

E€OFISH

Enhancing equitable economic
growth by promoting sustainable
fisheries in the EA-SA-IO region



E€OFISH HANDBOOK OF PROCEDURES

FEBRUARY 2021

Promoted and Funded by



Implementing partners



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E€OFISH

HANDBOOK OF PROCEDURES

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LIST OF ACRONYMS

AA	Administrative Assistant
AAF	Administration & Finance
ACO	Accounting Officer
AU	African Union
AU-IBAR	African Union Inter-African Bureau for Animal Resources
Btor	Back to office report
C&P	Contract & Procurement
C&V	Communication & Visibility
CC	Command Centre
CFP	Call for Proposal
COMESA	Common Market for Eastern and Southern Africa
DMRO	Duly Mandated Regional Organisations
DOC	Documentalist
EA-SA-IO	Eastern Africa, Southern Africa and the Indian Ocean
EAC	East African Community
EFCA	European Fisheries Compliance Agency
EUD	European Union Delegation
FE/TL	Fisheries Economist / Team Leader
FMIS	Fisheries Management Information System
ICT	Information, Communication Technology
IGAD	Intergovernmental Authority on Development
IOC	Indian Ocean Commission
IOTC	Indian Ocean Tuna Commission

IPMU	Integrated Programme Management Unit
IUU	Illegal, Unreported and Unregulated
KMFRI	Kenya Marine & Fisheries Research Institute
LTA	Lake Tanganyika Authority
LVFO	Lake Victoria Fisheries Organization
M & E	Monitoring and Evaluation
MCS	Monitoring, Control & Surveillance
MEL	Monitoring, Evaluation and Learning
MOI	Mauritius Oceanography Institute
NEPAD	New Partnership for Africa's Development
NKE	Non key Expert
PCM	Project Management Cycle
PE	Programme Estimate
PRSP	Regional plan for Fisheries Surveillance
RFB	Regional Fisheries Body
RFMO	Regional Fisheries Management Organisations
SADC	Southern African Development Community
SIOFA	Southern Indian Ocean Fisheries Agreement
SR TW	Sub Regional Technical Working Group
STE	Short Term Expert
SWIO	Southwest Indian Ocean
SWIOFC	South West Indian Ocean Fisheries Commission
TAT	Technical Assistance Team
TC	Technical coordination
TWG	Technical Working Groups

PREFACE

The E€OFISH Programme is a multi-faceted programme that aims at enhancing sustainable, inclusive, environment-friendly and climate-smart fisheries in the EA-SA-IO region. It is funded by the 11th EDF Cross-Regional Initiative to the tune of 28 million euros over five year. The E€OFISH Programme is meant to support cross-regional policies and strategies to address the problems of unsustainability in the regional capture fisheries. It also aims at evidencing the value-added of regional cooperation in attaining sustainable and shared value fisheries.

In a nutshell, the inland and marine coastal fisheries resources of the EA-SA-IO region represent a natural wealth of about 50 billion EUR. It can generate a gross annual income of approximately 5 billion EUR. Sustainability managed, it can account for at least 500 million EUR of economic rent or surplus profit annually in the form of potential government revenue. The revenue stream can be tapped and re-invested in fisheries and socio-economic infrastructure and services.

This handbook will serve as a guide on the various commonly used templates by the administration, Finance/ procurement and the technical sections of the E€OFISH project. It has been conceived collaboratively to ensure a good understanding by all concerned and ensure that proper procedures are being used within the context of good management and governance of projects. The introductory part of the handbook gives an idea of the E€OFISH project to users and other partners associated with the project.



THE ECOFISH PROGRAMME SYNOPSIS

1. INTRODUCTION

The “**E€OFISH**” financed by the **11th EDF Cross-Regional Initiative will Contribute towards Sustainable Fisheries to the Blue Economy of Eastern Africa, Southern Africa and the Indian Ocean region (ES-SA-IO)**. The Financial Agreement was signed by the European Union and the Indian Ocean Commission, on behalf of the five Duly Mandated Regional Organisations of the EA-SA-IO region on the 13th September 2018. It has a total budget of EUR 28 million and an initial lifespan of 62 months.

The overall objective of the E€OFISH Programme is “**to enhance equitable economic growth by promoting sustainable fisheries in the EA-SA-IO region**”.

The specific objective is “**to support sustainable management and development of fisheries in order to contribute to poverty alleviation, food and nutrition security while addressing climate change resilience and enhancing marine biodiversity**”.

The programme consists of 3 Result Areas:

Result 1	Enhanced Regional Policies and institutional frameworks to secure more sustainable fisheries management and contribute to marine biodiversity and climate resilience
Result 2	Strengthened capacity to prevent, deter and eliminate IUU fishing in the EA-SA-IO region
Result 3	Concrete fisheries management and governance initiatives in small-scale inland and marine fisheries are supported with the possibilities of replication at the regional level.

These expected results are driven by an array of strategic actions described in more detail in the relevant work plan. In other terms, the modus operandi of the E€OFISH is to mainstream the core values of sustainable development, economic efficiency, Shared Prosperity and Environment Stewardship, including climate adaptation and resilience in the shared inland and marine fisheries of the EA-SA-IO region in a synergistic way.

The five DMRO are the frontline beneficiaries of the programme and are also involved directly in the implementation of their prioritised interventions under Result 1. The programme will also enhance the operational capacities of the Regional Fisheries Bodies of the marine sector.

2. KEY STAKEHOLDERS

Though the ultimate beneficiaries are the eligible member states of EA-SA-IO region, the **entry points** are the following **regional economic and fisheries organisations** of the EA-SA-IO region:

- a) **Five** Duly Mandated Regional Organisations, namely: **COMESA**¹, **EAC**², **IGAD**³, **IOC**⁴ and **SADC**⁵
- b) **Two** inland Regional Fisheries Management Organisations: **LVFO**⁶ and **LTA**⁷
- c) **One** Marine Regional Fisheries Management Organisation: **IOTC**
- d) **Two** marine Regional Fisheries Bodies: **SWIOFC** and potentially, **SOIFA**
- e) **Other** Regional fisheries-related partner agencies such the **AU-IBAR**, **FAO**, **UNEP**...

The IOC – Marine Fisheries Work Plan is multi-faceted. Besides the Programme Integration management through the IPMU, it undertakes these key strategic actions:

- | | |
|-----|--|
| i) | Regional MCS Operations led by IOC-PRSP . IOC-PRSP was started in 2007 in collaboration with the EU DG MARE and SmartFish Programme. It was also indirectly supported by EU Fisheries Governance and the World Bank's SWIOFish 1 Project. The regional MCS mechanism is inactive since April 2018. The top priority of Result 2 is to strengthen regional MCS supply chains ecosystem through the IOC-PRSP. |
| ii) | Marine Small-Scale Fisheries . The IOC-PE also caters for the sustainable management of marine small-scale fisheries of the EA-SA-IO region through the 3 interconnected Results. The maritime façade comprises 12 countries - 8 SWIO States + 4 coastal states of the Horn of Africa ⁸ . |

¹ **COMESA** (21) Member States: Burundi, Comoros, DR Congo, Djibouti, **Egypt**, Kingdom of Eswatini, Eritrea, Ethiopia, Kenya, **Libya**, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Somalia, Sudan, **Tunisia**, Uganda, Zambia and Zimbabwe;

² **EAC** (6) Member States: Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda;

³ **IGAD** (8) Member States: Djibouti, Ethiopia, Eritrea, Kenya, Somalia, South Sudan, Sudan and Uganda;

⁴ **IOC** (5) Member States: Comoros, **France (La Reunion)**, Madagascar, Mauritius and Seychelles.

⁵ **SADC** (15) Member States: Angola, Botswana, Comoros, DR Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, **South Africa**, Kingdom of Eswatini, Tanzania, Zambia and Zimbabwe.

⁶ With a total catchment area of 250,000 Km², of which 68,000 km² is the actual lake's surface area, **Lake Victoria** is the largest freshwater lake in Africa. The lake is shared by three East African countries in varying proportions: Kenya (6%), Uganda (43%) and **Tanzania** (51%). Other countries such as Rwanda and Burundi are within upper watershed that drains into the Lake Victoria through river Kagura. The Lake is heavily utilized for fisheries, transportation, tourism, water supply and waste disposal. The annual fish production is estimated at 1 million tonnes, comprising of Dagga (60%), Nile Perch (25 %), Tilapia and others (15%) for total first sale value of approximately US\$ 870 million

⁷ **Lake Tanganyika**, the second largest lake in Africa and has a surface area of approximately 32,600 km². It is shared by the Republic of Burundi (8%), the DR Congo (45%), Republic of **Tanzania** – the Mainland (41%) and Zambia (6%). The Lake is a major source of water supply, provides food and nutrition security and employment through fisheries and is used as means of transport and for other economic purposes such as tourism. The current population around the lake basin is estimated at 13 million people and with a growth rate of about 3%. The annual fish production of Lake Tanganyika is estimated at 200,000 tonnes.

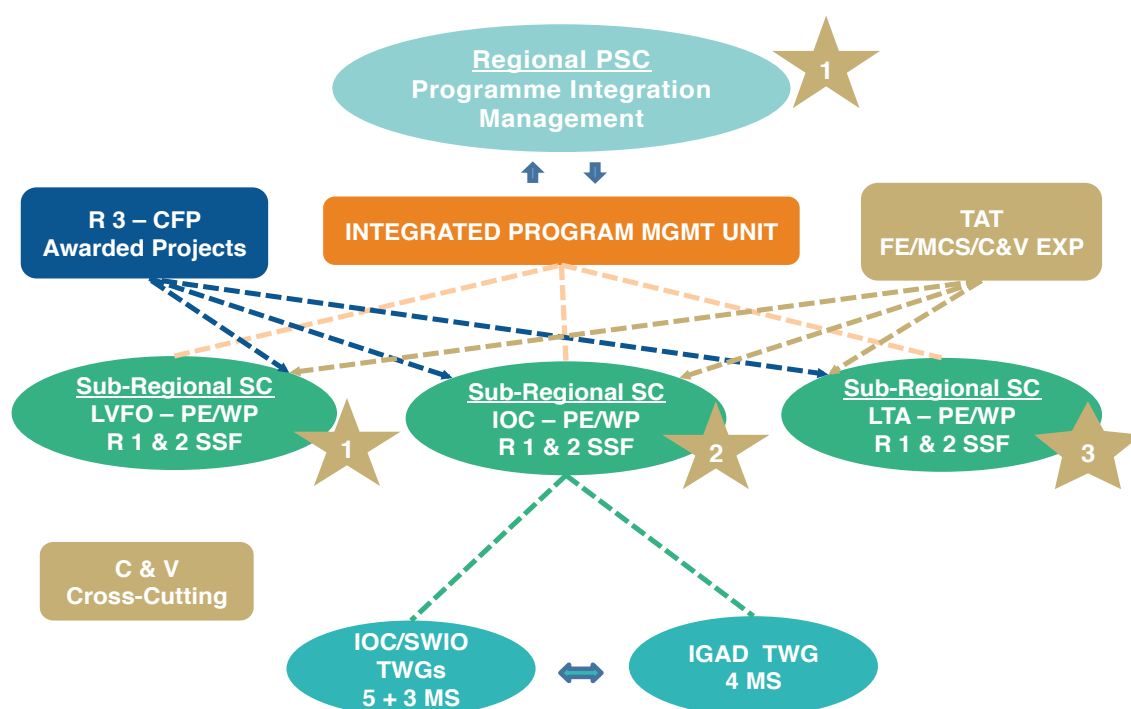
⁸ For technical convenience, Kenya is placed under the SWIO although it is a member of IGAD. The latter has developed close tie with the IOC through the IOC-PRSP and will be also engaged with IGAD.

