



**FIRST NATIONAL PROJECT BOARD MEETING OF THE GEF/UNDP ATSEA2
PROJECT TIMOR LESTE COMPONENT
16 December 2019
Timor Plaza Hotel, Orchid Room
Meeting Minutes**

1. The Timor Leste First National Project Board Meeting of the GEF/UNDP Arafura-Timor Seas (ATSEA) Project Phase 2 was held at the Timor Plaza, Timor Leste on 16 December 2019. The main agenda of the meeting was to 1) present, discuss and adopt the Terms of Reference (TOR) for Timor Leste National Project Board, 2) present and approve the 2020 project annual workplan and budget.
2. The Meeting was attended by representatives from each project Ministries partners, namely: Ministry of Agriculture and Fisheries (MAF), Ministry of State Administration, Secretary State for Environment and UNDP Timor Leste Country Office. The Ministry of Finance has also nominated a member for this Project Board, but he was not able to attend this meeting. A representative from PEMSEA Resources Facility was also present on behalf of the Regional Project Management Unit.
3. Mr. Acacio Guterres, The Director General for Fisheries of the Ministry of Agriculture and Fisheries chaired the National Project Board (NPB) meeting. He welcomed the board members and opened the meeting. He briefly informed the meeting on the outcomes of the Regional Steering Committee (RSC) and updated the board that Timor Leste will be hosting of the RSC Meeting in 2020, which was tentatively scheduled in October/November 2020.
4. Mr. Guterres briefly provided overview of the proposed of the meeting and sought board agreement on the meeting agenda. The board members agreed on the proposed agenda. He then requested the National Project Coordinator to present the Terms of Reference (TOR) for the NPB and draft Project Workplan and Budget for 2020.

5. The presentation and discussion were led by Mr. Gerson Alves, National Project Coordinator. However, before proceeding Mr. Alves, updated the composition of the project board members. He informed that the Ministry of Agriculture and Fisheries sent a request for nomination to all identified Ministries partners such as Ministry of Finance, Ministry of State Administration, Ministry of Foreign Affairs and Cooperation, and the Secretary State for Environment to nominate their representative to the project board. However, only the Ministry of Foreign Affairs and Cooperation that not yet nominate its representative to the project board.
6. Mr. Alves presented the TOR for the NPB that was presented at the RSC Meeting in Bali. The TOR was reviewed by NPB members paragraph by paragraph and discussed. Some edits were proposed considering the national context such as the inclusion of the composition of the project board members with detail representation from each institution represented. Provisions related to proposed project extension, issues raised by implementing partners and alignment of the national priority was proposed also to be included in the project board task.
7. Before proceeded with the presentation and review of the 2020 project Work Plan and its Budget. Mr. Alves briefly presented and updated the implementation progress of the project work plan and budget for 2019.
8. No substantial issues were discussed regarding the 2019 project work plan. However, Mr. Alves informed the meeting that the Timor Leste project component was only start implemented at the end of October 2019, following National Project Coordinator recruited in October 7, 2019 and the National Project Director nominated by the Ministry of Agriculture and Fisheries in late October 2019. A total of USD 164,554 budget was allocated to implement 2019 workplan. From October to December 2019, the focus of the project was to complete the recruitment of project core staff such as admin/finance associate and field mobilizers including doing preparatory work to set up the project office in terms of procuring equipment (computers, motorcycles, basic office supplies), and developing Terms of Reference for an International Consultant to conduct Marine Pollution Analysis. He emphasized

that these activities would entail a budget of approximately USD75,021 in 2019 and the remaining amount will be carried over to 2020 budget. He informed that once the final budget utilization is calculated in January 2020, the project will do a budget revision to make adjustment of the actual expenditure for 2019, and the revised budget for 2020.

9. Mr. Alves, the project coordinator presented 2020 project annual work plan and the budget. He presented that the estimated budget requirement is at USD518,018, covering the implementation of the following activities: national inter-ministerial committee (NIMC) assessment; assessment of policies related to fisheries, biodiversity and climate change; capacity and needs assessment and some trainings on marine and coastal management; stock and value chain assessment of mackerel fishery in south coast; scoping study for new Marine Protected Area (MPA); implementation of National Plan of Action (NPoA) and trainings for illegal, Uncontrolled and Unregulated (IUU) fishing; development of Ecosystem Approach for Fisheries Management (EAFM) plan; pollution hotspot analysis. The activities that were planned in 2019 but not initiated or completed will also be carried over to 2020 with the remaining budget balance of 2019. Hence, the total budget for 2020 will be USD 518,008 plus the final remaining balance of 2019 once all the final expenditure for 2019 gets finalized.
10. During the discussion, Ms. Lazima Onta-Bhatta, UNDP Timor Leste Deputy Resident Representative suggested adding column on target output/s for the 2020 budget so that it is easier to understand what the results to be achieved in 2020 in relation to the final target of the project. For Activity 1.2.1.4, need to review activities 4 and 5. For Output 2.1.1, need to clarify/confirm end-of-project target (5 management plans and appropriate measures implemented for rebuilding or protecting fish stocks including alternative management approaches).
11. There was also suggestion to review activity for outcome 2.3 (Output 2.3.2) and a need to have separate activities for establishment of new MPA and improvement of management effectiveness in existing MPA in Nino Konis Santana (NKS), which

include consultations with and engagement of local government authorities, communities and other local stakeholders in TORs of consultants/specialists.

