

Annex II

Combined annual reporting and forward planning format

Annual Report for Year 2014 and Plan for Year 2015 (4 pages maximum)

1. Title of your Regional Initiative:

Caribbean Wetlands Regional Initiative (CariWet)

2. Work and activities undertaken during 2014

Provide a simple summary on your work undertaken by listing your activities, the results achieved and your indicators of success according to the format below:

Objectives	Activities	Results/outputs	Indicators
<p>1. Consolidation of the Caribbean Regional Initiative</p> <p>4th Meeting of the CPs of the initiative to review progress and develop additional guidance and strengthen the management mechanisms.</p>	<p>4th Meeting of the CPs of the initiative</p>	<p>Workshop and report</p> <p>Revised work plan for the year and discussion of the regional project.</p> <p>Additional guidelines about the operational criteria such as Terms of References, rules of procedures etc for the coordination body.</p>	<p>Workshop held in Colombia in October 2014 to consolidate the operational criteria for RI and the financial mechanisms.</p>
<p>2. Objective one: Inventory and assessment</p>	<p>Collation of information for the Regional Inventory for the Caribbean with existing information by country provided at the third meeting of the CP's.</p>	<p>Progress in the collection of information.</p>	<p>Preliminary document to be completed.</p>
<p>3. Objective two: Management planning and monitoring of Ramsar sites</p>	<p>3.1 Enable the development/review management plans.</p>	<p>Actions taken by the CPs to update their management plans.</p>	<p>Some updates in progress.</p>
	<p>3.1 Case studies about the benefits of Ramsar site designation.</p>	<p>In-progress preparation of the case studies.</p>	<p>Presentation of two case studies.</p>
	<p>3.2 Technical Advise in Ramsar Sites for elaborating management plans.</p>	<p>Preparation of training course.</p>	<p>Progress with the Spaw Protocol to hold a join training course.</p>
<p>4. Objective three: Communication, education, and public awareness</p>	<p>4.1 Raise awareness and visibility about Cariwet</p>	<p>Communication products in some CPs and video for the Panamerican meeting.</p>	<p>Video presented at the Panamerican meeting.</p>

If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

Cariwet has been made some important improvements, mainly in the consolidation of the governance body, preparation of the action plan and financial strategy as well as consolidation of the operational criteria for regional initiatives. An asset of the initiative has been the support for the accession of Non Contracting Parties in the Caribbean as some of them like Guyana and Saint Vincent and the Grenadines had the opportunity to participate actively on the annual meetings of the initiative with great progress towards the accession.

3. Activities undertaken to improve the operational criteria 2013-2015

Mention any follow up activities undertaken to improve the following operational criteria:

- 1) Support from the Contracting Parties involved. Formal support letters between two COPs (Criteria 3).
- 2) Regional initiatives must have their own identity to avoid confusion / website (Criteria 7)
- 3) Interested parties are responsible for coordinating the regional Initiatives (Administrative mechanisms for the management of the funds, open account) (Criteria 8)
- 4) Mechanisms that ensure minimum coordination between the Contracting Parties.
- 5) Operational proceedings/ terms of reference (Criteria 16)
- 6) Involvement of other interested actors (ministries, intergovernmental organisms, associated international organizations, NGOs, academia, local communities, actors in the economic sector) (Criteria 20)
- 7) Development of collaboration networks for the involvement of actors at all levels. (Criteria 21)
- 8) Increase the visibility of the Convention. Specific activities in the areas of communication, education and participation. (Criteria 25)
- 9) Political and financial support from the Contracting Parties and other stakeholders (Criteria 27)
- 10) The initiative must ensure the funding for the development of its activities and projects. (Criteria 29)

During the meeting in Colombia the Focal Points did the follow up of the above criteria as well as to the mechanisms to consolidate the initiative. Below is the summary on the agreements on actions for the different operational criteria.

Criteria	Agreed Action
11) Support from the Contracting Parties involved. Formal support letters between two COPs (Criteria 3).	CPs have sent endorsement letters to the Secretariat.
12) Regional initiatives must have their own identity to avoid confusion / website (Criteria 7)	The initiative currently has a logo. About the web site some CPs will explore/consult the option to build and host the web site.
13) Interested parties are responsible for coordinating the regional Initiatives (Administrative mechanisms for the management of the funds, open account) (Criteria 8)	As discussed in previous meetings related to the administration of funds, the Parties indicated that at this stage the initiative is not in capacity to handle the funds allocated to the initiative as per the complex administrative processes especially in the coordination countries and therefore, reiterated that the

