

**UNESCO- IOC EU DG ECHO
COASTWAVE 2.0 PROJECT
KICK-OFF MEETING**

November 6, 2024
10:00 am – 12:00 pm (Paris time)

Derya Itir VENNIN, PhD
UNESCO-IOC CoastWAVE 2.0 Project Coordinator



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Poll 1-CoastWAVE Project

AGENDA

Introductions

Objectives, Roles and Responsibilities

Project Plan Overview

Communication Plan

Tools and Resources

Discussion Q&A

Next Steps and Action items

Closing Remarks



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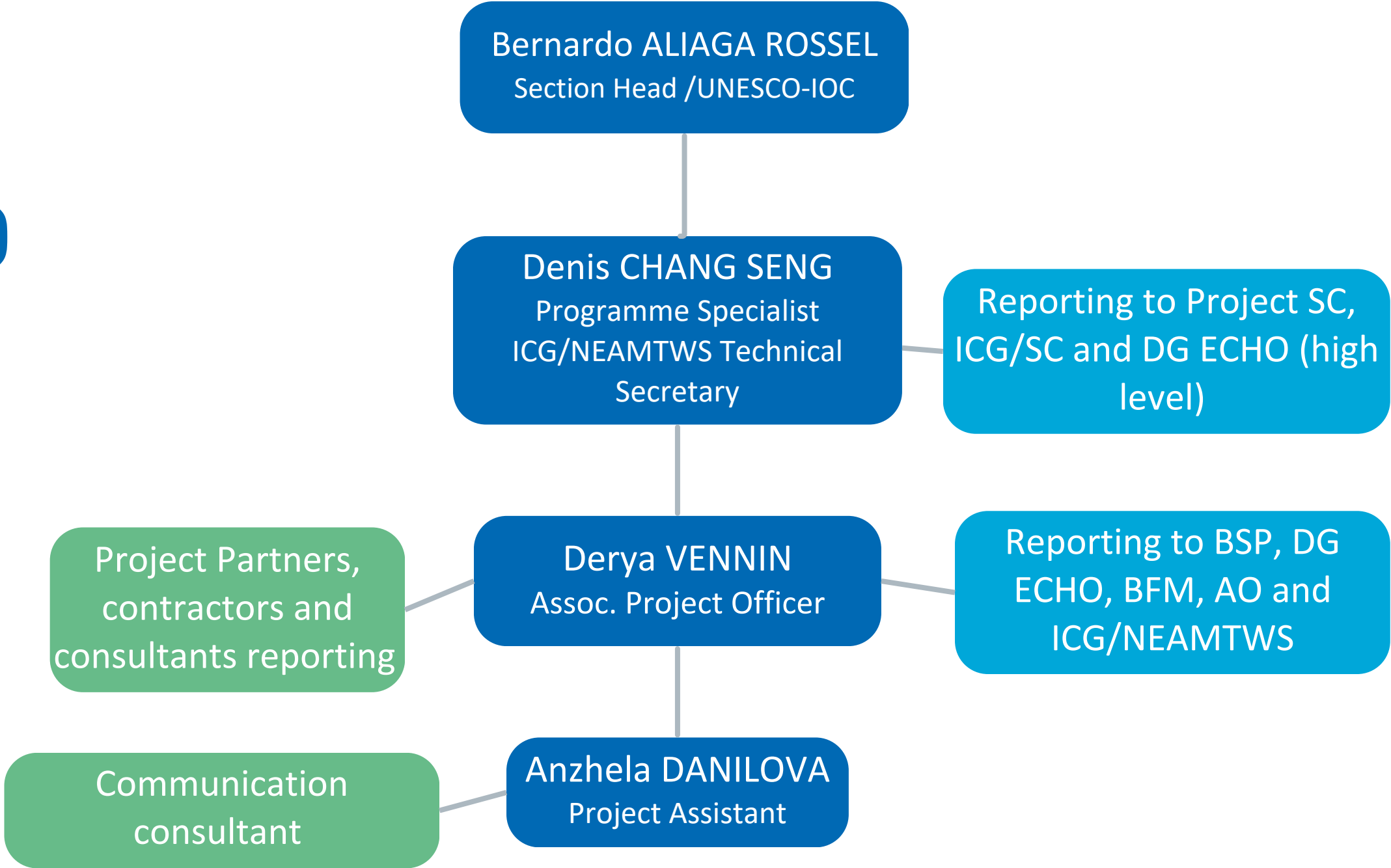
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PMU Organizational Chart

UNESCO Team



Our Partners



Portugal



Italy



Spain



Türkiye



France



Morocco



Egypt

Partners-Poll 2



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- Align team goals
- Clarify roles and responsibilities
- Present project timeline, milestones, reporting and financial and visibility key points
- Establish communication plan
- Set immediate action items and follow-up dates

Roles and Responsibilities

UNESCO

Coordination: Oversees project structure and aligns partner activities.