12. Mr. Reinaldo representing the Secretary State for Environment made other comments and recommendations on clarifications on financial mechanisms for the project as well as the need for translation of presentation materials/documents to Tetun to facilitate understanding of participants.
13. Mr. Acacio Guterres, the chair of the meeting closed the National Project Board meeting with the following key decision:
 1. Adoption of the proposed Terms of Reference (TOR) for the Timor Leste National Project Board Members, considering the proposed modifications as provided by the meeting.
 2. The National Project Coordination Unit (NPCU) to update and finalize the NPB TOR based on corrections and inputs from the meeting.
 3. Approval of the Timor Leste National Annual Work Plan and Budget 2020 in principle for USD518,018, plus the budget balance from 2019 that will be carried over to 2020, subject to changes proposed and suggestions made by the meeting.
 4. The NPCU will revise the work plan and budget for 2020 as per comments and suggestions made by the Board members and circulate the revised version through email for final review and approval.
 5. The National Project Board Member decide to meet at least twice a year (mid and end of year).
 6. Decided that translation of presentation materials/documents shall be made in Tetum to facilitate understanding of participants.
 7. The project board members suggested to create NPB WhatsApp group to facilitate communications.

Prepared by : Gerson Alves, National Coordinator


Signature

Reviewed by : Felisberta Moniz da Silva, Program Manager


Signature

Approved by : Lazima Onta Bhatta, Deputy Resident
Representative, UNDP Timor Leste


Signature

Acacio Guterres, National Project Board Chair/
National Project Director/Director General of
Fisheries


Signature

First National Board Meeting on GEF/UNDP Project on Arafura-Timor Seas Ecosystem Action Program Phase 2 (ATSEA2)

Monday 16 December 2019

Time : 15.30-17.30

Timor Plaza, Orchid Conference Room

ATTENDANCE LIST

No.	Name	Position Title	Institutions	Email Address	Telp./Mobile
	Arlindo Silveira	C. Depart. PDA	SEA-DNCP	silveira.lindo@yahoo.co.id	77615530
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MINISTÉRIO DA
AGRICULTURA
E PESCAS



Gabinete do
Direcção Geral
das Pescas

Ref: No. 840 /GDGP/XII/2019

December 09, 2019

Dear Sir or Madam: _____

Subject: National Project Board Meeting of the GEF/UNDP Project on Arafura-Timor Seas Ecosystem Action Program Phase 2 (ATSEA2)

I am pleased to inform you that the First Regional Steering Committee Meeting (RSC) was successfully conducted in Bali, Indonesia on 19 November 2019. The five-member delegation of the Government of Timor Leste was participated in the meeting and led by the Director General for Fisheries of the Ministry of Agriculture and Fishery.

As per the ATSEA-2 project document, each programme country is to form a National Project Board to function as the primary governing entity of the national component that reviews and approves the annual work plan and budget for the country, among other functions.


The objective of this First National Project Board is to review the terms of reference for the National Project Board and to approve the 2020 Annual work plan.

I look forward to having your participation in the First Project Board Meeting of ATSEA Phase 2 Project, which will be held on:

Date : 16 December 2019
Time : 15.30 – 17.30
Venue : Timor Plaza, Orchid Conference Room

Please accept the assurances of my highest consideration.

Sincerely Yours,


Acacio Guterres
Director General/National Project Director

Director General/National Project Director

National Project Board Meeting Agenda

GEF/UNDP Arafura-Timor Seas (ATSEA) Project Phase 2


Date: 16 December 2019 / Time 15:30 pm to 17:30 pm

Venue: Timor Plaza, Orchid Conference Room

- | | |
|----------------------|---|
| 15:45 – 16:00 | 1.0 Opening of the Meeting
1.1 Welcome Remarks by UNDP
Mr. Acacio Guterres
Director General Fishery of MAF |
| 16:00– 16:45 | 4.0 Presentation and Adoption of the Terms of Reference (TOR) for the National Project Boards

Presenter: Gerson Alves, National Project Coordinator |
| 16:45 – 17:00 | 5.0 Presentation and Approval of Project Work Plan and Budget 2020

Presenters: Gerson Alves, National Project Coordinator |
| 17:00 – 17:30 | 6.0 Meeting Recommendations and Closing |



