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INTEGRATED PROTECTED AREA CO-MANAGEMENT (IPAC)

FOURTH ANNUAL WORK PLAN

June 2011 – May 2012

Annex 2 – Site-based Work Plan Matrices



June 14, 2011

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COVER PHOTO:

Co-management of the Sundarbans integrates conservation of this important ecosystem with sustainable development for resource dependent communities living adjacent to it. IPAC's Fourth Annual Work Plan strives to build a foundation of sustainability for this and other co-management platforms supporting conservation and development as well as climate change adaptation in 25 protected areas across Bangladesh.

INTEGRATED PROTECTED AREA CO-MANAGEMENT (IPAC)

FOURTH ANNUAL WORK PLAN

JUNE 2011 – MAY 2012

ANNEX 2 – SITE-BASED WORK PLAN MATRICES

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ANNEX 2

Site-based Work Plan Matrices

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Central Cluster

PA: Kangsha-Malijhi River Basins

Objectives: Sustainable Conservation of Turag-Bangshi River Basins ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	RMO is Operational to carry on its activities Deliverables: Reports with photographs, Copy of Registration document	Establishing RMO's own Office with minimum of Furniture,	1 RMO	Correspondence, Raw materials, Application procedures, Follow up	Jun '11 and by Sep '11	SC with support of CD and Wetland Policy Specialist
	RMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration Certificate	Taking initiatives to get Social Welfare Affairs Registration	1 RMO	Correspondence, Raw materials, Application procedures, Follow up	Jun '11 and by Sep '11	with support of CD and Wetland Policy Specialist
	Audited the RMOs and ensure transparency and accountability of RMO and FRUG Deliverables: Audit report copies	Ensuring RMO and FRUG Annual audit from SW dept.	10 (5 RMO & 5FRUG)	Logistics and Facilitation, Liaison	Yearly	SF with the support of SC and CD
	RMO, FRUG participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating Regular RMOs & FRUG meetings	120 Meeting	Agenda, logistics, facilitation	Monthly, Quarterly, Six-monthly and Yearly	SF with support of SC

	<p>RMOs and FRUGs are empowered for successful co-management</p> <p>Deliverables: List of elected bodies</p>	Facilitate to RMOs FRUGs Election as per schedule	2 (RMO & FRUG)	Finalize the RMO members List and endorse from the reg. authority	March.2012	SF with support of SC, CD and concerned GoB dept.
	<p>Training conducted on Organizational and Financial Management & RMs , FRUG participants able to Financial mgt, and reported</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting RMO organizational and financial management skills training	1 training	Training content & curriculum, logistics, facilitation	July-2011 and Jan.2012	with support of SC, CD and concerned GoB dept.
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting RMO skills development training on GOB Policies	1 training	Training content & curriculum, logistics, facilitation	August 2011 and feb.2012	SF with the support of SC, CD and ICB team
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting of Local (UPZ, District, UP) Government Officials orientations	5 Orientations	Orientation content & Plan, logistics, facilitation	Quarterly	SF with support of SC, CD and concerned GoB dept.
	<p>1 MOU/Grant Agreement signed between RMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 new LDF and 10 RMOs/ FRUGs (20 schemes from endowment fund)	Liaison facilitation, Correspondence, technical assistance for PP/MOU	When available and activities need based	CD with support of Grants Team
	<p>Members of RMO/FRUG met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Conducting Regular monthly ECs meetings (RMO-42 & FRUG-55)	97 meetings	Agenda, logistics, facilitation	Monthly	SF, with support of SC

	Members of RMO/FRUG met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Conducting Regular six-monthly RMO GB meetings	23 meetings	Agenda, logistics, facilitation	July 2011 & January 2012	SF with the support of SC and CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members Training will be conducted after having ToT by SC and SF)	114 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for RMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	RMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of KM Site	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating of Landscape area identification and map development of PA	5 map	Logistics and Facilitation, Liaison technical assistance	Aug.'11	SF,SC and CD with support of PMP Specialist and Wetland Policy Specialist
	Management Plan developed by RMOs for PA Deliverables: Final Management Plan	Facilitating of Development and dissemination of PA management plan	1 Mgt plan	technical inputs to Plan, logistics, facilitation	Aug.'11	SF,SC and with the support of CD
	Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Establishing a New fish sanctuary establish and maintain the old sanctuary plantation of riparian species in the wetlands ,earth filling, re-vegetation, re-excavation and restoration of connectivity among adjacent wetlands	19 (1 new and 18 old)	Correspondence, liaison, Follow up and monitor the activities	June'11-May,12	SF,SC and CD with support of Grants Team

	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants	Planning and execution of awareness events/programs etc.), days observation, spots based events- at PA Observed national & international day Reformed IPT group and logistics support	 5 days 1	Agenda, logistics, facilitation	When available and activities need based	SF,SC with the support of COF and concerned GOB
		Display IPT show at community level Organized School awareness program Organized Issue based mass gathering Organized Miking against illegal fishing g / fingerling catch stop/Harmful use	3 shows 6 events 2 events 5 times			
	Sanctuary Guarding are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting timely training/refresher training for sanctuary guarding subcommittee	5 (25 person)	Training content & curriculum, logistics, facilitation	Oct. 2011	SF with the support of SC, CD and ICB team
	Subcommittee are fully functional in guarding Deliverables: Reporting though monthly reports, signed Duty rosters	Ensuring of Regular monthly meeting, Attendance register maintain, etc.	60 (300 person)	Logistics and Facilitation, Duty Rosters	Monthly	SF, with support of SC
Increased number of people benefiting from AIG/VC activities at KM Site	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women in different trade & setup Demo plot E.g. Amropoly, BAU Kul, Medicinal plantation etc.	10 Batch (300 HHs)	Logistics and Facilitation, Materials	July,11,Nov,11	ESF & SF with support of SC
	Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement					
	AIGs are operational at the field for harvesting or production Deliverables: CS & CW meeting minutes, On-site visit reports	Facilitating of Regular monitoring of AIGs by FO/CS at field level, Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, FOs meetings	Monthly	FO with support of ESF/SF

	Potential markets are identified and linkage established	Executing of assessment for identifying potential markets to establish linkages	1 linkage at least	Resource person, logistics, facilitation	Nov '11	Short Term Consultant with support of ESF and SC
	Deliverables: List of potential market sources, Transaction reports					
	Makers/producer groups formed and trained for ICS Installation at village/household level Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Facilitating of ICS training conduction and installation materials distribution	1 training (2 person)	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF & SF with support of SC
	Household received/installed ICS with the support of trained makers/producers Deliverables: Photographs of Household with ICS	Facilitating of ICS installation services are ongoing and functional	70 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF & SF with support of SC
	Local Gob Expert suggestions are used for AIG Field Days observation involvement with RMO and RUG level and reported Deliverables: Events Reports with photographs	Facilitating of AIG Field Day at RMO and RUGs involving UPZ Govt. Officials	1 field day	Logistics and Facilitation, materials	April 2012	ESF & SF with support of SC
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 types material	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans at KM Site	GCC Vulnerability assessment conducted at the PA and reported	Conducting of GCC vulnerability assessment (Meeting) at the PA (RMO,RUG level)	26 meeting at Village	Logistics and Facilitation, technical assistance	July-Oct 11	FO,CS ,SF with support of SC and CD
	Deliverables: RUG wise GCC Assessment Reports, Meeting Minutes with photographs, Signed list of participants					
	GCC Adaptation plans prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing of GCC adaptation plans	26 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC

	5 sharing meeting with Local Govt. on GCC adaptation plans conducted & reported	Conduct GCC adaptation plans sharing meeting with Local Govt.	5 meeting	Logistics and Facilitation	Feb. 12	SF, SC with support of CD
	Deliverables: Sharing meeting minutes with photographs, Signed list of participants					
	10 Rally or Gathering arranged to share local population on GCC adaptation plans conducted & reported	Conducting of GCC adaptation plans sharing Rally or gathering involving RUGs & RMOs & working villages of RMOs	2 event per RMO & FRUG	Logistics and Facilitation	Feb-April 12	FO, CS ,SF and SC with support of CD
	Deliverables: Events Reports with photographs					
Effective Program Management and Monitoring (IPAC KM Site Team)	12 of Management/Coordination meeting conducted & reported	Conducting of Regular monthly Site Staff meetings	12 meetings	Logistics and Facilitation	monthly	SF with support of SC
	12 of On Site Monitoring Visit conducted & reported	Conducting of Regular on site monitoring (Per month: SF-4, SC-2, ESF-1, PMARA-1, COF-1, CD-1)	120 trips	Physical visits	monthly	SF and SC with support of CD
	12 of Monthly Report prepared and submitted	Preparing of Regular monthly progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation &	7 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Deliverables: ToT report	Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management				
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management,	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka
	Deliverables: ToT report	LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.				

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Central Cluster

PA: Turag-Bangshi River Basins

Objectives: Sustainable Conservation of Turag-Bangshi River Basins ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	Audited the RMOs and ensure transparency and accountability of RMO and FRUG Deliverables: Audit report 7 proper suggestion for managing RMO,FRUG	Ensuring RMO and FRUG Annual audit from SW dept.	7 (4 RMO & 3 FRUG)	Logistics and Facilitation, Liaison	Yearly	SF with the support of SC and CD
	RMO, FRUG participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating Regular RMOs & FRUG meetings	84 Meeting 2 (RMO & FRUG)	Agenda, logistics, facilitation Finalize the RMO members List and endorse from the reg. authority	Monthly, Quarterly, Six-monthly and Yearly March.2012	SF with support of SC, CD and concerned GoB dept.
	10 training conducted on Organizational and Financial Management & RMs , FRUG participants able to Financial mgt, and reported Deliverables: Training Report with photographs, Signed list of participants	Conducting RMO organizational and financial management skills training	10 (5 RMO & 5 FRUG)	Training content & curriculum, logistics, facilitation	July-2011 and Jan.2012	SF with support of SC, CD and concerned GoB dept.

	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized	Conducting RMO skills development training on GOB Policies	7(4 RMO & 3 FRUG)	Training content & curriculum, logistics, facilitation	August 2011 and feb.2012	SF with the support of SC, CD and ICB team
	Deliverables: Training Report with photographs, Signed list of participants					
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting of Local (UPZ, District) Government Officials orientations	2	Orientation content & Plan, logistics, facilitation	Quarterly	SF with support of SC, CD and concerned GoB dept.
	MOU/Grant Agreement signed between RMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	7 RMOs/FRUGs (14 schemes from endowment fund)	Liaison facilitation, Correspondence, technical assistance for PP/MOU	When available and activities need based	CD with support of Grants Team
	Members of RMO/FRUG met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Conducting Regular monthly ECs meetings	70 meetings	Agenda, logistics, facilitation	Monthly	SF, with support of SC
	Members of RMO/FRUG met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Conducting Regular six-monthly RMO GB meetings	14 meetings	Agenda, logistics, facilitation	July 2011 & January 2012	SF with the support of SC and CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all RUG members (Training will be conducted after having ToT by SC and SF)	132 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF

	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for RMOs/FRUGs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	7 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	RMOs/FRUGs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	7 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of TB Site	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating of Landscape area identification and map development of PA	4 maps	Logistics and Facilitation, Liaison technical assistance	Aug.'11	SF, SC and CD with support of PMP Specialist and Wetland Policy Specialist
	Management Plan developed by RMOs for PA Deliverables: Final Management Plan	Facilitating of Development and dissemination of PA management plan	4 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug.'11	SF, SC and with the support of CD
	Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Fish sanctuary maintain the old sanctuary plantation of riparian species in the wetlands ,earth filling, re- vegetation ,re-excavation and restoration of connectivity among adjacent wetlands	23 (old)	Correspondence, liaison, Follow up and monitor the activities	June'11-May,12	SF, SC and CD with support of Grants Team

	PA surrounding communities are aware and participating on PA conservation management	Planning and execution of awareness events/programs etc.), days observation, spots based events- at PA		Agenda, logistics, facilitation	When available and activities need based	SF, SC with the support of COF and concerned GOB
	Deliverables: Events Reports with photographs, Signed list of participants	Observed national & international day	5 days			
		Organized School awareness program	4 events			
		Organized Issue based mass gathering	1 event			
		Organized Miking against illegal fishing g / fingerling catch stop/Harmful ghare use	5 times x 4 sites			
	sanctuary Guarding are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting timely training/refreshers training for sanctuary guarding subcommittee	4 training	Training content & curriculum, logistics, facilitation	Oct. 2011	SF with the support of SC, CD and ICB team
	Sub-committee are fully functional in guarding Deliverables: Reporting though monthly reports, signed Duty rosters	Ensuring of Regular monthly meeting, Attendance register maintain, etc.	48 meeting	Logistics and Facilitation, Duty Rosters	Monthly	SF, with support of SC
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women in different trade & set up	10 batch (150 HHs)	Logistics and Facilitation, Materials	July,11,Nov,11	ESF & SF
	AIGs are operational at the field for harvesting or production Deliverables: CS & CW meeting minutes, On-site visit reports	Facilitating of Regular monitoring of AIGs by FO/CS at field level, Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, FOs meetings	Monthly	FO with support of ESF/SF

