IWC10 Pre-Conference Workshops

Day 1: Project Management

21 September 2024
09:00-18:00 UYT, CAF Montevideo

CONCEPT NOTE

About IWC10 Pre-conference Workshops

The pre-conference workshops will provide the opportunity for a hands-on learning and exchange experience targeting GEF International Waters (IW) project managers, thematic specialists and GEF Agency representatives. Four workshops will take place on 21-22 September 2024 at the Development Bank of Latin American and the Caribbean (CAF) in Montevideo, as follows:

Day 1: 21 September 2024:

1. Project Management
2. Small Islands Developing States (SIDS)

Day 2: 22 September 2024:

3. Sustainable Funding and Financing
4. Communication

Pre-conference Workshop 1 Project Management

Description

The workshop will follow closely the structure and content of the GEF Project management course and the GEF Project Management manual. It will include alternating sessions of "theory vs practice", giving the participants the opportunity to address their questions to a panel of experienced GEF IW project managers who will illustrate issues and solutions with tangible examples and on-the-ground experiences. It will provide the necessary information and resources to guide participants through the expectations of managing and successfully delivering an IW Project.

The workshop will be divided into three parts:

1. Setting the stage
2. Project Fundamentals & Project Management Topics Deep-dive
3. Wrap-up and closing of workshop

In Part 2 of the agenda (after lunch), participants will be split into two separate groups composed primarily of project managers and government representatives.

As a prerequisite, participants should familiarize themselves with the GEF Project Management manual prior to the workshop.

Aim and Objectives

The aim of this workshop is to strengthen capacities of new GEF Project Managers and key stakeholders and improve execution of GEF IW projects.

Further objectives include:

- To enhance the understanding of the processes and approaches used in GEF IW projects;
- To share best practices and knowledge from experienced GEF Project Managers;
- To provide guidance on important topics at different stages of a project;
- To provide guidance on where to find additional information or resources, as needed.

Learning Outcomes

- Roles and responsibilities throughout the project, from start-up to closure;
- Monitoring and evaluation requirements, including the adaptation of results framework and reporting against indicators;
- Insights into financial matters, budgeting, co-financing etc.;
- Essentials of stakeholder engagement;
- Enhancing communications, creating partnerships and raising public awareness;
- Enhancing knowledge management and reporting.

Target audience

The workshop targets new and experienced project staff and key stakeholders, including implementing and executing agency staff, government officials and civil society partners.

The pre-conference workshop on Project Management will take place in the Auditorium.

Invited Contributors

- Ahmed Elseoud (UNDP)
- Dimitris Faloutsos (GWP)
- Franz Rojas (CAF)
- Lorenzo Galbiati (FAO)
- Maria Apostolova (UNEP)
- Mary Matthews (UNDP)
- Patrick Debels (UNOPS)
- Vladimir Mamaev (UNDP)

Workshop 1. Provisional Agenda

Saturday 21 September,

Venue: Auditorium, Ground floor, CAF Office

Time	Section	Topics to be covered	Lead / contributors
08.45-09.15	**Registration**		
09.30-10.00	**Welcome remarks (Auditorium)**		Ángel Cárdenas, Manager of Urban Development, Water and Creative Economy (CAF)
Moderated by: Vladimir Mamaev (UNDP)			
Opening and setting the scene			
10.00 - 10.05	• Welcome and framing	✓ Objectives and structure of the workshop ✓ Introduction of expert panel	Vladimir Mamaev (UNDP)
10.05-10.10	• Interactive survey •	✓ Who is in the audience (new, experienced PMs, government officials etc.)? ✓ What are the key success factors?	Vladimir Mamaev (UNDP)
10.10-10.15	• IW Project Philosophy	✓ IW in the context of GEF ✓ GEF IW Strategy, policies and guidelines ✓ The importance of project management ✓ Key principles and definitions	Lorenzo Galbiati (FAO)
Part 1	**Project Fundamentals** **AUDITORIUM FOR ALL PARTICIPANTS**		
10.15-10.45	• Project cycle • Project design requirements • Project start-up & inception • Q&A	✓ All you need to know as a new PM ✓ Project Cycle ✓ Theory of Change, assumptions & risks ✓ Outcomes vs outputs ✓ Results framework ✓ Adaptive Management ✓ Policy coherence: How do you plan & implement projects to ensure sustainability?	Patrick Debels (UNOPS)
10.45-11.15	Coffee break (30 mins)		

