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Minutes of the Project Board Meeting

Project name: Reducing Maritime Trafficking of Wildlife between Africa and Asia

Project ID: 00109494

Output IDs: 00108842

Place: Boardroom Royal Foundation, London, UK

Date: Tuesday, 09 October 2018

Agenda:

Time	Session
09:30	<i>Opening remarks and objectives of the meeting</i> [10 minutes] Gerd Trogemann, Istanbul Regional Hub Manager, UNDP IRH, Chairperson
09:40	Brief Remarks [5 minutes] Midori Paxton, Global Head of Ecosystems and Biodiversity, UNDP
09:45	Introduction of Board Members and Project Team [5 minutes]
09:50	Introduction of Project Objective, Expected Results, Management Arrangements, Project Team, and Budget [35 minutes] Mikhail Paltsyn, Project Technical Advisor, UNDP
10:25	Plenary discussion and inputs: Board Members [30 minutes]
10:55	Coffee break [15 minutes]
11:10	Presentation of the project annual workplan 2018 and key priorities for 2019 [30 minutes] Mikhail Paltsyn, Project Technical Advisor, UNDP
11:40	Plenary discussion and inputs: Board Members [30 minutes]
12:10	Quality Assurance, Monitoring and Evaluation in project implementation [10 minutes] Yelda Bakar Delice, Project Associate, UNDP
12:20	Discussion and Questions: Board Members [5 minutes]
12:25	Conclusions, closing of the meeting [10 minutes] Gerd Trogemann, Istanbul Regional Hub Manager, UNDP IRH, Chairperson

Participants:

Name	Title
<i>Project Board</i>	
1. Gerd Trogemann	Istanbul Regional Hub Manager, UNDP IRH, Chairperson
2. Claudia Sobrevila	Manager of the Global Wildlife Program, World Bank
3. Naomi Doak	Head of Conservation Programmes, The Royal Foundation
4. Robert Campbell	Programme Manager-United for Wildlife Taskforces, The Royal Foundation
5. Ricarda Amberg	Deputy, Container Control Programme, UNODC
6. Midori Paxton	Global Head of Ecosystems and Biodiversity, UNDP



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7. Lisa Farroway <i>Project Team</i>	UNDP-GEF Regional Technical Advisor, UNDP
8. Yelda Bakar Delice	Project Associate, UNDP
9. Mikhail Paltsyn (virtual)	Project Technical Advisor, UNDP
10. Tamara Tschentscher (virtual)	Knowledge Management Officer, UNDP

Opening Remarks

Mr. Gerd Trogemann, Istanbul Regional Hub Manager and Chairperson of the meeting, opened the meeting and welcomed the board members. Mr. Trogemann thanked to the Royal Foundation for hosting the board. After opening remarks of Mr. Trogemann, Mrs. Midori Paxton, Global Head of Ecosystems and Biodiversity had brief remarks.

Introduction of Project

Mr. Mikhail Paltsyn, Project Technical Advisor, provided a presentation via Skype and gave information about the structure of the Project, objectives, target ports, expected results and indicators. Additionally, Mr. Paltsyn provided general information on wildlife poaching and trafficking in Africa. Ms. Tamara Tschentscher provided a presentation via Skype on monitoring and evaluation dimension of the Project.

Discussion Points on Introduction of Project

Cooperation and Clear Focus: Human, time and financial resources of the project are limited, and the Project is ambitious despite combining parallel co-financing from UNDP, the Royal Foundation, and UNODC. Therefore, cooperation with other initiatives, projects and institutions is very important for the achievement of the Project objective. Ms. Ricarda Amberg, Programme Management Officer, UNODC noted the importance of the project to determine how to collaborate in the most cost-effective manner, avoiding duplication and fragmentation of activities and developing strong partnerships with on-going port-based initiatives.

Project Scope: Given limited time-frame and budget of the project, the project team may consider focusing key project activities and investments in Mombasa and Dar es Salaam ports as the weakest links of illegal wildlife trafficking chains between Africa and Asia. Laem Chabang and Surabaya ports can be involved in the port project without considerable investments in them through coordination with National GWP Projects in Thailand and Indonesia that include port-related activities. The Project will hence aim to disseminate tools, lessons and best practices from Mombasa and Dar es Salaam ports for replication through national projects in Africa and Asia. The project team will develop a proposal for the engagement of ports in Africa and Asia in project activities and present this at the next Project Board meeting.

Project Results Framework: Ms. Claudia Sobrevila recommended to pay special attention to the project indicators to make them realistic given only 3 years of the project and explore data availability on the selected indicators. The Project team will review the indicators of the Project Results Framework and will present suggestions for adaptation of specific indicators to the next Project Board meeting in December.

