



Readiness and Preparatory Support Interim Progress Report

Grant Agreement Number (CUB-RS-003)

NDA/Delivery Partner Name



Sections in this report:

- Section 1: General Information
- Section 2: Reporting on Country Readiness Logical Framework
- Section 3: Actual Implementation Timetable
- Section 4: Budget Reporting
- Section 5: Procurement Plan for the Next Reporting Period
- Section 6: Challenges, Lessons Learned, and Way Forward
- Annex: Subsequent Disbursement Request Form

For more information, please refer to the GCF Readiness and Preparatory Support Programme guidebook available [online](#). Please submit the Interim Progress Report to opm@gcfund.org.

Interim Progress report should be prepared and signed by Delivery Partner and/or National Designated Authority (NDA).

DocuSigned by:

Name and Title (DP): Ivan Zverzhanovski Position: Deputy Res. Rep. UNDP Cuba	Signature: 	Date: 13-Mar-2023
Name and Title (NDA): Position: <i>Jose Fidel Sanfona</i> <i>1st Vice-Ministry</i>	Signature: 	Date: <i>2023/02/28</i>

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EXECUTIVE SUMMARY

The main **milestones** of the last semester were:

- The [Inception Workshop](#) of the project took place in Havana, on December 1 and 2, 2022. A total of 88 people (including 49 women and 12 young people) participated, belonging to more than 40 key entities. The workshop introduced the project to the key actors at the national and territorial level, the main approaches and expected results of the project and the specific requirements for monitoring, evaluation, and implementation arrangements, according to UNDP and Green Climate Fund standards. Also, the meeting provided a national and territorial context to the policy and programme implementation priorities related to climate change adaptation, disaster risk reduction and territorial development. The second session of the Inception Workshop included a virtual conference by an expert from the Institute of Environmental Hydraulics of the University of Cantabria, as an initial action to awareness-raising and training of stakeholders on experiences of climate change adaptation, plans for coastal areas in Spain and recommendations for the case of Cuba. Finally, the last section of the inception meeting was a planning session, focused on the presentation of project outcomes, specifying the main activities, times, and responsible parties, as well as the cross-cutting gender and social inclusion approaches.
- A video about the project and the country's coastal situation, including interventions with key stakeholders, was developed, and presented at the Inception Workshop.
- A national process to gain commitments and understand responsibilities of key organizations participating in the project was completed in October 2022
- Project management unit has been fully recruited.

The **priorities** for the next semester are:

- Develop a beta version of an online repository with updated information on climate change adaptation and disaster risk reduction for Havana Coastal Zone (HCZ), indexed by priority sector, sub-zone, and social category, connected to the National Environmental Information System through the Info GEO platform (output 1.1, activities 1.1.1 and 1.1.2)
- Reconcile and reassess the studies initially identified to be carried out as key inputs for updating the climate risk assessments for the coastal zone of Havana; develop a ToR for each study to be conducted and hire entities or consultants.
- Surveys in the 6 coastal municipalities to enhance geospatial and temporal resolution of the hydrometeorological and Sea Level Rise (SLR) databases.
- Community surveys to identify knowledge gaps among the inhabitants to be included in the capacity building program (output 1.1, activity 1.2.1)
- Defined structure of Database on CCA and DRR, indexed by socio-statistical, geospatial, and temporal variables pertinent for decision-making (output 1.1, activity 1.1.2)
- Initial training session for technical staff of the Disaster Risk Reduction Centers, Water resources provincial delegation, Technical Council for Risk Assessments, CITMA Havana Delegation to develop technical capacities and optimize the surveillance system.
- Generate draft version of compilation of training modules, considering the capacity needs of women and vulnerable groups (output 1.2, activity 1.2.1)
- Development a comprehensive communication strategy of the Adaptation Plan with a gender-inclusive approach for governmental and sectorial leads / decision-makers and community representatives (output 1.2, activity 1.2.2)
- Identification of methodological guidelines on land use/urban planning for HCZ, with a comprehensive CCA-DRR and a gender-inclusive approach (output 1.1, activity 1.3.1)



Lessons learned.

During this semester, the main lesson learned is about the use of visual materials for stakeholders' engagement, such as the video developed to show the main approaches and expected results of the project. The video included interventions by leaders and specialists from national entities and the subnational government of Havana that are directly involved in the project. The video helped the rapid and effective understanding of the project and the current context of the coastal areas of the country and La Havana.

The national conciliation and engagement process of the responsibilities and commitments of each agency involved in the project facilitated the broad participation of key stakeholders in the Initiation Workshop and in the adjustment of the schedule for the achievement of the project objectives.



SECTION 1: GENERAL INFORMATION

This section provides information on completing the General Information of the Readiness Support Interim Progress Report template.

