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PROJECT INCEPTION REPORT

Protecting Marine Ecosystems in MFF Countries Using the Green Fins Approach



April 2013



COBSEA
COORDINATING BODY ON
THE SEAS OF EAST ASIA



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1. Introduction

The two-year regional project “Protecting Marine Ecosystems in MFF Countries Using the Green Fins Approach” is funded by Mangroves for the Future (MFF), and is targeting two countries (Maldives, and Viet Nam). The project is implemented by the United Nations Environment Programme (UNEP) and the Coordinating Body of the Seas of East Asia (COBSEA) in collaboration with National Partner Institutions in the Maldives and Viet Nam.

This regional initiative aims to effect change within the diving industry and among local communities in the Maldives and Vietnam through the implementation of the Green Fins approach, a tool for supporting adoption and implementation of best practice. The project will enhance understanding of the diving industry and current relevant environmental policies in participating countries through assessment, review and consultation; establish and train National Teams comprising of relevant national bodies and groups to implement the Green Fins approach in the target countries; and carry out specific activities aimed at the protection and wise management of coral reefs by following the Green Fins code of conduct.

The project was developed in response to the expressed interest from MFF member countries, following a presentation on Green Fins given at the 7th MFF Regional Steering Committee Meeting. The concept note for the project was circulated by the MFF Secretariat among MFF RSC Members in June 2011 and again among RSC members and NCB's in August 2011 and a revised full proposal was presented to the 8th MFF RCS Meeting in the Maldives, October 2011. At that meeting Maldives and Viet Nam indicated their interest to participate directly in the initiative. With their inputs and with the revisions made to respond to appraisal comments the proposal was finalized and the project officially started in January 2013.

The financial contribution by MFF is USD 200,000, paired with a planned co-financing of approximately USD 50,000 as an in kind contribution from the project partners. The project started with a three-month inception phase, during which the project document was re-visited and the project implementation was planned in more details.

2. Inception Meeting Summary

The Project Inception Meeting was held from 12-14 March 2013 in Puerto Galera, Philippines. It provided a venue for lead project partners meet to review and agree on project implementation mechanisms, and marked the end of the inception phase.

The objectives of the Inception Meeting are:

- Review the project log frame including activities, outputs, results and indicators;
- Revise and agree on the project work plan and roles and responsibilities, including modalities for implementation, time-frame and deliverables;
- Discuss monitoring, learning and evaluation arrangements as well as communication of activities and results

Eight participants took part in the meeting (**Annex 1**), representing the implementation partners from the Reef World Foundation, National Partner Institutions in Maldives and Vietnam, UNEP and MFF Secretariat.

The workshop included presentations, discussions and group work including site visits. It provided participants a chance to see how the Green Fins approach works as well as raise and address relevant issues and identify concrete immediate and long-term steps. Through constructive discussion during the three-day workshop all expected outputs were achieved:

- Common understanding about the project objectives, activities and outputs;
- Revised work plan, and detailed plan for the first phase, including implementation arrangements and reporting schedule;
- Agreement on the project budget, including co-financing requirements and opportunities;

A number of decisions were made during the Inception Workshop which led to amendments and development of key project documents which have been attached to this report. This includes the Inception Workshop Agenda (**Annex 2**), the Programme Planning Matrix including the project indicators (**Annex 3**) and the Roles and Responsibilities Table with amendments agreed upon during the Inception Workshop (**Annex 4**).

Brief summary of the main decisions is provided below:

- Additional co-financing of 50,000 was identified from the NPIs. Therefore the total financing for this project has been revised as 300,000 USD (NPIs to monitor their own contributions and in-kind contributions from dive centres).
- It was decided that the terminology “Company membership form” (for the forms signed by the dive centres to join Green Fins) incorrectly represents Green Fins as a private sector organisation. It was agreed that these forms will be named “Membership Form” to avoid confusion.
- It was agreed that objectives 1, 2 and 3 outlines in the project proposal may be collapsed to 1 objective. There are now only 2 objectives for this project.
- It was agreed that there should be more specific project indicators, these have now been included as Annex 1 to this document.
- It was agreed that the focus sites for this project’s implementation will be Male Atoll in the Maldives and Nha Trang in Vietnam.
- It was agreed that the National Partner Institutions for the implementation of this project will be those represented at the Inception Workshop, namely the Environment Protection Agency in the Maldives and the National Institute of Oceanography in Viet Nam.
- It was agreed that there are many opportunities to use the Green Fins approach to strengthen national dive tourism approaches and regulations in the Maldives and Viet Nam.
- During discussions on cross-cutting issues it was agreed that the involvement of women in both the National Teams and stakeholder consultations should be promoted and monitored. It was agreed that the National Teams should comprise of 20% females.
- All participants agreed that a mid-term meeting (end of 2013 or early 2014) would be beneficial for the success of this project. MFF representative Ranjith Mahindapala agreed that it would be possible for MFF to fund such a meeting. It

was suggested that this mid-term meeting may serve as a Regional Workshop for the SE Asian Green Fins network.

The Inception Workshop Meeting Minutes are attached as Annex 11 and provides a detailed commentary of the main decisions arrived at the Inception Workshop.

3. Overview of the Project

3.1 Project Objectives

The Overall Objective of the project was reaffirmed as timely and relevant for the participating countries:

Strengthen the conservation, sustainability and wise management of coral reefs and associated coastal ecosystems by encouraging environmentally responsible diving tourism through implementation of the Green Fins approach.

It was agreed by all participants of the Inception Workshop that three of the four original objectives of this project may be collapsed to one. The two objectives are now agreed as:

Objective 1 - Environmentally responsible diving tourism based on Green Fins approach is introduced to representative dive operators in the Maldives and Viet Nam, and:-

Objective 2 - Green Fins approach is integrated into the national dive tourism approaches and regulations in the Maldives and Viet Nam.

The Program Planning Matrix (Annex 3) clearly outlines the verifiable indicators for each objective and was largely developed during the Inception Workshop with the input of all participants. The newly formed Key Activities per Objective (**Annex 5**) is intended to streamline project administrations, in place of organizing activities per Project Phase as was originally developed for this project's proposal.

Results per Objective

Objective 1

- a) Enhanced understanding of the diving industry and current relevant environmental policies in MFF countries where the Green Fins approach has not yet been introduced.
- b) Functional National Teams established and trained on the Green Fins approach in each target country.
- c) Specific activities implemented in Vietnam and the Maldives aimed at the protection and wise management of coral reefs through the promotion of the Green Fins approach with relevant partners and stakeholders.

Objective 2

- a) Method for integrating Green Fins approach into environmental laws and regulations governing tourism industries and natural resource management outlined.

Outputs per Objective

Objective 1

- a) Two national situation analysis reports on impacts of the diving industry on coral reefs and local communities including a review of relevant environmental policies/ laws in Maldives and Viet Nam;
- b) Catalogue of potential individuals or groups to form part of the Green Fins National Team in each country including an assessment of their gaps and needs for implementing and sustaining this project nationally;
- c) Network Maps for each National Team's management infrastructure outlining the most effective channels of communication and assessment of appropriate support mechanisms for activities;
- d) Site-level Action Plans (prioritised activities), based on consultation findings. This action will include a plan for expanding GF to other hotspot areas in the target countries;
- e) Reports on National Team capacity development workshops including main findings;
- f) New Green Fins website with interactive functions to promote Green Fins dive centres and activities to the public updated to promote activities of this project;
- g) Revision and production of training and educational materials for the Green Fins member packs and toolkits (soft copies of member packs) for each country;
- h) National level reports on implementation of activities according to the Demo-site Action Plans from each of the countries; and:-
- i) Report on lessons learnt from project implementation.

Objective 2

- a) Report on investigations into the integration of the GFs approach in existing processes and approaches to national marine environmental laws and regulations governing diving tourism industries in the participating countries.

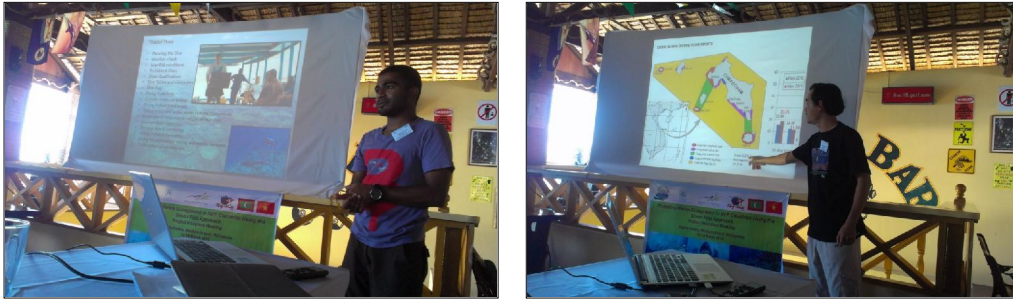
4. Description of Project Sites

Considerations for selecting project sites were put forward by The Reef-World Foundation through past experiences. The following discussion points were listed to facilitate site selection:-

- Consider logistics – accessibility and associated travel / accommodation costs for Reef-World and National Partner
- Tourist hotspots -
 - High competition drives cheap dive trips = less concern for the environment – issues regarding receptiveness of the diving industry
 - High tourist numbers = visible levels of destruction makes marketing GF approach easier
 - Larger audience = greater project awareness
 - Busy diving industry necessary for project implementation phase
- Developing destinations
 - Pristine environments = stakeholders have interest in protection
 - Low diver numbers = difficult and time consuming for project implementation

Maldives Project Sites

The identified site where the project will implemented is Male Atoll. Two other sites were identified to be investigated for future implementation in the scope of this project, the Baa Atoll and Ari Atoll. The project site map is attached as **Annex 6**.



Vietnam Project Sites

For Vietnam, the identified site where the project will implemented is Nha Trang. Three other sites were identified to be investigated for future implementation in the scope of this project, Phu Quoc, Cham Island MPA, and Con Dao National Park. The project site map is attached as **Annex 7**.

5. Stakeholders and Partners

A guidance document on the selection of national partners and national teams was presented and discussed (**Annex 8**). It was agreed that the National Partner Institution (NPI) will be the term used for the organisation / agency leading the Green Fins activities nationally. The Network Leader (NL) will be the key focal point within this organisation. The National Team (NT) will be the network of multi-disciplinary individuals trained to conduct activities in line with the Green Fins approach to be coordinated by the NPI.

Also it was agreed that 20% of the NT composition are women, and that women and other community groups are represented and involved project implementation and consultations. Specific gender-related indicator will be identified and added to ensure their participation.

During the meeting, participants initially identified and presented their stakeholders and partners (**Annex 9**) below:

Maldives Stakeholders

- Dive centre staff
- Divers Association
- Live aboard Association
- Maldives Association of Tourism Industry
- Local NGOs
- Environment Clubs in Schools
- Atoll Councils and Island Councils.

Maldives Partners

- Environmental Protection Agency (EPA) under the Ministry of Environment and Energy as National Partner Institution (NPI)
- Individuals selected by NPI from the Tourism Ministry and the Marine Research Council as National Teams (NT)

Vietnam Stakeholders

- Marine recreational tourism operators (diving, snorkeling, glass bottom boat trips)
- Business owners of related services (stable rafts for trial diving)

Vietnam Partners

- Institute of Oceanography (IO) under the Vietnam Academy of Science and Technology (VAST) as National Partner Institution (NPI)
- Individuals selected from provincial Department of Culture, Sport and Tourism or Marine Protected Area/National Park Management Boards as National Teams (NT).

These stakeholders and partners will be further identified and confirmed during the conduct of situation analysis and assessment review, and identification and cataloguing of relevant institutions and individuals in each country. Also a Green Fins Network Maps will be developed to identify key individuals for each National Team's management structure to facilitate implementation of national activities.

6. Implementation Arrangements

UNEP is the primary project proponent and a donor agreement between MFF and UNEP has been signed, under which UNEP has the overall responsibility for delivering the project outputs.

The project will be implemented through a Regional Partner, the Reef World Foundation, under the guidance of UNEP. The Regional Partner will coordinate activities at the regional level together with UNEP, and will serve as the technical advisor working closely with national partners.

The National Partner Institution (NPI) will be appointed and will lead the Green Fins activities at the national level. A Network Leader (NL) will be designated within the NPI and will be the key focal point of the project. They will lead the formation and coordinate the activities of the National Team to ensure direct participation of local government/administration, local NGOs and community organizations in target sites.

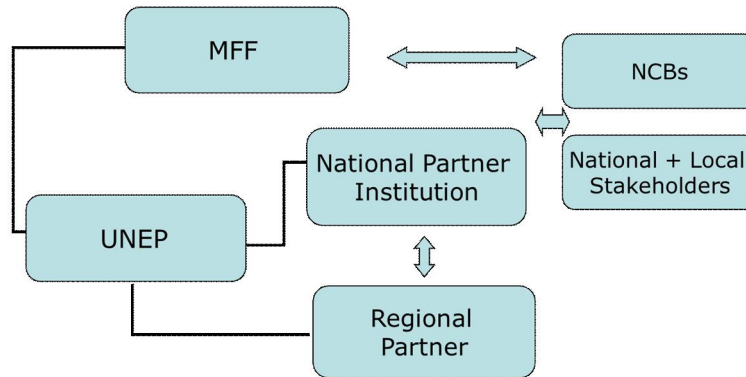
The National Team (NT) will be the network of multi-disciplinary individuals that will be created and trained to conduct activities in line with the Green Fins approach in coordination with the NPI. The National Teams will provide both a sounding board for implementation of the Site-level Actions Plans.

