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# REPORT OF THE UNDP/GEF PROCARIBE+ INCEPTION WORKSHOP AND FIRST PROJECT BOARD MEETING

19-21 February, 2024

Cartagena, Colombia



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## INTRODUCTION

The PROCARIBE+ Inception Workshop and First Project Board Meeting was convened in person from 19-21 February 2024 in Cartagena de Indias, Colombia. The primary objectives of the meeting were:

- 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

For a full list of meeting participants please see Annex 1. While the majority of participants were in person, virtual participation was facilitated for the meeting.

For each agenda item that has associated presentations, please see the links enclosed in Annex 2: Meeting Agenda.

### AGENDA ITEM 1: OPENING OF THE MEETING AND WELCOME REMARKS

The PROCARIBE+ Project Inception Workshop and Project Board Meeting opened on Monday, 19 February at 9:30 am Colombia time. Opening statements were made by representatives from the United Nations Development Programme (UNDP), the Water, Environment and Climate Portfolio (WEC) of the United Nations Office for Project Services (UNOPS) and the PROCARIBE+ Project Management and Coordination Unit (PMCU).

Ms. Ana María García, from the Office of International Affairs of the Ministry of Environment and Sustainable Development in Colombia, welcomed the participants to Cartagena and ensured everyone that the city, which hosts the PROCARIBE+ PMCU, will always have its doors open to all who wish to visit. She invited the countries present to promote the effective implementation of the project, taking advantage of the existing friendships and cooperation that characterize the region and for the benefits to the marine and coastal ecosystems of the region.

Ms. Ana María Núñez, Regional Technical Specialist for Waters, Oceans, Ecosystems and Biodiversity at UNDP expressed her contentment that the project is now able to officially start implementation. She stressed the importance for all PROCARIBE+ participating countries to sign the Project Document (ProDoc) and for all countries and territories of the region to join the Ocean Coordination Mechanism (OCM). She reminded participants that UNDP has an oversight role for the project and will ensure that project implementation is in-line with what was stipulated in the ProDoc in accordance with the policies of the Global Environment Facility (GEF).

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Mr. Gurel Gurkan, Head of Programme for the Austria Multi-Country Office at UNOPS, expressed his support for the project, which in its implementation will contribute to the fulfillment of the SDGs.

Mr. Patrick Debels, Regional Coordinator for the PROCARIBE+ Project, highlighted the importance of the meeting to reconnect and strengthen ties so as to work together for the success of PROCARIBE+, after the CLME and CLME+ projects, considering that PROCARIBE+ is undoubtedly the most complex of the three projects and with the greatest challenges. He noted that it is likely that the new representatives that are only now joining the initiative will require time to assimilate the information to be shared during the meeting on PROCARIBE+.

## **AGENDA ITEM 2: BRIEF INTRODUCTION**

Mr. Debels gave 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.

He clarified that different terms can be found in the project documents to designate the Project's main oversight committee. In English, the terms "Project Board" and "Steering Committee" have been used interchangeably. In Spanish, "Comité Directivo" and "Consejo Directivo" have both been used, all meaning the same thing. He suggested that the term Project Board be used in English, as was specified in the Project Document (ProDoc), and Consejo Directivo in Spanish.

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

The Meeting facilitator invited all participants to introduce themselves.

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

Mr. Debels invited the Project Board to nominate a Chair, Co-Chair and Rapporteur for the Meeting.

Colombia nominated Panama to serve as Chair, with the Dominican Republic seconding this nomination. Suriname then nominated Belize to serve as Vice-Chair, and this nomination was seconded by Costa Rica. Saint Lucia was nominated by Cuba to serve as the Rapporteur which was seconded by Grenada.

All nominations were accepted by the meeting without objection, the Chair, Mr. Raúl Henrique Pinedo from the Ministry of Environment of Panama, thanked the meeting for his election.

## **AGENDA ITEM 5: REVIEW AND ADOPTION OF THE MEETING AGENDA**

The Provisional Agenda was reviewed and adopted by the Project Board with an amendment proposed by the United States to consistently use the term Project Board throughout the meeting documents.

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## **AGENDA ITEM 6: BACKGROUND AND CONTEXT**

Mr. Debels presented some background and context relevant to the PROCARIBE+ Project. In particular, Mr. Debels emphasized the importance of PROCARIBE+'s predecessor projects (CLME, CLME+) and the 10-year PROCARIBE+ Strategic Action Programme (SAP) in the shaping of the design of PROCARIBE+. He reminded the Meeting that the CLME+ SAP called for the creation of an OCM, that negotiations on the Memorandum of Understanding (MoU) enabling the creation of the OCM were held under the CLME+ project and that the MoU is now open for signature.

## **AGENDA ITEM 7: INTRODUCTION TO THE PROCARIBE+ PROJECT**

Ms. Sonia Gautreau, Senior Officer for the PROCARIBE+ Project, provided an introduction to the PROCARIBE+ Project, including the project strategy and objectives, project components, anticipated outputs, results, main beneficiaries, and the project timeline. Ms. Gautreau clarified that whereas all countries from the CLME+ region will be able to participate in the activities of the project, direct financial support from the PROCARIBE+ project grant will be available for this purpose to GEF-eligible countries that provided a GEF Operational Focal Point letter for the PROCARIBE+ Project Identification Form (PIF) and/or that signed the UNDP PROCARIBE+ Project Document.

Mrs. Gautreau emphasized that all countries and territories in the CLME+ region are invited to participate in the project in one way or the other.

