

COAST – Collaborative Actions for Sustainable Tourism – Project
GEF/UNEP/UNIDO/UNWTO



3. Workshop Format¹:

Day 1	Content	Remarks
8.30- 9.00am	Registration and logistics	H Roversi, UNIDO
9-9.30am	Welcome	M Seibou, MINEP L Bernaudat UNIDO
9.30-10.00am	Opening Speech	Minister/Director General, MINEP
10-10.30am	Programme overview and election of meeting Chairperson	H Gibbon, TC, COAST
10.30-10.45am	Tea Break	
10.45-11.15am	First Country Presentation and discussion - Cameroon	Focal Point Reps: Each country should present their workplans and outline budgets for 2010/2011 and an indicative plan for 2011/2012 and 2012/2013. These should include co-funding commitments; past, present and future
11.15-11.45 am	Second Country Presentation and discussion - Gambia	Focal Point Reps : Ditto
11.45-12.15pm	Third Country Presentation and discussion - Ghana	Focal Point Reps : Ditto
12.30-2pm	Lunch break/Rest	
2.00-3.00 pm	Presentation on Sub contracting/MoU process with partners and discussion on methods to improve turnaround time	N Maabdi, UNIDO
3.00-3.30pm	Fourth Country Presentation and discussion - Kenya	Focal Point Reps : Ditto
3.30-3.45pm	Tea Break	
3.45-4.15pm	Fifth Country Presentation and discussion - Mozambique	Focal Point Reps :Ditto

¹ Participants are expected to arrive in Kribi by the evening of Tuesday August 24th and depart on the morning of 28th August 2010

COAST – Collaborative Actions for Sustainable Tourism – Project
GEF/UNEP/UNIDO/UNWTO



4.15-4.45pm	Sixth Country Presentation and discussion – Senegal (Site 1 & 2)	Focal Point Reps : Ditto
-------------	--	--------------------------

Day 2	Content	Remarks
9-9.30am	Recap from day 1	H Gibbon, TC, COAST
9.30-10.00am	Seventh Country Presentation and discussion - Nigeria	Focal Point Reps :Each country should present their workplans and outline budgets for 2010/2011 and an indicative plan for 2011/2012 and 2012/2013. These should include co-funding commitments; past, present and future.
10.00-10.30am	Eight Country Presentation and discussion- Seychelles	Focal Point Reps: Ditto
10.30-10.45am	Tea Break	
10.45-11.45am	Ninth Country Presentation and discussion- Tanzania	Focal Point Reps: Ditto
11.45-1.00 pm	Presentation by UNWTO on proposed partner country policy and governance research study and eco-tourism discussion	Mr Marcel Leijzer, UNWTO
1 -2pm	Lunch break	
2.00 – 5.00 pm	Field Visit to Demo sites – to be organised by MINEP and Ministry of Tourism	Selection of groups for field visits will be done by signing up to lists displayed during the tea breaks
End of Day		

COAST – Collaborative Actions for Sustainable Tourism – Project
GEF/UNEP/UNIDO/UNWTO



Day 3	Content	Remarks
9-9.45am	Recap from day 2 and observations from field visits	H Gibbon, TC, COAST. Other participants who wish to share observations from the field
9.45-10.45am	Presentation and discussion on TNA consultancy outcomes	H. Gibbon, TC, COAST
10.45-11.00am	Tea Break	
10.45-11.45pm	Presentation on proposed project revised logframe, M&E framework and demonstration project M&E support process	Chairperson to facilitate here
11.45-12.45pm	Presentation on proposed budget and work plan for Regional level with Steering Committee discussion on the budget/ workplans from country presentations	Chairperson to facilitate here
12.45-2pm	Lunch break	
2-3.00pm	Continued...resolutions to be discussed, amended and agreed as appropriate	Chairperson to facilitate here
3.00-3.30pm	GIS and map making presentation –example from Kenya Demo site	H. Gibbon, TC, COAST
3.30-3.45pm	Tea Break	
3.45-4.45pm	Co-financing presentation, project PIR reporting requirements and action points	Edoardo Zandri, UNEP; H. Gibbon, TC, COAST
4.45-5.30pm	Resolutions agreed, Outstanding issues to take forward and Meeting Closure	Chairperson to facilitate here Focal Point, Ministry of Tourism to close the meeting
END OF DAY		

Day 4 Participants depart for home countries after an early breakfast at the hotel