United Nations Development Programme

Country/Region/Global: INDONESIA

Initiation Plan

Project Title: Archipelagic and Island States Forum Support Facility

Expected UNDAF/CP Outcome(s): 3. By 2020, Indonesia is sustainably managing its natural resources, on land and at sea, with an increased resilience to the effects of climate change, disasters and other shocks

Expected CPD Output(s): 3.8. Policy and Technical Guidance are in place for integrating climate change adaptation (CCA) and DRR into spatial and local development planning

Initiation Plan Start/End Dates: September 1, 2019 to December 30 2019

Implementing Partner: UNDP Indonesia

Brief Description

This project aims to establish the Archipelagic and Island States (AIS) Forum's Support Facility("AISF-SF"), ensure its ability to operate effectively and also ensure effective implementation and achievement of its key services. Serving stakeholders from all over the world, the AISF-SF will be responsible for directing the Forum's program of events, managing the AIS Fund Facility and other finances, maintaining relationships with Participants, and develop stakeholder networks. Throughout the project, gender mainstreaming considerations will be incorporated in all aspects of the project. During this PIP periode, the AIS Forum Project Document will be finalized and signed by relevant parties for implementation in until December 2021.

Programme Period:	2019-2021
Atlas Project ID:	00115025
Atlas Output ID:	00112805
Gender Marker:	GEN 2

Total resources required	**USD 196.639***
Total allocated resources: • Regular (UNDP) • Gov't of Indonesia	USD 196.639 0 USD 196.639
Unfunded budget:	0
In-kind Contributions	0

*Note: the Government of Indonesia will transfer the funds in IDR currency amounting IDR 2,786,966,800. UNORE OCT 2019 IDR 14,173/USD1 = USD 196.639.

Agreed by UNDP:
Christophe Bahuet, Resident Representative

I. PURPOSE AND EXPECTED OUTPUT

Background

Archipelagic and Island States (AIS) around the globe face common development challenges that inhibit their ability to live prosperously and grow sustainably. Many are facing existential threats that include climate change, natural disasters, marine pollution, marine plastic debris, unsustainable fisheries, and ocean (un)sustainability. Failing to protect our oceans and address climate change will have catastrophic social and economic effects for people around the world.

Figure 1. Map of 32 Archipelagic and Island States participating in the AIS Forum.



Source: www.aisforum.org/aisforum-map

After a sideline discussion on the 5th of June 2017 at the Ocean Conference in New York City, a follow-up Conference on the Archipelagic and Island States Forum was held in Jakarta on the 21st – 22nd of November 2017. This resulted in a common understanding among participating countries that a forum could be an innovative vehicle for effectively addressing climate change and marine issues. In addition, the forum would be a concerted response to SDG 14: the conservation and sustainable use of oceans, seas, and marine resources for sustainable development. It is the agreed position of participating countries that the AIS Forum ("The Forum") can be influential in mitigating climate change and the pursuit of social and economic sustainability. The Forum will create a space for financing innovative solutions and technologies,as well as engendering collaboration between stakeholders.

The Forum is designed to include all island states and archipelagic countries regardless of their location, size, and level of development. There are regional initiatives that allow island states to connect with and aid one another. However, a global initiative that brings together all Archipelagic and Island States is yet to exist. The AIS Forum will create a unique grouping of nations to address the challenges of sustainable ocean resource use, climate change resilience, ocean pollution, emergency management and sustainable fisheries.

The declaration on the establishment of the AIS Forum, as called as the Manado Declaration, was agreed by the delegation during the 3rd Senior Official Meeting of the AIS Forum on October 31, 2018, in Manado, North Sulawesi, Indonesia. The declaration, which was agreed by 21 delegations, contains details on the formation of the AIS Forum. These countries include :

- Republic of Cabo Verde
- Republic of Cuba
- Republic of Cyprus
- Republic of Fiji
- Republic of Guinea Bissau
- Republic of Indonesia
- Jamaica
- State of Japan
- Republic of Malta
- Democratic Republic of Madagascar
- Independent State of Papua New Guinea
- Republic of the Philippines
- Federation of Saint Christopher and Nevis
- Democratic Republic of Sao Tome and Principe
- Republic of Seychelles
- Republic of Singapore
- Democratic Socialist Republic of Sri Lanka
- Republic of Suriname
- Democratic Republic of Timor Leste
- Kingdom of Tonga
- United Kingdom of Great Britain and Northern Ireland

Source: Manado Joint Declaration on the Establishment of the Archipelagic and Island States Forum, 1st November 2018

At current, there are 50 archipelagic and island states that are identified as “Sovereign states and states with limited recognition” (Wikipedia, List of Island Countries). Also in the list, there are 44 islands that are categorized as “Dependencies and other notable regions”. These categories represent 680,100,154 and 7,506,098 people (nearly 0.1 percent of the world’s population) inhabiting these archipelagic and island states respectively.

