

Combined annual reporting and forward planning format

Annual Report for Year 2012 and Plan for Year 2013 (4 pages maximum)

1. Title of your Regional Initiative:

Caribbean Wetlands Regional Initiative (CariWet)

2. Work and activities undertaken during 2012

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	Indicators	Results/outputs
1. Preparation of a regional project for the implementation of the initiative's work plan.	1.1 Activity undertaken		Work on this is ongoing
2. Objective one: Inventory and assessment	Activity 2.1 Develop Regional Inventory for the Caribbean with existing information by country	Publication of Regional Inventory	The work on a regional inventory is advanced with several countries having commenced their inventories
3. Objective two: Management planning and monitoring for Ramsar sites	Activity 3.1 Workshop for Ramsar Site Managers	Workshop finalized	Discussions are underway with Spaw/UNEP to have a join training workshop.
4. Objective three: Communication, education, and public awareness	Activity 4.1 Enable every country to develop a communication plan	Number of countries (CP and NCP) with communication plan	The terms of the guidelines will be discussed during the next meeting
	Activity 4.2 Finalize the materials and tools which enhance public awareness and outreach aimed at the general public, and COP 11	Finalized products	Draft brochure about Cariwet has been prepared.
	Activity 4.3 Finalize webpage development for the initiative of Caribbean Wetlands	Functioning Webpage	A logo was developed and plans are advanced to have a webpage developed by June 2013
	Activity 4.4. Participation on	Side event organized	Lack of funding prevented this

	COP11 side event		activity from happening but there was a meeting of the initiative during COP11 to discuss the priority activities including the next meeting governance body.
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If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

It is important to highlight the participation of Non-contracting Parties in the regional initiative's activities which has led to their increasing interest and participation in the Convention's regional processes and accession process as Grenada's accession. Additionally, overseas territories such as France (Guadalupe and Martinique) and the Caribbean Netherlands have joined the initiative and actively supported the Regional Initiative by hosting its second meeting in Bonaire. This meeting was also able to attract the participation of several regional and national stakeholders like the Inter-America Convention for the Protection and Conservation of Sea Turtles, Mangrove Action Project in addition to the existing institutions like the Organization of American States, UNEP, CANARI and Ramsar IOP's like Birdlife and IUCN.

5. Financial report for Year 2012

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 Preparation of logo for the initiative	1,500 CHF	2,000 CHF
1.2 Preparation of brochure	4,000 CHF	5,000 CHF
1.3 Meeting of the initiative (was postponed to 2013)	45,000	
Total		7,000 CHF

Sources of income	Income received (CHF)
Jamaica	2,000
9 Country members of the initiative	5,000
Ramsar core budget (left over from 2011 and 2012)	42,362 to be used in 2013
Total	49,362

Financial balance at 31 December 2012: total unspent and uncommitted balance left to be carried over to 2013, or deficit:

42,362 CHF committed balance to be used in 2013

For those initiatives receiving funding from the Convention in 2012, 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:

Taking in consideration that 2012 was a COP year it was agreed by the coordination body of the initiative to have the next meeting in 2013 in order to make some progress as the preparation of the priorities for the regional project and prepare its draft, make progress in the formulation of the strategic document of the regional initiative and the preparation of two case studies lead by Bonaire and Bahamas about the benefits of Ramsar site designation.

Work and activities planned for Year 2013

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. 3 rd Meeting of the CPs of the initiative to review progress and develop additional guidance and strengthen the management mechanisms.	3 rd Meeting of the CPs of the initiative	Workshop and report Revised work plan for the year am discussion of the regional project. Additional guidelines such as Terms of References, rules of procedures etc for the coordination body.	Workshop held
2. Objective one: Inventory and assessment	Collation of information for the Regional Inventory for the Caribbean with existing information by country provided at the third meeting of the CP's	Completed Inventory	Publication of Regional Inventory (website and where possible in print)
3. Objective two: Management planning and monitoring of Ramsar sites	3.1 Enable the development/review management plans	Updated management plans	20% of CP's management plans reviewed
	3.1 Case studies about the benefits of Ramsar site designation.	In-progress preparation of the case studies.	Presentation of two case studies.
	3.2 Technical Advise in Ramsar Sites for elaborating management plans.	Preparation of training course.	Site managers of Ramsar sites in the Caribbean trained in management plans and management guidelines.
4. Objective three: Communication, education, and public awareness	4.1 Enable development of products	Communication products	Number of CEPA plans for countries
	4.2 Support pilot	Public awareness	Number of Public

	projects for public awareness in wetlands	projects in place	awareness projects for countries implemented
5. Objective four: Policies and legislation	5.1 Sharing experiences Workshop	Work plan for each country	Finalized work plans

