

## CTI-CFF PARTNERS COORDINATION MEETING

**Draft AGENDA***January 16-17, 2013, Denpasar, Indonesia*

The purpose of this two-day working meeting is to discuss the status of partner programs supporting the CTI-CFF and to increase the coordination of activities in strategic ways for optimal impact and sustainability. Expected outcomes include the following:

- Understanding of current partner support projects, including timelines and mechanisms, and consensus on priority gaps to be filled to ensure strengthening and sustainability of the CTI-CFF
- Clarification of continued and new support that partners can propose at the upcoming Regional Priorities Workshop
- Exploration of potential new partner/donor coordination mechanisms to align future support toward CTI-CFF and CT6 priorities
- Understanding of key outcomes from recent SOM8 and MM4 and how they affect current and future CTI-CFF development partners
- Understanding of what it means to be a CTI-CFF Partner, including roles, responsibilities and the process for admission

PREPARATION TASKS	DUE DATE	STATUS	LEAD and COMMENTS
Meeting dates and venue confirmed	Nov 20	Done	WWF to host in Bali Jan 16-17, agreed among partners and Secretariat
Draft Agenda circulate to Partners and Secretariat	Dec 6	Done	PI can facilitate drafting, collective review process and incorporation of inputs
CTI Partner Project Update Short Forms distributed to Partners and Secretariat	add new date	Pending	PI can provide a shortened Partner Project Database Input Form and consolidate inputs
CTI Partner-Secretariat Meeting to Review Agenda and preparations	Dec 13	Scheduled	Review agenda and project update summary sheets and timelines, agree on mechanism to identify future partners to invite, Identify how many partners from each organization should be included in meeting
CTI Interim Regional Secretariat sends invitations to current and future partners	Dec 14	Pending	PI can support Secretariat with invite process
Draft and circulate participant list	Dec 14	Pending	PI can manage lists and track in coordination with WWF and CTI Secretariat
Confirm venue, room arrangement, logistical arrangements	Dec 16		WWF-Bali to confirm venue based on participant estimate, logistics info to follow
Solicit partner suggestions via email regarding sustainable partner/donor coordination mechanisms	Dec 16	Pending	PI to draft
CTI Partner Project Updates submitted to PI for consolidation, gap analysis, and Sec review	Dec 28	Pending	Need confirmation which possible future partners to include in process
ADB-supported CTI Project Spatial Mapping Activity sent to PI for incorporation into gap analysis	Jan 1?	Ongoing	ADB is conducting a spatial project mapping effort. ADB to update on what is feasible

CTI Partner Secretariat calls to review partner project summary consolidation and review	Jan 4	Pending	If partner quorum still lacking due to holidays, could defer to following week
Materials provided to all in <b>concise summary</b> format with agenda and discussion points	Jan 4	Pending	PI consolidates and disseminates Partner inputs in coordination with Secretariat
Final CTI Partner Secretariat Call as needed	Jan 8	Pending	Partners to confirm as per PI proposals
CTI Partner Coordination Meeting	Jan 16-17	Pending	WWF to host, Secretariat to help Chair, US CTI PI to provide facilitation
Draft Meeting Report and outcomes circulated for review and finalization	Jan 25	Pending	PI can provide

<b>DAY 0, Tuesday, January 15, 2013</b>		
<b>Time</b>	<b>Session</b>	<b>Facilitator/Speaker</b>
All Day	Partners Arrive	
13:00-17:00	Preparation Meetings	Charlie MacPherson
18:00	Informal group dinner arranged	WWF to arrange?
<b>DAY 1, Wednesday, January 16, 2013</b>		<b>Expected Outcomes</b> (1) Identification of regional and CT6 priorities by Secretariat to ensure that future partner activities are aligned and supportive of critical functions. (2) Identification of priority activities that require continued support by partners.
<b>Time</b>	<b>Session</b>	<b>Facilitator/Speakers</b>
08:30-09:00	<b>Opening Session</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Opening Remarks</li> <li>• Introductions</li> <li>• Review of Meeting Objectives Agenda, Ground Rules and Expectations</li> </ul>	Facilitator: Charlie MacPherson Lida Pet Soede Dr Suseno
09:00-10:00	Update from the Secretariat on <b>priorities, progress and plans for 2013</b>	Dr. Suseno
10:00-10:30	<b>Overview of the partner landscape</b> , including existing and emerging programs, procurement mechanisms, timelines and types of support, referencing materials provided to participants in advance. Outline of process for subsequent sessions	Charlie MacPherson
10:30-10:45	Coffee Break	
10:45-12:00	<b>Presentation of Gap Analysis</b> on partner projects and support to of CTI-CFF Coordination Structure capacity and implementation of the RPOA, and Implementation and Transition Roadmaps	Presenter: Secretariat? Facilitator: Charlie
12:00-13:00	Lunch	
13:00-15:30	<b>Facilitated Discussion to Review Gap Analysis and Build Consensus on Priority Gaps to Be Funded</b>	Facilitator: Charlie
15:30-15:45	Coffee break	
15:45-16:30	<b>Facilitated Discussion to Review Gap Analysis and Build Consensus on Priority Gaps to Be Funded</b> (continued)	Facilitator: Charlie
16:45-17:30	<b>Group Discussion to develop partner agreements and next steps</b> for strategic institutional support to the CTI-CFF	Facilitator: Charlie
18:30	Dinner	

<b>DAY 2, Thursday, January 17, 2013</b>		<b>Expected Outcomes</b> (1) Introduction of new potential CTI-CFF partners and their interests in providing support, and (2) Agreement on designs and coordination mechanisms for future CTI-CFF partner support to address priority gaps.
<b>Time</b>	<b>Session</b>	<b>Facilitator/Speakers</b>
08:30-09:00	<b>Summary of Institutional Inputs from Day 1 and outline of goals for Day 2</b>	
09:00-09:45	<b>Introduction of New Partners and Opportunities for Engagement in CTI-CFF</b>	
09:45-12:00	Facilitated partner discussion to <b>explore how future partner/donor support needs</b> will be coordinated to address the priority gaps agreed to on Day 1	Facilitator: Charlie
12:00-13:00	Lunch	
13:00-14:45	<b>Support to Coordinating Implementation Regional Priority Actions</b> <ul style="list-style-type: none"> <li>• CTI Implementation Roadmap</li> <li>• Support and Preparations for Regional Priorities Coordination Workshop</li> <li>• Review of 2013 Milestones for CTI Partners</li> </ul>	Facilitator: Charlie Pres: Dr Darmawan
14:45-15:00	Coffee Break	
15:45-17:00	<b>Review of next steps and partner agreements</b> for strategic technical support to the CTI-CFF.	Facilitator: Charlie