For Maldives, the Environmental Protection Agency (EPA) under the Ministry of Environment and Energy will be the NPI with Mr. Ahmed Shan as the Network Leader. The National Team will be composed of individuals from the Tourism Ministry and the Marine Research Council.

For Vietnam, it will be the Institute of Oceanography (IO) under the Vietnam Academy of Science and Technology (VAST) as the NPI with Ass. Prof. Dr. Vo Si Tuan as the Network Leader. The National Team will be composed of individuals from the Provincial Department of Culture, Sport and Tourism or Marine Protected Area/National Park Management Boards.

To facilitate the smooth implementation of project and its activities, the detailed roles and responsibilities of UNEP, Reef-World and the National Partner Institutions as amended have been outlined in Annex 3.

Figure 1: Project Implementing Mechanism



The project will use the existing project steering and monitoring mechanisms, working alongside and in liaison with the MFF National Coordinating Bodies and National Coordinators in Maldives and Vietnam, and with the MFF Secretariat and RSC regarding coordination, implementation, monitoring and reporting of project at the national and regional levels. All project reports and deliverables will be shared with the NCBs and their feedback and guidance will be provided to project partners.

To formalize the arrangements with regional and national partners, UNEP will enter into contract with partners through UNEP's Small Scale Funding Agreement (SSFA). The SSFA provides for the transfer of funds including the terms and conditions, the activities and payments to be carried out in relation to the implementation of the project. Three SSFAs will be prepared and signed by UNEP with Reef World Foundation, Maldives NPI and Vietnam NPI.

7. Summary of Studies Done and Expectations of Stakeholders

Baseline Data

The Reef-World Foundation developed a Green Environmental Assessment Rating System (GEARS) inspired by assessments designed to mitigate financial risks. GEARS can be applied to any environmental risk of a process. In partnership with the Phuket Marine Biological Centre - Department of Marine and Coastal Resources (PMBC-DMCR) and the Thailand diving industry, Reef-World refined GEARS as a way to measure implementation of the COC for the Green Fins approach and to enable long term monitoring of dive centre compliance through annual assessments. The assessment is based on the risks posed to the marine environment, the controls in place to reduce risk and the effectiveness of these controls during a normal diving tour.

There is currently no data for Green Fins assessments of dive centres in the Maldives or Vietnam. It was decided during the Inception Workshop that baseline and follow up data of dive centres will be collected and analysed during the scope of this project for monitoring. Puerto Galera represents the first destination in SE Asia with a

large enough sample size (26 Green Fins dive centre members) and repeat assessment data for analysis (between the years of 2011 and 2012). It was agreed that this data may be used to represent a baseline for the purpose of this report.

Analysis showed that there was a significant decrease in dive centre assessment scores in Puerto Galera between initial evaluation in 2011 and reassessments in 2012 (Wilcoxon; $W = -185.00$, $P = <0.01$). Mean weighted assessment scores decreased from 160 ± 8.6 SE in 2011 to 139 ± 6.8 SE in 2012 (Fig. 1 below). The significant reduction in mean dive centre assessment scores between 2011 and 2012 indicates that the majority of the Green Fins members in Puerto Galera implemented effective environmental policies following their contact with the Green Fins education and training system.

Analysis of individual assessment scores of the dive centres shows that out of the 26 dive centres involved in the Green Fins initiative, 17 (65 %) reduced their scores after the first year of becoming Green Fins members, whilst 9 (35 %) showed an increase (Fig 2 below). Four dive centres (15 %) reduced their environmental threat category from high (red) to intermediate (yellow) between 2011 and 2012. The assessment scores of all other centres (85 %) remained in the yellow category between the two periods whilst no centres reduced their level of threat to low (green). This suggests that the Green Fins approach may successfully mitigate threats posed by the diving industry to the local environment.

Between 2011 and 2012 the mean scores for eight out of the 15 COC decreased (Fig. 3; COC: 2, 3, 5, 6, 11, 13, 14, 15), out of these COC, four were reduced from red to yellow threat category (COC: 2, 11, 14, 15) (Fig. 3 below). The mean score of five (COC: 9, 8, 12, 7, 1) increased, whilst two (COC: 4, 10) remained the same (Fig. 3). Between 2011-2012, a higher proportion of higher risk COC points decreased than those COC points posing a lower risk to the environment. This suggested that the Green Fins approach successfully improves practices posing greatest risk to the environment.

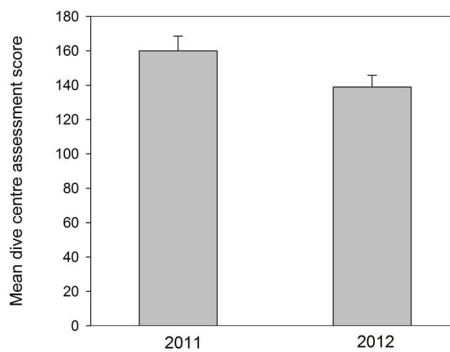


Fig. 1 Mean dive centre assessment scores (weighted) for Puerto Galera from initial evaluations (2011) and reassessments after one year of the Green Fins initiative implementation (2012), $n = 26$, error bars represent SE.

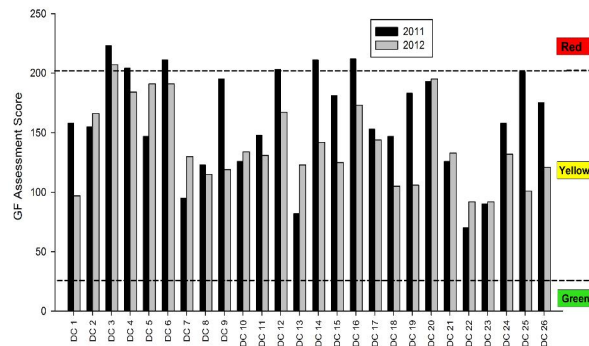


Fig. 2 Changes in dive centre (DC) assessment scores in the Puerto Galera region between initial assessments in 2011 and re-assessments in 2012, $n = 26$.

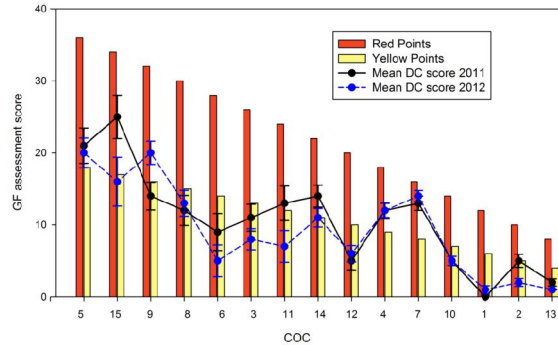


Fig. 3 Changes in mean COC scores for the Puerto Galera region between initial assessments in 2011 and re-assessments in 2012, n = 26, error bars represent SE. Bars represent the scoring criteria for assignment of intermediate (yellow) and high (red) threats (green = 0).

Stakeholder expectations

Given the success of these initiatives and preliminary research already undertaken, it is expected that the stakeholders will be receptive to the Green Fins approach. It has been identified that the diving industry poses a significant threat to local marine ecosystems namely through irresponsible waste management, damage to corals through direct diver contact and general lack of management of the tourism sector. It is expected implementation of the Green Fins approach will help to mitigate these threats.

8. Description of Methodologies

The Green Fins Approach

The Green Fins Approach involves five stages or processes for dive or snorkel centers to adhere to as follows:

MEMBERSHIP - The first stage of membership of Green Fins begins when they sign the GF Membership Form. Once this has been completed and handed back to a Green Fins representative, the process of training can begin.

TRAINING - A trained Green Fins Coordinator will typically come to the dive or snorkel centre and provide a 1 hour presentation on how to follow the Green Fins Code of Conduct and reduce their threats to the environment specific to the location that they are operating in. It is during this occasion when any Green Fins materials (or Member Packs) are usually dispersed to the dive center such posters, education booklets, t-shirts and an e-version or toolkit is transferred onto a computer for replication of the materials.

ASSESSMENT – Soon after the training of the Green Fins member, the assessment or evaluation process is carried out whereby a trained GF Assessor joins the member for a normal dive tour to evaluate the how well the dive centre is implementing the Green Fins Code of Conduct; what controls are in place to mitigate threats and how effective those controls are. These assessments are conducted by assessors who are trained and qualified by Reef-World who then provide ongoing support in the form of technical advice and skills development. Assessors are then capable of following a strict criteria for these implementation of these international standards. This criteria has associated weighted scores allowing specific monitoring of the member and the diving region to analysed. The assessment process is further described below.

FEEDBACK – At the end of the assessment process the assessor meets with the management of that dive centre. This is a consultative and collaborative feedback session whereby three realistic and achievable areas of improvement are suggested for the next annual assessment.

CERTIFICATE - Upon successful completion of the training, assessment and feedback, a certificate, provided by the Reef-World Foundation, is presented to the dive centre with a one year validity.

This process is repeated on an annual basis, funds and resources permitting.

Any Green Fins member is subjected to being suspended should it be deemed that they are no longer improving after their 3rd assessment (same assessment scores two years running) or are having a significant negative impact on the environment or breaking any major laws. This is will all be highlighted through the assessment system and this process is clearly explained to the dive centre in the membership form and reminded every year through the feedback session and also from e-mails. Membership status is returned to 'Active' once proven that the dive centre has changed policy or practices and can demonstrate that they are actively improving their environmental standards.

The Green Fins Dive Centre Assessments

The assessment process involves a trained Green Fins Assessor (an individual trained by the Reef-World Foundation) observing the dive staff and guests of a participating dive centre on a normal diving excursion and assessing how effective environmental practices are at mitigating risks to the environment against a set criteria. This criteria lists all the indicators of compliance (risk mitigation) for each COC item and was developed over a four year testing period across SE Asia. These assessments are performed in a transparent manner in cooperation with the dive centre management. This way the dive staff can be involved in the process, improving their understanding of the approach and encouraging a sense of responsibility and ownership to effect long term changes in behaviour.

In the assessment process each COC is assigned a colour category (red/yellow/green) depending on what indicators of compliance the assessor witnessed during the assessment, criteria for COC item no. 8 is given as an example in Table 2. Each COC has been assigned a standard risk factor (1-15, 1 = the highest risk) and the COC scoring system is weighted in this respect. The final weighted score for each individual dive centre is the sum of all the individual scores for each COC point (larger scores indicate greater levels of environmental threat) which is displayed as a final, overall colour grade. In a consultative approach, the Assessor feeds back the assessment scores to the dive centre manager or owner outlining

three clear and achievable targets from a catalogue of interventions with which to improve on before the following annual assessment. Assessment data is uploaded onto a secure area of a central Green Fins web based database to collate data from across the region for ongoing project monitoring. After the first assessment, Green Fins participants become active certified members.

To minimise issues related to consistency of scores and potential inter-assessor variability, Assessors undergo a rigorous one to two week training programme conducted by Reef-World staff. During this period the assessors are trained in the use of a comprehensive assessment manual which outlines simple assessment grading criteria. Assessors are then presented with an Assessor qualification card which is shown to dive centres prior to the assessment. The National Partner Institutions will identify potential Assessors in accordance with the National Partner Selection Guidance (Annex 7) to be trained as Assessors during the scope of this project.

Reef Health Monitoring

It is recognised that performance needs to be measured both in terms of environmental health indicators and in terms of indicators related to operations/practices. The Situation Analysis will include baseline data for environmental health indicators, if this information is accessible. Representatives from both the Maldives and Vietnam NPIs showed an interest in training the local community members involved in the diving industry to collect reef health data. This will be investigated during initial site visits and consultations and, if feasible, this activity will be included in the National Action Plans as determined by the NPI. However, sensitivity of reef health assessment methods is not sufficient to measure an impact of a changed behaviour in the diving industry with great confidence during the lifespan of the project.

In addition to this, the monitoring of diver contact with marine life during Green Fins Assessment dives has been tested in the Philippines. This data may serve as an environmental health indicator because for each contact the substrate type, damage / no damage and intentional / non-intentional is recorded. Depending on the resources of the National Teams, Reef-World may include this monitoring as part of the National Team Green Fins Assessor Workshops in Oct/Nov 2013.

Story Telling - Monitoring and Communicating

It was agreed during the Inception Workshop that while the Green Fins assessment system does capture changes in attitudes and behaviour, focus groups discussions are necessary to collate stories illustrating successes and shortfalls during the course of this project. These discussions can be conducted informally during the initial Green Fins training and assessments of dive centres, and again during the follow up dive centre assessments. Guidance for such focus group discussions will be included in the Green Fins Assessor training provided by Reef-World to the National Teams. Use of questionnaires will be explored during initial stakeholder consultations. Success stories will be communicated through the use of a pro forma document to log quotes and stories.

9. Description of Projects Risks and Mitigation Plan

During the Inception Meeting, the project assumptions, risks and the measures to address these risks including the project sustainability and replicability were presented, discussed and agreed upon by the participants. The amended Assumption, Risks and Mitigation Plan is attached as **Annex 10**.

10. Work Plan

The overall project work plan (**Annex 11**) was presented and discussed in the meeting. Based on this, a detailed work plan (**Annex 12**) for the first year of the project was developed and agreed by the participants.

