



GEF IW:LEARN3 Inception Workshop
10-11 March 2011
Bratislava, Slovakia

Objectives of the Workshop:

- To present key goals of the project, outputs and outcomes to key project stakeholders;
- Review the overall workplan and present the **detailed work plan & budget for the 1st year** of the project implementation , including already ongoing activities;
- Present & review/finalize the Project Results Framework, Monitoring & Evaluation plan and organizational arrangements (including operational handbook);
- Discuss open issues and mobilize project partners.

Expected outputs

- Inception Report, which will lay down the agreed Workplan, with focus on the 1st year of implementation, results framework, M&E plan, budget and any additional recommendations for the project;
- ToR and Membership of IW Science Conference Steering Committee.

Inputs required from project partners:

- Overall workplan and detailed workplan & budget for the **1st year**;
- ToRs / and possibly more detailed description of activities, ToRs for consultancies, if any, etc.;
- Monitoring and Evaluation plan;
- Draft operational handbook;
- Partners are kindly requested not to bring presentations of the agencies/organizations, but rather focus on the project activities, in particular for the 1st year.

Draft Agenda (ver 8 Feb 2011)

DAY 1		
9.00-9.15	Welcome / introduction of participants / establishment of meeting objectives 1 st welcome from Jens Wandel (TBC)/ Remarks on Expectations and Strategic Context of GEF IW:LEARN3: GEF-Chris Severin (TBD), UNDP -Vladimir Mamaev, UNEP - Isabelle Van der Beck	
Session 1	Work plans and results framework	
9.15-9.45	Introduction to the Work Plan - Presentation of the project structure: goal, objective, key outcomes	UNDP
	Presentation of Work Plan for each sub-component by project partners: <ul style="list-style-type: none"> - Overall time frame –indicators / targets /results - 1st year work plan in detail – key activities and milestones/deliverables - Discussion 	
9.45	1. MENARID Program (3 sub-components)	
	1a: Support to MENARID Integrated Land / Water Management	UNESCO
	1b: Dialogue in South Eastern Europe and the Mediterranean	GWP-MED
	1c: Delivering IW:LEARN Services in the GEF Regions	UNDP
11.00	Coffee break	
11.30	2. Learning and Replication of Good Practices (2 sub-components)	
	2a: Groundwater Community of Practice	UNESCO
	2b: Surface Freshwater Community of Practice	IUCN
12.20	Lunch	
13.50	Warming-up exercise	
14.15	3. Global and GEF IW Portfolio Learning and Dialogue (4 sub-components)	
	3a: 6 th Biennial International Waters Conference	UNDP
	3b: Global Dialogue Participation	UNDP
	3c: IW Science Partnership	UNEP & UNU
	3d: IW Focal Area Portfolio Results Dissemination	UNU & UNDP
15.45	Coffee break	
16.00	5. Programmatic Management Tools and Innovative Approaches (5 sub-components)	
	5a: TDA – SAP Methodology and Course	UNDP
	5b: Focal Area/ Project Manager Manual and Course	UNDP

	5c: Index-Insurance Pilot	UNDP
	5d: Private Sector Engagement	GETF
	5e: Mainstreaming Climate Impacts in IW	UNDP
18.00	1 st day end - closing remarks	
	Dinner	
DAY 2		
9.00	4. Information Management and Communication Platforms (6 activities)	
	<p>4a.i: IW:LEARN Web Platform with user-driven and user-friendly functionality for regional and thematic Communities of Practice (CoPs) and individual project toolkit websites</p> <p>4a.ii: Portfolio Visualization tools</p> <p>4a.iii: Regular news dissemination including e-updates</p> <p>4a.iv: Comprehensive searchable Catalogue of GEF IW Project Experiences and Results</p> <p>4a.v: Links to UN-Water Family Platforms to support targeted knowledge sharing and dialogue</p> <p>4a.vi: Online workspaces for specific portfolio sub-groups such as CoPs, project managers and governments, and the International Waters Task Force</p> <p>4a.vii: Training and technical assistance for individual project websites development to support targeted knowledge sharing</p>	UNEP
11.00	Coffee break	
Session 2	Monitoring & Evaluation Plan and Organizational Arrangements	
11.30	Reporting requirements (Q-reports/W-plans, PIR/APR, MTE...)	UNDP
	Formalizing the Project Steering Committee (membership, meetings, reporting)	UNDP
	IW:LEARN Standard Operating Procedures/Handbook	UNDP
12.30	Lunch	
13.50	Warming-up exercise	
Session 3	External cooperation with IW:Learn - Discussion of co-financing partners	
14.20	Presentations of activities/projects implemented by co-financing partners that are parallel with the IW:Learn activities	
	Next Steps & Wrap up	UNDP
15.30	Coffee & Individual discussions & meetings of project partners	