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MEDITERRANEAN ACTION PLAN

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First Project Steering Committee Meeting of the MedProgramme Child Project 4.1

Meeting held by videoconference, 11 March 2021

Agenda Item 3: Component 1: Knowledge Management and Dissemination

Child Project 4.1 Workplan 2021 – 2022

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UNEP/MAP
Athens, 2021

Note by the Secretariat

The Mediterranean Sea Programme (MedProgramme): Enhancing Environmental Security (GEF ID 9607) is a Global Environment Facility (GEF) regional Multi Focal Area Programmatic Approach, implemented in Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, Tunisia and Turkey. UNEP/Mediterranean Action Plan (MAP) is the leading executing Agency; the GEF Implementing Agencies are UNEP and the European Bank for Reconstruction and Development (EBRD) and the executing partners are UNESCO/IHP, European Investment Bank (EIB), IUCN Med, GWP Med, WWF Med, Plan Bleu, PAP/RAC, SCP/RAC and SPA/RAC.

The MedProgramme aims to target coastal nutrient pollution hotspots, harmful chemical and wastes, critical coastal habitats and freshwater resources, climate resilience, marine protected areas, and monitoring of progress to impacts and coordination among Child Projects (CPs). It will be developed through four Components and eight Child Projects.

- a. Component 1: Reduction of Land Based Pollution in Priority Coastal Hotspots and Measuring Progress to Impacts.
- b. Component 2: Enhancing Sustainability and Climate Resilience in the Coastal Zone.
- c. Component 3: Protecting Marine Biodiversity.
- d. Component 4: Knowledge Management and Programme Coordination.

Component 4 of the MedProgramme consists of one Child Project:

- a. Child Project 4.1 “Mediterranean Sea Large Marine Ecosystem Environment and Climate Regional Support Project” (GEF ID 9686)

This document sets forth the workplan for the execution of the two components of MedProgramme Child Project 4.1 for the period starting in the first quarter of 2021 and ending in the first quarter of 2022 (i.e. five quarters). This Child Project is executed by UNEP/MAP.

The activities included in the five-year work plan for Child Project 4.1 were initially approved during the MedProgramme’s Inception Meeting held in July 2020. The workplan that follows provides a preliminary update on the activities foreseen in 2021 and in the first quarter of 2022.

Child Project 4.1 Workplan (2021 – 2022 Q1)	2021				2022
Activity/Quarter	Q1	Q2	Q3	Q4	Q1
Component 1: Knowledge Sharing and Dissemination					
Output 1.1: Knowledge management platform in place					
Activity 1.1.1: Conception, design and development of the Knowledge Management Platform					
Structured consultations with Child Projects, relevant Partners and service providers					
Recruitment of web developer to prepare static mockups and interactive prototypes of the knowledge platform					
Recruitment of graphic designer to prepare digital graphic assets for the platform in line with agreed visual identity					
Platform beta version finalized					
Procurement for development of the platform based on approved structure					
Knowledge platform online with first components in place					
Activity 1.1.2: Development of the Project Management Tool (PMT)					
Updated assessment of functionalities and needs for project management software across the portfolio and consultations with Child Projects, relevant Partners and service providers					
Procurement and adoption of selected tool					
Trainings for project partners on the use of the tool					
Activity 1.1.3 Development of the public-facing MedProgramme portal					
Structured consultations with Child Projects and relevant Partners facilitated by the Med PCU together with web developer to design structure for aggregated dashboard on program progress and for individual sub-pages for each Child Project					
Beta version finalized					
Individual Child Projects web pages online with content provided by each CP					

Child Project 4.1 Workplan (2021 – 2022 Q1)		2021				2022
Activity/Quarter		Q1	Q2	Q3	Q4	Q1
Activity 1.1.4: Development of visualization tools						
Structured consultations with Child Projects, relevant Partners and service providers facilitated by the Med PCU together with web developer and data analyst						
Recruitment of GIS expert/Data Analyst to prepare an assessment of data generation across the portfolio						
Evaluation and procurement of software for data visualization						
First data visualization embedded in the knowledge platform						
Activity 1.1.5 Development of databases for the management of raw/primary data						
Structured consultations with Child Projects, relevant Partners and service providers facilitated by the Med PCU together with web developer and data analyst						
Facilitated discussions by the Med PCU (with data analyst) on data sharing protocols – to be developed by the Child Projects and relevant Partners						
Databases designed and developed to support data-driven portal/web pages, reflecting data sharing protocols approved by the Child Projects and relevant Partners						
Output 1.2: Communication, Outreach and Awareness Raising Products and Activities produced						
Activity 1.2.1: Establishment of the MedProgramme visual identity						
Structured consultations with Child Projects, relevant Partners and service providers						
Recruitment of graphic designer to develop visual identity and brand guidelines						
Visual identity established and applied across the Med portfolio						
Activity 1.2.2: Development of tools for communication, outreach, capacity building and awareness raising						
Preparation and dissemination of one promotional video on the MedProgramme						
Contribution to social media campaigns (use of existing channels + concept for social media presence for the MedProgramme)						
Development of proposals for knowledge exchanges and learning opportunities for the Med portfolio and to increase MAP capacity						