In support to the work plan is the Key Activities per Objective (Annex 5) which details the main and sub-activities of this project as well as the deliverables and responsible persons, and the Roles and Responsibilities Table (Annex 4) which was discussed in detail and agreed upon during the meeting.

The detailed work plan will serve as a tool and will be the basis for monitoring the progress of the project and its activities. Project partners may adjust the work plan depending on their needs and situations, and will ensure that the activities will be implemented within the agreed timeframe and budget.

11. Budget and Financial Disbursement Arrangements

The overall project budget and allocation was presented and discussed in the meeting. The project's total budget is 250,000 USD, where 200,000 USD will be contributed by MFF and 50,000 USD by UNEP, Reef World and private sectors and other partners in participating countries.

It was identified during the meeting that the co-financing of the NPI's was not included in the project's budget. It is anticipated that the NPIs (NPI and other governmental institutions) will contribute in-kind with the facilities and staff time working on the project's implementation and in-cash being spent for impact mitigating activities by other stakeholders. It was agreed that additional co-financing will be contributed by NPI's amounting to 25,000 USD per participating country. The total budget now for this project is 300,000 USD from the original budget of 250,000 USD. The revised project budget and allocation including co-financing is presented in **Annex 13**.

Considering the budget limitations, it was agreed during the meeting that the NPIs will monitor their own co-financing and apply their own rates for contributions. To support the project costs, the NPIs will sought the support of the private sectors through co-financing/sponsorship of project activities, which they will also monitor as part of the private sector contribution.

The MFF Secretariat will share to NPIs their co-financing document as a reference in calculating co-financing contribution

Overall financial arrangements will be in accordance with UNEP standards and procedures. Implementation of activities subcontracted to project partners or consultants will be carried out in accordance with terms and conditions provided in the SSFA.

12. Monitoring, Learning and Evaluation

Monitoring and evaluation of activities, deliverables and impact will follow UNEP procedures and practices for projects. The work plan and Programme Planning Matrix will serve as a tool to monitor and evaluate the project activities and impacts. Lessons will be documented as part of project activity and output is a “Lessons Learnt Report”.

It was agreed that a mid-term review meeting will be organized in approximately six (6) months which could be funded by MFF, to be held in one of the participating countries.

It was agreed during the meetings that while the Green Fins assessment system does capture changes in attitudes and behaviour, focus groups discussions are necessary to collate stories illustrating successes and shortfalls during the course of this project. These discussions can be conducted informally during the initial Green Fins training and assessments of dive centres, and again during the follow up dive centre assessments. Guidance for such focus group discussions will be included in the Green Fins Assessor training provided by Reef-World to the National Teams. The use of questionnaires will be explored during initial stakeholder consultations. Success stories will be communicated through the use of a pro forma document to log quotes and stories.

Outputs and outcomes including lessons and findings will be shared and communicated to partners and stakeholders. The NPIs and NTs will play a critical role in communicating with local stakeholders, partners and communities. MMF, UNEP, COBSEA and Reef World channels will be utilized for reaching regional audience. The MFF web page already set a space for this project, where all relevant documents and updates will be regularly updated.

The project will design and develop a new Green Fins website with an interactive functions and gallery section necessary to promote Green Fins dive centres and activities to the public. It would include information pages on national Green Fins activities to stakeholders as well as having the ability for trained project staff to login and upload data, viewing data and download supportive documents.

13. Reporting

Detailed schedules including delivery and reporting plans will be included in the SSFAs that will be entered into between UNEP and partner organizations. These include (but are not limited to) the submission of:

- Progress and financial reports
- Deliverables according to agreed delivery date
- Final report
- Expenditure statement

UNEP will be responsible in consolidating the reports submitted by partner organizations, and reporting the project progress to MFF through regular six-monthly progress and financial reports based on the schedule provided in the Donor Agreement.

Quarterly bulletin on project progress and events will be prepared by UNEP and shared with all project implementing partners and other institutions electronically.

14. A Summary of the Decisions Arrived at the Inception Meeting

The highlight of the Inception Meeting is attached as Annex 14 and provides a detailed commentary of the main decisions arrived at the meeting. The summary of the main decisions were presented in Section 2 of this report.

15. List of Annexes

- Annex 1: Inception Meeting Participants
- Annex 2: Inception Meeting Agenda
- Annex 3: Program Planning Matrix
- Annex 4: Roles and Responsibilities
- Annex 5: Key Activities per Objective
- Annex 6: Maldives Target Site - Map
- Annex 7: Viet Nam Target Site – Map
- Annex 8: National Partner Selection Guide
- Annex 9: Stakeholders and Partners List
- Annex 10: Assumptions, Risks and Mitigations
- Annex 11: Overall Project Work Plan
- Annex 12: Detailed Work Plan – Year 1
- Annex 13: Project Budget and Co-financing
- Annex 14: Inception Meeting Highlights

Annex 1: Inception Meeting Participants

Mr Reynaldo F. Molina	UNEP- COBSEA
Dr Ranjith Mahindapala (Dr M)	MFF Secretariat
Mr Ngyuyen An Khang	Institute Oceanography (IO) – Viet Nam Academy of Science and Technology (VAST)
Mr Thai Minh Quang	Institute Oceanography (IO) – Viet Nam Academy of Science and Technology (VAST)
Mr Ahmed Shan	Maldives Environmental Protection Agency (EPA)
Mr James Harvey	Reef-World Foundation (RWF)
Ms Chloe Hunt	Reef-World Foundation (RWF)
Ms Samantha Craven	Reef-World Foundation (RWF)
Ms Grace Pelino	Puerto Galera Fisheries Coordinator (attended 12 th March only)

Annex 2: Inception Meeting Agenda

Day and Date	Activity	Leading agency
Monday 11th March		
Morning	Participants arrive to Manila International Airport	
Afternoon	Transfer from Manila to Puerto Galera (2 hour mini-van journey and 1 hour boat). Check in at LaLaguna Beach Club (LLBC)	
Evening	Dinner at LLBC	
Tuesday, 12th March		
09.00 – 11.00	Meet and Greet	UNEP
	Overview of the Green Fins approach	Reef-World
	Introducing The Green Fins Code of Conduct and Environmentally Friendly Guidelines	Reef-World
	Introducing local Green Fins network (local Government and diving community)	LGU / Green Fins Ambassadors
11.00 – 12.30	Visit Green Fins dive centres in Sabang	Reef-World
12.30 – 13.30	Lunch at LLBC	
13.30 – 16.00	Visit diving sites – considering threats of diving industry posed to local marine environment	Reef-World
18.00 – 21.00	Welcome Reception Dinner	
Wednesday 13th March		
09.00 – 09.30	Overview and formal announcement of the UNEP MFF Green Fins project; Review of agenda, goals and expectations of the workshop	UNEP
09.30 – 10.00	The Diving Tourism Industry – Definitions and issues addressed	Reef-World
10.00 – 10.30	The Maldives – Diving tourism industry characteristics: current policies and regulatory framework; trends, threats and opportunities; relevant national initiatives	Maldives National Partners
10.30 – 11.00	Coffee Break	
11.00 – 12.00	Viet Nam– Diving tourism industry characteristics: current policies and regulatory framework; threats and opportunities	Viet Nam National Partners
12.00 – 13.00	Lunch	
13.00 – 14.00	The Green Fins Approach on Project Implementation – its phases and detailed activities	Reef-World
14.00 – 15.00	Discuss/explore target areas for project implementation (considering e.g. dive centre density, tourism development trends, reef health status and trends etc.)	Group discussion lead by Reef-World
15.00 – 15.30	Coffee Break	
15.30 – 16.30	Discuss formation of Green Fins National	Group discussion

	Teams (individuals and institutions, technical capacities and mandates, potential gaps and needs)	lead by Reef-World
Thursday 14th March		
09.00 – 10.00	Project Implementation Arrangements: Discuss roles and responsibilities; Review long term work plan and budget including co-financing	UNEP
10.00 – 11.00	Project reporting and monitoring requirements	UNEP
11.00 – 11.30	Coffee Break	
11.30 – 12.30	Project cross-cutting issues – Climate change and gender equality	UNEP
12.30 – 13.30	Lunch	
13.30 – 15.00	Project sustainability: Discussion of risks and mitigation plan (refer to logframe) Identifying project indicators Maintaining activities beyond the life of the project, national policy uptake	UNEP
15.00 – 15.30	Coffee Break	
15.30 – 16.30	Presentation of Planning Session Outputs and Closing	UNEP
Friday 15th March		
Morning	Transfer to airport – boat pickup at LLBC	

Annex 3: Program Planning Matrix

Intervention Logic	Objectively Verifiable Indicators (OVIs)	Source of Verification (SoV)	Assumptions
Goal			
Coral reefs are sustainably managed	<ul style="list-style-type: none"> Improvement of the Individual Dive Centre assessment score by 7% over the baseline at the end of the project 	<ul style="list-style-type: none"> Analysis of Individual Dive Centre assessment data 	<ul style="list-style-type: none"> Ø Dive centres are receptive to the Green Fins approach
Objective			
Environmentally responsible diving tourism based on Green Fins approach is introduced to representative dive operators in the Maldives and Viet Nam.	<ul style="list-style-type: none"> Ten dive centres in each of the Project Sites adopted GF CoC; A trained cadre of assessors is available of which 20% are females Capacity of 50 community members involved in dive industry enhanced to recognise threats from marine recreational activities 	<ul style="list-style-type: none"> Membership forms for ten dive centres in each participating country Attendance records for training sessions Reporting on focus group discussions 	<ul style="list-style-type: none"> Ø Dive centres are receptive to the Green Fins approach Ø Access to skilled scuba divers to be trained as Green Fins Assessors Ø Individual Dive centres have 5 or more staff
Green Fins approach is integrated into the national dive tourism approaches and regulations in the Maldives and Viet Nam.	<ul style="list-style-type: none"> Integration of Green Fins approach into national dive tourism approaches working towards being accepted. 	<ul style="list-style-type: none"> Proposals for integrating Green Fins approach presented to relevant authorities 	<ul style="list-style-type: none"> Ø National institutional infrastructures suitably developed to enable integration of the Green Fins approach

Annex 4: Roles and Responsibilities

Outputs	Key Activities	Responsibilities and detailed activities		
Phase 1 Assessment Phase				
		UNEP	R-WF	National Partner Institution
(0) Inception workshop	(i) Plan inception workshop, and develop workshop activities	Organize inception workshop logistics and participants Review and provide comments on inception agenda and meeting documents	Prepare inception agenda and meeting documents	Review and provide comments on inception agenda and meeting documents
	(ii) Conduct inception workshop	Moderate inception workshop Provide suggestions regarding procedures for selecting hotspot areas, individuals for the National Teams, national consultations, compilation of reports	Participate in workshop Present the Green Fins approach – past successes and challenges Propose common criteria for forming Green Fins National Teams (individuals and institutions, technical capacities and mandates, potential gaps and needs) Propose common criteria for identifying hotspot areas for implementation (considering e.g. dive centre density, tourism development trends, reef health status and trends etc.)	Participate in workshop Provide input and information regarding national/local implementation and current relevant environmental policies and national programmes Identify and describe potential national target hotspot areas for implementation
	(iii) Produce inception workshop report	Review and provide comments on draft report Submit final inception report to MFF Secretariat	Draft report within two weeks of inception workshop Disseminate draft report to participants for comment	Review and provide comments on draft report
(a) Situation analysis and assessme	(i) 'Situation analysis' of the diving industry and the connection it has to impacts on coral reefs	Provide input and guidance as may be requested by RW-F and national partners	Lead and coordinate desk review Conduct country and site visits with national partner	Provide information on site-specific contexts and challenges Organize site visits and participate in these with R-WF

nt survey	and local communities			
	(ii) Assessment survey of current relevant environmental policies or standards	Provide input and guidance as may be requested by RW-F and national partners, ensure existing knowledge and inputs from UNEP and associated networks are shared	Lead and coordinate desk review Conduct country and site visits with national partner	Collate and synthesize current policies and environmental standards relevant to the diving and snorkelling industry and any regional and national initiatives to enforce / encourage environmentally responsible diving tourism activities Organize site visits and participate in these with R-WF
	(iii) Prepare two country reports and catalogue potential individuals to form Green Fins national teams	Review draft reports Approve final reports	Lead preparation of country reports on the diving industry and related regulatory framework, detailing the environmental impacts, lessons learned and recommended actions. Lead preparations for forming Green Fins national teams	Provide recommendations regarding forming Green Fins national teams, based on guidance by R-WF Review and comment on draft reports