Guidance: Provides strategic direction and advice.

Oversight: Ensures project adherence to objectives and standards.

DG ECHO

Funding: Provides essential financial resources for project implementation.

Project Partners

Implementation: Transition project activities from national to local levels.

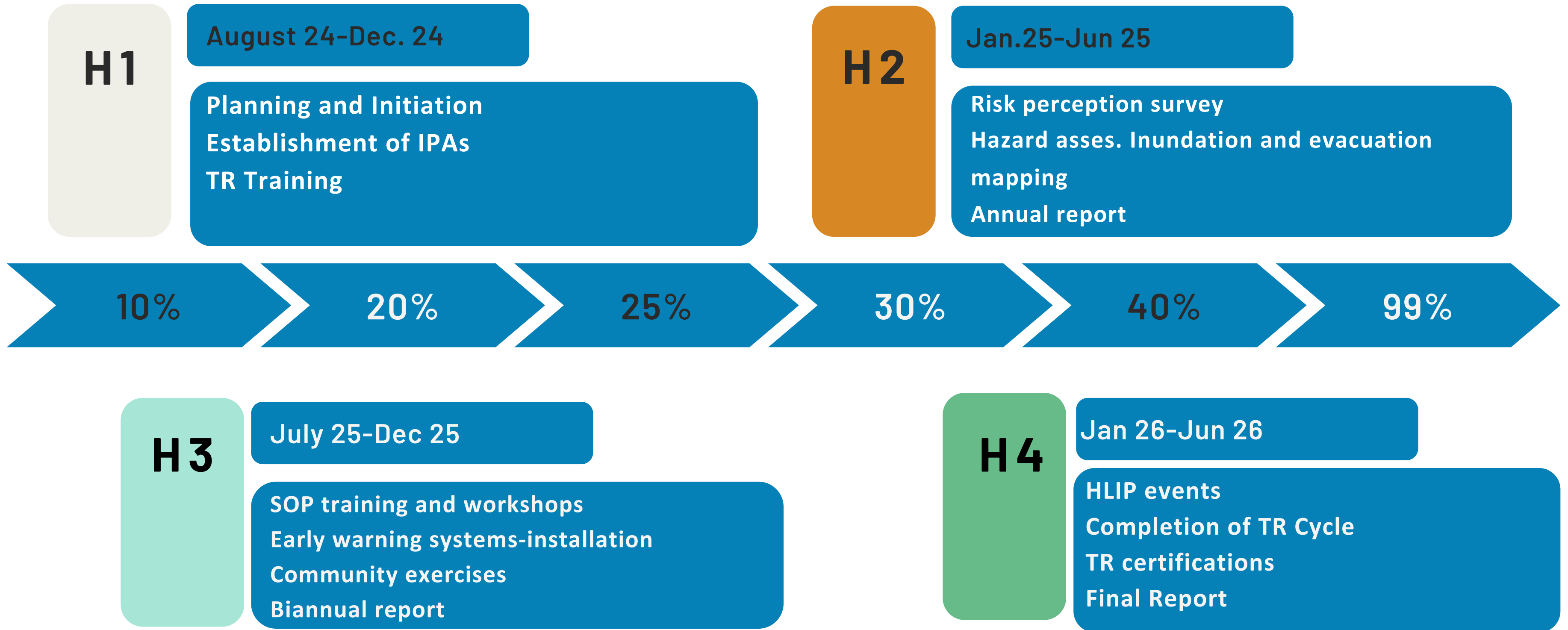
Community Engagement: Foster community involvement and ensure relevance.

Reporting & Compliance: Track progress, report outcomes, and maintain compliance with UNESCO and DG ECHO requirements.



Project Plan Overview

Key Milestones and Timelines





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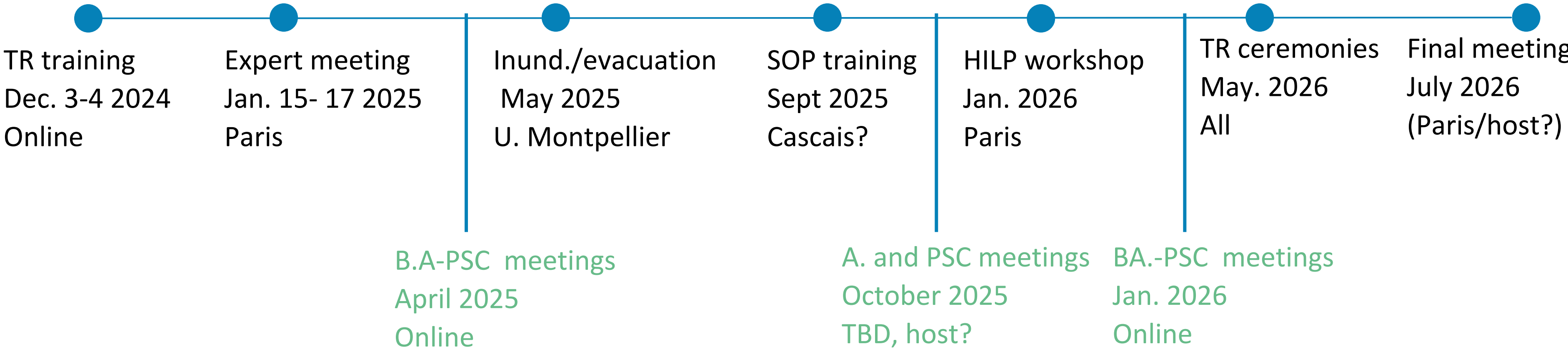
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Timeline of the meetings/events

