

Ministério do  
Meio Ambiente



# **INCEPTION WORKSHOP - GEF PRIVATE LANDS**

August 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> 2018

## **Participants**

### **International Institute for Sustainability – IIS**

Agnieszka Latawiec

Ana Castro

Beatriz Cotrim

Bernardo Strassburg

Carlos Alberto Scaramuzza

Fernanda Gomes

Ingrid Pena

Isabella Leite

Mariela Figueredo

Renato Crouzeilles

Samantha Brito

### **Ministry of the Environment - MMA**

Rodrigo Vieira

Otávio Ferrarini

### **UN Environment**

Robert Erath

## Workshop Schedule<sup>1</sup>

- August 7<sup>th</sup> 2018

9.30am-12pm: I) Discussion of the technical and programmatic aspects – Project components and structure (implementation process such as, for example, project coordination and field implementation); II) Reports, communications and operation, lines and report processes review; III) Manual of project operations (MOP) review.

12pm-2pm: Lunch

2pm-6pm: M & E – Review of logical framing and indicators / Project targets based on results of GEF Assembly.

- August 8<sup>th</sup> 2018

9am-12pm: I) Discussion of the technical and programmatic aspects – Project components and structure (implementation process such as projects coordination and financing implementation). ACTIVITIES; II) Term of Reference (TORs) review of the main team positions – clarification of positions and of how respective assignments will be done.

12pm-2pm: Lunch

2pm-6pm: I) Budget and Annual operation Plan (POA) review; II) Establish Directive Committee.

- August 9<sup>th</sup> 2018

9am-12pm: Project team meeting to discuss substantive reports on the online platform and Operational matters, budget review and financial reports.

12pm-2pm: Lunch

2pm-6pm: Project team meeting to discuss substantive reports on the online platform and operational matters, budget review and financial reports (part 2)

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<sup>1</sup> This is a second version of the schedule. Right at the beginning of the workshop, a change was proposed in relation to what had been sent to participants, and everybody present in the meeting agreed to this new version.

## August 7<sup>th</sup> 2018

Attended the meeting on August 7th 2018: Bernardo Strassburg (IIS), Mariela Figueredo (IIS), Ana Castro (IIS), Renato Crouzeilles (IIS), Ingrid Pena (IIS), Isabella Leite (IIS), Fernanda Gomes (IIS), Otávio Ferrarini (MMA), Rodrigo Vieira (MMA), Robert Erath (UN Environment). Agnieszka Latawiec (IIS) participated via Skype. The meeting was held at the headquarters of the International Institute for Sustainability – IIS in the city of Rio de Janeiro.

The meeting was started by Mariela Figueredo, who presented the schedule and proposed the adjustments. Then, and before starting the technical discussion about the project among the participants listed above, Bernardo Strassburg called the remaining IIS team, which is working on Project GEF, to introduce them to representatives from MMA and UN Environment and to briefly present project GEF Private Areas to all attendees.

- One of the great goals of the project is to clarify the importance of remnants in private areas, since those are frequently seen as places of low ecological value. It is important to give inputs to the public and private administration that demonstrate the value of private areas in biodiversity conservation.

### **Important points raised during the technical discussion held this day:**

- [In relation to the forestry sector](#)

- The forestry sector is interested in internationally showing how to contribute to conservation in Brazil, so it has been producing inventories and other important data. We will use this data, analyze it, try to improve and incorporate it in Brazil's national communication for the CDB. There are two areas of activity: data and communication.

- It was agreed that it is important to have a good political relationship, as open as possible, with the forestry sector in general, and that it is necessary to concentrate efforts to work towards building a deeper relationship with IBA, besides the closer and more direct relationship with the companies of the forestry sector. This political relationship is a commitment to think about the conservation of private areas in a strategic way;

- It is important for the MMA to create and keep a formal and open relationship with IBA. It was stated that the IBA will only make a sector agreement if the majority of (or all) companies in the sector accept it. Therefore, we stated that it is necessary to consolidate agreements with more specific companies to obtain the outcome 2.1 established in the Prodoc.