Phase 2 Consultation and Capacity Development

(a) National level multi-stakeholder consultations	(i) Conduct stakeholder consultation	Provide input and guidance as may be requested by RW-F and national partners	Develop, with national partners, a common consultation methodology including introduction of the GF approach Ensure consensus understanding of project terminology, e.g. “ <i>diving industry</i> ”, “ <i>standards</i> ”, “ <i>assessments</i> ”, “ <i>stakeholders</i> ” etc. Provide technical advice as requested by national partners throughout the consultation Review national partners compilation of	Support RW-F in developing common method for consultation Conduct key focus group discussions and other consultations as per agreed methodology in diving hotspot areas Compile findings as per commonly agreed formats, with R-WF

			consultation findings	
	(ii) Prepare site-level Action Plans	Review and provide input on Action Plans	Provide recommendations for Action Plans to National Teams Provide input to and review Action Plans	Using consultation findings, prepare site-level Action Plans (prioritised activities) including hotspot areas for implementing the Green Fins approach within the scope of this MFF project in the target countries
(b) Establish GF national teams	(i) Outline country-level Network Maps	Provide input and guidance as may be requested by RW-F	Using findings of Phase 1 a) iii) and Phase 2 a) i) prepare Network Maps for each National Team's management infrastructure With National Partners, assess appropriate support mechanisms for National Teams and their activities	Review draft Network Maps
(c) New Green Fins website	(i) Design and develop a new Green Fins website with interactive functions to promote Green Fins dive centres and activities to the public		Lead activities, with input from National Partners, for the development of a new interactive website	Provide input for national profiles for new website with on-going project updates
(d) Capacity Development	(i) Revise current training materials	Review and comment on current training materials	Revise training materials as needed based on review / comments and to address gaps and needs as identified in Phase 1 a) iii)	Provide advice for review of training materials to ensure relevance to local and national needs
	(ii) Organise training workshop logistics	Provide input and guidance as may be requested by RW-F	Develop workshop schedule, including aims and activities Support identification of workshop facilitators with appropriate skills	Identify venue, and facilitators as needed Identify and contact participants as identified in b) i) Make arrangements for travel and accommodation if needed

			Disseminate workshop information to participants and trainers
(iii) Conduct training workshops for GFs national teams (Assessors)	Review workshop reports	Lead workshops Prepare workshop reports including main findings	Participate in workshops Provide input to and review of workshop reports

Phase 3 Implementation

(a) Implementation of activities according to action plans	(i) Revise current Green Fins members' Toolkits (member packs) and training	Provide comments on toolkit and training materials	Lead revision of toolkit and training according to local and national needs	Provide input to development of toolkit and training to ensure relevance to local and national needs Provide translation of core GFs educational materials (Code of Conduct, ICONs and garbage breakdown posters)
	(ii) Training and distribution of materials to stakeholders		Make final versions of materials available to GF National Team for production Support GF National Team with preliminary training of stakeholders in target hotspot areas	Production and dissemination of Toolkits (including member packs) to stakeholders as per a) i) above Conduct environmental training for stakeholders in target hotspot areas as per commonly agreed formats, with R-WF
	(iii) Environmental assessments of dive centres against GF COC		Provide support and guidance as may be requested by the GF National Team	Assessors conduct assessments of dive centres against GF COC in target hotspot areas as per trainings provided by R-WF (Phase 2, c) iii)) OUTPUT: assessment report
	(iv) Environmental activities (e.g beach clean up, educational		Provide support and guidance as may be requested by the GF National Team	Conduct environmental activities in association with local stakeholders

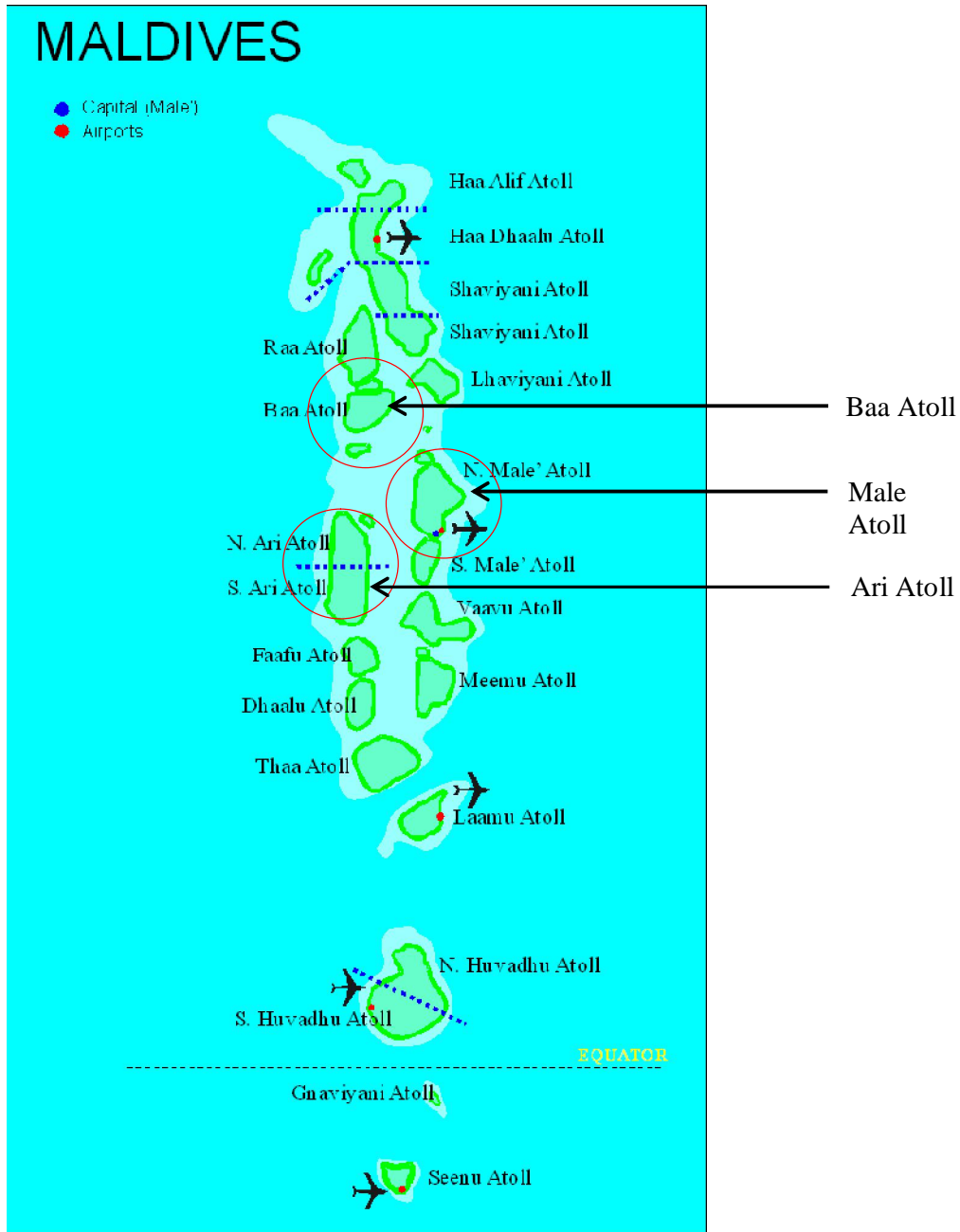
	campaign)			
	(v) Promotional activities (multi-media)	Support promotion of GF in Maldives and Vietnam	Lead promotional activities Enhance communication of project outcomes (e.g. develop main GF website)	Lead national promotion of GF activities through online promotion (social media) and other media and presenting at national workshops etc.
(b) Document and communicate project results	(vi) Analysis of lessons learned	Review and provide comments on analysis of lessons learned Promote GF success at workshops, congress, symposiums etc Submit analysis of lessons learned to MFF secretariat Disseminate analysis of lessons learned to project partners and internationally	Analysis of lessons learned from project findings and national partner reports	Provide report on implementation of activities according to Action Plan Review and provide comments on analysis of lessons learned
	(i) Provide recommendations for integrating relevant project findings in existing governance processes	Review and provide comments on recommendations Submit recommendations to MFF secretariat	Report on investigations into the integration of the GFs approach in existing processes and approaches to national marine environmental laws and regulations governing diving tourism industries in the participating countries	With support from RWF and UNEP, investigate and identify on opportunities to strengthen national regulatory frameworks with project findings / GF approach Disseminate reviewed recommendations to relevant national authorities and other relevant stakeholders (with UNEP)

Annex 5: Key Activities per Objective

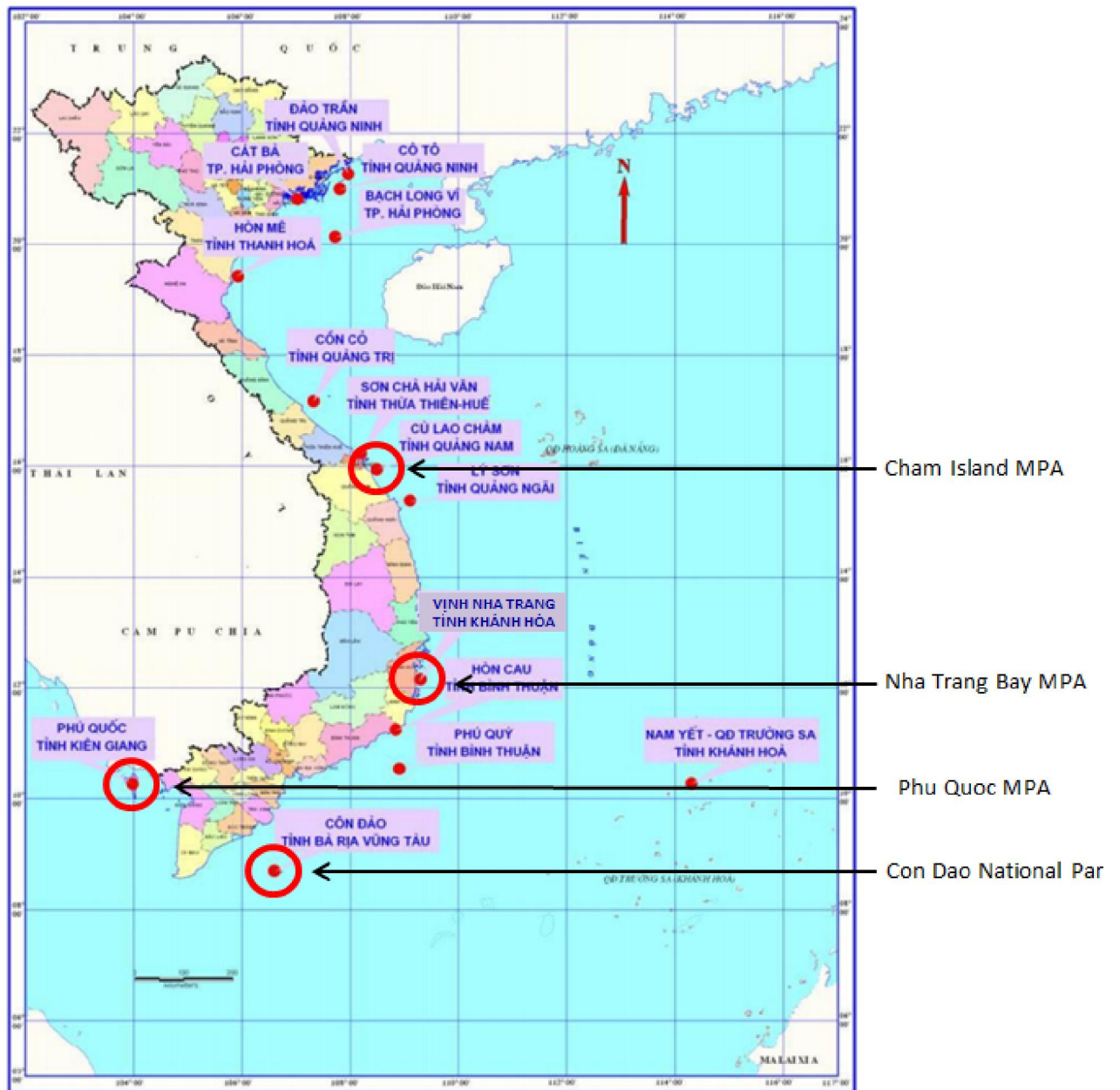
Key Activities	Sub-Activities	Deliverables/Responsibility
Objective # 1 - Environmentally responsible diving tourism-based on Green Fins approach is introduced to representative dive operators in the Maldives and Viet Nam.		
(a) National Partner Institution, National Team are identified and formalised, and an appropriate site in each country identified	(iv) Selection and formalising the appointment of NPI	Ø Signed SSFA between UNEP and NPI <i>Lead agency - UNEP</i>
	(v) Selection and formalisation of National Teams	Ø Catalogue potential individuals for National Team <i>Lead agency - NPI</i> Ø National Team Network Maps <i>Lead agency – Reef-World</i>
	(vi) Survey and identification of a site(s) in the Maldives and Viet Nam	Ø Hotspot areas for project implementation identified in Action Plans <i>Lead agency – NPI</i>
(b) Situation Analysis Reports including Assessment of relevant environmental policies/laws relating to the selected sites in each country prepared.	(i) Survey and prepare a report on impacts of the diving industry on coral reefs and local communities in Maldives and Viet Nam	Ø Situation Analysis Reports <i>Lead agency – Reef-World</i>
	(ii) Review of relevant environmental policies/ laws in Maldives and Viet Nam	Ø Situation Analysis Reports <i>Lead agency – Reef-World</i>
(c) Site Consultations	(i) Consultation meetings	Ø Consultation attendance records Ø Site-Level Action Plans based on consultation findings <i>Lead agency – NPI</i>
(d) Capacity development of National Teams	(i) Capacity needs assessment of NPI and National Teams and other stakeholders	Ø Catalogue of potential individuals to form part of the National Teams, including assessment of appropriate support mechanisms for National Teams and their activities <i>Lead agency – Reef-World</i>
	(ii) Capacity development workshops for National Teams including Assessor Training	Ø Reports on National Team capacity development workshops including main findings <i>Lead agency – Reef-World</i>