Following the first Ministerial Meeting in the AIS Forum held from the 31st of October until the 2nd of November 2018, the Government of Indonesia and the United Nations Development Programme (UNDP), signed a Letter of Intent that agreed to establish an AIS Forum Support Facility. The Coordinating Minister for Maritime Affairs reiterated that “The forum should serve as an avenue for knowledge sharing, enabling smart and innovative solution to flow and be scaled up and replicated across various concerned actors. It should be a forum that encourages business engagement and innovative financial solution to fund climate change projects and achieve sustainable development goals.”

In July 2019, the Coordinating Ministry of Maritime Affairs of the Republic of Indonesia and UNDP Indonesia signed a Financing Agreement. This Agreement, the first of its kind in Indonesia, is designated to work on the “Archipelagic and Island States Forum Support Facility, Q3 2019 to Q4 2021.”

Purpose

The purpose of this initiation phase project is to ensure that the 2019 target of the Financing Agreement are met, i.e. “AIS Forum Support Facility is established, operationalized to build the AIS Forum secretariat foundation and implement key activities.”

The AIS Forum Support Facility (AISF-SF) is an administrative organ that will manage and execute the Forum’s operations. The AISF-SF is responsible for directing the Forum’s program of events, managing the AIS Fund Facility and other finances, maintaining relationships with Participants, and developing stakeholder networks.

The UNDP AIS Support Facility will have key services to facilitate:

- Provision of substantial and technical inputs from UNDP Indonesia’s in-house expert and global network, to ensure activities implemented by the AIS Forum Support Facility and achieve its expected outputs
- Mobilizing new resources to support AIS Forum related activities
- Facilitating operations by recruiting qualified staff and procuring relevant goods and services to be handed over to the AIS Forum Support Facility
- Provision of institutional capacity building for the AIS Forum Support Facility

- Facilitating transfer of knowledge
- Facilitating start-ups, youth, academia, civil societies, researchers, indigenous peoples, NGOs, and private sector engagement
- Accounting and reporting of financial resources

The following are the AIS Forum Support Facility's roles:

- To provide strategic advisory to the AIS Forum; and
- To provide operational support for the implementation of the AIS Forum's activities

Expected Output

As above, the purpose of this project is to ensure that the "AIS Forum Support Facility is established, operationalized to build the AIS Forum Support Facility's foundation and implement key activities." Hence, the expected output is "**The AIS Forum is operational and promoting active involvement of participating members**."

As per the Financing Agreement, a number of activities have already been identified to be implemented in 2019, including 1) the operationalization of the AISF Support Facility; 2) activities related to the foundation of the Archipelagic and Island States Forum; 3) activities that build and/or strengthen partnerships related to issues discussed in the Forum; and 4) conduct regional and global meetings which will enable a more active and productive forum. Activities 2, 3 and 4 will represent the bulk of the Forum's energies and will be the primary means of achieving its expected output.

The AIS Forum is focused on identifying smart and innovative solutions that can be used to address the shared challenges of archipelagic and island states. It will identify these solutions and strengthen the problem-solving capacity of Participants.

The Forum will be strategic when developing activities. It is important for the Forum to establish a presence in the minds of Participating countries and to organize high-quality, engaging activities. However, it is also important to bear in mind the limited time and resources that all parties can commit to the Forum. The possibility of organizing too many activities and to induce participant fatigue must also be considered. The Forum must be careful to schedule its activities in a way that maintains interest without exhausting Participants and stakeholders.

Activity1: AISF Support Facility Operational

For this activity, The Support Facility will be established, operational and able to manage activities and events. Therefore, its main activities include the recruitment of staff, set-up space and basic office necessecities for the Support Facility; and complete proper UNDP project set-up, especially finalizing the Project Document.

Activity2: Foundation Activities

Foundation Activities' refers to activities that will establish the framework for the Forum and its primary partnerships. A number of activities have been identified including 1) the AISF Support Facility Launch; 2) the E-Catalogue AIS Startups Development; 3) the development of the Blue Economy Development Index; and 4) the provision of experts facility to AIS Countries (3 countries).