**\* It was established that two paths will be followed in the scope of Component 2 of the Project:**

**1) the establishment of agreements directly with selected companies from the forestry sector who have an important portion of the market and representativity in the sector. This agreement will answer directly to outcome 2.1 of the project.**

**2) the creation of a political-institutional link with IBA to engage the sector in the topic addressed by the project. This link can result in a larger agreement with the forestry sector and, in case that happens, it will be an extra outcome for the project.**

\* Before getting in touch with IBA, there will be a meeting with FBDS. It was agreed that Bernardo, Fabio Scarano and a representative from MMA (to be chosen) will meet to decide **what will be offered** (what can we offer?) to the forestry sector - making it clear that the project has international projection and that it would help the companies' marketing - and to know **what exactly we want from them**;

\* It was agreed that **IBA and Febraban must be invited to the project launch, and we mentioned the need to schedule a meeting with IBA's board to present the project still in 2018 (check with Fabio Scarano).**

- [In relation to the APAs pilots](#)

- We are doing a mini PLANAVEG at the APA of Bacia do Rio São João.

- INEA has been doing interesting things at APA of São João, where we will act. EMATER and Rio Rural have a good relationship with farmers, and they will be necessary to improve the training and capacitation in restoration.

- The Management Plan in Pouso Alto has finally been done, and it is very comprehensive. We will participate in the implementation process. For the two APAs, there is a package of incentives transversal to the project. In Goiás, we want to preserve as much as possible, and prevent deforestation caused by cattle and soybean expansion, while in Rio we need to restore and increase connectivity.

- It was agreed that at APA of Pouso Alto it is necessary to preserve as much as possible and prevent deforestation caused by cattle and soybean expansion; besides the **need to discuss with representatives of agritourism and check the real possibility to create new RPPNs**;

\* Regarding APAs, we agreed upon the need to **have a follow up in APA of Pouso Alto and APA of São João calling participants of the first workshops held in APAs in 2017, and inviting key-organizations to plan activities in detail to execute the project in those regions (especially with focus on the activities planned in the project's first POA)**.

\* We agreed upon the need to **identify partner NGOs in APA of Pouso Alto** who will be able to get involved in the project actions. In that moment, OCA Brasil was mentioned, which has been offering support to land owners who want to create RPPNs in the region. Since APA of Pouso Alto is not as a familiar territory to IIS as APA of São João, we mentioned the need to map stakeholders who act in that region.

- The first workshop was before the expansion of Chapada dos Veadeiros National Park, thus the current scene is different and new contacts may have to be established in the region.

- [Regarding important points raised in Robert's presentation - Processes](#)

- It was agreed that Inception Workshop is a very important moment. The next important moment of the project is the **Mid-term Review (2.5 years)**, which is when the project's progress will be reported to GEF.

- In case problems are identified, a **mid-term evaluation** is necessary. It is an assessment and monitoring tool, and for that, we will hire an outsider to bring new visions and recommendations, so that we know we are in the right path and what can be improved.

- After that, there is the **final evaluation**, which is done by the **evaluation office**, which also offers recommendations.

- It is extremely important to analyze the level of impact throughout the project, to check the indicator and see how much we are progressing in this project. Are we generating changes? It is necessary to check the theory of change and analyze if we are progressing in that list. This is what GEF wants to finance, the transformation.

- Mariela presented the **image with the schedule for project reports submission**, which was approved, and where she showed the frequency in which each report to UN Environment should be submitted: Audit Report (RA), Counterpart Financial Report (RFC), PIR (Implementation Review Report), RP (Progress Report), RF (Financial Report), (**Annex I**);

\* Regarding risk evaluation, it was agreed that it is necessary to review the risks mentioned on the Prodoc and describe problems (governance, external and internal effects, policy), and propose mitigation measures;

- Regarding the evaluation and monitoring plan, it is necessary to think about realistic objectives. After, during the project implementation, it is possible to make adjustments based on the execution evaluation and monitoring;

- Robert: *"It is frequently possible to identify the bottlenecks and report them. There are always problems and changes. We have to detect them quickly, report, analyze and try to solve them. If it is worse than "satisfactory", it is necessary to propose solutions and a deadline to solve the problem"*. And this is an annual format of analysis and solutions;

- It was agreed that it is necessary to demonstrate how the project's impacts are sustainable and that they will continue to happen even after the project completion;

\* Regarding the financial report, it is necessary to analyze it together with the MMA before sending it to UN Environment. Robert evaluates and sends it to Finances.