FIRST NATIONAL PROJECT BOARD MEETING

GEF/UNDP Project on Arafura-Timor Seas Ecosystem Action Program Phase 2 (ATSEA2)

Terms of Reference for National Project Board – Timor Leste

Dili, 16 December 2019

1

Composition

The National Project Board (NPB) will include representatives from:

- Lead Governmental Agency
 - MAF
- National Planning/Development Agency
- MSA
- SOE
- MEF
- MNEC
- UNDP Country Office

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Composition of TL NPB

Institutions	Name	Position Title	NPB Title
Ministry of Agriculture and Fisheries	Acacio Guterres	Director General for Fisheries	National Project Director - Chair
Ministry of Finance	Antonio Freitas	Director General for External Resources Mobilization	Member
Ministry of State Administration		Chief of Minister Cabinet	Member
Secretary State of Environment	Rui D.R Pires	National Director for Biodiversity	Member
	Nelson Madeira	National Director for Pollution Control	Alternate Member
Ministry of Foreign Affairs and Cooperation			Member
UNDP Timor Leste	Lizima O. Batha	Deputy Resident Representative	Co - Chair

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The National Project Coordination Unit (NPCU) - The Secretariat of NPB.

The ATSEA2 Regional Project Manager - A resource person to the NPBs. Expected to attend one meeting of each of the NPBs during each year.

The NBP will serve as the National Inter Ministerial Committee as outlined in the project document, ensuring meaningful participation of relevant Ministries in the national project activities.

4

The Lead Governmental Agency in each country will designate the National Project Director (NPD) who will provide strategic oversight and guidance to national project implementation.

INDONESIA

Director of the Center for Fisheries Research within the Agency for Marine and Fisheries Research and Human.

TIMOR LESTE

Director General for Fisheries from the Ministry of Agriculture and Fisheries.

PNG

Deputy Managing Director of National Fisheries Authority

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Roles and Responsibilities

1. Provide strategic direction and overall guidance to national project implementation ensuring alignment with the overall regional project and national priorities;
2. Approve annual national project work plans and budgets;
3. Approve changes in the approved work plans and budgets in a manner consistent with the GEF guidelines on such changes (include project extension)

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4. Review national project progress and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;

5. Appraise the national project annual review, including the quality assessment rating report;

6. Ensure commitment of human resources to support national project implementation, arbitrating any issues within the sub-project;

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7. Address project issues as raised by project manager and partners;

8. Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;

9. Ensure that UNDP SESP is applied throughout project implementation and address related grievances as necessary; and

10. Ensure coordination with relevant government agencies and with related projects in-country.

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NPB Meetings


- The National Project Director will lead the organization and conduct of National Project Board Meetings.
- NPB meetings will be conducted on an annual basis, or more frequently as it may deem necessary.
- Minutes of NPB meetings will be documented and shared with the RSC. These minutes form part of the overall regional project.

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Action Requires

- * Adopt the TOR for TL Component National Project Board
- * TOR adopted.
- * Confirm the representative member to the National Project Board

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**FIRST NATIONAL PROJECT BOARD
MEETING**

**GEF/UNDP Project on Arafura-Timor Seas
Ecosystem Action Program Phase 2
(ATSEA2)**

**Project Work Plan 2020
and Budget**

Dili, 16 December 2019

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Summary of Key Activities and Project Sites		
Município	Activity	
Viqueque	EAFM: Red Snapper fisheries	
Manatuto, Manufahi	MPA: Designation of a new marine protected area	
Manatuto	Barique Posto Administrativo	ICM Action Plan developed and implemented
		ICM Plan expanded with CCA
		ICM implementation, alternative livelihoods, capacity building
Covalima	Pollution: oil and gas sector, training and regional/exchange	
Lautem		MPA Nino Konis Santana, strengthened management
		MPA: Locally managed marine areas, alternative livelihoods

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Component 2: Improving LME Carrying Capacity to Sustain Provisioning, Regulating and Supporting Ecosystem Services				
Activity 2.1.1.16: Carry out stock and value chain assessment of the Red Snapper fishery in south coast of Timor-Leste water Municípios Viqueque, Manatuto, and Manufahi.				
Activity 2.1.1.17: Develop the EAFM plan using the outcomes of the profiling in Activity 2.1.1-16;				
Activity 2.1.1.18: Establish a Fisheries Advisory Committee at national level;				
Activity 2.1.1.19: Conduct training on EAFM for at least 10 Fisheries Resource Managers from Viqueque, Manatuto, Lautem and Suai on the Red Snapper fishery				
Activity 2.1.1.20: Support capacity building activities to improve sustainability and economic viability of fishers targeting Red Snapper.				