Following the presentations, Cuba mentioned that they intend to designate new marine protection areas (MPA) with a total coverage of 910,000 hectares which could contribute to the PROCARIBE+ target on MPAs. Mr. Debels thanked Cuba for their offer to further increase the ambitions of the project.

The Dominican Republic indicated that in collaboration with Colombia, they have been working towards designating a new MPA and that the designation is expected to be announced soon. In response to the comment by the Dominican Republic, Mr. Debels proposed that PROCARIBE+ could support the efforts to develop and implement a management plan for the area if the work of declaring the MPA is already well-advanced. Ms. Nuñez further explained that if the MPA designation in the Dominican Republic was financed through other means, the PROCARIBE+ PMCU will need to evaluate how to best redirect the funds to support another activity or another country to ensure that the established GEF targets will be met by project end.

Grenada asked for clarifications on how countries that have not signed-on to the project can effectively participate in project activities. Mr. Debels clarified that while countries that have not endorsed the project are not considered "official" PROCARIBE+ participating countries, the PMCU is looking into ways for them to be involved. Ms. Nuñez echoed that efforts will be made to include all countries in the project, but clarified that it will be difficult to finance national-level interventions in the countries that were not able to provide an endorsement letter during the project development process.

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The Gulf and Caribbean Fisheries Institute (GCFI) invited the PMCU to consider existing initiatives on traceability, notably for the Queen conch, in the development of the co-executing agreements on this topic to avoid duplication of efforts and in the pursuit of synergies.

Costa Rica asked whether the UNDP safeguard procedures that apply to indigenous communities also apply in the same way for local/tribal communities. In response, Ms. Nuñez indicated that as per the standards, all relevant stakeholders must be involved in the project. Whether they are tribal groups or indigenous communities, they must be mapped in the project stakeholder engagement plan. This plan was developed during the project development phase, but due to budget constraints, an in-depth mapping of all stakeholders was not possible. With the onboarding of the gender and participation expert, it will now be possible to conduct a more in-depth analysis of the project stakeholders to guide implementation.

#### **AGENDA ITEM 8: PROCARIBE+ Project Inception Phase**

For this agenda item, Ms. Gautreau presented the key activities conducted during the Project Inception Phase from May 2023 to date, including the establishment of key project management tools to support the implementation of the project and the (re)establishment of the PMCU.

Mr. Debels highlighted the outcomes of the 12th of February 2024 Regional Consultation on the OCM and presented the current status of signatures to the OCM. He reminded the countries and territories of the region to provide a response to a questionnaire that was launched for the Consultation Meeting to better understand where countries and territories stand in terms of signing the OCM MoU.

Panama informed the Meeting that the Minister of Foreign Affairs had taken steps to sign the MoU and asked for clarifications on the minimum number of signatures required for the OCM to commence. Mr. Debels indicated that as per the MoU, a minimum of 23 States or Territories and IGOs listed in Annex 1 to the MoU, including no fewer than 17 States or Territories and 6 IGOs, need to sign the MoU for it to commence.

#### **AGENDA ITEM 9: PROJECT GOVERNANCE AND MANAGEMENT ARRANGEMENTS:**

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

Mr. Debels presented 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.)

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Colombia asked for clarifications on the process of selecting Co-Executing Partners in each country, noting that Colombia would be willing to collaborate with the PMCU on the selection process for possible Co-Executing Partners for the activities to be executed in Colombia. Mr. Debels indicated that UNOPS has a clear set of criteria for selecting Co-Executing Partners and that those will be followed. However, in addition to those criteria, the PMCU will also consider working with regional organizations to support the sustainability of project activities, noting the importance of increasing the capacity of regional organizations to support long-term gain for the region.

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

Mr. Debels provided an overview of the draft Project Board Terms of Reference (ToRs) that were circulated for comments by project Board Members prior to the meeting. Mr. Debels suggested that the document be made available to Project Board Members after the meeting considering the complexity of the document and the limited time available during the meeting for the review. He noted that a few countries had already submitted comments to the draft and that those would be incorporated into a revised version for approval by the Project Board after the meeting.

Ms. Núñez pointed out that the ToRs enhance and/or expand on the content included in the Governance and Management section of the ProDoc, and in some cases, adjust the text to the circumstances and reality of the project. However, she indicated that certain terms included in the ProDoc cannot be changed as this is the document adopted by the donor (GEF).

The representative from the Caribbean Regional Fisheries Mechanism (CRFM) asked who would be in charge of providing oversight to the technical elements of the project considering that, as per the ToRs, the Project Board would focus its work on aspects related to project management and governance.

Mr. Debels explained that the intent is for existing regional organizations with mandates and knowledge on specific thematic areas (fisheries, marine environment etc.) to review and endorse technical elements produced under the project prior to submitting these products to the Project Board for endorsement/approval. Considering the wide-ranging thematic scope of PROCARIBE+, this approach would allow the involvement of thematic experts in the review of the project outputs considering that representatives of the Project Board may not have the relevant expertise to provide technical advice on all project outputs. Mr. Debels clarified that there may be some variation to this approach depending on whether the activities are national or regional, but in general, this would be the proposed way forward for the approval of the project's technical elements.

Colombia shared its main comments on the draft ToRs which were sent to the PMCU before the meeting.

The Meeting discussed the process for reviewing and adopting the ToRs. However, considering that other documents would also require the review of the Project Board, it was decided that the process and



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timeline for the review should be decided once the Meeting had a better sense of the workload involved and the number of documents to be reviewed.