1. Country	The Republic of Cuba
2. Grant agreement number	CUB-RS-003
3. Implementing Entity	UNDP
4. Date of grant agreement signed	02/12/21
5. Grant effectiveness date	02/12/21
6. Date of 1st disbursement received from GCF	01/06/22
7. Tranche number of the committed funding during the reporting period	First
8. Reporting period	From: 01/07/22 To: 31/12/22
9. Total approved grant amount	USD 3,000,000
10. Total grant amount received from GCF during the reporting period	USD 0
11. Total grant amount expended during the reporting period	USD 31,728
12. Documents provided (Please tick the relevant boxes)	<input checked="" type="checkbox"/> Interim Progress Report <input checked="" type="checkbox"/> Procurement Plan <input type="checkbox"/> Subsequent Disbursement Request <input checked="" type="checkbox"/> Financial Report <input type="checkbox"/> Audited Financial Report



SECTION 2: REPORTING ON COUNTRY READINESS LOGICAL FRAMEWORK

This section requires an update on progress in implementing the planned Readiness activities. Any draft to the expected output should be submitted with progress report.

Progress is reported for the period (should be consistent with section 1.8)

From: 7/1/2022 To: 12/31/2022

Outcome 1: The technical capacities of key stakeholders are built, and the information is updated to formulate the Adaptation Plan for HCZ

Outcome narrative: In this reporting period, the effective start of project activities began by holding the Initiation Workshop, achieving a first sensitization and training of the key actors on essential issues for the integration of the CCA and DRR approaches in the adaptation planning for the HCZ.

Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
1.1 Climate and climate-induced hazards data is updated, and spatial resolution improved for proper risk assessment in HCZ	Inadequate spatial and temporal resolution and scale required for sound vulnerability and risk assessments. Lack of centralized databases or digital platforms with climate and hazards data available to local decision-makers	Activity 1.1.1 Commission the Environment Agency to systematize the information on CCA and DRR in the HCZ in an online digital repository and database. Activity 1.1.2 Enhance the hydro-meteorological and SLR surveillance system and related technical capacities, by increasing the geospatial and temporal resolution of its related databases and	-Target in progress	To Be determined in collaboration with NDA		The main actions carried out during this period were focused on preparation for and holding the Inception Workshop. The other planned activities could not be initiated in this period due to delay in national process of gaining commitments and responsibilities of key organizations participating in this initiative, that was completed in October 2022. Mitigation Action:	The Inception Workshop of the project was carried out in Havana, on December 1 and 2, 2022. A total of 88 people (including 49 women and 12 young people) participated, representing to more than 40 key entities, nationals and from the Havana city. There were representatives of UNDP, the Ministry of Science, Technology and Environment (CITMA), Government of Havana and the Ministry of Foreign Trade and Foreign Investment (MINCEX). There also were representatives from the Territorial CITMA Delegation in Havana and municipal governments of Centro Habana, Habana del Este, Regla, and the Provincial Directorate of Territorial Development in Havana. Executives and experts from the Environment Agency of CITMA and several of its scientific institutions participated. In addition,	The activities and deliverables expected for this semester are: 2 workshops and 6 meetings (one per municipality) with national and local institutions to coordinate and organize the information systematization process. 6 meetings (one per priority sector) with the INFOGEO project to coordinate and design the digital repository of the project.

¹ If possible, please provide hyperlinks to supporting documents.



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Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
		building technical capacity of staff and decision-makers. Activity 1.1.3 Reassess the risks of HCZ using a new methodology for multi-hazard risk assessment, approved by Technical Advisory Council for Risk Studies, coordinated by Environment Agency.				The UNDP Project Management Unit, together with the Technical Coordination Unit (IGA, AMA) made a proposal to adjust the work schedule for the activities initially planned to be carried out in 2022, to be simultaneously carried out with those planned for 2023. In the planning session of the Inception Workshop, the proposal was shared with the key actors, and it was agreed to hold a subsequent work session for 2023. It was also agreed to hold a technical meeting to reevaluate the pertinence of initially identified studies to be carried out as key inputs to	managers and experts from entities of other key sectors involved in the project's actions (hydraulic resources, agriculture, tourism, territorial and urban planning, public health), were also represented. In the meeting several topics were presented to key actors, such as the main approaches and expected results of the project and the specific requirements for monitoring, evaluation, and implementation arrangements, according to UNDP and GCF standards. Also, the meeting provided a national and territorial context in terms of to the priorities in the implementation of policies and programs policy and programme implementation priorities related to climate change adaptation, disaster risk reduction and territorial development. Additionally, during the meeting synergies with other ongoing initiatives on tools and successful experiences associated with the implementation of climate change adaptation plans and measures were discussed. During the Inception meeting, a session related to the project planification was held. It focused on the presentation of	4 sector meetings (Instituto Nacional de Recursos Hidráulicos INRH, Instituto de Meteorología de Cuba (INSMET), GEOCUBA, Instituto de Ciencias del Mar de Cuba (ICIMAR) to enhance surveillance systems. Surveys in the 6 coastal municipalities to enhance geospatial and temporal resolution of the hydrometeorological and Sea Level Rise (SLR) databases. 1 workshop to discuss and agree the conceptual basis of a new methodology for hydrometeorological risk assessment. 3 meetings (one per hazard) to coordinate the elaboration of the new