(e) Capacity development of stakeholders and awareness creation	(i) GF baseline assessment of dive centres for adherence to CoC and progress assessments	<ul style="list-style-type: none"> Ø GF Assessment data uploaded onto database Ø National level activity and assessment data reports <i>Lead agency – NPI</i> <ul style="list-style-type: none"> Ø Analysis of repeat GF assessment data <i>Lead agency – Reef-World</i>
	(ii) Development of awareness creation materials	<ul style="list-style-type: none"> Ø Dive Centre member packs produced and disseminated to dive centre members <i>Lead agency – NPI</i>
	(iii) Awareness creation training sessions with dive centres and other stakeholders	<ul style="list-style-type: none"> Ø Attendance records for training sessions Ø Story telling records for focus group discussions <i>Lead agency – NPI</i>
	(iv) Updating GF website	<ul style="list-style-type: none"> Ø Website update sheets completed and returned to Reef-World <i>Lead agency – NPI</i> <ul style="list-style-type: none"> Ø Website updated <i>Lead agency – Reef-World</i>
	(v) Collations and analysis of information from the countries	<ul style="list-style-type: none"> Ø National level activity and assessment data reports <i>Lead agency – NPI</i>
(f) Documenting lessons learnt from Objective # 1	(i) Preparation of lessons learnt report and dissemination	<ul style="list-style-type: none"> Ø Analysis of lessons learnt report <i>Lead agency – Reef-World</i>
	(ii) Preparation of lessons learnt report and dissemination	<ul style="list-style-type: none"> Ø Analysis of lessons learnt report <i>Lead agency – Reef-World</i>
Objective # 2 - Green Fins approach is integrated into the national dive tourism approaches and regulations in the Maldives and Viet Nam.		
(e) Key elements of GF Code of Conduct integrated into national dive-related regulations and other marine environmental governance processes	(i) Relevant GF Code of Conduct elements documented	<ul style="list-style-type: none"> Ø Report on investigations into the integration of the GFs approach <i>Lead agency – Reef-World</i>
	(ii) High level meetings in each country held and proposals made to the relevant authorities.	<ul style="list-style-type: none"> Ø Plan for integration Ø Documentation of relevant meetings <i>Lead agency – Reef-World</i>

Annex 6: Maldives Target Site - Map



Annex 7: Viet Nam Target Site – Map



Annex 8: National Partner Selection Guide

Green Fins National Partner Institutions – Selection Guidance

The MFF Green Fins Project focuses on encouraging and enabling environmentally sustainable dive tourism. The project is led by UNEP, with Reef World Foundation the lead regional technical partner. National Partner institutions in Maldives and Viet Nam are key to successful implementation and a lasting impact. In order to support the identification of one suitable lead National Partner institution in each target country, the following roles and functions have been identified:

Green Fins National Partner Institutions (NPI)

National Partner Institutions (NPI) could be either a government agency or a non-governmental organization (NGO), with direct relevance to coral reef and/or dive tourism management and development.

The NPI should preferably have:

- experience in the development, strengthening and implementation of environmental laws and policies in line with the GF approach, at national and/or local levels
- access to networks to promote project activities and lessons nationally and internationally
- ongoing relevant environmental initiatives which may be relevant to the GF project and that can be linked with and supported by the GF network of dive centres and local communities
- access to relevant policy/decision makers to whom project findings and successes can be disseminated
- good knowledge of national frameworks governing tourism and the marine and coastal environment
- an interest, or are mandated to manage initiatives to promote sustainable diving practices to protect marine and/or coastal ecosystems, particularly with an directive to protect corals
- the organisational capacity to produce GF educational materials and organise and coordinate GF activities on a national level in multiple locations

The GF NPI shall identify a National Focal Point and Deputy National Focal Point who will be responsible for overseeing the implementation of project activities based on the agreed workplan and budget, in close consultation with the regional partner Reef World Foundation and UNEP.

The NPI will also serve as the lead institution in developing and convening a multidisciplinary national GF team, in order to bring together the skills set necessary to implement GF nationally.

Green Fins National Teams

GF National Teams, to be formed during the first phase of the project, serves as a means to bring relevant skills into project activities, and to communicate project activities and outcomes to a broader audience. The National Teams will support coordination, organization and implementation of national activities, under the leadership of the National

Partner Institution/Focal Point. Team members are also trained to serve as Green Fins Assessors.

GF National Teams are composed of:

- 1) **Network Leader** - often a high level representative who does not necessarily become involved in the project at the ground level but helps promote project findings nationally and internationally. The person is usually in a position to provide information and make decisions on additional financial and other support that could be allocated to support GF activities.
- 2) **Assistant Network Leader** - a key individual who oversees project activities and administration, and provides a platform for communication between project participants/target groups (e.g. dive operators and local authorities). This individual will also organise and oversee relevant activities such as production of Green Fins materials, beach clean ups, mooring buoy projects, local education campaigns etc. The Assistant Network Leader will coordinate the activities of the team of GFs coordinators/assessors. E.g. the project National Focal Point or Deputy National Focal Point could serve as Assistant Network Leader.
- 3) **GF Coordinators / Assessors** – National Team members who conduct annual assessments and environmental training of Green Fins dive centres. This includes:
 - Being trained by Reef-World Foundation to serve as GF assessors
 - Giving training presentation to be given to all staff at participating dive centres (usually in-house at the dive centre) including the manager / owner, dive guides and instructors, boat crew, chefs and admin staff.
 - Conducting assessments, which involves joining dive centres for a diving tour, assessing the dive operator against set criteria and providing feedback to the dive manager / owner.
 - Preparing a report from each assessment, including feedback e-mail to owner / manager and uploading assessment data onto the secure section of the greenfins.net database.
 - Dissemination of GF Materials.
 - Liaising with Assistant Network Leader to provide feedback, suggest environmental campaigns and feedback to relevant stakeholders, especially the private sector.

The requirements for GFs Coordinators/Assessors include but are not limited to:

- Recognised diving qualification and a minimum of 50 dives experience and should be very confident and independent divers
- access to the Internet for communication and data (assessment) uploading
- confidence in speaking and writing in local languages as well as English
- familiarity with marine environmental threats, threats associated with the diving tourism industry and the nature of the diving industry
- enthusiasm about promoting environmental awareness through education, and negotiation and communication skills to change peoples' attitudes
- must pass Green Fins assessors training conducted by The Reef-World Foundation.

Annex 9: Stakeholders and Partners List

Maldives stakeholders and partners:

- Dive centre staff
- Divers Association
- Live aboard Association
- Maldives Association of Tourism Industry
- Local NGOs
- Environment Clubs in Schools
- Atoll Councils and Island Councils.
- Environmental Protection Agency (EPA) under the Ministry of Environment and Energy
- Individuals selected by NPI from the Tourism Ministry and the Marine Research Council

Vietnam stakeholders and partners:

- Marine recreational tourism operators (diving, snorkeling, glass bottom boat trips)
- Business owners of related services (stable rafts for trial diving)
- Names of operators and owners in Nha Trang:
 - Rainbow Diver Center – Nha Trang Branch
 - Vietnam Explorer Center
 - Nha Trang Sailing Club Diver Center
 - Turtle Dive Company
 - Amigos Diver Center
 - SCUBA Zone Center
 - Angle Dive Center and Guest House
 - Mark Scott's Diving Center
 - Oceans5 Dive Center
 - Coco Diver Center
 - Vietnam Dive Center - Vinadive
- Names of operators and owners in Phu Quoc::
 - Blue Coral Diving Centre
 - Flipper Diving Club
 - Rainbow Diver Centre – Phu Quoc Branch
 - Vietnam Dve Centre – Vinadive

- Coco Dive Center
- Vietnam Explorer Center
- SeaRAMA Diving Center
- Names of operators and owners in Hoi An (diving at Cham Island MPA)
 - Rainbow Diver Centre – Hoi An Branch
 - Cham Island Diving Centre
 - Blue Coral Diving Centre
- Names of operators and owners in Con Dao National Park:
 - Rainbow Diver Centre – Hoi An Branch
 - Dive! Dive! Dive!
 - Senses Diving Con Dao
- Institute of Oceanography (IO) under the Vietnam Academy of Science and Technology (VAST)
- Individuals selected from provincial Department of Culture, Sport and Tourism or Marine Protected Area/National Park Management Boards

Annex 10: Assumptions, Risks and Mitigations

Assumptions and Risks	Mitigation Plans
<u>Commitment of Stakeholders, especially at national / sub-national level</u>	<p>Green Fins as a concept was designed to target three primary stakeholder groups: the diving industry, local/district decision makers and government institutions. It is assumed that there is interest and participation in the project among these groups.</p> <p>The project will instill willingness and preparedness to apply findings and outputs among target groups. Project outputs and impacts will also support national level policy makers. Previous work with stakeholders in similar circumstances has show enthusiasm and a high level of participation in the activities promoted by the Green Fins approach.</p>
<u>Collaboration between stakeholder groups</u>	<p>Obstacles to collaboration in addressing natural resource governance may exist in countries due to conflicting interests as well as perceived inequalities in rights and obligations.</p> <p>These risks and challenges will be addressed in part through careful and critical analysis during project initiation, establishing shared aims and continued commitment to open and inclusive processes and joint implementation.</p>
<u>Collaboration between stakeholder groups</u>	<p>Obstacles to collaboration in addressing natural resource governance may exist in countries due to conflicting interests as well as perceived inequalities in rights and obligations.</p> <p>These risks and challenges will be addressed in part through careful and critical analysis during project initiation, establishing shared aims and continued commitment to open and inclusive processes and joint implementation.</p>
<u>Institutional Support, especially at national level</u>	<p>The project will work alongside with MFF National Coordinating Bodies, following MFF Regional Steering Committee direction.</p> <p>Reef-World will serve as the technical advisor at the national level, and coordinating activities at the regional level together with UNEP. UNEP will liaise with MFF Secretariat and RSC as necessary regarding coordination at the regional and national level.</p> <p>National Teams in each participating country will manage the implementation phase during the second year of the project. These teams will work under guidance from Reef-World and UNEP and in liaison with the MFF NCBs.</p>

<p><u>Accountability</u></p>	<p>UNEP as the lead proponent is ultimately accountable to MFF and the RSC for project activities. The project will be administered by UNEP and implemented in compliance with UNEP administrative and financial rules.</p> <p>Reef-World has been working under UNEP direction offering regional management for Green Fins for three years.</p> <p>Reef-World will work closely with partner institutions to ensure that implementation arrangements are appropriate and effective and that suitable, highly qualified and capable individuals are engaged in the project.</p>
<p><u>Sustainability and Replicability</u></p>	<p>This project will take an existing and proven approach and build on its successes over a larger scale. To ensure long term sustainability beyond project life:</p> <ul style="list-style-type: none"> • Project will form appropriate partnerships and utilise existing organisations and agencies to manage Green Fins nationally in the long term. • Train Dive Centres as well as tourists and local communities. Guidelines and presentations will be provided to dive centres as part of a tool kit to encourage future in-house training as well as to promote environmental education and further raise awareness beyond the initial scope of this project. • Use Green Fins to support development and implementation of existing national governance processes, environmental policies, regulations and laws governing tourism and diving industries through good practice, recommendations and advice. • Volunteer Placement – Reef-World has commissioned training courses that equip volunteers with the skills and knowledge to train and assess Green Fins dive centres. A small number of volunteers will be accepted within the scope of this 24 month project. • Dive centres are likely to maintain project activities given the direct benefits in terms of business opportunities and public image.
<p><u>Countries agrees to appoint a NPI</u></p>	<p>UNEP supported by MFF NCBs will facilitate the process of the country appointing the NPI.</p>

Annex 11: Overall Project Work Plan

Activities	Y1				Y2			
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
0. Inception Meeting with project partners	Blue							
1. Preliminary/orientation meetings in 2 MFF countries where Green Fins approach has not yet been introduced between the E.A (Reef-World), NCB's and MFF National Coordinators	Blue							
2. Situation analysis and assessment survey in 2 MFF countries where Green Fins has not yet been introduced and draft report		Blue						
3. Research potential 'new' Green Fins National Teams		Blue	Blue					
4. Presentation of the draft reports to UNEP, NCB's and MFF secretariat for feedback and finalisation of the draft reports				Orange				
5. National consultation and Planning (identification of hotspot areas and priority actions in MFF countries)			Orange	Orange				
6. Organisation/establishment and capacity development for the Green Fins National Teams in MFF countries				Orange	Orange	Orange		
7. Implementation of priority actions in hotspot areas					Green	Green	Green	
8. Assessments and Progress monitoring					Green	Green	Green	
9. Terminal report writing and project termination								Green
Phase 1	Blue							
Phase 2	Orange							
Phase 3	Green							

Annex 12: Detailed Work Plan – Year 1

	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	June 13	July 13	Aug 13	Sep 13	Oct 13	Nov 13
OBJECTIVE 1												
Preparatory work (including agreement with Implementing Partners)	→											
Formalisation of National Partner Institution												
<i>Draft agreements to the Countries</i>					■							
<i>Signed agreement MV</i>						■						
<i>Signed agreement VN</i>							■					
Identification & formalisation of National Teams												
<i>MV</i>					→		■					
<i>VN</i>						→		■				
Inception Meeting				■				■				
<i>Draft report to be circulated (by R-W)</i>				■								
<i>Comments by countries</i>					■							
<i>Submission of final report by R-W</i>					■							
<i>Submission of Inception Report to MFF</i>					■							
Situation Analysis Reports including Assessment of relevant environmental policies (MV & VN)												
<i>Preliminary desk based research</i>				→								
<i>Site visit to MV</i>							■					
<i>Site visit to VN</i>							■	■				
<i>Report</i>									■			
Site Consultations												
<i>Develop Consultation Methodology</i>							■					
<i>MV Consultation</i>							■	■	■			