Child Project 4.1 Workplan (2021 – 2022 Q1)		2021				2022
Activity/Quarter		Q1	Q2	Q3	Q4	Q1
Activity 1.2.3: Events and activities to promote awareness of the MedProgramme, and to foster knowledge exchanges						
Participation to global campaigns, events and processes						
Engagement with media and testimonials						
Development and maintenance of partnerships and networks						
Output 1.3: Mechanisms to promote the broader adoption and replication of the successful policies, practices and technologies implemented under the MedProgramme available for stakeholders of the Programme.						
Activity 1.3.1: Stocktaking of successful policies, practices and technologies; evaluation of replication potential; and identification of replication sites						
Concept Note for the Replication Atlases						
Consultations with Child Projects and Partners on potential topics for the Replication Atlases						
Component 2: Coordination and Synergies						
Output 2.1: Output 2.1 Monitoring mechanism of MedProgramme progress to impacts established						
Activity 2.1.1: Production of MedProgramme Bulletins						
Concept note for the MedProgramme Bulletin						
Consultations with partners on needs/expectations regarding the bulletin, content generation						
Planning and production of the First MedProgramme Bulletin						
Activity 2.1.2: Establishment of reporting tool to gather, manage and showcase information on MedProgramme's progress to impacts, including with respect to gender mainstreaming						
Development of proposed mechanisms and tool(s) to report and showcase progress to impact at program level with respect to formal and voluntary monitoring frameworks						

Child Project 4.1 Workplan (2021 – 2022 Q1)		2021				2022
Activity/Quarter		Q1	Q2	Q3	Q4	Q1
Activity 2.1.3: Planning and reporting on progress, expenditures and co-financing for all Child Projects						
2021 planning exercise for all Child Projects (annual work plans by quarter, annual budget forecasts by component and by quarter linked to the annual work plans, annual procurement plans)						
2021 monitoring and reporting on all CPs (quarterly expenditure reports, quarterly progress reports, Annual Project Implementation Review [GEF format], and annual co-financing report)						
2022 planning exercise for all Child Projects (annual work plans by quarter, annual budget forecasts by component and by quarter linked to the annual work plans, annual procurement plans)						
2022 monitoring and reporting on all CPs (quarterly expenditure reports, quarterly progress reports, Annual Project Implementation Review [GEF format], and annual co-financing report)						
Output 2.2: Mechanisms in place to establish synergistic interactions among Child Projects and with other relevant initiatives and stakeholders, and to take stock of progress and challenges at the MedProgramme level						
Activity 2.2.1: Organization of the Annual Stocktaking Meetings						
Concept note on the Annual Stocktaking Meetings (ASM)						
Consultation with partners on the design and architecture of the ASM						
Planning for preparation of the First ASM in June 2022						
Output 2.3: Cooperation and synergy with IW: LEARN						
Activity 2.3.1: Participation in GEF International Waters Conferences (IWC)						
Preparation of contributions and presentations (including MedProgramme video screening) for the IWC10 in 2021 (tbc) and other GEF relevant events in 2021-22						
Activity 2.3.2: Participation in IW:LEARN twinnings						
Identification of potential twinning exchanges within the IW portfolio						

Child Project 4.1 Workplan (2021 – 2022 Q1)	2021				2022
Activity/Quarter	Q1	Q2	Q3	Q4	Q1
Planning for first twinning in 2022					
Activity 2.3.3: Participation in GEF Communities of Practice on IW, CW					
Identification of opportunities for knowledge exchange within existing GEF CoPs and liaising with relevant counterparts					
Output 2.4: Monitoring mechanism to assess progress on gender actions across the MedProgramme in place					
Activity 2.4.1: Assessment of progress on the implementation of the gender action plans of the Child Projects					
Development and adoption of Gender Action Plans for Child Projects 1.2, 1.3, SCCF, 3.1					
Programme-level monitoring, tracking and reporting on Child Project gender activities					
Establishment and regular meetings of a Gender Community of Practice of project implementation staff					
Gender capacity-building training for project implementation staff (Child Projects) and UNEP/MAP staff					
Provision of gender technical guidance and gender inputs to relevant trainings, meetings, events and publications related to the MedProgramme					
Establishment and maintenance of partnerships on Gender Mainstreaming					
Contributions to knowledge sharing and communications, as well as IW:LEARN, activities					
Review of the MedProgramme Gender Mainstreaming Strategy to reflect developments at the execution stage					
One annual assessment on the implementation of Child Project gender action plans					
Output 2.5: Coordination, review and evaluation of Child Projects					
Activity 2.5.1: Organization of the Project Steering Committee Meetings and the Coordination Group Meetings					

Child Project 4.1 Workplan (2021 – 2022 Q1)		2021				2022
Activity/Quarter		Q1	Q2	Q3	Q4	Q1
First Project Steering Committees for Child Projects 1.1, 1.2, 2.1, 2.2, SCCF Project, 3.1 and 4.1						
Evaluation of lessons learned from 2021 Steering Committee Meetings						
Second Project Steering Committee Meetings for Child Projects 1.1, 1.2, 2.1, 2.2, SCCF Project, 3.1 and 4.1						
Concept note on the Coordination Group Meetings, including strategic purpose, decision-making authority, frequency, format, etc.						
Planning and organization of the First Coordination Group Meeting						