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						<p>update the climate risk assessment for the coastal zone of Havana</p>	<p>each of the Outcomes, specifying the main activities, times, and responsible parties, as well as the cross-cutting gender and social inclusion approaches. A new implementation schedule with new deadlines for carrying out the activities initially scheduled for completion during 2022 was presented to each organization participating in the project. The adjustments are focused on the execution deadlines for the activities and deliverables for Outcome 1 that should be developed simultaneously in 2023 with the beginning of the activities of Outcome 2 in the second semester. One of the agreements from the meeting is the implementation of work sessions and technical meetings for the details of the 2023 workplan and to reassess the studies initially identified to be carried out as key inputs for updating the evaluation of climate risks for the coastal zone of Havana. Additionally, it was agreed to hold meetings with each of the related projects to define a joint action plan and the tools and information that can be shared, as well as a meeting with Latin American Social Sciences Institute (FLACSO) experts to agree on actions</p>	<p>hydrometeorological methodology for risk assessment.</p> <p>Technical meeting with experts from key entities such as AMA, IGA, IGT, ICIMAR, INRH, CIH-ISPJAE, INSMET, Inversiones GAMMA and others as necessary, to reconcile and reassess the studies initially identified to be carried out as key inputs for updating the evaluation of climatic risks for the coastal zone of Havana.</p> <p>Develop a ToR for each study to be defined and hire entities or consultants.</p> <p>International advanced course on Modelling, GIS and PDI.</p> <p>Deliverable 1.1.1:</p>



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							and tools that guarantee the integration of gender and social inclusion approaches in the results.	Develop the beta version of the project digital repository on CCA-DRR in the Havana Coastal Zone (HCZ), Deliverable 1.1.2: a. Develop a proposal for a Database on CCA and DRR, indexed by socio-statistical, geospatial, and temporal variables pertinent for decision-making. b. Initial training session for technical staff of the Disaster Risk Reduction Centers, Water resources provincial delegation, Technical Council for Risk Assessments, CITMA Havana Delegation to develop technical capacities and optimize the surveillance system
Sub-Outcome 1.2 Key stakeholders from the 6 priority	Training and awareness raising actions at the local	Activity 1.2.1 Develop a gender-inclusive capacity-	<i>Target in progress</i>	- To Be determined in -		The activities carried out during this period were initial	As part of the initial actions for the development of the Communication Strategy (activity 1.2.2), prior to the	The activities and deliverables expected for this semester are:



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Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
sectors and 6 coastal municipalities are trained and skilled in CCA and DRR nexus as well as gender-responsive planning to inform a robust and comprehensive adaptation plan	level have not been aimed at building capacities for formulating an adaptation plan with a comprehensive CCA and DRR approach.	<p>building program on CCA and DRR for government and sector leads / decision-makers and community representatives, using and gathering the socio-economic data.</p> <p>Activity 1.2.2 Develop a gender-inclusive communication strategy of the Adaptation Plan for government and sector leads / decision-makers and community representatives, using and gathering the socio-economic data.</p>		<i>collaboration with NDA</i>		<p>preparatory actions associated to the Inception Workshop, related to Communication Strategy and initial awareness of key actors.</p> <p>As explained above the other planned activities could not be initiated in this period due to delay in national process of conciliation of commitments and responsibilities of key organism participating in this initiative, that was completed in October 2022.</p> <p>Mitigation Action: As explained above, it was done a proposal to adjust the work schedule for the activities initially planned to be carried</p>	<p>Inception Workshop, the project's visual identity manual was developed. , adopting as a short name: AdaptHabana and as a slogan: <i>Route to Climate Change Adaptation</i>. The e logo integrates three fundamental elements – the marine, the terrestrial and the human component – for a more global concept of the phenomenon of climate change and the role of human activity within it. Additionally, the first audiovisual product "<i>Route to Climate Change Adaptation</i>" was generated to make visible the approaches and main expected results of the project. The audiovisual was carried out by the Info communicational Platform "Naturaleza Secreta" and it was disseminated in the Inception Workshop with more than 80 key actors from 40 entities.</p> <p>As initial actions of awareness and training of key actors (activity 1.2.1), a preparatory meeting was held with the CITMA Delegate in Havana and representatives of the key sectors in the capital that are linked to the actions of the project. Representatives of the provincial Delegations of Agriculture, Territorial and</p>	<p>2 meetings with the Centre for Capacity Development for Reducing Disaster Risk and Adaptation to Climate Change (CRDAC), FLACSO and other key entities for the capacity-building program design on CCA and DRR for government and sector leads / decision-makers and community representatives,</p> <p>Community surveys to identify knowledge gaps among the inhabitants to be included in the capacity building program.</p> <p>1 workshop to design the capacity-building program.</p> <p>4 courses in CRDAC for sectors; 6 courses for communities; 1 course for university students.</p>