	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	June 13	July 13	Aug 13	Sep 13	Oct 13	Nov 13
<i>VN Consultation</i>									→			
<i>Site Consultation Reports (including identification of Dive Centres)</i>										■		
Capacity development of Stakeholders and awareness creation												
<i>National Team workshop + practicum in MV</i>											■	
<i>National Team workshop + practicum in VN</i>												■
<i>Training of dive staff and others (on-going through Y2)</i>											→	→
<i>GF Assessments of Dive Centres (on-going through Y2)</i>											→	→
Website development												
<i>Preliminary research and development of content and design</i>			→	→	→							
<i>Website development (sub-contract)</i>					→	→	→	→				
<i>Testing and final revisions</i>									→			
<i>Launch</i>										■		
Production of GF Member Packs												
<i>Translations of Core Materials</i>								→	■			
<i>Material design development</i>									■			
<i>National production of Member Packs</i>										■		

Annex 13: Project Budget and Co-financing

Item	Co-financing	Funded by MFF	Total
Regional Inception Workshop	-	14,000	14,000
Regional Partner – Project execution in 2 countries	5,000	75,000	80,000
National Partners (NPI and other governmental institutions) for implementation of priority actions in 2 countries	50,000	52,000	102,000
Private Sector in-kind contributions	35,000	-	35,000
UNEP – Project Coordination and Travel	10,000	59,000	69,000
TOTAL	100,000	200,000	300,000

Note: This includes the additional co-financing contribution from National Partner Institutions of 25,000 USD each

Annex 14: Inception Meeting Highlights

Meeting attended by:

Mr Reynaldo F. Molina -	UNEP- COBSEA
Dr Ranjith Mahindapala (Dr M)	IUCN Sri Lanka, MFF Secretariat
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Mr Ngyuyen An Khang -	Institute Oceanography (IO) – Viet Nam Academy of Science and Technology (VAST)
Mr Thai Minh Quang -	Institute Oceanography (IO) – Viet Nam Academy of Science and Technology (VAST)
Mr Ahmed Shan -	Maldives Environmental Protection Agency (EPA)
Mr James Harvey -	Reef-World Foundation (RWF)
Ms Chloe Hunt -	Reef-World Foundation (RWF)
Ms Samantha Craven -	Reef-World Foundation (RWF)
Ms Grace Pelino -	Puerto Galera Fisheries Coordinator (attended 12 th March only)

Summary of decisions made:

- Additional co-financing opportunity identified through the time input from NPIs, project budget now increased to total of \$300,000.
- Green Fins (GF) Membership form changed from “Company Membership Form” to “Membership Form”.
- “Relevant Stakeholders” are now termed “Relevant Key Stakeholders”.
- Additional translation of materials (in Vietnamese, French and German) is required. NIO will facilitate the Vietnamese translations.
- National Partners (i.e. EPA and IO) to be termed National Partner Institutions (NPI). The new terminology is used throughout this report.
- NPIs are confirmed as EPA (Maldives) and IO (Viet Nam).
- Project Site Viet Nam: Nha Trang
- Project Site Maldives: Malé
- NPIs confirm they are able to recruit individuals (20% female) for the National Teams.
- National Teams will be trained as GF assessors.
- The NPIs, with the help of their National Teams will carry out two (2) batches of DC assessments, six months apart in the scope of this project. The first will follow on from RWF assessor training of National Teams.
- NPIs will produce and disseminate GF materials.
- Four (4) Project objectives are collapsed to two (2):-
 - 1 - Environmentally responsible diving tourism based on Green Fins approach is introduced to representative dive operators in the Maldives and Viet Nam, and:-
 - 2 - Green Fins approach is integrated into the national dive tourism approaches and regulations in the Maldives and Viet Nam.
- The term “Road Map” is dropped. “Lessons learnt” to be used in the future.

- RWF can provide trained international volunteers to support National Teams if requested.
- Deadline for final Inception Report – beginning of April.
- “National Action Plans” will now be termed “Site Action Plans”.
- Six monthly reports will be submitted from UNEP to MFF.
- Quarterly Bulletins will send updates on project progress.
- The site visit schedule is finalised for June 2013.
 - (i) Weeks 1 and 2: RWF visit Maldives
 - (ii) Weeks 3 and 4: RWF visit Viet Nam.

Below is a commentary of the discussions had during the 3 day event. Decisions made and actions needing following up are highlighted in **bold text**.

12 March 2013 – Day 1 Outline of the GF Approach

- Mr Shan outlines that EPA’s mandate in Maldives is Coastal Zone Management.
- Mr Khang’s responsibilities at IO cover the following topics: biodiversity, coral reef management.
- Mr Quang’s responsibilities at IO cover coral reef sponge and the status of coral reef.
- Discussion on local threats to coral reefs at diving sites:
 - (i) For Viet Nam, Mr Khang lists: waste from boats, direct diver damage (touch, bad buoyancy), souvenir collection.
 - (ii) For the Maldives, Mr Shan lists: ‘over-diving’ of certain sites (~50 pax/day), inexperienced divers damaging coral (branching coral being particularly vulnerable to this), mooring buoys are not encouraged, especially in MPAs because fishermen use them during night fishing. These include sport fishermen i.e. tourists. Thereby most dive boats drift on site before picking up divers, but leads to damage if increment weather forces the need for an anchor.
- Dr Mahindapala (Dr M) points out that ‘company’ in the ‘Company Membership Form’ leads people to believe Green Fins is a company. **Decision made to call it ‘Membership Form’.**
- Ms Hunt outlines that the method of project introduction to dive centres is flexible depending on country requirements (e.g. hosting a project launch vs. face to face approach with membership forms).
- Ms Hunt clarifies to Mr Shan that Green Fins has only worked with tourist-based diving (as opposed to commercial diving) in the past.
- **Discussion of GF materials – indicates need for French and German translations.**
- Ms Pelino: presents her work with GF. Appreciates outside intervention to raise awareness and participation in the local community.
 - (i) Discussion of mooring buoys – Mr Shan asks if pneumatic drill would be possible. Mr Harvey indicates that the method is expensive.
- Discussion of the fact that all IPR related to Green Fins belongs to UNEP.

- (i) Mr Harvey clarifies that all materials are free for anyone to download from the website.
- (ii) Ms Hunt: Materials can be adjusted for the needs of each country but there needs to be standardization of the brand in order for tourists to recognize the project between countries.
- (iii) Dr M: Raises the issues that not all the Icons are easily recognized e.g. mobile phone with no cross through – not immediately clear this is to report violations. IUCN encourages the use of environmental ICONS. Agreed that the Icons design could be strengthened.

13 March 2013 – Day 2 The National Contexts and the Green Fins Approach to Implementation

- Mr Molina: Formal launch of inception meeting. UNEP to be moderator. MFF will be asked to help with indicators.
- Discussion on Indicators:-
 - (i) Dr M: Goal is to find indicator for impact project has. Dive Centres (DCs) adopting Code of Conduct (CoC) not necessarily an indicator. Discussion about different ways to show coral management improvement as an indicator including using Reef-Watch to show this by end 2nd year of project implementation.
 - (ii) Ms Hunt: Suggestion to make indicators country-specific after identifying threats at the end of the assessment phase. Building a functional National Team is the most important aspect.
 - (iii) Dr M: We need a baseline of DCs. Measurement of outputs – CoC 4; CoC 8 is a proxy – doesn't require actual collection of garbage.
 - (iv) Mr Khang: Need to prioritize activity implementation – choosing from CoC – indicators monitored in 3rd phase.
- Discussion on wording of Objective 3. The term “Environmental Status” implies indicator of coral reef health, which cannot be measured in the scope of this project. Decision to revisit the issue after going through GF assessment process.
- Discussion on wording of Objective 4. “Prepare” is not a strong enough term – value is nullified. Need to indicate adoption of recommendations in National context.
 - (i) Mr Khang and Dr M – indicate COBSEA to accept them, but Maldives is not under COBSEA.
 - (ii) Mr Molina: MFF NCB should adopt recommendations but unsure if this is feasible.
 - (iii) National authority “formally receiving” recommendations is too weak.
 - (iv) Ms Hunt: unrealistic to expect this indicator by the end of the project.
 - (v) **“working towards being accepted” or “progress” is accepted and verbally agreed by Dr M.** The adjustments will be included in next day's agenda.
 - (vi) An ordinance can be an indicator of Obj. 4 (Mr Molina & Dr M)
- Definitions of terms in the diving industry

- (i) After discussion, all parties understand flexible terms for Dive Centres/ Dive Shops/ Dive Operators, and that retail shops associated with DCs are not included.
- **Suggestion by Dr M that “Relevant Stakeholders” should be “Relevant Key Stakeholders” is accepted.**
- Country Presentation: Mr Shan – Maldives
 - (i) 1,192 coral islands in a double chain of 26 atolls; 198 inhabited.
 - (ii) Population: 300,000. 25% live in Malé – overpopulated Capitol.
 - (iii) Small-scale agriculture for sustenance, no livestock, relies on fisheries.
 - (iv) Relevant Laws:
 - Constitution
 - Environmental Protection Act
 - Tourism Act No2/99
 - Dive operators require a licence from the Tourism Ministry. Max. depth of 30m for all diving. Maximum of one decompression dive is allowed.
 - In order to obtain a licence, there are standards to be met with regards to safety and dive boat requirements. All divers are required to undergo an orientation dive in a pool or shallow water before beginning their diving. This is mandatory, even for those guests who have frequented the dive centre before.
 - DC staff must have appropriate qualifications – e.g. qualifications to operate equipment (like compressors). Dive guides must have a minimum qualification of ‘Dive Master’ for open ocean guiding. Generally, DCs/ resorts don’t hire staff with less than 200-300 dives.
 - Boat use for diving: legally required to have a minimum of three (3) crew members on board.
 - Research in protected areas requires a permit.
 - Spearfishing with spear guns is not allowed. Guns will be confiscated. A sling spear is permitted. The demand from Russian tourists for spearfishing is growing and liveaboard trips are now beginning to promote these activities as part of their tours.
 - (v) Commercial Sea Cucumber collection is widespread (highly paid ~ USD 4000/mo). Permits and quotas control aquarium fish trade, but it is a small industry. Net collection is the only method permitted. The butterflyfish *Chaetodon mitratus* is of high demand. These are sometimes collected in protected areas and sightings are now rare.
 - (vi) The practice of using an anchor is minimal – most dive boats drift until they collect their divers. The anchor is used in inclement weather conditions, and this is where it causes damage.
 - (vii) Conflict between divers and bait fishermen – same target sites. However, there is a mutual understanding that each will not use the site if the other is there.
 - (viii) Dive trips have good practices, but as yet there is no method of regulation/monitoring.

(ix) Waste management should be handled by the resorts, which should have an incinerator. Solid waste management remains a major issue.

(x)MPAs

- There are 38 protected areas in the Maldives:-
 - § Two (2) Mangrove areas
 - § Three (3) Islands
 - § Thirty-four (34) Marine Protected Areas.
- Only one protected area has a management plan: Hanifaru MPA in Baa Atoll. Comprehensive management plans for other protected areas are planned.
- The Maldives Environmental Protection Agency (MEPA or EPA) is currently working on management plans for other protected areas. Priority is being given to those in the UNESCO World Biosphere Reserve in Baa Atoll. The EPA has a list of sensitive areas (e.g. turtle or bird nesting sites) to aid control of development.
- Hanifaru MPA is 2.5 hours by boat from Malé (only 30-40 by seaplane) and has restrictions on tourist volume.
- Maximum of 5 vessels and 30 divers at one time.
- Vessels are allowed one hour in the MPA from time of vessel entry (limits dive time). There are rangers in the MPA to regulate this.
- There are restrictions on how environmental fees from the MPA can be spent. None can go on 'hard' engineering.

(xi) Environmental threats:-

- Waste management: Waste is typically burnt openly. An industrial island off of Malé has been dubbed 'Island of Waste'. Even if people segregated their trash – there is still no way to get rid of it. Currently there is a draft regulation for waste management.
- Over exploitation of dive sites: too many divers over time, crowding of whale sharks, diver damage (observation, no data collected) especially to Banana Reef, which houses a lot of ornamental fish.
- Lack of management: MPAs are widespread and lacking in management plans. MPAs in the Maldives were first set up to stop fishing in dive sites to promote tourism, but there is no enforcement.

(xii) In 2007, it is estimated that one million divers/ year frequented the Maldives. Divers only account for 25% of resort capacity. Snorkelling is also a major industry.

(xiii) There are eight recompression chambers spread around the country.

(xiv) Associations related to the environment/ diving industry:-

- Divers Association
- Liveaboard Association
- Maldives Association Tourism Industry
- Local NGOs.
- Environment Clubs in every school in the country.