	<p>Potential markets are identified and linkage established</p> <p>Deliverables: List of potential market sources, Transaction reports</p>	Executing of assessment for identifying potential markets to establish linkages	as available	Resource person, logistics, facilitation	Nov '11	ESF & SF with support of SC
	<p>Makers/producer groups formed and trained for ICS Installation at village/household level</p> <p>Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement</p>	Facilitating of ICS training conduction and installation materials distribution	1 training (6-8 persons)	Logistics and Facilitation, Materials	Jun 11 - May 12	ESF & SF with support of SC
	<p>Household received/installed ICS with the support of trained makers/producers</p> <p>Deliverables: Photographs of Household with ICS</p>	Facilitating of ICS installation services are ongoing and functional	300 ICS	Logistics and Facilitation, Materials	Jun 11 - May 12	ESF & SF with support of SC
	<p>Local Gob Expert suggestion are used for AIG Field Days observation involvement with RMO and RUG level and reported</p> <p>Deliverables: Events Reports with photographs</p>	Facilitating of AIG Field Day at RMO and RUGs involving UPZ Govt. Officials	8 separate field days	Logistics and Facilitation, materials	Nov.11 and April 2012	ESF & SF with support of SC
Increased benefits of eco-tourism opportunities for PA-dependent communities	<p>Eco-tourism promotional materials are distributed for tourist's attraction</p> <p>Deliverables: Copy of Materials, Distribution list</p>	Arranging Development and dissemination of eco-tourism promotional material	2 types materials	Communication and branding		ESF & SF with support of Communication team
Development of GCC Adaptation Plans at TB Site	GCC Vulnerability assessment conducted at the PA and reported	Conducting of GCC vulnerability assessment (Meeting) at the PA (RMO,RUG level)	64 meeting at Village	<p>Logistics and Facilitation</p> <p>technical assistance</p>	July-Oct 11	FO, SF with support of SC and CD

	Deliverables: RUG wise GCC Assessment Reports, Meeting Minutes with photographs, Signed list of participants					
	GCC Adaptation plans prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing of GCC adaptation plans	64 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	4 sharing meeting with Local Govt. on GCC adaptation plans conducted & reported Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conduct GCC adaptation plans sharing meeting with Local Govt.	4 meeting	Logistics and Facilitation	Feb. 12	SF, SC with support of CD
	7 Rally or Gathering arranged to share local population on GCC adaptation plans conducted & reported Deliverables: Events Reports with photographs	Conducting of GCC adaptation plans sharing Rally or gathering involving RUGs & RMOs & working villages of RMOs	2 event per RMO & FRUG	Logistics and Facilitation	Feb-April 12	FO, SF and SC with support of CD
Effective Program Management and Monitoring (IPAC TB Site Team)	Management/Coordination meeting conducted & reported Deliverables: Meeting minutes with photographs	Conducting of Regular monthly Site Staff meetings	12 meeting	Logistics and Facilitation	monthly	SF with support of SC
	On Site Monitoring Visit conducted & reported Deliverables: On-site visit reports	Conducting of Regular on site monitoring (Per month: SF-4, SC-2, ESF-1, PMARA-1, COF-1, CD-1)	120 trips	Physical visits	monthly	SF and SC with support of CD
	Report prepared and submitted Deliverables: Monthly reports	Preparing of Regular monthly progress reports	12 times	Facilitation	monthly	CD with support of Site team

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	10 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Central Cluster

PA: Bhawal National Park

Objectives: Sustainable Conservation of Bhawal National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 Orientation	Orientation content & Plan, logistics, facilitation	quarterly	SC with support of CD
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	3 meetings for 2 PF	Agenda, logistics, facilitation	quarterly	SF with support of SC
	# of Networking meeting conducted functional relation build up & minutes prepared Deliverables: Meeting Minutes with photographs, Signed list of participants	Conducting Networking meeting between PF, With NGO and local CBOs	2 Batch	Agenda, logistics, facilitation	six-monthly	SF with support of SC
	# of Exchange/Cross Visit conducted & PF members capacities for decide next course of action minutes prepared Deliverables: Trip Report with photographs, Signed list of participants	Conducting PF Participants exchange/cross visit at other IPAC Sites	1 Batch	Invitation, logistics, correspondence, facilitation	Jun '11 and Nov '11	SC with support of CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	37 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF

	Participant attended the course, and develop their skill for conservation	Organize Training for RMOs, LG members, Dist. & Upazila government officers.	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Deliverables: Training report	(Training will be conducted after having ToT by CD, SC and SF)				
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	RMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	1 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
	2 PF will be formed & operationalize Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Formation of 2 PF	2 PF	Logistics, facilitation	Jan'12	SF,FO,COF,SC with support of CD
Improved conservation management of BNP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 map	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly	SF with support of SC
		Observed national & international day	5 days			
		Organized School awareness program	4 events			
	CPGs are formed and functional for forest guarding PA	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners (if FD is agreed)	4 CPGs	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SC with support of CD

	Deliverables: Bio-data, List of selected CPGs					
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	4 batches	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform & other support materials to CPGs	100 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 person)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	50 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
	Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating for Social forestry and plantation in the landscape area Facilitating for management by plantation different species in the Landscape area.	2 hectare	Correspondence, liaison, Follow up	Aug '11	SF, SC
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women in different trade & set up	300 (12 Batch)	Logistics and Facilitation, Materials	Timely according to seasons.	ESF & SF with support of SC,CD

	AIGs are operational at the field for harvesting or production Deliverables: CS & CW meeting minutes, On-site visit reports	Facilitating of Regular monitoring of AIGs by FO/CS at field level, Progress update in the monthly meeting	12 meetings	Kinds & technical assistant	Round the year	SF, ESF proc. Committee
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Resource person, logistics, facilitation	Nov '11	SF,ESF with support of Short Term Consultant & SC,CD.
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 Batch (1-2 person)	Logistics and Facilitation, Materials	Nov 11 - May 12	SF & ESF
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	50 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF & SF with support of SC
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-Guide received training on Tourist guiding & able to facilitation for visitor Deliverables: Training Report with photographs, Signed list of participants	Conducting Tour guide skills training/Refresher Training	1 training	Training content & curriculum, logistics, facilitation	By Dec'11	SF with support of SC
	Eco-tourism facilities developed and/or expanded Deliverables: Reports with photographs	Developing and/or Expand Eco-tourism facilities	Waste bin-10; Information signage-5; Guide shed-1	Logistics and Facilitation, materials	Sept'11 - Jan' 12	ESF & SF with support Local FD staff, SC, CD
	Eco-tourism promotional material developed and distributed Deliverables: Material delivery with photographs, Signed list of participants	Ensuring for Development and dissemination of eco-tourism promotional material	As per need	Communication and branding	Jul' 11	SF, ESF with support of Comm. team

Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	37 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	37 Plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	2 meeting	Logistics and Facilitation	Feb-Mar 12	SC with support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	2 event	Logistics and Facilitation	Feb-Mar 12	SF and SC with support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Central Cluster

PA: Madhupur National Park

Objectives: Sustainable Conservation of Madhupur National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	2 Office	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	2 Registration	Correspondence, Raw materials, Application procedures, Follow up	by Sep '11	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	24 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training 2 Batch 50 person	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)	Conducting skills development training on relevant GOB Policies for CMO	1 training 2 Batch	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT

	Deliverables: Training Report with photographs, Signed list of participants					
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC with support of CD
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	2 new LDFs	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of CD
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	8 meetings for 2 PF	Agenda, logistics, facilitation	quarterly	SF with support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	4 meetings for 2 CMO	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC with support of CD
	# of Networking meeting conducted functional relation build up & minutes prepared Deliverables: Meeting Minutes with photographs, Signed list of participants	Conducting Networking meeting between CMC, With NGO and local CBOs	2 meeting	Agenda, logistics, facilitation	six-monthly	SF with support of SC
	# of Exchange/Cross Visit conducted & CMC members capacities for decide next course of action minutes prepared Deliverables: Trip Report with photographs, Signed list of participants	Conducting CMC Participants exchange/cross visit at other IPAC Sites	2 Batch	Invitation, logistics, correspondence, facilitation	Jun '11 and Nov '11	SC With support of CD

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	114 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for RMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	RMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of MNP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	2 maps	Logistics and Facilitation, Liaison technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Observed national & international day	17 events 5 days	Agenda, logistics, facilitation	monthly	SF with support of SC
		Organized School awareness program	6 events			
		Spot based awareness session	6 times			

	CPGs are formed and functional for forest guarding PA	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners	2 male and 1 female CPG	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SC with support of CD
	Deliverables: Bio-data, List of selected CPGs					
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform & other support materials to CPGs	100 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 person)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF

	Bio-Physical improvement of PA	Facilitating for Social forestry and plantation in the landscape area	5 hectare	Correspondence, liaison, Follow up	Aug '11	SF, SC
	Deliverables: Reports of bio-physical improvements	Facilitating for management by plantation different species in the Landscape area.				
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	20 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Deliverables: List of potential market sources, Transaction reports					
	1Batch AIG participants will trained up for innovative ideas Deliverables: Visit Reports with photographs, participants list	Facilitating for Cross Visit of Handicraft group for getting new idea from another area	1 Batch	Logistics and Facilitation, materials	Sep-11	ESF & SF SF and ESF with CC team

	Establish 5 demo plot and people will be sensitized for own implementation	Establishing 5 demo plot of Amropoli and apple Kul	3 plot for Amropoli and 2 for apple kul	Orientation, Saplings and technical know how	July - Aug.'11	
	Deliverables: List of participants ,photograph and reporting					
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism promotional materials are collected and distributed for tourist's attraction	Arranging Development and dissemination of eco-tourism promotional material	2 types materials	Communication and branding		ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	89 VCFs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	89 plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	2 meeting	Logistics and Facilitation	Feb-Mar 12	SC with support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	2 event	Logistics and Facilitation	Feb-Mar 12	SF and SC with support of CD

Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet

Cluster

PA: Satchuri National Park

Objectives: Sustainable Conservation of Satchuri National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 Batch	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	3 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD

	CMO have implemented to need based project in the PA/landscape area. Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 AF Granted project	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	CMO and Council members met to share/Progress on ADP/Justification/Approval of CMO activities and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	To reduce and control illicit feeling and harmful activities Deliverables: Meeting Minutes	CMC Sharing Meeting with various Stakeholder (Tea estate manager, Bus/tamp driver, Bsw mel and brick field owner.	1 meeting	Schedule, Budget Preparation	July'11	With support of SC,CD,
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	114 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works Deliverables: Training report	conducted after having ToT by SC and SF) Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC

Improved conservation management of SNP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Facilitated Bio-Physical improvement of PA	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Weeding in plantations of core zone	50 hectare	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	IPT Group reformed for performing shows at PA landscape on conservation awareness	Reformation of IPT Group (Tripurapara ethnic cultural team) and logistics support	1 group	Correspondence, Budget, Raw materials, labors	yearly	SF, With support of SC
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly	SF
		Observation of Co-management day, World Environment Day, Bio-diversity day	5 days			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	1 time			
		Issue based mass gathering	3 event			
		Trail Hiking	2 events			
		IPT	6 shows			
		Sharing meeting with Journalists	2 events			
		Sharing meeting with Stakeholders	3 events			
		School Awareness, Scout/Student/Youth Club hiking	2			
		Sharing Meeting with Imam (mosque)	2			
	CPGs are formed and functional for forest guarding PA	Facilitating for the formation of Male CPGs with collaboration of GOB/FD partners	1 male CPG	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SF, SC.CD
	Deliverables: Bio-data, List of selected CPGs					
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SF, SC with support of CD

	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs	40 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per Group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 person)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
	VCF members are more active in co-management and conservation Deliverables: meeting minutes	To Conduct Regular Bi-Monthly VCFs meeting by NS	228	Logistics and Facilitation, Materials	Monthly	NS, with support of FO/SF
	Youth club member regularly activated Deliverables: meeting minutes	Youth club meeting	120	Logistics and Facilitation, Materials	Monthly	FO, With support of SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	15 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS	monthly	NS with support of SF

