

**Preliminary AGENDA BARI MEETING, 4 APRIL 2008**

**SUBJECTS**

1. EU reporting (30 minutes)  
General issues regarding reporting first year, Time spent, finances, budget shifts etc.
2. Progress each WB (10 min each → 1 hour & 15 minutes general)  
Get an idea of work done for each WB after the Cape Verde meeting. Short presentation (max 5 min) followed by discussion. Identify problems. Discuss linkages between WBs (what do you need from other WBs, what can you give them).
3. Work plans until WB leaders meeting in September (1 hour)  
What needs to be achieved by then?
4. Management system (30 minutes)  
Explain the system & show how it works. Explain role of WB leaders.
5. Stakeholder Issues (30 minutes)  
Bottlenecks regarding stakeholder issues? Progress?  
Trouble-shooting local participation in workshops.
6. Communication and management (30 minutes)
7. Other issues (30 minutes)  
Next meetings. Other issues.
8. Planning the HIS (45 minutes). What should be in the HIS and what not? What exactly will the database in the HIS contain? How will it be structured?

**TIME TABLE APRIL 4<sup>TH</sup>**

<b>Time</b>	<b>Subject</b>
9.00	Welcome
9.15 – 9.45	1
9.45 – 10.35	2 (WB 1-5)
10.35 – 11.00	Coffee Break
11.00 – 11.25	2 (WB6, general)
11.25 – 12.25	3
12.25 – 14.00	Lunch
14.00 – 14.45	8
14.45 – 15.15	5
15.15 – 15.45	Tea Break
15.45 – 16.15	6
16.15 – 16.45	4
16.45 – 17.15	7
17.15 – 17.30	Farewell
17.30	Departure

## WHO SHOULD PREPARE WHAT?

Subject	Who?	What?
1	Alterra	- presentation
2	WB leaders	- 5 minute (max) presentation about progress - Which WB issues to discuss with other WBs
3	WB leaders	- draft plan until next WB leaders meeting
4	Alterra	- presentation - demonstration of software
5	NGOs	- role of NGOs in project - interaction with stakeholders
6	All	- Management by Alterra - Management by WB leaders - Communication
7	Alterra	- Make list of issues
8	All	- Which info should the HIS contain for your WB?

### Preparations for Meeting

- prepare WB presentations (participants)
- prepare stakeholder discussion (NGOs)
- prepare management discussion (All)
- prepare HIS discussion (All)
- prepare management system presentation (Alterra)
- agenda (Alterra)
- other documents if any (Alterra)