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## THE PROJECT

« CITIZEN SCIENCE ORGANISATIONS AND WETLANDS »

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### *MINUTES OF THE KICK-OFF MEETING*

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*Tunis, Tunisie - 10-11 October, 2018*

## INTRODUCTION

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The meeting of the project “Citizen science organisations for wetlands” was officially opened by the Agence Française du Développement of Tunisia, the Centre d’Activités Régionales pour les Aires Spécialement Protégées (CAR/ASP), by the Direction Générale des Forêts (DGF) of Tunisia, the association of « Amis des Oiseaux »/BirdLife Tunisia and the Tour du Valat (TdV).

The participants invited to the meeting were (detailed list can be found in Annex1) :

- All partners of the AFD project (10 associations of 7 Mediterranean countries)
- All additional partners of the potential Fond Français pour l’Environnement Mondial (FFEM) project, in the hope that that project will be funded in 2019.
- The representatives of the advice committees related to the project
- An external partner that is envisioned to contribute to the development of a specific task in the project.

The kick-off meeting took place over one and a half day. Presentations on the technical aspects of the project coordination, deliverables and financial procedures were given, as well as that there was ample time for discussions. Additionally there a prioritized list with themes for training workshops were developed. While waiting for the information sharing platform to be operational, the presentations are shared with you in the Dropbox folder (<https://bit.ly/2RFG34v>). In the following pages we summaries the main discussion points of the kick-off meeting.

## FIRST TECHNICAL PRÉSENTATION OF THE PROJÉT

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Following the presentation (called General\_Introduction and Next\_18\_months\_period in the Dropbox), several discussion points and questions rose. Here follows a summary.

The TdV coordinates the project and the activities of the project, but the partners of the project are the principal actors of the project. The partners of the 10 associations are included in the AFD project and if the supplementary project is approved for funding by the FFEM there will be two additional partners. Each project partner has the responsibility to contribute their expertise and capacity to offer or to participate in organized training workshops.

Following the new knowledge obtained from the training workshop, the partners will organize transfer workshops in their own country to transfer the new knowledge within their national networks of national and local actors. This transfer is in the concept of “train-the-trainer” that allows the project to reach many more people than only those partners directly involved in the project.

For the second phase of the AFD project, the members of the Alliance of the Mediterranean Wetlands have to propose a micro-project: only one representative of the Alliance can submit a proposal for a micro-project per country, for which conform the terms of reference of the Alliance, the representative will collaborate with other NGOs in her/his country. Partners have to develop and submit their microproject in the first 18 months of the project. The microprojects have a budget of approximatively 6000 euros for their implementation (see the budget xls in the Dropbox for the precise amounts). Activities that have to de undertaken for the deliverables of the AFD project can be the topic of a micro-project (e.g. the knowledge-exchange platform, buying optical equipment, train-the-trainer transfer workshops).

**Action point:** TdV will propose a template that partners will need to fill for the submission of the micro-projects

The train-the-trainer transfer workshops will be developed and given by the project partners. It will therefore be important to evaluate the amount of information that is required: at which knowledge level do partners start from and which knowledge level do they wish to achieve. It is preferable that the workshop include fieldwork so that participants get a concrete sense of how to apply the knowledge in their site.

**Action point:** Partners of the project will need to develop a list (at least two) of local NGOs who will participate in the transfer workshops and send it to the TdV. We have to bear in mind that for the AFD, a person of a public organization needs to be included in the transfer workshops.

**Action point** for ROEM: reformulate objective 3 of the AFD project (activity on the increase of the monitored sites) with regards to a feasible quantity of sites that need to be additionally monitored.

All elements developed within the context of the AFD project will be shared with all project partners so that they can consult them and use them for the project purposes. The formal documents that will send to the AFD will be written in French. Translation of all these documents in English will not be feasible, but the TdV will circulate the documents in word versions so that other partners can easily copy paste parts and use available software to automatically translate them. Within the AFD project a knowledge-exchange platform needs to be developed to facilitate free access of everyone to all the project documents as well as all the training and communication material.

The communication plan needs to be robust to allow for project partners to use it to create visibility and engage people for the project at the national level. At national level it is important that each partner adapts the communication plan for it to be the most effective in her/his respective country and networks. The members of the Alliance will propose a format and procedure to develop a communication plan, inclusive the “knowledge-exchange-platforme”.