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

Mr. Debels provided an overview of the draft ToRs for the National Focal Points (NFP) that were circulated for comments by project Board Members prior to the meeting.

The United States asked whether the communications protocol included in the draft ToRs could be moved to a separate stand-alone document considering that the content of this section goes beyond the responsibilities and expectations of the NFPs, but rather addresses how the PMCU intends to conduct business.

The Project Board requested more time to review the NFP ToRs after the meeting.

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

Ms. Gautreau read the draft Project Board Rules of Procedures (RoP). UNDP noted that, as is stipulated in the ProDoc, the Project Board is meant to meet face-to-face three times over the course of the Project: during the Project Inception Workshop and First Project Board Meeting, at project Mid-term and after the Final Evaluation. At least two other Project Board Meetings are planned virtually.

Panama considered it necessary to expand on what was stated in the RoP document regarding the quorum in its Article 4, specifying that the quorum should be met at the beginning and end of the Project Board Meeting sessions.

The United States asked for clarifications on what could encompass Project Board Intersessional Activities. Mr. Debels explained that intersessional activities could include online meetings or interactions with the Project Board through online platforms, whenever urgent matters need to be addressed by the Board.

A few questions were raised on the decision-making process presented in the RoP and the use of consensus as the proposed means for making decisions. In this regard, Mr. Debels clarified that it is not possible to make changes to the process indicated in the ProDoc that states that in the absence of consensus, the UNDP Representative on the Project Board (“Development Partner/Supplier” Function) will take the final decision to ensure project implementation is not unduly delayed and/or compromised.

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Colombia requested that the clause related to conflicts of interest be expanded to also apply to family members up to the third degree of consanguinity.

Panama asked whether the elected officers (Chair, Co-Chair and Rapporteur) would maintain their functions during the intersessional period. Here, Mr. Debels invited the participants to provide their opinions on this so that it could be made clear in the final RoP to be adopted after the meeting. He reminded the Meeting that during the CLME+ Project, the officers were elected until the following Project Board Meeting and that this is what is also being suggested for PROCARIBE+.

The United States asked whether the text related to the participation of Observers in Project Board Meeting that is included in the Project Board ToRs could be moved to the RoP.

The participants requested more time to review the RoP after the meeting.

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

Mr. Ivan Pavletich, Senior Portfolio Officer of the PROCARIBE+ Project, presented a proposed Project Responsibility and Accountability (RACI) Matrix to clarify key responsibilities for the proper functioning of the Project. For this purpose, the PMCU developed a RACI Matrix which is commonly used in project management to define team roles across four categories: Responsible, Accountable, Consulted, and Informed. The PROCARIBE+ RACI Matrix specifies the responsibilities of the PMCU, the UNOPS Water, Energy and Climate Portfolio (WEC), UNDP, PROCARIBE+ participating countries and Co-Executing Partners.

The participants requested more time to review the Matrix before its adoption and it was decided that the Matrix would be posted online for the review of the Project Board after the meeting.

#### **AGENDA ITEM 10: WAY FORWARD FOR PROJECT IMPLEMENTATION:**

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

Ms. Nuñez presented the UNDP & GEF requirements and procedures for UNDP/GEF projects, including more details surrounding the oversight role played by UNDP in the Project.

The Chair asked the Meeting to take note of the requirements.

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

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Mr. Debels presented the concept of budget tolerance levels when it comes to GEF projects. He clarified that the Project Manager's tolerance is the permission, granted to the Project Manager, to deviate from an approved budget plan, once it has been approved by the Project Board, without the need to bring the deviation to the attention of the Project Board, and that the tolerance should normally not exceed 10% of the approved annual Project Component Budget.

The proposed tolerance level would apply to the amount allocated to each component annually.

The Project Board agreed to the proposed tolerance level of 10% for PROCARIBE+.

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

Mr. Debels presented an updated Monitoring and Evaluation Plan (M&E) for the Project, including a revised budget and timeline for M&E activities.

Mr. Pavletich then presented a proposed approach for monitoring and managing project risks and presented project risks that had been rated as high and-or substantial.

Panama asked for clarifications on the role of the Project Board in the risk management approach presented. Mr. Pavletich pointed out that Project Board Members will participate in monitoring and approve possible mitigation and management actions to address specific risks/issues. In contrast, Co-Executing Partners, which in certain circumstances may also be national governmental organizations, will be responsible for acting upon mitigation measures identified for solving potential risks.

Ms. Nuñez informed the Meeting that UNDP reviews project risks every quarter and that any high or substantial risk must be brought to the attention of the Project Board.

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

Mr. Debels presented an updated project strategy, including different scenarios for the execution of the project activities that are meant to be guided/endorsed/approved by the OCM, noting that the PROCARIBE+ Project was designed considering that the OCM would be operational at project start. Mr. Debels also presented feedback received from a questionnaire circulated to OCM prospective signatories during the Regional Consultation Meeting on the OCM held on 12 February 2024.

Discussions were held on the possible scenarios presented for the implementation of the activities linked to the OCM. The Meeting was in favor of moving forward with the activities as stipulated in the ProDoc (Plan A), where the OCM leads the activities under Components 1 and 4, rather than adopting a new

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approach. However, the Meeting decided that should the OCM not be operational by the end of June 2024, the PMCU should then execute Plan C, where the Interim Coordination Mechanism (ICM) and the PROCARIBE+ Project Board lead the OCM-related activities *at interim* until the OCM becomes operational, noting that the work of the ICM and Project Board under Plan C would only focus on PROCARIBE+ activities and that other matters would be deferred until the OCM has commenced.