	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA entry fee system SNP	1 entry	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist
	Eco-tourism facilities are developed and/or expanded and ensure tourist facilities. Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities , eco-cottage [8-10 bedded accommodation], and other services	1 cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management	Selecting Eco-guides and conducting Training for them	1 training (05 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Deliverables: Training Reports with photographs, Signed list of participants	Interpretation Center Functioning	1			
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team

Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	38 VCFs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	38 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka
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Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Hail Haor

Objectives: Sustainable Conservation of Hail Haor ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly RMOs meetings	64 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	12 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD

	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs/ Endowment fund from UFC)	8 RMOs (20 schemes)	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Tri-monthly RMOs General body meetings	32 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all RUG members (Training will be conducted after having ToT by SC and SF)	107 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for RMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	RMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	8 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works Deliverables: Training report	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Hail Haor	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 map	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by RMOs for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD

	Facilitated Bio-Physical improvement of PA	Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands Weeding in plantations of core zone	21 water bodies	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	Deliverables: Reports of bio-physical improvements	Swamp plantation	10,000			
	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Issue based mass gathering	4 events	Agenda, logistics, facilitation	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (10 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	950 ICS (GIZ)	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	5 FRUG (150 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	24 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF

	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA entry fee system, eco-cottage, and other services under Hail Haor Arrange entry facilities e. g (Gate, Toilets, Parking, light foods, etc.)	1 entry (managed by RMO)	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist
	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities		Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
		Constructing Nature interpretation center (leftover money from MACH Project)	1			
		Facilitate local entrepreneur to set Tourist shop	2			
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (10 persons)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team

Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 types materials, 2000 pcs	Communication and branding	Over the year	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (RUGs level)	107 RUGs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	107 RUGs	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	13 meetings	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	13 events	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
	PA Landscape people have fresh/drinking water facilities for livelihoods improvement Deliverables: Reports including Photographs	Drinking water facilities development (tube well renovation)	30	Facilitation	Oct-Dec 11	SF with support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD

	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-2, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	84 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Lawachara National Park

Objectives: Sustainable Conservation of Lawachara National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Raw materials, Application procedures, Follow up	by Sep '11	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Sep '11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jan-Feb'12	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	8 Orientation	Orientation content & Plan, logistics, facilitation	Quarterly	SC With support of CD

	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 AF granted project	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Dec'11	CD with support of Grants team
	Deliverables: Copy of MOU/Agreement, Fund Receipt documents					
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	Oct 2011 & April' 2012	SF, SC With support of CD
	VCF members are more active in co-management and conservation Deliverables: meeting minutes	Facilitated to conduct Bi monthly VCF meeting	180 meeting	Agenda, logistics, handout, facilitation	Jun'11-May'12	NS With Support of SF, FO
	Youth club member regularly activated Deliverables: meeting minutes	Facilitated Bi-monthly Youth Club meeting	30 Meeting	Agenda, logistics, handout, facilitation	Jun'11-May'12	FO/NS With Support of SF
	Enabling environment and good working relationship developed Deliverables: meeting minutes	Tri-monthly meeting with respective DFO	4 Meeting	Agenda, logistics, handout, facilitation	Quarterly	SC With Support of CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	30 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC

	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	1 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of LNP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 Map	Logistics and Facilitation, Liaison technical assistance	Nov'11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Oct-11	SC, SF with support of CD
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Weeding in plantations of core zone	34 hectare	Correspondence, liaison, Follow up	Jun-July'11	SC, SF, PAMARA with support of CD
	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	June'11-May'12	SF, SC, COF, ESF
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Observation of Co-management day, World Environment Day, Bio-diversity day	5 days			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	2 time			
		Issue based mass gathering	1 event			
		Trail Hiking	6 events			

		IPT	6 shows			
		Sharing meeting with Journalists	2 events			
		Sharing meeting with Stakeholders	2 events			
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	4 Batch	Training content & curriculum, logistics, facilitation	Jan-Feb'12	SC, SF, PAMARA
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs	80 person	Training content & curriculum, logistics, facilitation	Jun-August'11	SC, SF, ESF with support of CD
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per Group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (3-4 person)	Logistics and Facilitation, Materials	Nov'11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	150 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF

Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	15 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	SF, ESF with support of SC
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	180 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS /FO with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	Nov 2011 & Feb 2012	SF, ESF, COF, FO, NS, SC with support of CD
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Value Chain ensured Deliverables: Report	Plant nursery development training and input support	5 sessions	Plan, assessment tools, logistics, facilitation	Oct-Dec'11	ESF with support of AIG/VC team
	Value Chain ensured	Provide training to Weaving group	1 Batch	Fund & organizing	Nov	ESF, SF,SC
	Deliverables: Report	Strengthen Link with Aarong		Technical support (Dhaka/Cluster ESF)	June11-May12	ESF,SC,CD
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA entry fee system, under LNP	1 entry	Liaison and networking, technical assistance	Ongoing	SF, SC and CD with support of Forest Policy Specialist

	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities eco-cottage [8-10 bedded accommodation], and other service	1 cottage	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (22 person)	Logistics and Facilitation	Sep '11	SC, ESF, SF with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material		Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
		Renovation activities ViZ, Trail bridges, wasting, ticket counter etc.	1			
		Lake development work	1			
	Eco-tour guides are active Deliverables: Meeting minutes	Organized monthly eco-tour-guides meeting	12	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	30 VCF	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	30 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD

	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Rema-Kalenga Wildlife Sanctuary

Objectives: Sustainable Conservation of Rema-Kalenga Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovation CMC's own office with minimum of furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 Batch	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 Orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD

	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 AF granted project	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	<p>Members of PFs met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	<p>CMO and Council members met to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	<p>Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training</p> <p>Deliverables: ToT report</p>	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	45 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	<p>Participant attended the course, and develop their skill for conservation</p> <p>Deliverables: Training report</p>	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	<p>Participant attended the course, and develop their skill for conservation</p> <p>Deliverables: Training report</p>	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	1 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	<p>Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works</p>	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of RKWS	<p>PA Landscape identified and Map developed</p> <p>Deliverables: Final Map</p>	Facilitating for Landscape area identification and PA map development	1 map	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist

	<p>Management Plan developed by CMO for PA</p> <p>Deliverables: Final Management Plan</p>	Facilitating for Development and dissemination of PA management plan	1 mgt plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	<p>Facilitated Bio-Physical improvement of PA</p> <p>Deliverables: Reports of bio-physical improvements</p>	<p>Facilitating Silvi-cultural and tending operations at the core and buffer forest areas</p> <p>Weeding in plantations of core zone</p> <p>New plantation</p>	<p>16 hectare</p> <p>4 hectare</p>	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	<p>PA surrounding communities are aware and participating on PA conservation management</p> <p>Deliverables: Events Reports with photographs, Signed list of participants, Success stories</p>	<p>Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA</p> <p>Observation of Co-management day, World Environment Day, Bio-diversity day</p> <p>Awareness activity through miking on stop illegal forest cutting, fire & hunting</p> <p>Issue based mass gathering</p> <p>Trail Hiking</p> <p>IPT</p> <p>Sharing meeting with Journalists</p> <p>Sharing meeting with Stakeholders</p>	<p>5 days</p> <p>2 time</p> <p>3 event</p> <p>3 events</p> <p>6 shows</p> <p>2 events</p> <p>2 events</p>	Agenda, logistics, facilitation	monthly	SF with support of SC
	<p>CPGs are trained on their duties and responsibilities</p> <p>Deliverables: Training Reports with photographs, Signed list of participants</p>	Conducting Training/refresher training for CPGs	5 batch	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	<p>CPGs received support materials</p> <p>Deliverables: Materials receipt acknowledgement</p>	Distributing support materials to CPGs	126 persons	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	<p>CPGs are fully functional in Joint Patrolling</p> <p>Deliverables: Reporting through monthly reports, signed Duty rosters</p>	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per Group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC

	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	16 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA entry fee system, under RKWS	1 entry	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist

	Visitor can enhance their knowledge on RKWS as well as bio-diversity conservation	Establishing information Centre	1 center	Correspondence, Budget, Raw materials	over the year	SC and CD
	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities eco-cottage [8-10 bedded accommodation], and other services	1 cottage	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Improved visitor facilities Deliverables: report	Establishing Toilet for visitor	2 toilets	Correspondence, Budget, Raw materials	11-Aug	ESF & SF
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (5 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	3 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	45 VCFs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	45 Plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC

	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Khadimnagar National Park

Objectives: Sustainable Conservation of Khadimnagar National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun-Aug '11	SC with support of CD & IPAC HQ
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Raw materials, Application procedures, Follow up Assist CMC for finalizing process of registration	by Sep '11 July-Aug'11	SC & SF -
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	Enabling environment and good working relationship developed Deliverables: meeting minutes	Tri-monthly meeting with DFO & CMC office bearers	04 meetings	Agenda, logistics, facilitation	Quarterly	SC With the support of CD

	<p>CMO Participants are skilled/trained on Organizational and Financial Management</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	<p>CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Oct'11	SC with support of ICBT
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	3 orientations	Orientation content & Plan, logistics, facilitation	July-2, Aug-1	SC With support of CD
	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Dec'11	SC/ CD with support of Grants team
	<p>Members of PFs met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	<p>CMO and Council members met to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	Oct'11 & April'12	SC With support of CD

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training	Organize Training for all VCF members	22 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Deliverables: ToT report	(Training will be conducted after having ToT by SC and SF)				
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	1 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Khadimnagar National Park (KNP)	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1	Logistics and Facilitation, Liaison technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	Quarterly	SF with support of SC
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Day observation of Co-management day, World Environment Day, Bio-diversity day, World Earth Day, World wetlands day	5			
		Organize Issue based IPT show	11			
		Miking about illegal fishing/ stopping uija mara/ fish week etc.	4			

		School students awareness program	4			
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	FO & SF with support of SC/SF
	VCF members are more active in co-management and conservation Deliverables: meeting minutes	To conduct Bi monthly VCF meeting	132 meetings	Logistics, facilitation	June'11-01 & May" 12-01	FO With the support of SF
	Youth club member regularly activated Deliverables: meeting minutes	Quarterly Youth club meeting	20 meetings	Agenda, logistics, facilitation	June"11-May"12	FO With the support of SF & NS
	Oriented practically through exposure visit Deliverables: Trip report	Conducting exposure visit (in country) for community stakeholders, NS's / youth club members and staffs	4 visits	Logistics, facilitation	June'11-0, Dec'11-02 & January'12-01	SC With support of CD
	Deliverables: Trip report CMOs network and working collaboration strengthen Deliverables: Workshop report	Cluster level CMOs networking workshop	1 workshop	Agenda, logistics, facilitation	Dec-11	SC SCs With the support of CD & IPAC HQ
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	14 VCFs (420 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF

	<p>AIGs are operational at the field for harvesting or production</p> <p>Deliverables: NS meeting minutes, On-site visit reports</p>	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the tri- monthly meeting	04 meetings	Visits, Logistics, Facilitation, NS meetings	Quarterly	NS with support of SF
	<p>Local GOB expert suggestions are used for AIG betterment</p> <p>Deliverables: Events Reports with photographs</p>	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	<p>Potential markets are identified and linkage established</p> <p>Deliverables: List of potential market sources, Transaction reports</p>	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services	Establishing/re-enforcing PA entry fee system, under Khadimnagar National Park (KNP)	1 entry	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist
	Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports					
	<p>Eco-tourism facilities are developed and/or expanded</p> <p>Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage</p>	Developing and/or Expanding Eco-tourism facilities eco-cottage [8-10 bedded accommodation]	1 cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
		Eco- Facilities development like Ticket counter-2, Gate-1, Picnic spot-2, Bamboo bridge-10, Trail dev.-2, Round shed-5, Toilet-2, Information center-1, Eco-shop-1, Bench-15, Chhara/ Stream dev., Bomaghar & Kalibari dev. Etc.	as mentioned	Logistics, budget and, materials	July 2011- November 2011	ESF With the support of Eco-tourism team
	<p>Eco-Guides are selected and trained on Tourist guiding and management</p> <p>Deliverables: Training Reports with photographs, Signed list of participants</p>	Selecting Eco-guides and conducting Training for them	1 training (10 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team

	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	02 types materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	22 VCFs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	22 Plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
	Improved safe drinking water source for community people Deliverables: Reports with photographs	Water Facilities to develop in and around KNP-PA site		Logistics		CMC, SF with support from SC, CD & IPAC HQ
		Tube well installation/ maintenance	20			
		Dug well restoration	5			
		Old ponds digging/ renovation	5			
		Natural streams management and create artificial overhead streams	2			
Effective Program Management and Monitoring	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	All SC, SF, CoF, ESF with support of CD

