

ATTACHMENT 1: DRAFT TERMS OF REFERENCE



Coral Triangle Initiative

Meeting of the Financial Resources Working Group (FRWG)

Wednesday - Thursday, 12 – 13 October 2011

Kuala Lumpur, Malaysia

MEETING VENUE

Royale Chulan Hotel
5 Jalan Conlay, 50450 Kuala Lumpur
Tel: +603-2688-9688
Website: <http://www.theroyalechulan.com.my/>

CONTACT INFORMATION

Meeting documents & proceedings:

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MEETING OBJECTIVES & OUTCOMES

Meeting Objectives:

- To introduce the FRWG members and instigate the work of the group
- To undertake planning for development of the Phase 1 Financial Resources Strategy
- To undertake planning for the High Level Donor Roundtable

Meeting Outcomes:

- Shared understanding of the mandate of the FRWG
- Agreed structure and content for the Phase 1 Financial Resources Strategy
- Agreed process for drafting the Phase 1 Financial Resources Strategy
- Agreed process for planning the High Level Donor Roundtable

PARTICIPATION

- CT6 government officials (requested maximum 2 per country at the head table)
- Partners (US, Australia, ADB, CI, TNC, WWF)
- Regional Secretariat
- Expert facilitators (Annabelle Cruz-Trinidad, Candice Mohan, Egide Cantin)

PROPOSED APPROACH

- All sessions open to participants (country delegation and partners)
- FRWG Chair chairing the opening and closing sessions, and the option of representatives of CT6 Governments chairing the remaining sessions.
- To expedite proceedings during the FRWG Meeting, delegates are encouraged to review all documents prior to the Meeting

Proposed Roles and Responsibilities:

- The CTI Regional Secretariat will undertake the planning, operations and documentation of the meeting, in coordination with the Host Organizing Committee and the Chair of the FRWG.
- Announcements and Terms of Reference of the Meeting will be disseminated by the CTI Regional Secretariat.
- Country/Guest invitations will be issued by the Regional Secretariat, in coordination with the Host Country.
- Unless otherwise noted, all participants are self-funded for travel to and local lodging in Malaysia.
- Lunches and Dinners during the FRWG Meeting (12 – 13 October) will be provided by the Meeting Organizers.

Proposed Agenda

Time	Item	Facilitator
Day 1: Wednesday 12/10/11		
1:00 -1:30	Registration	Organizing Committee
1.30 – 1.50	Welcome & Introductions	CTI-CFF Secretariat/FRWG Chair Anang Noegroho
1.50 – 2.00	Group Photo	Organizing Committee
2.00 – 3.30	Presentation: Overview of the background discussion paper Establishing a broad understanding of sustainable financing Setting the long term vision for the financial future of CTI	Egide Cantin – ADB/TNC
3.30 – 4.00	Break	Organizing Committee
4.00 – 5.00	Presentation: Phase 1 versus Phase 2 strategies and the mandate of the FRWG Scene setting for the next day's planning	Candice Mohan – Aus Gov
5.00 – 5.30	Presentation: High Level Donor Roundtable Concept	Annabelle Cruz-Trinidad – ADB
5.30 – 6.00	Closing session and End of Day 1	FRWG Chair
Day 2: Thursday 13/10/11		
9.00 – 9.15	Welcome and summary of Day 1	FRWG Chair
9.15 – 10.30	Planning Session: To decide structure of Phase 1 Financial Resources Strategy	Candice Mohan – Aus Gov
10.30 – 11.00	Break	Organizing Committee
11.00 – 12.30	Planning Session: To decide financial architecture to be used for the Phase 1 Financial Resources Strategy	Candice Mohan – Aus Gov
12.30 – 1.30	Lunch	Organizing Committee
1.30 – 3.00	Planning Session: To decide on process for gathering input and developing the draft Phase 1 Financial Resources Strategy	Candice Mohan – Aus Gov
3.00 – 3.30	Break	Organizing Committee
3.30 – 4.30	Planning Session: To discuss next steps for planning the High Level Roundtable	Annabelle Cruz-Trinidad – ADB
4.30 – 5.00	Summary of next steps and meeting close	FRWG Chair
END OF MEETING		

ATTACHMENT 2: TRAVEL AND LOGISTICS INFORMATION

CTI-CFF Financial Resources Working Group (FRWG) Meeting Kuala Lumpur, Malaysia, 12 – 13 October 2011

REGISTRATION

Supported participants do not have to register online but will have to fill out their registration forms and send back to the US CTI Support Program by September 30, 2011.

TRAVEL

Airfare: US CTI Support Program will cover the cost of round-trip economy-class tickets from participant's residence to Kuala Lumpur. Electronic air tickets are sent through e-mail for supported participants.