The Meeting invited the PMCU to take advantage of upcoming regional and international events to gather additional signatures to the OCM. The participants provided a list of key events to be included in the Meeting Recommendations.

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

Ms. Gautreau presented the revised Project Results Framework that integrates proposed changes emanating from the delay with the commencement of the OCM and from consultations held with prospective Co-Executing Partners and participating countries during the Project Inception Phase.

Ms. Nuñez requested that the PMCU prepare a table for insertion in the Inception Report that allowed a comparison of the Results Framework as was presented in the ProDoc and the new proposed version with the revisions, in order to clearly identify the changes proposed. She noted that this document is important for the audits of the project (Mid-Term Review (MTR) and Terminal Evaluation (TE)). She also pointed out that it is not necessary to include dates within the titles of the outputs considering that the indicators already provide this information and suggested that the project could have two versions for the Results Framework - one with more details that can help the project with its planning and another simpler version to be included in the UNDP system used to report to the GEF. Ms. Nuñez also highlighted that it will only be possible to modify the “official” Results Framework now and after the MTR, but that the “internal” version could be revised periodically to assist the Project with its adaptive management.

In the second part of this agenda item, Mr. Debels presented the changes being proposed to the Project Targets, highlighting that it may be possible to surpass some of the targets related to MPAs, considering that the Project has now identified Cuba as a potential beneficiary of project funds in support of the creation of new MPAs.

The Meeting discussed several of the outputs with the PMCU providing clarity on the intent and reasoning behind the proposed changes introduced to the Results Framework. At the end, the Meeting requested additional time to review and adopt the Results Framework.

#### *SUB-AGENDA ITEM 10f : CO-EXECUTING ARRANGEMENTS*

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Mr. Pavletich presented an overview of the prospective co-executing arrangements proposed for project execution, including the proposed contracting instruments to be used and a suggested budget allocation for each agreement.

The Dominican Republic requested clarifications on the selection of national entities that will be responsible for executing national-level activities considering that IOC-CARIBE (UNESCO) and the UNEP Cartagena Convention Secretariat have been selected as Co-Executing Partners for the activities in the Dominican Republic and Colombia. Mr. Debels indicated that the intent is for the funds to be passed to UNEP and UNESCO through UN-to-UN agreements and that the activities to be included in the agreements should include an “inception workshop” aimed at revising the baseline and proposed activities, and selecting local partners for execution. This would allow for enhanced stakeholder engagement since funds would be made available to UNEP and UNESCO, through the agreements, for this purpose. After this “inception workshop”, the changes being proposed to the activities and the updating of the baseline would be reported to the PMCU.

The Central American Commission on Environment and Development (CCAD) asked whether Co-Executing Partners could be part of the Project Board, considering that there could be a conflict of interest. Mr. Debel explained that in the case of CCAD, they could continue to participate as Observers in the Project Board. However, for countries where a government entity also acts as a Co-executing Partner, the national representative that is to participate in Project Board decision-making as a Beneficiary Representative should not be linked with or involved in the execution of the project activities of the country in order to avoid potential conflicts of interest in Project Board decision-making processes. While this would only apply in the case of a few countries, Mr. Debels emphasized that a solution must be sought before the next Project Board Meeting to avoid potential conflicts of interest.

The UNEP Cartagena Convention Secretariat informed the Meeting that its Parties provided a mandate for the Secretariat to explore opportunities to collaborate with the PROCARIBE+ Project, but that the Secretariat would nonetheless need to consult and seek the approval from its Parties prior to entering into a co-executing agreement with UNOPS.

One final point was raised by Mr. Debels regarding the UNOPS contract modality of Project Cooperation Agreements (PCA) that requires the signing authority to be a central level government entity. In this regard, he asked for clarifications from the representative of Trinidad and Tobago on whether the Institute of Marine Affairs (IMA) was considered as a central government entity with a view to determining the type of agreement to be used for the activities to be executed in Trinidad and Tobago. In response, the representative from Trinidad and Tobago confirmed that the IMA is a national/central government entity and also has a regional mandate as a Regional Activity Centre (RAC) for the Protocol Concerning Pollution from Land-Based Sources and Activities (LBS Protocol). The IMA has as its line Ministry, the Ministry of Planning and Development for which matters requiring Cabinet approval are channeled.

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

Mr. Debels presented a revised project (multi-year) work plan and budget adjusted to reflect the delayed start date of the Project, the revised baseline for some of the activities and the delayed commencement of the OCM. He noted that several of the activities included in the work plan are considered to be aspirational due to the uncertainty of when the OCM will commence.

UNDP reminded participants that the Project Board must approve the annual budget in order for UNDP to allocate funds to the Project and invited the Meeting to approve the budget as presented by the PMCU.

While the Meeting requested more time to review the multi-year work plan, there was no objection to approving the budget.

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

Mrs. Gautreau presented key project milestones/deliverables for 2024, noting that due to the uncertainties with the commencement of the OCM and the current Human Resources (HR) constraints within the PMCU, a mid-year review/update of the 2024 Work Plan and Budget will likely be required.

