

Annotated Agenda

Third CLME+ Project Steering Committee Meeting 23-25 February, 2021 Convened Virtually

1. The Third and Final Regular 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 virtually via the Kudo Platform from 23-25 February 2021.

2. As per its [Rules and Procedures](#), the Steering Committee provides strategic policy and management direction for the Project. Further, as articulated in the [National Focal Point Terms of Reference](#), National Focal Points are expected to “**actively prepare for, attend^[1], participate/communicate and make decisions on behalf of their country at the CLME+ Project Steering Committee (PSC) Meetings**”

This highly important Meeting is being convened to:

- Debrief the Project Steering Committee on the status of project implementation (technical & financial)
- Share the main outputs emanating from the CLME+ Project
- Present the main findings from the Project’s Terminal Evaluation
- Finalise negotiations and obtain consensus on the text of the Coordination Mechanism Memorandum of Understanding and way forward
- Present and discuss the status of the new UNDP/GEF Project Concept Note for the continuity of the CLME+ initiative

AGENDA ITEM 1: WELCOME AND OPENING REMARKS

The virtual CLME+ Project Steering Committee Meeting opens on Tuesday, 23 February at 9:00am Colombia time via the Kudo Platform. Opening statements are made by representatives from UNDP, UNOPS, GEF Secretariat, and the CLME+ Project Coordination Unit.

AGENDA ITEM 2: APPOINTMENT OF THE HEAD TABLE

The Facilitator invites the Meeting to nominate a Chair, Co-Chair and Rapporteur for the Third and Final Regular CLME+ Project Steering Committee Meeting.

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AGENDA ITEM 3: ADOPTION OF AGENDA

The Meeting considers the Provisional Agenda that has been circulated by the CLME+ Project Coordination Unit and introduces such changes as it deems appropriate.

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

AGENDA ITEM 4: COORDINATION MECHANISM

SUB AGENDA ITEM 4a: FINAL FINE-TUNING AND TECHNICAL ENDORSEMENT OF COORDINATION MECHANISM MEMORANDUM OF UNDERSTANDING

The CLME+ Project Coordination Unit presents the recommendations emanating from the informal consultation meeting held on 4 February 2021. The Project Coordination Unit facilitates the discussion on the three remaining bracketed sections of the Coordination Mechanism Memorandum of Understanding and any other remaining requirements or concerns expressed by PSC members, in order to achieve technical consensus on the document.

Action: The Chair invites the Meeting to technically endorse the Coordination Mechanism Memorandum of Understanding to support integrated ocean governance in the Caribbean and North Brazil Shelf Large Marine Ecosystems.

SUB AGENDA ITEM 4b: OPERATIONALIZING THE COORDINATION MECHANISM

The CLME+ Project Coordination Unit shares the endorsed timeline for the operationalization of the Coordination Mechanism, including the issue of financial sustainability and any amendments to the timeline since the October 2020 Project Steering Committee meeting. The proposed next steps towards operationalising the Coordination Mechanism will also be discussed, and the meeting will seek to clarify the following 2 practical aspects: (1) level at which the MOU is to be signed; (2) level at which countries are to be represented at the Coordination Mechanisms' Steering Group

Action: The Project Steering Committee: (a) acknowledges any changes to the endorsed timeline for the operationalisation of the Coordination Mechanism, including the issue of financial sustainability; and (b) endorses the proposed next steps for the operationalisation of the Coordination Mechanism.

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AGENDA ITEM 5: OVERVIEW OF THE MAIN PROJECT OUTPUTS

The CLME+ Project Coordination Unit introduces a short video that outlines some of the main results achieved under the project's five components. The video includes testimonials from co-executing partners, as well as the Project Coordination Unit, on a number of project outputs and also outlines opportunities for sustainability.

Action: The Chair invites the Meeting to (a) acknowledge the successes and results of the CLME+ Project; and (b) congratulate the co-executing partners and Project Coordination Unit on the successful delivery of the project's outputs.

AGENDA ITEM 6: TERMINAL EVALUATION

SUB AGENDA ITEM 6a: PRELIMINARY FINDINGS

The Terminal Evaluator presents his preliminary findings on the performance of the UNDP/GEF CLME+ Project to the Project Steering Committee. He outlines the initial recommendations and conclusions based on his assessment of the project.