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Planned Activities	Time Frame			
	Q1	Q2	Q3	Q4
Activity 2.1.3.13: Conduct study to estimate level of IUU fishing with results feeding into Activity 2.1.3-2 (regional study).				
Activity 2.1.3.12: Facilitate the implementation of NPoA for IUU fishing.				
Activity 2.1.3.14: Conduct training to promote community-based surveillance by sponsoring fishers training in Viqueque, Manufahi and Covalima on IUU fishing vessels identification methods and other surveillance measures.				
Activity 2.1.3.15: Conduct training on <u>Independent Monitoring System</u> for enumerators and analysts to be involved in fishing expeditions on private fishing vessels operating along the south coast.				

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Planned Activities	Time Frame			
	Q1	Q2	Q3	Q4
Activity 2.2.1.9: Develop a Pollution Prevention and Control Plan as a part of the ICM process for Município Manatuto.				
Activity 2.2.1.10: Undertake an awareness campaign regarding pollution management for Barique Posto Administrativo, Município Manatuto.				
Activity 2.2.1.11: Training on oil spill preparedness and response for stakeholders in the south coast region.				
Activity 2.3.2. 19: Carry out a scoping study for the proposed new MPA; the scoping study will identify recommended boundaries and conservation objectives and include gap analysis of baseline biophysical and socio-economic data and mapping.				
Activity 2.3.2.21: Support capacity building for marine protected area management staff as well as officials from the adjoining municipalities in MPA planning and management.				

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2020 Outputs and Target		2020 Target
Component 1: Regional, National and Local Governance for Large Marine Ecosystem Management		
Outcome 1.1. Regional and national mechanisms in place and operational	Key indicator: National Inter-Ministerial Committees (NIMCs)	
Output: 1.1.3. Improved inter-sectoral coordination at the national and local levels in support of the implementation of integrated approaches to NRM, water resources, biodiversity conservation and climate change adaptation, through national inter-ministry committees (NIMCs) in Indonesia, Timor-Leste, and Papua New Guinea	Baseline : NIMCs loosely formed, with no clear mandate for ATS priority concerns End of project target : NIMCs established, functioning and formalized through legal and/or institutional arrangements in each of the three beneficiary countries.	Institutional assessment of relevant inter-ministerial agencies that would be involved in the NIMC conducted and NIMC established
Outcome: 1.2. Strengthening Institutional and human resources capacity toward integrated approach in NRM and biodiversity conservation	Key Indicator: Number of local regulations issued to support implementation of NAP that reflects regional harmonization of national and subnational policies	
Output: 1.2.1. Harmonization of national and local policy in Indonesia, Timor-Leste, and Papua New Guinea to strengthen the regulatory and institutional frameworks in support of SAP/NAP implementation and linkages to NBSAPs through support to national inter-ministerial committees	Baseline: Priority actions in the NAPs are not mainstreamed in national and local policy and programming frameworks End of Project Target: Two local regulations issued to support implementation of NAP	Assessment of national policies and regulations related to fisheries and biodiversity conservation and climate change adaptation conducted
Output: 1.2.2. Localization and translation of guidelines and/or handbook on integrated approaches to marine and coastal management, biodiversity conservation and climate change adaptation in local language by building on existing/completed initiatives; implementation of training of trainers benefitting at least 100 participants in Indonesia, 60 in Timor-Leste, and 10 in Papua New Guinea	Key indicator: Knowledge transferred from capacitated trainers to resource beneficiaries Baseline : Limited local knowledge on integrated approaches End of Project Target: 60 resource beneficiaries receive training on integrated approaches from the capacitated trainers	Capacity and needs assessment to identify needs and priorities with respect to marine and coastal management, biodiversity conservation, and climate change adaptation conducted. First round of TOT trainings completed

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Output indicator and end of project target		
Indicator	End of Project Target	Explanatory Note
<i>At outcome level</i>		
Number of local regulations issued to support implementation of NAP that reflect regional harmonization of national and subnational policies	<u>Timor-Leste</u> : Two local regulations issued to support implementation of NAP	Consistent with GEF-6 IW process indicator
Knowledge transferred from capacitated trainers to resource beneficiaries	<u>Timor-Leste</u> : 60 resource beneficiaries receive training on integrated approaches from the capacitated trainers	Training of change agents will be key in terms of sustainability of project results
Proportion of countries that are implementing specific measures from the SAP (i.e. adopted national policies, laws, budgeted plans)	<u>Timor-Leste</u> : Priority actions under ATS NAP mainstreamed into national development programs and budgets	Consistent with GEF-6 IW process indicator
Improved use of fish gear/techniques	South Coast, <u>Timor-Leste</u> : 50% vessels within the mackerel fishery using improved gear/techniques.	Consistent with the stress reduction indicators including in the IW tracking tool
Strengthened oil spill oil warning capacities	Oil spill early warning systems and procedures are included in the ICM plans of Rote Ndao in Indonesia and Municipio Manatuto in <u>Timor-Leste</u>	Consistent with Target 3.2 of the ATSEA SAP
Protected area management effectiveness score	<u>Timor-Leste</u> : NKS NP METT: 50	Consistent with GEF-6 BD tracking tool for BD-1, Program 2