Ms. Nuñez made a comment related to the lack of capacity of the PMCU and requested that the meeting include a recommendation for UNOPS to urgently expedite the recruitment processes to increase the HR capacity of the PMCU. She noted that it will be impossible for the PMCU to execute the work plan as currently presented without additional support.

Mr. Debels presented one slide that demonstrated the planned HR for the PMCU included in the ProDoc with the actual personnel made available since the start of the Project, including the dedication levels of each PMCU Member. He pointed out that the position of Operations and Finance Manager (OFM) was currently held at a 50% dedication level and that considering the importance of the role, an additional local position was needed to fill the gap. While this local position was not foreseen initially, it is necessary to support the operations of the Project.

In closing, the Chair invited the Project Board to take note of the key project milestones and deliverables proposed for 2024 and approve the local position to strengthen the PMCU capacity. There was no objection by Project Board Members.

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

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

Mr. Pavletich presented a proposal for a collaborative approach and tools to track project progress and the implementation of co-executing agreements using digital tools and based on UNOPS project management principles.

The Board of Directors endorsed the proposed approach and tools for monitoring progress under the project.

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

Mrs. Gautreau provided a brief overview of co-financing reporting obligations and the current status of indicative co-financing made to date for the Project.

Ms. Nuñez indicated that for the 2024 Project Implementation Report (PIR), the Project will need to report on co-financing for the first time and considering that this will be the first PIR, the co-financing report should include the period from when the Concept Note was approved (PIF) until the end of June 2024. She indicated that those reporting co-financing must submit an accompanying letter that provides evidence of how the co-financing was spent. She asked the PMCU to send corresponding information and a reporting template to countries and other co-financing entities in due course, making sure that the deadlines for this process are followed.

The Project Board took note of the co-financing reporting obligations and urged all entities having committed co-financing to report on their co-financing for the PIR, upon the request from the PMCU, and as set-out in the UNDP/GEF requirements. The Chair suggested that the PMCU send out the necessary information related to co-financing to countries and other relevant entities by May 1st, 2024.

## **AGENDA ITEM 12 : SOCIAL AND ENVIRONMENTAL SAFEGUARDS**

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

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

### *SUB-AGENDA ITEM 12c : PROJECT GRIEVANCE MECHANISM*

Mr. Ugo Ribet, the Safeguard Expert of the PMCU, provided an overview of the safeguard procedures developed for the project based on the UNDP Social and Environmental Standards, including the tools

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and procedures to be implemented during project execution by the PMCU and the Co-executing Partners.

Mr. Ribet then proposed a safeguard implementation plan, including assigned responsibilities and an estimated timeline, for the application of the Project's safeguards.

He finished with a few slides on the UNDP requirements for the establishment of a Project Grievance Mechanism and proposed the main steps for developing a Grievance Mechanism for the Project. He noted that a Grievance Redress Mechanism (GRM) "design" document will also be developed and will outline institutional arrangements and steps to be followed from receipt of a grievance to closure of potential complaints.

### **AGENDA ITEM 13: TOOLS TO SUPPORT INTERSESSIONAL PROJECT BOARD ACTIVITIES**

Mrs. Gautreau presented proposed tools to support intersessional activities of the Project Board and highlighted their main features and functionalities. The tools suggested were: Loomio, Google Suite, the CLME+/OCM Hub and Monday.com.

Ms. Angelica Carrillo, Project Management Support Associate of the PMCU, provided additional explanations on the functionalities of the Loomio Platform and invited meeting participants to participate in a short exercise simulating the type of engagement to be used for Intersessional Project Board Activities.

The Meeting approved the proposed digital tools and the Chair invited Project Board Members to make use of them for the smooth running of intersessional activities.

### **AGENDA ITEM 14: ANY OTHER BUSINESS**

Trinidad and Tobago asked for clarity regarding the participation of Co-executing Partners in the Project Board that are at the same time National Focal Points of the Project. Mr. Debels responded that this issue will be further considered and clarified in the Project Board ToRs to be adopted by the Project Board after the meeting.

### **AGENDA ITEM 15: ADOPTION OF PROJECT BOARD RECOMMENDATIONS AND DECISIONS**

The Chair invited the PMCU to present the draft Recommendations and Decisions of the Meeting for review and adoption, with amendments as appropriate. These were displayed in real time through a multimedia projector in both languages, and discussed and revised in detail by participants. The Recommendations and Decisions of the PROCARIBE+ Project Inception Workshop and First Project Board Meeting, as approved, are included in Annex 3.



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## AGENDA ITEM 16: MEETING CLOSURE

Upon the conclusion of the preceding Agenda Items, the meeting was brought to a close with statements by Mr. Debels who thanked the countries and organizations for their attendance and participation at the meeting.

Mr. Juan Calles from UNDP highlighted the work of the PMCU in the preparation of the meeting and reiterated UNDP's commitment to ensure that the activities of the Project are carried out in the best possible way.

The Chair thanked Colombia for its hospitality, the GEF, and the Implementing and Executing Agencies. He noted that while the Project is challenging, the world is watching how countries will work together and create synergies to contribute to the well-being of the region's marine resources.

Ms. Ximena Rojas Giraldo from Colombia thanked the participants for their work and willingness to reach common ground during the deliberations, and the PMCU for organizing the meeting. She recognized that the PROCARIBE+ Project is very valuable for the protection and restoration of the ocean's natural capital. She also thanked the Chair, Vice Chair and the Rapporteur and hoped that from this initial workshop, the region will be able to move forward and contribute in a coordinated manner to the process of protecting the oceans. She ended with an invitation to the upcoming Conference of the Parties to the Convention on Biodiversity to be held for the first time in Colombia, from October 21 to November 10, 2024, in the city of Cali, with the theme "at Peace with Nature".