Visas: Participants from Indonesia, Malaysia, Papua New Guinea, Philippines, Timor Leste and Solomon Islands are issued a visa upon arrival in Malaysia. There is no need to apply for visa in advance.

Accommodation During the Workshop: Accommodation has been arranged and will be covered by US CTI Support Program for supported participants as per individual flight departure and arrival dates at the Meeting venue:

Ground Transportation to and from Kuala Lumpur International Airport (KLIA): The workshop organizers have arranged a pre-paid hotel pick up from the Kuala Lumpur International Airport to Royale Chulan Hotel. An organizer representative with a sign will be waiting at the arrival area. If you cannot find the hotel representative, a taxi to the hotel costs MYR 80 – 100 (USD 26-32). At the end of the Exchange, a pre-paid hotel vehicle will take country teams to the airport.

ACCOMMODATION

Required Transit Accommodation: The organizers will arrange pre-paid hotel accommodations for participants who will require an overnight stopover.

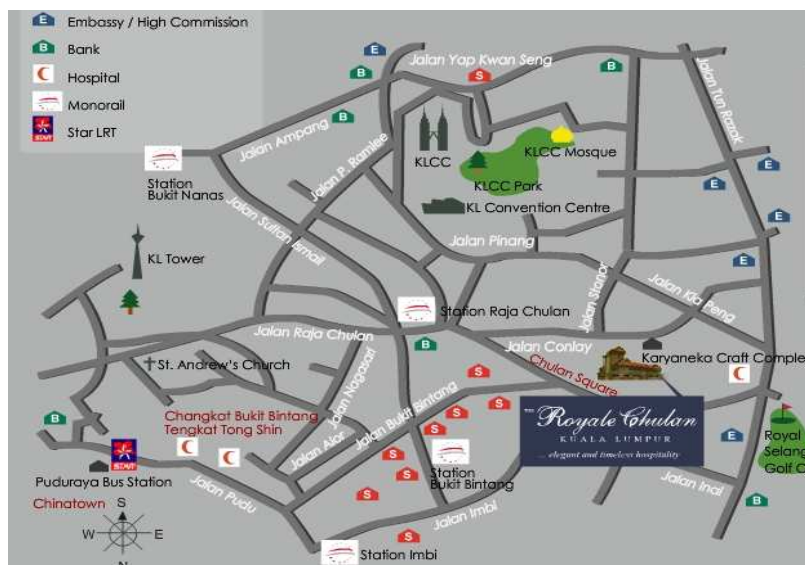
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(please allow at least 45 minutes to travel to and from the Kuala Lumpur International Airport to the hotel)



Check-In/Check-Out: Check-in is at 2:00pm. Check-out is at 12:00pm. Each participant will need to provide a credit card or deposit at check-in to cover any incidental charges such as mini bar, laundry, or telephone calls, room service, movies charges, etc. as the US CTI Support Program will cover the room and breakfasts only. Participants who are arriving in the early morning will have an early check-in prepared for them.

Internet Access: Internet access in the hotel is complimentary. There is free wireless internet access at the hotel lobby and free local area network internet access in guest rooms.

VENUES and PARTICIPANT ATTIRE

All FRWG Meeting sessions will take place in the Hotel on 12 and 13 October 2011. Business or business casual attire is appropriate for the all sessions of the workshop.

MEALS AND PER DIEM

All participants covered by USAID will be provided a daily per-diem in US dollars to cover dinners on the unscheduled evenings and incidental expenses. Breakfast at the hotel, lunch and two coffee breaks will be provided during the days of the Meeting. Participants will also receive per diem for stopovers in other cities, based on their next available flight limitation. Personal expenditures such as laundry, overweight baggage, mini-bar, internet, telephone and other communications are the responsibility of the participants. Snacks, lunches and dinner costs during the workshop will also be covered for the pre-registered self-funded participants.

CURRENCY

US \$1 is equivalent to 3.00 Malaysian Ringgit (MYR). Foreign currency can be exchanged at nearby bank branches and money changing kiosks.

ELECTRICITY: Malaysia Plug Adapters and Outlet Shapes

Electricity in Malaysia is 240 Volts, alternating at 50 cycles per second. If you travel to Malaysia with a device that does not accept 240 Volts at 50 Hertz, you will need a voltage converter. Outlets in Malaysia generally accept 1 type of plug: two parallel flat pins with ground pin (see picture below). If your appliance's plug has a different shape, you may need a plug adapter. Depending on how much you plan to travel in the future, it may be worthwhile to get a combination voltage converter and plug adapter.



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