



**REQUEST FOR PROJECT PREPARATION GRANT (PPG)**  
**PROJECT TYPE: Full-sized Project**  
**THE GEF TRUST FUND**

Submission date: April 29, 2009

**GEF PROJECT ID<sup>1</sup>:** 3848  
**GEF AGENCY PROJECT ID:** 606661  
**COUNTRY(IES):** Brazil  
**PROJECT TITLE:** Integrated Management of the Ilha Grande Bay Ecosystem  
**GEF AGENCY(IES):** FAO  
**OTHER EXECUTING PARTNER(S):** Rio de Janeiro State Environmental Agency (SEA/INEA)  
**GEF FOCAL AREA(S):** Biodiversity  
**GEF-4 STRATEGIC PROGRAM(S):** BD-2, BD-3, BD-4  
**NAME OF PARENT/PROGRAM/UMBRELLA PROJECT (if applicable):** -NA-

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	May 2009
Completion date of PPG	June 2010

**B. PAST PROJECT PREPARATION ACTIVITIES (\$)**

List of Past Project Preparation Activities	Output of the Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
<b>Total Project Preparation Financing</b>				

**C. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

Describe the PPG activities and justifications: Project preparation activities will consist of: (i) workshops [an inception workshop (1), technical workshops (2), general stakeholder consultations (2) and policy/decision-maker workshops (2)]; (ii) an update of the existing BIG Ecosystem profile, to include but not be limited to: (a) the basic characteristics of the area; (b) description and evaluation of the status of the ecosystem and underlying processes; (c) the status of Bay's natural resources and their dependence on the aforementioned ecosystem processes; (d) major threats and underlying causes and (e) constraints impeding actions to address these threats; (iii) a detailed institutional analysis to include definition of (a) major stakeholder groups; (b) relevant institutional actors and their roles; responsibilities and resources and (c) existing inefficiencies associated with the management of the Bay as ecosystem; activities and resources; and (iv) preparation of the project and CEO endorsement documents. The main outputs that will contribute to the preparation of the FSP will consist of relevant data and information collected during the preparation period, workshop minutes and consultant reports. The final product will be the Project Document (PRODOC) and the CEO endorsement / approval template and the required internal documentation needed by FAO to review and endorse the project.

<sup>1</sup> Project ID number will be assigned initially by GEFSEC. If PIF has been submitted earlier, use the same ID number as PIF.

List of Proposed Project Preparation Activities	Output of the PPG Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
Inception workshop (1)	Report	5,000		5,000
Technical workshops involving state and national level agencies (2)	Reports	10,000		10,000
General stakeholder consultative workshops (2)	Reports	9,000		9,000
Policy/decision-maker workshops (2)	Reports	2,000	12,500	14,500
Acquisition of satellite imagery	Set of imagery for IEM plan preparation	7,000		7,000
Map preparation and printing	Baseline and thematic maps	2,000		2,000
Boat rental and overflights	Trip reports	5,000		5,000
Consultancies and travel (7)	Consultant reports	60,000	13,000	73,000
Project preparation & financial mobilization	GEF and FAO project documentation	-	37,000	37,000
<b>Total Project Preparation Financing</b>		<b>100,000</b>	<b>62,500</b>	<b>162,500</b>

**D. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)**

	Project Preparation	Agency Fee
GEF financing	100,000	10,000
Co-financing	62,500	
<b>Total</b>	<b>162,500</b>	<b>10,000</b>

**E. PPG REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)<sup>1</sup>**

GEF Agency	Focal Area	Country Name/ Global	(in \$)		
			PPG (a)	Agency Fee (b)	Total c = a + b
FAO	Biodiversity	Brazil	100,000	10,000	110,000
(select)	(select)				
(select)	(select)				
(select)	(select)				
(select)	(select)				
(select)	(select)				
<b>Total PPG Requested</b>					

<sup>1</sup> No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.

**F. PPG BUDGET REQUEST**

Cost Items	Total Estimated Person Weeks for GEF Grant (PW)	GEF (\$)	Co-financing (\$)	Total (\$)
Local consultants *	36	30,000	15,000	45,000
International consultants*	14	32,000		32,000
Travel		5,000		5,000
Purchase satellite imagery		7,000		7,000
Map preparation/printing		2,000		2,000
Boat rental/overflights			5,000	5,000
Workshops		24,000	5,500	29,500
Project preparation & financial mobilization			37,000	37,000
<b>Total PPG Budget</b>		<b>100,000</b>	<b>62,500</b>	<b>162,500</b>

\* An Annex A for Consultant cost details should be prepared first before completing this table. See Annex A for required detailed information.