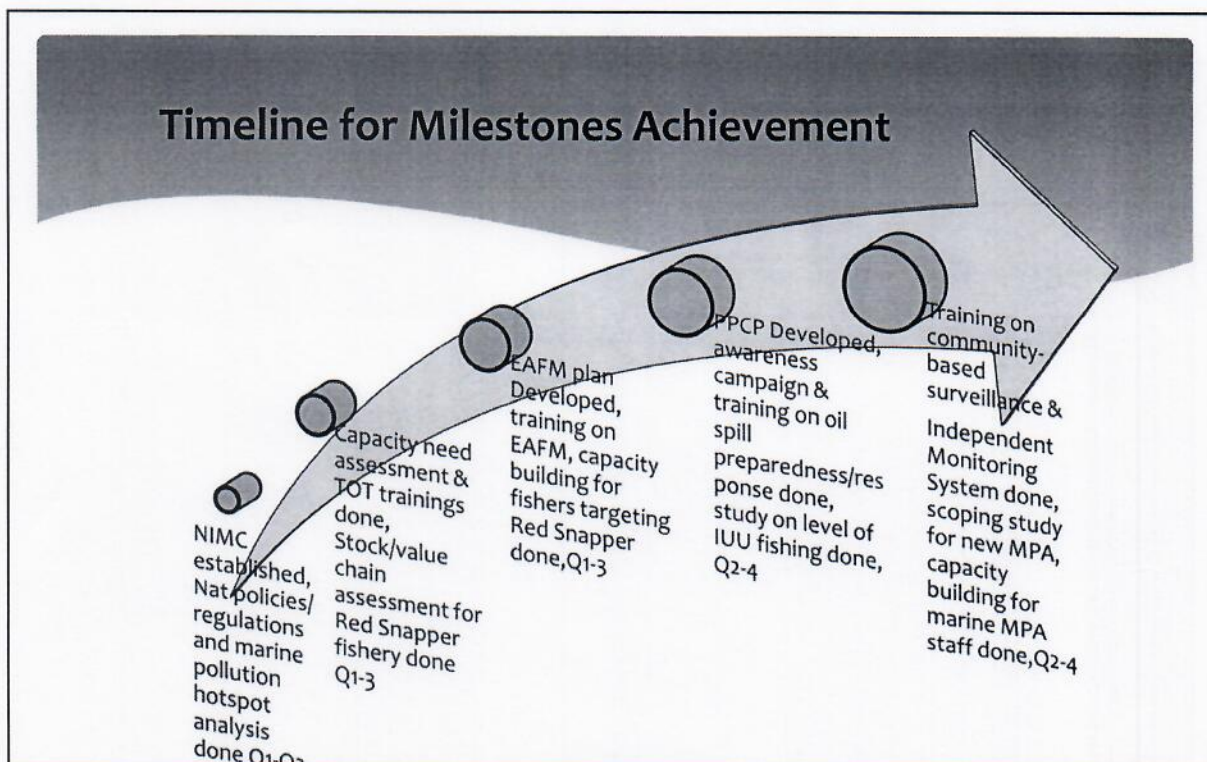
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Work Plan 2020: KEY ACTIVITIES				
Planned Activities	Time Frame			
	Q1	Q2	Q3	Q4
Component 1: Regional, National and Local Governance for Large Marine Ecosystem Management				
Activity: 1.1.3.6. Conduct institutional assessment of relevant inter-ministerial agencies that would be involved in the NIMC, and understand how the NIMC will relate to CTI, PEMSEA etc.				
Activity: 1.2.1.4: Conduct assessment of national policies and regulations related to fisheries and biodiversity conservation and CCA; for strengthening provisions in support of integrated approaches, such as EAFM, EbA.				
Activity: 1.2.2.6: Undertake a capacity and needs assessment, Develop capacity building program, Roll out a train the trainer program and Adapt key training materials;				