## ANNEX 1: LIST OF PARTICIPANTS

Country / Organization	Name	Organization	Designation	Participation
Antigua & Barbuda	Anik Jarvis	Department of Environment	Data Consultant	Face-to-face
Bahamas	Ebone Blyden	Department of Environmental Planning and Protection - Ministry of the Environment and Natural Resources	Environmental Officer	Virtual
Bahamas	Samantha Miller-Cartwright	Department of Environmental Planning and Protection - Ministry of the Environment and Natural Resources	Senior Environmental Officer	Face-to-face
Belize	Vanessa Davina Figueroa	Government of Belize – Ministry of Sustainable Development, Climate Change and Disaster Risk Management	Policy Coordinator	Face-to-face
Brazil	Alex Garcia Cavalleiro de Macedo Klautau	Chico Mendes Institute for Biodiversity Conservation / Ministry of Environment	Ambiental Analyst / Marine Research Center Coordinator	Face-to-face
Colombia	Ximena Rojas Giraldo	Ministerio de Ambiente y Desarrollo Sostenible	Directora Dirección de Asuntos Marinos, Costeros y Recursos Acuáticos	Face-to-face
Colombia	Ana María González Delgadillo	Ministerio de Ambiente y Desarrollo Sostenible Dirección de Asuntos Marinos, Costeros y Recursos Acuáticos	Profesional Especializada	Face-to-face
Colombia	Ana María García Rivera	Ministerio de Ambiente y Desarrollo Sostenible	Profesional de la Oficina de Asuntos Internacionales	Face-to-face
Costa Rica	Mario Cerdas Gómez	Ministerio de Ambiente y Energía	Coordinador Proyecto Binacional Sixaola	Face-to-face
Cuba	Omar Cantillo Ferreiro	Centro Nacional de Áreas Protegidas, Agencia de Medio Ambiente, Ministerio de Ciencia, Tecnología y Medio Ambiente.	Director	Face-to-face
Grenada	Isabel Morris	Ministry of Mobilisation, Implementation and Transformation	Director for Technical Services	Face-to-face
Guatemala	Jaime Luis Carrera Campos	Ministerio de Ambiente y Recursos Naturales	Viceministro del Agua	Face-to-face
Guyana	Mr. Mikhail Brentnol Amsterdam	Environmental Protection Agency	Senior Fisheries Officer	Virtual
Haiti	Jean Fanfan Jourdain	Ministere de l'Environnement	Directeur Gestion des Zones Cotières et Marines	Virtual
Honduras	David Jose Ortega Bercian	Dirección General de Biodiversidad	Director Interino	Face-to-face
Honduras	Skarleth Pineda	Analista Ambiental	Analista Ambiental	Virtual
México	Gloria Cuevas Guillaumin	Secretaría de Medio Ambiente y Recursos Naturales	Dirección de Análisis Ambiental	Virtual
Panamá	Jorge Elías Jaén Bonilla	Ministerio de Ambiente de Panamá	Jefe de Ordenamiento de Espacios de Costas y Mares	Face-to-face
Panamá	Raúl Henrique Pinedo Anderson	Ministerio de Ambiente de Panamá	Operational Focal Point GEF-Panamá	Face-to-face

Country / Organization	Name	Organization	Designation	Participation
República Dominicana	Nina Lysenko	Ministerio de Medio Ambiente y Recursos Naturales	Directora de Gestión, Conservación y Protección de Ecosistemas Costeros y Marinos	Face-to-face
Saint Lucia	Makeba Felix	Department of Fisheries Ministry of Agriculture, Fisheries, Food Security and Rural Development	Fisheries Biologist	Face-to-face
Suriname	Vanuessa Gefferie	Ministry of Spatial Planning and Environment	Director General Affairs and Financial Management	Face-to-face
The Netherlands	Yoeri de Vries			Virtual
Trinidad & Tobago	Ruqayyah Thompson	Institute of Marine Affairs	Research Officer	Face-to-face
United States of America	Samantha (Dowdell) Ebersole	U.S. National Oceanic and Atmospheric Administration	International Relations Specialist	Face-to-face
United States of America	Suzanne Archuleta	U.S. Department of State	Marine Policy Advisor	Virtual
United States of America	Iris Lowery	U.S. National Oceanic and Atmospheric Administration	Attorney-Advisor	Virtual
Venezuela	Miguel Serrano	Ministerio del Poder Popular para el Ecosocialismo	Director General de la Oficina de Integración y Asuntos Internacionales	Virtual
Venezuela	Sr. Abigail Oregelns Castillo Carmona	Ministerio del Poder Popular para el Ecosocialismo	Adjunto a la Dirección General de Políticas de Gestión y Conservación de Ecosistemas – Suplente del Punto Focal Técnico de la Convención Ramsar Venezuela	Virtual
Blue Nature Alliance	Madeline Beattie	Conservation International	Blue Nature Alliance GEF Project Manager	Virtual
Blue Nature Alliance	Joaquin Labougle	Blue Nature Alliance	Regional Officer	Virtual
CARICOM Secretariat	Kareem Sabir	CARICOM Secretariat	Senior Project Officer - Sustainable Development	Virtual
CCAD	Jair Urriola	Comisión Centroamericana de Ambiente y Desarrollo - CCAD	Secretario Ejecutivo	Face-to-face
CRFM Secretariat	Sandra Caroline Grant	Caribbean Regional Fisheries Mechanism Secretariat	Deputy Executive Director	Face-to-face
ESA	Alex ChUNET	European Space Agency	ESA representative to the World Bank	Virtual
FAO-WECAFC	Yvette Diei Ouali	WECAFC	Fishery and Aquaculture Officer, Secretary of WECAFC	Virtual
GCFI	Alejandro Acosta	Gulf and Caribbean Fisheries Institute		Virtual
GCFI	Fadilah Ali	Gulf and Caribbean Fisheries Institute	Assistant Executive Director	Virtual