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Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
						<p>out in 2022, to be simultaneously realized with those planned for 2023, shared with the key actors in the Inception Workshop.</p> <p>It was agreed to promote from UNDP a meeting to support the design of the Communication Strategy of the project and its implementation.</p>	<p>Urban Planning, the Ministry of Tourism and the State Group of the Havana Bay participated. Specialists from the IGA-AMA Technical Coordination Unit also participated. This meeting made it possible to sensitize these actors with the approaches and expected results of the project in addition to facilitating the preparation of the context update session that was held in the Inception Workshop.</p> <p>Additionally, within the framework of the Inception Workshop, a virtual presentation was given by an expert from the Institute of Environmental Hydraulics of the University of Cantabria, as an initial action to awareness-raising and training of the key actors on experiences of climate change adaptation plans for coastal areas of Spain and recommendations for the case of Cuba. The Conference was structured around the following topics: General introduction; Climatic risks; Where we are; Where we are going; Adaptation; Some examples and Conclusions. Emphasis was placed on identifying the risks on coastal systems and how the climate change adaptation solutions allow to reduce the</p>	<p>3 meetings with PNUD, CRDAC, FLACSO, Instituto Superior de Diseño (ISDI) and other key entities for development of the communication strategy.</p> <p>1 workshop to consult on the design of communication strategy.</p> <p>International mission in the region for the identification of methodologies, tools and adaptation measures.</p> <p>Deliverable 1.2.1:</p> <p>a. Draft compilation of training modules, considering the capacity needs of women and vulnerable groups.</p> <p>b. Report of the training actions carried out.</p> <p>Deliverable 1.2.2</p> <p>a. Draft comprehensive communication strategy of</p>



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							<p>Exposure and Vulnerability of communities and territories to climate risks. They were presented examples of adaptation strategies for coastal zones that have been generated in Spain, which included hard and soft protection actions, accommodation, and planned withdrawal. At the end of the Conference, an exchange was held with the Workshop participants that recognized the value of the results presented at this conference as a benchmark for how action planning for adaptation to climate change in the coastal zone should work. It was mentioned some available studies for the coastal area of Havana that can be very useful to advance the initial activities, such as numerical modeling studies of floods due to extreme weather events due by CIH-CUJAE. A specialist from IGA-AMA highlighted the importance of considering the different scenarios for extreme events in greater detail on at scale, because each territory does not manifest itself the same way and because of the importance of monitoring the behavior of the sea level rise.</p>	<p>the Adaptation Plan with a gender-inclusive approach for governmental and sectorial leads / decision-makers and community representatives.</p> <p>b. Report products generated.</p> <p>c. Compilation of Audio-visuals products generated.</p>
Sub-Outcome 1.3	Land use planning has been usually	Activity 1.3.1	- Target in progress	- To Be determined in		The planned activities could not be initiated	-	3 meetings with Physical Planning Department at



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Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved¹	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
CCA-DRR approach is incorporated in the land use planning methodological framework	developed considering DRR and CCA needs separately	Commission the Havana Physical Planning Direction to define the methodological guidelines of land use/urban planning for HCZ, with a comprehensive CCA-DRR approach and a gender-inclusive approach.		<i>collaboration with NDA</i>		in this period due to delays in the national process of gaining commitments and determining responsibilities of key organizations participating in the project, that was completed in October 2022. Mitigation Action: As explained above, a proposal to adjust the workplan was done and shared with the key actors in the Inception Workshop and it was agreed to hold a meeting to clarify activities initially planned to be carried out in 2022, that will now be simultaneously carried out with those planned for 2023,		national and provincial level to identify the guidelines of land use/urban planning for HCZ with a comprehensive CCC-DRR approach. 1 workshop with the 6 municipal Physical Planning representatives to discuss the guidelines of land use/urban planning for HCZ with a comprehensive CCC-DRR approach. Deliverable 1.3.1 Draft of guidelines of land use/urban planning for HCZ with a comprehensive CCC-DRR approach.



Outcome 2 Medium (2030) and long term (2050) adaptation measures are prioritized and aligned to the national, local and sectorial development planning.								
Outcome narrative: Activities under Outcome 2 have not yet started								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ²	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
Sub-Outcome 2.1 Medium (2030) and long term (2050) adaptation measures for HCZ are identified, characterized and prioritized.	No systematic prioritization and assessment of adaptation measures in the Havana Coastal Zone.	Activity 2.1.1 Commission the Havana Physical Planning Direction in conjunction with the Institute of Tropical Geography to improve the six Havana coastal urban land-use plans, using the guidebook delivered under activity 1.3.1. Activity 2.1.2 Commission the Havana Delegation of CITMA to identify and prioritize medium (2030) and long-term (2050) adaptation measures for HCZ, aligned with <i>Tarea Vida</i> .	- Not started	- To Be determined in collaboration with NDA	-	-	-	No activities planned in the next reporting period
Sub-Outcome 2.2 Synergies across adaptation initiatives in Cuba identified and	Limited information on successful adaptation measures and cooperation	Activity 2.2.1 Commission the Havana Delegation of CITMA to identify	- Not started	- To Be determined in collaboration with NDA				Bilateral meetings with each project that may have synergy actions to define joint action plan and tools

² If possible, please provide hyperlinks to supporting documents.



Outcome 2 Medium (2030) and long term (2050) adaptation measures are prioritized and aligned to the national, local and sectorial development planning.								
Outcome narrative: Activities under Outcome 2 have not yet started								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ²	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
operationalized for enhanced collaboration in prioritized measures	opportunities in the country.	successful projects across the Cuban coastal zone and technical cooperation opportunities to enhance efficiency in implementing the HCZ prioritized adaptation measures. Activity 2.2.2 Conduct participative exercises to share the HCZ prioritized adaptation measures with other national and foreign actors, synthesizing the gathered information, including the social and economic data.						and information that can be shared.



