



## Recommendations from the BOBLME Project Inception Workshop 5 November 2009

1. That the Regional Coordination Unit prepare for the consideration of the Project Steering Committee, a revision of the Monitoring and Information specialist Terms of Reference (Page 138 of the BOBLME Project document) that separates the Monitoring and Evaluation, computer support services and communications roles.
2. That the Regional Coordination Unit prepare for the consideration of the Project Steering Committee, a revised plan for an enhanced Project Communications Strategy to achieve a wider outreach and to assist countries be more effective in providing technical advice to management.
3. That the content and format of Annual National Work Plans be guided by the outline provided in Annex I.
4. That the Project Steering Committee endorse an updating of the Project logical framework analysis and the implementation of a rolling log frame approach for project planning and management.
5. That the Project Steering Committee endorse the inclusion of 'periodic reviews' as part of the overall Monitoring and Evaluation plan to improve work planning and support the mid-term and final term evaluations;
6. That the Project Steering Committee endorse the calendar and timeline of Monitoring and Evaluation related activities as detailed in Annex II.
7. That taking into account the latest information from BOBLME Project countries and agencies working in the BOB area, the Inception Workshop confirms to the Project Steering Committee that the activities as described in the Project document are still appropriate to meet project objectives and goals. Furthermore, as the context of some issues has changed since the project was developed e.g. climate change and livelihoods, the Inception Workshop alerts the Project Steering Committee that some refinements to existing activities may be required in order to take these issues into account.
8. That National Inception Workshops be carried out, preferably before the Project Steering Committee meeting (tentatively) in February 2010. The meetings should have high level government presence, be multi-sectoral and have wide stakeholder participation.
9. That the process that will lead to the identification of the Regional Coordination Unit host country – Annex III, will be implemented.

### Annex I. Guideline to Annual National Work Plans:

- A review of the past year's activities;
- Plans for the coming year;
- Discussion of technical activities;
- A provisional financial report; and
- Reports on communications/dissemination, monitoring and IT.

### Annex II. Calendar and timeline of Monitoring and Evaluation related activities

Bay of Bengal Large Marine Ecosystem Project																					
Key Monitoring and Evaluation Activities and Timelines																					
	Year 1				Year 2				Year 3				Year 4				Year 5				
Inception Workshop Report		•	•	•																	
Monitoring & Evaluation Workplan <sup>1</sup>		•	•																		
Initial M&E Country Consultations			•	•																	
Updated Logical Framework Analysis				•	•			•				•				•				•	
Project Steering Committee Meeting <sup>2</sup>				•				•				•				•				•	
Quarterly Project Progress Reports		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Annual National Workplans			•	•		•	•		•	•		•	•		•	•					
Annual Regional Workplans			•				•				•				•				•		
Periodic Evaluations <sup>3</sup>								•	•				•	•							
Project Implementation Reviews						•	•			•	•			•	•				•	•	
Mid-Term Evaluation									•	•	•										
Project Terminal Report																			•	•	
Project Final Evaluation																			•	•	

**Note:** This table is derived from meeting document BOBLME-2009-REG-05.0-IWS-04 and workshop discussions. Overall, the timing and duration of the above elements are indicative at this stage and will be agreed by the Project Steering Committee (PSC). The Inception workshop noted:

1. The M&E workplan development ends with consideration and approval of the workplan by the PSC.
2. The timing of the Project Steering Committee meeting has to be confirmed by the PSC.
3. The terms of reference and timing of the periodic evaluations will be determined by the PSC.

### Annex III. Process for determining which country will host the BOBLME Project Regional Coordination Unit (RCU).

5 November 2009r	Last call for offers. A letter will be sent to each Project country by close of business 13 November 2009, advising them that final offers to host the RCU should be received by FAO by 31 December 2009.
31 December 2009	Deadline for offers. All offers received by this date will be distributed to BOBLME Project countries.
Ca. late February 2010	The Project Steering Committee will meet and decide which country will host the RCU.
March-June 2010	FAO and the host country will develop a hosting agreement.
July-December 2010	RCU will move to the new host country