\* Robert explained that to deal with exchange rate throughout the project, in a high dollar scenario (higher than the rate used when calculating the total project budget), UN Environment suggests the annual budget to be projected adding more expenses for a period longer than 6 months, thus avoiding the balance in Reals, after converting to dollars, to be characterized as profit – which is not allowed by UN Environment. Besides, the budget can be reviewed and subjected for UN Environment approval at any moment, which protects the project from an exchange variation that reduces the budget in Reals.

- Regarding Project Operative Manual (MOP)

- We understood the difference between Annual operation Plan (POA) and Procurement Plan (PAC) (appendix 14 of the Prodoc) as presented by Mariela, where POA is what will be performed as activities in the whole year and the price of activity, and PAC specifies even the level of rubric (overnight stays, trips etc.);

\* It was agreed that **it will not be necessary to make a PAC as detailed as in the other MMA GEF projects for each project year**, because the PAC for the whole project duration is Appendix 14 of the Prodoc, and the annual detailing of the project's financial execution is in the budget that is Appendix 1 and 2 of Prodoc. May there be any changes, this PAC needs to be updated and resubmitted to MMA and UN Environment's approval. Whereas the POA is a project management tool that should facilitate its execution and monitoring, and therefore we suggest a POA for each year of execution, which does not need to be as detailed, but allows the project coordination to have a more accurate view of what will be done each year. This POA should detail, as much as possible, every aggregated rubric (communication, workshops etc.)

- I was defined that POA will last 12 months, for it follows UN Environment's budget revision.

- It was agreed that UN Environment does not interfere in the Project's internal processes of purchase and acquisition, since during the process of due diligence they evaluated IIS's purchase, hiring and acquisitions policies and approved these procedures, considering IIS to be an institution able to act as project executor. The Project's acquisitions and hiring are IIS responsibility, which will be audited every year by an external company designated through public selection. However, IIS and MMA need to agree on acquisition and hiring processes, and they will be described in the MOP and PAC.

\* It was agreed that in any consulting contract the Reference Term must be analyzed by MMA as already stated in the MOP. And that every other expenditure (overnight stays, tickets, equipment etc.) will be planned in the POA, which must be approved by MMA, and after that, it will not need to be reviewed and authorized, unless in case of a very different value (to be defined in the MOP);

\* **The best way to formalize IIS's team remains to be aligned later between IIS and MMA. The team is already working on the project, since for them there is no need to prepare the Reference Terms. Otávio has suggested that IIS briefly describe their team for MMA to assume a position saying that the people who are holding positions meet the project requirements. However, with the agreement by UN Environment that the members of IIS team who are already working in the project compose the rubric Project Staff in the budget, MMA understands that this formalization is already done and, therefore, another manifestation is not necessary.**

- It was agreed that regarding rules of hiring/acquisitions of MOP, UN Environment (Implementer) has not objected, for there are no specific rules for these ends. The due diligence has already approved IIS as executor agency and it is implied that its acquisition processes have also been approved.

\* **Thus, it was agreed among all parts (IIS, UN Environment and MMA) that the Project will not adopt the World Bank's policies for hiring/acquisitions, and that therefore MOP will be updated according to hiring/acquisition policies used by IIS that should be sent to MMA for approval.**

\* It was agreed that there will not be per diem payments for internal IIS staff, and that their expenses will be reimbursed upon receipt/invoices submission. **And for external collaborators (national and**

international visitors) an amount for per diem will be defined, since it is much more complicated to reimburse them. The description of the policy for per diem payments must be included in the MOP.

