



Regional Planning Meeting

"MAR Fish" project: Knowledge, monitoring and protection of Mesoamerican Reef spawning areas

Meeting Location: Hilton Garden Inn Hotel, Guatemala City

Meeting Date: April 11 and 12, 2019.

Facilitators:

- PhD. Maria José Iturbide
 - MSc. Kathya Iturbide

List of Participants

Name	Organization	Country
Maria José González	MAR FUND	Guatemala
Claudio González	MAR FUND	Guatemala
Elisa Blanda	MAR FUND	Guatemala
Patty Cabrera	MAR FUND	Guatemala
Marco Cerezo	FUNDAECO	Guatemala
Ingrid Arias	FUNDAECO	Guatemala
Silja Ramírez	FUNDAECO	Guatemala
Lola Cabnal	ROTARIOS	Guatemala
Ana Giró	HRI	Guatemala
Ian Drysdale	HRI	Honduras
Melina Soto	HRI	Mexico
Melanie McField	HRI	USA
Nicole Craig	HRI	Belize
Nicanor Requena (via Skype)	EDF	Belize
Angeline Valentine	MAR FUND/BMF	Belize
Celia Mahung (via Skype)	TIDE	Belize
Arreini Palacio	SEA	Belize
Antonella Rivera	CORAL	Honduras
Jenny Myton	CORAL	Honduras
Stuart Fulton	COBI	Mexico
Jacobo Caamal	COBI	Mexico

PROGRAM

Objectives of the Project:

- 1) Obtain legal recognition and management of Cayman Crown in Guatemala and Belize, a newly discovered aggregation area.
- 2) Promote participatory monitoring of a network of sentinel spawning areas in the four Mesoamerican reef countries.

General Objective of the workshop:

Develop the Action Plan for the MAR Fish project for the total period (3 years) of the project, with focus on the first 18 months.

Specific Objectives of the workshop:

- 1) Plan all **activities, budget, stakeholders involved, timeline and indicators** for the project, with a specific focus on the first 18 months.
- 2) Discuss the summit proposal.
- 3) Consider all fundraising prospects for the future.

Day 0, Wednesday, April 10, 2019

Time	Activities	Facilitator
12:00 – 20:00	Arrival of participants to Guatemala City.	Hotel

Day 1, Thursday, April 11, 2019

Time	Activities	Facilitator/Presenter
09:00 – 9:15	Welcome	MAR Fund María José González
09:15 – 9:45	Presentation of participants Review of the workshop program	MAR Fund Facilitator
09:45 – 10:30	Project Presentation	MAR Fund María José González
10:30 – 11:00	Presentation of the procurement processes of the Project Operating Rules	MAR Fund Patty Cabrera
11:00 – 11:15	Coffee Break	
11:15 – 13:00	COMPONENT 1: KNOWLEDGE AND PROTECTION OF CAYMAN CROWN SITE RESULT 1.1: Acquired knowledge on Cayman Crown allows to fully documented the request for protected area creation Activities 1.1: 1) Preliminary mapping for Cayman Crown – (compilation of data) 2) Detailed mapping of the Cayman Crown area (based on new field data) 3) Ecological Characterization of coral reefs and megafauna 4) Characterization of fish spawning aggregation 5) Compilation and analysis of site characterization data to guide management. Compile and analyse characterization data into site description to support management 6) Management and zoning recommendations	MAR Fund Facilitator
13:00 – 14:00	Lunch	

Time	Activities	Facilitator/Presenter
14:00 - 15:00	RESULT 1.2 Cayman Crown Protected Area declaration in Belize and Guatemala is on track Activities 1.2: <ol style="list-style-type: none"> 1) Drafting of documents for the legal declarations (technical document depending on the MPA status) 2) Follow up high-level political discussions with decision makers to advance in the declaration and management of the Cayman Crown Site 3) Protection is gazetted and management plans are developed (Regional meeting for regional policy coordination and harmonization) 	MAR Fund Facilitator FUNDAECO TIDE
15:00 - 15:30	RESULT 1.3 Funding mechanisms are established Activities 1.3: <ol style="list-style-type: none"> 1) Provide initial management funding for Cayman Crown MPAs in Belize and Guatemala 2) Preliminary Business planning for Cayman Crown MPAs 3) Establish and manage a specific endowment fund for the two Cayman Crown's Protected Areas 	MAR Fund Facilitator María José González
15:30 - 16:00	COMPONENT 2: SENTINEL SITE OBSERVATION NETWORK RESULT 2.1 Observation network and protocols are validated Activities 2.1: <ol style="list-style-type: none"> 1) Status report of FSA research in the MAR region with revision of historical data 2) Validate a common monitoring strategy through a regional workshop: prioritization and validation of sites, protocol and partners, data sharing agreements 	MAR Fund Facilitator
16:00 - 16:15	Coffee break	
16:15 - 17:00	Result 2.2 The people in charge of monitoring are trained Activities 2.2: <ol style="list-style-type: none"> 1) Provide regional training on standard techniques and protocols for monitoring aggregations 2) Training for coral reef monitoring 	MAR Fund Facilitator
17:00 - 18:00	Result 2.3 Data collected and analyzed provides information on the status of FSA and their responses to Climate Change Activities 2.3: <ol style="list-style-type: none"> 1) Equipment of monitoring stations 2) Support and maintain a coordinated surveillance program for FSA sentinel sites in the MAR 3) Upgrade the database and improve data entry 4) 2.3.4.1 Sentinel sites analysis 5) 2.3.4.2 Regional Data sharing workshop with all partners in the region 	MAR Fund Facilitator
19:00	Dinner	