- iii) **Cross-Regional Interventions** - The IOC Work Plan includes a plethora of strategic tools and interventions for enhancing the regional institutional frameworks and the political economy of the fisheries sector such as the regional Coordination Platform, High-level Political Dialogue, the Blue Economy Statistical System and Capacity Building. These activities are championed by the DMRO.

3. E€OFISH PROGRAMME

The proposed organisational architecture aims at connecting all beneficiary countries of the IOC-Marine Fisheries Work Plan. **Nobody is left behind.** The IOC may also see the opportunity of establishing another Sub-Regional Technical Working Group to work closely with its member states and to provide due care to the extra-budgetary support of La Reunion/ France through the EURDF/INTERREG.

In a nutshell, the E€OFISH programme would be governed by a Regional or Apex Steering Committee and 3 Sub-regional Steering Committees – LTA, LVFO and IOC Marine Fisheries. It is understood that the Regional Steering Committees will have a broader mandate to oversee the entire programme, including Result 3 as well as the cross-cutting components.



E€OFISH PROGRAMME – Steering Committees

4. E€OFISH IPMU STRUCTURE AND FUNCTIONS

Introduction

This memorandum proposes a concise framework for the Integrated Programme Management Unit (IPMU) of E€OFISH Programme. It is inspired by the guidelines of the approved Financial Agreement dated 13th September 2018 as well as the historical organisational process assets of both the IOC Secretariat and the EUD of Mauritius in the management of complex regional programmes under the 11th EDF.

The maritime landscape of the EA-SA-IO also harbours a plethora of ongoing management /development initiatives in the inshore and offshore fisheries and environment-related sectors that are telling the E€OFISH Programme. The unsustainability challenges in the regional fisheries sector are highly complex/wicked and dynamic that cannot be addressed by a single programme alone. However, E€OFISH is bound to provoke a paradigm shift or a game-changing attitude for the desirable economic transformation of the strategic segments of the sector by ensuring internal and external synergies through effective collaboration and coordination with other donor agencies and programmes. Therefore, the significance of an efficient IPMU can hardly be overstated for enhancing the spin-off effects and compounded benefits of the programme. The scope of the integrated management of the E€OFISH Programme is summarized in the following charts.

4.1 IPMU: CONCEPTUAL FRAMEWORK

The E€OFISH IPMU is based on a mixed matrix approach of project management which is a combination of external technical assistance and in-house functional services. In other words, the IPMU is not an autonomous or independent structure. In this case, the projectized component consists of the TAT and accessorially the NKE provided under the service contract. None the less important are the management and supervisory roles of the EUD of Mauritius as well as the administrative, financial and logistic services provided by the IOC Secretariat. In a nutshell, the financial and administrative rules and procedures of the 11th EDF are the mandatory guidelines for the management of the E€OFISH Programme and they are well documented.

4.2 OBJECTIVES AND ACTIVITIES

The IPMU is responsible for the overall coordination of the strategic orientation and the project management processes for the implementation of the programme activities which include the following:

- i) To prepare the **annual work plan** in conformity with the approved strategic orientation of the Steering Committee and the guidance of the EUD of Mauritius and IOC Secretariat.
- ii) To organise and provide **Secretariat support to the Programme Steering Committee**, the Sub-Regional Steering Committee & Technical Working Group meetings under the IOC Work Plan.
- iii) To **coordinate and monitor the activities** described in the IOC Work Plan and report periodically to the EUD of Mauritius and the Steering Committee.
- iv) To ensure **effective communication and networking** among the DMRO, RFB/ RFMO, Development Partners and ongoing fisheries and fisheries-related programmes.
- v) To contribute to the drafting of the **Terms of Reference for STE** and the procurement contracts and to supervise deliverables of consultants and contractors;
- vi) To coordinate and oversee the preparation of **mandatory administrative and financial reports**;
- vii) To oversee the **collection and dissemination of information** on policy, scientific, economic, technical and social matters related to the programme.
- viii) To support **awareness-raising, cultural development. Social innovation** and stakeholder engagement activities for the successful implementation of the programme;
- ix) To assist in the delivery of training courses and human capacity development;
- x) To lead the process of developing integrated and **simplified results tracking and reporting tools** to ensure effective communication with the key stakeholders

4.3 DEDICATED PROJECT MANAGEMENT TOOLS AND PROCESSES

Over and above the IOC conventional project management processes, the IPMU will deploy a set of appropriate tools and technique to enhance the earned value/effectiveness of the programme activities. They include the followings:

- i) A **quarterly work plan** for the implementation of the IOC PE – Result 1 and 2, including backstopping activities related to Result 3 and the cross-cutting activities such as Communication and Visibility. The instrument will also be used as a monitoring device to assess the performance of the activities against the initial milestones and deliverables.
- ii) A **Programme Monitoring Meeting** will be organised on a monthly basis at the IPMU (except when it coincides with the trimester Programme Management Committee Meeting. It is conceived as a platform for the tracking the works-in-progress, change management, sharing lessons learned and most importantly, enhancing synergies between administrative and

technical staffs and most importantly, build team spirit.

- iii) Every strategic Action the programme is considered as a project of its own that triggers the formulation of an adequate **Concept Note**. This instrument consists of a concise situational (Stakeholders & Problems) analysis, needs and gaps/barriers and constraints, Proposed Theory of Change / Intervention Logics (Inputs – Process- Output Matrix), Assumptions & Risks, Exit Strategy, Schedule and Final Deliverables. It will provide the basic baseline and end-line indicators to help in the Monitoring & Evaluation of the project. The relevant stakeholders have to be involved in the process.
- iv) Against the backdrop of the Concept Note or Fact Sheet, the **Terms of Reference** for hiring the STE, organisation of relevant meetings and workshops as well the procurement of equipment and other services will be drawn. Additional consultation may be required prior to finalising these instruments. As a basic rule, every STE must include a **concise Inception Report**, including a table of Content of the Final Report and **an Executive Summary or Policy Brief**.
- iv) **Mission Orders and Mission Reports** (Back-to-Office Reports) are management tools for assessing the performance of the programme. The TAT and IPMU staffs will be required to abide by the established rules for their missions. The principle of complementary among the technical experts/staffs will be observed to avoid multiple or duplication of missions as much as possible.
- iv) **Monthly Timesheet** of the TAT and IPMU technical staffs will be filled in such a way that their daily activities can be tracked easily against the Log Frame of the Work Plan.
- vi) A **fast-Track mode** will be applied for specific or high-profile activities in case of urgency and to cope with a tight schedule.
- vii) Harvesting of **lessons learned and best practice** is not an after-thought at the closure of a project or programme but a process which is built in the change management or intended or unintended deviations from the initial plan. The project implementers are required to document and discuss them at the IPMU meetings and in their reports.
- viii) **Internal Monitoring and Evaluation** is an integral part of the project management process from start-to-finish. To operationalise the process in a data-scarce environment, the emphasis is to be laid on defining the Baseline and Intermediate Output Indicators and Milestones leading to the Intended verified deliverables.

The IPMU should be an integrative platform for effective coordination and communication between the different stakeholders of the programme. It can be reviewed constantly to cope with the dynamics of the programme environments.

5. BRIEF ON STRATEGIC PARTNERS

5.1 COMESA (COMMON MARKET FOR EASTERN AFRICA)

So far, it has no interest in the fishing segment of the sub-sector but tends to play a prominent role in regional fish trade facilitation, Sanitary Norms & Quality Assurance. However, it is now willing to formulate a Regional Fisheries Strategy and to lead the process of establishing a regional Blue Economy Statistical System in collaboration with the other DMRO and partners. It does not have adequate minimal in-house fisheries expertise.

5.2 IGAD (INTER-GOVERNMENTAL AUTHORITY FOR DEVELOPMENT)

Recently, it has formulated the first Regional Fisheries and Aquaculture Strategy 2016-2020 and the development of a Regional Blue Economy Strategy is in the pipeline. To spearhead the sustainable development of the fisheries sector in the context of its Blue Economy Strategy, IGAD intends to establish a tailor-made Regional Fisheries Body, including a regional MCS CC in the Horn of Africa. The entity will be housed within the institutional architecture of the IGAD Secretariat. The Fisheries Expert of IGAD is also responsible for the Blue Economy Strategy.

5.3 IOC (INDIAN OCEAN COMMISSION)

This Inter-Governmental Organisation has implemented several marine fisheries management and environmental conservation programmes over the past 3 decades. It has paved the way for the development of EU industrial fisheries in the SWIO through the Project Thonier Regional – Phase I & II. It is the champion of the RPOA-IUU through the IOC-PRSP with the technical and financial supports of the EU. However, unlike the other DMRO/REC, it does not have an in-house Fisheries Expert or a Consultative Mechanism to cater for the strategic orientation of the sector. It has a Regional Fisheries and Aquaculture Strategy 2016-2020, which is virtually lost on the shelf. It has championed a Regional Sustainable Small-Scale Tuna Fishery Value Chains Development Strategy for the SWIO States through the SmartFish Programme that will be its main driver for the EEOFISH Programme.

5.4 SADC (SOUTHERN AFRICAN DEVELOPMENT COMMUNITY)

It has enacted a Regional Fisheries Protocol in 2001 and a Regional Fisheries Programme which is mainly focused on combatting IUU fishing in the fisheries sector, Smart Aquaculture Development, Inland water resources and environmental

conservation management along with the Zambezi water bodies. It is also engaged in awareness-raising on the socio-economic and ecological significance of the trans-frontier continental and marine environment conservation hotspots in Southern Africa. After several setbacks since 2007, the SADC MCS CC seems to be taking off with the financial support of the German Government. There are still many challenges ahead for the operationalisation of the mechanism. The risks of overlaps and duplication of efforts with other analogous initiatives must be mitigated through effective regional collaboration and coordination. SADC has an in-house Fisheries Expert who caters for the fisheries and aquaculture sector.

A common denominator among the DMRO is that they have limited technical and human capacities to ensure adequate service delivery in the fisheries sector. They have looked at the sector for its potential for poverty alleviation and food security while overlooking its development potentials as a growth engine. Except for the shared inland fisheries (LVFO & LTA), there is no institutional linkage exists between the DMRO and the regional fisheries organisation. The binding powers of the RECs are illusory because member states procrastinate after signing regional agreements and protocols mainly because they lack development capacities. They are dependent on development aids while there is no impetus for the mobilisation of domestic resources and partnerships.

5.5 REGIONAL FISHERIES ORGANISATIONS

Understanding the mandate and operational capacities of the three Regional Fisheries Organisations of the EA-SA-IO region is critical for the strategic planning of the EEOFISH programme.