During the kick-off meeting, we have started to co-develop a table that lists all activities and which partners are responsible for undertaking which activities.

**Action point :** the TdV shares the current table with the project partners

- Regarding this action point, you find in the annex 2 of these minutes the table with the tasks expected from each project partner in the first phase of the AFD project.

## PRÉSENTATION OF THE FINANCIAL ASPECTS OF THE PROJECT

Following the presentation of the financial aspects of the AFD project (called Presentation project budget in the Dropbox), several discussion points and questions rose. Here follows a summary.

To limit the time that the AFD needs to invest in the monitoring of this project, the TdV is the only focal point of this project for the AFD. The TdV is the focal point for the project partners for the project. There will be an external audit of the project that will check all the justifications of expenses and time investments of the project partners. This audit will also imply that some project partners will be selected to undergo a control for which exactly the same rules apply for the audit at the TdV. Therefore the rules and procedures regarding the declaration of time and expenses needs to be followed by all partners.

The outline of the financial report is already structured. It a table in which the expenses need to filled in every six months. Project partners will need to send their table to Nicole Bonfils at the TdV ([bonfils@tourduvalat.org](mailto:bonfils@tourduvalat.org)) together with the justifications of these expenses. The project partners have asked for the time that volunteers put into the project to be included in this table, even though these are not costs that can be covered by the project, but to acknowledge the larger investment that this project will ask from the project partners.

**Action point :** the TdV will send the project partners the table that includes the time invested by volunteers in the project.

The structure of the technical report has already been predefined by the AFD and the project partners will have to adhere to this structure and its indicators to present the progress and results of the project.

In the general budget table of AFD project, the TdV has the possibility to decide to up to 20% of the initial stated budget per cost category between the different cost categories. For budget changes above this percentage, the TdV needs to submit an official request to the AFD.

Every project partner will have to sign a contract with the TdV at the start of the project to specify which rules apply in their institute and their country. A first draft of these contracts will be sent out by the TdV.

Once the contracts are signed, the money for the first 18 months will be transferred to the project partners. The AFD will come up with a proposition for how money can be transferred to the Libyan partners as bank transfers to Libyans banks are currently not reliable in the current economic and social crisis. In other contracts it was sometimes possible to transfer the money in cash, but the AFD does not allow this option. The AFD is a public body they need to demonstrate that their money was not used to finance terrorism or money laundering, which is not possible with cash transfers.

Project partners need to be able to consult **the rules for the justification of their depenses.**

**Action point:** Tour du Valat will send the rules and criteria that will be used by in the external audit to the project partners.

- To justify the expenses related to the use of cars for trips, the reimbursement rate has to be used that is commonly applied in the country. If in the statute of the institute it is indicated that volunteers can be reimbursed a certain rate per km or per day, than that method can also be applied within the context of the project. The AFD needs to propose what we need to do when an association is connected to a university, like is the case for ORC, which means 10% of the budget is claimed by the university.
  - *[ADDITION since the kick-off] The management costs are eligible (up to 10%) if the project partner can proof that they are justified (especially in the case of an audit). It is however much easier to justify the costs of invoices, salary, etc..*

**Action point;** Project partners need to understand what is accepted in terms of justification. The TdV will send the rules and criteria that will be used in the external audit.

- For each significant purchase three cost estimations need to be obtained from different suppliers. The AFD does not demand that the lowest cost estimation is taken. Having three cost estimations for a product of the same quality allows to choose the option for which you obtain the best balance between the price and the quality. If in a country there is only one supplier, then the bill needs to be accompanied with a justification explaining exactly this situation.

The exchange rate that will be used for computations within the project is the one that is applied in the first money transfer of the TdV. Therefore, the project partners, need to send the TdV the bank statement in the local currency to determine the exchange rate. This exchange rate is valid for the first phase.

The important of the documents will be translated in English, but as the formal language for the AFD is French, the TdV cannot translate all documents.

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## TOPICS OF THE TRAINING SESSIONS

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Based on the replies of the project partners to an online survey prior to the kick-off meeting and further adapted following the work during the kick-off meeting, you find in the second table the list of topics for

capacity building that were retained in order of preference. The table also shows a first inventory of which partners contribute expertise to the training session or would like to host a training session on this topic.