Day 2, Friday the 12th of April, 2019

Time Schedule	Activities	Facilitator
09:00 - 09:30	Welcome Recap Day 1	MAR Fund Facilitator
09:30 - 10:30	COMPONENT 3: PROMOTING THE SOCIAL ACCEPTABILITY OF PROTECTING SPAWNING GROUNDS Result 3.1 The community develops activities for lost income Activities 3.1: <ol style="list-style-type: none"> 1) Development and implementation of short videos 	MAR Fund Facilitator

Time Schedule	Activities	Facilitator
	2) Development of a website on spawning aggregation information in the MAR 3) Radio spots developed and aired at a local level 4) Report cards, eco-audits & media outreach and communication to decision makers <ul style="list-style-type: none"> Ana Salceda and MAR PBS Films 	Melanie McField
10:30 – 11:15	Result 3.2 The communication campaign makes it possible to establish links between the actors Activities 3.2: 1) Diagnostic of the current use of Cayman Crown 2) Design and execution of local initiatives to compensate and create alternatives	MAR Fund Facilitator Rotary
11:15 – 11:30	Coffee Break	
11:30 – 12:15	COMPONENT 4:PROJECT MANAGEMENT Component 4: <ul style="list-style-type: none"> Project management Administrative plan and costs Define the roles of the members of the scientific and technical committee 	MAR Fund Facilitator
12:15 – 13:00	Conversation <ul style="list-style-type: none"> Final discussion on budget 	MAR Fund Facilitator
13:00 -- 14:00	Lunch	
14:00 – 14:45	Summit Proposal <ul style="list-style-type: none"> Presentation of The Proposal Discussion of policy plan for each country 	MAR Fund María José González
14:45– 16:00	More details on the operation: <ul style="list-style-type: none"> Advice all areas Field visits to all areas Progress reports of the project Facilitate interactions Communication tools to follow up within stakeholders (App., Online community like LinkedIn)	MAR Fund Facilitator
16:00 -- 16:15	Coffee Break	
16:15 – 16:30	Conversation <ul style="list-style-type: none"> Miscellaneous 	MAR Fund Facilitator
16:30 – 17:30	Overview Next steps Conclusions	MAR Fund Facilitator
19:00	Dinner	

Day 3, Saturday, April 13, 2019

Time	Activities	Facilitator
04:30 -	Participants leave Guatemala City	Hotel

EVENT

Day 1, Thursday, April 11, 2019

Maria José Gonzalez did a brief presentation of the MAR FISH Project, with its objectives and general context.

After that, Patricia Cabrera presented the Financing Agreement AFD N. CZZ2359.01 G and explained the following:

Conditions Precedent to be satisfied on the Signing Date

1. Certified copy of the constitutional documents of the Beneficiary in full force and effect at the Signing Date; **DONE**
2. Original or a Certified copy of the certificate of incorporation of the Beneficiary (the equivalent of the French Extrait K-bis) dated not more than three (3) months prior to the Signing Date; **DONE**
3. Certified copy of the relevant decision(s) of the competent body(ies) of the Beneficiary approving the terms of this Agreement and authorising a specified person or persons to execute this Agreement on its behalf. **PENDING**

Conditions Precedent to the First Drawdown

1. A certificate issued by a duly authorised representative of the Beneficiary listing the person(s) authorised to sign, on behalf of the Beneficiary, this Agreement, the Drawdown requests and any certificate in connection with this Agreement and to take all other measures and/or sign all other necessary documents on behalf of the Beneficiary under this Agreement together with a specimen of the signature of each person listed in the certificate mentioned herein. **PENDING**
2. Documents evidencing that the competent organs within the Co-Financiers have agreed to extend their financing in the manner provided in the Financing Plan; **DONE**
3. Certificate of the Account Bank, certifying the opening of the Project Account in the name of the Project and stating the bank account details for such Project Account; **PENDING**
4. A provisional schedule of expenses drawn up for the duration of the Project; **PENDING**
5. With regard to the payment of the FFEM's contribution to the capitalization of the dedicated Cayman Crown endowment housed in MAR Fund, Opening of a specific account by the fund manager by MAR Fund, in a bank acceptable to AFD, before the disbursement in one go of this contribution. **DONE**

Project Implementation Manual (first draft under revision prior to request a no objection from FFEM)

- Project description
- Institutional Arrangements
- Selection of Activities
- Procurement
- Financial issues
- Monitoring and Evaluation and Project Reporting
- Disbursements

Documents to be developed:

Procurement Plan (information to be obtained during the Regional Planning Meeting). The Procurement Plan includes all Consulting Services, Goods and Works for the Project. We need to submit a detailed plan of activities for the first 18 months (**MAR FISH Action Plan 2019-2021**)

Procurement Methods:

The following table explains the different procurement methods:

REOI	REQUEST FOR EXPRESSION OF INTEREST Publication to inform about an upcoming Restricted Competitive Bidding and to invite interested candidates with the required qualifications to express their interest in being included in the shortlist. In addition to information about the project and the required profile for consultants it indicates the maximum number of candidates to be included in the shortlist.
OIB	OPEN INVITATION FOR BIDS Competitive bidding procedure organized for the purpose of awarding a contract, preceded by a publication and open to all bidders that meet the eligibility and qualification criteria, with no limit as to their number.
RCB	RESTRICTED COMPETITIVE BIDDING Competitive bidding procedure for which access is limited to a shortlist of bidders by the contracting authority with a maximum number predetermined in advance
DC	DIRECT CONSULTATION Competitive procedure for potential bidders identified by the beneficiary, without prior advertising (e.g. request for quotation for the supply of goods or request for proposals sent to a shortlist of candidates established without a prior Request for Expressions of Interest).
SS	SINGLE-SOURCE CONTRACTING Procedure for awarding a contract to a consultant, contractor or supplier without prior competitive bidding (also referred as "Single-source contracting", a "direct agreement" or a "negotiated procedure without advertising or competitive bidding").
PQL	PREQUALIFICATION Optional procedure preceding an Open Invitation for Bids intended to select the candidates that will subsequently be invited to submit a bid. The prequalification is subject to wide advertising. The prequalification document gives a full definition of the qualification criteria and the procedures for the submission of applications, without predetermining a maximum number of candidates to be prequalified
RCB	RESTRICTED COMPETITIVE BIDDING Competitive bidding procedure for which access is limited to a shortlist of bidders by the contracting authority with a maximum number predetermined in advance.

Considerations for some specific issues:

- Funds to Project partners will be disbursed under the figure of a Grant Agreement. Proposal will be required annually.
- Partners will present financial and technical reports every 6 months, using MAR Fund formats.
- Financial reports must additionally include:
 - Original invoices or receipts in the name of Mesoamerican Reef Fund.
MAR Fund must send to FFEM original invoices for payments that exceed 5,000 EUR or its equivalent in USD. In case it is not possible to send the original to FFEM, a certified copy is required (this is any copy, photocopy or other duplicate certified by any duly authorized person in the country of issue).
 - A web page for the Project will be designed within MAR Fund website. It will include the documents and templates related to the Project.
 - External evaluation, annual and final audit costs are not considered in the approved budget by FFEM.
 - Reports required by FFEM (from MAR Fund):
 - Financial:**
 - Annual and every time we request an advance payment.
 - Annual audited reports by June of each year.
 - Final report and final audit, no later than six months after the closing date.
 - Technical:**
 - Annual reports by April of each year.
 - Final report no later than six months after the closing date.

Component 1: Knowledge and protection of the area of Cayman Crown

Subcomponent	Activities
1.1 Acquired knowledge on Cayman Crown allows to fully document the request for protected area creation	<p>Activity 1.1.1. Detailed mapping of the Cayman Crown area, based on existing and new field data</p> <p>These two activities (Preliminary mapping of the Cayman Crown, based on existing data and Detailed mapping of the Cayman Crown area, based on new field data) become one, either with a single or multibeam sonar study, according to quote assigned since only few data are available from Cayman Crown. Quotes will be received soon and Ana Giró will share it to the group when she has an answer. With the quote we will be able to decide how to precede, however a Multi-beam bathymetry is preferable and less time consuming than a single-beam, nevertheless it is probably more expensive.</p> <p>Ana suggest that in case that the option of a company for doing the bathymetry is not viable we can play with the equipment that HRI has been used (single beam) and buy a “transducer” to read the data and analyse it with help of COBI and CORAL (if so, we also need to see costs and availability to make it happen in May/June, however priority has to be given to FSA for the month of May/June).</p> <p>Partners suggest that this activity could take place in two forms, whether in conjunct with activity 1.1.3 or alone:</p> <ul style="list-style-type: none"> • PLAN A: May- June (fish and bathymetry), • PLAN B: Fish FSA in May-June and bathymetry in September <p>Plan A will be taking into account that this activity can take place before the first disbursement from FFEM and ask for the reimbursement afterwards. It was asked if MAR Fund can supply the cost and be reimbursed later on, in case the bathymetry will take place before the first disbursement from FFEM. Mar Fund answered that it is possible and that we can work on the budget and methodology before we make a decision.</p> <p>Indicators: Map of Cayman Crown is developed.</p> <p>Form of execution: A specialist in bathymetric data monitoring and analysing will be needed (the kind of contract is not established yet)</p> <p>Responsible: Waiting for quotes from a company (ANA GIRÒ).</p>
	<p>Activity 1.1.2. Ecological characterization of coral reefs and megafauna</p> <p>The first ecological characterization can initiate in the already known area and with the use on existing mapping data of Cayman Crown, between August and October (time window to start the characterization) and will continue after the final expanded map in conjunction with fish monitoring during the three years period. Nevertheless, it is necessary to identify seasonality of some species, primarily megafauna. The indicator will be expressed as for the groups of megafaunas monitored that could include sharks, turtles, whales, billfish and other mammals.</p> <p>HRI could hold responsibility on this activity because they have a specialized diving team and can offer human resources for both ecological characterization and fish aggregation sites but the grant would be held to TIDE who will be responsible of the logistics of the field trips (the majority of the grant) and a small part will be directly to SMITHSONIAN for the divers / personnel.</p>