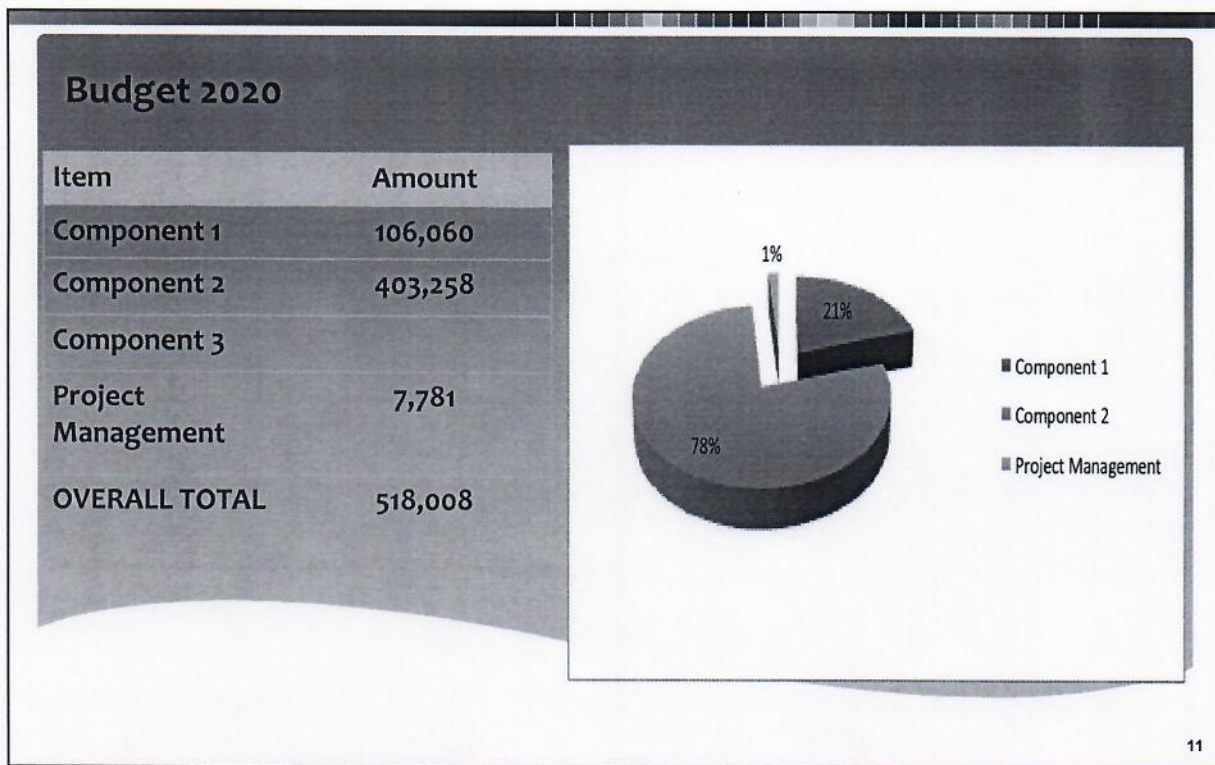
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Component 2: Improving LME Carrying Capacity to Sustain Provisioning, Regulating and Supporting Ecosystem Services		
<p>Outcome 2.1. Improved management of fisheries and other coastal resources for livelihood, nutrition and ecosystem health in Indonesia, Timor Leste and Papua New Guinie</p> <p>Output 2.1.1. Ecosystem approach to fisheries management (EAFM) targeting women and men fishers implemented at the LME level for</p> <p>Output : 2.1.3. Regional and national actions strengthened in support of the Regional Plan of Action for Responsible Fishing Practices Including Combating IUU Fishing in the Region and the Indonesian Presidential Task Force on Combating Illegal Fishing, e.g., through better surveillance, enforcement and monitoring, resulting in a further reduction of IUU fishing in the ATS by 10%, around 150,000 tons</p>	<p><i>Key Indicator: Number of management plans and appropriate measures implemented for rebuilding or protecting fish stocks including alternative management approaches</i></p> <p><i>Baseline : 0</i></p> <p><i>End of project target : 5</i></p> <p><i>Key Indicator: Improved use of fish gear/technique</i></p> <p><i>Baseline: South Coast, Timor-Leste: Approx. 150 registered vessels in the south coast municipalities.</i></p> <p><i>End of Project target: South Coast, Timor-Leste: 50% vessels within the mackerel fishery using improved gear/techniques.</i></p>	<p>Profiling or stock assessment and value chain assessment of the Red Snapper fishery undertaken in south coast of Timor-Leste water especially in Municipios Viqueque, Manatuto,</p> <p>Study to estimate level of IUU fishing with results feeding into Activity 2.1.3-2 (regional study) undertaken</p>
<p>2.2. Reduced marine pollution improved ecosystem health in</p> <p>Output 2.2.1: Regional and national actions strengthened in support of the Regional Plan of Action for Responsible Fishing Practices Including Combating IUU Fishing in the Region and the Indonesian Presidential Task Force on Combating Illegal Fishing, e.g., through better surveillance, enforcement and monitoring, resulting in a further reduction of IUU fishing in the ATS by 10%, around 150,000 tons</p>	<p><i>Key Indicators: Strengthened oil spill oil response systems and</i></p> <p><i>Baseline : Oil and gas development is expanding in the ATS region, but local communities lack awareness and capacity to respond to marine pollution incidents</i></p> <p><i>End of project target: Oil spill early response systems and procedures are included in the ICM plans of Rote Ndao in Indonesia and Municipio Manatuto in Timor-Leste</i></p>	<p>Pollution Prevention and Control Plan with goals, scope and priorities for action for managing point and non-point source pollution developed</p>
<p>2.3.Coastal and marine biodiversity conserved through protection of habitat and species</p> <p>Output 2.3.2: New MPAs designated in Indonesia and Timor-Leste; covering about 645,000 ha in area, including approximately 220,000 ha of mangrove ecosystems; with corresponding management plans prepared and implemented; and regional ATS MPA network designed</p>	<p><i>Key indicators: Protected area management effectiveness score</i></p> <p><i>Baseline: Timor-Leste: NKS NP, METT: 24</i></p> <p><i>End of Project target: Timor-Leste: NKS NP, METT: 50</i></p>	<p>Scoping study for the proposed new MPA undertaken. Recommended boundaries and conservation objectives include gap analysis of baseline biophysical and socio-economic data and mapping.</p>

