

Agenda
MAR Fund Strategic Meeting
Headquarters, Member Funds and Focal Points
Soleil Hotel, Antigua Guatemala City, Guatemala
February, 14 to 20 2016

1. Participants

Headquarters Staff	María José González Claudio González Patricia Cabrera Ana Beatriz Rivas Damaris Eguizábal	Ximena Flamenco Ericka Lorenzo Carlos Rodriguez Olivet Enrico Gasparri
Focal Points	Gabriela Díaz Cintia Landa Eduardo Rico	
Member Funds	Lohana Chavarría Christine Valerio Mike Pipersburg Jorge Ordóñez	Alejandro Maeda Natalia Mendizábal Mariana Aguirre
Special Guest	Ángela Mojica	

2. Objectives

1. Exchange relevant information on MAR Fund's work, initiatives, programs and projects.
2. Define roles and functions of each participant in the implementation of the Project for the Conservation of Marine Resources in Central America.
3. Facilitate a discussion in the importance of each participant's role in the work of the Project (Phase I and Phase II).
4. Review the main tools of the Project and their use.

3. Results

- a. Strategic and technical information shared and agreed on by all Project participants.
- b. Exchange of experiences in process management.
- c. Jointly developed follow up plan for the Project for Phase I and II.

4. Logistics

- Lodging and meals: Antigua Soleil Hotel, Antigua Guatemala City.
- Transport: MAR Fund headquarters staff

5. Agenda

February, Sunday 14 2016.

Schedule	Activity	Facilitator	Methodology
Varied	Transfer of participants from Guatemala City to Antigua Guatemala	MAR Fund	
19:00	Dinner		

February, Monday 15 2016.

Schedule	Activity	Facilitator	Methodology
	Breakfast		
09:00 – 09:10	Welcome	María José G. / MAR Fund	
09:10 – 09:30	Introduction of participant	EVERYONE	
09:30 – 09:45	Objectives and meeting agenda Introduction – participatory meeting	Carlos R / MAR Fund	Agenda
09:45 – 10:25	MAR Fund's general information, institutional mandate, scope, long-term goals (strategic plan) Functional Structure <ul style="list-style-type: none"> • Board of Directors • BoD Committees • Executive Office • Headquarters (Guatemala) • Member Funds • Focal Points • Programs and funding mechanisms 	María José G / MAR Fund	PPT
10:25 – 10:40	Coffee Break		
10:40 - 11:00	<ul style="list-style-type: none"> • Reef Rescue Initiative / Restoration 	María José G / MAR Fund	PPT
11:00 - 11:10	<ul style="list-style-type: none"> • Clinton Global Initiative <ul style="list-style-type: none"> ○ Fishing shelters commitment 	María José G / MAR Fund	PPT
11:10 - 11:25	<ul style="list-style-type: none"> • Lionfish Regional Strategy <ul style="list-style-type: none"> ○ Background ○ Progress ○ Monitoring Plan ○ Roles and responsibilities ○ Regional consulting 	Claudio G / MAR Fund	PPT
11:25 - 11:35	<ul style="list-style-type: none"> • Manatee Regional Monitoring <ul style="list-style-type: none"> ○ Regional Workshop ○ Regional Monitoring Plan for 4 countries (current situation) 	Claudio G / MAR Fund	PPT