For those initiatives requesting funding from the Convention for 2013, please provide a financial summary of your 2013 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 (CHF)
1.1 3 rd Meeting of the Coordination body of the initiative	45,000
1.2 Preparation of case studies of the benefits of Ramsar site designation in the Caribbean.	15,000
1.3 Training course on wetlands management for site managers in the Caribbean	70,000
1.4 Printing of brochure and preparation of video	10,000
Total	140,000 CHF

Sources of Income	Forecast/budgeted amount of income (CHF)
Jamaica + Caribbean CP	10,000
Other donors	115,000
Request from Ramsar core budget 2013	15,000
Total	140,000

Questionnaire for Regional Initiatives which apply for endorsement by Standing Committee to be recognized as “operating in the framework of the Ramsar Convention 2013-2015”

Please send the completely filled questionnaire back to the Ramsar Secretariat - together with your progress report for 2012 and work and financial plan for 2013 (in the format above), the latest by **31 January 2013**. The Secretariat needs your information in order to prepare the document in time for the 46th meeting of Standing Committee.

This questionnaire responds to Res.XI.5 paragraph 11 that...

“INSTRUCTS the Standing Committee to revise the guidelines on Regional Initiatives in such a manner that a precise evaluation of their activities and their administrative and financial management and long-term sustainability is possible and to use these new guidelines to determine the level of support (financial or otherwise) in the coming triennium;” .

The Questionnaire also follows up on COP11 DOC.13 on “Progress and issues concerning Regional Initiatives operating within the framework of the Convention”, using the structure of the existing Operational Guidelines for Regional Initiatives, as in this document.

Please do answer the 20 questions below by providing factual details in the form of **key words** or **short bullet point texts** referring to **facts** and **figures**.

It should not take you more than 15 to 20 minutes to fill in these few, but crucial questions. Many thanks for your cooperation and dedication.

QUESTIONNAIRE

The aim of your Regional Initiative (current points 1-4 of the Operational Guidelines)

1. Did your initiative receive written support from all of the Contracting Parties concerned by the regional scope of your initiative?

Yes No

For most of them

2. Please list all countries (Contracting Parties and Non-CPs) to be covered by the geographical scope of your initiative, and specify those countries who have not yet provided written support:

The vision of the Caribbean Regional Initiative on Wetlands (CaRIWet) drafted at the second meeting of the Initiative in 2011 called for ‘all countries of the Caribbean region become signatories of the Ramsar Convention by 2020, ensuring the conservation and wise use of their wetlands and associated ecosystems, including at least 15 new Ramsar Sites.’

Contracting Parties participating in the initiative are: Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominican Republic, Grenada (recently joined to the Convention), Jamaica, Saint Lucia, Surinam and the overseas territories of France, Netherlands (Aruba, Bonaire, & Curacao) and UK.

Non-contracting Parties: Haiti and St. Vincent & the Grenadines.

Please specify those countries who have not provided written support yet, but are nevertheless participating in the activities of your initiative:

Antigua & Barbuda, Bahamas
Non-contracting Parties: Haiti and Saint Vincent and the Grenadines

Other Non-Contracting Parties to continue approaching: Dominica, Saint Kit and Navies and Guyana,

Those countries that have provided written support include:

Barbados, Belize, Cuba, Dominican Republic, Jamaica, Saint Lucia and Surinam. In the case of the overseas territories of France, Netherlands (Caribbean Netherlands, Aruba, Bonaire, & Curacao) and UK have indicated support by email. In the case of the Caribbean Netherlands they have provided financial support.

3. Has your initiative made optimal use of the Ramsar tools (e.g. Handbooks and Technical Reports, please list the tools used:

Objective one of the drafted Strategic Framework promotes the improvement of scientific and technical knowledge of regional wetlands to be undertaken by the respective countries. It is anticipated that the various handbooks and technical reports offered by the Convention are being used by the Parties in their situational analysis as well as the strengthening of their inventory on wetlands as defined in the work plan.

4. Are the strategic and operational targets of your initiatives fully aligned with the Convention's Strategic Plan, please explain how this is done:

The initiative is aligned with the Convention's Strategic Plan as follows:

1. Promote the conservation, management and wise use of natural and cultural resources in wetlands of the Insular Caribbean, as well as of goods and services related to these wetlands through an appropriate management.
2. Complete and improve the scientific and technical knowledge on wetlands in the Insular Caribbean and other ecosystems that are functionally related to these, in order to support their conservation and sustainable use.
3. Achieve the coordination of policies for the conservation of wetlands among the countries in the region.
4. Strengthen training, education and communication processes to increase public awareness on the importance and value of wetlands and coastal areas in general.
5. Design and implement a system to monitor, follow-up and assess the strategy in order to ensure its sustainability in the medium and long term at regional, national and local level.
6. Set the bases for the development of cooperation activities.
7. Identify common goals that are measurable in the short and medium term for the implementation of the Ramsar Convention in the Insular Caribbean Region.
8. Identify common implementation mechanisms for the countries in the region.
9. Favour common regional positions with different international organizations related to wetlands and environment.

