



Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)

*Second Regional Inception Phase Meeting
10.00 – 12.30 Bangkok Time, Friday 4th December 2020*

INCEPTION PHASE WORK-PLAN

Draft and adjusted for restrictions due to COVID-19

To be revised as required

	Activity Description	2020		2021					Output	Final Product
		Nov	Dec	Jan	Feb	Mar	April	May		
1.	National Coordination and National Implementation Reports (NIRs)									
1.1.	Agreed budget and finalize Inception Phase PCA (China, Cambodia, Indonesia, Thailand)								PCA budget, ToRs and PCA for China, Cambodia, Indonesia, Thailand	National Implementation Report (NIR) developed for each participating country with the support if national consultants (if needed), the regional NIR consultant and under the guidance of the PCU
1.2.	Nominations of IMC and NTWG Chairs and key national team members								Steering Committee members confirmed and national teams	
1.3.	Inception Phase PCA signed (China, Cambodia, Indonesia, Thailand)								Signed PCA between UNOPS and	
1.4.	Finalize/recruit national NIR consultants (Philippines and Vietnam)								Consultants contracted (Philippines and Vietnam)	
1.5.	Finalize/recruit regional consultant to support countries in NIR development								Consultant Contracted	
1.6.	Workplan to develop the NIR developed by each participating country								Agreement workplan for NIR development	
1.7.	Draft NIR with updated Part 1 – Background and General Information developed by each participating country								NIR Background and General Information and key focal points and experts	
1.8.	Draft NIR with updated Part 2 – National Actions to be Implemented developed by each participating country								NIR Component 1 national activities elaborated and reviewed	
1.9.	Develop GIS maps of all national sites								Detailed coordinates and GIS maps of all sites published	
1.10.	Draft full NIR complete with full budget, co-financing and workplans developed by each participating country								Final NIR fully developed	
1.11.	Confirm National Agencies, Focal Points and local/site-based contacts in each country									
1.12.	National consultation meetings								Meeting reports	
1.1.3	National Interministerial Committee (IMC) meeting*								Meeting reports	
1.14	National Technical Working Group (NTWG) meeting*								Meeting reports	
1.15	Review governance arrangements at sites and develop stakeholder engagement plans (inc. gender)								Report on the review of governance arrangements; Stakeholder engagement plans	
	Design and conduct site-based surveys to produce baseline profile reports for sites*								Site surveys and updated baseline data	
1.16	National activities under Components 2 and 3								NIR Component 2 and 3 activities developed	

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	Based on NIRs, elaboration and signature of legal agreements (PCAs) for execution of national activities								Legal agreements for national execution	National entities (SEAs) receive funding for execution of activities
2.	Regional Coordination and Regional Implementation Report (RIR)									
2.1	2 nd Inception Phase Meeting to agree on Inception Phase Workplan and deliverables								Agreement on workplan and deliverables	2 nd Inception Phase Meeting Report and conclusions
	Table of Contents for the RIR								Agreed RIR Table of Contents	Fully elaborated Regional Implementation Report (RIR) for review by participating countries and adoption at the 1 st Steering Committee meeting
2.2	Theory of Change								Agreed TOC	
2.3	Organogram and TORs for regional and national level focal points and bodies								Agreed Organogram	
2.4	Revised SCS SAP Outputs, agrees with countries								Agreed Outputs	
2.5	Revised Log-frame with baseline, indicators and targets								Log-frame, indicators, targets	
2.6	Monitoring and Evaluation Plan								M&E Plan	
2.7	Detailed activities and execution arrangement								Agreed detailed activities	
2.8	Stakeholder Involvement Plan								Stakeholder Involvement Plan	
2.9	Communication Strategy and development of branding and visibility strategy for project (compliant with GEF, UNEP, UNOPS and SEAFDEC policies)								Communication Strategy	
2.10	Overall workplan and detailed 2021/2022-year workplan								Agreed workplan and detailed 2021-2022-year workplan	
2.11	Completed RIR drafted and shared with participating countries								Draft RIR submitted to countries	
2.12	TORs for all staff and consultants finalized								TORs for all staff and consultants and recruitment process launched	Recruitment of staff and consultants
2.13	Identify and elaborate regional co-executing partners								TORs and draft contracts with regional co-executing partners	Contracts with co-executing partners
3.	Revised detailed budget and co-financing									
3.1	Draft detailed breakdown of budget in UNEP format								Overall regional and national budget breakdown	Complete detailed regional and national budget in UNEP format
3.2	Detailed national budgets in UNEP format with inputs from participating countries								6 national detailed budgets	
3.3	Coordinate with national agencies to agree final national-level co-financing of project activities								National-level co-financing of project activities	Revised co-financing figures with additional co-financing letters if required
3.4	Coordinate with UNEP and other regional partners to identify regional sources of co-financing								Regional sources of co-financing	
3.5	Develop system and reporting templates for tracking cash and in-kind co-financing raised								Tracking and reporting system and templates of co-financing commitments	