	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Hakaluki Haor

Objectives: Sustainable Conservation of Hakaluki Haor ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is registered under Upazila co-operative office/ Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Upazila co-operative office/ Social Welfare Affairs Registration (VCGs)	7 Registrations	Correspondence, Raw materials, Application process, Follow up	Jun '11 and by Nov '11	SC with support of CD and Dept. of DoE
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly VCG meetings	60 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for VCG	1 training	Training content & curriculum, logistics, facilitation	August,11	SF with support of SC & CD
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for VCG	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SF with support of SC & CD

	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC with support of SC & CD
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 new LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	SF with support of SC, CD Grants team
	ECA members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Conduct others ECA meetings (Union)	24 Meetings	Agenda, logistics, handout, facilitation	Quarterly	SF with support of SC & CD
		Conduct others ECA meetings (Upazila)	10 meetings			
		VCGs meeting	112 meeting			
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCG members (Training will be conducted after having ToT by SC and SF)	28 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
Improved conservation management of Hakaluki Haor (HLH) ECA	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 map	Logistics and Facilitation, Liaison	January,12	SF and SC with support of DoF and DoE
		(Area demarcation of Fish Sanctuary and its map development)	5 maps	technical assistance		

	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	5 Mgt plan	technical inputs to Plan, logistics, facilitation	Aug '11	SF and SC with support of DoF and DoE
	Deliverables: Final Management Plan Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands	10 hectare	Correspondence, liaison, Follow up	Nov-Dec,11and Jan,12	SF with support of SC with support of DoF and DoE & district administration
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Day observation of Co-management day, World Environment Day, Bio-diversity day, World Earth Day, World wetlands day Organize Issue based IPT show Arranging of community meeting Miking about illegal fishing/ stopping ujja mara/ fish week etc. School students awareness program	 5 days 4 IPT Shows 24 meeting 4 times 8 events	Logistics, liaison & facilitation		SF with support from COF, SC & CD
	Enabling environment and good working relationship developed Deliverables: meeting minutes	Coordination meeting with VCGs, DC, DFO, UNO, UFO, Lease, Fisherman and others stakeholders for protect fish sanctuary	1 meeting	Logistics and Facilitation, Materials	Dec,11	SF with support of SC & CD
	Youth club member regularly activated Deliverables: meeting minutes	Youth club meeting	4 meeting	Agenda, logistics, facilitation		SF with support of NS
	Practical Knowledge gained and more active in co-management Deliverables: trip report	To conduct exposure visit (in country) for community stakeholders, NS's / youth club members and staffs	2 visits	Logistics, facilitation	August'11, Feb'12	SF with support of SC & CD

	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	5 VCGs (150 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	January 12 and May 12	ESF & SF with support of SC
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 types of materials, 2000 pcs	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team

Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCGs level)	28 VCGs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	28 Plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	11 meetings	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	5 events	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-2, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	84 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sylhet Cluster

PA: Tanguar Haor

Objectives: Sustainable Conservation of Tanguar Haor ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings		Agenda, logistics, facilitation	Over the year	SF & NS
		CCC Meeting (Yearly)	1 meeting			
		Bi Monthly VCC meetings	120 meeting			
		Monthly UCC EC meetings	12 meeting			
		Conduct Quarterly UCC GB meetings	4 meeting			
		Conduct Annual VCC GB meetings	20 meeting			
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for VCC	8 training	Training content & curriculum, logistics, facilitation	June & July'11	SF With support of SC & CD
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for VCC	4 training	Training content & curriculum, logistics, facilitation	July 2011, Sep 2011' Jan 2011 & March 2012	SF & SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	1 training	Orientation content & Plan, logistics, facilitation	Sep 2011 & December 2011	SF With support SC & CD

	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 new LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	June,11	CD with support of Grants team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCC members (Training will be conducted after having ToT by SC and SF)	73 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
Improved conservation management of Tanguar haor Ramsar site	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development Facilitating for map development for Block plantation	1 Map	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands Facilitating VCCs for swamp forest restoration	10,000	Technical inputs, logistics, facilitation	November'11	SF with support from SC & CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Logistics, liaison & facilitation	over the year	SF with support from COF, SC & CD
		Day observation of Co-management day, World Environment Day, Bio-diversity day, World Earth Day, World wetlands day	5 days			
		Organize Issue base IPT show	2 shows			
		Arranging of community meeting	36 meetings			
		Miking about illegal fishing/ stopping uja mara/ fish week etc.	2 times			
		School students awareness program	4 programs			

	Good working relationship and enabling community environment created Deliverables: Events Reports with photographs	Arranging Coordination meeting with UCCs, DC, DFO, UNO, UFO, Lease, Fisherman and others stakeholders for protect fish sanctuary	1 meeting	Logistics and Facilitation, Materials	Dec,11	SF with support of SC & CD
	Youth club member regularly activated Deliverables: meeting minutes	Youth club meeting	6 meeting	Agenda, logistics, facilitation		SF with support of NS
	Practical Knowledge gained and more active in co-management Deliverables: trip report	Conducting exposure visit (in country) for community stakeholders, NS's / youth club members and staffs	2 visits	Logistics, facilitation	August'11, Feb'12	SF with support of SC & CD
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	SF with support from ESF, SC & CD
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households Repair ICS	100 ICS 20 ICS	Training & installation support	July' 11	SF with ESF Support
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	5 VCCs (150 HHs)	Logistics and Facilitation, Materials	Jun-11	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2	Logistics and Facilitation, materials	January 12 and May 12	ESF & SF with support of SC

	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 types materials, 2000 pcs	Communication and branding		ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCCs level)	73 VCCs	Logistics and Facilitation technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	73 Plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	4 meetings (Union)	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photograph	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	5 events (Union & Central)	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
Effective Program Management and Monitoring	Site Team met monthly basis to share Project progress and to decide next course of actions	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC With support of CD

(IPAC Site Team)	Deliverables: Meeting minutes with photographs					
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-2, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	84 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	1 ToT session	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sundarbans Cluster

**PA: Sundarbans West Wildlife Sanctuary
(Munshiganj)**

Objectives: Sustainable Conservation of Sundarbans West Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	Coo-management platform (CMC) is developed	CMC formation	1 CMC	Correspondence, Liaison, Networking with stakeholders, facilitation	Oct '11	SF/SC with support of CD and Forest Policy Specialist
	Deliverables: Reports with photographs					
	CMO is Operational to carry on its activities	Establishing CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Nov '11	SF with support of SC and CMC members
	Deliverables: Reports with photographs					
	CMO is registered under Social Welfare Affairs and became a legal entity	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Application procedures, Follow up	Jun '11	SF with support of SC and Forest Policy Specialist
	Deliverables: Copy of Registration document					
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities	Conduction of Regular monthly CMO meetings for taking different decisions to implement the planned activities	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	Deliverables: Meeting Minutes with photographs, Signed list of participants					
	CMO Participants are skilled/trained on Organizational and Financial Management	Conducting/organize Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Nov-11	SF with support of CD

	Deliverables: Training Report with photographs, Signed list of participants					
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)	Conducting skills development orientation on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Dec-11	SF/ SC with support of CD
	Deliverables: Training Report with photographs, Signed list of participants					
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized	Conducting orientations on IPAC & Co-management approach for Local level FD staffs and NGOs	2 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SF/ SC with support of CD
	Deliverables: Orientation Report with photographs, Signed list of participants					
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation	Facilitating for Project Proposals development, submission to potential Donors and/or other Financial Institutions and continuous liaison maintain with different donors (e. g LDF grants, leverage funding programs)	1 new LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	Deliverables: Copy of MOU/Agreement, Fund Receipt documents					
	Members of PFs met regular basis to share progress and to recommend next course of actions	Quarterly People's Forum meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	Deliverables: Meeting Minutes with photographs, Signed list of participants					
	CMO and Council members met to share project progress and to decide next course of actions	Half yearly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	Nov 2011 & May 2012	SF With support of SC
	Deliverables: Meeting Minutes with photographs, Signed list of participants					
	Good working relationship developed and going on Deliverables: Meeting Minutes with photographs, Signed list of participants	Quarterly meeting with DFO and officer bearer of CMC	4 meetings	Agenda, logistics, handout, facilitation	quarterly	SF With support of SC

	VCF Members are more active in conservation/co-management Deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	12 Meetings	Agenda, logistics, handout, facilitation	monthly	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	76 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation	Organize Training for CMOs, LG members, Dist. & Upazila government officers.	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Deliverables: Training report	(Training will be conducted after having ToT by CD, SC and SF)				
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
	Deliverables: Training report					
Improved conservation management of Munshigonj sites	PA Landscape identified and Map developed	Marking of landscape boundary on the map	1 map	Logistics and Facilitation, Liaison	Dec '11	SF with support of PMP Specialist and Forest Policy Specialist
	Deliverables: Final Map	Provide village wise Mouza coverage as per provided format		technical assistance		
	Management Plan developed by CMO for PA	Assisting in CMC and FD for ADP preparation	1 Mgt plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	Deliverables: Final Management Plan					
	Facilitated Bio-Physical improvement of PA	Interview based Bio-physical change assessment		Agenda, logistics, facilitation	Aug '11	SC with support of CD
	Deliverables: Reports of bio-physical improvements	Arrange orientation on impact on seed collection, wild plant seed collection, poison fishing	5 orientations			
		Orientation on fisheries rules on Sundarbans	2 orientations			
		Sapling distribution to VCF members	200 HHs			

	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events through CMC		Agenda, logistics, facilitation	monthly	SC with support of SC
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Interactive Popular Theatre demonstration (IPT)	20		May- 11 onward	
		Day observation (Wetland day, Biodiversity day, Co-Management day, Sundarbans day)	5			
		Miking for awareness raising on honey collection, golpata collection, fish catch time etc.	5 event days			
		Sign board set up for message dissemination on conservation and tourism	30			
		Wall writing for message campaign	30			
		Awareness campaign on PL collection	5			
	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners and involve the CPG members with patrolling (if FD is agreed)	100 CPG members	Liaison and networking, VCF meetings, CPG guideline	Aug '11	FO/SF/ SC
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher for CPGs	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SF with support of SC
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform & other support materials to CPGs	100 CPG members	Training content & curriculum, logistics, facilitation	May - 12	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services and create ICS service providers. Distributing ICS making materials and linkage built up with GIZ for ICS installation	1 training (5 persons)	Logistics and Facilitation, Materials	May- 11 onward	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	400 HHs	Logistics and Facilitation, Materials	May- 11 onward	ESF with support of SF

Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	20 VCF (600 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SF
		Homestead vegetables guarding				
		Pond Fish culture by the VCF members				
		Nursery Development (New and old)				
	AIGs are operational at the field for harvesting or production	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Deliverables: NS meeting minutes, On-site visit reports					
	Local GOB expert suggestions are used for AIG betterment	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Deliverables: Events Reports with photographs					
	Potential markets are identified and linkage established	Facilitating market exploring to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Deliverables: List of potential market sources, Transaction reports					
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services	Assist CMO to linked with entry fee collection system	1	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist
	Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Assist for fund collection from Forest Department as entry fee				

	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Entrepreneur search for Eco-cottage (for 8 to 10 bedded accommodation), Eco-shop Establish Eco shop at the entry point in Sundarbans	1 cottage at least 1	Logistics and Facilitation, materials	Aug 11 - May 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Refresher of trained Eco-tour guide	2 training	Logistics and Facilitation	Jan '12	SF/SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jan - 12	ESF with support of AIG/VC team
	Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs					
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 materials	Communication and branding	Jan - 12	ESF & SF with support of Communication team
	Improved safe drinking water source for community people Deliverables: Reports with photographs	Installation/Repairing drinking water facilities	5 tube well	Logistics and Facilitation, technical assistance	Nov,11 to Feb, 2012	SF and SC With support of CD
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	GCC vulnerability assessment	15 spots	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for working area	15 Plans incorporating 76 VCFs	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
		Assisting reformation of UDMC at Union level	5 Unions			
		CPP linked with CMC	1			
		Orientation on Weather and Signaling system	10 spots			
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	2 events	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD

Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular site monitoring through physical visits	120 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sundarbans Cluster

PA: Sundarbans South Wildlife Sanctuary (Dacope-Koyra)

Objectives: Sustainable Conservation of Sundarbans South Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	Co-Management Platforms has been developed	VCF formation	52 VCFs	Budget, Raw materials, labors	Nov-11	FO/ SF/ SC
	Deliverables: Reports with photographs	People's Forum formation	2 PFs			
		CMC formation	2 CMCs			
	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Budget, Raw materials, labors	January '12	FO/ SF/ SC
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Registration	1 Registrations	Raw materials, Application procedures, Follow up	May '12	SF/ SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	6 meetings	Logistics, facilitation	monthly	SF with support of SC

