

USAID Sustainable Fish Asia – Local Capacity Development Activity – Close Out Event with CTI-CFF

Date, Time, Venue: July 19, 2022 @ 9:30am-12nn (Manado time, UTC +8); Hybrid at CTI-CFF Regional Secretariat* and Virtual via Zoom. **Zoom invitation link:** <https://bit.ly/3yG8CmU>

Attendees:

CTI-CFF:

Regional Secretariat: Dr. Mohd Kushairi Mohd Rajuddin (Executive Director); Gustaaf A. Lumiu (Deputy Executive Director for Corporate Services); Dr. Muhammad Ichsan (Technical Programs Senior Manager); Md. Anjum Islam (M&E Manager); Brian Nerre (Finance and Operations Manager); Reita Kalalo (Finance Assistant Manager); Mr. Solomon Sundah (IT Officer)

Representatives from the National Coordinating Committees (NCCs), Technical Working Groups, Governance Working Groups (GWGs) and Women Leaders Forum (WLF), Strategic Partners

SUFIA LCD/RTI: Arlene N Satapornvanit (Project Manager); Patchareeboon (Mam) Sakulpitakphon (Private Sector Engagement Specialist); Bussaracum Chamchoy (Finance and Administration Manager); Novena Rena Parengkuan (Organizational Development Consultant); Sara Jones (Project Manager, RTI Home Office); Mark Granius (Technical Adviser, RTI Home Office); Christopher Lynch (Program Coordinator, RTI Home Office);

USAID/RDMA: Araya Poomsaringkarn; Napak Tesprasith (optional); Aaron Brownell, Juniper Neil, Craig Kirkpatrick (optional), Pakprim Oranop (optional), Craig Smith (optional), Tanapreeyanun Paoluglam (optional), Kwanta Norkum (optional)

Meeting Objectives: The primary purpose of this *Close Out Event* is to present SUFIA LCD Activity achievements and lessons learned, handover key knowledge products and reports, acknowledge partners and donor, agree on completion of any outstanding tasks, and officially close the activity.

Meeting Agenda: July 19, 2022 @ 9:30am-12nn (Manado time, UTC +8)

Time (UTC +8)	Topic	Details
9:30 – 10:00	Opening Session /Introduction and Welcome Remarks	Welcome and Introduction of participants Ms. Sara Jones or Mr. Mark Granius, RTI Home Office Dr. Mohd Kushairi Mohd Rajuddin, Executive Director, CTI-CFF Mr. Aaron Brownell or Ms. Juniper Neil, USAID/RDMA
10:00 – 10:15	About USAID SUFIA LCD Activity	SUFIA LCD general presentation – objectives, tasks and activities
10:15 – 10:45	SUFIA LCD Activities with CTI-CFF	CTI-CFF presents the specific activities implemented with SUFIA LCD, CTI-CFF Regional Secretariat Team
10:45 – 10:55	Break	
10:55 – 11:15	SUFIA LCD Activities with CTI-CFF	CTI-CFF presents the specific activities implemented with SUFIA LCD, CTI-CFF Regional Secretariat Team
11:15 – 11:45	Key Lessons Learned	SUFIA LCD presents the activity outputs, learnings and recommendations, as follows: 1 – Activities (including products) 2 – Results (OD improvement, MEL, etc) 3 – Learning (our learning questions) 4 – Recommendations (i.e., the path forward) Handover of Documents
11:45 – 12:00n	Closing Session	Presentation of Tokens of Appreciation and Thanks to CTI-CFF (SUFIA LCD) Closing Remarks: Dr. Mohd Kushairi Mohd Rajuddin Mr. Aaron Brownell or Ms. Juniper Neil, USAID/RDMA

*Note: SUFIA LCD OD Consultant, Ms. Novena Rena Parengkuan will be in Manado for the face to face Close Out Event with CTI-CFF. The rest will be connecting online via Zoom.