Subcomponent	Activities
	<p>The scope of this activity is to evaluate the reef and megafauna, therefore a portfolio of 100 photographs and 5 video clips of 30-60 sec. is going to be one of the indicators of this activity (Representative sample of the total coral reef area unit, the percentage is based on AGRRA and can be established after we know the final mapping of Cayman Crown).</p> <p>It is important to take into account that Belize has more experienced captains and offers a closer and probably safer reach to the area, based on experience by HRI. Moreover, SMITHSONIAN/HRI divers are also more experienced considering the depth of Cayman Crown.</p> <p>Proposed dates: Start in August-October 2019 and continue through the project. Elisa suggest that for the second- and third-year field trips might be organized at the same time of activity 1.1.3 to reduce resources and expenses.</p> <p>Form of execution: Single source contractor</p> <p>Responsible: HRI responsible and will partner with TIDE and SMITHSONIAN. Both organizations will have a part of the grant, and the group suggested that TIDE might receive the majority of it.</p> <p>Celia ask for complete support from Melanie as lead scientist during the trips and she agreed. Ian asked if some money can be used for training (divers) for Cayman Crown</p> <p>Note: Lead scientists need to know the risk of the area, it is important to have full commitment on the fieldwork. Ana suggest some good captains that can be contacted to help in the field.</p> <p>According to CORAL (Honduras), there is an event in Omoa that could provide information and support data collection.</p> <p>Activity 1.1.3. Characterization of the fish spawning aggregations</p> <p>It is a recommendation that the first field trip to identify FSA sites takes place starting the month of May – June 2019 (Full moon in May 18th and 19th) for snappers spawning activity and within the area that already have been mapped and December to February for groupers. That said, at least one monitoring for grouper and one for snapper will be planned for each year, and if possible one more monitoring can be planned considering that grouper spawn between December and March, while snappers spawn between May and July.</p> <p>The team is taking into account that this activity can take place before the first disbursement and ask for the reimbursement afterwards. Maria Jose mentioned that it could be a possibility for reimbursements also for this activity.</p> <p>Partners suggest this activity could take place in two forms, whether in conjunct with activity 1.1.1 or alone:</p> <ul style="list-style-type: none"> • PLAN A: May- June (fish and bathymetry) snappers, • PLAN B: Fish (May-June) and bathymetry in September <p>Indicators: No. of hours diving (Human and ROV) reported / Maps of diving routes (of entry/start and exit/end points of the divers) / Aggregation and spawning sites identified or/and fish courtship behavior / Portfolio of more than 100 photos and 5 video clips (30-60 secs) are developed.</p> <p>Form of execution: Expression of Interest</p>

Subcomponent	Activities
	<p>Responsible: SEA Nicanor (EDF / Belize and Guatemala) would like to participate but SEA with Denise will lead the activity.</p> <p>According to Jenny from CORAL (Honduras), ROV can also be used in Cayman Crown. <i>Activity 1.1.3 would rely on equipment like ROV (Remoted Operated Vehicle), acoustic, fish tagging.</i></p> <p>*Note: Apparently, fishermen of the locality of Omoa in Honduras have some knowledge about these FSAs sites in Cayman Crown.</p> <p>Activity 1.1.4. Compilation and analysis of site characterization data to guide management 100% of the environment and specificities of Cayman Crown concentrations is described in a report HRI will held responsibility with the support of Sea Belize and have the report by June 2020 (Start in February 2020). The report will include Analysis of reef characterization data using the AGGRA method, the analysis of aggregation characterization data to account for their importance, location, duration, species present and size, and size of clutches (if observed).</p> <p>Indicator: A 100% of the data is analyzed and described in a report.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: HRI</p> <p>Activity 1.1.5. Management and Zoning Recommendations Make the first management proposals, in partnership with local communities and eventual zoning of the Cayman Crown sector. Report by December 2020.</p> <p>Indicator: Report explaining the management plan and zoning recommendations</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: FUNDAECO and TIDE will develop this activity with support of HRI</p> <p>*Note: In Guatemala, the discovery of the Cayman Crown has been kept confidential in order to protect the area, only the Minister of Defense and the Minister of Foreign Affairs as well as the Congress are informed of this matter because of its legal declaration process. Cayman Crown it is an important navigation route, and should not go public for at least three to five months in order to protect it from fisheries and it is a sensitive political issue.</p>
<p>1.2 Cayman Crown Protected Areas Declaration in Belize and Guatemala is on track (or done)</p>	<p>Activity 1.2.1. Drafting of documents for legal declarations (technical document depending on the status of MPA) According to FUNDAECO, in Guatemala there are three options regarding the declaration of Cayman Crown as a protected area: 1. Propose a new protected area, 2. Propose a no take fishing area under the fisheries law and option 3. Propose an expansion of the existing protecting area of Manabique ("core protection area" = "zona núcleo marina" or no take zone), the third option was chosen for the proposal. The proposition will be to expand the existing protected area and just move the outer limits to include the Guatemalan portion of Cayman Crown. FUNDAECO already had some meetings with the ministry of foreign affairs, the ministry of defense and congressman. The process to declare a protected area in Guatemala normally takes 2 to 7 years, but probably after this year election, between June and September 2019, FUNDAECO will be able to have the draft of documents for legal declaration by September 2019 and present it to the Congress who has a lot of interest in</p>