	<p>CMO Participants are skilled/trained on Organizational and Financial Management</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting Organizational and Financial management skills training for CMO	1 batch training	Training materials, venue, logistics, facilitator, incentives	Nov-11	SF/ SC with support of CD and Grants team
	<p>CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training materials, venue, logistics, facilitator, incentives	Dec-11	SF/ SC with support of ICBT
	<p>New CMC members are oriented practically through exposure visit</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Exposure visit arrange for CMC members to other PA for practical experience and knowledge	1 trip	Training materials, venue, logistics, facilitator, incentives	Dec-11	SF/ SC with support of ICBT
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation materials, venue, facilitator and logistics	quarterly	SF / SC With support of CD
	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 new LDF	Data and information, PP writing resource persons hire	Dec-11	CD with support of Grants team

	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Venue, logistics, facilitator	quarterly	SF With support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	1 meeting	Schedule, logistics, handout, venue	May-12	SF / SC With support of CD
	Good working relationship developed and going on Deliverables: Meeting Minutes with photographs, Signed list of participants	Quarterly meeting with DFO and officer bearer of CMC	4 meetings	Agenda, logistics, handout, facilitation	quarterly	SF With support of SC
	VCF Members are more active in conservation/co-management deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	12 Meetings	Agenda, logistics, handout, facilitation	monthly	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	76 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works Deliverables: Training report	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC

Improved conservation management of SSWS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and working area map development	1 Map	GIS, Technical person for handling GIS, Logistics	Jul '11	SF / SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Assisting for demarcation on Map to CMC	1 Mgt Plan	Venue, group work materials, Plan, logistics, facilitator	Aug '11	SF/ SC with support of CD
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural through the VCF members Select HH for plant distribution	200 HHs	Plant tree, land, labor	July 2011	Fo/ SF/ with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Team, logistics, venue	monthly	FO / SF with support of SC
		IPT show demonstration	10			
		Day observation (Wetland, Co-Management, Bio-diversity, Sundarbans)	4			
		Posters and leaflet development	20			
		wall writing for message campaign	10			
		Miking for awareness and dissemination amendment of forest law	5 event days			
	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners (if FD is agreed)	100 CPG members	Coordination with GOB/FD, Facilitation	Sep-11	FO/ SF / SC With support of CD

	<p>CPGs are trained on their duties and responsibilities</p> <p>Deliverables: Training Reports with photographs, Signed list of participants</p>	Conducting Training/refresher for CPGs	4 training	Training content & curriculum, logistics, facilitation	Sep-11	FO/ SF / SC with support of CD
	<p>CPGs received support materials</p> <p>Deliverables: Materials receipt acknowledgement</p>	Distributing Uniform & other support materials to CPGs	100 person	Uniform, torch to light, stick, Identity card	Sep-11	SF with support of SC
	<p>CPGs are fully functional in Joint Patrolling</p> <p>Deliverables: Reporting through monthly reports, signed Duty rosters</p>	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	8 meeting per group	Venue, Logistics, Schedule of duty rosters	monthly	SF with support of SC
	<p>Makers/producers group formed and trained for ICS installation at villages/households</p> <p>Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement</p>	Conduct Training on ICS installation services, and distributing ICS making materials	1 training (5 person)	Schedule, module, training materials, venue, resource persons.	Feb-12	ESF with support of SF/SC
	<p>Landscape Households are using ICS to reduce fuel wood consumption</p> <p>Deliverables: Photographs of Household with ICS</p>	Ensuring and monitoring ICS installation and relevant services for households	50 ICS	ICS building materials, service provider	Nov 11 - May 12	ESF with support of SC/SF
<p>Increased number of people benefiting from AIG/VC activities</p>	<p>PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement</p> <p>Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement</p>	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	15 VCF (450 HHs)	Training module, schedule, kind support for AIG	Jul 11 - May 12	ESF with support of SC/SF

	<p>AIGs are operational at the field for harvesting or production</p> <p>Deliverables: NS meeting minutes, On-site visit reports</p>	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meeting	Schedule, module, training materials, venue, resource persons.	monthly	NS with support of SF
	<p>Local GOB expert suggestions are used for AIG betterment</p> <p>Deliverables: Events Reports with photographs</p>	<p>Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts</p> <p>Participation and conduction of Workshop, Rally</p>	<p>1 day</p> <p>1 workshop</p>	Venue, materials & Logistics	July 2011 & January 2012	ESF with support of SC/SF
	<p>Potential markets are identified and linkage established</p> <p>Deliverables: List of potential market sources, Transaction reports</p>	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Development of GCC Adaptation Plans	<p>GCC Vulnerability issues are identified through assessments</p> <p>Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants</p>	GCC vulnerability assessment at the community	Spot base (incorporate 25 VCFs)	Logistics and Facilitation, technical assistance	Nov-Jan 12	FO / SF with support of SC
	<p>GCC Adaptation plan is prepared and submitted</p> <p>Deliverables: Final GCC Adaptation Plan</p>	Preparing one GCC adaptation plan	Plan for 25 VCFs	Logistics and Facilitation	Nov 11 - Jan 12	FO / SF with support of SC

	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan	Conduct sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	FS / SC With support of CD
	Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Assisting reformation of UDMC at Union level	5 Unions			
		CPP linked with CMC	1			
		Orientation on Weather and Signaling system	10 spots			
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures	Gathering (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
	Deliverables: Events Reports with photographs					
	Improved safe drinking water source for community people	Installation/Repairing drinking water facilities	5 tube well	Logistics and Facilitation, technical assistance	Nov,11 to Feb,2012	SF and SC With support of CD
	Deliverables: Reports with photographs		10 PSFs			
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SF / SC with support of CD
	Deliverables: Meeting minutes with photographs					
	Ensured regular Monitoring of project activities	Conducting Regular on site monitoring through physical visits	120 trips	Physical visits	monthly	SF and SC with support of CD
	Deliverables: On-site visit reports	(Per month: SF-4, SC-2, ESF-1, PMARA-1, COF-, CD-1)				
	Project progress documented and shared with IPAC Management regular basis	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Deliverables: Routine Reports					

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Sundarbans Cluster

PA: Sundarbans East Wildlife Sanctuary (Sarankhola-Chandpai)

Objectives: Sustainable Conservation of Sundarbans South Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	2 CMCs	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	2 Registrations	Correspondence, Raw materials, Application procedures, Follow up	by Sep '11	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	24 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	2 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team

	<p>CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting skills development training on relevant GOB Policies for CMO	2 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting orientations on IPAC & Co-management approach for Local level FD staffs and NGOs	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD
	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	2 LDFs	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	<p>Members of PFs met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of Quarterly PFs meetings	8 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	<p>CMO and Council members met to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of six-monthly CMO Council meetings	4 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	<p>CMO members met DFO to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participant</p>	Facilitating for Conduction of quarterly meetings with DFO	8 meetings	Agenda, logistics, handout, facilitation	July, Oct 2011, January & April 2012	SC With support of CD

	Nishorgo Club Participants are skilled/trained on Leadership Development and Organizational Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Leadership Development and Organizational management skills training for CMC	2 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	Participants from PF & Nishorgo Shohayak(NS) are skilled/trained on Leadership Development and Organizational Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Leadership Development and Organizational management skills training for Nishorgo Club	4 batch training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO's are skilled on PA management Deliverables: Visit Report with photographs	Arrange exposure to others PA	2 trips	Logistics and Facilitation, Liaison	Jul-11	FO with support of SC & SF
	Formed VCF Deliverables: VCF formation Report with participant signed list	Facilitating for formation/reformation of VCF	4 VCFs new; 10 reformation	Logistics and Facilitation, Liaison	Jun'11	FO with support of SC & SF
	VCF members met regular monthly meeting Deliverables: Meeting minutes with participant signed list	Facilitating regular monthly meeting by NS	12 meetings	Logistics and Facilitation, Liaison	monthly	FO with support of SF & SC

	Nishorgo Club members met regular monthly meeting Deliverables: Meeting minutes with participant signed list	Facilitating regular monthly meeting by Nishorgo club Executive body	48 meetings (2 x 2 x 12)	Logistics and Facilitation, Liaison	monthly	FO with support of SF & SC
	VCF Members are more active in conservation/co-management deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	12 Meetings	Agenda, logistics, handout, facilitation	monthly	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	76 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation	Organize Training for CMOs, LG members, Dist. & Upazila government officers.	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Deliverables: Training report	(Training will be conducted after having ToT by CD, SC and SF)				
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works Deliverables: Training report	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
	Nishorgo Shohayak Participants are skilled/trained on Fish culture management & practices	Conducting AIG activities management skills training for Nishorgo Shohayak	2 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ESF & PMARA
	Deliverables: Training Report with photographs, Signed list of participants					

Improved conservation management of SEWS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for demarcation identification on map by CMC and FD representatives	2 maps	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	2 Mgt Plans	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating and distributing the plantation to VCF members house Sapling distribution	1,200 HHs	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	Reserve forest surrounding communities are aware and participating on PA & reserve forest conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events through CMC Observe national & international day by arranging rally, quiz, art & essay writing competition & sports based events		Logistics and Facilitation, technical assistance	All around the year	SF with support of SC
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Arrange awareness campaign by CMO on illegal issue for conservation like Tiger & deer poaching, fishing by poisoning, firing in forest, harvesting fish & crab in breeding period	12 events			
		Prepare IPT team for demonstration of IPT	42 IPT Show			
		Arrange awareness campaign by Students on illegal issue for conservation like Tiger & deer poaching, fishing by poisoning, harvesting fish & crab in breeding period & social issue	8 events			

		Arrange students hiking in Sundarbans	4 events			
		Develop poster & dissemination	2 posters			
		Bill board set up	14			
		Signboards	200			
		Develop leaflet & distribution with miking	6 events			
	CPG is formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male CPG with collaboration of GOB partners (if FD is agreed)	2 male CPG	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SC With support of CD
	CPG is trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPG	4 batch training & 4 batch refreshers	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPG received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform & other support materials to CPG	120 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPG is fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC

	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials through GIZ	2 training (8-10 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households through GIZ	800 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating community to plantation at Household level	200 HHs	Logistics and Facilitation, Liaison & follow up	Aug '11	SC with support of CD
Increased number of people benefiting from AIG/VC activities	Sundarbans dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	25 VCF (750 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	24 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF

	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	4 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets & demand to establish linkages	1 linkage at least per CMO	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA & reserve forest entry fee system, eco-cottage, and other services under SEWS	1	Liaison and networking, technical assistance	over the year	SC and CD with support of Forest Policy Specialist
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Eco-guides refresher	2 refresher	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	2 workshop	Communication and branding	Dec-Feb 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	2 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team

Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment by spot base	spots base (incorporate 55 VCFs)	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing one GCC adaptation plan	55 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	8 events	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
		Assisting reformation of UDMC at Union level	5 Unions			
		CPP linked with CMC	1			
		Orientation on Weather and Signaling system	10 spots			
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	4 events	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
	Deliverables: Events Reports with photographs					
	Improved safe drinking water source for community people Deliverables: Reports with photographs	Installation/Repairing drinking water facilities	8 ponds excavation	Logistics and Facilitation, technical assistance	Nov,11 to Feb,2012	SF and SC With support of CD
			40 PSFs			
			6 ponds dewatering			
	Participants from CMO, PF, NS & NC are skilled/trained on Disaster management & weather signal	Conducting Orientation on weather signal		Logistics and Facilitation, technical assistance	Oct 2011 to Feb 2012	SF and SC With support of CD
	Deliverables: Orientation Report with photographs, Signed list of participants	Arrange weather and signaling system understanding for CMO & NS member	6 batch			

		Arrange weather signal training for Nishorgo club members	4 batch			
	Participants from religious leader are skilled on conservation message & took speech in large gathering at mosque before prayer	Facilitating workshop on message gathering & documentation	4 batch	Logistics and Facilitation, technical assistance	Oct 2011 to Feb 2012	SF and SC With support of CD
	Deliverables: Workshop Report with photographs, Signed list of participants			Liaison and networking, technical assistance		
Effective Program Management and Monitoring (IPAC Site Team)	Site Team meet monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	24 meetings	Logistics and Facilitation, Communication	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-2, ESF-1, PMARA-1, COF, CD-1)	120 visits	Physical visits	monthly	SF and SC with support of CD
	Project staff are skilled on PA management Deliverables: Visit Report with photographs Project staff are skilled on program management	Arrange expose visit to others PA Arrange training on program management	2 trips	Logistics and Facilitation Logistics and Facilitation, technical assistance	Jan/Feb,2012	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/ annual progress reports	12 times	Facilitation	monthly	CD with support of Site team