\* To summarize, it was agreed that must be included in the MOP, for further analysis and approval by the MMA: **I) policies for acquisitions and hiring adopted by the IIS; II) UGPs (Project Management Unit) adjustments, which has more of a management character, separating it from the IIS technical team; III) for the IIS technical team, include a brief description of the function of each Project IIS staff (2-3 lines); and IV) include the per diem payments' policy for external collaborators.**

- [Regarding the evaluation of new indicators and sub-indicators \(former tracking tools\)](#)

- Robert has informed us that in the previous meeting of the GEF board it was decided that results monitoring processes in all GEF portfolio were simplified. It seems like they have realized that the Tracking Tools were not as useful as they had imagined, and therefore they will not be used anymore.

- Instead, they have established global indicators and sub-indicators that are very well aligned with the “global environmental benefits”.

\* Therefore, instead of updating the tracking tools in the middle and end of the project, the project should report these new indicators according to the description in the document sent by Robert (**Updated Results Architecture for GEF-7 - Annex II**).

- The content (indicators) of the former tracking tools and the new indicators and sub-indicator of the new GEF document (GEF-7 Core Indicators and Sub-Indicators, page 6) were correlated.

\* Most indicators remained the same as the tracking tools and can be kept, such as: 3, 4, 6 (only “Component Sub-indicators”) and 11 from the new document (**Updated Results Architecture for GEF-7 – in Annex II**).

- [Regarding indicators evaluation \(Appendix 4 of the Prodoc – Results Table\)](#)

- It was agreed that the set indicators and targets refer to outcomes.

- Each indicator was reviewed and discussed by those present and some questions were raised, especially related to their description. Every issue raised by participants on 08/07 were reviewed again on 08/08 in the presence of Carlos Scaramuzza. And only on 08/08 were the main issues defined, thus the main points in relation to indicators will be raised in the next section, which refers to August 8<sup>th</sup> 2018.

## August 8<sup>th</sup> 2018

Attended the meeting on August 8<sup>th</sup> 2018: Bernardo Strassburg (IIS), Mariela Figueredo (IIS), Ana Castro (IIS), Renato Crouzeilles (IIS), Ingrid Pena (IIS), Isabella Leite (IIS), Fernanda Gomes (IIS), Otávio Ferrarini (MMA), Rodrigo Vieira (MMA), Robert Erath (UM Environment), Carlos Scaramuzza and Fabio Scarano (discussion regarding Component 2). Agnieszka Latawiec (IIS) attended on Skype. The meeting was held in the premises of the International Institute for Sustainability – IIS.

### Important points raised during technical discussion:

- [Regarding indicators \(Appendix 4 of the Prodoc – Results table\) discussed in the previous day](#)

\* It was agreed among all participants that the indicators will be discussed and reviewed in the Mid-term review;

\* It was agreed that a more detailed description (understanding) of all project indicators will be at the end of the indicators table in the Prodoc, and that this description shall be sent to participants in the following days. This detailed description should also be incorporated in the MOP in the item “Project Result Matrix”, and will be annexed in the Mid-term review when it is done.

Some changes suggested for indicators:



### **Outcome 1.1**

- ✓ **Indicator a) Area under restoration according to legally binding forest recovering plans (PRA).**

- The target of 4,000 hectares represents the total area of PRAs signed in 80% of the 5,000 hectares of UDs (Demonstrative Units) plus future perspectives. Rodrigo suggested to lower it to 66% (2/3), but Robert advised that it is better to wait until the mid-term review.

- ✓ **Indicator b) Habitat availability for Golden Lion Tamarin population, key endangered species.**

Indicator “b” depends on indicator “a”. It was agreed among participants that the target of 81% increase of habitat availability for Golden Lion Tamarin population represents a projected increase once the 4,000 hectares of indicator “a” are restored. 81% would be a future gain in habitat availability based on what we will do throughout the project, but this target will not be achieved in the period of 5 years. This needs to be explained in the text. It was agreed that no change in the indicator will be made now, only in the mid-term review.

Discussion: Bernardo gave as example the estimation of carbon calculated in the Project, which is projected, and GEF has approved. This happens in a time horizon that goes beyond the project’s duration. Indicator “a” is achieved within the project’s 5 years, but not indicator “b”. The option would be to include in the text “81% projected in relation to indicator “a””. Renato (IIS) added that with the support of Rio de Janeiro state it is easier to know where the restoration will be done. *“We don’t have money for the restoration, only to inform about it”*. The restoration itself will be done by INEA. The agreement we are establishing with INEA plans that they use the money in this specific area. Then we can tell the proprietors *“we pay part of your restoration if you do it where we’ve suggested”*.