No format has been fixed for the training sessions and project partners can reflect on a form of training that would have an element of mentorship and follow-up after the training. Before planning of the training sessions Table 2 will be provided in an open sharing fashion so that partners can add additional comments.

**Table 2: Selection of topics for training sessions.** The first five topics are maintained for the first phase of the AFD project.

Topics	Interested to host the session	Expertise proposed
<b>1. Set up a lobbying campagne</b>	<ul style="list-style-type: none"> <li>- Doga Dernegi (Turquie)</li> <li>- ANAO (Algérie)</li> <li>- WWF (Tunisie)</li> <li>- SPNL (Liban)</li> <li>- SPANA (Maroc)</li> </ul>	<ul style="list-style-type: none"> <li>- WWF North Africa</li> <li>- Doga Dernegi</li> </ul>
<b>2. Manage threats to a site</b>	<ul style="list-style-type: none"> <li>- AAO (Tunisie)</li> <li>- GREPOM (Maroc)</li> <li>- INCA (Albanie)</li> </ul>	<ul style="list-style-type: none"> <li>- INCA</li> </ul>
<b>3. Create and harmonise un observatory</b>	<ul style="list-style-type: none"> <li>- ANAO (Algérie)</li> <li>- SPANA (Maroc)</li> </ul>	<ul style="list-style-type: none"> <li>- OZHM Tour du Valat</li> <li>-</li> </ul>
<b>4. Restauration of the hydrological dynamics</b>	<ul style="list-style-type: none"> <li>- RSCN (Jordanie)</li> </ul>	
<b>5. Develop an environmental education program</b>	<ul style="list-style-type: none"> <li>- WWF (Tunisie)</li> <li>- SPANA (Maroc)</li> <li>- RSCN (Jordanie)</li> <li>- SPNL (Liban)</li> </ul>	
6. "Community Based" approach for conservation		<ul style="list-style-type: none"> <li>- SPNL (Liban)</li> </ul>
7. Evaluation des services écosystémiques		<ul style="list-style-type: none"> <li>- OZHM</li> </ul>
8. Management and addressing the risks of climate change		<ul style="list-style-type: none"> <li>- Tour du Valat</li> </ul>
9. Development and implementation of managemet plans		
10. Fund raising		
11. Ensure continuity of the technical expertise: human resources and networking		

## SUMMARY OF THE ACTION POINTS BEFORE MID DECEMBER

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Following the different presentations related to the project, a summary of the most urgent action points were identified and discussed by the project partners:

### ACTIONS POINTS FOR THE TDV:

- Send the minutes of the kick-off meeting
  - These can now be found in the Dropbox folder (<https://bit.ly/2RFG34v>)
- Share the presentations of the kick-off-meeting once corrections have been made
  - These can now be found in the Dropbox folder
- Translate (and correct) the presentation of the budget of the project
  - These can now be found in the Dropbox folder as well as a separate xls file with the final version of the budget of the AFD project.
- Share the last version of the project proposal that was submitted by the TdV to FFEM (even if this version will change in the following weeks and months related to the feedback from FFEM).
  - These can now be found in the Dropbox folder. This version recently got the green light from the FFEM and TdV will be preparing a new version of the proposal for the last evaluation round of the FFEM in March.
- Analyse the topics for the microprojects and share the results
  - Ongoing
- Solve the discussion on the rules and criteria that will be applied in the external audit  
Résoudre la discussion autour des critères sur l'audit financière et apporter la réponse sur les frais de gestion
  - Ongoing
- Share a table for the financial reporting in which the time spent by volunteers can be included
  - Ongoing
- .Share a detailed table with the list of activities specified per project partners
  - A detailed table of tasks is included in the convention for each of the project partners.