	<p>Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training</p> <p>Deliverables: ToT report</p>	<p>ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation &</p> <p>Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management</p>	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	<p>Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training</p> <p>Deliverables: ToT report</p>	<p>ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management,</p> <p>LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.</p>	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Teknaf Wildlife Sanctuary (Teknaf, Shilkhali, Whykong)

Objectives: Sustainable Conservation of Teknaf Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture Relocation of Whykong CMC office at FD Range office premise with minimum furniture and repair of Shilkhali CMC office	2 Offices	Correspondence, Budget, Raw materials, labors	Jun '11	SF with support of SC & CD
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	30 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	3 training sessions	Training content & curriculum, logistics, facilitation	Sep-11	SC with support of CD and grant team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	3 training sessions	Training content & curriculum, logistics, facilitation	Oct-11 to Feb 12	SC with of ICBT

	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	2 orientations	Orientation content & Plan, logistics, facilitation	11-Aug	SC with of CD
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	3 new LDFs	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of grant team
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	12 meetings	Agenda, logistics, facilitation	quarterly	SF with support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	6 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC with support of CD
	CMO members will contribute more to conservation works with their learning	Arrange exposure/exchange visits of CMO members	1 trip	Agenda, logistics, facilitation	Oct-11 to Feb 12	SF with support of SC
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	114 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC

	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Teknaf Wildlife Sanctuary	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands	100 hectare	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Observation of Co-management day, World Environment Day, Bio-diversity day	 3 days x 3 CMCs	Agenda, logistics, facilitation	monthly	SF with support of SC
		Awareness activity through miking on stop illegal forest cutting, fire & hunting Spot based awareness meeting with community members and civil society members School based Drawing competition	6 times diff sites 9 events 3 events			
		Interactive Popular Theater	2 shows			

		Participation to Tree/Fish Fair with GOB	1 event			
		Trail Hiking	6 events			
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	11 training	Training content & curriculum, logistics, facilitation	Jan-Feb-12	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs (Jungle Boot shoe, Torch light, etc.)	48 sets	Training content & curriculum, logistics, facilitation	Oct-Dec 11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (4-6 person)	Logistics and Facilitation, Materials	Oct 11 - Mar 12	ESF with support of SF/SC
	Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement					
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	200 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	SF with support of ESF and SC

Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	850 HHs	Logistics and Facilitation, Materials	Sep '11	SF with support of ESF and SC
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	36 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF and ESF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	SF with support of ESF and SC
	Potential markets are identified and linkage established	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Deliverables: List of potential market sources, Transaction reports					
	PA landscape people have improved nutritional diet Deliverables: List of beneficiaries, progress reports	Seasonal seed distribution among beneficiaries Seasonal seed distribution among beneficiaries	500 HH	Logistics and Facilitation, materials	Oct-Dec 11	SF with support of SC & ESF

Increased benefits of eco-tourism opportunities for PA-dependent communities	Regular fund generating from established entry fee system, eco-cottage and other services Deliverables: Copy correspondences with GOB, Entry fee collection reports, Eco-cottage users report, 50% refund reports	Establishing/re-enforcing PA entry fee system, under Teknaf Wildlife Sanctuary Arrange entry facilities e. g (Gate, Toilets, Parking, light foods, etc.)	1 entry (Shilkhali Garjan Forest)	Liaison and networking, technical assistance	11-Oct	SC and CD SF with support of SC & Forest Policy Specialist
	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities eco-cottage [8-10 bedded accommodation], and other services	2 Cottage	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	2 trainings (16 persons)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	4 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of communication team

Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	114 VCFs	Logistics and Facilitation, technical assistance	11-Jul	NS with support of FO,SF and SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	114 plans	Logistics and Facilitation	11-Aug	NS with support of FO,SF and SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	3 meetings	Logistics and Facilitation	Feb-Mar 12	SF with support of SC
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	3 events	Logistics and Facilitation	Feb-Mar 12	SF and SC with support of CD
	Deliverables: Events Reports with photographs					
	PA Landscape people have fresh/drinking water facilities for livelihoods improvement Deliverables: Reports including Photographs	Drinking water facilities development (tube well and/or natural stream installation/renovation)	4	Facilitation	Oct-Dec 11	SF with support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities	Conducting Regular on site monitoring through physical visits	120 visits	Physical visits	monthly	FO and Sf with support of SC
	Deliverables: On-site visit reports	(Per month: SF-4, SC-2, ESF-1, PMARA-1, COF-1, CD-1)				

	Project progress documented and shared with IPAC Management regular basis	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of site team
	Deliverables: Routine Reports					
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Chunoti Wildlife Sanctuary (Chunoti, Jaldi)

Objectives: Sustainable Conservation of Chunoti Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co- management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office (relocation)	Correspondence, Budget, Raw materials, labors	July '11	SC with support of CD
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	24 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT

	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC with support of CD
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	2 Leveraging Funds	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	8 meetings	Agenda, logistics, facilitation	quarterly	SF with support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	VCF Members are more active in conservation/co-management deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	24 meetings	Agenda, logistics, handout, facilitation	Jul-August'11	SF with support of, SC CD

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training	Organize Training for all VCF members	60 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Deliverables: ToT report	(Training will be conducted after having ToT by SC and SF)				
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Chunati WS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1	Logistics and Facilitation, Liaison technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas	2 hectare	Correspondence, liaison, Follow up	Aug '11	SC with support of CD

	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly	SF with support of SC
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Observation of Co-management day, World Environment Day, Bio-diversity day	3 days x 2 CMCs			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	4 times diff sites			
		Spot based awareness meeting with community members and civil society members	6 events			
		School based Drawing competition	2 events			
		Participation to Tree/Fish Fair with GOB	1 event			
		Trail Hiking	4 events			
	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners	1	Liaison and networking, VCF meetings, CPG guideline		SC With support of CD
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	6 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs (Jungle Boot shoe, Torch light, etc.)	259 person	Training content & curriculum, logistics, facilitation	August-Sept 2011	SF with support of SC

	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (4-6 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	200 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	50 VCFs (500 HH)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement					
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF

	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 11 & Jan 12	ESF with support of SC/SF
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities [8-10 bedded accommodation] and other services	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team

	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	1 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	60 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	60 plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	2 meetings	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	2 events	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD

	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-2, ESF-1, PMARA-1, COF-1, CD-1)	120 visits	Physical visits	quarterly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Fasiakhali Wildlife Sanctuary

Objectives: Sustainable Conservation of Fasiakhali Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co- management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Raw materials, Application procedures, Follow up	by Sep '11	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT

	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD
	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	<p>Members of PFs met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	<p>CMO and Council members met to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	<p>VCF Members are more active in conservation/co-management</p> <p>deliverables: VCF Meeting minutes</p>	Effectively conduct meeting at VCF level	30 training	Agenda, logistics, handout, facilitation	Jul-August'11	SF with support of, SC CD

	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	30 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Fashikhali WS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 Map	Logistics and Facilitation, Liaison technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands	10 Acre	Correspondence, liaison, Follow up	Aug '11	SC

	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly	SF with support of SC
	Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Observation of Co-management day, World Environment Day, Bio-diversity day	3 days			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	2 times			
		Spot based awareness meeting with community members and civil society members	3 events			
		School based Drawing completion	1 event			
		Interactive Popular Theatre	2 events			
		Participation to Tree/Fish Fair with GOB	1 event			
		Trail Hiking	2 events			
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs (Jungle Boot shoe, Torch light, etc.)	42 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF

	Deliverables: Photographs of Household with ICS					
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	25 VCFs (400 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Deliverables: List of potential market sources, Transaction reports					
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities [8-10 bedded accommodation] and other services	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (5 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team

	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	3 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	30 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	30 plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Deliverables: Sharing meeting minutes with photographs, Signed list of participants					
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	quarterly	SF and SC with support of CD

	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Medhakachapia National Park

Objectives: Sustainable Conservation of Medhakachapia National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun '11	SC with support of CD
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Raw materials, Application procedures, Follow up	by Sep '11	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of CD and Grants team
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Jul-11	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	4 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD

	Deliverables: Orientation Report with photographs, Signed list of participants					
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Jun-11	CD with support of Grants team
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
	VCF Members are more active in conservation/co-management deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	12 Meetings	Agenda, logistics, handout, facilitation	Jul-August'11	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	13 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC

Improved conservation management of Fashikhali WS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 Map	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly	SF with support of SC
		Observation of Co-management day, World Environment Day, Bio-diversity day	3 days			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	2 times diff sites			
		Spot based awareness meeting with community members and civil society members	3 events			
		School based Drawing competition	1 event			
		Interactive Popular Theater	2 shows			
		Participation to Tree/Fish Fair with GOB	1 event			
		Trail Hiking	2 events			
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SC with support of CD
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing support materials to CPGs (Jungle Boot shoe, Torch light, etc.)	21 person	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC

	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	13 VCFs (300 HHs)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
	Deliverables: List of potential market sources, Transaction reports					
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities [8-10 bedded accommodation] and other services	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team

	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (5 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	3 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	13 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of SC
	Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants					
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	13 plan	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD
Effective Program Management and Monitoring	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD

(IPAC Site Team)	Deliverables: Meeting minutes with photographs					
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	quarterly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/ annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Himchari National Park

Objectives: Sustainable Conservation of Himchari National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	1 Office	Correspondence, Budget, Raw materials, labors	Jun '11-Dec,11	SC with support of CD
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	1 Registration	Correspondence, Raw materials, Application procedures, Follow up	by Feb,12	SC with support of CD and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	10 meetings	Agenda, logistics, facilitation	monthly	SF with support of SC
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	Sep-11	SC with support of CD and Grants team

	<p>CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.)</p> <p>Deliverables: Training Report with photographs, Signed list of participants</p>	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Oct-11	SC with support of ICBT
	<p>Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized</p> <p>Deliverables: Orientation Report with photographs, Signed list of participants</p>	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	2 orientations	Orientation content & Plan, logistics, facilitation	Yearly	SC With support of CD
	<p>MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation</p> <p>Deliverables: Copy of MOU/Agreement, Fund Receipt documents</p>	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	1 LDF	Liaison facilitation, Correspondence, technical assistance for PP/MOU	Yearly	CD with support of Grants team
	<p>Members of PFs met regular basis to share progress and to recommend next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of Quarterly PFs meetings	4 meetings	Agenda, logistics, facilitation	quarterly	SF With support of SC

	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	November 2011 & April 2012	SC With support of CD
	VCF Members are more active in conservation/co-management deliverables: VCF Meeting minutes	Effectively conduct meeting at VCF level	12 Meetings	Agenda, logistics, handout, facilitation	Jul-August'11	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	35 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	1 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	1 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	1 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of Himchari NP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	1 Map	Logistics and Facilitation, Liaison, technical assistance	Oct '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SC with support of CD

	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Weeding in plantations of core zone	30 hectare	Correspondence, liaison, Follow up	Aug '11	SC with support of CD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Observation of Co-management day, World Environment Day, Bio-diversity day Awareness activity through miking on stop illegal forest cutting, fire & hunting Spot based awareness meeting with community members and civil society members School based Drawing competition Interactive Popular Theater Participation to Tree/Fish Fair with GOB Trail Hiking	 3 days 2 times diff sites 3 events 1 event 2 shows 2 events 2 events	Agenda, logistics, facilitation	Bi-monthly	SF with support of SC
	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners	1 female CPG	Liaison and networking, VCF meetings, CPG guideline	Nov-11	SC With support of CD
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	1 training	Training content & curriculum, logistics, facilitation	Jan-12	SC with support of CD

	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform for new CPG members, & other support materials to all CPGs	103 persons	Training content & curriculum, logistics, facilitation	Aug,2011- Jan,12	SF with support of SC
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (5-6 person)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	200 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	35 VCFs (450 VCF member)	Logistics and Facilitation, Materials	Jul 11 - May 12	ESF with support of SC/SF

	Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement					
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	6 meetings	Visits, Logistics, Facilitation, NS meetings	Bi-monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	Oct' 2011 & January 2012	ESF with support of SC/SF
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	ESF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism facilities are developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Developing and/or Expanding Eco-tourism facilities [8-10 bedded accommodation] and other services	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	Eco-Guides are selected and trained on Tourist guiding and management Deliverables: Training Reports with photographs, Signed list of participants	Selecting Eco-guides and conducting Training for them	1 training (13 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team

	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	1 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	35 VCFs	Logistics and Facilitation, technical assistance	Oct Dec, 11	SF with support of SC
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	35 plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of SC
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SC With support of CD
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSSs) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF and SC With support of CD

Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)	108 visits	Physical visits	monthly	SF and SC with support of CD
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Southeastern Cluster

PA: Inani National Park

Objectives: Sustainable Conservation of Inani National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	12	Agenda, logistics, facilitation	monthly	SF with support of SC Attend
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	Nov-11	SC with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	1 training	Orientation content & Plan, logistics, facilitation	quarterly	SC With support of CD

	<p>CMO and Council members met to share project progress and to decide next course of actions</p> <p>Deliverables: Meeting Minutes with photographs, Signed list of participants</p>	Facilitating for Conduction of six-monthly CMO Council meetings	2 meetings	Agenda, logistics, handout, facilitation	July 2011 & January 2012	SC With support of CD
Improved conservation management of Inani NP	<p>PA Landscape identified and Map developed</p> <p>Deliverables: Final Map</p>	Facilitating for Landscape area identification and PA map development	1	Logistics and Facilitation, Liaison, technical assistance	Jul '11	SC and CD with support of PMP Specialist and Forest Policy Specialist
	<p>PA surrounding communities are aware and participating on PA conservation management</p> <p>Deliverables: Events Reports with photographs, Signed list of participants, Success stories</p>	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	Bi-monthly	SF with support of SC
		Observation of Co-management day, World Environment Day, Bio-diversity day	1 day			
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	2 times diff sites			
		Spot based awareness meeting with community members and civil society members	3 events			
		School based Drawing competition	1 event			
		Trail Hiking	2 events			
	<p>Makers/producers group formed and trained for ICS installation at villages/households</p> <p>Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement</p>	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (5 person)	Logistics and Facilitation, Materials	Nov-11	ESF with support of SF/SC

	<p>Landscape Households are using ICS to reduce fuel wood consumption</p> <p>Deliverables: Photographs of Household with ICS</p>	Ensuring and monitoring ICS installation and relevant services for households	200 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	ESF with support of SC/SF
Increased benefits of eco-tourism opportunities for PA-dependent communities	<p>Eco-tourism facilities are developed and/or expanded</p> <p>Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage</p>	Developing and/or Expanding Eco-tourism facilities [8-10 bedded accommodation] and other services	1	Logistics and Facilitation, materials	Aug 11 - Feb 12	ESF with support of AIG/VC team
	<p>Eco-Guides are selected and trained on Tourist guiding and management</p> <p>Deliverables: Training Reports with photographs, Signed list of participants</p>	Selecting Eco-guides and conducting Training for them	1 training (7 person)	Logistics and Facilitation	Sep '11	SC with support of AIG/VC team
	<p>Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional</p> <p>Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs</p>	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	ESF with support of AIG/VC team
	<p>Eco-tourism promotional materials are distributed for tourist's attraction]</p> <p>Deliverables: Copy of Materials, Distribution list</p>	Arranging Development and dissemination of eco-tourism promotional material	1 materials	Communication and branding	Jul-Sep 11	ESF & SF with support of Communication team

Development of GCC Adaptation Plans	<p>GCC Vulnerability issues are identified through assessments</p> <p>Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants</p>	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	18 VFDGs	Logistics and Facilitation, technical assistance	Oct Dec, 11	SF with support of SC
	<p>GCC Adaptation plan is prepared and submitted</p> <p>Deliverables: Final GCC Adaptation Plan</p>	Preparing GCC adaptation plan for PA	18 Plans	Logistics and Facilitation, technical assistance	Nov 11 - Jan 12	SF with support of SC
	<p>Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan</p> <p>Deliverables: Sharing meeting minutes with photographs, Signed list of participants</p>	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation, technical assistance	Feb-Mar 12	SC With support of CD
	<p>Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures</p> <p>Deliverables: Events Reports with photographs</p>	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	1 event	Logistics and Facilitation, technical assistance	Feb-Mar 12	SF and SC With support of CD

Effective Program Management and Monitoring (IPAC Sites)	<p>Site Team met monthly basis to share Project progress and to decide next course of actions</p> <p>Deliverables: Meeting minutes with photographs</p>	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SC with support of CD
	<p>Ensured regular Monitoring of project activities</p> <p>Deliverables: On-site visit reports</p>	<p>Conducting Regular on site monitoring through physical visits</p> <p>(SF-4, SC-1, ESF-1, PMARA-1, COF-1, CD-1)</p>	54 visits	Physical visits	Bi-monthly	SF and SC with support of CD
	<p>Project progress documented and shared with IPAC Management regular basis</p> <p>Deliverables: Routine Reports</p>	Preparing and submitting monthly/ quarterly/annual progress reports	12 times	Facilitation	monthly	CD with support of Site team

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Chittagong & CHT

PA: Kaptai National Park

Objectives: Sustainable Conservation of Kaptai National Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co- management	CMO is Operational to carry on its activities Deliverables: Reports with photographs	Establishing/Renovating CMO's own Office with minimum of Furniture	2 Offices	Correspondence, Budget, Raw materials, labors	Jun '11 - May 12	SF with support of Coordinator
	CMO is registered under Social Welfare Affairs and became a legal entity Deliverables: Copy of Registration document	Taking initiatives to get Social Welfare Affairs Registration	2 Registrations	Correspondence, Raw materials, Application procedures, Follow up	Jun '11 - May 12	SF with support of Coordinator, Social welfare Dept. and Forest Policy Specialist
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Regular monthly CMO meetings	20 Meetings	Agenda, logistics, facilitation , communication	monthly	SF with support of Coordinator
	CMO Participants are skilled/trained on Organizational and Financial Management Deliverables: Training Report with photographs, Signed list of participants	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	September- December '11-	SF with support of Coordinator, Grants team and training team

	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	By September 2011	SF with support of ICBT
	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	1 orientation District level	Orientation content & Plan, logistics, facilitation	quarterly	SF with support of Coordinator
	CMOs members refreshers course Deliverables: CMOs Refreshers Report with photographs, Signed list of participants	Conducting CMC members refreshers course on IPAC & Co-management approach for CMOs members conducted by Coordinator/ SF	02 training sessions	CMC training content & Plan, logistics, facilitation	Dec-11	SF with support of Coordinator & Training Unit
	MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals implemetation and development , monitoring as per plan (e. g LDF grants, leverage funding programs) Search other donors and prepare project .	2 LDFs will continue	Liaison facilitation, Correspondence, technical assistance for PP/MOU	July 2011 & January 2012	SF & Coordinator with support of Grants team
	Members of PFs met regular basis to share progress and to recommend next course of actions	Facilitating for Conduction of Quarterly PFs meetings	8 meetings	Agenda, logistics, facilitation	quarterly	SF with support of Coordinator
	CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	4 meetings	Agenda, logistics, handout, facilitation	June 2011- May 2012	SF with support of Coordinator
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	39 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF

	Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. (Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
	Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
	Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC
Improved conservation management of KNP	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	2 Maps	Logistics and Facilitation, Liaison, technical assistance	June '11- May 12	SF and Coordinator with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SF with support of Coordinator
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA Observation of Co-management day, World Environment Day, Bio-diversity day, Victory day & Independence day	 5 days x 2 CMCs	Agenda, logistics, facilitation Video materials & TV. , VCD support	monthly & issue based	SF with support of Coordinator
		Awareness activity through miking on stop illegal forest cutting, fire & hunting School based Awareness meeting with NC members	4 times diff Sites 6 events	Agenda, logistics, facilitation		
		Spot based awareness meeting with community members and civil society members School based Art competition, Debate and Essay competition arranged Trail Hiking	4 events 3 events 1 event			

	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners	2 CPGs	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SF with support of Coordinator
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs CPG refreshers course	2 training	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SF with support of Coordinator
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform for new CPG members, & other support materials to all CPGs	114 CPG members	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of Coordinator
	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding Rewards CPG members	12 meetings per group 10 members/ Year	Logistics and Facilitation, Duty Rosters	monthly	SF with support of Coordinator
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (4-6 persons)	Logistics and Facilitation, Materials	Nov-11	SF with support of Coordinator
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	200 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	SF with support of Coordinator
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	19 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	SF with support of Coordinator

	<p>AIGs are operational at the field for harvesting or production</p> <p>Deliverables: NS meeting minutes, On-site visit reports</p>	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	<p>Local GOB expert suggestions are used for AIG betterment</p> <p>Deliverables: Events Reports with photographs</p>	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 days	Logistics and Facilitation, materials	July 2011 & January 2012	SF with support of Coordinator
	<p>Potential markets are identified and linkage established</p> <p>Deliverables: List of potential market sources, Transaction reports</p>	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	SF with support of AIG/VC team
Increased benefits of eco-tourism opportunities for PA-dependent communities	<p>Regular fund generating from established entry fee system,</p> <p>Deliverables: Copy correspondences with GOB, Entry fee collection reports, 50% refund reports</p>	Establishing/re-enforcing PA entry fee system under KNP	1 entry	Liaison and networking, technical assistance	over the year	SF and Co-coordinator with support of Forest Policy Specialist
	<p>Eco-tourism cottage complex developed and/or expanded</p> <p>Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage</p>	Eco cottage develop for 8 to 10 guests accommodations	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	SF with support of AIG/VC team
	<p>Number of eco guides developed and oriented</p> <p>Deliverables: Training Reports with photographs, Signed list of participants</p>	conducting selection process and provide training/orientation on eco-tourism and NN and linked them with network	1 training (10 persons)	Logistics and Facilitation	Sep '11	SF with support of AIG/VC team
	<p>Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional</p> <p>Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs</p>	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	SF with support of AIG/VC team

	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	05 materials	Communication and branding	Jul-Sep 11	SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCF's level)	39 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of Coordinator
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	39 VCFs	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of Coordinator
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	2 meetings	Logistics and Facilitation	Feb-Mar 12	SF with support of Coordinator
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs) on GCC adaptation awareness	2 events	Logistics and Facilitation	Feb-Mar 12	SF with support of Coordinator, Training Unit & Communication team
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SF with support of Coordinator
	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-4)	96 visits	Physical visits	monthly	SF with support of Coordinator

	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	Coordinator with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT 3 person	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Chittagong & CHT

PA: Dudpukuria-Dopachari Wildlife Sanctuary

Objectives: Sustainable Conservation of Dudpukuria-Dopachari Wildlife Sanctuary ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co-management	CMO is Operational to carry on its activities	Establishing/Renovating CMO's own Office with minimum of Furniture	2 Offices	Correspondence, Budget, Raw materials, labors	Jun '11 - May 12	SF with support of Coordinator
	Deliverables: Reports with photographs					
	CMO is registered under Social Welfare Affairs and became a legal entity	Taking initiatives to get Social Welfare Affairs Registration	2 Registrations	Correspondence, Raw materials, Application procedures, Follow up	Jun '11 - May 12	SF with support of Coordinator, Social welfare Dept. and Forest Policy Specialist
	Deliverables: Copy of Registration document					
	CMO participants met monthly basis to share progress and to decide course of actions for day to day activities	Facilitating for Conduction of Regular monthly CMO meetings	16 meetings	Agenda, logistics, facilitation , communication	monthly	SF with support of Coordinator
	Deliverables: Invitation letter, Meeting Minutes with photographs, Signed list of participants					
	CMO Participants are skilled/trained on Organizational and Financial Management	Conducting Organizational and Financial management skills training for CMO	1 training	Training content & curriculum, logistics, facilitation	September-December '11-	SF with support of Coordinator, Grants team and training team
	Deliverables: Training Report with photographs, Signed list of participants					
	CMO Participants are skilled/trained on GOB Policies (Forest/Fisheries/Environmental/ Social Forestry etc.) Deliverables: Training Report with photographs, Signed list of participants	Conducting skills development training on relevant GOB Policies for CMO	1 training	Training content & curriculum, logistics, facilitation	By September 2011	SF with support of ICBT

Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co-management approach for Local level (UPZ, District) GOB Officials	3 orientations	Orientation content & Plan, logistics, facilitation	quarterly	SF with support of Coordinator and CD
CMOs members training course for capacity building on IPAC & Co-management Deliverables: CMOs training Report with photographs, Signed list of participants	Conducting CMC members training course on IPAC & Co-management approach for CMOs members conducted by Coordinator/SF	02 training sessions	CMC training content & Plan, logistics, facilitation	Dec-11	SF With support of Coordinator & Training Unit
MOU/Grant Agreement are signed between CMO and Donors/FIs for project implementation Deliverables: Copy of MOU/Agreement, Fund Receipt documents	Facilitating for Project Proposals development and submission to potential Donors and/or other Financial Institutions (e. g LDF grants, leverage funding programs)	2 new LDFs	Liaison facilitation, Correspondence, technical assistance for PP/MOU	July 2011 & January 2012	SF & Coordinator with support of Grants team
Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Quarterly PFs meetings	6 meetings	Agenda, logistics, facilitation	quarterly	SF with support of Coordinator
CMO and Council members met to share project progress and to decide next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of six-monthly CMO Council meetings	3 meetings	Agenda, logistics, handout, facilitation	June 2011- May 2012	SF with support of Coordinator
Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	19 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF
Participant attended the course, and develop their skill for conservation Deliverables: Training report	Organize Training for CMOs, LG members, Dist. & Upazila government officers. Training will be conducted after having ToT by CD, SC and SF)	2 training	Agenda, logistics, handout, facilitation	September, 2011	SF with support of SC
Participant attended the course, and develop their skill for conservation Deliverables: Training report	CMOs Members Refresher (Refresher will be conducted after having ToT by SC and SF)	2 Training	Agenda, logistics, handout, facilitation	Jan-Feb, 2012	SF with support of SC, CD
Participant attended the course, Skills and knowledge on Co-management, Build capacity for professional works	Concerned GoB Officers training/ Orientation (Range and Beat officers) at Cluster level	2 training	Agenda, logistics, handout, facilitation	August'11	SF with support of SC

Improved conservation management of DDWS	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	2 maps	Logistics and Facilitation, Liaison	June '11-May 12	SF and Coordinator with support of PMP Specialist and Forest Policy Specialist
	Management Plan developed by CMO for PA Deliverables: Final Management Plan	Facilitating for Development and dissemination of PA management plan	1 Mgt Plan	technical inputs to Plan, logistics, facilitation	Aug '11	SF with support of Coordinator
	Facilitated Bio-Physical improvement of PA Deliverables: Reports of bio-physical improvements	Facilitating Silvi-cultural and tending operations at the core and buffer forest areas Facilitating Sanctuary management, plantation of riparian species in the wetlands and restoration of connectivity among adjacent wetlands	10 acre	Correspondence, liaison, Follow up	Aug '11	SF with support of Coordinator & FD
	PA surrounding communities are aware and participating on PA conservation management Deliverables: Events Reports with photographs, Signed list of participants, Success stories	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly & issue based	SF with support of Coordinator
		Observation of Co-management day, World Environment Day, Bio-diversity day, Victory day & Independence day	5 days x 2 CMCs	Video materials & TV. , VCD support		
		Awareness activity through miking on stop illegal forest cutting, fire & hunting	4 times diff Sites	Agenda, logistics, facilitation		
		School based Awareness meeting with NC members	6 events			
		Spot based awareness meeting with community members and civil society members	4 events			
		School based Art competition , Debate and Essay competition arranged	3 events			
	CPGs are formed and functional for forest guarding PA Deliverables: Bio-data, List of selected CPGs	Facilitating for the formation of Male and Female CPGs with collaboration of GOB partners	2 CPGs	Liaison and networking, VCF meetings, CPG guideline	Aug-11	SF with support of Coordinator
	CPGs are trained on their duties and responsibilities Deliverables: Training Reports with photographs, Signed list of participants	Conducting Training/refresher training for CPGs	2 training sessions	Training content & curriculum, logistics, facilitation	July 2011 & January 2012	SF with support of SC
	CPGs received support materials Deliverables: Materials receipt acknowledgement	Distributing Uniform for new CPG members, & other support materials to all CPGs	50 CPG members	Training content & curriculum, logistics, facilitation	Aug-11	SF with support of SC

	CPGs are fully functional in Joint Patrolling Deliverables: Reporting through monthly reports, signed Duty rosters	Facilitating monthly meeting of CPGs, and ensuring Regular Attendance in Forest guarding	12 meetings per group	Logistics and Facilitation, Duty Rosters	monthly	SF with support of SC
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	SF with support of SF
		Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	SF with support of SC
Increased number of people benefiting from AIG/VC activities	PA dependent community at VCFs level received support and relevant orientations for their livelihoods improvement Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Distributing AIG/VC inputs/support materials with prior relevant orientations, prioritizing the CPGs, Nishorgo Shahayaks and Women	16 VCFs	Logistics and Facilitation, Materials	Jul 11 - May 12	SF with support of Coordinator
	AIGs are operational at the field for harvesting or production Deliverables: NS meeting minutes, On-site visit reports	Facilitating Regular monitoring of AIGs by NS at field level, and Progress update in the monthly meeting	12 meetings	Visits, Logistics, Facilitation, NS meetings	monthly	NS with support of SF
	Local GOB expert suggestions are used for AIG betterment Deliverables: Events Reports with photographs	Facilitating arrangement of AIG Field Day at VCFs to link/have local GOB experts	2 separate days	Logistics and Facilitation, materials	July 2011 & January 2012	SF with support of Coordinator
	Potential markets are identified and linkage established Deliverables: List of potential market sources, Transaction reports	Facilitating assessment for identifying potential markets to establish linkages	1 linkage at least	Plan, assessment tools, logistics, facilitation	Nov '11	SF with support of AIG/VC team
	Eco-tourism cottage complex developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Eco cottage develop for 8 to 10 guests accommodation	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	SF with support of Forest Policy Specialist
Increased benefits of eco-tourism opportunities for PA-dependent communities	Number of eco guides developed and oriented Deliverables: Training Reports with photographs, Signed list of participants	conducting selection process and provide training/orientation on eco-tourism and NN and linked them with network	1 training (10 persons)	Logistics and Facilitation	Sep '11	SF with support of AIG/VC team
	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	SF with support of AIG/VC team

	Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs					
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	02 materials	Communication and branding	Jul-Sep 11	SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCFs level)	19 VCFs	Logistics and Facilitation	Aug-Oct 11	SF with support of Coordinator
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	19 VCFs	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of Coordinator
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	2 meetings	Logistics and Facilitation	Feb-Mar 12	SF with support of Coordinator
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, PFs, CMOs, CPGs, NSs, NCs) on GCC adaptation awareness	2 events	Logistics and Facilitation	Feb-Mar 12	SF With support of Coordinator, Training Unit & Communication
	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SF with support of Coordinator
Effective Program Management and Monitoring (IPAC Site Team)	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-4)	96 visits	Physical visits	monthly	SF with support of Coordinator
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	Coordinator with support of Site team
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for Field Organizer (FO) and Nishorgo Shahayak (NS) on AIG, Conservation & Development, Global Climate Change Vulnerability Assessment and Adaptation Plan, Co-Management	2 ToT sessions	Agenda, logistics, handout, facilitation	June, 2011	SF with support of, SC CD
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	ToT for CD, SC, SF, ESF, PMRA & COF on Organization Management, LDF, PMP, GCC Vulnerability Assessment and Adaptation Plan, Co-Management, Financial Mgt.	1 ToT	Agenda, logistics, handout, facilitation	July, 2011	CD with support of technical Team, Dhaka

Annual Work Plan Matrix: June 2011 to May 2012

Cluster: Chittagong & CHT

PA: Sitakunda Eco Park

Objectives: Sustainable Conservation of Sitakunda Eco Park ensuring effective Co-management and community livelihoods improvement activities and addressing climate change vulnerability

Outcome (Impact/ End Results)	Output (Primary Results) with deliverables	Activity	Y4 Targets (Quantity)	Input	Time Frame	Responsibility (Task Assignment)
Increased Capacity of CMOs for effective Co- management	Local GOB Partners/Stakeholders are oriented on IPAC & Co-Management Approach, and sensitized Deliverables: Orientation Report with photographs, Signed list of participants	Conducting orientations on IPAC & Co- management approach for Local level (UPZ, District) GOB Officials	2 orientation at Upazila & 2 at District level	Orientation content & Plan, logistics, facilitation	quarterly	SF with support of Coordinator
	Members of PFs met regular basis to share progress and to recommend next course of actions Deliverables: Meeting Minutes with photographs, Signed list of participants	Facilitating for Conduction of Monthly VCFs meetings	12 meetings	Agenda, logistics, facilitation	monthly	SF with support of Coordinator
	Participant attended the course, Develop training materials and curriculum, Skills and knowledge to conduct the training Deliverables: ToT report	Organize Training for all VCF members (Training will be conducted after having ToT by SC and SF)	10 training	Agenda, logistics, handout, facilitation	Sept-Dec 2011	NS with the support of SF

Improved conservation management of Sitakunda Eco-Park	PA Landscape identified and Map developed Deliverables: Final Map	Facilitating for Landscape area identification and PA map development	2	Logistics and Facilitation, Liaison, technical assistance	June '11- May 12	SF and Coordinator with support of PMP Specialist and Forest Policy Specialist
	PA surrounding communities are aware and participating on PA conservation management	Planning and executing awareness events/programs (IPT, NC etc.), days observation, spots based events at PA		Agenda, logistics, facilitation	monthly & issue based	SF with support of Coordinator
		Observation of Co-management day, World Environment Day, Bio-diversity day, Victory day & Independence day	5 days			
		School based Art competition , Debate and Essay competition arranged	3 events			
	Makers/producers group formed and trained for ICS installation at villages/households Deliverables: Training Reports with photographs, Signed list of participants, Materials receipt acknowledgement	Conducting Training on ICS installation services, and distributing ICS making materials	1 training (2-3 persons)	Logistics and Facilitation, Materials	Nov-11	SF with support of SF/SC
	Landscape Households are using ICS to reduce fuel wood consumption Deliverables: Photographs of Household with ICS	Ensuring and monitoring ICS installation and relevant services for households	100 ICS	Logistics and Facilitation, Materials	Nov 11 - May 12	SF with support of SC/SF
Increased benefits of eco-tourism opportunities for PA-dependent communities	Eco-tourism cottage complex developed and/or expanded Deliverables: List of Entrepreneur, Meeting minutes, copy of MOUs, Final Design, Photographs of eco-cottage	Eco cottage develop for 8 to 10 guests accommodation	1 Cottage at least	Logistics and Facilitation, materials	Aug 11 - Feb 12	SF with support of AIG/VC and Communication team
	Number of eco guides developed and oriented Deliverables: Training Reports with photographs, Signed list of participants	conducting selection process and provide training/orientation on eco-tourism and NN and linked them with network	1 training (10 persons)	Logistics and Facilitation	Sep '11	SF with support of AIG/VC team

	Eco-Guide and Eco-Cottage Owners' National Network are strengthen and more functional Deliverables: Workshop Reports with photographs, Signed list of participants, copy of MOUs	Facilitating capacity building workshop for engagement of Eco-Guides and Eco-Cottages with the National Network	1 workshop	Communication and branding	Jul-Sep 11	SF with support of AIG/VC team
	Eco-tourism promotional materials are distributed for tourist's attraction Deliverables: Copy of Materials, Distribution list	Arranging Development and dissemination of eco-tourism promotional material	05 materials	Communication and branding	Jul-Sep 11	SF with support of Communication team
Development of GCC Adaptation Plans	GCC Vulnerability issues are identified through assessments Deliverables: VCF wise GCC Assessment Reports, with photographs, Signed list of participants	Facilitating Conduction of GCC vulnerability assessment at the PA (VCF's level)	10 VCFs	Logistics and Facilitation, technical assistance	Aug-Oct 11	SF with support of Coordinator
	GCC Adaptation plan is prepared and submitted Deliverables: Final GCC Adaptation Plan	Preparing GCC adaptation plan for PA	10 plans	Logistics and Facilitation	Nov 11 - Jan 12	SF with support of Coordinator
	Local GOBs are aware on GCC vulnerability issues, and relevant Adaptation plan Deliverables: Sharing meeting minutes with photographs, Signed list of participants	Conducting sharing meeting with Local GOB stakeholders on GCC adaptation plans	1 meeting	Logistics and Facilitation	Feb-Mar 12	SF with support of Coordinator
	Co-management Platforms and Mass People are aware on GCC vulnerability issues, and relevant Adaptation measures Deliverables: Events Reports with photographs	Arranging Rally or gathering involving Co-Management Platforms (VCFs, NSs, Civil Society) on GCC adaptation awareness	1 event	Logistics and Facilitation	Feb-Mar 12	SF with support of Coordinator, Training Unit & Communication
Effective Program Management and Monitoring (IPAC Site Team)	Site Team met monthly basis to share Project progress and to decide next course of actions Deliverables: Meeting minutes with photographs	Conducting monthly Site Staff coordination meetings	12 meetings	Logistics and Facilitation	monthly	SF with support of Coordinator

	Ensured regular Monitoring of project activities Deliverables: On-site visit reports	Conducting Regular on site monitoring through physical visits (Per month: SF-4, SC-4)	72 visits	Physical visits	monthly	SF with support of Coordinator
	Project progress documented and shared with IPAC Management regular basis Deliverables: Routine Reports	Preparing and submitting monthly/quarterly/annual progress reports	12 times	Facilitation	monthly	Coordinator with support of Site team

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