5.6 IOTC (INDIAN OCEAN TUNA COMMISSION)

It is an inter-government fisheries organisation with an autonomous administrative and financial status registered under the Article XIV of the FAO Constitution that has binding powers over its member states. It is mandated to ensure the conservation and management of 16 tuna and tuna-like species in the Indian Ocean in collaboration and cooperation with the Coastal states and the Distant Water Fishing Nations. However, the Coastal States, by virtue of Article 64 of the UNCLOS 1982, are responsible for the sustainable management of the shared resources inside their national waters. The small-scale tuna fisheries occurring in the national EEZ of the Coastal State are still not on the radar screen of the IOTC. The focus of the IOTC is on Conservation and Management Measures of the mandated tuna and tuna-like resources and their ecosystems. This approach underestimates the importance of the socio-economic dimensions which are complementary to the bio-ecological aspects for ensuring the sustainable and inclusive management of these migratory fish stocks. The IOC-PRSP has collaborated with the IOTC Secretariat on the mainstreaming of its Compliance and Enforcement Measures in the SWIO states. This collaboration is bound to continue through EEOFISH. However, several donor

agencies, including the World Bank's SWIOFish 2 Project are supporting the IOTC Secretariat in human and technical capacity enhancement.

5.7 SWIOFC (SOUTH-WEST INDIAN OCEAN FISHERIES COMMISSION)

It is a fisheries advisory/facilitation Body established under Article VI of the FAO Constitution which is funded and administratively managed by the latter through its Maputo Regional Office. The Secretariat is manned by a part-time Secretary in the person of an FAO Senior Fisheries Officer and two supporting staffs. Its main objective is to promote the sustainable utilization of the living marine resources of the SWIO region and to address the common fisheries management/development issues faced by its member states without prejudice to their sovereign rights. Since 2011, the Commission is progressively involved in the management of tuna fisheries inside the national waters of its member states. It relies on donor's funding for the implementation of its programmes and organisation of its statutory and technical meetings. Adherence to the SWIOFC does not relieve its member states from the obligation of managing sustainably the inshore and offshore fisheries inside their national waters.

5.8 SIOFA (SOUTHERN INDIAN OCEAN FISHERIES AGREEMENT)

It is an Inter-Government Agreement registered with the FAO Head Quarters for the sustainable management and development of the fish stocks other than tuna and tuna-like species (such as Alfonso, Orange roughy, Patagonian toothfish and Small Pelagics) in the international waters of the Indian Ocean. These fisheries are mostly harnessed by the Distant Waters Fishing Nations namely, Australia, New Zealand, France, South Africa and others. The decisions taken by the Agreement are binding on the signatory countries. Its Secretariat is about to be established at Saint-Denis, La Reunion. There is no direct interaction between the inshore fisheries of the EA-SA-IO region and the SIOFA except for exchange fisheries and MCS information eventually.

6. OTHER PARTNERS & PROGRAMMES

The E€OFISH is bound to work closely with the other fisheries-related agencies and partners and programmes in the region.

6.1 AU-IBAR (AFRICAN UNION - INTER-AFRICAN BUREAU FOR ANIMAL RESOURCES)

It is an AU agency specialised in animal husbandry and veterinary services. Its mandate was subsequently extended to oversee the sustainable development and utilization of animal resources, including wild and farmed fisheries. It has played a pivotal role in the formulation of the AU Policy Framework and Reform Strategy 2014 for fisheries and Aquaculture in Africa. AU-IBAR has implemented the EU-funded Fisheries Governance Programme 1 and eventually, phase II which is in the pipeline. The E€OFISH programme will ensure effective collaboration with the latter particularly Fish Gov 2 and the ongoing Africa Blue Economy Strategy. AU-IBAR Secretariat also has limited fisheries expertise. The staffs hired by Fish Gov I were released after its completion. Currently, it has only one Fisheries Expert to oversee the entire fisheries sector of the African continent.

6.2 WORLD BANK SWIOFISH 1 PROJECT

It is the regional component of the Word Bank's SWIOFish Programme which is managed by the IOC Secretariat and chartered to support the SWIOFC. Since 2014, it has provided financial supports to the Working Party on Collaboration and Cooperation in the Tuna Fisheries (WPCCTF) and the Task Force on the Minimum Terms and Conditions of access to regional tuna fisheries by the foreign fishing vessels and the Regional Observers Programme. It has funded the technical studies on the establishment of the SWIO Regional Fisheries Forum Agreement outside the institutional ecosystem of the SWIOFC. It is still a work-in-progress while the SWIOFish Project 1 will be completed in April 2022.

6.3 SWIOFC/UNEP PROJECT

The project is an outcome of the collaboration between two UN agencies – SWIOFC and UNEP/NC with the financial support to the tune of US\$ 8.7 million from SIDA that will last 5 years (2019-2023). Entitled "A partnership for Marine and Coastal Governance and Fisheries Management for Sustainable Growth", the project pursues an integrative or synergistic approach to link the marine small-scale fisheries and environment. The FAO EAF Nansen is a partner of this initiative. The

SWIOFC has obtained a lifeline for the next 5 years. It is crucial for the EEOFISH Programme to collaborate with the upcoming programme to build synergies on analogous actions.

6.4 AUDA-NEPAD (AFRICAN UNION DEVELOPMENT AGENCY - NEPAD)

NEPAD is the pioneer of several Africa Development Strategies and Action Plans, including the Comprehensive Africa Agriculture Development Plan (CAADP), the Africa Agenda 2063 and the Africa PFRS 2014 for the sustainable management of the fisheries and aquaculture sector in collaboration with AU-IBAR. It is also contributing to the operationalisation of the Africa Blue Economy Strategy. Recently, it was graduated to the African Union Development Agency (AUDA) and is responsible for the mobilisation of financial resources and partnerships to support strategic infrastructure project and economic sectors. The EEOFISH Programme proposed to establish a strategic alliance with the AUDA-NEPAD, and It is hoped that the latter would reciprocate to call.

6.5 EFCA (EUROPEAN FISHERIES COMPLIANCE AGENCY)

The European Fisheries Compliance Agency has collaborated with the IOC-PRSP during the SmartFish programme. At a joint workshop on capacity building in 2018, it was mutually agreed by both parties to establish a twinning arrangement to exchange knowledge, MCS experiences and best practices between the SWIO and the Mediterranean Sea. It was also thought that they would work together to develop a joint project proposal to seek additional funding during the process of implanting the PRSP in the institutional ecosystem of the IOC. However, after the closure of SmartFish and the temporary shutdown of the PRSP, the narrative has changed. It expected that this collaboration would go beyond a service contract to attain a sustainable and equitable partnership.

The above inventory highlights the critical structural and functional capacities as well as the influence and interest of those key stakeholders in the marine fisheries of the ES-SA-IO region. Obviously, the wild fisheries are the pinnacle of the African primary sectors that have the potential to contribute to the desired continent-wide economic transformation. The updated information would be useful for the strategic orientation of the IOC Marine Fisheries Work Plan.

6.6 THE LAKE VICTORIA FISHERIES ORGANISATION & THE LAKE TANGANYIKA AUTHORITY

Lake Victoria⁹ and Lake Tanganyika¹⁰ are the two largest water bodies of Africa which are shared by their neighbouring riparian states. These water bodies play a vital role in the political stability, peace and security through the socioeconomic well-being of the populations. The lake fisheries consist predominantly of subsistence and commercial artisanal fishing activities. They also share analogous prospects and challenges for the sustainable management and responsible development of the shared fisheries resources and maintenance of the natural capital. The productivity of these Great Lakes is undermined by overfishing and unethical fishing practices and environmental degradation which are aggravated by landed-based effluents and climate change. EEOFISH intends to build on the learning investments and best practices of SmartFish to enhance sustainable, inclusive and climate-resilient small-scale fisheries for these two lakes.

The EEOFISH Programme proposes a systemic approach to address the root cause of the wicked problems in the marine small-scale fisheries sub-sector instead of wasting resources on symptomatic remedies that will not last. Sustainable and inclusive small-scale fisheries can only be achieved by reconnecting the sub-sector to the national political economy that can be catalysed by effective regional cooperation. Assuming that the manifested political commitments at the regional and national levels are meaningful, EEOFISH will leverage its resources and partnerships to build the momentum for the economic transformation of the inland and marine small-scale fisheries of the EA-SA-IO region.

EEOFISH (11th EDF) is a unique opportunity for the ACP countries of Eastern & Southern Africa and the Indian Ocean ACP countries to entrench transformation changes for unleashing the development potentials of integrated, sustainable and climate-smart fisheries for the economic growth and shared prosperity through the value of regional economic cooperation for the present and future generations.

⁹ With a total catchment area of 250,000 Km², of which 68,000 km² is the actual lake's surface area, Lake Victoria is the largest freshwater lake in Africa. The lake is shared by three East African countries in varying proportions: Kenya (6%), Uganda (43%) and Tanzania (51%). Other countries such as Rwanda and Burundi are within upper watershed that drains into the Lake Victoria through river Kagura. The Lake is heavily utilized for fisheries, transportation, tourism, water supply and waste disposal. The annual fish production is estimated at 1 million tonnes, comprising of Dagga (60%), Nile Perch (25 %), Tilapia and others (15%) for total first sale value of approximately US\$ 870 million.

¹⁰ Lake Tanganyika, the second largest lake in Africa and has a surface area of approximately 32,600 km². It is shared by the Republic of Burundi (8%), the DR Congo (45%), Republic of Tanzania – the Mainland (41%) and Zambia (6%). The Lake is a major source of water supply, provides food and nutrition security and employment through fisheries and is used as means of transport and for other economic purposes such as tourism. The current population around the Great Lake is estimated at 13 million people and with a growth rate of about 3%. The annual fish production of Lake Tanganyika is estimated at 200,000 tonnes for a total landed value of US\$ 700 million.

7. BIODATA OF THE E€OFISH TEAM

7.1 Dr. Soobaschand Sweenarain, Team leader and Technical Coordinator (INCATEMA)

Dr. Sweenarain has grown progressively from a public utility projects coordinator and a multinational industrial fishing corporate manager in the 1980s to a versatile natural resources economist with integrated capabilities to addressing the wicked challenges of global sustainability, inclusiveness and resilience, with a slight overweight on the coastal and marine sectors in the emerging Blue Economy of the oriental façade of the African continent.



Over the past two decades, Dr. Sunil has imparted expert advice and experiential learning to several multilateral Sustainable Development, Fisheries and Environmental Conservation and Climate Risks Management programme and projects in the region with an impetus on political economy, human development and social innovations. Intermittently, he had the opportunity to counsel the business community mainly startups and SME's in fish value chains of the coastal agro-fisheries and ecotourism nexus.

7.2 Mr. Satish Hanoomanjee, IPMU E€OFISH

Satish Hanoomanjee holds a master's degree from the University of London and a Diploma from the Imperial College, London. He has been active in the Fisheries Sector for over 40 years working for both the government and the private sector. He was the Team Leader of INFOSA from 2007 to 2011 based at Windhoek, Namibia and CEO of the Fishermen Investment Trust from 2012 to 2014. He has also worked as a free-lance consultant for various private companies and international organisations both at regional and international level. He is now based in Mauritius with the E€OFISH programme (IPMU) assisting in the implementation of Result 1 & 3.



7.3 Mr. Rudy Girish Ittoo, IPMU E€OFISH

Rudy Girish ITTOO is the Administrative and Finance Officer of the E€OFISH Project. He did his accounting studies up to the ACCA level and has also strengthened his fund management knowledge and skills with trainings from Int. Partners such as the EUD Mauritius and AFD (Agence Francaise de Development). He has been working at the IOC since 2014 in the Administrative and Finance department. Rudy has also contributed to other projects implemented by the IOC. His objectives are to maintain rigorous control over procedures and to present timely and transparent reports to stakeholders. Rudy is a natural team player and believes in the involvement and empowerment of all colleague.