During the hosting of the second meeting of the CaRIWet in Bonaire the Contracting Parties made progress in the drafting of the strategic document for the implementation of the Initiative based on Ramsar Strategic Plan.

Coordination between Regional Initiatives and the Secretariat (current points 5-10 of the Op. Guid.)

5. Do you consider the frequency and nature of your contacts with the Convention Secretariat to be optimal? If not, please indicate if Secretariat assistance should be increased (in which way) or decreased (by lowering which support?):

The Secretariat continues to provide support to the Parties of the Convention within the Caribbean Region. The staging of the CaRIWet meeting to inform regional Parties of the way forward for this Initiative was only possible through the diligence of the Secretariat in its engagement of sponsors and the representative from the host country Bonaire.

The strengthening of this Initiative can only be achieved through the continued guidance of the Secretariat as efforts continue to facilitate the formalization of regional agreements and funding partnerships to support the work of the Initiative.

Governance of the initiatives (current points 11-13 of the OG)

6. Does your initiative have a written set of operational procedures established in an equitable and transparent way (terms of reference, rules of procedure, etc.), please list them:

A third meeting of Cariwet has been proposed for early 2013 and it is anticipated that the meeting will seek to address several of these issues including the further elaboration of existing guidance such as Terms of References, rules of procedures etc.

7. Has a governance body been established, when, and how often has it met, please its name, membership and meeting dates:

The Initiative's structure was defined by the contracting parties in the 1st regional meeting of the Caribbean Wetland Initiative held in Santo Domingo 4-7 February 2010. It considered a three tier structure, whose upper level consists of the Insular Caribbean Contracting Parties, the Ramsar Secretariat and other interested stakeholders. The second tier is the Regional Initiative Committee. This committee is coordinated by Jamaica and Cuba. It also includes the Ramsar Secretariat and the Caribbean Sub-regional representatives under the Standing Committee (past, present and future). The third level includes small working groups which will be formed with participants under the Initiative to address particular issues of interest. There have been two meetings thus far and a third has been proposed for early 2013 to further elaborate issues surrounding the management and operationalisation of the initiative

8. Are minutes of each meeting recorded, how are they available (publicly, restricted), please provide details:

All of the 3 meetings of Cariwet thus far have resulted in meeting reports which are available for Contracting Parties and other participants in the meetings. Likewise are available in Ramsar web site.

Substantive elements of the initiatives (current points 14-20 of the Operational Guidelines)

9. Does the work of your initiative raise the visibility of the Ramsar Convention and the general awareness of Ramsar objectives in your region, please provide further information:

The initiative is a mechanism to support the implementation of the Ramsar Convention at the regional and country level. Below are some of the main activities under the work plan to be implemented.

Objectives	activities	indicators	results/outputs
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1. Inventory and assessment	Activity 1.1 Situation analysis.	Draft situation analysis discussed.	<ul style="list-style-type: none"> • The situation analysis document was presented and discussed at the meeting in Bonaire. • Countries information on their wetland status.
2. Management planning and monitoring of Ramsar Sites	Activity 2.1 Enable the development/ review management plans	Number of management plans available	<ul style="list-style-type: none"> • Updated list of management plans that need to be formulated.
	Activity 2.2 Enable updating of RIS	Number of updated RIS	CP are in the process of updating RIS as needed
3. Communication, education, and public awareness	Activity 3.1 develop materials and tools which enhance public awareness and outreach aimed at the general public	<ul style="list-style-type: none"> -Logo of the CariWet initiative. -Case studies on benefits of Ramsar Sites designation -Initiative's video. -Brochure on the Regional initiative. 	<ul style="list-style-type: none"> • Logo of the CariWet initiative presented at the Pan-American meeting. • Draft text of the brochure and video. Their finalization is pending due to funding shortcuts.
	Preparation and holding of the 2 nd meeting of the Caribbean Wetlands Regional Initiative in Kralendijk, Bonaire	Strategic document for the CariWet initiative.	<ul style="list-style-type: none"> • Agreed strategic document of the regional initiative. • Agreement on the mechanism and preparation of a regional project for the implementation of the initiative's work plan.

It is important to highlight the participation of Non-contracting Parties in the regional initiative's activities which has led to their increasing interest and participation in the Convention's regional processes and accession process. Additionally, overseas territories such as France (Guadelupe and Martinique) and the Caribbean Netherlands have joined the initiative and actively supported the Regional Initiative by hosting its second meeting in Bonaire. This meeting was also able to attract the participation of several regional and national stakeholders like the Inter-America Convention for the Protection and Conservation of Sea Turtles, Mangrove Action Project in addition to the existing institutions like the Organization of American States, UNEP, CANARI and Ramsar IOP's like Birdlife and IUCN.