Country / Organization	Name	Organization	Designation	Participation
GCFI	Robert Glazer	Gulf and Caribbean Fisheries Institute		Virtual
GEF Small Grants Programme	Rissa Edoe	GEF Small Grants Programme, UNDP	Partnership Specialist	Face-to-face
GoM	Sergio Bernabé Garzón Sosa	UNOPS – Proyecto Golfo de México	Oficial de Administración y Comunicación	Virtual
INDEPENDENT EXPERT	Alexander S.T. Girvan	Independent Expert	Independent Expert	Face-to-face
IOC of UNESCO	Lorna Inniss	IOC-UNESCO	Head IOC-UNESCO Regional Secretariat for IOCARIBE	Face-to-face
IOC of UNESCO	Alex Enrique Palomino Cadena	Subcomisión para el Caribe y las Regiones Adyacentes (IOCARIBE)	IOCARIBE website and data manager	Face-to-face
MAR FUND	María José González	MAR Fund	Directora ejecutiva	Virtual
NDC Partnership	Sara Wolf	NDC Partnership	Knowledge Management Associate	Virtual
NDC Partnership	Jeniffer Hanna	NDC Partnership	Regional Manager for LAC	Virtual
OECS	Susanna De Beauville-Scott	Organisation of Eastern Caribbean States	Interim Officer in Charge, Ocean Governance and Fisheries Programme	Face-to-face
OIRSA	José Benjamín Muñoz Quintanilla	Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA)	Jefe de la Unidad de Planificación	Face-to-face
OIRSA	Alex Michel Hasbun	Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA)		Face-to-face
OIRSA	Ever Adalberto Hernández	Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA)	Coordinador Regional de Trazabilidad Agropecuaria	Face-to-face
OSPESCA	José Infante	Dirección Regional SICA/OSPESCA	Director Regional	Face-to-face
OSPESCA	Violeta María Reina Gómez	Dirección Regional SICA/OSPESCA	Coordinadora Técnica Regional	Face-to-face
OSPESCA	Alicia Velasco de Pérez	Dirección Regional SICA/OSPESCA	Administradora Regional de proyectos	Face-to-face
PEW Charitable Trusts	Tom Hickey	Pew Charitable Trusts	Project Director, Coastal Wetlands and Coral Reefs	Face-to-face
PEW Charitable Trusts	Kimberly Jensen	Pew Charitable Trusts	Manager, Coastal Wetlands and Coral Reefs	Face-to-face
UN ECLAC	Artie Dubrie	UN ECLAC Subregional Headquarters for the Caribbean	Coordinator, Sustainable Development and Disaster Unit	Face-to-face
UNDP	Juan Calles	UNDP Regional Office - Ecuador	Regional Technical Specialist	Virtual
UNDP	Ana María Núñez Naranjo	UNDP Regional Hub	Regional Technical Specialist for Water, Ecosystems and Biodiversity	Face-to-face

<b>Country / Organization</b>	<b>Name</b>	<b>Organization</b>	<b>Designation</b>	<b>Participation</b>
UNDP CO Costa Rica	Elena Vargas	PNUD-Costa Rica	Oficial de Naturaleza Clima y Energía	Virtual
UNDP CO Venezuela	Daniela Hernández	UNDP CO Venezuela		Virtual
UNDP CO Venezuela	Yamel Pérez	UNDP CO Venezuela		Virtual
UNEP-CEP Cartagena Convention Secretariat	Susana Perera Valderrama	UNEP-CEP Cartagena Convention Secretariat	Programme Management Officer	Face-to-face
UNOPS	Gurel Gurkan	UNOPS	Head of Programme, ECR AUMCO	Virtual
UNOPS	Katrin Lichtenberg	UNOPS	Senior Portfolio Manager - Water, Environment & Climate (WEC)	Virtual
PROCARIB E+ PMCU	Ugo Ribet	UNOPS consultant	Technical Senior Analyst (Safeguards)	Face-to-face
PROCARIB E+ PMCU	Aracely Pazmino	UNOPS consultant	Gender Specialist	Face-to-face
PROCARIB E+ PMCU	Iván Pavletich	UNOPS	Portfolio Senior Officer	Face-to-face
PROCARIB E+ PMCU	Sonia Gautreau	UNOPS	Project Senior Officer	Face-to-face
PROCARIB E+ PMCU	Patrick Debels	UNOPS	Regional Coordinator	Face-to-face
PROCARIB E+ PMCU	Angélica Carrillo	UNOPS	Operations Associate	Face-to-face
FACILITADOR	Patricia Calle	Facilitator	Facilitator	Face-to-face
FACILITADOR	Claudia Patricia Gómez	Facilitator	Facilitator	Virtual
FACILITADOR	Gino Luque	Facilitator	Facilitator	Face-to-face