	Secretariat has to support the initiative on this issue. It is expected to continue the discussion on this issue on the following months.
14) Mechanisms that ensure minimum coordination between the Contracting Parties.	Each Contracting Party has designated a focal point for the initiative in cases when is different from Ramsar Focal Point.
15) Operational proceedings/ terms of reference (Criteria 16)	Specific terms of reference for the coordination mechanism were prepared and approved by the CPs.
16) Involvement of other interested actors (ministries, intergovernmental organisms, associated international organizations, NGOs, academia, local communities, actors in the economic sector) (Criteria 20)	As agreed in previous meetings to improve the engagement of the governments and key stakeholders in the initiative the CPs made progress on the preparation of a map of regional and national actors.
17) Development of collaboration networks for the involvement of actors at all levels. (Criteria 21)	The parties agreed to liaise with stakeholders to achieve the common goals based on mutual interests and funding.
18) Increase the visibility of the Convention. Specific activities in the areas of communication, education and participation. (Criteria 25)	<p>The parties made progress on the preparation of a brochure to raise the visibility of the Convention and the initiative at the national level as well as the preparation of a video that showcases the Ramsar Sites and other wetlands of the Caribbean that was presented during the Panamerican meeting.</p> <p>Parties also reiterated and agreed on the importance of preparing the case studies about the benefits of Ramsar Site designation at least of one Ramsar Site/wetland per country.</p>
19) Political and financial support from the Contracting Parties and other stakeholders (Criteria 27)	<p>The parties approved the financial strategy of the initiative in order to start the fund raising activities.</p> <p>In terms of political support for the initiative, the Parties agreed that it is important to continue working to maintain a strong commitment of all the focal points and AA under the leadership of the initiative's coordinators.</p>
20) The initiative must ensure the funding for the development of its activities and projects. (Criteria 29)	The focal points agreed on working as a priority on the financial strategy. For this purpose the CPs approved the Financial Strategy and discussed the draft of the regional project. The CPs also discussed the financial mechanisms that can be implemented (donors, small grants, GEF, etc.) and donor opportunities to implement the work plan in order to achieve the financial sustainability of the initiative.

4. Financial report for Year 2014

Provide a summary of income and expenditures. If you use another currency than Swiss Franc (CHF), please provide an average exchange rate to allow conversion into CHF:

Activities	Planned expenditures	Actual expenditures
1.1 5 th Meeting of the CPs of the initiative	amount (CHF) 25,000	amount (CHF) 19,000
1.2 Preparation of brochure and video	15,000	10,000
Total	40,000	29,000

Sources of income	Income received (CHF)
Caribbean CPs	13,000
Ramsar core budget (where applicable)	16,000
Total	29,000

Financial balance at 31 December 2014: total unspent and uncommitted balance left to be carried over to 2013, or deficit:

The allocated funds by SC47 were used as planned to host the Cariwet meeting in Colombia.

For those initiatives receiving funding from the Convention in 2014, please explain how this funding has been spent or committed, and compare this to the plan on which the funding request was based. Explain any significant scope or timetable changes:

As indicate above the allocated funds were used to hold the meeting of the coordination body of the initiative back to back to the Panamerican meeting in October 2014.

5. Work and activities planned for Year 2015

Provide a simple summary of your planned work, by listing your activities, their anticipated results and your indicators of success according to the format below:

Objectives	Activities	Results/outputs	Indicators
1. 5 rd Meeting of the governance body of the initiative to review progress and develop additional guidance and strengthen the coordination mechanisms.	-5 rd Meeting of the CPs of the initiative	-Workshop and report -Revised work plan and implementation for the year. -Review of the implementation of the operational criteria of the initiative.	-Agreed mechanism to continue the implementation of the work plan. -Review and agreements to continue strengthening the initiative and its operational criteria.
2. Financial sustainability of the RI.	-Collation of information provided by CPs and key stakeholders to prepare the regional project..	-Regional project to implement the priorities of the work plan of the initiative.	Regional project approved by CPs and submitted to donors.
3. Management planning and monitoring of Ramsar	-Case studies about the benefits of Ramsar site designation in the	-Preparation of case studies.	Publication of case studies of Caribbean Ramsar

sites.	Caribbean.		sites.
4. Visibility of the Initiative during COP12	Showcase the Caribbean regional initiative.	Exhibition of the initiative and distribution of materials (brochure) and presentation of video.	Increase the visibility of the initiative among Ramsar CPs and stakeholders.

For those initiatives requesting funding from the Convention for 2015, please provide a financial summary of your 2015 plan. If you use another currency than Swiss Franc (CHF), please provide an average exchange rate to allow conversion into CHF:

Activities	Forecast/budgeted expenditures real expenditures
1.1 5 th Meeting of the governance body of the initiative	25,000 (CHF)
1.2 Preparation of the regional project	10,000
1.3 Publication of case studies of Caribbean Ramsar sites.	12,000
1.4 Visibility of the initiative during COP12	5,000
Total	52,000

Sources of Income	Forecast/budgeted amount of income (CHF)
Caribbean CPs	20,000
Other donors	14,000
Request from Ramsar core budget	18,000
Total	52,000