Subcomponent	Activities
	<p>this.</p> <p>Since the area of Cayman Crown is shared between Guatemala and Belize it is necessary to consider permits and agreements between those two countries or at least create an agreement between organizations that will work at the border. FUNDAECO and TIDE will sign an agreement to work together under the framework of the Placencia Agreement that both countries have already signed.</p> <p>FUNDAECO is held responsible for this activity in Guatemala. It is to consider that due to political campaign period and other priorities of the Congress, recognition and approval of Cayman Crown could take months.</p> <p>Belize is ahead with these activities and has required for an expansion of the replenishment zone (no take zone) nearby Cayman Crown and already has the approval of fisheries committee and delivered the proposal to cabinet, but surveillance and patrols are needed to protect the site, therefore the money will be mostly used for meeting with legislators and the management plan in Belize.</p> <p>Responsible: FUNDAECO / HRI, TIDE and EDF</p> <p>Activity 1.2.2. Follow up on high-level policy discussions with policy makers to advance the declaration and management of the Cayman Crown site</p> <p>In Guatemala it is established that at least 8 meetings with high-level officials will be held in order to advance in the legal declaration of Cayman Crown as a protected area which could take place by December 2020.</p> <p>Proposals are needed for fundraising.</p> <p>Responsible: FUNDAECO / HRI, TIDE and EDF</p> <p>Activity 1.2.3. Protection is gazetted and management plans are developed (Regional meeting for regional policy coordination and harmonization of regional policies)</p> <p><i>A management plan is developed in Guatemala</i> <i>A management plan is developed and submitted to authority in Belize</i></p> <p><i>Developed by December 2020</i></p> <p>Form of execution: SMALL GRANTS PROJECT (SGP). In case of Belize, it is suggested that a <u>consultancy</u> is made for the draft management plan.</p> <p>Responsible: TIDE</p>
<p>1.3 Financing mechanisms are established for Cayman Crown</p>	<p>Activity 1.3.1 Provide Initial management funding for Cayman Crown Protected Area in Belize and Guatemala</p> <p>There is some funding from Oceans 5 (which is still on hold) but there's a need to develop a fundraising campaign and probably provide an endowment after one year to be managed by Mar Fund. The budget approved for this activity can go to each NGO immediately.</p> <p>Form of execution: Expression of interest (30K to TIDE and 30K to FUNDAECO) and then apply for the SGP for 2020. It is important to submit proposals (at least 2 grants proposals) for these activities and provide match for potential donors to fill the gap for next years. By December 2019.</p> <p>Responsible: TIDE and FUNDAECO will provide matching funds to ensure protection and Management.</p>

Subcomponent	Activities
	<p>Activity 1.3.2. Preliminary Business Plan for Cayman Crown MPA</p> <p>Indicators: 3 businesses plans are developed by December 2020 to determine the financial needs for good management of MPA's in the long term.</p> <p>Form of execution: Open invitation for bids, a consultant.</p> <p>Responsible: MAR FUND</p> <p>Activity 1.3.3. Establish and manage an endowment fund for the two protected areas of Cayman Crown</p> <p>This will be accomplished by December 2020 and MAR FUND will be in charge of activity reports, accounting documents, fundraising.</p> <p>Responsible: MAR FUND</p>

COMPONENT 2: Sentinel Site Observation Network

RESULT	ACTIVITIES
2.1 Observation network and protocols are validated	<p>Activity 2.1.1. Status report of FSA research in the MAR region with revision of historical data</p> <p>This is a bibliographical study based on historical data. Summit Foundation is interested in the spawning aggregation component and in a new proposal MAR Fund asked to add a little more fund (+\$2000) for this activity. The proposal from Summit was presented by MAR Fund and it will be accepted possibly by the end of the 2019.</p> <p>COBI, will lead this activity with support of all partners (Status report of FSA). COBI will also ask support from the Belize group of FSAs. Completed by December 2019</p> <p>Indicator: The bibliographical analysis of the current existing information on the status of SPAF's.</p> <p>Form of execution: Expression of Interest → terms of reference, can be a consultancy.</p> <p>Responsible: COBI Leads, México</p>
	<p>Activity 2.1.2. Validate a common monitoring strategy through a regional workshop: prioritization and validation of sites, protocol and partners, data sharing agreements</p> <p>This event involves everybody and has to be done this year (2019), there's a budget of \$21,000 but Summit will probably support this activity and it will raise it to \$40,000. The workshop will have as objectives: 1. Prioritization and validation of sites, 2. Protocol and partners, data sharing agreements, 3.Database management, 4. Develop a standardized monitoring and management strategy.</p> <p>The workshop will probably take place on the 24th and 25th of October 2019 in Quintana Roo, Mexico (dates and location were suggested during the present meeting). All participants saved the date, and will be able to participate. This meeting will be relevant because it will be the presentation of the project and executives of FFEM are willing to participate (Constance and some guests from the Ministry of France (MARFUND will need to prepare the invitation). Ian suggests that AGRRA people (maybe Patricia Kramer) could participate as well for helping during the meeting in the management of data sharing and analysis.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: COBI Leads, México</p>