#### G. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the GEF criteria for project identification and preparation.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Charles Riemenschneider Director, Investment Centre Division Technical Cooperation Department FAO Viale delle Terme di Caracalla 00153, Rome, ITALY  Barbara Cooney FAO GEF Coordinator Email: <a href="mailto:Barbara.Cooney@fao.org">Barbara.Cooney@fao.org</a> Tel: +3906 5705 5478		April 29, 2009	Random DuBois Sr. Environmental Adviser FAO Investment Center Viale delle Terme di Caracalla 00153, Rome, ITALY	39-06- 57055409	Random. DuBois @fao.org

**Annex A**

**Consultants Financed by the Project Preparation Grant (PPG)**

<b>Position Titles</b>	<b>\$/ Person Week</b>	<b>Estimated PWs</b>	<b>Tasks to be performed</b>
<b>Local</b>			
Oceanographic Specialist	1,000	5	The consultant will be responsible for updating existing information on the oceanographic characteristics of the Ilha Grande Bay Ecosystem (BIG) to include but not be limited to bathymetry, bottom type and sedimentary processes, currents, tides and the basic processes that contribute to the Bay's provision of ecological "goods and services." The consultant will work closely with the other specialists participating in project preparation to ensure a multi-disciplinary analysis is adopted. A key multi-disciplinary action that will be addressed by the team is an assessment of risk posed by climate change.
Marine Ecology Specialist	1,000	5	Working in close collaboration with the oceanographer, the fisheries specialist and environmental specialist, the consultant will collect and update the existing information on the Bay's marine ecology to include a characterization of BIG's trophic structure, critical species and processes that contribute to maintaining said structure; identification of species of global biodiversity significance and their respective habitats; the role of existing protected areas (and the role the mosaic concept will play) in contributing to the conservation of critical species; and threats to the Bay's ecology (to include but not limited to existing exotics, sources of pollution, over-fishing etc.). The consultant will also work directly with SEA/INEA to support preparatory work on the marine aspects of the protected area mosaic plan.
Environmental Specialist	1,000	4	The consultant will develop an inventory and profile of existing point and non-point sources of water contamination affecting Bay "health" and assess the overall status

			of water quality and solid waste treatment to include but not be limited to: source areas of pollution, existing infrastructure (capacity and status), percentage and location of population, solid waste issues and ship-based pollution.
Fisheries specialist	1,000	5	Take the lead on the defining and costing out the process leading to the development of a sustainable fisheries sector management plan that will be incorporated into the IEM Plan for the Ilha Grade Bay Ecosystem (BIG). In addition, the consultant will participate in key project activities including the inception and subsequent technical workshops that will address among other issues: (a) identification of fish species and/or complexes to be covered by the development of the BIG; (b) fisheries management policies; (c) the role of marine protected areas and the mosaic concept as tools in achieving sustainable fisheries management; (d) threat analysis and (e) promoting collaborative efforts among state and local sector agencies to manage and patrol the BIG.
Terrestrial ecologist	1,000	5	Working in close collaboration with the marine ecologist, the consultant will identify and describe key terrestrial ecological systems and processes that contribute to the BIG Ecosystem. The consultant will collect and update the existing information on the Bay's terrestrial ecology to include flora and fauna and the identification of biodiversity of global importance in the <i>Mata Atlantica</i> ecosystem. Threats to the ecosystem and their significance in affecting the Bay should be identified, analyzed and recommendations identified and costed for consideration for inclusion in the FSP. The consultant will also work directly with SEA/INEA to support preparatory work on the marine aspects of the protected area mosaic plan.
Local Economic Development Specialist	1,000	5	The consultant will develop mechanisms to promote sustainable-oriented business opportunities and involve the local community in the IEM Plan elaboration. Therefore, the specialist will have to work in close collaboration with the

