments proposed to the Agenda and (b) adopt the Agenda as presented or amended.*

**AGENDA ITEM 5 – OVERALL PROJECT IMPLEMENTATION STATUS*****SUB-AGENDA ITEM 5.1 – TECHNICAL PROJECT IMPLEMENTATION OVERVIEW***

- 5.1 The CLME+ Project Coordination Unit will provide the Meeting with an overview of the implementation of project activities. The overview will indicate which project activities are advancing well and which are experiencing challenges, including any proposed remedial actions.

***SUB-AGENDA ITEM 5.2 – OVERALL FINANCIAL IMPLEMENTATION OVERVIEW***

- 5.2 The Chairperson will invite the CLME+ Project Coordination Unit to provide the Meeting with an overview of project financial implementation, its challenges and possible budget deviations from project inception to date, including the PCU's recommendations to address implementation risks. The overview will also include a breakdown of PCU and co-executing partners spending.

*Action: The Meeting is being asked to (a) note the overall financial implementation status and implementation risks of the CLME+ Project to date, (b) note the financial implementation status of the PCU and co-executing partners*

**SUB-AGENDA ITEM 5.3 –CO-EXECUTING AGREEMENTS IMPLEMENTATION OVERVIEW**

5.3 The Chairperson will invite representatives from the CLME+ Co-Executing Partners to provide the meeting with an overview of the activities outlined under their agreements/contracts. The Co-Executing partners will present successes, challenges and/or risks experienced, including any proposed remedial actions.

*Action: The Meeting is being asked to (a) note the implementation status of the CLME+ Project outputs and (b) note the overview provided by CLME+ Co-Executing Partners on the status of the CLME+ Project activities outlined under their agreements/contracts.*

**AGENDA ITEM 6 - SAP ENDORSEMENTS (NEW ENDORSEMENTS FROM PREVIOUS SCM)**

6 The CLME+ Project Coordination Unit will present the Meeting with an update on the status of CLME+ SAP endorsements, by identifying the countries that have endorsed the SAP since the first Project Steering Committee Meeting.

*Action: The CLME+ Project Steering Committee is being invited to welcome the new endorsements from Antigua and Barbuda, Bahamas, France and Montserrat and to encourage those countries/overseas territories which have not endorsed the CLME+ SAP to do so.*

**AGENDA ITEM 7 – STATUS OF THE COORDINATION MECHANISMS****SUB-AGENDA ITEM 7.1 – INTERIM COORDINATION MECHANISM FOR SUSTAINABLE FISHERIES**

7.1 The Meeting will be provided with an overview on the status and functioning of the Interim Coordination Mechanism for Sustainable Fisheries since its formal establishment in January 2016.

*Action: The Meeting is invited to (a) acknowledge the work of the Interim Coordination Mechanism for Sustainable Fisheries and (b) express their continued support for the Interim Coordination Mechanism for Sustainable Fisheries*

**SUB-AGENDA ITEM 7.2 - SAP INTERIM COORDINATION MECHANISM**

7.2 The Meeting will be provided with an overview on the status and functioning of the CLME+ SAP Interim Coordination Mechanism.

*Action: The Meeting is being asked to (a) acknowledge the status of the CLME+ SAP Interim Coordination Mechanism and (b) express their continued support for the mechanism.*

**SUB-AGENDA ITEM 7.3 – NATIONAL INTERSECTORAL COORDINATIONAL MECHANISMS**

- 7.3 The Chairperson will invite a representative of the University of the West Indies Centre for Resource Management and Environmental Studies (UWI-CERMES) to provide an overview of the findings of the analysis on National Intersectoral Coordination Mechanisms (NICs) within the CLME+ region, outlining the challenges in obtaining good information on NIC structures and operations.

