

## Sustainable Fish Asia (SUFIA) – CTI-CFF Kick-Off Meeting Agenda

**Date, Time and Venue:** Tuesday September 22, 2020, 9-11am (Manado time),

via Google Meet link: [meet.google.com/eex-rqkg-rqf](https://meet.google.com/eex-rqkg-rqf)

### Participants:

**CTI-CFF:** Dr. Mohd Kushairi Mohd Rajuddin (Executive Director); Mr. Gustaaf A. Lumiu (Deputy Executive Director of Corporate Services) + CTI-CFF Regional Secretariat team.

**USAID:** Ms. Roopa Karia (Deputy Director, Regional Environment Office); Ms. Cristina Velez Srinivasan, Mr. Brad Arsenault (Ecosystems Management and Trade Team Leads); Mr. Craig Kirkpatrick (Regional Wildlife Conservation Advisor); Ms. Napak Tesprasith, Mr. Saroj Srisai (Project Management Specialists)

**RTI:** Mr. Mark Granius (Governance Specialist); Ms. S. Twing (Project Management Coordinator); Ms. Patchareeboon (Mam) Sakulpitakphon (Private Sector Engagement Specialist)

**Meeting Overview and Objectives:** This will be the first kick-off meeting for CTI-RS, USAID, and RTI, under this project. The purpose of this meeting is threefold: (1) to have formal introductions of the key stakeholders and detail preferred communication protocols; (2) describe and discuss the broad brushstrokes of the SUFIA project; and (3) for RTI to better understand the structure, capacity gaps, and prioritized technical interventions for CTI-RS. We expect to achieve the following objectives / outcomes from the two-hour meeting:

- Identify a schedule and protocol for CTI-RS to help co-create sections of the year one workplan and to address any questions or concerns CTI-RS has with the workplan
- Discuss and decide upon a modality for RTI to interact with, work from, and contribute directly to CTI-RS's organizational capacity development
- Initiate discussion on capacity development framework, tools, and the three elements of compliance, performance, and viability

### Meeting Agenda:

| Time                         | Topic  | Details   |
|------------------------------|--|---|
| 9:00 – 9:15<br>(Manado time) | Introductions/ Remarks<br><i>Moderator: USAID</i>        | <ul style="list-style-type: none"><li>• Self-Introduction of Participants: 1) CTI-RS / 2) USAID/ 3) RTI</li><li>• Remark by CTI-RS Representative</li><li>• Remark by USAID Representative</li></ul>  |
| 9:15 – 9:30                  | Focal Points / Communications<br><i>Moderator: USAID</i> | <ul style="list-style-type: none"><li>• Designation of Official and Working Focal Points</li><li>• Levels and tools of communication (listerve, WhatsApp, Closed Facebook group, Skype or LINE)/ Frequency of communication – formal and informal conventions</li><li>• RTI team working arrangement – at time on-site at CTI-RS?</li><li>• Press Release and key project presentation documents / Discussion on the Logo/ Branding and Marking</li></ul> |
| 9:30 – 9:55                  | SUFIA Project Presentation<br><i>Moderator: RTI</i>      | RTI will share screen and present the full project presentation and they will leave 10-15 minutes for questions and discussion  |
| <b>9:55 – 10:00</b>          | <b>Break</b>   | <b>Break</b>  |
| 10:00 – 10:15                | CTI-RS Presentation<br><i>Moderator: CTI-RS</i>          | CTI-RS will share screen and present an overview of their organization including structure, capacity gaps, operational and strategic priorities, priority technical interventions from SUFIA  |

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|---------------|---|---|
| 10:15 – 10:30 | Introduce Work & Performance Plans<br><i>Moderator: RTI</i> | RTI will share screen and present the draft workplan and timelines. RTI will also share schedule for initial capacity assistance based on current OCA.  |
| 10:30 – 10:55 | Discussions<br><i>Moderators: USAID and RTI</i>             | <ul style="list-style-type: none"> <li>• Discussion on workplan activity template for CTI-RS-specific activities under Task One. We will discuss and reach potential decisions on some key activities, timing, and potential results.</li> <li>• Discussion on Task 2 proposal and timelines</li> </ul> |
| 10:55 – 11:00 | Closing and Next Steps<br><i>Moderator: USAID</i>           | All three participating group representatives make final statements and USAID lays out next steps   |