7.4 Mrs. Claudia Laguette, IPMU E€OFISH

Mrs. Claudia Laguette is the Administrative Assistant of the project and has more than 15yrs experience in administration. She has a broad knowledge of the EDF procedures/PRAG and has organised various corporate events and meetings at the local, regional and international level. She has been working within the IOC for 9 years (Recomap-Progeco project, Smartfish project, Energies programme). She has a wealth of experience in administration, logistics and development cooperation within the region. She is proactive and motivated and can easily assimilate new developments in any relevant policies, procedures and technology. Claudia is a dedicated team player and a real asset to any project.



7.5 Mrs. Geraldine Sylva, IPMU E€OFISH

Mrs Geraldine Sylva is the assistant Accountant for the E€OFISH programme. She has successfully followed a course in Management and Business Administration. Geraldine joined the IOC in 2010 and has been responsible for various activities within the finance department including cash and bank transactions, drawing up of financial statements, organising overseas and other business conferences etc. She has a very positive attitude towards her work and is a very talented, focussed/oriented person and an excellent team player.



7.6 Mrs. Kim Lau You Hin, (INCATEMA)

Kim Lau You Hin has over 14 years' experience working in administration for the private sector and parastatal organisations. She also worked for the EU-funded ReCoMap project at the Indian Ocean Commission in 2008, as the Executive Secretary and for the Energies project (2016 to 2020). She has now joined E€OFISH as part of the Technical Assistance Team (INCATEMA). Kim is proactive and a good team player. She is proving to be a good asset for the E€OFISH Project.



7.7 Mr. Said Mmadi Ali, IPMU E€OFISH

Mr. Said is a qualified IT Engineer (Certified Cisco CCNA and CCNP). He has worked at Comtel technologies in Benin and for the SmartFish project (2011 to 2018) in Mauritius. He administered the vessel monitoring system and also worked as consultant in Information Technology for the customs department of the Comoros. Said is an excellent team player and he bears a good moral character.



7.8 Mr. Andry Rasoanindrainy, (INCATEMA)

Mr. Andry Rasoanindrainy is the communication specialist at EEOFISH. He holds a Master's in Science from the University of Salford, UK, plus other qualifications. He worked for the Private sector and various regional and international organisations including Litera in Madagascar, the UN system, UNESCO, IOC and he was until recently the senior communication officer at the African Union. Andry is an excellent team player and his interest are wide and varied.



7.9 Mr. Tiana Randriambola, IPMU EEOFISH

Mr. Tiana Randriambola studied Agronomy (Antananarivo), Fisheries at Toliara and Marine Affairs at Rimouski. He has extensive knowledge and experience in Fisheries management, development of aquaculture, coordinating research and search/rescue at sea. He previously worked for the Ministry of Fisheries in Madagascar for a number of years. He was the focal point for the SmartFish PRSP project and has contributed to numerous activities.



7.10 Mrs. Shirley Chan King Tong, IPMU EEOFISH

Mrs Shirley Chan King Tong is presently the communication assistant and graphic designer of the EEOFISH program. She has worked for two major design and advertising agencies where she evolved in visual communication, development and implementation of concept & design. Her dedication and motivation to grow have led her to exceptional projects and experiences. She also, managed a combination of collaborations and side projects as freelance consultant for the private sector, government and NGO's notably IOC-Biodiversity, FAO (Forestry) and European Union. Previously, she worked as graphic design consultant for IOC/ SmartFish programme (2013-2018). Her inputs and achievements have been significant in terms of concepts, development and implementation of all visual communication's materials. She strongly believes that communication through impactful visual and significant copywriting is the key to connect with the target audience. More info: <https://www.shirldezign.com>



8. BIODATA OF NATIONAL FOCAL POINTS

8.1 Dr. Kamal Thabiti Soudjay, Comoros

Dr. Kamal Thabiti Soudjay, born in Comoros is currently working as Fisheries Economist at the National Marine Resources Directorate, Ministry of Agriculture, Fisheries and Environment.

He holds a PhD in Environmental Economics and Environmental Management from the Institute of Urban Environment, University of Chinese Academy of Sciences and a master's degree in Marine Science/Marine Affairs from Xiamen University. Dr. Kamal is well experienced in both management and research. He has recently worked as National Consultant to the FAO (2020). He previously worked as Fisheries inspector (2007-2012).



8.2 Mr. Abdouchakour Mohamed Abderemane, Comoros

Mr Abderemane has a diploma from the university of Montpellier II, France> He also studied at L'orient (France) and in kobe, japan. He is well experienced in fisheries and value addition and Aquaculture. He has over 32 years of experience in the sector.

Mr Abderemane is presently working in applied research for the Department of Fisheries of the Comoros



8.3 Mr. Rodrick Kundu, Kenya

Mr. Rodrick is a Deputy Director in Kenya's State Department for Fisheries, Aquaculture and Blue Economy. He has a wealth of experience in public sector spanning over three decades, during which time he has demonstrated exemplary expertise in fisheries management and aquaculture development, a fact that has seen him take up crucial assignments in the entire East Africa and Central African region both as consultant and technical adviser. Rodrick

holds a master's degree in *Fisheries and Aquatic Sciences* specializing in fisheries management. He is well versed in the processes of project development and operation, working closely with stakeholder organizations and government institutions to support sustainable fisheries resource development. He has also contributed to several research and technical reports on fisheries, aquaculture and environment.



8.4 Mr. Jude Talma, Seychelles

Mr. Jude Talma is the Principal Secretary in the Ministry for Fisheries and Agriculture, Seychelles. He has been working in the fishing industry for the past 18 year. He was the fisheries MCS expert for the Indian Ocean Commission and oversaw several MCS and Fisheries management initiatives implemented at national and regional level, between 2011 and 2017 (SmartFish project and the IOC Regional Fisheries Surveillance Plan). Prior to that Jude was the Department Manager for Fisheries MCS of the Seychelles Fishing Authority since 2002. Jude has also conducted several fisheries Consultancy work in the Indian Ocean region, West Africa, Gulf of Aden and the Pacific. Jude holds a BSc degree (Hon) from the University of Lincoln, formerly University of Humberside.



8.5 Mr. Mohamoud Sh. Abdullahi, Somalia

Mr. Mohamoud Sh. Abdullahi is the director general of the ministry of fisheries and marine resources of the Federal Republic of Somalia, and a member of Somali National Commission for UNESCO (SONATCOM) and National Focal Point for the E€OFISH Programme.

Mohamoud Sh. Abdullahi used to be an assistant professor and spent more than 10 years of teaching (business and technology related courses) in some Universities of Somalia. He obtained an MSC degree in 2015 from the Asian University in Malaysia where he also gave some lectures. Mohamoud Sh. Abdullahi is proficient in Arabic and English and has written several papers and abstracts related to management and leadership.



8.6 Mr. Peter K Mwandikwa, Kenya

Mr. Peter K Mwandikwa is the Principal Fisheries and Blue Economy Officer at the State Department for Fisheries, Aquaculture in Nairobi. He was also a Deputy Country Focal Point for Eco-Fish II (MCS activities).

Peter is a professional fishery expert with a commitment to sustainable fisheries development and management. He is also involved in poverty alleviation, food and nutrition security, climate change resilience and enhancing fisheries biodiversity. He has over ten years of experience as fisheries manager and has attended various trainings and workshops in fisheries management and development. He is also a TVET trained Trainer of Trainers (TOT).



8.7 Mr. Ahmad Darar Djibril, Djibouti

Ahmed DARAR DJIBRIL is the Director of Fisheries for the Ministry of Agriculture, Water, Fisheries and Animal production since 2009. He also previously served as Head of Fisheries Division (from 1992 to 2002) and Advisor to the Minister (2002 to 2009).



Ahmed studied at the Faculty of Science, University of Bordeaux, France and graduated with a Masters in Oceanography. He participated in various fisheries studies and fisheries resource assessment in the waters of Djibouti (1994 to 1996). Ahmed has an excellent grasp of French.

8.8. Mr. Samuel Siteo

Mr Samuel Siteo graduated with a degree in Biology from the Eduardo Mondlane University, Maputo Mozambique. He is presently working as the Head of Monitoring, Department of Fisheries and has accumulated some seven years' experience already. He was previously working in Tete with the fisheries administration. Samuel started his working career as a secondary school teacher prior to joining the Ministry of Fisheries as a technician



8.9. Mrs. Meera Koonjul, Mauritius

Mrs. M. Koonjul holds a master's degree in Marine Zoology. She joined the Ministry in 1995 as Scientific Officer and is presently based at the Albion Fisheries Research Centre as the Assistant Director of Fisheries. Mrs Koonjul is passionate about the sea and is a professional diver. She has worked on various facets within the Fisheries sector and gathered much experience in Marine Ecology, MPA, Climate change, ICZM, Fisheries management/policies, biodiversity and conservation, she has assisted in the IOC coral reef network and island's project.



8.10	Mr. Seid Mohamed Abrar	Eritrea
8.11.	Mr. Etienne Bemanaja	Madagascar
8.12	Mrs. Yagoshi Basant Rai	Mauritius
8.13	Mr. Dr. Randah Eltayeb Babiker	Sudan
8.14	Mr. Magese Emmanuel Bulayi	Tanzania
8.15	Mr. Ibrahim chehem Daoud	Djibouti
8.16	Ms. Njaka Ratsimanarisoa	Madagascar
8.17	Mr. Abdirahman Mohamud Osman	Somalia

9. TEMPLATES TABLE

Template No	Technical
1	Fact sheet/dashboard
2	BTOR
3	EMF Dashboard
4	Monthly report
5	six monthly planning matrix
7	Ecofish exit strategy
8	Handing over declaration
	Administration
8	Time sheet
9	Application for leave
10	Agenda for meetings
11	Minutes of meeting
12	Mission Request form
13	Mission order letter (APP)
14	Invitation Letter FR (Attestation de charge)
15	Movement of staff
	Checklist: Conf/WS/Training/ Meeting
16	Check list for conf/workshops/training/meeting
17	Attendance Sheet
18	Invitation to PSC committee
19	Invitation letter FR
20	Administrative Note Eng
21	Administrative Note FR
22	Form Evaluation
23	Letter to immigration
24	Registration form
25	Badge
	Finance & Procurement
26	Receipt Statement of Per Diem
27	Request for commitment of Expenditure
28	Evaluation Grid
29	Notes of Virtual meeting
30	Tableau de comparaison
31	Bon de Commande
32	EU Requirements for supplies and service contracts

TEMPLATE 1 - ACTIVITY FACTSHEET

IPMU Reference:

1.0. IDENTIFICATION

LOGFRAME REF		TOT BUDGET	€
ACTIVITY TITLE & TYPE (Project/Routine)			
LOCATION		COST ESTIMATES	€
IMPLEMENTED BY		SUPPORT	
EST. START DATE		FINISH DATE	
PREPARED BY		APPROVED BY	
DATE:		DATE:	

2.0 JUSTIFICATION / BUSINESS CASE

2.1 SITUATIONAL ANALYSIS (Stakeholder & Problem Analysis) (Ref. Mission / Technical Reports...)	
2.2. THEORY OF CHANGE (Strategic Options / Methodology, Links with other activities)	
2.3 DEFINE INPUTS (Mission/STE/WSP/MTG/EQT)	

3.0. SWOT ANALYSIS

STRENGTH •	WEAKNESSES •
OPPORTUNITIES •	THREATS •

4.0 LOGIC FRAMEWORK

4.1 EXPECTED OUTPUTS (Contribution to Specific Goals) (OVI, Milestones, Deliverables)	•
4.2 DEFINE ACTIVITY (Work Package & Tasks, critical pathway)	•
4.3 BUDGET ESTIMATES (Main Cost Centres)	•
4.4 SCHEDULE (Recurring/one-off...)	•
4.5 HYPOTHESES & RISKS (Externalities & Operational risks / Mitigating Measures)	•

5.0. CROSS CUTTING

5.1 COMMUNICATION (TA/IPMU/External...)	
5.2 TAT (TLFE/MCS) (Backstopping / Mission..)	
5.3 IPMU (Specific, if any)	

6.0 COSTING / BUDGET BREAKDOWN (Direct cost)

LF Ref	WORK PACKAGE /TASKS	UNIT	UNIT COST €	QTY	TOT COST €
	...				
	...				
	TOTAL				

7.0 GANTT CHART

REF	TASKS / TRIMESTER	Month..	Mo2	Mo3	MILESTONES / DELIVERABLES
XX.X	...				
	...				
	...				
	...				
	...				