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3.6	Prepare and conduct training workshops on project finance and administration matters								Report on the conduct of training workshops on project finance and administration matters	National teams trained on financial management and reporting in line with PCAs
4.	Partnerships and integration of best practices and innovation									
4.1	Bilaterals with key regional partners, projects and initiatives to ensure SCS SAP outputs and activities compliment other regional priorities and actions								Partnerships elaborated in stakeholder involvement plan	Part of the RIR Stakeholder Involvement Plan Elaborated activities, Identified co-executing partners and budget agreed
4.2	Coordinate with Global initiatives (UNEP, UNESCO-IOC, CBD, UNDP, global projects etc.) to identify tools, best-practices and partnerships)								Global partnerships to be included in stakeholder involvement plan	
4.3	Planning the online presence of the project, including linkages to partner websites and IW:LEARN								Project web-site and communication products linked to IW:LEARN and shared globally	Part of the RIR Communication Strategy
4.4	Elaborate role of Small Grants Program (SGP) in the project and allocated budget								Agreement on SGP program in SCS	Integrated into RIR activities (Component 3)
4.5	Initiate discussions with the private sector regarding partnership opportunities (ongoing)								Report of meetings with the private sector on partnership opportunities	Integrated into RIR activities (Component 3)
5.	Inception Phase Workshop and 1st Steering Committee Meeting									
5.1	Dates confirmed for Inception Phase Workshop and 1st Steering Committee Meeting* Decision on whether meeting will be in person or online*								Agreed dates for online or physical meeting and location	Inception Phase Workshop launches SCSSAP project with all partners and 1st Steering Committee Meeting adopts Inception documents, budgets and workplans
5.2	Draft Agenda and List of documents								Agreed agendas of both meetings	
5.3	List of invitees agreed and invitations								Invitations to all participants	
5.4	<i>In person, SEAFEC to coordinate logistics (to be further elaborated), venue, tickets etc.</i>								<i>To be further elaborated</i>	
5.5	All Documents drafted and submitted to participants								Final meeting documents available online	
5.5	1st Steering Committee Meeting adopted Inception documents, budgets and workplans								Meeting Report, news items broadly shared	
5.5	Inception workshop launches SCSSAP project								Meeting Report, news items broadly shared	
6.	Project Coordination and Reporting									
6.1	Identify human resource needs for PCU and recruit staff and/or realign staff work plans. Advertise, shortlist, interview and complete selection for core PCU posts*								Recruitment of PCU	PCU fully staffed

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6.1	Joint (SEAFDEC UNOPS) Quarterly Progress Reports								Quarterly Progress Reports submitted to UNEP and shared with SC members	Progress and financial reporting in line with UNEP, UNOPS and SEAFDEC requirement and agreements
6.1	SEAFDEC Quarterly Finance Report								SEAFDEC Quarterly Finance Report submitted to UNEP	
6.1	UNOPS Quarterly Finance Report								UNOPS Quarterly Finance Report submitted to UNEP	
6.1	Quarterly travel plan and budget*								Quarterly travel plan and budget	Regular planning of travel and meeting needs in line with workplan

* Deliverable may be altered or affected if COVID-19 restrictions continue (i.e. conducted online or postponed depending on activity).