Presentation of the AWP 2018 and key priorities for 2019

Mr. Mikhail Paltsyn, Project Technical Advisor, presented via Skype the planned activities in 2018, priorities for 2019 based on outputs and budget structure. In 2018 the Project will focus on building partnerships, consultations and clear defining of the project activities to deliver project outputs. Additionally, the Project team will work closely with partners on cooperation with local stakeholders such as customs, other law enforcement agencies, and port private sector.



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Mr. Paltsyn presented initial ideas for 2019 priorities, including for port stakeholder workshops under Output 1.1, port assessments under Output 1.2 and incentive schemes under Output 1.3. Project outputs have to be clarified given the current situation in the target ports, on-going initiatives, and actual needs of stakeholders. While there was general support for the 2019 priorities, Board members requested the project team to complete further consultations and provide additional information on proposed activities to inform the 2019 AWP.

Ms. Tamara Tschentscher provided a presentation via Skype on monitoring and evaluation dimension of the 2018 AWP and 2019 priorities.

Discussion Points on the AWP 2018 and key priorities for 2019

Initial project board feedback based on outputs:

- Under Output 1.1, the potential benefit of both port-based and global stakeholder workshops was noted e.g. project could start with targeted workshops at stakeholder ports and end with a global workshop. Stakeholder workshops in the target ports could potentially play the role of inception workshops, but this would need to align with other workshop objectives.
- Output 1.2 needs more clarification on the capacity assessment methodology that the project will use. The existing range of port assessment tools needs to be assessed in the first instance to be clear on what is currently available and most relevant to the project and whether the project should adopt existing tool(s) or develop anything new. Port assessments and capacity building need to build on what is already in place such as with CCP. The role of the PortMATE self-assessment developed as a tracking tool also needs to be clarified and feedback from its use by national GWP projects in Indonesia and Philippines obtained.
- Output 1.3 – Mr. Mikhail Paltsyn suggested that port incentive schemes to achieve higher results should be optimally integrated into port assessment approaches under Output 1.2.
- Output 3.1-3.2 – Ms. Claudia Sobrevila highlighted the need to build strong collaboration on monitoring and technical support of GWP national projects between the World Bank and UNDP.

Inception Workshop: The project team requested feedback from Board members on the project inception workshop. Considering there are many project partners and stakeholders from different regions, inception workshop can be conducted as a few port stakeholder meetings in the countries. Ms. Claudia Sobrevila and Mr. Gerd Trogemann noted the challenges of engaging local stakeholders via one virtual inception workshop. Ms. Midori Paxton suggested that the project may consider using stakeholder workshops and virtual meetings as a combination of tools for the inception workshop. The project team will develop a proposal for the inception workshop(s).

Gender Aspect of the Project: Ms. Ricarda Amberg stressed that the gender mainstreaming needs to become a stronger focus of the project, as this is currently insufficiently addressed in the project results framework. The project team should strengthen its gender approach and gender sensitivity of indicators. More specific insights on local gender considerations (e.g. roles, needs, benefits, impacts, risks, etc.) to be gained from local baseline assessments/inception workshop. CCP also established a network methodology on gender mainstreaming that will be shared with the Project team. That will be one of the key tasks of the KM Officer – Tamara Tschentscher.

Presentation on Quality Assurance, Monitoring and Evaluation in Project Implementation

Ms. Yelda Bakar Delice, Project Associate presented the quality assurance aspect in the Project and the tools for monitoring and evaluation. In the presentation, policies and guidelines are mentioned and M&E plan of the project and functions of the Board members within this context is presented.



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Monitoring and Evaluation: Ms. Claudia Sobrevila and Ms. Lisa Farroway clarified that the project will contribute to the GWP global project terminal evaluation coordinated by the World Bank. There is no mid-term review for the global project.

Mr. Gerd Trogemann thanked board members for participating to the first Board Meeting of the Project and the project team for their work and presentations and closed the meeting.

Project Board decisions:

- The PB approved the work plan 2018 and agreed that the priority for the remainder of 2018 was to complete detailed consultations with stakeholders and partners and develop clear strategies to engage with country governments, target port stakeholders, and other partners to start active project implementation in 2019. Based on the consultations a detailed AWP 2019 should be developed;
- Next (virtual) Board Meeting will be held in December 2018 to discuss and approve AWP 2019.

Prepared by: Yelda Bakar Delice, Project Associate, UNDP-IRH, Mikhail Paltsyn, CTA

Cleared by: _____ Ekaterina Paniklova, Senior Programme Coordinator/QA

05.11.2018

Approved by: _____ Gerd Trogemann, Istanbul Regional Hub Manager, UNDP IRH, Chairperson