Outcome 3: The Adaptation Plan for HCZ is formulated and disseminated, considering the outcomes of the previous phase.								
Outcome narrative: -. Activities under Outcome 3 have not yet started								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ³	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
Sub-Outcome 3.1 The Adaptation Plan is comprehensively formulated.	There is not any Adaptation Plan at sub-national level	Activity 3.1.1 Develop the Adaptation Roadmap (ARM) for HCZ, taking into account local government and sectors as well as women and vulnerable groups through participatory exercises. Activity 3.1.2 Coordinate with the Havana Delegation of CITMA the development of the Adaptation Plan, based on the ARM built under activity 3.1.1, its stakeholders' validation and the submission to government for approval. Activity 3.1.3 Conduct consultations with local	Not started	<i>To Be determined in collaboration with NDA</i>				No activities planned in the next reporting period

³ If possible, please provide hyperlinks to supporting documents.



		governments and priority sectors' leaders to identify and prioritize programmatic ideas for projects that will serve to implement the Adaptation Plan, considering gender and vulnerable groups.						
Sub-Outcome 3.2 Mechanisms and tools to implement the Adaptation Plan are designed.	No institutional mechanisms and regulations to effectively integrate CCA measures in the local development planning.	Activity 3.2.1 Articulate the actors involved in the Adaptation Plan process through the online platform of Havana Coastal Network on Climate Change, taking into account women and vulnerable groups, as well as the lessons learned at local level from successful projects listed in activity 2.2.1 Activity 3.2.2 Commission national and international consultants to develop the legal due diligence report and the funding strategy for the sustainability of the Adaptation Plan. Activity 3.2.3	- Not started	<i>To Be determined in collaboration with NDA</i>				No activities planned in the next reporting period



		Commission universities with high telematics capabilities (namely UH, CUJAE and/or UCI) to develop the Information and Knowledge Management System (IKMS) for the Adaptation Plan's sustainability, including socio-economic dimensions.						
<p>Sub-outcome 3.3 The M&E System for the Adaptation Plan is designed.</p>	Lack of indicators and actions for monitoring and evaluating the implementation of adaptation measures	<p>Activity 3.3.1 Commission national and international consultants to design the M&E System for the Adaptation Plan, considering social and economic indicators.</p> <p>Activity 3.3.2 Conduct participative training sessions to governmental and sectorial stakeholders on the M&E System implementation, considering gender and vulnerable groups.</p>	- Not started	To Be determined in collaboration with NDA				No activities planned in the next reporting period



Outcome 1. The technical capacities of key stakeholders are built, and the information is updated to formulate the Adaptation Plan for HCZ	
Activities	Actual Timeline of Implementation of Activities During the Reporting Period (Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54
	<p>Activity 1.1.2 Enhance the hydro-meteorological and SLR surveillance system and related technical capacities, by increasing the geospatial and temporal resolution of its related databases and building technical capacity of staff and decision-makers.</p>
<p>Deliverable 1.1.2 a. Database on CCA and DRR, indexed by socio-statistical, geospatial and temporal variables pertinent for decision-making. b. At least 4 training sessions (or webinar series) for technical staff of the Disaster Risk Reduction Centers, Water resources provincial delegation, Technical</p>	Dark green shaded cell



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	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54
Council for Risk Assessments, CITMA Havana Delegation to develop technical capacities and optimize the surveillance system. c. At least 2 information dissemination workshops (or webinar series) with municipal decision-makers to facilitate understanding of data and its use in decision-making	[Timeline grid with a dark green shaded column at position 23]
Activity 1.1.3 Reassess the risks of HCZ using a new methodology for multi-hazard risk assessment, approved by Technical Advisory Council for Risk Studies, coordinated by Environment Agency.	[Timeline grid with light green shaded columns from position 11 to 15]



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Activities	Actual Timeline of Implementation of Activities During the Reporting Period
	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54
Deliverable 1.1.3 Updated HCZ multi-hazard risk assessment and its methodology for local governments and Risk Reduction Management Centers.	[Timeline grid for Deliverable 1.1.3 with a dark green cell at column 24]
Sub-Outcome 1.2 Key stakeholder s from the 6 priority sectors and 6 coastal municipalities are trained and skilled in CCA and DRR nexus as well as gender-responsive planning to inform a robust and comprehen	Activity 1.2.1 Develop a gender-inclusive capacity-building program on CCA and DRR for government and sector leads / decision-makers and community representatives, using and gathering the socio-economic data.
Deliverable 1.2.1 a. Com pilation of training modules, considering the capacity needs of women and vulnerable groups.	[Timeline grid for Deliverable 1.2.1 with dark green cells at column 1 and column 54]



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	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55
sive adaptation plan b. Conduct the following trainings: - 20 courses in Center for Capacity-Building on DRR and CCA (CRDAC) for 10 sectors, 2 for each sector, 5q days for 15 pax each - 12 trainings for communities (2 for each municipality, ,5 days for 15 people each) - 4 courses for university students (Teaching Unit of the Faculty of Geography of the unit of Havana), 10 days for 15 participants	[Empty grid for activity implementation timeline]
Activity 1.2.2 Develop a gender-inclusive communication strategy of the	[Shaded green grid for activity implementation timeline]