RESULT	ACTIVITIES
2.2 People in charge of monitoring are trained	<p>Activity 2.2.1. Provide regional training on standard techniques and protocols for monitoring aggregations</p> <p>This is a big workshop to train people in the region. It could involve a 2-week training of 25 persons from NGO'S, universities, local authorities can also participate. SEA, Belize will take on logistics while COBI, Mexico will be on charge of training. The indicator will be that 80% of the participants become certified. In May 2020.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: SEA and the Belize Fisheries Department, with support from COBI (MEXICO).</p>
	<p>Activity 2.2.2. Training for coral reef monitoring</p> <p>This training is for 20 people, including local managers and will take place between April to June 2020.</p> <p>The indicator will be that 80% of the participants become certified.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: HRI</p>
2.3 Financing Data collected and analyzed provides information on the status of FSA and their responses to climate change	<p>Activity 2.3.1. Equipment of monitoring stations</p> <p>Currently seven sentinel sites are being monitored. FFEM is providing \$20K for these seven sites. There is need to relate this monitoring to climate change so it is required to have at least one abiotic parameter monitored (temperature). Moreover, activities will include fish tagging where there are already receivers (buy tags, pending the # of tags to buy), use of temperature HOBO loggers (at least 7), and installation of acoustic sensor at the sentinel sites (at least 2 for now). Fish tagging will be implemented in at least one of the FSA sites. Monitoring of pH and/or other parameters could be considered at all sentinel sites depending on prices (current meter -ECOSUR/light/sea water pressure/multiparametric probes, others). If the budget allow it will be best to buy more than one equipment per country/field stations. By June 2020.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: MARFUND acquire and distribute to organizations in charge of sentinel sites. COBI could help with quotes for MARFUND. The implementation of this activity will be from the organizations in charge of sentinel sites/field station.</p> <p>Activity 2.3.2: Support and maintain a coordinated surveillance program for FSA sentinel sites in the MAR</p> <p>The first year include characterization activities, and there are matching funds available from MAR Fund, so FFEM contribution goes to the second and third year. The budget includes Cayman Crown, sentinel sites and sites close to the sentinel sites. For year one, the partners already have expenses covered from previous grants from MAR FUND. For the small grants, participants should start writing down the proposals for this year request.</p> <p>At least 2 to 3 monitoring per site/annually are developed: May-June 2019 (snappers), December-January 2020 (groupers) and continue through the life of the project (considering that grouper spawn between December and March, while snappers spawn between May and July).</p> <p>Possible sites of FSAs for each country are showed:</p> <p>Honduras:</p> <p>Tela: (Punta Sal) ROV monitoring for lack of visibility and strong currents</p> <p>Cordelia, Texas: Visual dives (and Sandy bay if money allows it)</p> <p>Roatan Banks and Caldera del Diablo: Acoustic monitoring.</p>

RESULT	ACTIVITIES
	<p>Belize: Gladden Spit and Cayman Crown, if money allows it a place in Turneffe can be added (Light house of Key glory or other)</p> <p>Guatemala: Cayman Crown</p> <p>Mexico: Punta Allen y Punta Herrero, if money allows it another site could be Xcalak.</p> <p>Form of execution: Expression of Interest / SGP for other sites.</p> <p>Responsible: HRI AND FUNDAECO, TIDE, COBI, EDF and SEA (Year 1 is being implemented by partners)</p> <p>Activity 2.3.3: Upgrade the database and improve data entry The budget assigned to this activity is relatively low for upgrading the database. At the regional workshop that would take place in México in October, Belize could share their database and discuss the options for how to proceed. A suggestion will be to discuss with AGRRA before the meeting and ask for their availability to be on board with this project since they have a MAR Explorer and it is open source. Also, we should invite some people from AGRRA to the meeting. The decision on this matter will be during the meeting in October 2019. Ian will be in charge of contacting AGRRA and/or Schematic to see their availability and costs (we have a small budget of 10K to start with).</p> <p>Stuart suggest that we can share the data afterwards to SCRFA.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: Pending (AGRRA?), will be discussed at the meeting in October</p> <p>Activity 2.3.4: Analysis of data at the regional level With this activity a template will be developed on the first workshop so all partners standardize data collection and analysis scheme. The benefit of working with AGRRA relays on that they host, they analyze and they give products. This activity will be discussed at the regional meeting as well, to consider if AGRRA can do it and if there is enough budget to pay for their service.</p> <p>2.3.4.1. Sentinel site analysis Each sentinel site partners are responsible for their data. Completed by December 2021.</p> <p>Indicator: minimum 7 documents of FSA sites analysis</p> <p>Responsible: Sentinel site partners will produce their own document. Each document will be consolidated by HRI. HRI will work with COBI and SEA to compile, clean, capture and analyse existing/historical FSA monitoring data (baseline data from Gladden and COBI).</p> <p>2.3.4.2. Regional Data sharing workshop with all partners in the region This workshop is relevant since all pertinent data on FSA will be shared and the extension of the observation network will be promoted. The workshop will put in place agreements for the conservation and will share surveillance data of FSAs mutually validated by the partners (including protocols for database management and custody – likely GCOOS).</p> <p>Regional workshop developed. Completed by September 2021.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: COBI</p>

