



**Canary Current
Large Marine Ecosystem
Project**

Instructions

Format for the 2011 Annual National Report

The 2011 Annual National Report (including cofinance reporting)

The First Project Steering Committee Meeting of the CCLME project adopted the CCLME Monitoring and Evaluation (M&E) Plan stipulating the reports to be prepared and when they are to be submitted by countries to the RCU for on forwarding action with FAO and GEF.

According to the CCLME M&E Plan the Annual National Reports should be prepared by the National Interministerial Committees (NICs) according to a format provided by the RCU and submitted to the RCU each year. The reports should include (i) information on the past year's activities, (ii) plans for the coming year, (iii) discussion of technical activities, (iv) a financial report and (v) reports on communication/ dissemination, monitoring and IT. The Annual National Reports should also include a **co-financing report** with detailed information on the national co-financed contributions to the CCLME project.

Who should prepare the 2011 report?

The National Technical Coordinator of each country is responsible for preparing the 2011 Annual National Report in consultation with the National Project Focal Point and, if established, the CCLME National Inter-Ministry Committee.

What is cofinancing?

"GEF Co-financing comprises the total of cash and in-kind resources committed by governments, other multilateral or bilateral sources, the private sector, NGOs, the project beneficiaries and the concerned GEF agency, all of which are essential for meeting the GEF project objectives"

In the case of the CCLME project, all participating countries have committed USD 571,429 each in in-kind cofinancing to the project, i.e. around USD 114,285 per year and country.

Over the course of project implementation, tracking of the actual cofinancing contributions from countries (as well as partners) will be crucial to ensure that all of the actual contributions are being registered and reported to GEF.

From when can co-financing be counted?

Cofinancing contributions to the CCLME project can be counted from the date of approval of the CCLME project, i.e. **27 April 2010**. For information on the formula that the RCU has developed to simplify the estimation of some of the national contributions, you are requested to consult the Excel sheet on "National Cofinancing Formula"

What can be counted as co-financing?

Examples of national activities/costs that can be counted as cofinancing contributions to the CCLME project are:

- Value of staff time attributed to the CCLME project (including during participation in CCLME related events)
- Value of office space and equipment provided to support the national team (NPFP and NTC)
- Associated costs with the organization of CCLME related events in your country (costs that are not already funded by the CCLME project)
- Cost of any self-funded travel to attend CCLME events
- **IMPORTANT:** Funds spent on any activities at national/local level that are contributing to the CCLME objectives should also be counted as cofinancing, even if these activities are not formally part or partners of the CCLME project. Such activities could include the work of government (government programs in fisheries/marine env etc.), research institutions (cost of surveys, research projects etc.), NGOs, international programmes etc. with activities in the CCLME priority areas as identified in the preliminary TDA. In addition, priority areas as identified during the CCLME Inception Workshop should also be considered (activities addressing climate change impacts on coastal ecosystems/marine ecosystems/fisheries and IUU fishing)

Please note that "double-counting" of cofinancing is not allowed. National activities/costs funded by GEF or already associated as co-financing to another GEF project **cannot** be counted as CCLME cofinancing. As an example - cofinancing associated with PRAO (GEF funded components), ACCC or other GEF projects cannot be considered also for the CCLME project.

How should countries report their Annual National Reports (incl. cofinancing reporting)?

The CCLME RCU has prepared an Excel format to assist countries in preparing the Annual National Report including the cofinance reporting. Any questions regarding how to fill this format, or feedback regarding possible improvements are most welcome and should be communicated to the RCU as soon as possible.

2011 Annual National Report format

Reporting is divided into three sections. The cofinance report is integrated in section A and B.

A. National activities/support directly related to the CCLME project, April 2009 - December 2010

This would include **estimated values** of the NPFP/NTC staff time, office space provided to the NPFP/NTC, government staff time for the participation in and preparation for meetings organized by CCLME or relevant meetings organized by its cofinancing partners. The cost associated with hosting any CCLME event (USD1,000 per event hosted by your country) can also be included. A **formula has been prepared to standardize the estimation** of these cofinancing contributions. For more information on the formula, see the Excel sheet "National cofinancing formula".

This post would also include any other **actual costs** incurred by your country in direct relation to CCLME activities, such as costs associated with organizing National Inter-Ministry Committee Meetings, organizing any other required coordination meetings, any costs associated with CCLME demonstration project implementation etc.

Note regarding the "National cofinancing formula": At the moment the daily salary rate for NPFPs and NTCs has been estimated according to an average of FAO national consultancy rates for experts with Master degree + 5 years experience. For a more accurate value, the RCU is requesting CCLME NTCs to submit information on standard daily rate **for a government official of your country with a Master degree + 5 years experience**. After having received this information from all countries, the RCU will calculate an average and update these calculations accordingly.

B. Activities at national/local level contributing to the CCLME objectives, April 2009 - December 2010

Under this post it is important to list as much as possible of relevant government programs, research/university activities, international projects, NGO work etc. However, please note that any other GEF funding or associated cofinancing cannot be counted.

C. Description of planned national CCLME project activities, 1 January 2011 - 31 December 2011

Under this post, no financial information is required. Instead it is supposed to provide the RCU with information on the planned activities at national level during the coming year.

When should the 2011 Annual National Report be submitted?

The 2011 Annual National Reports are to be submitted to the CCLME RCU latest by **31 March 2011** by email to:

Regional Project Coordinator: birane.sambe@fao.org

with a copy to: cclme@fao.org

Your cooperation is greatly appreciated.

Please do not hesitate to contact the RCU with any questions or feedback you may have regarding the format or reporting requirements.

The CCLME Regional Coordinating Unit