*Action: The Meeting is invited to (a) note the current levels of progress with the NIC analysis and the distance-to-target(s), and to (b) encourage National Focal Points from CLME+ countries, as well as the countries' state and non-state actors that have pledged commitment to or interest in the CLME+ SAP, to assist with the collection of information as requested to support NIC knowledge products and the success of NICs beyond the CLME+ Project.*

## **AGENDA ITEM 8 – OVERVIEW AND STATUS OF THE PERMANENT POLICY COORDINATION MECHANISM AND SUSTAINABLE FINANCING PLAN CONSULTANCY**

- 8 The Meeting will be provided with an overview of the process for the development of (options for) a Permanent Policy Coordination Mechanism and Sustainable Financing Plans for Ocean Governance in the CLME+ region (Consultancy being implemented by the Centre of Partnerships for Development (CAD), based in Barcelona Spain on behalf of the CLME+ PCU). The Meeting will also be introduced to the proposed Options for the Permanent Policy Coordination Mechanism which are expected to be discussed in more detail during a regional Consultation in September 2018.

*Action: The Meeting is invited to (a) note the progress obtained to date under the Permanent Policy Coordination Mechanism and Sustainable Financing Plan Consultancy, and (b) commit to supporting consultations at the national level in relation to the proposed Options for the Permanent Policy Coordination Mechanism and Sustainable Financing Plan in preparation for the regional Consultation in September 2018.*

## **AGENDA ITEM 9 – CLME+ PARTNERSHIP AND ALLIANCE**

- 9 The Chairperson will invite the CLME+ PCU to present to share with the meeting an overview of the process for the establishment and progressive expansion of a Global Alliance and Partnership for the Protection, Sustainable Management and Use of (living marine resources in) the CLME+ region.

*Action: The Meeting is invited to: (a) note the progress obtained to date with regard to the formal establishment of the Global CLME+ Partnership and Alliance, centred around the CLME+ SAP ICM and SAP endorsing countries; to (b) encourage the CLME+ PCU to continue to work on the expansion and consolidation of the aforementioned mechanisms; and to (c) invite the core membership to actively contribute to the successful fulfilment of the mandate and objectives of this Partnership*

## **AGENDA ITEM 10 – OVERVIEW OF THE CIVIL SOCIETY ACTION PROGRAMME**

- 10 The Chairperson will invite the Caribbean Natural Resource Institute (CANARI) to share with the meeting an overview of the draft Civil Society Action Programme (C-SAP) defined for and developed by civil society organisations.

*Action: The Meeting is invited to; (a) note the achievement of civil society organizations (CSOs) in developing a draft Civil Society Action Programme which is aligned with and supports CLME+ SAP implementation in achievement of the shared vision; to (b) note also the ongoing efforts to include other CSOs in the review and finalization of the C-SAP; and to (c) encourage key CSOs in the CLME+ region to participate in the process to finalize the C-SAP.*

## **AGENDA ITEM 11 - SAP M&E FRAMEWORK AND SOME**

### **SUB-AGENDA ITEM 11.1 – SAP MONITORING AND EVALUATION**

- 11.1 The Chairperson will invite the CLME+ PCU to present the approach used, and progress made, in defining and endorsing indicators and targets to support CLME+ SAP monitoring and evaluation.

*Action: The Meeting is invited to endorse the SAP Monitoring and Evaluation Process as presented or amended.*

### **SUB-AGENDA ITEM 11.2 – GOVERNANCE EFFECTIVENESS ASSESSMENT FRAMEWORK**

- 11.2 The Chairperson will invite CERMES to share with the Meeting an overview of progress with the development of the Governance Effectiveness Assessment Framework (GEAF) that will be used to monitor and evaluate the long-term impact of the SAP.

*Action: The PSC Meeting is invited to (a) note the progress with the development of the GEAF indicator framework, and (b) encourage key IGOs and countries from the CLME+ region to provide feedback on the GEAF as it is being further developed, as well as (c) provide the data needed to complete the baseline and the evaluation of SAP implementation progress to date.*

### **SUB-AGENDA ITEM 11.3 – STATE OF THE MARINE ENVIRONMENT AND ASSOCIATED ECONOMIES (SOME) REPORTING MECHANISM**

- 11.3 The CLME+ Project Coordination Unit will share the approach for the development and institutionalization of the “State of the Marine Environment and Associated Economies” (CLME+ SOME) Reporting Mechanism, including the proposed timeline for its development and the responsibilities of the CLME+ SAP Interim Coordination Mechanism and CLME+ countries. The link with other regional reporting approaches such as SOCAR will also be presented.