## ANNEX 2: AGENDA

### 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
<b>DAY 1</b>			
	9:00 - 9:30	Registration of Meeting Participants	
1	9:30– 9:50	Opening of the Meeting, Welcome Remarks and Security Briefing	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 1 - Security Briefing</a>
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	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 2 - Brief Introduction</a>
3	10:05 - 10:25	Introduction of participants (tour de table)	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 3 - List of confirmed Participants</a>
4	10:25 - 10:35	Election of Officers (Chair, Co-Chair, Rapporteur)	
5	10:35 - 10:55	Review and adoption of the Meeting Agenda	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 5 - Annotated Agenda</a>
	10:55 - 11:10	<b>BREAK</b>	
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)	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 6 - Background &amp; Context</a>
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	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 7 - PROCARIBE Overview</a>
8	11:50 - 12:20	PROCARIBE+ Project Inception Phase: key activities & achievements, including outcomes of the 12 February Regional Consultation on the OCM	<a href="#">240219-21_ENG - PROCARIBE+ PSCM1 Item 8 - Project Inception Phase (PART 1) Consultation on the OCM</a>

#	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
			<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 8 - Project Inception Phase (PART 2)</a>
	12:20 - 13:30	<b>LUNCH</b>	
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"> <li>o GEF Agency</li> <li>o Implementing Partner and Co-executing partners</li> <li>o Beneficiary Representatives</li> <li>o Project Management and Coordination Unit (PMCU)</li> </ul>	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9 - Roles &amp; Respo in Project Governance.pdf</a>
	13:40 - 14:10	b) Adoption of the PROCARIBE+ Project Board Terms of Reference (ToRs)	Full document: <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9b - Project Board ToRs</a> <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9b - Project Board ToRs</a>
	14:10 - 14:35	c) Adoption of the ToRs for the PROCARIBE+ National Focal Points and Status of Nominations	Full document: <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9c - National Focal Points ToRs</a> <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9c - National Focal Points ToRs_ Key Aspects</a>
	14:35 - 15:35	d) Review and adoption of the Project Board Rules of Procedure (including decision-making procedures)	Full document: <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 4 - Rules of Procedure</a>
	15:35 - 15:45	<b>BREAK</b>	
9	15:45 - 16:10	Project Governance and Management Arrangements (continued): <ul style="list-style-type: none"> <li>e) Project Responsibility &amp; Accountability Matrix: review and acknowledgment</li> </ul>	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9e - RACI Matrix PROCARIBE+</a> <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 9e - RACI Matrix - review</a>
<b>COCKTAIL at 18:00</b> Location: 51 Sky Bar, Rooftop of the Hotel Estelar			
<b>DAY 2</b>			
	9:00 - 9:20	Recap of the outcomes of day 1 and review of agenda for day 2	

#	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		Way forward for project implementation :	
	9:20 - 9:50	a) UNDP/GEF Projects: UNDP & GEF Requirements and Procedures	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10a - ME in UNDP-GEF project cycle</a>
	9:50 - 10:05	b) Project Manager's tolerances	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10b - Budget Revisions</a>
	10:05 - 10:20	c) Project Monitoring & Evaluation (M&E) and Risk Management	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10c - Project M&amp;E and Risk Management</a>
	10:20 - 10:35	<b>BREAK</b>	
	10:35 - 11:00	d) Updates to the Project Strategy	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10d - Updated Project Strategy</a>  <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10d - Results of questionnaire on OCM MoU</a>
	11:00 - 11:35	e) Updates to the Project Results Framework	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10e - Proposed Revisions to Outputs</a>  <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10e - Proposed Revision to Partial Results Framework</a>
	11:35 - 11:50	f) Co-executing arrangements	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10f - Co-executing agreements</a>
	11:50 - 12:20	g) Revised overall Project (Multi-Year) Work Plan and Budget	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10g - Revised MYWP</a>  <a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10g Revised Multi-Year Work Plan 2024-2028</a>
	12:20 - 12:40	h) Key milestones/deliverables for 2024	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 10h - 2024 Work Plan</a>
	12:40 - 13:45	<b>LUNCH</b>	
11		Project Implementation Progress Tracking - approaches & tools:	
	13:45 - 14:00	a) Collaborative project progress tracking and visualization	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 11a - Collaborative project progress tracking and visualization</a>



#	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
	14:00 - 14:15	b) Co-financing reporting obligations and responsibilities	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 11b - Co-Financing</a>
12		Social and Environmental Safeguards:	
	14:15 - 14:40	a) Project safeguards - tools and procedures	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 12a - Safeguards</a>
	14:40 - 14:55	b) Work plan/way forward for the application of safeguards	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 12b - Safeguards Action Plan</a>
	14:55 - 15:10	c) Project Grievance Mechanism	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 12c - Project Grievance Mechanism</a>
	15:10 - 15:30	<b>BREAK</b>	
13	15:30 - 15:45	Tools to support Intersessional Project Board Activities	<a href="#">240219-21 ENG - PROCARIBE+ PSCM1 Item 13 - Tools to support Intersessional Project Board Activities</a>
	15:45 - 17:00	Review / Discussion on outstanding matters	
<b>Day 3</b>			
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	
<b>END OF MEETING</b>			
<b>DINNER at 20:00</b> <b>Location: Club de Pesca Restaurant</b>			

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## ANNEX 3: RECOMMENDATIONS AND DECISIONS

See PDF available [here](#).