Activity3: Partnership Activities

Partnership Activities refers to activities organized to strengthen the relationships of the Forum and establish its stature and reputation. Partnership Activities include those that build partnership among forum participating countries and potential stakeholders. The AIS Forum seeks coooperation from various stakeholders including academics, civil society, the private sector,

international organizations, philanthropists, governments and others. Activities that will engage forum participants include 1) Weather Modeling Prediction Training, partnered with BMKG; 2) the Eco-Tourism Expo and Ministerial Meeting, partnered with the North Sulawesi Government, Ministry of Tourism and CMMA; and 3) The AIS University Network.

Activity4: Regional and Global Meetings

Regional and Global Meetings refers to activities organized to strengthen the relationships of the Forum's participating members and establish its stature and reputation. Regional and Global Meetings will ensure that archipelagic and island state issues continue to be discussed, will get more stakeholders' engagement and get more to act on these issues. A number of regional and global meetings have been identified including 1) the AIS Senior Official Meeting (SOM) Meeting in conjunction to the UN General Assemby in Sep 2019 in New York; 2) the AIS Strategic Discussion: Key Messages to Our Ocean Conference in Nov 2019 in Oslo, Norway; and 3) the AIS Strategic Discussion: Key Messages to COP 25 in Nov/Dec 2019 in Chile.

Gender Mainstreaming

Gender perspective will be incorporated at the initiation phase. A Gender Analysis will be prepared to ensure all project's aspects are incorporated with gender perspective and reflects to UNDP's value on gender equality. It will help to form a gender action plan and budget to guide for gender mainstreaming during implementation.

The output on the establishment of the AIS Forum Support Facility will promote gender equality in participation, and access-and-control in every decision-making process. Gender issues will be taken into consideration in the establishment of AIS Forum Support Facility. This includes the promotion of UNDP's value on Gender Equality and standards for a gender-balance personnel arrangement for the project's operational implementation. The complete and proper UNDP's project set-up will consider gender balance that is conducted during the initiation phase.

Foundation activities to establish the framework for the forum and its primary partnership will incorporate gender approach on its implementation. The presence of equal gender representation of men and women will be assured during project implementation. All messages conveyed to public during implementation will represent gender equality' value and gender equal benefit for men and women. The establishment of the forum will enable the potential opportunities for the development gender-sensitive policy for the blue economy platform. Consultation with gender stakeholders and experts will be the integral part of partnership activities conducted during initiation plan.

II. MANAGEMENT ARRANGEMENTS

The AIS Forum Support Facility will be established on an interim basis under the direction of the United Nations Development Programme. The AIS Forum Support Facility will be housed at the UNDP Office in Jakarta, Indonesia. UNDP will staff and manage the AIS Forum Support Facility in consultation with the Government of Indonesia (i.e. the Coordinating Ministry of Maritime Affairs of the Republic of Indonesia). This interim management will last for three years or until otherwise decided by agreement of UNDP and the Government of Indonesia (the Coordinating Ministry of Maritime Affairs of the Republic of Indonesia).

Steering Committee: will be chaired by the Government of Indonesia (the Coordinating Ministry of Maritime Affairs of the Republic of Indonesia) and UNDP, with potential members from other Line Ministries and/or development partners.

1. The Steering Committee shall be responsible for making management decisions by consensus for the implementation of the Work Plan. The Work Plan shall form an integral part of this PIP.

2. UNDP shall provide the Government on regular and request basis with financial and other reports prepared in accordance with UNDP reporting procedures and in consultation with the Government representative in the Steering Committee.

Project Assurance

Project assurance will be carried out by the UNDP Environment Unit.

AIS Forum Support Facility

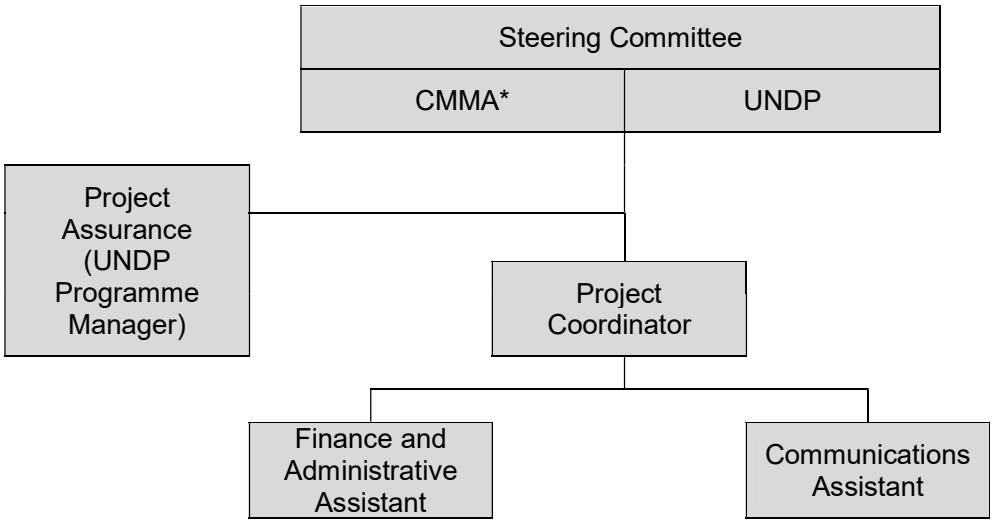
The AIS Forum Support Facility is responsible for directing the Forum's program of events, managing the AIS Fund Facility and other finances, maintaining relationships with Participants, and developing stakeholder networks. Hence, The AISF-SF will have three full-time posts and a number of Interns (as part of school internship program). The full-time posts are as follows:

A Project Coordinator. S/he will manage the operations of the AIS Forum Support Facility. The Project Coordinator will report to the *UNDP Program Manager* and will cooperate closely with the Government of Indonesia (the Coordinating Ministry of Maritime Affairs of the Republic of Indonesia). His/her role will include developing stakeholder networks in Indonesia and overseas; and play an important role in coordinating stakeholders, develop tools and strategies to mobilize resources for the Forum,and building support for the Forum in the host country

A Finance and Administrative Assistant. Under the supervison of the Project Coordinator, s/he will support the daily operations of the AIS Forum Support Facility by managing correspondences, travel arrangements, and schedules. S/he will also manage the Secretariat's finances and perform daily support operational functions (this include procurement, firnance, aset management, and personnel recruitment).

A Communications Assistant. Under supervison of the Project Coordinator, s/he will promote the work of the Forum and develop outreach tools to attract stakeholder interest. S/he will ensure that Forum communications are timely, effective, and well-presented.

A number of **Interns** will be recruited to assist in various aspects of the program. These interns can be local or international.



Note: *CMMA = Coordinating Ministry for Maritime Affairs of the Republic of Indonesia

III. MONITORING

Standard UNDP monitoring and reporting arrangements will be used, following UNDP Rules and Regulations as well as Country Office requirements, including:

1. Regular monthly activity reports will be submitted to the UNDP Program Manager for evaluation.
2. An Initiation Phase Report will be submitted by latest end of December 2019.

UNDP shall provide to Government of Indonesia (the Donor) the following reports in according with the UNDP accounting and reporting procedures:

a. The UNDP Country Office within two months after the date of completion or termination of this Agreement, will submit a final report summarizing Project activities and impact of activities as well as provisional financial data;
b. From the UNDP Comptroller's office, an annual certified financial statement as of 31-Dec-2019 to be submitted no later than 30 June of the following year;
c. From the UNDP Comptroller's office on completion of the Project, a certified financial statement to be submitted no later than 30 Jun of the year following the financial closing of the Project.

IV. WORK PLAN

Period[1]: Q4-2019

(UNORE OCT 2019 IDR 14,173)

EXPECTED OUTPUTS *And baseline, indicators including annual targets*	PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME (2019)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Sep	Oct	Nov	Dec		Funding Source	Budget Description	Amount (USD)
Output: **The AIS Forum is operationaland promoting active involvement of participating members** **Indicators:** 1. The extent to which the AIS Secretariat infrastructure and human resources are established. 2. The extent to which building blocks of the AIS Forum is established, which include plans to develop an electronic cataloque on startups, a Blue Economy Development Index; and knowledge exchanges between AIS countries. 3. The extent to which AIS participating countries are engage in dialogue to discuss related topics that also invite participation from academia, CSOs, startups and other	**Activity 1: AIS Support Facility Operational**								
	1. AIS Forum Support Secretariat Operations	X	X	X	X	UNDP	GOI	71300 - Individual Consultant	23.372
	2. Office Space and Basic Equipment	X	X	X	X	UNDP	GOI	73100 - Office Rental	7.408
						UNDP	GOI	72200 - Equipment & Supplies	4.683
							Sub Total Activity 1		**35.464**
	Activity 2: Foundation Activities								
	1. AIS Support Secretariat Launch	X				UNDP	GOI	75700 - Workshop and Meeting	176
						UNDP	GOI	74200 - Printing and Publications	141
	2. E-Catalogue AIS Startups Development - Web Development - Content Development	X	X	X		UNDP	GOI	71300 - Individual Consultant	32.456
						UNDP	GOI	72815 - IT	2.187