8.0 QUALITY ASSURANCE CHECK LIST

REF	PROCESS / KPI	MIS	STE	WSP	MTG	EQT	REMARKS
	FACTSHEET UPDATE	A1	A2	A3	A4	A5	
	MISSION ORDERS/REPORT	B2	B3	B4	B5	B6	
	CONCEPT NOTE/TOR/PAPER	C1	C2	C3	C4	C5	
	TECH INC & FINAL REPORTS	D1	D2	D3	D4	D5	
	DELEGATES PROFILE	E1	E2	E3	E4	E5	
	INTERNAL EVALUATION	F1	F2	F3	F4	F5	

Note: Mark the relevant square as per requirement and use the remark column

9.0. CHANGE MANAGEMENT / DOCUMENTATION OF LESSONS LEARNED

NAME & DATE	RECORDS

Note:

Additional pages can be used and annexed to the Fact Sheet

Be concise while preparing and updating the Factsheet.

The template can be modified/adapted to cover specific activities/projects

TEMPLATE 2 - BACK TO OFFICE REPORT (BTOR)

NAME & POSITION		
CONTACT DETAILS		
MISSION ITINERARY		
MISSION APPROVED BY		
DATE / DURATION	From 6 to 9 th October 2019	3 calendar days
OBJECTIVES OF MISSION	1. 2.	
VISIT to		
SPONSORS / BUDGET	Ecofish Programme	
ANNEXES	1. e.g. Ecofish IGAD Needs & Strategy	
BRIEF SUMMARY		

Objective of the mission

2.0 Background

3.0 People met

4.0 Information gathered

The following documents related to the Ecofish Programme were obtained:

5.0 Discussion & Conclusion

6.0 Way Forward

The mission has achieved the set objectives. The physical meeting has been useful for synergizing the relationship between the Ecofish Programme and IGAD Team.

TEMPLATE 3 – EMF DASHBOARD

ECOFISH PROGRAMME – MARINE FISHERIES (IOC) WORK PLAN: DASHBOARD/ 1ST SEMESTER - Date: 15th September 2020

								BUDGET (EUR)						
0	Management Unit	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Forecast	Type Procedure	Disbursement	Commitment	Balance	Remarks/ Type of
1	Investment (Vehicle, equipment, supplies etc)							15,000					15,000	
2	Staff costs	x	x	x	x	x	x	692,400			3807.4		688,593	
3	Office operating costs	x	x	x	x	x	x	150,000			2,953	1257	145,790	
4	Vehicle running cost							-					-	
5	IOC/PMU Regional missions				x	x	x	90,000					90,000	
6	Act related to PSC & other							200,000			15,911		184,089	
7	Bank charges etc	x					x	50,000			387		49,613	
8	Expenditure verification. Specific commitment							50,000					50,000	2nd Commitment
9	Contingencies							347,400					347,400	
						Total MGMT		1,594,800						
R 1.0	ENHANCED REG POL & INS FRAMEWORKS	JUL	AUG	SEP	OCT	NOV	DEC	Bud Total (Eur)			Disbursement	Commitment	Balance	Remarks/ Indicators
1.1	Reg Coop / Shared							898,500						
1.1.1	Regional Coord. Platform (Marine Fisheries & ENV)	x	x	x	x	x	x	295,000	50,000				295,000	
1.1.2	Coastal Funa Fisheries Dev. Strategy & Plan				x	x	x	188,000	40,000				188,000	
1.1.3	Mainstreaming FAO BGI into AU PFRS Marine SSF (COM)							175,500	0				175,500	

TEMPLATE 4 - PMU MONTHLY REPORT

Code	STRATEGY/ACTIVITY/TASK	Gp Code	Outputs	Work progress/comments	Incidence on Budgets	Budget Euros Allocated
Result 1	ENHANCED REGIONAL POLICIES & INSTITUTIONAL FRAMEWORKS					
SA 1.1	Reg Coop / Shared Fisheries					
1.1.1	Regional Coord. Platform (Marine Fisheries & ENV)	RCCP	CN and TOR ready	CN ready. TOR prepared for the development of the platform. An STE will be contracted out to develop the Database	2,500	
1.1.2	Coastal Tuna Fisheries Dev. Strategy & Plan	FSMP	Prefeasibility completed	work ongoing	In house	
1.1.3	Mainstreaming FAO BGI into AU PFRS Marine SSF (COM)	FSMP				
1.1.4	Strengthening Governance Structures (FPAs)/ BMU	FGVS				
1.1.5	Fisheries Economic Observatory (E-1-EB2-3)/ FMIS	RFE0				
1.1.6	Regional Frame Survey Framework - SSF	FSMP				
1.2	EFFECTIVE FISHERY MGMT PLANS					
1.2.1	Develop / Upgrade Fishery Mgmt Plans - SSF	FSMP				
1.2.2	Regional Coastal Tuna fisheries Management Plan	FSMP				
1.2.3/4	R M Framework - Recreational (Sport/leisure) fisheries & Wild ornamental fisheries	FSMP				

1.3	Regional Framework REG & LICENSING - SSF					
1.3.1	Sensitization & Awareness Campaigns	FSMP				
1.3.2	Techno-economic Definition of SSF Segments	FSMP				
1.3.3	Regional Framework - REG & LIC + SOP	FSMP				
1.4	CAPACITY DEVPMT – DMRO + RFB...					
1.4.1	DMRO FISHERIES - Capacity Needs & Gaps Assmt	DMRO				
1.4.2	RFB Organisational Reforms [SWIOFC]	RFB				
1.4.3	DMRO - RFB Institutional Linkage / Overlaps	DMRO				
1.4.4	DMRO/IGAD - Design & create a RFB	DMRO				
1.4.5	DMRO - Capacity Building [Human & Technical]	DMRO				
1.5	COASTAL FISHERIES/ENVNMENT SYNERGIES					
1.5.1	C/Marine env - Mapping of Stakeholders & Progs.	CMCM				
1.5.2	Web based platform for coord [link to 1.1.1]	CMCM				
1.6	DATA COLLECTION & MANAGEMENT					
1.6.1	Develop Regional Fisheries Mgmt Information System	FMIS				

1.6.2	Regional Inventory of SSF Bio-Economic data	FMIS				
1.6.3	RFMIS - Data Exchange Protocol & SOP	FMIS				
1.6.4	COMESA - Blue Economy Database + CD	BEDB				
1.7	Climate impacts on SSF					
1.7.1	Assmt climate socio eco impact on SSF					
1.7.1.1	Set up of reg CC observatory network	CCBD				
1.7.1.2	Procurement EQT & support services	CCBD				
1.7.1.3	Fisheries ecosystem indicators [CC+BD]	CCBD				
1.7.2	CC Adaptation/reg fisheries policies					
1.7.2.1	CC Impacts on fish stocks [SSF]	CCBD				
1.7.2.2	Sensitisation, Aware bldg & Soc Innovations	CCBD				
1.8	ECO-FRIENDLY FISHERIES MGMT ACTIONS					
1.8.1	Integrated coast marine env mgmt					
1.8.1.1		CMCM				
1.8.1.2	Support to current initiatives	CMCM				
1.8.2	Voluntary marine conservation areas					
1.8.2.1	Economics & Guidelines for VMCA [CD+COMMs]	CMCM				

1.8.3	T/Frontier Mar biodiversity hotspots					
1.8.3.1	Supports to reg initiatives (SADC/GIZ-ENGO...)	CMCM				
1.8.3.2	Dissemination of LL & BP [COMM]					
1.8.4	Rehabilitation of depleted ecosystems					
1.8.4.1	Technical Expertise & Supports	CMCM				
Misc Act	Other activities linked to above.			Handbook completed		
Result 2	STRENGTHENED CAPACITY TO PREVENT, DETER AMND ELIMINATE IUU FISHING IN THE EA-SA-IO REGION					
2.1						
Result 3	CALL FOR PROPOSALS					
	Three virtual meetings held with IGAD, UNDP (Mau) and C3 (Madagascar). Two more meetings are scheduled for later this week.					
LVFO						
LTA						
C & V						
AOB	IT Expert					
	Procurement of IT equipment/audio/visual etc					
	Publications from SmartFish will be shared with IGAD and other DMRO's					

TEMPLATE 5 - SIX MONTHLY PLANNING OF ACTIVITIES

ECOFISH PROGRAMME: Six months planning (july to December 2020)

LF CODE	STRATEGY/ACTIVITY/TASK	Service	Work shop	GROUP CODE	MONTHS						BUDGET EUROS ALLOCATED
					JUL	AUG	SEP	OCT	NOV	DEC	
R 1.0	ENHANCED REG POL & INS FRAMEWORKS										
1.1	Reg Coop / Shared Fisheries										898,500
1.1.1	Regional Coord. Platform [Marine Fisheries & ENV]	Establishment of contacts with key stakeholders for launch of RCM		15,000							295,000
		annual meeting (4*7,000)		28,000							
1.1.2	Coastal Funa Fisheries Dev. Strategy & Plan			FSMP							188,000
1.1.3	Mainstreaming FAO BGI into AU PFRS Marine SSF (COM)			FSMP							175,500
1.1.4	Strengthening Governance Structures (FPAs)			FGVS							50,000
1.1.5	Fisheries Economic Observatory [E-1-EB2-3]			RFE0							115,000
1.1.6	Regional Frame Survey Framework - SSF			FSMP							75,000
1.2	EFFECTIVE FISHERY MGMT PLANS										100,000
1.2.1	Develop / Upgrade Fishery Mgmt Plans - SSF			FSMP							20,000
1.2.2	Regional Coastal Tuna fisheries Management Plan			FSMP							40,000
1.2.3	R M Framework - Sport/leisure fisheries			FSMP							20,000
1.2.4	R M Framework - Wild ornamenttal fisheries			FSMP							20,000
1.3	Regional Framework REG & LICENSING - SSF										129,500
1.3.1	Sensitization & Awareness Campaigns			FSMP							69,000
1.3.2	Techno-economic Definition of SSF Segments			FSMP							10,000

TEMPLATE 6 - ECOFISH EXIT STRATEGY: (COUNTRY)

- 1. Introduction**
- 2. Guiding Principles**
- 3. Background**
- 4. Achievements/Results, Impacts and Lessons Learned**
- 5. Gaps & Challenges**
- 6. Conclusions & Recommendations**

TEMPLATE 7 - HANDING OVER DECLARATION

1. For Ecofish

I,, XXXXXXX of the Ecofish Programme, declare that the information provided above is to the best of my knowledge, a true and accurate reflection of the past and current facts concerning the activities carried out in(Country)

Signed:

Date & seal

2. For the Authorities

I,.....representing

.....

declare that I/we shall endeavour to continue the Ecofish activities as mentioned above and as from now take over all assets pertaining to the Programme.