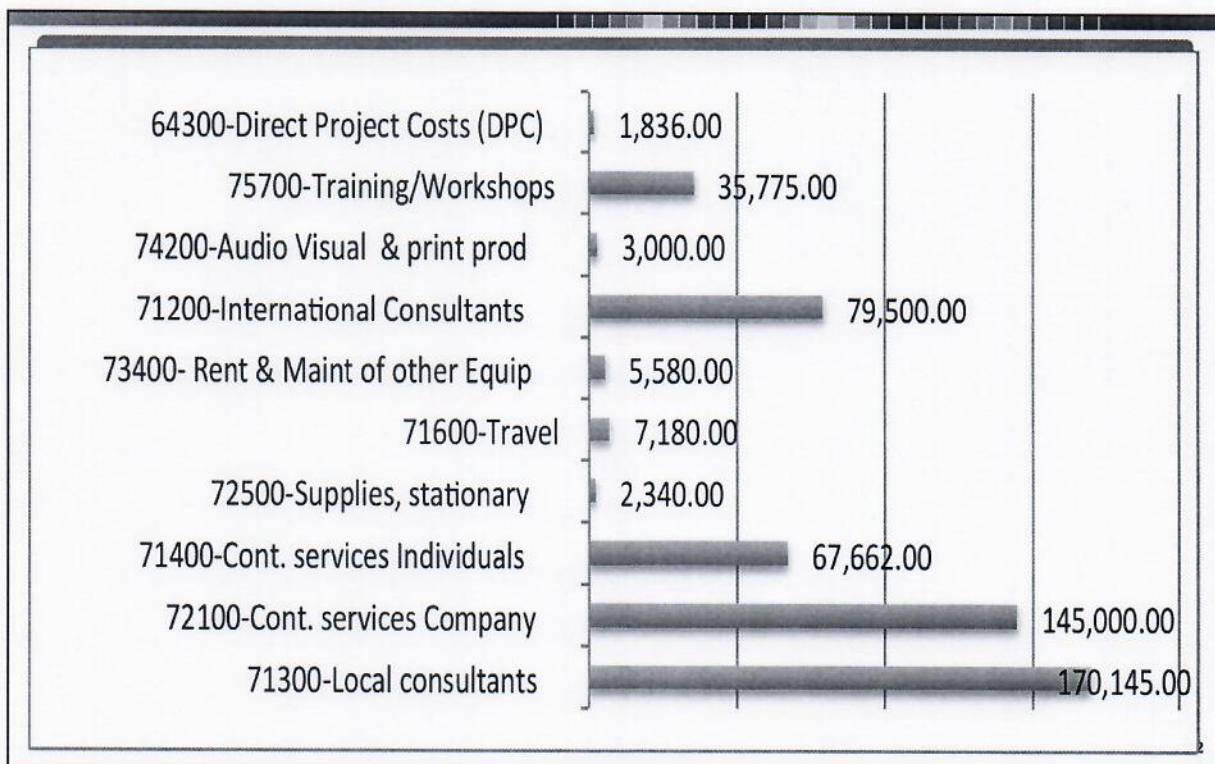
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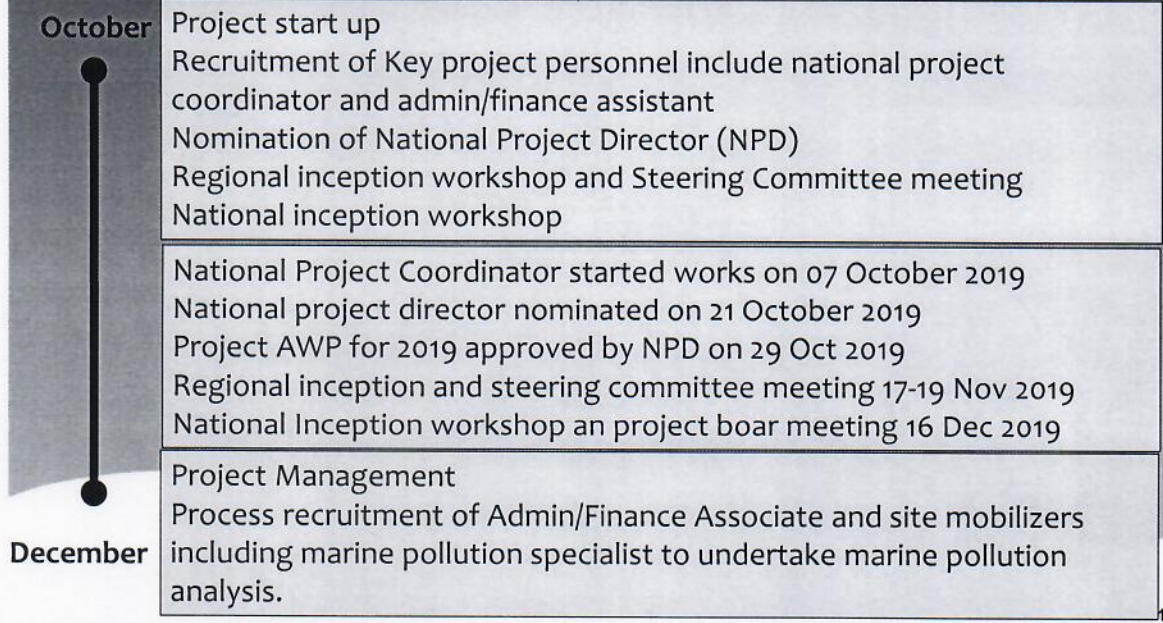


