



---

## Caribbean Large Marine Ecosystem (CLME) Project

TDA-CLME-I /2 Prov.

### **DRAFT ANNOTATED AGENDA FOR THE CLME KICK-OFF SESSION (30<sup>TH</sup> OCTOBER – 1<sup>ST</sup> NOVEMBER 2006)**

#### **Introduction**

There are 3 main objectives of the kick-off session:

1. to apply the information and tools provided during the TDA/SAP training workshop specifically within the context of the Wider Caribbean
2. to clarify the data and information needed and available to successfully complete the thematic reports within the allotted time frame
3. to develop a template to solicit country-specific and region-specific information required for the 3 sub-regional thematic reports, the 2 thematic regional reports, the stakeholder assessment report and the incremental cost analysis report needed for the full-sized project submission.

The entire kick-off session is meant to be extremely interactive and will seek to take full advantage of the breadth and depth of knowledge, expertise and experience of the participants with respect to the governance of transboundary living marine resource issues in the context of the Wider Caribbean

#### **Reflection of TDA Training Session**

This session will ask participants to summarize the ways in which the TDA/SAP methodology as provided during the training workshop can be best utilized, need to be changed or areas emphasized in order to complete the thematic reports as outlined in the various Terms of Reference, keeping in mind the overall objective of the CLME Project.

#### **The CLME Process**

The entire process for the CLME Project will be described so that participants are aware of how the thematic reports fit into the development of the full-sized project document and the specific milestones and deadlines that are critical to the successful completion of the PDF-B project.

#### **Drafting of Table of Content for reports**

Participants will work in small groups to draft the Table of Contents for each thematic report and will solicit the input of the plenary group to finalize the draft.

#### **Clarification of Data and Information required and available**

Based on the draft contents of the reports, participants will collectively discuss the nature, depth and sources of data and information necessary and available to complete the report. Knowledge gaps will be itemized and logged for follow-up with additional experts or for attention during the

full-sized project.

### **Clarification of Tasks to be Undertaken by Consultants/ Proposed Methodology**

This session is intended to ensure that the consultants are clear as to the tasks to be undertaken and the proposed methodology for successfully accomplishing these.

### **Finalizing Template for Country-Specific Information**

During this session, the template for soliciting country-specific and region-specific information will be refined by small groupings of participants who will work towards identifying key questions that should be asked of each country to ensure the information necessary for each of the thematic reports is provided. The devised questions will be presented to Plenary to be reviewed and the template collectively finalized.

The session is expected to end at lunch on Wednesday November 1, 2006, thereby allowing most, if not all, traveling participants to depart Barbados that day.

## **TIME-TABLE FOR THE CLME KICK-OFF SESSION (30<sup>TH</sup> OCTOBER – 1<sup>ST</sup> NOVEMBER 2006)**

*Venue: Bridgetown, Barbados*

### **Monday 30 October**

9:00 – 10:30	Reflection of TDA Training Session (summarize ways in which TDA can work, need to be changed or emphasized for the CLME project)
11:00 – 12:30	The CLME Process
12:30 – 14:00	Lunch
14:00 – 15:30	Drafting of Table of Content for reports
16:00 – 17:30	Clarification of Data and Information required and available

### **Tuesday 31 October**

9:00 – 10:30	Clarification of Tasks to be Undertaken by Consultants
11:00 – 12:30	Proposed Methodology for Completing Tasks
12:30 – 14:00	Lunch
14:00 – 17:30	Drafting questions for the Template for Country-Specific Information for all sub-regional and regional reports and stakeholder analysis (Groups)

### **Wednesday 1 November**

9:00 – 10:30	Finalizing the Template for Country-Specific Information for all sub-regional and regional reports and stakeholder analysis
11:00 – 12:30	Comments and closing remarks
12:30 – 14:00	Lunch and departure for airport