### ACTION POINTS FOR THE MEMBERS OF THE ALLIANCE :

- Clarify the steps required for the implementation of the « Red Alerts Sytem
  - Ongoing
- Organise a reelection and propositino for a communication plan fie the project, including a proposition for the «knowledge-exchange-plateforme ».
  - The AAO has offered to lead this task on behalf of the Alliance



- S'engager dans les thèmes choisis pour des formations
  - Ongoing

#### ACTION POINTS FOR THE RESEAU OISEAUX D'EAU MEDITERRANEE:

- Find a better formulation for the indicator on objective 3.1 which describes the improvement of the monitoring of sites.
  - Reformulation: 3.1 Accroissement d'au moins 10% des zones humides bénéficiant d'un suivi régulier par comptage d'oiseaux et pour lesquels il sera possible de définir une valeur écologique Indicateur(s) de résultats de l'objectif spécifique chiffrés et cibles visées : 10% de nouvelles zones humides couvertes par le projet de façon régulière, dans les 5 pays concerné
- Clarify the objective for the education module
  - Ongoing

#### ALL PROJECT PARTNERS

It will be absolutely necessary to find means to hold a project meeting in the middle of the project and to hold regular meetings on Skype to maintain and support the project dynamic.

#### END OF THE KICK-OFF MEETING

All project partners, as well as the project funder AFD, have been thanked for their participation and contributions to this intensive meeting

The meeting was followed by a field visit to an urban wetland of Tunis: Sebha Séjoumi. This wetland is the facing multiple development plans and borders the property of a farm. The farmer is fighting against the impact and pressure of the urbanization of nearby areas, among which the division of her property in two by newly constructed highway.

*Thank you to you all and see you soon for the next steps!*

#### ANNEXE 1

Pays (en ordre alphabétique)	Institution / Organisation	Représentant
<b>Partenaires du projet</b>		
<b>Algérie</b>	Association Nationale Algérienne d'Ornithologie (ANAO)	Abdelkrim Si Bachir Mohammed Belhamra
<b>France</b>	Tour du Valat (TDV)	Ilse Geijzendorffer

		Jean Jalbert
		Jean-Jacques Bravais
		Laura Dami
		Marine Didier
		Nicole Bonfils
<b>Jordanie</b>	Royal Society for nature Conservation (RSNC)	Hazem Yusuf
<b>Liban</b>	Société de Protection de la Nature au Liban (SPNL)	Bassima El Khatib
<b>Libye</b>	Libyan Society for Birds (LSB)	Khaled Salem Etayeb
		Almokhtar Saied
<b>Maroc</b>	Groupe de Recherche pour la Protection des Oiseaux au Maroc (GREPOM)	Mohamed Dakki
		Said Lahrouz
		Mahassini Ayoub
	Société Protectrice des Animaux et de la Nature (SPANNA)	Abdeslam Bouchafra
		Saguem Sara
		Hichem Azafzaf
<b>Tunisie</b>	Association "Les Amis des Oiseaux"	Claudia Feltrup-Azafzaf
	WWF North Africa	Moanouri Faouzi
		Imen Rais
<b>Turquie</b>	Doga Dernegi	Itri Levent Erkol
		Tuba Kiliç Karcı
	Ornithological Research Center	Kiraz Erciyaz Yavuz
		Yakup Sancar Baris
<b>Partenaires potentiels du projet sous enveloppe FFEM</b>		
<b>Albanie</b>	Institute of Nature Conservation in Albania (INCA)	Goran Gugic
<b>Monténégro</b>	Center for Protection and Research of birds of Montenegro (CZIP)	Bojan Zekovic
<b>Partenaires du comité de pilotage du projet</b>		
<b>Algérie</b>	Centre Cynégétique de Réghaia – DGF Algérie	Samir Mohamed Sayoud
	MedWet	Alessio Satta (excusé)
<b>France</b>	Agence Française du Développement (AFD)	Guillaume De Saint Phalle
<b>Holland</b>	Wetlands International	Szabolcs Nagy
<b>Invités extérieurs au projet</b>		
<b>Grèce</b>	Mediterranean Institute for Nature and Anthropolos (MedINA)	Stefanos Doudouras