Signed:

Date & seal

TEMPLATE 8 - TIME SHEET

Day	Date	Activities performed	Remarks
Wednesday	1		
Thursday	2		
Friday	3		
Saturday	4		
Sunday	5		
Monday	6		
Tuesday	7		
Wednesday	8		
Thursday	9		
Friday	10		
Saturday	11		
Sunday	12		
Monday	13		
Tuesday	14		
Wednesday	15		
Thursday	16		
Friday	17		
Saturday	18		
Sunday	19		
Monday	20		
Tuesday	21		
Wednesday	22		
Thursday	23		
Friday	24		
Saturday	25		
Sunday	26		
Monday	27		
Tuesday	28		
Wednesday	29		
Thursday	30		
Friday	31		

TEMPLATE 9 - APPLICATION FOR LEAVE

FICHE D'ABSENCE					
Nom :			Prénoms :		
Service/DI/Projet :			Date:		
1. Balance des congés avant la présente demande (à confirmer avec le dept RH)					
Congé annuel (nombre)				Congé de maladie (nombre)	
Année en cours	Cumulé à date (<i>excluant</i>	Total	Année en cours	Banque (<i>excluant année en</i>	
2.Demande : Type d'absence sollicité -Cochez la case appropriée					
Code	Type d'absence		Code	Type d'absence	
A/01/01	Congé annuel		A/01/07	Congé de paternité	
A/01/02	Congé de maladie		A/01/08	Congés pour adoption	
A/01/03	Congé personnel -Mariage		A/01/09	Congé sans solde	
A/01/04	Congé personnel -Décès		A/02/01	Mission	
A/01/05	Congé personnel- déménagement		A/02/02	Congé de recup. à la suite d'un voyage officiel	
A/01/06	Congé de maternité		A/03/01	Permission	
3.Dates de demande de congé : approbation ou rejet					
Congé de maladie			Congé Annuel ou autres		
Début	Fin	Nombre de Jours	Début	Fin	Nombre de Jours
Signature de l'agent					
Nom du supérieur	Signature du supérieur		Date	Commentaires du supérieur hiérarchique au cas où la	
4..Balance après la demande (à confirmer avec le dept RH)					
Congé annuel (nombre)				Congé de maladie (nombre)	
Année en cours	Cumulé a date (<i>excluant année en</i>	Total	Année en cours	Banque (<i>excluant année en cours</i>)	
5.Note explicative					
1. IMPERATIF : Pour toute demande de congé ou de permission, cette fiche doit être remplie, signée et soumise au Dept. RH					
2. Les demandes pour les CONGES AUTRE QUE MALADIE ou DECES doivent se faire au moins 48 heures avant					
3. Pour les CONGES DE MALADIE, la fiche doit être remplie dès la reprise du travail. S'il y a lieu, le certificat médical doit être soumis.					
4. La fiche de MISSION et l'ordre de mission doivent être rattachés à cette fiche d'absence.					

TEMPLATE 10 - ECOFISH PROGRAMME – AGENDA

Title of meeting:

Venue:

Date of meeting

AGENDA

DAY I - SESSION

TIME	AGENDA ITEM	PRESENTER
08:00 - 09:00	Registration	Ecofish Staff
09:00 - 09:30	Welcoming remarks	SS
	Opening by the	
09:30 - 10:00	Coffee Break / Family Photo / Press Meeting	All
10:00 - 10:15	Introduction of the Participants	
	Approval of the Provisional Agenda	
	Nomination of 2 Rapporteurs (To back-up the Secretariat)	
	Housekeeping: Direct translation facility / Secretariat Assistance / Safety & Security Features and other relevant information	
Module 1 – Synopsis & Status of the ECOFISH PROGRAMME		
10:15 - 10:25		
10:25 - 10:35		
Module 2 –		
10:35 - 11:05		
11:05 - 11:35		
11:35 - 12:00		
12:00 - 13:00	Lunch	
Module 3-		
13:00- 13.30		
13.30- 14.00		
14:00 - 14:30		
14.30- 15.00		
15.00-15.30	Tea Break	
15:30 - 16:00		
16:00 – 16-30		
16-30	End of DAY 1 SESSION	

DAY 2 – SESSION

TIME	AGENDA ITEM	PRESENTER
Module 4 –		
09:00 - 09:30		
09:30 - 10:00		
10:00 - 10:15	TEA BREAK	
Module 5		
10:15 - 10:45		
10:45 - 11:30		
11:30 - 12:00	Discussion & Synthesis	
12:00 - 13:00	LUNCH	
Module 6 – Reports Focal Points:		
13:00	Comoros	
13:10	Djibouti	
13:20	Eritrea	
13:30	Kenya	
13:40	Madagascar	
13:50	Mauritius	
14:00	Mozambique	
14:10	Reunion	
14:20	Seychelles	
14:30	Somalia	
14:40	Sudan	
15:50	Tanzania	
15:00 - 15:20	TEA BREAK	
Module 7 – Reports: DMRO RFB & Development Partners		
15:20	COMESA	
15:30	EAC	
15:40	IGAD	
15:50	IOC	
16:00	SADC	
16:10	A.O.B / Announcement	
16:15	Synthesis & Approval of Conclusions & Recommendations	
16:30	Closing Remarks / Words of Thanks	
16:30	END OF THE MEETING	ALL

TEMPLATE 11 - MINUTES OF MEETING – TITLE

Date:	Time:	Venue:
-------	-------	--------

1. **Present:**

2. **Apologies:**

3. **Welcome** by

4. **Salient points** of the meeting were as follows

Subject	Discussions and Way Forward
Overall	•
	•
Result 1	•
Result 2	•
Result 3	•
Communication and Visibility	•
Others	•

5. **Closing address:**

6. **Meeting ended at**

TEMPLATE 12 - ECOFISH PROGRAMME – MISSION REQUEST FORM

DATE:	
REF	

1.0 MISSION REQUEST

Full Name	
Position	

2.0 OBJECTIVES OF MISSION

i)	
ii)	

3.0 PLACE/S OF THE MISSION

i)	
ii)	

4.	DATES / DURATION		PLACE	FROM	TO	NIGHTS
		i)				
		ii)				
		iii)				

5.	PER DETAILS	DIEM	PLACE	NIGHTS	RATE	AMT €
		i)				
		ii)				
		iii)				
			TOTAL (€)			
6	COST BORNE BY	IOC PE		INCATEM A	OTHER S:	

7. DOCUMENTS ATTACHED (Invitation letter / Agenda ...)

i)	
ii)	

8. ADDITIONAL INFORMATION, IF ANY (Accompanied by):

i)			
9.	TRAVELLER	TECHNICAL COORDINATOR	IOC / EUD
DATE:			

Mission Report (BTOR) on approved Ecofish Template is to be submitted within 5 working days after return to the station

TEMPLATE 13 – MISSION ORDER

Ebène, date

No.: /SG-COI/VEN/SS

I undersigned, (Name of CM), Officer in Charge of the Indian Ocean Commission herewith certify that (staff name), (title) of the IOC-EEOFISH programme (Contribution of Sustainable Fisheries to the Blue Economy of the Eastern Africa, Southern Africa and Indian Ocean region) is undertaking a mission in (country) as from (date) 2020.

(staff name) will attend and assist to the organisation of the (details of meeting, venue, date).

Her flight details are:-

- Departure flight details
- Return leg flight details

The Indian Ocean Commission wishes to express its gratitude with the local authorities concerned to facilitate and ease our representative in her endeavour to undertake her mission.

Thanking you for your kind collaboration.

Name

Officer in Charge

TEMPLATE 14 – ATTESTATION DE CHARGE

Ebène, date

**Secrétaire général
Vice-présidence en charge de
l'Energie
Moroni
Union des Comores**

N°: /SG-COI/MM

Objet : Attestation de prise en charge – 3^{ème} réunion régionale de la promotion des énergies renouvelables et de l'efficacité énergétique prévue le 20 février 2021 à Madagascar

Monsieur,

Nous avons le plaisir de vous transmettre ci-dessous les informations concernant votre prise en charge pour votre participation à la réunion régionale de la promotion des énergies renouvelables et de l'efficacité énergétique prévue le xx date à xx.

Un billet électronique vous sera envoyé selon le plan de vol suivant :

AIR MADAGASCAR

Départ avec le vol MD 142 le 19 février à 16h55 – Arrivée à Antananarivo à 19h15.

*Retour prévu au départ d'Antananarivo par le vol MD 152 le 21 février à 06h20
Arrivée à Moroni à 08h35.*

Selon les nouvelles réglementations de l'Union européenne, applicables à la Commission de l'océan Indien, le projet COI-E€OFISH assurera l'organisation de votre hébergement. Votre hébergement sera pris en charge du 19 au 21 février 2021 et sera payé directement à XX

Une indemnité de subsistance vous sera remise pour couvrir vos besoins journaliers (repas hors formation) du xx au xx xxxx. Une note administrative vous sera communiquer.

TEMPLATE 15 - MOVEMENT OF STAFF

No	Name	Countries visited	No Days	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

TEMPLATE 16 - CHECKLIST FOR CONFERENCE/ WORKSHOP/ TRAINING/ MEETINGS

Date

Meeting: title

Location

No	Item	Meet	Conf.	Sem.	Others
1	Inform IOC/CM & OPLs (if required)				
2	Invitations				
3	List of participants				
4	Tickets booked				
5	Tickets sent				
6	Immigration arrangements?				
7	Transport arranged (Airport-Hotel - Airport)				
8	Hotel Booked				
9	Transport Hotel to meeting venue				
10	Per Diem				
11	Conference room arranged + audio visual equipment ok				
12	Conference package (pen/paper etc)				
13	Com & visibility				
14	Admin Note				
15	Evaluation form				
16	Registration form				
17	Badges				
18	Chevalets				
19	Blank form for budgetary commitment				
20					
21					
22					

(Tick OK)

TEMPLATE 17 – ATTENDANCE SHEET

No	Name	Org/Country	Email	Day 1	Day 2	Day 3
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

TEMPLATE 18 – INVITATION LETTER (ENG.)

O/Ref: /SG-COI/ECOFISH/VE

Ebène, date

Secretary General

Address

P.O.Box 300

Country

Subject: Invitation to the XXX

Date – Place of event

His Excellency,

The Indian Ocean Commission (IOC) has started the implementation of the ECOFISH Programme. This Programme is funded by the European Union and the technical assistant team based at the IOC head Office.

I have the pleasure to invite you to participate to the (meeting name & venue details). The venue of this steering committee will be communicated to you shortly.

The objective of this Steering Committee is to examine the following points:

- x
- y
- z

I would be grateful if you could nominate a representative of your organisation in order to participate to this meeting by latest The IOC will fund your participation as per the usual EDF rules.