[1]Maximum 18 months

EXPECTED OUTPUTS *And baseline, indicators including annual targets*	PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME (2019)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Sep	Oct	Nov	Dec		Funding Source	Budget Description	Amount (USD)
stakeholders. 4. The extent to which the AIS Forum activities and recommendations are presented at the regional and global forum. 5. The extent to which a draft Project Document, which include a gender analysis, is ready for to be implemented. **Baseline:** 1. AIS Support Facility has no office or staffing. 2. AIS Forum has identified the building blocks but not yet reflected in a workplan. 3. AIS Forum has not yet organized any dialogue meetings after the establishment in 2018. 4. The idea to establish the AIS Forum was announced at the 2017 Our Ocean Conference. 5. Draft Project Document not available yet. **Targets:** 1. The AIS Secretariat office is established with supporting staff recruited, which include a Project Coordinator, a Project Finance Admin Assistant and a Communications Assistant.	3. Blue Economy Development Index - Technical Meeting on Index Framework - Data Collectors - Technical Meeting on Index Measurement - Index Writer - Layout and Printing		X	X	X	UNDP	GOI	75700 - Workshop and Meeting	3.133
						UNDP	GOI	71300 - Individual Consultant	6.350
						UNDP	GOI	74200 - Printing and Publications	988
	4. Provision of Experts Facility to AIS Countries (3 countries) - Provision of Experts Facility to Vanuatu - Provision of Experts Facility to Saint Kitts and Nevis - Provision of Experts Facility to Seychelles	X	X			UNDP	GOI	75700 - Workshop and Meeting	6.392
						UNDP	GOI	71600- Travel	18.458
							Sub Total Activity2		**70,282**
	Activity 3: Partnership Activities								
	1. Weather Modelling Prediction Training, partnering with BMKG in Jakarta		X			UNDP	GOI	71600 - Travel	4.466
	2. Eco-Tourism Expo and Ministerial Meeting in Manado partnering with North Sulawesi Government, Ministry of Tourism and CMMA - AIS Eco-Tourism Startups Expo and Demo - Demo Day Competition - Startups winners meet investors - Provision of Top Finance and Digital Business Experts - Coordination Meetings with North Sulawesi Government		X	X		UNDP	GOI	71600 - Travel	26.134
						UNDP	GOI	71300 - Individual Consultant	4.233
						UNDP	GOI	75700 - Workshop and Meeting	1.037

EXPECTED OUTPUTS *And baseline, indicators including annual targets*	PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME (2019)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Sep	Oct	Nov	Dec		Funding Source	Budget Description	Amount (USD)
2. Workplan and supporting documents to develop an e-Cataloque on startups and a Blue Economy Development Index have been developed; 3 knowledge exchange activities among participating countries are conducted. 3. The AIS Forum successfully organized a Weather Modelling Prediction Training, Eco-Tourism Expo, Senior Official Meeting and Ministerial Meeting, and AIS University Network meeting. 4. Progress and results of the AIS Forum will updated at the Our Ocean Conference on 23-24 Oct-19 in Oslo as well as the COP25 Meeting on 2-13 Dec-19 in Chile. 5. A draft Project Document is ready for PAC and implementation.	3. AIS University Network: Roundtable Discussion on Eco-Tourism, Waste Management, Climate Change, Blue Economy - Web Development			X	X	UNDP	GOI	75700 - Workshop and Meeting	6.378
						UNDP	GOI	71600 - Travel	1.693
						UNDP	GOI	71300 - Individual Consultant	2.117
							Sub Total Activity3		**46.059**
	Activity 4: Regional and Global Meetings								
	1. AIS SOM Meeting in conjunction to UN General Assembly in Sep 2019 in New York	X				**UNDP**	GOI	71600 - Travel	6.350
						UNDP	GOI	75700 - Workshop and Meeting	1.693
						UNDP	GOI	74200 - Printing and Publication	706
	2. AIS Strategic Discussion: Key Messages to Our Ocean Conference in Nov 2019 in Oslo, Norway			X		**UNDP**	GOI	71600 - Travel	6.703
						UNDP	GOI	75700 - Workshop and Meeting	2.822
						UNDP	GOI	74200 - Printing and Publication	1.058
	3. AIS Strategic Discussion: Key Messages to COP 25 in Nov/Dec 2019 in Chile			X	X	**UNDP**	GOI	71600 - Travel	6.703
						UNDP	GOI	75700 - Workshop and Meeting	1.058
						UNDP	GOI	74200 - Printing and Publication	3.175
							Sub Total Activity4		**30.269**

EXPECTED OUTPUTS *And baseline, indicators including annual targets*	PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME (2019)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Sep	Oct	Nov	Dec		Funding Source	Budget Description	Amount (USD)
SUB-TOTAL									**182.073**
GMS (8%)									**14.566**
GRAND TOTAL									**196.639**