



## Template: Back-to-Office Report (BTOR)

*NB: The BTOR should be issued within five (5) business days upon return of any and all IUCN travel by e-mail. In terms of the circulation of the STO and BTOR, these should be sent by and issued to Secretariat staff only. Should Management or staff wish to recycle the text in communications to IUCN Commission Members and to Members that would of course be fine. For Gland-based staff, the STO is directed to the Regional Director (and Country Director if appropriate) and the Global Director/other Director for the Unit concerned. For field-based staff, the STO is to be directed to the Regional Director (and Country Director if appropriate) and the Global Director (if the travel concerns a sectoral topic covered by the Global Director). Other relevant colleagues should be cc'ed on the STO. It is expected that good judgement is used in ensuring that all relevant colleagues are informed of the trip.*

Email Title: BTOR – [Monastir - Lebanon] – [27 -31 December 2018]

### IUCN Back-to-Office Report

1. In accordance with the STO below, dated 27 – 31 January 2019. The following staff members visited Monastir during the dates stated next to their names.

Anwar Abu Sakieneh;  
Ali Hayjneh,

#### The main purpose of this trip was to:

- Present the governance structure, the green manual and the regional actors list.
- Develop draft communication plan based on the results of the communication baseline studies.

#### 2. Summary of Results:

- Conducted one-on-one meetings with the Mayor and the focal points to discuss the task details and arrangements.
- Conducted two-day workshop with the taskforce in Regency Hotel.
- Discussed with the Mayor and the task force the results of the questionnaires on setting the communication baseline highlighting major findings.
- Presented and discussed communication baseline analytical reports.
- Discussed the taskforce establishment report including the TORs and the proposed governance structure.
- Discussed the Green Procurement Manual, solicited their feedback and finalized it.
- Draft regional communication plan to improve communications in the municipality based on the results of the communication baseline studies and the approved governance structure
- Shared the developed draft communication plan for further review and adjustments. The final plan will be discussed and approved in the upcoming exchange visit.

#### 3. Meeting with

- Monastir Municipality Mayor Mondher Marzouk
- MINRET taskforce



## Agenda for the Site Visit to Monastir Municipality for

- Discuss with the Mayor and the task force the results of the questionnaires on setting the communication baseline highlighting major findings.
- Present and discuss communication baseline analytical reports.
- Discuss the taskforce establishment report including the TORs and the proposed governance structure and have it approved.
- Discuss the Green Procurement Manual, solicit their feedback and finalize it.
- Draft action plan to improve communications in the municipality based on the results of the communication baseline assessment reports and the approved governance structure.
- Present draft action plan for discussion and approve it during the upcoming exchange visit for endorsement.

Day 1: Sunday, January 27, 2019			
Time	Activity	Objectives	Responsibility
16:00 – 18:00	Meeting with Mr. Mondher Marzouk; Mayor of Monastir	Briefing on the objectives of the visit: <ul style="list-style-type: none"> <li>• Communication baseline assessment results, proposed governance structure, TORs and composition of the taskforce.</li> <li>• Objectives and content of the Green Procurement manual and its relation to the project.</li> <li>• Developing the action plan and means of monitoring and application.</li> </ul>	Ali & Anwar & Soud
18:00 – 19:00	Meeting with Head of taskforce Ahmad Ghedira	<ul style="list-style-type: none"> <li>• Briefing on the assignment.</li> <li>• Arrange for the meeting with the taskforce.</li> <li>• Discuss the two days Agenda.</li> </ul>	Ali & Anwar & Soud
19:00 – 20:00	project team meeting	<ul style="list-style-type: none"> <li>• Conclude the feedback from the Mayor and the Executive Director.</li> <li>• Finalize the Agenda</li> </ul>	Anwar & Soud & Ali

Day 2: Monday, January 28, 2019 (Workshop)	
Time	Activity
09:30 – 10:00	Registration
10:00 – 10:10	Welcome Remarks: Mr. Mondher Marzouk, Mayor of Monastir
10:15 – 10:30	Briefing on the progress of MINARET project so far and the assignment Ali Hayjneh
10:30 – 11:15	Presentation on the proposed governance structure and taskforce TORs (objectives, responsibilities, mandate and structure, Governance Structure) and presentation on the Green Manual  Dr. Soud Quran
11:15 – 12:00	Open Discussion
12:00 – 12:30	Coffee break
12:30 – 14:00	Presentation on the results of the questionnaires and the communication baseline assessment reports.  Anwar Abu Sakieneh
14:00 – 14:30	Open Discussion
14:30	Lunch

Day 3: Tuesday, January 29, 2019 (Workshop)	
Time	Objectives
09:30 – 10:00	Quick wrap up and final conclusion on the taskforce and the governance structure  Dr. Saud Quran
10:00 – 10:30	Identify objective and goals for the communication plan based on the communication baseline assessment reports
10:30 – 11:00	Open Discussion
11:00 – 12:30	Present draft communication plan for discussion  Dr. Soud Quran and Anwar Abu Sakieneh
12:30 – 13:00	Coffee break
13:00 – 14:00	Discuss the communication plan with the taskforce and amend the objectives and activities as necessary  Dr. Soud Quran and Anwar Abu Sakieneh
14:00 – 15:30	Finalize the draft communication plan with the taskforce  Anwar Abu Sakieneh
15:30	Lunch

Handwritten calculations:

$$\begin{array}{r} 3 \overline{) 175} \\ \underline{9} \phantom{0} \\ 85 \phantom{0} \\ \underline{84} \phantom{0} \\ 10 \phantom{0} \\ \underline{9} \phantom{0} \\ 100 \phantom{0} \\ \underline{90} \phantom{0} \\ 100 \phantom{0} \\ \underline{90} \phantom{0} \\ 100 \phantom{0} \\ \underline{90} \phantom{0} \\ 100 \phantom{0} \end{array}$$

$$\begin{array}{r} 6 \overline{) 100} \\ \underline{6} \phantom{0} \\ 40 \phantom{0} \\ \underline{36} \phantom{0} \\ 40 \phantom{0} \\ \underline{36} \phantom{0} \\ 40 \phantom{0} \\ \underline{36} \phantom{0} \\ 40 \phantom{0} \end{array}$$

$$\begin{array}{r} 5 \overline{) 35} \\ \underline{5} \phantom{0} \\ 30 \phantom{0} \\ \underline{25} \phantom{0} \\ 5 \phantom{0} \end{array}$$

66 ~~230~~ 2360

Day 3: Wednesday, January 30, 2019 (Workshop)	
Time	Objectives
09:30 – 11:00	Present the draft action communication plan to the Mayor and solicit his comments
11:00 – 12:00	Integrate the Mayor's comments in the plan and provide a final draft
12:00 – 12:30	Coffee break
12:30- 14:30	Final conclusion and next step discussion