Schedule	Activity	Facilitator	Methodology
11:35 – 12:05	<ul style="list-style-type: none"> • Connectivity Network <ul style="list-style-type: none"> ○ Coordination platform between protected area managers and academic partners focused on connectivity exercises ○ Achievements and progress report ○ Monitoring plan 	Claudio G / MAR Fund	PPT
12:05 – 12:10	<ul style="list-style-type: none"> • Tulum + 20 (Long-term political commitment to reef conservation) <ul style="list-style-type: none"> ○ Context ○ Scope ○ Vision 	María José G / MAR Fund	PPT
12:10 – 12:15	<ul style="list-style-type: none"> • GlobalGiving <ul style="list-style-type: none"> ○ Context ○ Scope ○ Fundraising 	Claudio G – Patty C / MAR Fund	PPT
12:15 – 12:45	<ul style="list-style-type: none"> • MAR Fund Annual Report <ul style="list-style-type: none"> ○ Information-gathering process ○ Structure ○ Collaboration and responsibilities 	Carlos R / MAR Fund	Led Discussion
12:45 – 14:15	Lunch		
14:15 – 14:45	<ul style="list-style-type: none"> • MAR Fund Annual Report (continue) 	Carlos R / MAR Fund	Led Discussion
14:45 – 15:15	<p>10 years events</p> <ul style="list-style-type: none"> • Commemorative Pin and Watercolor • Mayan Ceremony • Commemorative stamps • Story Contest and Virtual Book • Commemorative Video • Infographic • Video Projection 	Carlos R / MAR Fund	PPT / Video
15:15 - 15:45	<ul style="list-style-type: none"> • Protected Area Program <p>Area prioritization exercise</p> <ul style="list-style-type: none"> • Background • Progress • Map of priority areas 	Carlos R / MAR Fund	PPT
15:45 – 16:45	<ul style="list-style-type: none"> • Project for the Conservation of Marine Resources in Central America <p>Project Overview</p> <ul style="list-style-type: none"> • Text • Concept • Scope • Objectives • Results 	Claudio G Dámaris E / MAR Fund	PPT – PPTO / Discussion

Schedule	Activity	Facilitator	Methodology
	<ul style="list-style-type: none"> • Logical Framework (Phase I and II) • Indicators • Budget 		
16:45 – 17:00	End of Day	Carlos R / MAR Fund	Discussion
19:00	Welcome Dinner	MAR Fund	

February, Tuesday 16 2016.

Schedule	Activity	Facilitator	Methodology
	Breakfast		
09:00 – 11:00 Coffee Break during activity	Roles, MAR Fund staff functions and focal points, member funds, technical assistance <ul style="list-style-type: none"> • Project's organization chart • Roles and responsibilities <ul style="list-style-type: none"> ○ Technical ○ Administrative – Financial 	Carlos R / MAR Fund	Roles Dynamic
11:00 - 12:00	Assessments results, monitoring process <ul style="list-style-type: none"> • Presentation of results (positive lessons and challenges) <ul style="list-style-type: none"> ○ External evaluation of the Project (Warren) ○ External monitoring of the Project (Joke) 	Enrico G / MAR Fund	Evaluations/ Missions
12:00 - 13:00	<ul style="list-style-type: none"> • Evaluation of Management Effectiveness in the areas of the Project <ul style="list-style-type: none"> ○ Indicators 	Ángela Mojica - consultant	Matrix indicators
13:00 – 14:30	Lunch		
14:30 – 16:00	<ul style="list-style-type: none"> • Management Effectiveness (continues) 	Everyone	Matrix indicators / Group work by area
16:00 – 16:30	<ul style="list-style-type: none"> • Financial Gap <ul style="list-style-type: none"> ○ Reflection with member funds ○ How can you measure any progress in own revenue generated at the end of the Project 	Enrico G, Carlos R / MAR Fund	Participatory discussion
16:30 – 17:30	<ul style="list-style-type: none"> • Administrative subjects review by country (two countries) 	Patty C, Dámaris E / MAR Fund	Administrative tools

Schedule	Activity	Facilitator	Methodology
19:00	Dinner	MAR Fund	

February, Wednesday 17 2016.

Schedule	Activity	Facilitator	Methodology
	Breakfast		
09:00 – 12:00 Coffee Break during activity	<p>Follow up to technical and operational processes (tools)</p> <ul style="list-style-type: none"> • Project tools and their implementation <ul style="list-style-type: none"> ○ TECHNICAL <ul style="list-style-type: none"> ▪ Strategy and Monitoring Manual ▪ Planning formats (GWP, AWP, BWP) ▪ Guidelines for technical documents elaboration (GWP, AWP, BWP) ▪ Text of the Project ▪ Evaluation of Management Effectiveness Methodology ▪ Project's implementation schedules ▪ MARFIN (Financial Gap) ▪ Tools for small grants program (Project Cycle Manual) ▪ Sending information (quality and quantity) 	E Gasparri, Ana Beatriz R, Ximena F / MAR Fund	PPT and plenary session
12:00 – 13:00	<ul style="list-style-type: none"> • Member Funds Monitoring <ul style="list-style-type: none"> ○ Process ○ Report ○ Results 	Jorge O – FCG / PACT / Eduardo R – FB / Cintia L - FMCN	Monitoring reports / table of indicators
13:00 – 14:15	Lunch		
14:15 - 15:15	<ul style="list-style-type: none"> • Member Funds Monitoring <ul style="list-style-type: none"> ○ Process ○ Report ○ Results 	Jorge O – FCG / PACT / Eduardo R – FB / Cintia L - FMCN	Monitoring reports / table of indicators
15:15 – 16:15	<ul style="list-style-type: none"> • ADMINISTRATIVE <ul style="list-style-type: none"> ○ Operational Manual ○ Administrative Management System 	Patty C, Dámaris E / MAR Fund	PPT

