**Annual Technical Workshop
on Project Management and Performance Review**

23-24 June 2021

**1. INTRODUCTION**

Consistent with Section 10.3 of the AFoCO Project Manual, the Secretariat will organize the 2021 “Annual Technical Workshop (ATW) for Project Management and Performance Review". In general, the ATW is being conducted as a venue for the discussion of project implementation progress, issues and concerns and sharing of each project's contemporary cases of good practices both in terms of project management and achievement of outputs. Interesting project development ideas (potential individual or regional projects) emanating from the and/or Implementing Agencies (IAs) and National Focal Points are also being integrated into the ATW discussion as in the case of the 2020 ATW. Although, focus will be made on the budget execution and requirements for projects scheduled for inception within the year in the context of the evolving COVID-19 situation, among other domestic and regional project concerns.

The completed and on-going projects are requested to present the project performance based on templates as attached in **Annex-2**.

The workshop proceedings will be produced and shared among the participants, including its summary and recommendations from the IAs.

**2. PARTICIPANTS**

National Focal Point, one (1) project manager and one (1) project staff from each IA, including representatives from nominated IAs for new projects, will be invited to the Workshop. The list of the projects is attached in **Annex-1**.

**3. AGENDA**

**3.1 Session 1 (Day 1, 23 June 2021)**

The Session will be facilitated by Project Implementation and Monitoring Team of the Secretariat at 15:00-17:30 (Seoul time) on 23 June 2021.

Agenda 1. Introduction and Adoption of Agenda (5 mins, by the Secretariat)

Agenda 2. Updates on the General Guidelines for COVID-19 Coping-up Measure for AFoCO Projects, Recommendations of the 3rd Donors’ Meeting and reflections from the surveys (25 mins, by the Secretariat)

Agenda 3. Update on the project performance by respective IA of 2 completed projects (20 mins, by the IAs)

*The IA of each completed project will deliver short presentations for 10 minutes.*

Agenda 4. Performance review (critical factors for success & lessons learned) of 10 on-going projects (50 mins in total for this agenda item, by the IAs)

*The IA of each on-going project will deliver short presentations for 5 minutes.*

Agenda 5. Issues and concerns and status of annual workplan development by 5 new project under inception arragements (25 mins, by the IAs)

*The IA of each new project under inception arrangments will deliver short presentations for 5 minutes.*

Agenda 6. Interactive discussion (30 mins)

**3.2 Session 2 (Day 2, 24 June 2021)**

The Session will be facilitated by Project Development and Evaluation Team of the Secretariat at 15:00-17:00 (Seoul time) on 24 June 2021.

Agenda 1. Opening and Introduction (5 mins)

Agenda 2. Timeline of AFoCO project development in 2021-2022 and enhanced approach to AFoCO project development from 2022-2023 onwards (15 mins)

Agenda 3. Update of regional projects development on NTFPs & healing/recreational forests and a proposal of AFoCO ⓔ Garden (15 mins, including Q and A)

Agenda 4. Project development for resource mobilizations (15 mins, including Q and A)

*#.1 Private Sector*

*#.2 Other on-going efforts for information (LPA, World Bank, etc.)*

Agenda 5. Medium and long-term AFoCO project portfolio and project management profile

(15 mins, including Q and A)

Agenda 6. Development of GCF Readiness and REDD+ project (50 mins, including Q and A)

*5.1 Indicative Timeline in the development of GCF Readiness project*

*5.2 Initial Analysis of NDC of AFoCO Member Countries vis-à-vis potential Climate Change Mitigation/Adaptation Cooperation and GCF Readiness project*

*5.3 Prospects for REDD+ Opportunities*

Agenda 7. Wrap-up and closing (5 mins) /END/