10. Has your initiative established its own independence and identity? How are you describing your initiative as an operational means to support the implementation of the Ramsar Convention in your region? How do you avoid confusion between the roles of your initiative and the roles of the national Ramsar authorities and the Ramsar Secretariat at international level? Please provide details:

Not applicable. The initiative operates under the Ramsar framework for regional initiatives. The initiative is lead and conform by Contracting Parties to the Ramsar Convention so there is not confusion in the roles of the initiative and the roles of the national Ramsar authorities and the Ramsar Secretariat. The initiative is a mechanism for implementation.

For the second question refer to item 9 above

11. What did you undertake to prevent that your initiative is perceived as a regional office for the Convention:

Not applicable

12. Does your initiative have its own logo, do you use it together with the Ramsar Convention logo, thanks for attaching your logo, if you have one:

At the second meeting of CaRIWet Jamaica was assigned the task of the preparation of a logo for the Initiative. This logo was accepted and approved by the Contracting Parties and is used in conjunction with the Ramsar Convention Logo. It is also available in Ramsar web site.

13. Does your initiative have a specific website, please give its URL:

This has not yet been accomplished for Cariwet but there is currently a Logo that has been designed and discussions are under way with a local website designer in Jamaica to facilitate the design and hosting a website for the initiative. However, all the information regarding Cariwet is available in Ramsar web site.

Financial and other support, reporting and evaluation (current points 21-29 of the Op. Guidel.)

14. Does your initiative have a host country that provides in-kind and/or financial support to a coordinating unit, secretariat, training centre, etc.? What is the host country amount of financial annual support, and the percentage of this of the overall budget:

This mechanism is not currently in place for Cariwet. So far financial support has been provided to the initiative by the Contracting Parties that have hosted Cariwet meetings.

15. What is the in-kind and financial support provided by the other countries concerned, please list countries and amounts of annual support:

Jamaica/Cuba as the Standing Committee representative for the Sub-region has embarked on the role of facilitating the work of the Initiative with the support of the Ramsar Secretariat. Additionally several CP's have provided support that has facilitated the hosting of meetings (Cuba, Dominican Republic and Bonaire) in the past and efforts are currently underway to facilitate another meeting to finalise some of the issues to allow for the sustainability of Cariwet.

16. Does your initiative have its own bank account and separate accounting procedures, please provide details:

The initiative has not finalized these details at this time and hence why it is absolutely essential that the support from the secretariat is maintained.

17. Are you conducting your own fundraising efforts, please list your activities:

Cariwet as a new regional initiative has focused the activities in its conformation and definition of a work plan. The mechanism through which fundraising activities will be done is still to be fully formulated during the next meeting. There have however been expressions of interest from some local level funders for local level projects so it is hoped that this can be leveraged into a regional funding mechanism as Cariwet is strengthened.

18. What attempts have you made to generate your own income, with what result? Are you financially self-sufficient, or by when are you planning to be so, please provide keywords and dates:

During the meeting the need for the development and finalization of the Initiative's work plan was stressed in order for the undertaking of steps towards the development of a funding mechanism for the sustainability of the Initiative. With this in mind the next step is to work with the Parties to enter into dialogue with the respective Governments to gain financial support for the work of the Initiative

as well as application for funds from the GEF for various projects through consultation with their GEF focal points. Additionally, the initiative is courting the participation of several regional and national stakeholders like the Inter-America Convention for the Protection and Conservation of Sea Turtles, Mangrove Action Project, the Organization of American States, UNEP, CANARI and Ramsar IOP's like Birdlife and IUCN. Several of these organizations have attended meetings in the past and it is hoped that as the initiative becomes stronger this will lead to some financial support. The major successes with funding has been through the support offered by the secretariat.

Administrative matters

- 19.** Who is the coordinator/coordinating body (unit, secretariat) that operates on a daily level to coordinate and lead the activities of the initiative, name and address:

The Initiative's structure was defined by the contracting parties in the 1st regional meeting of the Caribbean Wetland Initiative held in Santo Domingo 4-7 February 2010. It considered a three tier structure, whose upper level consists of the Insular Caribbean Contracting Parties, the Ramsar Secretariat and other interested stakeholders. The second tier is the Regional Initiative Committee. This committee is coordinated by Jamaica and Cuba. It also includes the Ramsar Secretariat and the Caribbean Sub-regional representatives under the Standing Committee (past, present and future). The third level includes small working groups which will be formed with participants under the Initiative to address particular issues of interest.

- 20.** Do you have a hosting agreement with a private/public institution, with a governmental agency or Ministry, please provide name and address and a copy of any written agreement:

None at this time as the initiative is still in its formative stages