- (xv) Ministry of Environment and Energy > Environmental Protection Agency (EPA).
- (xvi) Each atoll has an Atoll Council and each island has an Island Council. It takes approx. 4.5 years to come up with regulations.
- Country Presentation: Mr Khang – Viet Nam
 - (i) By 2015, Viet Nam's MPA network will include 16 MPAs.
 - (ii) Diving occurs in three (3) MPAs and two national park.
 - Cham Island MPA contains coral reefs and sea grass beds. It has three (3) dive sites and four (4) snorkel sites. There are zonations within the MPA.
 - Nha Trang Bay MPA is the most established dive destination in the country. It was the first established MPA in the country over 10 years ago. Hon Mun is the famous dive site here. The dive season lasts all year round, with domestic tourism peaking during the summer months. Foreign tourists a most noted in the rainy season Sept-Dec. The MPA has four (4) dive sites and three (3) snorkel sites. The MPA is known for holding underwater weddings.
 - Nui Chua MPA tourism is solely based on glass bottom boat tours. There are eleven (11) boats with a capacity of 50 pax.
 - Con Dao National Park has a peak season of March – August. At present there are only three (3) companies based there. There are eight (8) sites (diving and snorkelling inclusive).
 - Phu Quoc MPA – some sites have high coral cover. These are represented in charts on Mr Khang's PowerPoint presentation.
 - (iii) Threats to the environment include:
 - Anchoring. There are mooring buoys in some sites.
 - Solid Waste Water
 - Diving Behaviour
 - Snorkelers stepping on coral
 - (iv) Management of the diving industry:
 - "Law of the Sea" – 2012. Chapter 5 covers 'Develop Sea Economics including sea tourism'.
 - The diving industry falls under the mandate of the Ministry of Culture, Sport and Tourism.
 - Dive centres need to obtain permits from i) Department of Planning and Investment; ii) Department of Culture, Sport and Tourism.
 - MPA regulations fall under Decree 57/2008/ND-CP, May 2nd 2008. This is most pertinent to the dive sites. MPAs have a management board. The Ministry of Agriculture manages MPAs.
 - (v) High interest is expected from both dive shops and diving staff.
 - (vi) Domestic tourism is very high ~65 million domestic customers/ year.
- Discussion during Reef-World presentation "Green Fins Approach and Implementation" – Ms Chloe Hunt

- (i) Dr M – Detailed activities of Phase 3 – the application of the term “project implementation” is incorrect here. It was clarified that it referred to the implementation of the activities to be outlined in the Site Action Plans by the NPIs.
- (ii) There are guidelines to help set up the National Teams and the scope of their work.
- (iii) Discussion between Mr Molina and Mr Harvey: The website reconstruction can be made sooner if funds are released. Viet Nam partners clarify that there will be a “Viet Nam” page on the main website in case each target countries agree to add their pages on the main website.
- (iv) MFF National contacts are termed National Coordinating Bodies (NCBs). In the Maldives and Viet Nam the NCBs have had communication to inform them of the project but no details.
- (v) Discussion about Phase 3:
 - Mr Shan expressed concern about the expenses and time entailed to travel between atolls. There is a resort forum system stakeholders have used in the past – managers meeting in a central location – but often this information does not get passed onto the staff. Data reports are minimal. It was agreed that this should be considered during the site selection process.
- (vi) Discussion of GF material production timeline – dependent on changes made e.g. translations, redesign of ICONS or other posters, but the Code of Conduct is comprehensive and the assessment criteria covers all – this cannot be changed.
- (vii) As Reef-World is currently the only organisation to offer Assessor Training, the issue of sustainability was raised. The solution of perhaps having “train the trainer” programmes in the future, but not within the scope of this MFF project, was discussed.
- (viii) Website: ideas to list regional scores (different locations within a country), and provide member listing.
- (ix) Dr M indicates need for more frequent assessments within this MFF project to highlight changes in practices and behaviour. At least three (3) assessments from at least ten (10) dive centres in each location would be ideal. Assessment data would be more valuable to show outputs than ‘coral reef health’ as implied by the original Objective 2. Dr M suggests this could be useful for a following MFF regional project.
 - Reef-World this is resource intensive, but could adjust timeline to accommodate this.
- (x) Dr M: ‘In Kind’ donations must be documented throughout the project by NPIs.

- Discuss/explore target areas for project implementation

Hot Spots – (Project sites) WHERE to implement project, consideration of factors including dive centre density, tourist volume, existing protection measures, weather.

- (i) Site Selection – Some criteria were outlined for consideration in discussions.
 - Ms Hunt suggests deciding on the final location after the site visit from RWF.

- Dr M asks if the project needs to be located in an MPA to be implemented by the EPA. Ms Hunt highlights that if the EPA is to be the National Team, the project should fit into their current goals. Mr Shan indicates that the EPA can work in an MPA rich area, as per the above discussion.
- (ii) Viet Nam potential sites:-
- Mr Khang suggests Nha Trang as priority site. Dive sites are located 40 minutes from Nha Trang City by boat. It houses nine (9) official dive centres, and three (3) unofficial.
 - Mr Khang stresses that we should not forget developing destinations and proposes the following follow up sites:
 - Cham Island
 - Con Dao
 - Pho Quoc
 - Mr Molina endorses Nha Trang as the priority site, Dr M. suggests that the government could like the project and continue expansion to follow up sites.
 - Mr Khang says that IO can implement and facilitate project activities and suggests representatives of the Marine Protected Area Management Board to be trained as assessors.
- (iii) Maldives potential sites :-
- Malé Atoll
 - Mr Shan informs that there a few dive centres running out of Malé, but many have shops to sell tours. Malé would be a suitable base as many dive locations are within easy access. Mr Shan has a personal connection to dive schools in Malé, and most of the associations listed from Maldives presentation are based in Malé.
 - Mr Shan outlines that the project in Malé would be difficult to manage because there are more fishermen than dive centres. Dive centres have acted as an informal alert network before, but there have been few resources from governing authorities to follow up on complaints. Discussion between RWF and Mr Shan: The GF Approach may help with the conflict between fishermen and dive centres, though we must consider than it may be a risky choice for a pilot site considering the conflict.
 - Liveboards are engineered on an island in North Malé, and most liveaboard companies are based there. Mr Shan expresses concerns for privacy on liveboards, especially having government staff on board. It is suggested that the RWF be utilised as a neutral party. Ms Hunt puts forth that the liveaboard industry should be a secondary target, to facilitate implementation after those stakeholders have seen the success of the project on the ground.
 - Ms Hunt agrees that with limited resources on the ground, Malé should be the primary target site. Implementation here would build the capacity to expand to Baa.
 - Baa Atoll
 - The UNESCO Biosphere Reserve at Baa Atoll would be a suitable pilot location. Dr M: There are only seven (7) dive centres in Baa. We need a minimum of ten (10) to prove impact of the project. Mr Shan

indicates that Baa Atoll is the easiest in which to implement because the Biosphere Reserve has heightened environmental awareness there and stakeholders there have worked closely with the EPA in the past.

- However there are many conservation efforts established there leading to complaints and jealousy from stakeholders elsewhere in the country.
- Ms Hunt suggests that a national meeting of stakeholders be conducted to outline the site-by-site implementation method of the project to counter-act 'jealousy' of other stakeholders.
- Accommodation costs can be as low at USD 30/ night, and resorts could be approached to partner/ sponsor some of the costs. Baa, Raa, Lhaviyani and Shaviyani are a collection of four atolls where coral reef monitoring (using Reef Check protocols).
- Mr Shan outlines that there are two telephone companies that could be approached to sponsor the project. In Baa atoll there is the Baa Atoll Forum – an NGO that encompasses all the resorts in the Biosphere Reserve.
- Ari Atoll - Mr Shan puts forth Ari Atoll (North and South) may also be targeted. The Atoll has approximately ten (10) dive centres.

Ø **Mr Shan agreed to obtain the numbers of dive centres in Ari Atoll to see if it is a possible pilot site.**

- The Tourism Ministry can be used to reach out to stakeholders all over the country. It can be used to gauge interest to define the next steps.

(iv) It is decided that Malé will be the pilot site with Baa and Ari Atolls listed at follow up sites beyond the scope of this project.

- National Partners – WHO can be the team of assessors. The formation of the Green Fins National Teams, discussion on whether EPA (Maldives) and Institute of Oceanography (IO, Viet Nam) are the most appropriate lead agencies. 'National Partner Selection Guidance' document used to aid discussion.
 - (i) "National Partners" – language suggests more than one institution, rather than encompassing both countries. Need to clarify the terminology (later decided to be termed National Partner Institution (NPI))
 - (ii) Clarification of terminology:
 - "Network Leader" – Individual from within National Partner Institution (NPI)
 - "National Team" – Entire network of Green Fins individuals
 - (iii) Maldives:
 - Mr Shan confirms that his respective institutions meets all RWF guidelines for National Team Creation.
 - Discussion of the involvement of the Tourism Ministry on the basis that they issued the laws on scuba diving.
 - Mr Shan outlines that they are the secondary focal point, that they do not implement the laws. EPA will be the lead agency. A representative from the Tourism Ministry was supposed to attend this meeting. Mr Shan committed to contact the Tourism Ministry to update them on project development and their role in the project.

(iv) Viet Nam:

- Mr Khang confirms that his respective institutions meets all RWF guidelines for National Team Creation.
- Institute of Oceanography accepted as probable NPI.
- Mr Khang states that the IO will coordinate activities and network and take responsibility for organizing assessors and data. IO will transfer the responsibility to another party after the mandate of the MFF project.
- Ms Hunt expresses concern for not establishing a long-term sustainable partnership from the beginning – quotes slow progress in Philippines project due to changes in NPI.
- Mr Molina understands these concerns but states that there is no choice but to partner with country nominated parties and use their help to define the next step.
- Mr Khang states that IO can hold annual meetings for the National Team, and would like to see the national team working officially, not on a volunteer status, so as to ensure sustainability. Furthermore, aim for regulation that DCs must go through GF training before granted permission to build. Integrate it into the system in the long-term.

(v) Discussion on possible institutions within which individuals can be identified for the development of the National Team:

- In Viet Nam these are:
 - MPA/National Park Management Board
 - Department of Culture, Sports and Tourism
 - IO (who have training to carry out Reef Check protocols in all MPAs)

Ø **Mr Khang will send a list of possible partners.**

- In the Maldives this is likely to be limited to staff within the EPA. There are 3-4 people that can be trained as assessors. They would all be government employees.
- Dr M: points out that for sustainability we should look at investing in individuals for the National Teams, not organisations / authorities.
- Ms Hunt points out that the National Teams will be developed over the course of implementation, and that all those put forth as assessors must be qualified and experienced divers. The formation of the team can be flexible for now.

(vi) **It is decided that a minimum of up to 5 individuals are needed per country for the National Teams.**

- Dr M: This number can be used as an indicator. There is a need to quantify the teams.
- Discussion about in kind donations from the governments (re: time input from National Team. Governments aren't listed as contributors. Discuss opportunity for co-financings in next day's agenda).

(vii) **It is confirmed that the NPI for Maldives is Environmental Protection Agency.**

(viii) **It is confirmed that the NPI for Viet Nam is Institute of Oceanography.**

14 March 2013 – Project details, reporting, roles and responsibilities

- Ms Hunt: There should be a timeline for the inception report. The following was agreed:
 - (i) RWF send draft inception report to partners by early following week (18-24 March)
 - (ii) Countries to consider additional inputs and comments
 - (iii) Feedback to be returned to RWF by 22 March
 - (iv) Final report completed by beginning of April.

Discussion of document “Project Outputs and Responsibilities”

- Phase 1: Assessment Phase:
 - (i) Conducted the inception meeting
 - (ii) Final inception report deadline – beginning April
 - (iii) Timeline/ Gant chart to be included in the inception report
 - (iv) Recommendations of NPI were decided as EPA for Maldives, and IO for Viet Nam.
 - (v) RWF will meet potential individuals for each National Team during their site visits.
 - (vi) Roles and responsibilities will be the basis of the SSFAs between UNEP and national partners.

Phase 2: Consultation and Capacity Development:

- (i) 2 major activities are consultation at site level with UNEP, and between NPIs and RWF.
- (ii) Action plans will identify activities for Phase 3 during Phase 2. These will be based on site level consultations. The activities outlined by RWF on implementation are recommendations, not instructions on implementation.
- (iii) NPIs can scope interest in the project before the site visits so RWF could train assessors during the visit.
- (iv) RWF will develop the network maps with input from NPIs.
- (v) RWF will require 50% of funds to start website development. The remaining 50% will be paid on completion. If development starts immediately, the website will be ready by approximately August 2013. UNEP solicits \$5000 from countries budgets for the website – agreed by all.
- (vi) GF training materials will be required to be translated into Vietnamese before RWF assessor training. Mr Khang agrees to organize the translation.
- (vii) IO to organize facilitators (e.g. translators) during training workshops if necessary. Mr Khang requests that details for assessor training workshops be sent in advance in order for it to be conducted in partnership with NPI. IO should decide the location of the assessor-training workshop, and RWF will work with them to identify resources during the site visit.
- (viii) The final progress report will be prepared by the NPIs at the end of Phase 2, and then reviewed by RWF and UNEP.