2024

2025

2026





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Reporting

D1: Annual Report

Contains a risk perception survey, hazard assessments, and detailed inundation/evacuation maps.

D2: Biannual Report

Includes meeting minutes, SOP (Standard Operating Procedures) workshop, Local level Emergency Response Plan (ERP), and community exercises.

D3: Final Report

Comprehensive summary covering all project activities and key achievements.

UNESCO may terminate the Agreement if the Organisation fails to comply with the reporting obligations in accordance with IPA.

Monitoring of IPA Implementation

Site Verifications

- Frequency: Every 6 months
- Purpose: Ensure ongoing compliance, quality, and alignment with project objectives.

Internal Mandatory Evaluation

- Timing: Conducted at the end of the project.
- Evaluator: Independent evaluators for an unbiased assessment.
- Focus: Review effectiveness, identify lessons learned, and measure achievements.

EU Audit

- Scope: Comprehensive audit conducted by EU.
- Objective: Ensure accountability, transparency, and adherence to all financial and operational standards.



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Financial Overview-Key Points



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- **Payments and Financial Regulations**

Payment Schedule: Final payments are processed one week after deliverable submission.

Contractual Payment: 30% of the total IPA amount for the contractual agreement.

- **Budget and Expenditure**

Budget Variance: Up to 10% variances allowed per budget line, as long as the total allocation is not exceeded.

Exceeding 10%: Requires UNESCO's written approval of the project coordinator.

- **Invoices and Documentation**

Procurement Invoices: Submit all procurement invoices to the (UNESCO) project coordinator.

Record-Keeping: Keep all original invoices on file, as they may be requested for verification.

- **Banking and Administrative Updates**

Banking Changes: Notify UNESCO (project coordinator) in writing for any changes to address or bank account.

Ineligible Costs: Banking charges are not covered under financing.



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Communication btw Partners and **UNESCO**



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Primary Platforms

MS Teams

For meetings, collaborative discussions, and real-time communication.

MS Project

Dedicated project management platform for planning, task tracking, and progress monitoring.

Update Frequency

Status Updates: Every three weeks (informal) to the project coordinator

Regular check-ins to ensure alignment, address issues, and discuss progress.



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Visibility-Key Points to Remember



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Highlight EU Funding

- Clearly state that the project has received funding from the EU

Example phrasing: "This project is funded by the European Union"

Platforms: [LinkedIn](#) & [X](#) & [Instagram](#)

- Utilize LinkedIn for professional engagement and Instagram for visual storytelling.

Data Protection Compliance

- Adhere strictly to UNESCO's personal data protection regulations.
- Avoid sharing any personal or sensitive information that could identify individuals without consent.

Logos and Branding

- Use both UNESCO-IOC and EU donor logos where appropriate, following each organization's branding guidelines.
- Ensure logos are clear and not altered.

Mandatory Disclaimer

- Include DG ECHO's disclaimer in all project-related posts:

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*Let's
discuss*





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Action Items-Next Steps



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1. Finalization of the IPA Contract and Proposals

- Review and Approval of Drafts
 - Ensure all feedback is incorporated.
 - Finalize the content and format.
- Sign-Off Process
 - Confirm review by all stakeholders.
 - Obtain formal sign-offs from required parties.

2. TR Training

- Training Material/ Expert Preparation- Invites
- Finalize and review all training materials/expert.
- Scheduling and Logistics
 - Confirm training dates and times.
 - Arrange virtual platforms.
- Participant Communication
 - invitations and agendas to all participants.
- Post-Training Follow-Up

Next Steps Timeline

Task	Responsible Party	Target Completion
Finalize IPA Drafts	Project Partners	20/11/2024
Obtain Sign-Offs	Partners/UNESCO	01/12/2024
Complete TR Training Materials	UNESCO	20/11/2024
Register for the training	Project Partners	Until 1/12/2024
Conduct TR Training	UNESCO	06/12/2024
Post-Training Feedback Collection	Partners/UNESCO	12/12/2024



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CLOSING REMARKS





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and support**

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Team
AWESOME