**WWF-GEF training and project planning workshop Agenda**

**Aim**: Kick off for project development, familiarization with GEF and the WWF-GEF project development process, and project preparation planning and timeline.

**Participants**:

**Day 1**

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| **Time** | **Topic** | **Facilitator/Presenter** |
| 9:00 am | Introductions, information and review of agenda |  |
| 9:30 am | **GEF Overview and WWF-GEF**Presentation on the GEF institution, WWF accreditation, WWF-GEF portfolio |  |
| 10:00 am | **Project and ProDoc development process**Key steps |  |
| 10:30 am | **Roles and Responsibilities** PPC, WWF Nepal, WWF GEF Agency, Consultants |  |
| *11:00 am* | *Tea break* |  |
| 11:15 am | **Foundations of a GEF Project - Overview**GEF6 focal areas, global environment benefits, baseline, incremental cost, co-finance, partners and stakeholders, country ownership |  |
| 11:30 | **Designing a GEF Project – Barriers**  |  |
| 11:40 | **Break-out Groups: Identifying barriers** Break out group per component | All |
| *12:30 pm* | *Lunch (provided)*  |  |
| 1:30 pm | **Designing a GEF Project – Baseline**  |  |
| 1:40 pm | **Break-out Groups: Identifying baseline** Break out group per component | All |
| 2:30 pm | **Designing a GEF Project – Strategy** |  |
| 2:40 pm | **Break-out Groups: Developing activities** Break out group per component | All |
| *3:30 pm* | *Tea break* |  |
| 3:45 | **Brief Report back from Break-Out Groups** | All |
| 4:45 | **Close-out** |  |

**Day 2**

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| **Time** | **Topic** | **Facilitator/Presenter** |
| 9:00 am | **Review** **Agenda &** Outstanding questions |  |
| 9:30 am | **Summary of Day 1: Project Storyline**  |  |
| *10:00 am* | *Tea break* |  |
| 10:15 am | **Overview of:** Stakeholder Engagement; Gender; Safeguards; Project Governance; Budgeting |  |
| 12:00 pm | *Lunch* |  |
| 1:00 pm | **Timeline/Work Plan for Project and ProDoc Development**PPG |  |
| 2:30 pm | **Close** |  |

Attending

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| **Name** | **Role** | **Office** |
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\*Joining for part \*\*Dialing in