Phase 3: Implementation

- (i) Translated/updates materials should be produced in Phase 2, ready for dissemination in Phase 3.
 - (ii) Some stakeholder trainings will be done as part of the assessor training for the National Team.
 - (iii) Discussion regarding the capacity for three (3) assessments in Phase 3. It could interfere with to development of National Teams. Compromise with assessor training and **first DC assessment in January 2014, and national teams carry out second assessment six (6) months later**. It was agreed that within the scope of this project two (2) batches of assessments for analysis will be the target.
 - (iv) **NPIs are responsible for producing and disseminating member toolkits.**
 - (v) Two (2) – to four (4) environmental activities (e.g. beach clean ups) to be carried out. Activities are to be decided in the development of the National Action Plans. Mr Khang outlines that a minimum of three (3) sites are required for a National Action Plan. **(This was clarified later, when terminology was changed from ‘National Action Plan’ to ‘Site Action Plan’).**
 - Examples of activities are added to the document, but it is understood that activities are not limited to this list.
 - Environmental activities will not be prioritized if there are budget constraints.
 - Discussion on Reef Monitoring as a potential environmental activity. No activities specified but RWF is happy to share information. Reef Watch could be used as an ‘environmental activity’ if NPI want to budget for the cost of Reef Watch slate production. This decision is left to them.
 - IO requests for more information on Reef Watch. RWF will only commit to training DCs on Reef Watch if the NPI will produce the slates.
 - Mr Shan indicates interest for Reef Watch in the Maldives. The data would be useful for the EPA and marine research centre. Some stakeholders already participate in ‘Fish Watch’. RWF outlines that if Reef Watch achieves targets for the EPA, there might be resources available to achieve those targets.
 - (vi) The term ‘environmental assessments’ is clarified in the document language and that they will now be referred to as GF assessments.
 - (vii) ‘Promotional activities’ are clarified as media/ multimedia activities that promote the project, not just the Code of Conduct (CoC).
 - (viii) Report on implementation expected one month after site visit.
 - (ix) **The term “road map” was discussed. It was decided to be too ambiguous and terminology changed to “lessons learnt”.**
- As action plans are an output of Phase 2, Phase 3 roles and responsibilities will be discussed at a later date (later determined to be at the mid-term meeting).
 - Discussion on collapsing Project Objectives from four (4) to two (2).
 - (i) Dr M outlines that three Objectives are outputs from activities that promote awareness and achieve sustainable implementation. **These are collapsed leaving the finalized project Objectives as:**

1 - Environmentally responsible diving tourism based on Green Fins approach is introduced to representative dive operators in the Maldives and Viet Nam, and:-

2 - Green Fins approach is integrated into the national dive tourism approaches and regulations in the Maldives and Viet Nam.

- (ii) Changes will be added to the Project Planning Matrix which will be added as an Annex of the inception report.
- Outputs from Objective 1 will be:
 - (i) Raising awareness with stakeholders
 - (ii) Building the skills and capacity of stakeholders
 - (iii) Fostering linkages between countries across the GF network
- Outputs from Objective 2 will be:
 - (i) National recommendations are adopted by relevant authorities
 - (ii) Project Reports
 - (iii) Mr Molina adjusts the logframe matrix immediately.
- Reports of analysis of GF Assessment should be included as MFF outputs.
- It was agreed that a mid-term meeting should be held in approximately six (6) months and could be funded by MFF. The location of this meeting was discussed – holding it in one of the target countries may give favour to that project, but it could also show progress first hand. This meeting is to be included in the Overall Work Plan.
- Dr M indicated interest in Green Fins for diving industries in other MFF countries e.g. Seychelles.
- RWF outlines that the capacity of the project in Indonesia, another MFF country, could be developed. GF is only implemented in pilot scale due to an inappropriate NPI.
- **Phase 3 will be discussed at the mid-term meeting.**

Workplan Discussions

- Discussion on the formalisation of NPIs – administration time considerations
 - (i) Mr Khang encourages taking into account administration timelines in target countries. In Viet Nam, responses can take from two weeks to 1.5 months – which would be mid-June 2013.
 - (ii) UNEP agreements must be sent to Nairobi which will also delay progress – draft SSFAs expected to be available to the NPIs by the beginning May 2013.
 - (iii) Mr Molina asks if MFF would extend the timeline of the project with no additional cost. RWF cannot commit to a longer project.
 - (iv) It was suggested that site visits could be conducted before budget was finalized. However Viet Nam representatives have to write a letter to conduct the visits, which cannot be done without the budget papers. A visit in this situation would not be productive.
 - (v) Site visits to each country are scheduled for July 2013 (rainy season). This is pertinent to the Maldives, where National elections would deter progress from August – October.

- (vi) Dr M - To avoid issues related to delaying project implementation due to administration processes, it was suggested that budget for initial site visits could be shifted from the NPI's budget to RWF budget. Therefore RWF can shoulder the costs associated with the site visits and the NPI only need to volunteer a small amount of their time to assist. Therefore these site visits will not depend on the signing of the SSFA between UNEP and the NPI.
- **The priority locations for Maldives and Viet Nam are confirmed as Malé and Nha Trang respectively.**
- Discussion on initial site visits for the Situation Analysis
 - (i) NPIs can start collecting information on relevant laws and visit the dive industries.
 - (ii) In the Maldives, the NPI can partner with resorts to sponsor parts of the RWFs site visit – Mr Shan will approach them. In-kind donations should not be relied upon, and there should be adequate budget to cover the site visit.
 - (iii) The EPA cannot cover hotel costs, but can provide meeting facilities.
 - (iv) **The site visit schedule is finalised for June 2013.**
 - **Weeks 1 and 2: RWF visit Maldives**
 - **Weeks 3 and 4: RWF visit Viet Nam.**
 - (v) **The deadline for situation analysis report is set for the end of July 2013.**
 - (vi) Two weeks per site visit is determined by the need for RWF and the NPIs to familiarise themselves in the context of the diving industries.
 - (vii) RWF would like to keep the site visit simple, and perform National Team training on the second visit.
 - (viii) Dr M states that MFF NCBs can be a resource for the project.
- Discussion on Site Consultations
 - (x) RWF does not have to be there for the launch / initial site consultations of the project, but would prefer to be to provide assistance and support. If not, guidelines provided by RWF can support NPI/ National Team consultations with stakeholders.
 - (xi) The approach to the launch remains flexible, with two suggestions options: a) Holding an event to introduce the project to stakeholders (e.g. National launch) or b) Approaching DCs regarding project introduction directly.
 - (xii) RWF is typically present during first consultations (i.e. Maldives National launch) but will not be able to join before project is formalized.
 - (xiii) Note that 9 July – 7 August is Ramadan – should avoid project activities falling during this time.
 - (xiv) RWF hopes to join initial national key stakeholder consultations. NPIs can continue follow up consultations as necessary.
 - (xv) RWF recommends against holding consultations during the busy season.
- Identification and formation of the National Teams
 - (i) The National Team members should participate in consultations, not just the NPIs.

- (ii) National Teams can be identified unofficially, and then formalized when the project is formalized.
 - (iii) In Viet Nam – aim to establish National Teams by end August 2013.
- Capacity Development of National Teams
 - (i) Considering the upcoming National elections in September 2013, capacity development of Maldives National Team could be held mid-end October 2013 but this cannot be confirmed.
 - (ii) RWF assures NPIs that the assessor training will be extensive and build their capacity to carry out DC trainings.
- Discussion on 2 vs 3 assessments of DCs
 - (i) RWF could not conduct 10 assessments during initial site visits duration as well as carry out the other objectives for the site visits. National Team training cannot be carried out sooner without formalization of the project.
- **Decision to change terminology from ‘National Action Plan’ to ‘Site Action Plan’ agreed by all.** The action plans are to comprise of prioritized activities.

Discussion on project budget

- Private sector is likely to contribute.
- DCs do not have to commit to contribution (in-kind) beforehand.
- Logo of private donors can be used on materials.
- Discussion on budget limitations:-
 - (i) Mr Shan indicates concern over budget allocations. He identifies that the NPIs only have 26K to implement the activities of this project while UNEP will receive a far greater share. He indicates concern that the budget allocated for National implementation will not cover the activities outlined in the project documents.
 - (ii) Ms. Hunt said that RWF shared his concerns and raised these issues with UNEP during initial budget allocations.
 - (iii) Mr Molina indicated that he agreed with these concerns also. It was agreed that national co-financing / sponsorship must be sought to support project costs.
 - (iv) Dr. M suggested that due to financial concerns, the Site Action Plans must be determined based on the availability of funds.
 - (v) It is suggested the NPIs adopt the IUCN template of an objective based budget to identify exactly what budget is needed against activities instead of looking at total amounts.
 - (vi) Phase 3 will be the most resource draining for NPIs.
- Discussion on key principles of co-financing
 - (i) Co-financing shows the commitment of partners. **The NPIs will calculate the in-kind donations of their National Teams for their time carrying out two GF assessments.**
- Discussion on project monitoring and reporting
 - (i) Project monitoring and reporting should be incorporated in the work plan/ inception plan.

(ii) **Six monthly progress reports are required by UNEP-MFF.**

(iii) **Quarterly bulletin reports (1 page) will track progress.**

- Dr M stresses the importance of involving the MFF NCB teams in the project as much as possible. NCBs bring the benefits of influence and project promotion.
- Discussion for Maldives implementations: stakeholder enthusiasm would be high at a National Launch, but there is the expense. RWF encourages alternatives e.g. getting launch sponsored. The site visit will clarify details.

Addressing Cross-cutting Issues

- 20% of the National Team will be female. Further female involvement is ensured in implementations and consultations. The specific indicator for this will be an added 'Gender' column to the National Team and DC training registration forms.
- Any baseline coral reef data, including data collected locally can be incorporated in the report.
- Climate change related information and/or activities can be included in the DC training (e.g. Coral Bleaching Watch or dissemination of climate change related legislation and adaptations > UNEP will provide this information to RWF)

Discussion on Communications

- Possible pathways:
 - (i) Official Government channels
 - (ii) MFF NCBs and partners
- The National Teams will play a critical role in communicating with local communities.
- Discussion on website: Each country will have its own page on the Green Fins website, which is administrated by RWF, but additionally can run its own website if they choose. Each country page will have the option of a social plug-in which can connect to social media.
 - (i) Mr Shan recommends a standardised format for facilitating updates. Ms Hunt suggests sending photos and short updates every few months.
- Dr M outlines that the communications strategy should be linked to project objectives. Success stories should be shared, and it will show/demonstrate community involvement. The National Teams should monitor this. These stories should also go in the quarterly bulletins. Different stories need to be developed for different target groups.
- Mr Harvey suggests a service like 'Dropbox' to facilitate working documents such as a series of questions to help quantify success.
- All communications should have the logos of all project partners. There is no particular order required.

Discussion on risks, mitigation and indicators

- **'National' action plan is changed to 'site' action plan.**
- Administrative time is added as a risk.

- Trained and skilled International volunteers could be recruited by RWF to assist and support National Teams if requested. These individuals would go through intensive training, and undergo GF assessor training as well.
 - (i) **Mr Shan will check the permits and visa requirements for volunteer work.**
 - (ii) **Mr Khang will approach VAST for information once the project has been formalized.**
 - (iii) Dr M indicated IUCN can help to sponsor volunteer visas.

SUMMARY Discussion of Inception Meeting

- **Collapsed and combined objectives from four (4) to two (2).**
- **Objective 1 now covers outreach and awareness**
- **MLE = Monitoring, Learning and Evaluations** – to be conducted six (6) monthly.
 - (i) Monitoring: Whether your outputs are of standard and timely.
 - (ii) Learned: Lessons learnt
 - (iii) Evaluation: Overall efficiency of implementation.
- Discussion of Indicators at Objective Level
 - (i) RWF cannot ensure that DC members will follow CoC. It is decided that a target of ten dive centres will be targeted at each site. Not a percentage of the industry.
 - (ii) Participants must bear in mind that the CoC doesn't tangibly show sustainable management of coral reefs.
 - (iii) Ms Hunt outlines that the DC training is more like a lecture to inspire participants to build their own capacity. This needs to be verified. The solution suggested is to survey DC training participants.
 - (iv) Ms Hunt is happy to continue with the indicator document.

Final Comments from Partners

- Maldives
 - (i) Mr Shan thinks the project is good, and hopes that it will go as planned to be a successful project to protect the environment.
 - (ii) **Mr Shan will be the focal person within the NPI**, but will liaise with individuals from the Tourism Ministry and Marine Research Centre. Assessment teams will definitely include staff from the research centre and the EPA, but Mr Shan is not sure about participation from the Tourism Ministry.
- Vietnam
 - (i) Mr Khang expresses his thanks to the partners, and found the full details of the project very helpful, as it will help the NPI later on. Assoc. Prof. Dr. Vo Si Tuan is the National Focal Point. "The path is clearer now". He thinks the partners work well as a team. He says that IO will try it's best to carry the project.
- MFF
 - (i) Dr M is very pleased with the workshop. MFF insists on inception workshops so everyone understands the project, leading to smoother implementation, and he thinks the partners achieved this quite well. He personally learnt a great deal.

- Reef-World -
 - (i) Ms Hunt thanks partners for coming all the way to Puerto Galera, and thinks it was very important for them to see the project in action. She deems the workshop a success and thanks UNEP and MFF for the opportunity. She appreciates everyone's active participation and looks forward to working together.
- UNEP -
 - (i) Mr Molina thanks all for the opportunity, and looks forward to successful implementation. He will be in regular communication, especially with NPIs.