**WWF GEF Project Inception Training**

**Participants:**

**Training Goals:**

* Program review and opportunities for child project alignment and coordination
* Train project executing staff on WWF and GEF Standards
* Discuss and agree on project roles and responsibilities to ensure common understanding for successful implementation and execution of GEF project
* Build relationship between WWF GEF Agency and project staff

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| **Time** | **Topic** | **Responsible** | **Attending** |
|  | **Training on GEF and WWF Standards*** Brief overview of the GEF and WWF-GEF
* Roles and Responsibilities (GEF Sec, GEF Agency, Executing Agency, Partners)
* WWF-GEF Requirements for M&E by EA
	+ Results Framework
	+ AWPB
	+ PPR, PPMS, Final Report
	+ Project Ratings
	+ Tracking Tool
	+ Mid Term Review and Terminal Evaluation)
	+ Gender
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|  | * Review Grant Agreement, including:
	+ Key content, deliverables and no objections
	+ Financial Requirements (quarterly financial reporting, annual Project audit)
	+ Firewall
* Discuss/Finalize documents for project inception and first Project Steering Committee meeting (first Grant Agreement deliverables):
	+ Project annual work plan & budget,
	+ Results Framework
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