- ✓ **Indicator c) Evaluation of Golden Lion Tamarin population.**

It was decided that it might be necessary to change the indicator from “evaluate” to “the status of Golden Lion Tamarin population”. And the target is “the population does not decline after the base line”.

### **Outcome 1.2**

- ✓ **Indicator b) Area under improved and implemented management that supports MSP (sustainable landscape management)**

It has been suggested to change to “Area under improved and in implementation management plan that supports MSP”

- ✓ **The indicators c, d and e** will be discussed and adjusted with DESP to ensure synergy of this Project with GEF Pro-species. Thus, it is necessary to remember that it is not only for species in the limit of the park, but from APA of Pouso Alto, and that they are endemic species (if they are not endemic, there is no base line).

### **Indicators of Component 2 (Forestry Sector)**

- There is a possibility that some of the indicators will need to be reviewed because they depend on an agreement with companies in the sector. – There is a RISK that is important to be considered when implementing the component.

\* It was agreed that it is necessary to update the prioritization of risk management due to the dependency of the agreement on forestry companies and government change.

### **Indicators of Component 3**

- It was agreed that federal framework is not the same as national framework. National refers to the whole country in every level, while Federal regards only the Union (Federal Government). However, it says national in the PRODOC. It will be necessary to discuss this at some point.

- [Regarding products and sub-products](#)

### **Sub-products Component 1:**



✓ **Product 1.2.1 Program for implementation of conservation actions of the management plan from APA of Pouso Alto in private areas**

- The list of the Project sub-products for this product has to be refined during the workshop in the beginning of the project in Cerrado pilot.

✓ **Product 1.3.1 Incentive package for MSP, MSF (sustainable forest management) and native vegetation recovery in private areas in both pilot areas**

- The importance of involving FEBRABAN and Bank of Brazil (Banco do Brasil) in the project came up. We can include them in the guest list for the launch workshop. Before the Project launch at APA of Pouso Alto we will have a meeting with the park board and the ministry. People must first be on the same page about objectives, and then there will be a workshop with more organizations. We will probably identify organizations with whom we would like to talk separately (eg: Oca Brasil). Triple: Ministry, APA and Park, some organizations. In this first meeting it would be important to have a more systematic approach to assess all actors (in Cerrado), because we already know that it is a very heterogeneous landscape, with many actors and power, so we can prepare an activity to map stakeholders for the first meeting to have a more robust way to identify the actors who have become more or less important since the expansion of the Park. Put this in the schedule of the first meeting. It has been suggested to do this mapping exercise in the first meeting because the objectives are more aligned, but it can be repeated later on. The meeting can be held in another place, maybe even farther from Alto Paraíso. This will happen in the next 6 months, probably December and January, after the launch workshop.

\* We decided upon the need to perform a stakeholder mapping before the local workshop at APA of Pouso Alto. And it was decided that for this pilot it is better to have 3 workshops: I) a closed meeting with the actors who are on the same page with the project's more restricted objectives (MMA, APA and Park); II) another with many local organizations (define local partner organizations); III) another more open for all actors (MMA, APA, Park, partner organizations, representatives of the municipalities and landowners).

**Sub-products Component 2:**

- It was suggested to establish specific agreements directly with the companies to fulfill the project's result 2.1, but a more generic agreement with IBA is also desirable for a political reason, despite the latter's difficulty. Hence, it is necessary to have a strategy of articulation and approach strategy with IBA as already discussed in this workshop.

- We need to assess the risk involved in these agreements, and the damage control, and take it into account for implementation.

- Scaramuzza questioned some ideas to approach the sector, such as the matter of wood use, which would highly change the current overview, but which is impaled on our system. Changing key aspects, such as a warranty fund for fires, or something similar, would bring companies to the project. The financial directors must be interested in this line of thought, regardless of sustainability. There must be a talk to bring this kind of subject to the financial director, who might want to change the profile of their debt. And this would have an environmental counterpart, like the money from the climate fund, which could not be used for eucalyptus. This is the type of engineering that we must try to develop and bring to other states.