## ANNEXE 2

**Tableau 1: Taches par partenaires par objectifs du projet du projet AFD.**

Activités	Sept-nov 2018	Déc18-fevr 2019	Mars-mai 2019	Juin-aout 2019	Sept-nov 2019	Dec19-fevr 2020	Organisme chargé de la mise en œuvre
<b>Objectif 1 : Professionnalisation de la société civile dans la gestion des actions au niveau des zones humides.</b>							
<b>Résultats attendus 1.1 : Renforcement des capacités de 9 associations dans les pays concernés.</b>							
- activité 1.1.1. Atelier de démarrage du projet (1 atelier pays francophone et 1 atelier pays anglophone)							TDV
- activité 1.1.2. Identification des forces, faiblesses et besoins de capacité en lien avec l'objectif global du projet, y compris ceux liés aux projets ROEM et Sentinelles zones humides. (Acquis et suite à donner)							TDV et OSCs partenaires
- activité 1.1.3. Analyse des résultats et élaboration d'un programme de renforcement de capacité							TDV
- activité 1.1.4. Information du secteur public de ces formations et identification du personnel technique intéressé par ces formations							TDV
- activité 1.1.5. Préparation des modules de formation, renforcement de capacité et accompagnement							TDV et expertise externe si nécessaire
- activité 1.1.6. Mise en œuvre du programme de renforcement des capacités (minimum de 5 thèmes de renforcement de capacité).							TDV et prestataire si nécessaire
<b>Résultats attendus 1.2 : Transfert des capacités et accompagnement.</b>							
- activité 1.2.1. : Etablissement des critères de sélection et d'engagement des associations en lien avec l'objectif global du projet, l'AZHM et ROEM.							TDV et partenaires
- activité 1.2.2. : Identification des OSC dans les journaux nationaux et sélection des OSCs.							OSCs partenaires
- activité 1.2.3. Préparation du programme de transfert des capacités et d'accompagnement							OSCs partenaires
- activité 1.2.4. Identification du personnel du secteur public intéressé à participer aux actions de transfert							OSCs partenaires
- activité 1.2.5. Mise en œuvre du programme de							OSCs partenaires

Activités	Sept-nov 2018	Déc18-fevr 2019	Mars-mai 2019	Juin-aout 2019	Sept-nov 2019	Dec19-fevr 2020	Organisme chargé de la mise en œuvre
transfert des capacités et d'accompagnement.							
<b>Résultats attendus 1.3 : Elaboration et mise en œuvre de 6 micro-projets de gestion et de développement durable mis en œuvre dans les zones humides</b>							
- activité 1.3.1. : Elaboration du cadre du programme micro-projets visant à valoriser et mettre en œuvre les nouvelles capacités en lien avec l'objectif du projet, AZHM et ROEM							TDV et OSC partenaires
- activité 1.3.2. : Décision partenariale de thèmes de projet à préparer							TDV et OSCs partenaires
- activité 1.3.3. Préparation des documents de projet par les OSC partenaires des 6 pays en partenariat avec les autres bénéficiaires du résultat 2.							OSCs partenaires
<b>Objectif 2 : Participation active de la société civile à la mise en œuvre de l'Alliance des zones humides méditerranéennes.</b>							
<b>Résultat 2.1 : Mise en place d'un système de mutualisation et partage de la connaissance, des formations, des expériences.</b>							
- activité 2.1.1. Organisation d'un atelier de réflexion sur les besoins, l'organisation et le ciblage de la mutualisation de la connaissance relative aux zones humides.							TDV
- activité 2.1.2. Revue des propositions issue de l'activité 1.1 ci-dessus pour validation par le comité de pilotage de l'AZHM.							TDV et comité de pilotage de l'AZHM
- activité 2.1.3. Identification et sélection d'une ou plusieurs institutions membres de l'AZHM intéressée à coordonner le volet mutualisation de la connaissance.							TDV et comité de pilotage de l'AZHM
- activité 2.1.4. Actualisation de la liste et des contacts des associations des pays concernés actives dans les zones humides, l'environnement et le développement durable							OSC partenaire retenue après mise en œuvre de l'activité 2.1.3
- activité 2.1.5. Recherche des références disponibles en lien avec les besoins de connaissances identifiées dans l'activité 1.1 ci-dessus							OSC partenaire retenue après mise en œuvre de l'activité 2.1.3
- activité 2.1.6. Organisation ou utilisation d'une plateforme/site de partage d'accès libre à la connaissance							OSC partenaire retenue après mise en œuvre de l'activité 2.1.3
<b>Résultat 2.2 : Renforcement et harmonisation d'un système de communication des résultats de suivi relatifs aux zones humides à travers les réseaux de l'AZHM.</b>							