Please accept, His Excellency, the assurances of our distinguished consideration.

xxx

Officer in charge

Attachment: provisional agenda

TEMPLATE 19 – INVITATION LETTER (FR.)

N/Réf : /SG-COI/ECOFISH/SS

Ebène, date

To:

Title

Address 1

Address 2

Country

Objet :

Monsieur/ Madame,

J'ai le plaisir de vous inviter à participer à xxx prévue le xxxxxx à xxx, xxxxxx.

Cette dernière réunion aura essentiellement pour objectif de faire le bilan du programme sur le plan technique et financier. Elle présentera également une occasion de communiquer les réalisations du programme aux médias.

Le programme provisoire est joint en annexe.

Je vous saurais gré de bien vouloir nous confirmer votre disponibilité et celle des agents de la délégation concernés par le Programme E€OFISH pour participer à cette réunion.

Je vous prie d'agréer, Monsieur/Madame, l'expression de ma haute considération.

Secrétaire Général

PJ : Programme provisoire du xxxx

TEMPLATE 20 – ADMIN. NOTE (ENG.)

Details of Meeting/ Workshop/ Conference etc.

ECOFISH

Administrative Note

Date/ Venue/ Country

1. Purpose of the meeting

The Secrétariat Général of the COI is pleased to invite you to the 1st Steering Committee of the EU-funded and IOC managed Ecofish Programme for the EA-SA-IO region which is organized in collaboration with the AU-IBAR as a development partner of the programme.

The objective of this Steering Committee is to examine the following points:

- Status of the Recommendations of the Ecofish Technical Meeting of November 2018 in Dar es Salaam;
- The operationalization of the programme, including the IOC, LVFO and LTA Work Plans;
- Approval of the 1st year Work Plans (2020-2021);
- Update on the Call for proposals (Result 3 of the Programme).

Expected participants :-

- The DRMOs (COMESA, EAC IGAD and SADC);
- The regional inland fisheries organisation and (LTA & LVFO);
- The Regional Development Partner (AU-IBAR);
- Designated participants by European Union delegation;
- the IOC officer in charge;
- the designated Marine Fisheries Organizations, Programmes and Partners (SWIOFC, IOTC, SIOFA, SWIOFish EFCA,);
- the Team Leader of the IOC-ECOFISH project;
- the MCS Expert;
- the Communication Expert;
- the Finance & Administration (IOC);
- the Administrative and Logistics Officer (IOC)

2. Air Tickets

The project IOC-ECOFISH will provide return tickets in economy class to the sponsored participants. IOC-ECOFISH is the only one responsible of the booking and issuance of the air tickets of the sponsored participants. Air tickets purchased by other third parties will not be refunded.

Due to the administrative & accounting constraints, it is compulsory that the IOC select the most direct itinerary and in economy class for all air tickets. The process of issuing the air tickets are as follows:

- a) The participant is invited to contact Ms. Claudia Laguette (claudia.laguette@coi-ioc.org), and send his/her exact contact details as well as a scanned copy of his/her passport;
- b) She will send proposed flight details and will wait for an e-mail confirmation and request from the participant prior to issuance of the air ticket;
- c) The e-ticket is then sent to the participant by e-mail;
- d) The participant has to travel as per the agreed itinerary as any change or cancellation will be charged to him/her.

The following information have to be sent to the IOC-ECOFISH project soonest possible so as to ensure a better organization of the trip:

- Scanned copy of passport where the number of the passport and the civil status are indicated;
- Detailed contact number of participants (telephone, e-mail address, organisation, country residence).

3. Venue and dates of meeting

The trip will start from 4th up to 7th February 2020.

On 5th & 6th February 2020 : the participants will assist the IOC-ECOFISH 1st Steering Committee at the AU-IBAR Conference Room- Kenindia Business Park; Museum Hill, Westlands Road; Nairobi; Kenya.

4. Visa

The IOC is not responsible for the applications and approval of visas for the participants. All invitees should make the necessary administrative paper works so as to obtain a visa wherever it is necessary. **If no proof of VISA is communicated to the project on the eve of the departure date, the e-ticket will be automatically cancelled.**

Upon presentation of valid documents, the immigration authorities will issue you a visitor permit at arrival.

The program will reimburse participants for VISA costs on presentation of a supporting document and proof of obtaining the VISA (stamp on passport and / or official annex document). In order to claim the refund, please inform our Administrative Assistant (Ms. Claudia Laguette) well in advance of the budgeted refund so that we can provide fund.

5. Sponsor

For IOC-Ecofish sponsored participants; the IOC will provide the European Union official Per Diem rate less costs for lunch for both days. The per diem allocated to you shall cover shuttle services from the airport to the hotel (both ways); your accommodation, lunch, dinner, local travel (taxi) and small expenses.

A shuttle will be provided by the hotel for the airport transfers (both ways) and the relative costs will be added on your hotel bills.

6. Supporting documents

All boarding pass (for all the itineraries) should be handed over to our Administrative Assistant (Ms. Claudia Laguette) on the 1st day of the meeting (during pauses) in order to claim the per diem. Boarding pass for the journey back must be sent to the programme by email and originals by post.

A scan of the boarding pass for the return journeys can be sent by e-mail to Ms. Claudia Laguette through email: claudia.laguette@coi-ioc.org.

The original boarding pass for the return journeys and other original supporting documents must be sent to the COI-ECOFISH project by post, no later **than two weeks after the end of the event**, to the attention of:

Ms. Claudia Laguette
COI-ECOFISH Programme
4th floor, Blue Tower – Rue de l'Institut
Ebène 72201 - MAURITIUS

Very important note: The non-transmission of boarding pass would result in the ineligibility of your care under the conditions established by the lessor, the European Union. You will then be asked to reimburse the costs incurred by your participation.

7. Accommodation

The IOC Secretariat has already PRE_BOOKED the Golden Tulip Westland Nairobi hotel – 65 Muthithi Street - Nairobi. For any information, kindly contact Ms. Pamela who is our contact person at the hotel.



8. Currency

The endorsed currency for the IOC-ECOFISH programme is Euro (EUR).

9. Additional information

Any additional information can be requested to our office through below contact details.

Ms. Claudia Laguette
COI-ECOFISH Programme
4th floor, Blue Tower – Rue de l’Institut
Ebène 72201 – MAURITIUS
Tel : +230 402 6100
Email : email: claudia.laguette@coi-ioc.org

(1) To be sent back by email with « read & approved » next to your signature

Date :

Name :

Signature (1) :

TEMPLATE 21 – ADMIN. NOTE (FR.)

Nom de la réunion/atelier/conférence etc.

ECOFISH

Note administrative

Date

Lieu/ Pays

1. Objectif du Forum

XXXX

Participants

- Les points focaux nationaux et leurs suppléants ;
- Autorités publiques,
- Professionnels du secteur,
- Centres de recherche en charge des questions énergétiques

2. Billets d'avion

Les billets d'avion aller-retour des participants, en classe économique, seront pris en charge par le projet ECOFISH. La COI est responsable de la réservation et de la gestion des billets d'avion des participants. Les billets achetés en dehors de cette procédure ne pourront être remboursés.

Les contraintes comptables auxquelles la COI est assujettie imposent de sélectionner l'itinéraire de vol le plus direct et le plus économique. La procédure d'émission de billets est la suivante :

- e) Le participant est invité à contacter Mme Claudia Laguette (claudia.laguette@coi-ioc.org), à l'envoyer vos coordonnées exactes ainsi qu'une copie de votre passeport ;
- f) Mme Claudia Laguette transmettra une proposition de plan de vol et attendra la validation par mail du participant pour demander l'émission du billet ;
- g) Le billet électronique est envoyé par mail, après avoir reçu la présente **note administrative dûment paraphée et signée par le participant**.
- h) Le participant doit voyager sur l'itinéraire de vol validé car toute modification ou annulation sera à la charge du participant.

e) Tous les frais de pénalité en cas d'annulation de billets d'avion, d'hébergement et de transferts seront à la charge du participant s'il ne nous informe pas à l'avance (au minimum cinq jours ouvrés avant le voyage) avec une raison valable et acceptable par le Programme Ecofish.

Les informations suivantes devront être fournies au programme ECOFISH en annexe de cette note administrative et ceci dans les meilleurs délais pour assurer une organisation optimale du déplacement :

- Copie du passeport indiquant le statut civil et le numéro de passeport ;
- Coordonnées détaillées des participants (téléphone, adresse mail, organisation d'appartenance, pays de résidence).

3. Lieu et dates de la réunion

Le dialogue régional public-privé sur l'efficacité énergétique aura lieu le date, dans la salle de conférence « xx » de l'hôtel xxxe entre 8h30 et 17h30.

4. Visa

La COI n'est pas responsable de l'obtention des visas pour les participants. Tous sont invités à compléter les démarches nécessaires à l'obtention du visa d'entrée quand cela est nécessaire. **Si la preuve de l'obtention du VISA ne peut être communiquée la veille du départ à la COI, le billet sera automatiquement annulé.**

Pour se voir permettre l'entrée sur le territoire, les documents suivants doivent être présentés aux services de l'immigration, à l'arrivée du participant :

- Un passeport en cours de validité à la date de sortie du territoire ;
- Un visa si requis ;
- Un billet de retour dans le pays d'origine – ou de continuation du trajet ;
- Une preuve d'hébergement incluant les coordonnées du lieu de résidence durant le séjour ou confirmation de réservation d'hôtel ;
- Une invitation individuelle attestant de votre prise en charge par la COI ;

Cette invitation attestant votre prise en charge vous sera communiquée par l'équipe du Programme ECOFISH avec le billet électronique afin que vous puissiez entamer les démarches de demande de visa dans les meilleurs délais.

Sur présentation de ces documents, les services de l'immigration vous délivreront un permis de visiteur.

Le programme remboursera aux participants les frais de VISA sur présentation d'une pièce justificative et de la preuve de l'obtention du VISA (cachet sur le passeport et/ou document annexe officiel).

5. Prise en charge

Après acceptation et signature de cette note administrative, les participants sont pris en charge par le programme ECOFISH. La COI couvrira directement les frais d'hébergement dans l'hôtel réservé par la COI ainsi que les frais de transport, les petits déjeuners, déjeuners et dîners pendant la durée de la réunion xxx. Un viatique vous sera remis pour financer l'achat des boissons pour le dîner et les menues dépenses.

6. Pièces justificatives

Les cartes d'embarquement du trajet aller devront être remises à votre arrivée à Madame Soudha Nunkoo.

Un scan des cartes d'embarquement des trajets aller et retour devra être envoyé par e-mail à l'adresse suivante : claudia.laguette@coi-ioc.org.

Les cartes d'embarquement originales et autres justificatifs originaux devront être transmis au projet ECOFISH par voie postale, au plus tard deux semaines après la fin de l'événement à l'attention de :

Geraldine Sylva/ Claudia Laguette
Programme ECOFISH
4^{ème} étage, Blue Tower
Rue de l'institut
Ebène – MAURICE

La non transmission des cartes d'embarquement entrainerait l'inéligibilité de votre prise en charge au regard des conditions établies par le bailleur, l'Union européenne. Il vous serait alors demandé de rembourser les frais engendrés par votre participation.

7. Transfert de l'aéroport à l'hôtel

Le transfert de l'aéroport vers le lieu d'hébergement est pris en charge par le programme ECOFISH. Le retour sera également organisé par le projet.