Schedule	Activity	Facilitator	Methodology
	<ul style="list-style-type: none"> ○ Audits 		
16:15 – 17:15	<ul style="list-style-type: none"> ○ Analysis of budget execution of the Project up to date <ul style="list-style-type: none"> ▪ Excel Files ▪ Process analysis of Budget execution (discussion of MAR Fund's Staff functions) ○ Sending information (quality and quantity) 	Patty C, Dámaris E / MAR Fund	PPT
19:00	Dinner		

February, Thursday 18 2016.

Schedule	Activity	Facilitator	Methodology
9:00 – 10:00	<ul style="list-style-type: none"> ● Coordination meetings <ul style="list-style-type: none"> ○ Implementers retreats ○ MAR Fund Staff retreat ○ Biweekly Project meetings Guatemala Office Staff ○ Follow up Skype meetings ○ Technical and progress meetings in each area ● Monitoring visits <ul style="list-style-type: none"> ○ Member Fund visits to the PAs ○ Project Officer visits to the areas ○ Administrative-operational visits to the PAs ○ External missions ○ Donor visits 	Ana Beatriz R, Ximena F y Enrico G / MAR Fund	PPT
10:00 – 12:30 Coffee Break during activity	<ul style="list-style-type: none"> ● Sustainability <ul style="list-style-type: none"> ○ Presentation by area ○ Sustainable actions and activities (analysis) ○ Sustainability document (documents by area / audit) ○ Sustainability document of the Project ○ Sustainability Plan Phase I 	Enrico G Cintia L / Eduardo R / PACT / Gaby D	Supervised work (guide) PPT
12:30 – 13:00	<ul style="list-style-type: none"> ● MAR Fund internal coordination (communication lines) <ul style="list-style-type: none"> ○ Communication lines 	Claudio G / MAR Fund	PPT plenary session

	<ul style="list-style-type: none"> ○ Challenges and Solutions ○ Difference between member fund and focal point 		
13:00 – 14:15	Lunch		
14:15 - 14:30	<ul style="list-style-type: none"> ● Communication about the project <ul style="list-style-type: none"> ○ Webpage ○ Social media platform (Facebook, whatsapp, youtube, twitter) 	Patty C / MAR Fund	Visual presentation
14:30 - 17:00	<ul style="list-style-type: none"> ● Project closure strategy Phase I <ul style="list-style-type: none"> ○ Closing schedule ○ Decision making on activities included in the BWPs ○ Justified proposal for use of balances 	Claudio G, Enrico G / MAR Fund EVERYONE	PPT Group Dynamic
17:00 – 18:00	Administrative subjects review by country (two countries)	Patty C, Dámaris E / MAR Fund	Administrative tools
19:00	Dinner	MAR Fund	

February, Friday 19 2016.

Schedule	Activity	Facilitator	Methodology
	Breakfast		
09:00 - 12:00	<ul style="list-style-type: none"> ● Small Grants Program ● MAR Fund's Small Grants Program, Project Cycle <ul style="list-style-type: none"> ○ General procedures ○ Member Fund Role ○ Donors ○ Administration and Finance ○ Monitoring and follow-up ○ Systematization and program evaluation 	Claudio G / MAR Fund	PPT
12:00 - 13:00	<ul style="list-style-type: none"> ▪ Conclusion, evaluation ▪ Follow Up Plan 	Carlos R / MAR Fund	Plenary session
13:00 – 14:30	Lunch		
Afternoon	Visit around Antigua	MAR Fund	
19:00	Dinner		

February, Saturday 20 2016.

Schedule	Activity	Facilitator	Methodology
	Breakfast		
Morning	Departure of participants to their places of origin	MAR Fund	