COMPONENT 3: Promoting the social acceptability of protecting spawning grounds

RESULT	ACTIVITIES
<p>3.1. The communication campaign makes it possible to establish links between the actors</p>	<p>Activity 3.1.1. Development and implementation of short videos (communication strategy)</p> <p>Activity 3.1.2. Development of a page on the website on spawning aggregation information in the MAR (tab linked to partner's website)</p> <p>Activity 3.1.3. Radio spots developed and aired at a local level (air time included)</p> <p>The proposal would be to develop a communication strategy for 3.1.1. through short videos for social media, tv, written media, radio spots and the FSA page for the website. The campaign will show how partners of the project in the four countries are working together to monitor, study and protect FSA. For the implementation of short video Ian has contacts and will ask for quotes, moreover spots can be shared possibly for free through the university radio or the national radio. A page on spawning aggregations will be developed on the website hosted within HRI or MAR FUND website. The website will include communication products, interactive maps, videos, animated graphics, reports on latest scientific discoveries with links to documents, fish songs, and natural history resources. Moreover, Melanie talked about a video produced by Ana Salceda. After the group watched it, it was decided that Melanie will write to her and say that we support the video and the value it has for the education and sensibilization of the communities, as well as the meaning that shows (conservation and protection of FSAs sites) however, we have a concern, since some of the sites in the video are peculiar and need to be kept secret so it is protected until we have patrolling and management on going.</p> <p>This activity has a small budget from FFEM (\$10,000) and it set to begin in year 2. A small grant proposal addressed to this objective could generate other \$30,000 from MAR FUND.</p> <p>Beginning date: March 2020.</p> <p>Form of execution: (tender) for the development of the communication strategy (needs to focus on education, importance) and a SGP for the implementation of the Communication Strategy</p>
	<p>3.1.4. Hold information meetings for local fishing communities through regular visits to buffer zone communities (Cayman Crown)</p> <p>This will require fund raising and reaching out to the communities close to Cayman Crown, in Guatemala and Belize. Moreover, it should incorporate communities from Omoa and Puerto Cortés in Honduras since Honduras fishermen are currently fishing at the Cayman Crown site, and it is important to let them know about the importance of FSAs. A lot of education at the local communities will be necessary.</p> <p>Indicator: 9 meetings per year with fishing communities by December 2020.</p> <p>Form of execution: Small Grants Program</p> <p>Responsible: TIDE and FUNDAECO / CORAL (OMOA Y PUERTO CORTES) and HRI. 3 MEETINGS PER COUNTRY (coordination between partners)</p>

RESULT	ACTIVITIES
	<p>3.1.5. Report cards, eco-audits & media outreach and communication to decision makers 2 report cards will be created that includes FSA information. One will be ready by September 4th 2019, while the other one possibly by September 2021. The eco-audit spawning aggregation indicator will be ready by the end of 2020.</p> <p>Form of execution: Expression of Interest</p> <p>Responsible: HRI</p>
<p>3.2 Community development activities compensate for lost income</p>	<p>3.2.1. Diagnostic of the current use of Cayman Crown It is necessary to find funding to support the field trip of the student/volunteer who will be working on the diagnostic of Cayman Crown and have a report ready by December 2019. Ana and Ian will be in charge of contacting him for the first step of the process.</p> <p>Form of execution: Terms of Reference?</p> <p>Responsible: MAR FUND / CARLOS PEREZ (VOLUNTEER)</p> <p>3.2.2. Design and execution of local initiatives to compensate and create alternatives At least one regional project. Community development project/activities:</p> <ul style="list-style-type: none"> • Design of local initiatives • Create alternatives <p>These remote fishing villages have limited sanitation infrastructure, precarious health services and limited alternatives to fishing: opt for the installation of clean water mechanisms and / or alternative economic activities, as has been defined for several communities in the region (tourism initiatives, fishing guides, cocoa plantations, among others).</p> <p>It is suggested to give 10K to Rotary and wait till they do their magic to fundraise money for the project. The money will be given to Rotary by December 2019; however, the regional project will be developed during the 3 years of the MAR Fish project.</p> <p>Form of execution: Single Source Contract</p> <p>Responsible: Belize, Guatemala and Honduras with the support of Rotary International District 4250 (which covers Belize, Guatemala and Honduras) with the support from NGO staff of FUNDAECO, HRI and TIDE</p>

Day 2, Friday the 12th of April, 2019

COMPONENT 4: Project Management

Subcomponent	Activities
4.1. Initial planning workshop	This is the actual workshop organized by MARFUND presented in this minute.
4.2. Program manager (Mar Fund Staff)	<p>The project manager will be the responsible for the implementation of the MAR FISH ACTION PLAN 2019-2021. This person will:</p> <ul style="list-style-type: none"> • Follow up of day to day activities and have a close communication with all MAR partners and with the activities they will be implementing. • Administrate the project: revise relevant documents, data and reports and receive the proposals for the execution of activities. • Participate in regional meetings and training of the MAR partners.