Part 2-1	**Project Management Topics – Deep dive (1)** **AUDITORIUM FOR ALL PARTICIPANTS**		
11.15-11.30	• Knowledge Management & Communication (7 mins) Incl. best practices	✓ Project website, accessibility etc. ✓ Links to IW:LEARN	Patrick Debels (UNOPS)
	• Gender, youth and Indigenous Peoples mainstreaming (7 mins) Incl. best practices	✓ Approaches and best practices for mainstreaming gender, youth and IPs in projects	Maria Apostolova (ACTO)
Break-out "Ask the Expert" 1 (45 mins – with possibility to rotate after 20 mins) • Knowledge Management & Communication • Gender, youth and Indigenous Peoples mainstreaming			
12.15-12.30	• Stakeholder engagement (10 mins) Incl. best practices	✓ Stakeholder identification, mapping, engagement, awareness	Dimitris Faloutsos (GWP)
	• Government engagement – from the project and government sides (5 mins) Incl. best practices	✓ How do you as PM engage with governments, OFPs, NFPs? Who else should be engaged? ✓ What is the role of Interministerial coordination committees? ✓ What are governments expecting from PMs? ✓ What is the best approach to engage from the government side?	Ahmed Elseoud (UNDP)
Break-out "Ask the Expert" 2 (30 mins – possibility to rotate after 15 mins) • Stakeholder engagement			

• Government engagement			
13.00-14.30	Lunch		
Part 2-2	**Project Management Topics – Deep dive (2)** **AUDITORIUM FOR PMs ONLY**		
14.30-15.00	• Funding and financing (7 mins)	✓ What are the main challenges for funding/financing in transboundary basins? ✓ Instruments to funds and finance programme cost	Rene Gomez Garcia (CAF)
	• Financial Arrangements (7 mins) • Incl. best practices	✓ What are the main financial arrangements needed? ✓ Co-financing (how to track co-financing etc.) ✓ Changes to Project Budget – rules and regulations ✓ Effective programming and budgeting ✓	Lorenzo Galbiati (FAO)
	• Monitoring & Evaluation requirements (7 mins) Incl. best practices	✓ M&E plan ✓ Indicators & baselines ✓ MTE & TE ✓ Project Steering Committee	Vladimir Mamaev (UNDP)
	• Risk and issues management (7 mins) Incl. best practices	✓ Risks and opportunities - incorporating related considerations in project development and implementation phases	Dimitris Faloutsos (GWP)
Break-out "Ask the Expert" 3 (60 mins - with possibility to rotate after 20 mins) • M&E • Financial Arrangements • Risk and issues management			
Part 2-3	**Project Management Topics – Deep dive (3)** **MEETING ROOM FOR NON-PMs**		

14.30-16.00	• Stakeholder engagement for governmental partners • Risk and issues management • Q&A	✓ How to ensure full buy-in of governments in regional projects ✓ How governments are working with counter parts in other governments and Steering Committee ✓ What they would like to see improved	Ahmed Elseoud (UNDP) Mary Matthews (UNDP) (This session took place in a break-out room. It was not recorded but the main points were shared in plenary right after the coffee break)
16.00-16.30	Coffee break (30 mins)		
Part 3	**Wrap up & closing** **AUDITORIUM FOR ALL PARTICIPANTS**		
16.30-17.00	Quiz	✓ Test your knowledge on Project Management	Vladimir Mamaev (UNDP)