Activités	Sept-nov 2018	Déc18-fevr 2019	Mars-mai 2019	Juin-août 2019	Sept-nov 2019	Dec19-fevr 2020	Organisme chargé de la mise en œuvre
- activité 2.2.1. Revue des systèmes de communication existants sur les suivis des zones humides méditerranéennes							TDV et OSCs partenaires
- activité 2.2.2. Identification du mécanisme le plus approprié parmi ceux existants pour communiquer les résultats de suivi auprès des membres de l'AZHM.							TDV et OSCs partenaires
- activité 2.2.3. Recherche des résultats de suivi des zones humides méditerranéennes des pays concernés, disponibles aux niveaux national, régional et international							TDV et OSCs partenaires
- activité 2.2.4. Revue par l'OZHM de la méthodologie et de la qualité des résultats de suivis pour validation							TDV (OZHM)
<b>Résultat 2.3 : Renforcement et harmonisation d'un système de communication des résultats de suivi relatifs aux zones humides à travers les réseaux de l'AZHM.</b>							
- activité 2.3.1. Elaboration d'une méthodologie d'évaluation des états et des degrés de menace des sites proposés, validée par les membres de l'AZHM							TDV et Med-INA
- activité 2.3.2. Revue de demandes et du dossier d'évidence de l'importance des menaces des sites concernés.							Med-INA
- activité 2.3.3. Conduite du processus de validation de la demande et du dossier par l'OSC Med-INA et le comité de pilotage de l'AZHM.							Med-INA et comité de pilotage AZHM
- activité 2.3.4. Contact des décideurs et suivi des actions avec les acteurs du pays et site concernés							Med-INA et comité de pilotage AZHM
<b>Objectif 3: Développement et institutionnalisation du réseau de comptage d'oiseaux d'eau comme indicateur régional standardisé de suivi et de communication et sensibilisation sur l'importance du bon état écologique des zones humides</b>							
<b>Résultat 3.1 : Augmentation d'au moins 10% des zones humides bénéficiant d'un suivi régulier par comptage d'oiseaux et pour lesquels il sera possible de définir une valeur écologique</b>							
- activité 3.1.1. Appui matériel aux comptages sur les oiseaux dans les différents sites (frais de déplacement, matériel optique)							TDV
- activité 3.1.2 Formation annuelle sur les comptages et les suivis des oiseaux d'eau							TDV
- activité 3.1.3 Réunion annuelle de travail de synthèse							TDV



## ANNEXE 2

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### LISTE DES ABRÉVIATIONS DANS LE TEXTE

**AFD** : Agence Française du développement

**AAO** : Association "les Amis des Oiseaux" (BirdLife Tunisie)

**ANAO** : Association Nationale Algérienne d'Ornithologie

**AEWA** : Accord sur la conservation des oiseaux d'eau migrateurs d'Afrique-Eurasie [African-Eurasian Waterbird Agreement]

**AZHM** : Alliance des zones humides Méditerranéennes

**CAR/ASP** : Centre d'Activités Régionales pour les Aires Spécialement Protégées

**CEPF** : Fonds de Partenariat pour les Ecosystèmes Critiques [Critical Ecosystem Partnership Fund]

**CZIP** : Center for Protection and Research of birds of Montenegro

**DGF** : Direction générale des Forêts

**DIOE** : Dénombrements Internationaux des Oiseaux d'Eau

**FFEM** : Fonds Français pour l'Environnement Mondiale

**GREPOM** : Groupe de Recherche et de Protection des Oiseaux au Maroc

**INCA** : Institute of Nature Conservation in Albania

**LSB** : Libyan Society for Birds

**MedINA** : Mediterranean Institute for Nature and Anthropos

**ONG** : Organisation Non-Gouvernementale

**OZHM** : Observatoire des zones humides Méditerranéennes

**ROEM** : Réseau Oiseaux d'eau Méditerranée

**RSNC** : Royal Society for nature Conservation

**SPANNA** : Société Protectrice des Animaux et de la Nature

**SPNL** : Société de Protection de la Nature au Liban

**TDV** : Tour du Valat

**WI** : Wetlands International