			Environmental Awareness Expert to identify the stakeholders and involve them in strategy formulation for local sustainable development. In this sense, the consultant will be responsible for the development of suitable governance arrangements, including institutional mechanisms that will involve the local community in the Project's formulation and social control. In addition, he/she will be in charge of identifying local production and consumption network, as well as the area potentialities that could be used to promote sustainable-oriented business opportunities on a community basis.
Environmental awareness expert	1,000	5	The consultant will take the lead in describing, preparing and costing project's environmental awareness and communication component. Specific tasks will include the process leading to the development of a PA plan, the role of both formal and non-formal education in implementing the plan, and how to build increased awareness and support among decision-makers and other critical stakeholders.
Environmental policy and planning expert	1,000	5	The consultant will take the lead in describing and costing the project's planning and policy sub-component. Specific tasks will include identification of critical policy gaps and/or failures that need to be addressed to support the achievement of project objectives generally and the outcomes proposed under components 1.
Resource economist	1,000	5	The consultant will take the lead on analyzing existing approaches to environmental management based on "command and control" instruments and assess their viability in protecting the environmental quality of the BIG ecosystem. The consultant will identify opportunities where economic instruments could be applied and draft up technical proposal leading to their introduction during the implementation of the FSP and built on for expansion and replication in subsequent phases.
<b>International</b>			

IEM specialist	2,500	8	The consultant will provide over all conceptual guidance to SEA/INEA in preparation of the FSP, provide specific technical inputs where needed, participate in critical milestone activities during project preparation and fulfill any other duties as required by the State Environmental Agency of Rio de Janeiro State.
Financial/management analyst	2,000	6	To assist in compiling the cost information and putting it into FAO-GEF Oracle and COSTAB formats; To facilitate the preparation of the budget tables required by GEFSEC and the FAO.

**Project Preparation Activities**

The proposed activities for the project preparation phase are described in more detail below. They reflect the integrated work plan and calendar that are presented in Annexes C and D, respectively.

**Activities 1 - 4: Workshops**

A series of workshops have been planned under the PPG. They are designed to address multiple objectives in support of project preparation.

An inception workshop will be a general workshop that will include representatives of the major institutional stakeholders at Federal, State and municipal levels and include private sector and civil society representation. The main objective will be to introduce the project, propose a plan of work and solicit inputs and support during the PPG period. The main output will be a workshop report.

Two technical workshops are included in project preparation as vehicles to facilitate the inclusion of invited researchers and technicians with expertise and knowledge of the BIG ecosystem that complements that of the preparation team. These workshops will be used primarily in support of project sub-components 1.a and components 2 and 3. The main objectives will be: (i) to enrich the resources of the preparation team; (ii) reach a consensus on what the boundaries, characteristics and processes and main threats are to the BIG Ecosystem; and (iii) agree on how best to monitor ecosystem "health." Two workshops are planned near the initiation and conclusion of project preparation. The first will be to solicit inputs in the preparation of the relevant sub-components. The second will be to seek responses to the draft sub-components. The main outputs will be two workshop reports.

Two general stakeholder workshops have also been included in project preparation to solicit inputs from members of civil society and associations that depend on the BIG ecosystem. This will include environmental and socio-economic NGOs, user associations (e.g., fisher and tourist associations) and religious groups. The main objective is to enlarge and consult with other stakeholders who depend on the long-term sustainability of the BIG ecosystem and whose support will be critical to its success. Two workshops are planned near the initiation and conclusion of project preparation. The first will be to solicit inputs in the preparation of the relevant sub-components. The second will be to seek responses to the draft sub-components. The main outputs will be two workshop reports.

Finally, two policy/decision-maker workshops are also proposed during the PPG period. These workshops will be more focused on the key decision makers whose support will be required to support an integrated management approach to the BIG Ecosystem. Key objectives will be to: (i) inform them of the project objectives and process; (ii) solicit inputs on policy issues in support of the project policy sub-component 1.b; and (iii) begin a dialogue leading to agreement on institutional arrangements to support project implementation. Similar to above, the two workshops are planned near the initiation and conclusion of project preparation. The main output will be a workshop report.

**Activity 5: Acquisition of Satellite Imagery**

This activity will provide a direct input into the preparation of baseline and thematic maps supported under Activity 6 (below) and support the updating of the BIG's environmental baseline supported under project sub-component 1a (Planning).



The main output of this activity will be: (i) set of satellite imagery covering the BIG ecosystem.

#### Activity 6: Map Preparation and Printing

Based on the existing data base, analysis and discussions from the technical workshops, analysis of the satellite imagery complemented with field observations supported under Activity 7 (below) a series of baseline and thematic maps will be produced under this activity. They will be used to support Components 1, 2 and 3 during project implementation.