Action: The Project Steering Committee (a) acknowledges the preliminary findings, initial recommendations and conclusions of the CLME+ Terminal Evaluation (b) notes that the initial recommendations and lessons learned should be taken into account in the design of future projects and interventions.

SUB AGENDA ITEM 6b: CO-FINANCING REPORTING AND STATUS

The CLME+ Project Coordination Unit provides the Project Steering Committee with an overview of the committed co-financing reported by CLME+ participating countries and partners to date and reminds those that have not provided information on co-financing committed to do so as soon as possible, as it is required to finalise the Terminal Evaluation report.

Action: The CLME+ Project Steering Committee urges CLME+ participating countries and partners which have not yet reported on their co-financing commitments under the CLME+ Project to do so no later than Friday 5, March 2021.

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AGENDA ITEM 7: REVISED BUDGET AND UPDATED WORK PLAN

The CLME+ PCU provides a short overview of CLME+ Project financial implementation progress and a revised budget and work plan for the remaining months of the Project for the consideration of the Meeting.

Action: The Chair invites the Meeting to: (a) approve the CLME+ revised budget for the period January - October 2021 as presented or amended.

AGENDA ITEM 8: UNDP/GEF CONCEPT NOTE FOR CONTINUITY OF THE CLME+ INITIATIVE

SUB AGENDA ITEM 8a: OVERVIEW OF CONCEPT NOTE

The CLME+ Project Coordination Unit provides an overview of the proposed UNDP/GEF Concept Note including the proposed objectives, components and outputs, and how these build on the CLME+ baseline.

Action: The Project Steering Committee [notes] [endorses] the objectives, components and outputs proposed under the new UNDP/GEF Concept for the continuity of the CLME+ initiative

SUB AGENDA ITEM 8b: STATUS AND TIMELINE

The CLME+ Project Coordination Unit informs the Meeting of the status of the UNDP/GEF Concept Note, including outlining a timeline for its submission to the GEF Secretariat.

Action: The Project Steering Committee acknowledges the information provided by the CLME+ Project Coordination Unit in relation to the status of the UNDP/GEF Concept Note and the proposed timeline for submission to the GEF Secretariat. The Project Steering Committee encourages parties that desire to participate in the new initiative to [urgently] provide [the CLME+ PCU] [UNDP] with any [remaining/additional] feedback they [may] [still] have on the draft concept note (PIF) [as soon as possible], with the aim of enabling its successful submission for inclusion in the [June] 2021 GEF Council Work Programme.

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SUB AGENDA ITEM 8c: STATUS INDICATIVE CO-FINANCING

The CLME+ Project Coordination Unit clarifies the issue of GEF project co-financing, and outlines the requirements for successful submission of the UNDP/GEF Concept Note. The PCU provides a brief overview of current status.

Action: The Project Steering Committee takes note of the importance and current status of the issue of co-financing for the new GEF project, and encourages parties that desire to participate in the new initiative to provide the CLME+ PCU as soon as possible [but no later than 20 March 2021] with preliminary, indicative information on their expected co-financing contributions

SUB AGENDA ITEM 8d: STATUS ENDORSEMENT LETTERS

The UNDP representative outlines the requirement for GEF Operational Focal Points, from countries wishing to participate in the new project, to provide a formal endorsement letter for the Project Concept Note in due time.

Action: The Project Steering Committee further takes note of the importance of the timely provision of GEF Operational Focal Point endorsement letters by those countries who wish to participate in the new initiative, and encourage such countries [who may not yet have submitted said letter] to do as soon as possible [but no later than 20 March 2021]

AGENDA ITEM 9: ANY OTHER BUSINESS

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

AGENDA ITEM 10: ADOPTION OF MEETING RECOMMENDATIONS AND DECISIONS

The Meeting is presented with the draft Meeting Recommendations and Decisions for its review and adoption. Amendments and/or corrections are addressed as appropriate.

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Action: The Chair invites the Rapporteur to present the draft Recommendations and Decisions, and then invites the Meeting to adopt Recommendations and Decisions with amendments and corrections as appropriate.

AGENDA ITEM 11: 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, UNDP Regional Technical Advisor and the Regional Project Coordinator of the CLME+ Project.

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