Outcome 1. The technical capacities of key stakeholders are built, and the information is updated to formulate the Adaptation Plan for HCZ	
Activities	Actual Timeline of Implementation of Activities During the Reporting Period
	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54
Adaptation Plan for government and sector leads / decision-makers and community representatives, using and gathering the socio-economic data.	
Deliverable 1.2.2 a. Comprehensive communication strategy of the Adaptation Plan with a gender-inclusive approach for governmental and sectorial leads / decision-makers and community representatives. b. Document products: at least one brochure and quarterly bulletins disseminated with governmental and sectorial leads / decision-makers, representatives	X



Outcome 1. The technical capacities of key stakeholders are built, and the information is updated to formulate the Adaptation Plan for HCZ	
Activities	Actual Timeline of Implementation of Activities During the Reporting Period
	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55
<p>c. Audio-visuals and video spots: at least one of each, targeting the general public to raise awareness and understanding of the NAP process</p>	55 empty columns
<p>Sub-Outcome 1.3 CCA-DRR approach is incorporated in the land use planning methodological framework</p> <p>Activity 1.3.1 Commission the Havana Physical Planning Direction to define the methodological guidelines of land use/urban planning for HCZ, with a comprehensive CCA-DRR approach and a gender-inclusive approach.</p> <p>Deliverable 1.3.1 Land use/urban planning guidebook with a comprehensive CCA-DRR approach to be used by the Institute of Tropical Geography, the</p>	55 columns, with some cells shaded green



Outcome 2. Medium (2030) and long term (2050) adaptation measures are prioritized and aligned to the national, local and sectorial development planning	
Activities	Actual Timeline of Implementation of Activities During the Reporting Period
	(Number of columns can be adjusted depending on the agreed project duration and milestones.)
	1 2 3 4 5 6 7 8 9 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 5 5 5 5 5
the HCZ prioritized adaptation measures with other national and foreign actors, synthesizing the gathered information, including the social and economic data.	[Timeline grid with 54 columns and 2 rows. The first row of the grid has 18 light green cells starting from column 22. The second row has 1 dark green cell at column 33. All other cells are white.]
Deliverable 2.2.2 Reports on 8 workshops (or webinars) with at least 20 participants per activity for the dissemination of knowledge products, highlighting the level of outreach achieved, disaggregated by gender, sector, and type of user, including vulnerable groups.	[Timeline grid with 54 columns and 2 rows. The second row of the grid has 1 dark green cell at column 33. All other cells are white.]



	<p>Deliverable 3.1.3 Portfolio with identification of project ideas for the implementation of adaptation measures selected from the HCZ Adaptation Plan.</p>																																																																																	
<p>Sub-Outcome 3.2 Mechanisms and tools to implement the Adaptation Plan are designed.</p>	<p>Activity 3.2.1 Articulate the actors involved in the Adaptation Plan process through the online platform of Havana Coastal Network on Climate Change, considering women and vulnerable groups, as well as the lessons learned at local level from successful projects listed in activity 2.2.1projects listed in activity 2.2.1</p>																																																																																	
	<p>Deliverable 3.2.1 a. Report on the validated institutional mechanism for sharing information, updating and continuous improving of the Adaptation Plan. b. On-line platform of Havana Coastal Network on Climate Change.</p>																																																																																	



SECTION 4: BUDGET & EXPENDITURE REPORTING

This section requires the applicant to report on the proposed budget. Please complete this section using the Readiness Budget Expenditure & Resource Report template (MS Excel)

SECTION 5: PROCUREMENT PLAN FOR THE NEXT IMPLEMENTATION PERIOD

List the items planned to be procured during the next implementation period (including consultants) and explain what procedures will be used for these procurements (e.g., direct procurement, open tender, other). Double-click the table below to edit the spreadsheet.

⁴ As per the signed agreement.

⁵ Please provide detailed information of commitment and accrual including vendor/payee name, amount, and payment due date.

⁶ Please provide justification for variance, excess of 10% of the amount originally allocated for a Category shall only be done with the Fund's prior written approval.



Item to procure	Unit Number or Work month/day	Lump sum or Unit rate	Total Budget	Procurement procedures used
	i	ii	iii = (i x ii)	
Technological equipment for the strengthening of the surveillance systems and biophysical monitoring	1	65.000	65.000	Competitive process. Written request for quotation
IT equipment required for the strengthening of the surveillance systems and biophysical monitoring	1	52.800	52.800	Competitive process. Written request for quotation
Communication & Audio-Visual Equipment to support activities of sub-outcome 1.2	1	54.000	54.000	Competitive process. Written request for quotation
Company contract to perform studies on the Havana coastal zone related to sub-outcome 1.1	1	115.000	115.000	Competitive process. Written request for quotation
Materials for biophysical monitoring	1	9000	9.000	Competitive process. Written request for quotation
Office materials (card stock, paper, pencils, pens, etc.)	1	4.200	4.200	Competitive process. Written request for quotation
Rental of vehicles	1	25.311	25.311	Competitive process. Written request for quotation
Training, Workshops, & Conferences related to sub-outcome 1.1 (2 training sessions to develop technical capacities to optimize the surveillance system; 2 Coordination workshop on cartographic bases and 2 Monitoring and evaluation workshops on cartographic bases; 1 workshop to start hydro-meteorological studies; 3 Monitoring and validation of hazard studies workshops; 3 Vulnerability monitoring and validation workshops; 3 workshops on social aspects associated with DRR and CC; 4 workshops for estimating climatic and related risks)	1	51.750	51.750	Competitive process. Written request for quotation
International training related to sub-outcome 1.1- International advanced course on Modelling, GIS and PDI -	1	22.500	22.500	Competitive process. Written request for quotation
Training, Workshops, & Conferences related to sub-outcome 1.2 (1 workshop to design the capacity-building program, 3 meetings for development of the communication strategy; 1 workshop to consult on the design of communication strategy; 4 courses in CRDAC for sectors; 6 courses for communities; 1 course for university students)	1	68.134	68.134	Competitive process. Written request for quotation
Training, Workshops, & Conferences related to sub-outcome 1.3 (4 workshops on territorial planning and urbanization)	1	15.000	15.000	Competitive process. Written request for quotation
International mission in the region for the identification of methodologies, tools and adaptation measures (sub-outcome 1.2)	2	3.750	7.500	Competitive process. Written request for quotation