The main output of this activity will be a series of baseline and thematic maps for the BIG ecosystem.

#### Activity 7: Boat Rental and Overflights

Similar to Activity 5, this activity will provide critical inputs into the support of Activity 6 (above) and in the preparation of project sub-components 1.a and components 2 and 3. The main objective of the activity will be to provide critical ground-truth information designed to support information from the satellite imagery purchased under Activity 5.

The output of this activity will be: (i) inputs into the preparation of baseline and thematic maps under Activity 6 and the preparations of components 2 and 3; and (ii) field reports summarizing relevant findings.

#### Activity 8: Consultancies and Travel

Consultancies have been identified and detailed in Annex A. Depending on the PPG activity (identified in Annex C), they will work either in varying team compositions and/or individually. The main multi-disciplinary activity will be the identification and characterization of the BIG ecosystem including an updating of the environmental baseline. This will be a key task as it provides the setting for much of the remaining project activities. Key activities supported through the PPG will be collecting and updating existing baseline data, development of a series of baseline and thematic maps (with inputs from Activities 5 - 7) that will support project implementation. In addition, there will be team approaches the preparation of the policy sub-component (sub-component 1.b), Biodiversity Component (Component 2), threat analysis and monitoring of ecosystem "health" (Component 3) and Environmental Awareness and Communication (Component 4). Individual consultants will be responsible for institutional strengthening (sub-component 1.c). The outputs from this activity will be 6 consultants reports (some of them integrated reports reflecting team inputs) and the preparation of the project's four technical components.

#### Activity 8: Project Preparation and Financial Mobilization

This activity will support the integration of the consultants' reports and the preparation of the relevant project documents. It will include: (i) finalizing project management arrangements, (ii) development of a project M&E and reporting program that is in compliance with GEF and FAO requirements, (iii) finalizing all budget information including securing and documenting the needed co-financing and (iv) preparation of FAO Project Document (PRODOC) and GEF CEO endorsement/approval template and accompanying annexes. The output of this activity will be: (i) FAO Project Document and accompanying annexes, (ii) GEF CEO endorsement/approval template and accompanying annexes; and (iii) Costab budget in an FAO-GEF format.

**Annex C. Proposal of PPG Activities, Inputs, Products and “Lead” Agency for Preparation of Brazil’s “Integrated Management of the Ilha Grande Bay Ecosystem” Project**

<b>Proposed Technical Information Needs for CEO Endorsement Template</b>					
<b>Project Component</b>	<b>Project Outputs</b>	<b>Main PPG Activities (by component)</b>	<b>PPG Inputs</b>	<b>PPG Products</b>	<b>Responsible “lead”</b>
<b>1. Planning, Policy and Institutional Strengthening.</b>	(i) IEM master plan; (ii) one or more sector plans (e.g., sustainable multiple-species fisheries management plan) that supports the mainstreaming of biodiversity principles; (iii) policy studies; (iv) workshops; (v) participants trained	<ul style="list-style-type: none"> <li>- update existing data base on the BIG ecosystem;</li> <li>- develop a descriptive model of the basic characteristics and processes that characterize the BIG ecosystem</li> <li>- incorporate relevant “inputs” from other PPG component activities;</li> <li>- begin to build stakeholder institutional consensus around findings / recommendations of the BIG ecosystem analysis;</li> <li>- begin dialogue with participating fishing communities;</li> <li>- identify/agree on goal, objectives, and content of an IEM Master Plan;</li> <li>- <i>develop, describe and cost a “strategy” that leads to the IEM Master Plan</i></li> <li>- review policy framework, gaps and overlaps undermining the management of the BIG ecosystem</li> <li>- <i>prepare a policy sub-component (e.g., identify,</i></li> </ul>	<ul style="list-style-type: none"> <li>- inception workshop (1)</li> <li>- stakeholder consultation workshops (# 1 &amp; 2)</li> <li>- technical workshops (# 1 &amp; 2)</li> <li>- consultancy # 1 (oceanographer)</li> <li>- consultancy # 2 (marine ecologist)</li> <li>- consultancy # 3 (environmental specialist)</li> <li>- consultancy # 4 (fishery specialist)</li> <li>- consultancy # 5 (terrestrial ecologist)</li> <li>- consultancy #10 (IEM specialist)</li> <li>- purchase of imagery</li> <li>- preparation of baseline and thematic maps</li> <li>- boat rental/overflights</li> </ul>	<ul style="list-style-type: none"> <li>report (minutes)</li> <li>report (minutes)</li> <li>report (minutes)</li> <li>integrated report # 1</li> <li>baseline/thematic maps</li> <li>sub-component # 1a</li> <li>report # 2</li> <li>report (minutes)</li> <li>sub-component # 1b</li> </ul>	<ul style="list-style-type: none"> <li>INEA</li> <li>INEA</li> <li>INEA</li> <li>Team</li> <li>INEA</li> <li>team/INEA</li> <li>consultant # 8</li> <li>consultant # 8 w/INEA</li> </ul>