Subcomponent	Activities
	<p>Form of execution: Expression of Interest</p> <p>Responsible: MARFUND</p>
4.3. Scientific Advisor	<p>During the meeting it was explained that the scientific advisor will not be part of the project any longer considering there is a technical and scientific committee.</p> <p>Maria Jose Gonzalez asked to the participants of the meeting their availability to be part of the committee. It was also suggested that a part from the first representative a Vice will be chosen. For the Steering committee there will be Maria Jose Gonzalez and Claudio Gonzalez from MAR Fund, Melanie McField from HRI, a representative of Rotary and, as observers, representatives from FFEM and the ministry of France.</p> <p>Melanie from HRI will be de liaison between the steering and the technical and scientific committee.</p> <p>The technical and scientific committee will be then formed as follow: 2 HRI national representatives and their Vices; Stuart / Jacobo from COBI, Marco / Silja from FUNDAECO; Celia / Joe from TIDE, Nick from EDF, Jenny and Antonella from CORAL, Denise and Arreini from SEA.</p> <p>It will be established later on how the committee will operate</p>

After the discussion of the last component, Maria José Gonzalez presented the **SUMMIT Proposal**:

This proposal will be presented for funding and hopefully will be accepted by the end of 2019. This proposal will complement the MAR Fish project and promote protection of FSAs sites.

Summit Project activities:

- 2.1.1 Rapid status report of FSA research, monitoring and management in the MAR region, with revision of historical data, which will act as a baseline;
- 2.1.2 A common monitoring strategy to include prioritization and validation of sites, protocol and partners, and data sharing agreements;
- 2.3.2.2 Initial monitoring results of a network of at least six sentinel FSAs across the region;
- 3.1.6 Bilingual illustrated policy brief on FSAs, to be used in all stakeholder meetings and to be distributed to fisheries and protected areas authorities, demonstrating the importance of protecting FSAs; and
- 3.1.7 Agreement on the steps needed to deliver improved FSA protection in the four MAR countries (if possible, by FSA) and communication of these steps to the respective Fisheries and Protected Area Authorities

Long-term vision:

By 2022, a network of FSAs with tailored, enforced and harmonized protection plans, will ultimately support the recovery of the region's fisheries and dependent livelihoods. Monitoring of network will contribute to the understanding of the health of the MAR ecosystem, the potential for restoration of stocks, connectivity and potential impact of climate change on the spawning grounds.

Summit Proposal Deliverables

- A status report of FSAs in the MAR region, as a baseline against which the monitoring data being produced will be compared.
- A regional monitoring strategy with validated FSA sites and data sharing agreements that allow data to be collected and freely shared amongst key stakeholders.

- Monitoring of two FSA in the region, one in Belize and one in Honduras (under the umbrella MAR Fish Project at least six will be monitored). Monitoring data will be shared across the region.
- A bilingual illustrated policy brief on the importance on FSAs and their protection.
- Specific steps to achieve effective FSA protection in the four MAR countries have been developed and shared with authorities

CONVERSATION: Miscellaneous

- The MAR FISH partners agreed to use email and SLACK as a way to easily communicate between each other and share relevant information.

PENDING TOPICS

Activity	Responsible	Pending topic
1.1.1 Detailed mapping of the Cayman Crown area, based on existing and new field data	Ana Giró (HRI)	<ul style="list-style-type: none"> • Waiting for quotes for single beam/multi beam
1.1.2. Ecological characterization of coral reefs and megafauna	Ian Drysdale (HRI)	<ul style="list-style-type: none"> • Quotes from experienced divers for diving in Cayman Crown
	CORAL	<ul style="list-style-type: none"> • Will they organize an event in Omoa that could give insight on this matter?
	ELISA CORE PARTNERS	<ul style="list-style-type: none"> • Could the monitoring start in May-June in parallel with FSA on second year to reduce costs and resources?
1.1.3. Characterization of the fish spawning aggregations	CORAL	<ul style="list-style-type: none"> • Apparently, fishermen of the locality of Omoa in Honduras have some knowledge about these sites.
2.3.1 Equipment of monitoring stations	ELISA CORE PARTNERS	<ul style="list-style-type: none"> • Establish the location of monitoring station and where will be the material installed • Ask Stuart about the receivers and # of tags to buy for station or country
2.3.2: Support and maintain a coordinated surveillance program for FSA sentinel sites in the MAR	ELISA CORE PARTNERS	<ul style="list-style-type: none"> • Ask when the third monitoring will be implemented (possible dates)
2.3.3 Upgrade the database and improve data entry	IAN (HRI)	<ul style="list-style-type: none"> • Ask AGRRA if they will help with the upgrade of the database and with the analysis of data • (AGRRA) Pending answer • Date pending for this activity
3.1.3 Radio spots developed and aired at a local level	IAN (HRI)	<ul style="list-style-type: none"> • Ask Ian about quotes from his contacts
3.2.1 Diagnostic of the current use of Cayman Crown	Ana or IAN (HRI)	<ul style="list-style-type: none"> • Needs to contact Volunteer to follow up and decide the next step (Carlos Perez)
4.3 Executive Steering committee and Scientific and Technical committee	ELISA CORE PARTNERS	<ul style="list-style-type: none"> • Confirm participants in the Steering and Technical committee