Data mobile, monthly mobile services (calls, text messages, etc.) and conectivity services to Internet	1	4.539	4.539	Competitive process. Written request for quotation
Company contract for info-communication strategy	1	20000	20.000	Competitive process. Written request for quotation
Audio Visual & Print Production Costs related to sub-outcome 1.2 and 1.3 (printing materials for the training modules, glossaries, manuals, methodologies, materials for workshops, maps)	1	4000	4.000	Competitive process. Written request for quotation
Design and development of municipal and special land planning.	1	5000	5.000	Competitive process. Written request for quotation
TOTAL			523.734	



SECTION 6: CHALLENGES, LESSONS LEARNED AND WAY FORWARD

Please describe what were the challenges encountered during the current reporting period; what were the solutions to mitigate them; and what were the key lessons learned and what will the project do to undertake course corrections during the next reporting period.

A major challenge of this reporting period has been to reschedule activities due to delays related to UNDP approval process and the national process to gain commitments and determine responsibilities with each of the key organizations participating in this project. The adjustments are focused on the execution deadlines for the activities and deliverables for Outcome 1. The activities planned under Sub-Outcomes 1.1, 1.2 and 1.3 have an effective start date of December 2022 and will have to be carried out simultaneously during 2023. The execution period of activity 1.1.1 is proposed to be extended until July 2023.

The country has continued to face a complex situation related to US sanctions that limits the number of international suppliers of goods and services, and has direct implications on procurement processes. In addition, the increase in prices of the national and international market for various goods associated with the COVID 19 pandemic continues to be a risk to the project. Also, the fuel availability continues to be a factor that can affect the initial activities related to the surveys and workshops.

As a management measure, the UNDP CO together with MINCEX, CITMA (EMIDICT), and AMA (the Project Technical Unit) will draw up a detailed plan to follow up on the initial processes step by step to ensure that there are no further delays.

The priorities for the next semester are:

- Develop a beta version of an on-line repository of updated information on CCA and DRR for HCZ, indexed per priority sector, sub-zone and social category, connected to the National Environmental Information System through the Info GEO platform (output 1.1, activities 1.1.1 and 1.1.2)
- Reconcile and reassess the studies initially identified to be carried out as key inputs for updating the evaluation of climatic risks for the coastal zone of Havana; develop a ToR for each study to be defined and hire of entities or consultants.
- Surveys in the 6 coastal municipalities to enhance geospatial and temporal resolution of the hydrometeorological and Sea Level Rise (SLR) databases
- Community surveys to identify knowledge gaps among the inhabitants to be included in the capacity building program (output 1.1, activity 1.2.1)
- Define a structure for the Database on CCA and DRR, indexed by socio-statistical, geospatial, and temporal variables pertinent for decision-making (output 1.1, activity 1.1.2)
- Initial training session for technical staff of the Disaster Risk Reduction Centers, Water resources provincial delegation, Technical Council for Risk Assessments, CITMA Havana Delegation to develop technical capacities and optimize the surveillance system.
- Generate a draft compilation of training modules, considering the capacity needs of women and vulnerable groups (output 1.2, activity 1.2.1)
- Development a comprehensive communication strategy for the Adaptation Plan with a gender-inclusive approach for governmental and sectorial leads / decision-makers and community representatives (output 1.2, activity 1.2.2)
- Identify methodological guidelines on land use/urban planning for the HCZ, with a comprehensive CCA-DRR and a gender-inclusive approach (output 1.1, activity 1.3.1)

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Comments		
Reviewed by: <i>Name and Title (Reviewer):</i> <i>Position:</i>	Signature:	Date: (DD-MM-YYYY)
Final assessment by: (Satisfactory to GCF) <i>Name and Title (Reviewer):</i> <i>Position:</i>	Signature:	Date: (DD-MM-YYYY)



Annex. Subsequent Disbursement Request Form

Please fill the below form to request for the subsequent disbursement when the interim progress report along with unaudited financial statement/financial audit report/certified financial statements as applicable in accordance with Grant Agreement has been submitted to GCF (please note that the disbursement request can be processed only after these conditions are met).

