**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 |  |  |
|  | * 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 |  |  |