			<p><i>cost policy studies and means to promote improved policy formulation) and cost accordingly;</i></p> <ul style="list-style-type: none"> <li>- evaluate institutional needs at the State and Municipal level to implement and achieve project objectives</li> <li>- <i>prepare an institutional strengthening sub-component (w/ costs) to support project objectives;</i></li> </ul>	<p>- consultancy # 6 (economic dept spec.)</p>	<p>report # 3</p> <p><i>sub-component # 1c</i></p>	<p>consultant # 6</p> <p><i>consultant # 6 w/INEA</i></p>
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<p><b>2. Biodiversity Conservation and Protected Areas.</b></p>	<p>(i) development and implementation of a mosaic management and action plan; (ii) updating and implementation of existing and/or preparation of new management plans for CUs included within the aforementioned mosaic plan of action; (iii) baseline studies for reclassification /expansion of existing conservation units (CUs); (iv)</p>	<p>- review the national and state legal frameworks for the justification and creation of protected area mosaics in Brazil;</p> <ul style="list-style-type: none"> <li>- agree on what an mosaic plan, constituent protected areas and institutional arrangements would be needed to conserve biodiversity in the BIG ecosystem;</li> <li>- <i>develop, describe and cost an activity that leads to the development an implementation of a mosaic and action plan in the BIG ecosystem</i></li> </ul>	<p>- technical workshops (# 1 &amp; 2)</p> <ul style="list-style-type: none"> <li>- consultancy # 2 (marine ecologist)</li> <li>- consultancy # 5 (terrestrial ecologist)</li> </ul>	<p>report (minutes) integrated report # 4</p>	<p>INEA Team</p>
				<p><i>component # 2</i></p>	<p><i>team/INEA</i></p>

	biodiversity data base; (v) CU infrastructure / equipment and staff training.					
<b>3. Threat Analysis, Mitigation, Monitoring and Enforcement.</b>	(i) analyses and prioritization of off-site threats to the BIG Ecosystem and the conservation of marine and/or terrestrial biodiversity; (ii) development and implementation of mitigation action plans to address priority threats (e.g., tourism, non-sustainable fishing practices, exotic species); (iii) establishment of an ecosystem "health" monitoring program	- identify and prioritize off-site threats to the BIG maintenance of biodiversity;  - <i>develop and cost out a mitigation and action plan that addresses one (or more) of the aforementioned threats</i>  - <i>develop and cost out an M&amp;E program that monitors the ecological "health" of the BIG ecosystem that includes agreed on indicators, methodology, protocols and institutional arrangements.</i>	- technical workshops (#1 & 2)  - consultancy # 1 (oceanographer) - consultancy # 2 (marine ecologist) - consultancy # 3 (environmental specialist) - consultancy # 4 (fishery specialist) - consultancy # 5 (terrestrial ecologist) - consultancy #10 (IEM specialist) - consultancy # 8 (policy specialist) - consultancy # 9 (resource economist) - boat rental/overflights	report (minutes)  integrated report # 5  <i>component # 3a</i>  <i>component # 3b</i>	INEA  Team  <i>team/INEA</i>  <i>team/INEA</i>	
<b>4. Public Environmental Awareness &amp; Communication</b>	(i) development and implementation of a public awareness plan; (ii) workshops and materials to support plan implementation (e.g. videos,	- review best practices and "lessons learned" in public awareness raising in Brazil and elsewhere  - <i>prepare a public awareness proposal (w/ costs) to support project objectives.</i>	- consultancy # 6 (local economic devp. spec.) - consultancy # 7 (public awareness spec).	report # 6  <i>component # 4</i>	Team  <i>team/INEA</i>	