*Action: The meeting is being invited to (a) acknowledge the SOME development approach as presented as well as its importance for consolidating the CLME+ Regional Framework for Ocean Governance, called for under the CLME+ SAP; and to (b) endorse the proposal for its development and institutionalization as presented or amended.*

## **AGENDA ITEM 12 – MID-TERM EVALUATION CONSULTANCY RESULTS**

- 12 The Mid-term Evaluator will be invited to share the findings of his assessment with the Project Steering Committee, including proposed recommendations for the successful implementation of the CLME+ Project activities.

*Action: The Meeting is invited to (a) acknowledge the findings of the CLME+ Project Mid-term Evaluation and (b) endorse the proposed recommendations as presented or amended.*

## **AGENDA ITEM 13 - CLME+ PROJECT WORKPLAN AND BUDGET**

### **SUB-AGENDA ITEM 13.1 – REVIEW AND REVISION OF RESULTS FRAMEWORK**

- 13.1 The CLME+ Project Coordination Unit will present for the consideration of the Project Steering Committee, proposed amendments to the Project Results Framework, including the timeline for implementation. The Meeting will consider the outcomes from Agenda Item 5: Overall Project Implementation Status when reviewing and revising the Results Framework.

*Action: The Meeting is being invited to (a) consider the proposed amendments to the CLME+ Project Results Framework and (b) adopt the proposed amendments as presented or as further amended.*

### **SUB-AGENDA ITEM 13.2 – PROPOSED BUDGET REVISION**

- 13.2 The CLME+ Project Coordination Unit will present the CLME+ Project Proposed Budget Revision for 2018 to the end of the project.

*Action: The Meeting is invited to: (a) review and comment on the proposed Budget for 2018 to the end of the Project; (b) approve the Budget as presented or as amended, and (c) endorse any corrective measure needed to achieve the proposed Budget.*

## **AGENDA ITEM 14 – CLME+ COMMUNICATIONS**

- 14 The Chairperson will invite the CLME+ Project Coordination Unit to present the revised CLME+ Project Communications Strategy for their consideration, including priority areas of focus.

*Action: The Meeting is invited to (a) consider the revised CLME+ Project Communications Strategy and to (b) endorse the proposed priority areas as defined or amended.*

## **AGENDA ITEM 15 - CLME+ HUB**

- 15 The Meeting will be introduced to the CLME+ Hub. The purpose and functionalities of the Hub will be presented to the Project Steering Committee for their consideration, including priority areas for further development.

*Action: The Meeting is invited to (a) acknowledge the existence, purpose and usefulness of the CLME+ Hub, and to (b) endorse the proposed priority areas for further development.*



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### **AGENDA ITEM 16 – ANY OTHER BUSINESS**

- 16 The participants of the Meeting will be invited to raise any other matter not covered by the preceding Agenda items, but relevant to the scope of the Meeting.

*Action: The meeting is being invited to note the various interventions and to decide on appropriate follow-up actions.*

### **AGENDA ITEM 17 – REVIEW AND ADOPTION OF MEETING DECISIONS**

- 17 The draft Meeting Decisions will be presented by the Rapporteur for the Meeting's review and adoption, with amendments and corrections as appropriate.

*Action: The Meeting is being invited to adopt the Meeting Decisions with amendments and corrections as appropriate.*

### **AGENDA ITEM 18 – MEETING CLOSURE**

- 18 Upon the conclusion of discussions on the preceding Agenda items, the meeting will be brought to a close with statements by the Chairperson of the Meeting and the Regional Project Coordinator of the CLME+ Project. The meeting is expected to close by 17:00 on 20 June 2018.