

AGENDA

Day 1 - 26 June - OPIM	
8.30 - 9.00	Registration
9.00 - 9.15	Welcome and introductions, Strategic Context, objectives of the workshop
9.15 – 10.45	<u>Presentation</u> : OPIM introduction and overview (purpose and characteristics of OPIM, FAO accountability in OPIM projects, when to consider OPIM option) – <i>open to all REU Technical Officers</i> <u>Exercise</u> : choice of appropriate modality
10.45 – 11.00	<i>Coffee BREAK</i>
11.00 – 12.30	<u>Presentation and exercise</u> : OPIM workflow and sequence of steps; OPIM responsibilities and accountabilities
12.30-13.00	Questions and Answers
13.00 – 14.00	<i>LUNCH BREAK</i>
14.00 – 15.30	<u>Presentation</u> : How to prepare OPIM submission (required documents and clearances) <u>Exercise</u> : Prepare OPIM submission
15.30 – 15.45	<i>Coffee BREAK</i>
15.45 – 17.30	<u>Presentation and exercise</u> : Operational Partners Agreement (OPA) and its Annexes

Day 2 (morning) – 27 June- OPIM	
9.00 -10.30	<u>Presentation and exercise</u> : OPIM Purchase Order process and approval, Request for Funds review and approval, Financial Report review and approval; OPA amendments <u>Exercise</u> : Review Request for Funds and Financial Report review for approval
10.30 – 10.45	<i>Coffee BREAK</i>
10.45 - 12.15	<u>Presentation</u> : How to organize and follow up on assurance activities <u>Exercise</u> : participants to organize and propose follow up on assurance activities results examples
12.15 – 12.45	Wrap-up of the OPIM training
12:45 – 14:00	<i>Lunch BREAK</i>

Day 2 (afternoon) - 27 June - GEF	
14:00 - 15:15	GEF Overview
15.15– 15.30	<i>Coffee BREAK</i>
15.30 – 17.30	<p>FAO GEF Project Cycle - Project identification (key concepts)</p> <ul style="list-style-type: none"> - The process around GEF Projects Identification - Preparation funds - Roles of PTF members - <u>Exercise</u>: What needs to be done at the country/regional/HQ level? How do we put together a team to prepare a project concept (PIF)?

Day 3 - 28 June - GEF	
9.00 – 10.45	<p>FAO GEF Project Cycle - Project formulation</p> <p><u>Exercise</u>: The PPG – the preparation process – submission timeline – who does what and when – The submission package.</p>
10.45 – 11.00	<i>Coffee BREAK</i>
11.00 -12.30	<p>FAO GEF Project Cycle - Project operationalization and inception</p> <ul style="list-style-type: none"> - FAO internal appraisal - The Inception phase - Setting up project team and the Project Management Unit - Collect missing info for log-frame and update the baseline <p>FAO GEF reporting requirement – The Evaluation process</p>
12.30 – 13.45	<i>Lunch BREAK</i>
13:45 – 15:00	<p>FAO GEF Project Cycle - Project Implementation and Budget Management in FAO GEF projects</p> <ul style="list-style-type: none"> - <u>Exercise</u>: Budget revisions - Cost recovery in DEX Project – The Project management Costs <p>Other budgetary issues</p>
15:00 – 15:15	<i>Coffee BREAK</i>
15.15 – 16.30	<p>Management of the GEF Agency fees</p> <ul style="list-style-type: none"> - What are the fees - Type of fees by stakeholder- Roles and responsibilities in the management of GEF Fees - Levels and maturation of GEF fees - GFEE Accounts in FPMIS <p>Planning and monitoring the disbursement of fees</p>
16.30-17.30	Approaching GEF 7 – <i>Open to all REU Technical Officers</i>
17-30 – 18.00	Questions and answers and wrap up

Day 4 (morning) – 29 June - GEF Fees management – Only for RO / SRO staff	
9:00 – 11:00	<p>Analysis of the GEF agency fee resources in the RO/SRO</p> <p>Planning of GEF agency fee resources in RO/SRO</p> <p>Proposed tools for the management of GEF agency fee resources in a RO/SRO</p>