

WETCAP WORKPLAN (version updated in February 2010)		
ACTIVITY	LEADING ORGANIZATION	COMMENTS
2009		
March - mid-June		
1. Prepare SSFA with project partners	AEWA and partners	BLI/SEO & BLI done
2. Launch project with press release	AEWA and partners	Done
3. Develop work plan	AEWA and partners	Done
June		
1. Recruitment of Regional Coordinator	SEO	Done
3. Introduce Regional Coordinator to AEWA network via e-news	AEWA	done; e-news inform about WetCap regularly
July		
1. Develop project webpage (on AEWA website)	AEWA	Done
2. Start translations of key documents into Arabic	BLI	Ongoing
3. Establish database of relevant contacts of experts, institutions etc. in all project countries	SEO	Done
August		
1. 1 st Steering Committee meeting	SEO, AEWA and partners	Took place on 25/08/09, UN Campus, Bonn, Germany
a) logistical preparation (venue, equipment, travel, accommodation etc.)	SEO	Done
b) preparation of documents	AEWA and partners	Done
2. 9-19/8: Amman TOT		It was decided not to send Egyptian participants
3. Finalize project webpage and circulate link to partners for comments	AEWA	Done

September		
1. Letter to Focal Points to introduce Regional Coordinator; inform about activities in Year 1 and ask for contact details of experts to be involved in project countries	SEO, AEWA	Done
2. Look into possibilities of establishing a project Intranet	SEO	e.g. www.ning.com ; to be further discussed with AEWA Information Officer; ongoing
3. Develop Guidelines and application and assessment forms for WetCap Small Grants Fund on basis of AEWA SGF & comments received at the 1 st Steering Committee meeting; circulate to the Steering Committee for comments and approval	AEWA	Done
4. Meet donor to discuss funding of Year 2 and contract for Year 1 and 2	AEWA	Done
5. Produce overview of projects, initiatives, potential partners in the region	AEWA	Ongoing
October		
1. Regional workshop to review CSN tool	BLI, WI, SEO	Workshop took place on 3-5 December 2009
a) identification and invitation of participants; logistical preparation (venue, equipment, travel, accommodation etc.)	SEO	
b) preparation of documents	BLI, WI	
c) delivery of the workshop	BLI, WI	
2. Development of project brochure and roll-up banner	AEWA, SEO	Both should contain general information to raise awareness on WetCap; roll-up banner to be produced for each partner; brochure has been drafted, but finalisation of activity was postponed for financial reasons
November		
1. Dakar TOT	SEO	Mauritania attended with support from WOW; Tunisia, Algeria and Morocco attended with support from WetCap (1 participant/ country) in order to maximize the effect of the Wetcap ToT in 2010
2. 30/11: Progress report from SEO to AEWA	SEO	
December		
1. Call for tender for WetCap SGF	AEWA	
2. Progress report to donor	AEWA	

2010		
January		
1. 1-day meeting of Training Board	SEO, BLI	To involve Ibrahim Khader, BLI Middle East; Training Board should consist of 1-2 experts from each country; in preparation
a) identification and invitation of participants; logistical preparation (venue, equipment, travel, accommodation etc.)	SEO	
b) preparation of documents	BLI	
c) delivery of the workshop	BLI	
2. Follow-up: adaptation process in the region/ countries	SEO, Training Board	Deadline for this process to be fixed at the Training Board meeting with view to the TOT workshop scheduled in 2010
February		
1. Review and pre-assess applications for SGF	AEWA	To be presented to the 2 nd Steering Committee meeting for final assessment and selection; activity postponed for financial reasons
2. 2 nd Steering Committee meeting	SEO	Last week of February, Rabat, Morocco; in preparation
April		
1. Prepare Year 2: SSFAs, work plan etc.	AEWA and partners	
July		
1. 31/7: Final report from BLI to AEWA	BLI	
2. 31/7: Final report from SEO to AEWA	SEO	
August		
1. Final report from AEWA to AECID	AEWA	

Activities Year 2 in brief:

1. Regional Training of trainers
2. Based on the CSN tool workshop: 2 surveys per country
2 monitoring field missions per country
3. Selection and starting implementation of 2 local projects per country