SUBSEQUENT DISBURSEMENT REQUEST	
1. Total amount approved for the project	Choose an item. Example: USD 300,000
2. Disbursement from GCF made to date/Percentage of Total Grant (%)	Choose an item. Example: USD 120,000 /40 % (refer to Grant Agreement)
3. Total expenditure to date	Choose an item. Example: USD 118,000
4. Expenditure rate as of the Interim Progress Report submission date (%)	<i>Please divide the received amount (2) by the executed amount (3). Example: 70%</i>
5. Total amount of the subsequent disbursement to request/Percentage of Total Grant (%)	Choose an item. Example: USD 130,000/43 % (refer to Grant Agreement)
6. Name of Beneficiary Bank and located country	
7. Account number	
8. Bank address	
9. SWIFT (BIC)	
10. IBAN Code	
11. Date of the disbursement request	Click or tap to enter a date.

Name and Title*: Position:	Signature:	Date:
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**The signatory of grant agreement (either NDA or Delivery Partner) or any authorised person who is certified in the letter of authorisation submitted to the Fund can sign here. When this is not plausible, please kindly consult with the Fund (opm@gcfund.org) prior to the submission of the disbursement request.*



SPECIAL ADDENDUM: COVID-19 RELATED IMPACTS

This section provides information on temporary measures to support project implementation through the extension period. Please be advised that the measures do not constitute a permanent change in policy. If you have any questions, please feel free to send an inquiry to gpm@gcfund.org.

GCF has granted up to six-months extension of the grant term/anticipated duration of readiness activities for specific grants that had been approved by the GCF prior to the pandemic having arisen and which expire after 1 March 2020 and are effective prior to 8 April 2020. GCF has granted additional flexibilities with guidelines as outlined below.

No-Cost Extension

- i. All grants will be automatically extended by six months. However, please be informed that the willingness on the part of the GCF to provide this six-month extension on the basis of the COVID-19 pandemic is not intended to prevent RPSP activities from being delivered under the pre-pandemic existing contractual timelines. Delivery partners and National Designated Authorities/Focal Points (NDA/FP) can complete the grant implementation sooner than the full no-cost extension period. Therefore, the GCF expects that delivery partners will fully coordinate with NDA/FPs in relation to the application of the said extension as a result of the COVID-19 pandemic.
- ii. Delivery partners should include a revised workplan for the new period in the next reporting cycle.
- iii. Grants requiring an extension longer than the six-months must submit well justified requests in line with standard practices and procedures for the GCF's consideration and approval.
- iv. The originally agreed grant sum required to complete the activities under the respective legal agreements remains unchanged for grants accepting the no-cost extension.

Project management costs: The project management costs (PMC) cap has been increased from 7.5 percent to 12.5 percent of the total activity budget approved. Partners can tap into the approved contingency fund to meet these additional costs up to the 12.5% cap. If the delivery partner increases the PMC, then the delivery partner is required to provide detailed documentation and justification supporting the increase in PMC and clearly outlining how the additional costs are related to the COVID-19 pandemic. This justification should be included in the interim progress report or completion reports due for submission as detailed in the grant agreement.

Contingency budget: The approved contingency amount included in the budgets for these activities may be used to cover unforeseen costs relating the COVID-19 pandemic without prior approval from GCF. The contingency budget may be used for project management costs (PMC). The said contingency expenses will need to be justified and included in the detailed reports that are required to be submitted by the delivery partner/recipient under the respective legal agreement between the delivery partner/recipient and the GCF.

Budget Re-allocation: The reallocation of approved budget among the budget line items can be made from one budget category to another up to 25 percent variation across the categories. The receiver and giver budget category can only take or give without prior fund approval up to 25 percent based on the previously approved budget. Budget can also be reallocated from outputs without changing the project scope to PMC if the contingency budget is insufficient to meet the increases in PMC. The delivery partner is required to provide detailed documentation and justification supporting the budget reallocation in the submitted reports in line with the grant agreement.

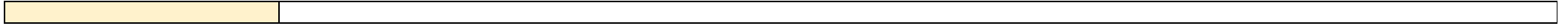


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Types of Measures	Output No.	Activity No.	Implementation and Deliverables Schedule (Please provide details of the change to activities, deliverables, etc.)				Budgetary Implications
			Impact on delivery modality	Deliverable	Original Date	Revised Date	
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							

<p>In-country Status (Please provide an update of the status of the country due to COVID-19 pandemic.)</p>	
<p>Justification for Requests and Implications (Please provide details of the changes to support utilization of temporary measures.)</p>	
<p>Mitigation Measures (Please provide details of how risks will be mitigated)</p>	





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Comments

Reviewed by:

Name and Title:

Position: DSS Finance

Signature:

Date:

(DD-MM-YYYY)

Certified by:

Name and Title:

Position: DSS Finance

Signature:

Date:

(DD-MM-YYYY)

Approved by:

Name and Title:

Position: CFO

Signature:

Date:

(DD-MM-YYYY)

FOR GREEN CLIMATE FUND'S SECRETARIAT USE ONLY

Comments

Reviewed by:

Name and Title (Reviewer):

Position:

Signature:

Date:

(DD-MM-YYYY)

Final assessment by:

(Satisfactory to GCF)

Name and Title (Reviewer):

Position:

Signature:

Date:

(DD-MM-YYYY)