	DVDs, radio spots, printed materials)				
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<b>5.A Project management</b>	- personnel hired; - office space and equipment	- <i>evaluate, describe and cost needs to manage project</i>	<i>component # 5A</i>	INEA/FAO
<b>5.B M&amp;E</b>	(i) M&E plan; (ii) M&E reports prepared on time.	- review GEF and FAO reporting requirements - <i>describe and cost M&amp;E program</i>	<i>component # 5B</i>	INEA INEA/FAO
<b>5.C Knowledge Management</b>	(iii) electronic conferences on knowledge and info sharing with stakeholders from other bays of Brazil and South America; (iv) publications; and (v) project homepage	- review best practices and "lessons learned" in KM in Brazil - <i>describe and cost knowledge management sub-component</i>	<i>component # 5C</i>	INEA INEA/FAO

<b>Additional GEF Administrative / Processing Information Needs for CEO Endorsement Template</b>				
	<b>GEF Requirements</b>	<b>PPG Actions</b>	<b>PPG Products</b>	<b>Responsible "lead"</b>
	- co-financing arrangements defined by component	- review/evaluation of compensation fund and other potential sources of project co-financing - confirmation of FAO co-financing	"input" "input"	INEA/FAO FAO
	- costing out of consultants, equipment and travel	- budget completed and costed	Costab/Oracle format	INEA/FAO/ INEA/FAO/consultancy # 11 (FM consultant)
	- establish and quantify the baseline conditions	- internal workshop (w/FAO) in INEA to agree on baseline conditions and collection of relevant information	"input"	INEA/FAO
	- project results framework	- INEA stakeholder workshop	<i>Annex A</i>	FAO/INEA

		- prepare IA (FAO) project processing documents	- draft, review and finalize required documentation	FAO PRODOC + relevant annexes	FAO/INEA
		- prepare GEF CEO endorsement template	- draft, review and finalize required documentation	CEO template + relevant annexes	FAO/INEA





**ANNEX D: BRAZIL: Integrated Management of the Ilha Grande Bay Ecosystem. Development of GEF Full Size Proposal. Work Plan (2009-2010)**

May-09 Jun-09 Jul-09 Aug-09 Sep-09 Oct-09 Nov-09 Dec-09 Jan-10 Feb-10 Mar-10 Apr-10 May-10 Jun-10 Responsibility Product

	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Responsibility	Product
Field mission # 1 (detailed workplan)	X														FSPTL	ASR #1
Complete contractual arrangements	X														FAO/B	Contract
Inception workshop	X														GOB	Minutes
Public consultation workshops		X													GOB/Team	Minutes
Technical workshops		X													GOB/Team	Minutes
Policy maker workshop		X													GOB/Team	Minutes
Field mission #2 (early preparation)				X											FSPTL	ASR #2
Consultant reports submitted (in draft)					X										Consultants	Reports
Submission of other "products" <sup>1</sup>					X										GOB/Team	Reports
Field mission #3															FSPTL	ASR #3
Logframe workshop															Team	Logframe (Annex 1)
Address information/data gaps															Team	Inputs
Preparation of draft FSP															FSPTL	Draft Prodoc #1
Finalize budget															Team	Budget
Convert budget into COSTAB/Oracle															Consultant	COSTAB/Oracle budgets
Circulate draft (internally-INEA)															GOB	Written comments
Incorporate comments															FSPTL	Draft Prodoc #2
Field mission # 4															FSPTL	ASR #4
Presentation of draft FSP to GOB															Team	Minutes
Incorporate GOB comments															FSPTL	Draft Prodoc # 3
Request GOB endorsement															GOB	Endorsement letters
Request donor commitment letters (if any)															GOB	Commitment letters
Submission to FAO (internal review)															FAO/GEFU	FAO policy documents
Incorporate FAO comments															FSPTL	Final Prodoc
Submission to GEFSEC/EA/As (consultation)															FAO	CEO Draft Template #1
Incorporate GEFSEC EA/As comments															FSPTL	CEO Draft Template #2
Submission to GEFSEC (final)															FAO/GEFU	Final Draft

**Key:**

- FSPTL (Full-size project team leader)
- FAO/B (FAO Brazil)
- GOB/Team (INEA preparation team)
- FAO/GEFU (FAO GEF Unit)