8. Hébergement

Un hébergement vous sera attribué à l'hôtel xxxxxxxx, Ile Maurice.

9. Monnaie

La devise locale est la xxxxxx.

10. Informations complémentaires

Pour toute information complémentaire, veuillez contacter Madame Claudia Laguette à l'adresse email suivante : claudia.laguette@coi-ioc.org

Date :

Nom :

Signature (1) :

(1) A renvoyer à Madame Claudia Laguette (claudia.laguette@coi-ioc.org) une copie signée et paraphée et la mention « Lu et approuvé » avant le date

TEMPLATE 22 – EVALUATION FORM (MEETING/WORKSHOP)

Format: ☐ **Meeting** / ☐ **Workshop** / ☐ **Training**
 ☐ **Regional** / ☐ **National** / ☐ **International**

Title :

Description :

Dates :

Venue :

Thank you for attending and participating at the Meetings. We are interested in your feedback about the content and processes of this workshop. Please take a moment to give us your opinion on this evaluation form. Thank You.

Nº	Statement related to the meeting's outcomes	On a Scale of 1 to 5 do you (please circle) 1 = Bad, 2 : Fair, 3 = Good, 4 = Great, 5 : Excellent
1	WORKSHOP CONTENT - I was well informed about the objectives of this workshop - This workshop lived up to my expectations - The content is relevant to my job	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
2	WORKSHOP DESIGN - The workshop objective was clear to me - The group work was useful and participative - The presentation was clear and understandable	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

3	WORKSHOP FACILITATION						
		• The instructor was well prepared	1	2	3	4	5 N/A
		• This instructor was helpful	1	2	3	4	5 N/A
4	WORKSHOP RESULTS						
		• The objectives of this workshop was accomplished	1	2	3	4	5 N/A
		• I will be able to use what I learned in this workshop	1	2	3	4	5 N/A
5	WORKSHOP LOGISTICS						
		• Travel, venue, meal	1	2	3	4	5 N/A
		• Translation	1	2	3	4	5 N/A

Which topics or aspects of the workshop did you find most interesting or useful?

The workshop materials, fact sheets, etc.

Did you read them all ?

Yes

No

Somehow

How can we improve them ?

Do you have any other comments you would like to address to the organisers

Many thanks for your cooperation. We will share the outcomes.

TEMPLATE 23 – LETTER TO IMMIGRATION

Ebène, (date)

The Immigration Officer
Passport & Immigration Office
Sterling House
Lislet Geoffroy Street
Port Louis

No.: /SG/COI/S

Dear Sir,

TO WHOM IT MAY CONCERN

This is to certify that the participants listed in the attached sheet have been invited to attend to our (meeting name, venue, date, etc).

The Indian Ocean Commission through its E€OFISH programme is based in Ebène, Mauritius.

We would appreciate it if could facilitate the obtention of a visa for them for the duration of their stay in Mauritius. Our programme is taking in charge their travel arrangements and expenses during their stay. They have been allocated accommodation at the (hotel, accommodation venue).

Thanking you for your kind collaboration.

Mr. Marc Maminiana

Mission in charge

TEMPLATE 24 – REGISTRATION FORM

(Meeting name)

Venue and date

Title:

ECOFISH	REGISTRATION FORM
Surname	
Other names	
Designation/Position	
Organisation/Company	
Address	
Country	
Tel/Office	
Cell	
Email	
Passport Number	
Date of expiry of passport	
Port of origin	
Embarkation port/airport	

TEMPLATE 25 – BADGES

TEMPLATE 26 – BUDGETARY COMMITMENT

Global Budgetary Commitment No. RSO/FED/2018/039-977
Individual Financial Budgetary Commitment FED/2019/408-560

RECEIPT STATEMENT OF PER DIEM

Mission: **ECOFISH 1st REGIONAL STEERING COMMITTEE**
5th & 6th February 2020 - Nairobi - Kenya

Names:

Function:

Origin:

Date	Destination Place/ Country	overnight stay	Rate Euros	Total Euros
TOTAL				

Concluded the per diem calculation at the sum of :

I undersigned, _____, certify to have received of the project the sum above.
This sum has to allow me to pay my expenses of stays, my meals, my transport costs and the other
expenses bound directly to the mission in Nairobi, Kenya.

From my return in my country, I make a commitment to return the ticket stubs, the boarding passes and the mission report to ECOFISH Programme- Indian Ocean Commission, Blue Tower, 4th Floor, Ebène – Mauritius.

Beneficiary,
name and signature

For approval

Imprest accounting,

The imprest administrator

Vicky CUSHMAJEE

Véronique ESPITALIER NOËL



TEMPLATE 27 – REQUEST FOR COMMITMENT OF EXPENDITURE

DEMANDE D'ENGAGEMENT DE DEPENSE REQUEST FOR COMMITMENT OF EXPENDITURE

Demandeur/Requester :			
Date :			
Activité/ Activity :			
Période/ Period :			
Ligne Budgétaire/ Budget line (Code detailed budget in PE) :			
Estimation des coûts/ Costs estimate :			
Description	PU/ UP	Qté/ Qty	Total
Total			EUR

Commentaires/ comments :

Pièce jointe/doc attached: tentative list of participants, agenda items and invitation letter to MLFD

Signature demandeur :	
Le Chef de Projet-TA (Visa) : The Project TA	
<u>Cadre réservé au Comptable/</u> <u>For Accountant use</u> Budget disponible (avant)/ <i>Budget balance</i> : _____ Montant demandé/ <i>Amount requested</i> : _____ Nouveau solde budgétaire/ <i>Remaining Balance</i> : _____ Visa : _____	Autorisé par/Authorized by Le Regisseur/ Imprest Adminstrator Le Comptable/ Imprest Accountant

Observations :

UP: Unit Price.

TEMPLATE 28 – EVALUATION GRID

Evaluation card for STE					
Date: 26 Sept 2020					
Name	AA	AB	AC	AD	AE
Mandatory criteria (Y/N)					
qualifications					
1. At least a master's degree in Fisheries Economics, Management, Development Economics, Data Science or related field					
2. Fluency in English					
General professional experience:					
1. At least seven (7) years of professional experience in fisheries economics and management, project development & facilitation and regional development cooperation					
Specific professional experience:					
1. A least five (5) years of regional fisheries programme management in the EA-SA-IO region					
2. Demonstrated effectiveness in conducting research and analysis work					
3. Proven capacity to develop integrative approach across multidisciplinary and cross-boundary institutional stakeholders					
4. Conversant in Knowledge and Information Management, including					
Fisheries Statistics					
5. Ability to work in a team and to meet deadlines					
6. Good organizational skills.					
7. Excellent verbal and written communication skills.					
Assets					
Extra years of experience over mandatory criterion SPE1					

Comparative advantage related to research & analysis work					
Comparative advantage related to fisheries statistics					
Experience in the area (no. countries)					
Higher Qualifications					
Score. (50 Max)					
Proposed candidates					
Evaluators					
1. Soobaschand Sweenarain, Team Leader					
Date & signature:					
2. Satish Hanoomanjee, PMU					
Date & signature:					
3. Rudy Ittoo, Administration & Finance					
Date & signature:					
Rakoto (Pascal)Ramanantsalama					
Procurement Department					

TEMPLATE 29 – MINUTES OF VIRTUAL INCEPTION MEETING

Date: 29 th July 2020	Time: 10h00	Venue: 5 th Floor, IOC Headquarters, Ebène
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1. **Present**

2. **Apologies:**

3. **Welcome by:**

4. **Salient points** of the meeting were as follows

Subject	Discussions and Way Forward
Overall	•
Communication and Visibility	•
Result 1	•
Result 2	•
Result 3	•
Others (AOB)	•

5. **Closing address:** SS thanked all the participants. On behalf of the TAT and IPMU.

6. **Meeting ended** at xx hours.

TEMPLATE 30 – TABLEAU DE COMPARAISON

Objet:

Ligne Budgetaire:

Synopsis:

Fournisseur	Montant (MUR)	Commentaires	Resultats

TEMPLATE 31– BON DE COMMANDE

20/07/2020

BON DE COMMANDE N° COI/ECOFISH/AO/2020/007

Fournisseur :	
XXXX	
XXXX	
XXXX	
Tél: XXX	
Fax :	
Email:	

Adresse pour la facture:
Commission de l'Océan Indien
E€OFISH Programme
Blue Tower, 4e étage
Rue de l'Institut
Ebène, Maurice
Contacts:

Référence:

N°	Description	Qté	Jours	Prix Unitaire	Total	EUR
				MUR	MUR	
					-	
					-	
					-	
TOTAL en MUR					-	#DIV/0!

Note additionnelle:

Veuillez transmettre la facture à l'adresse suivante:

Secrétariat général de la COI

Blue Tower, 3ème étage, Rue de l'Institut, Ebene, Mauritius

Contact :

Ligne budgétaire:	xxx		
Solde disponible:	xxx		
Préparé par:	Vu par:	Vérifié par:	Approuvé par:
Assistante Comptable	Assistant Administratif & Financier	Imprest Accounting Officer	Imprest Administrator

Blue Tower, 3^{ème} étage, Rue de l'Institut,
Ebène, Maurice
Tél: (+230) 402 61 00
Fax: (+230) 465 63 03
secretariat@coi-ioc.org
www.coi-ioc.org

TEMPLATE 32 – EU REQUIREMENTS FOR SUPPLIES AND SERVICE CONTRACTS

SUPPLIES CONTRACT			Supporting Documents			
Amount €	Procedures	Request for budget - demande d'engagement	Consultation	Contracting	Certified Correct	Payment
0 to 2,500	Payment on basis of invoice		3 Proformas (good practice)	Purchase Order	Delivery Note	Invoice mentioned "paid"
			Explicative note/ Comparative table		Complete Invoice	Debit advice/ copy of cheque
			Specifications from the IT officer (for IT equipment)		"Certified correct" stamp	Bank Statement
					Logbook + Mileage (Fuel cost)	Receive (cash)
< 2,500 to 20,000	Single tender		Invitations aux soumissionnaires (min 3 good practice)	Purchase Order / Contract	Delivery Note	Invoice mentioned "paid"

			Preuve d'envoi		Complete Invoice	Debit advice/ copy of cheque
			tender dossier *** (best Practice)		"Certified correct" stamp	Bank Statement
			Negotiation report			
<20,000 to 100,000	Simplified Procedure		Invitations aux soumissionnaires (min 3 good practice)	Purchase Order / Contract	Delivery Note	Invoice mentioned "paid"
			preuve d'envoi /		Complete Invoice	Debit advice/ copy of cheque
			tender dossier *** (best Practice)		"Certified correct" stamp	Bank Statement
			Evaluation Report or Negotiation report ??			
			evaluation committee (good practice) ??			
<100,000 to 300,000	(Local??) Open tender		Demande d'appel offre	Purchase Order/ Contract	Delivery Note	Invoice mentioned "paid"

	procedure		Tender Dossier		Complete Invoice	Debit advice/ copy of cheque
			preuve de publication		"Certified correct" stamp	Bank Statement
			Evaluation committee / Evaluation Report			
			Proposition d'attribution de marché (UE)			
			Lettre d'approbation du l'attribution de marché de l'UE			
			lettre d'attribution (au soumissionnaire choisi)			
			lettre de regret (au autres soumissionnaires)			
*** - list of tender dossier in next worksheet						



ECOFISH INTEGRATED PROGRAMME MANAGEMENT UNIT

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