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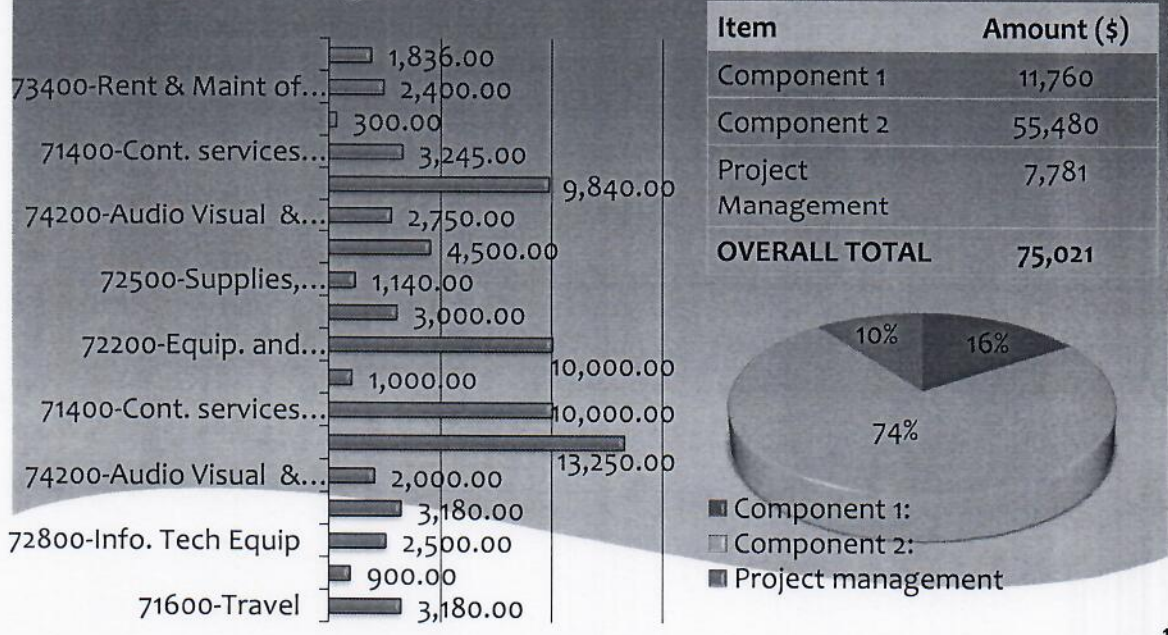
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Work Plan 2019: KEY ACTIVITIES



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Timor Leste Budget 2019



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Priority Action Ahead

January

- Complete hiring of NCU Personnel
- Develop TORs and hire international/local experts on:
 - Marine pollution specialist (Local/ International)
 - NIMC and policy assessment
 - EAFM specialist (International/Local)
 - MPA design (international/Local)
 - Service contract company
- Mapping of key actor doing similar works in the area and seek potential collaboration.
- Consultation with local authorities on the proposed new MPA site for pollution hotspot analysis
- Conduct Baseline survey on the proposed new MPA

December

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Action Required

- * Approved the 2020 Annual Work Plan and Budget for 2020 with an amount of \$518,008.00 (Approved in principle but with revision to be made)
- * Validated project site implementation and key project activities

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