- Scaramuzza talked about blended finance and about how it is important to make the most attractive proposal for the forestry sector.

- Bernardo complemented speaking about the importance of also considering the international actors in the project since it is set in an international environmental context. Scaramuzza said he already knows some international actors interested in how the project will work in Brazil and, finally, Bernardo suggested the hypothesis of doing a workshop with these actors.

- Robert, at last, said that these efforts with international actors could even become a platform that would provide confidence for possible investments in the country.

**(Fabio Scarano joined the meeting)**

- Vale and Votorantim use many endangered species and do not know that. It is great for them that we show which species need to be preserved. They would probably settle for an agreement in that direction. For companies specific to the sector we can go even further. 80% of companies are interested in doing everything correctly. But they are conservatives, it is necessary that everybody feels like they are contributing, not that it is a penalty.

- We want to use their data and say we are partners, that we can even improve the information for them. We need the data and need this transfer to the government to become a common practice. Besides in Brazil, academy, companies and government do not talk. We need this dialogue, this flow.

- Today almost all the sector (companies) have good conduct, they opened the corridors. This has changed a lot since the 90s. There is documentation, but it is chaotic. Vale, a mining company, is responsible for a great part of the restoration of Espírito Santo state. But they barely talk about this, because of a history of fear of public opinion, even when it is something interesting. It is necessary to increase this connection between public and private. Some important companies are trying to experiment with the possibility of reserves becoming self-sustainable and turning into models.

- (Rodrigo's comment) Votorantim wanted to know if they could create a new protection category. It was not possible, and it became RPPN, but they did not want that.

- There is a lot of information, but it is not widespread. It is important to ensure that in the future the company will not start exploring the land, but it does not need to be RPPN. In SNUC there is the "other" category. This type of agreement can exist, of creating a UC (Conservation Unit) without it being a RPPN, and ensure that it will keep preserving in the future. The mentality is that it keeps itself, they do not want to spend money on it. Votorantim created the "Votorantim reserves" and wants to be the first self-sustainable environmental reserve, without profit. Besides IBA, we can negotiate with Votorantim and with Vale in data sharing.

- The largest scientific collection is at Vale, in Linhares. They have had experiments with restoration for over 30 years, but do not have dialogue with the government, and are involved with few scholars. They are afraid that the government will interfere with their land.

- There must be a new round of conversation with IBA presenting the whole project, since the last conversation was one year and a half ago. With Febrabam, Bernardo, Fabio and MMA.

- If the farmers will need loans to redo their Legal Reserve, the banks will need to adjust.

\* Fabio offered to talk to Votorantim and Vale, who are not from the forestry sector, but have a lot of information.

### **Sub-products Component 3:**

- We decided to leave Outcome 3.1 as it is, more generic, to allow for changes if necessary. Bernardo suggested to keep the idea of a regulation proposal related to the spirit of the project to preserve private areas which, however, is not necessarily Legal Reserve management. We do not need to be so specific now because this will happen towards the end of the project, 5 years from now. This could be good, since Robert said that we can review it later on. The regulation proposal is in the end, but the studies that support them start in the two first years.

- **Sub-product 3.1.1.1 – Evaluation report on the current bottlenecks about the proposal ...** - This product is important because many people want to raise funds, but there is nothing planned for that yet about the Legal Reserve etc. The discussion about what it is, profitability, the standards that producers must follow, are critical. Many people want to get loans without any planning or information.

- Adjusting the **sub-product 3.1.1.2 – Regulation Proposal...** in the mid-term. It was agreed that it is not possible to change outcome 3.1, but that we can change the sub-product, if it will be necessary. There is no need to remove the word "federal", it is suggested to use federal or subnational. And the word regulation does not say strictu sensu that it is a law, and a normative instruction fits this. It will be reassessed later on.

- All other products and sub-products were reviewed and validated.

- [Other notes](#)

- It was agreed that the project launch workshop will happen in the first half of December 2018, and that important organizations must be invited.

- It was agreed that by the project launch, the project should have a logo, a short project name and a website.

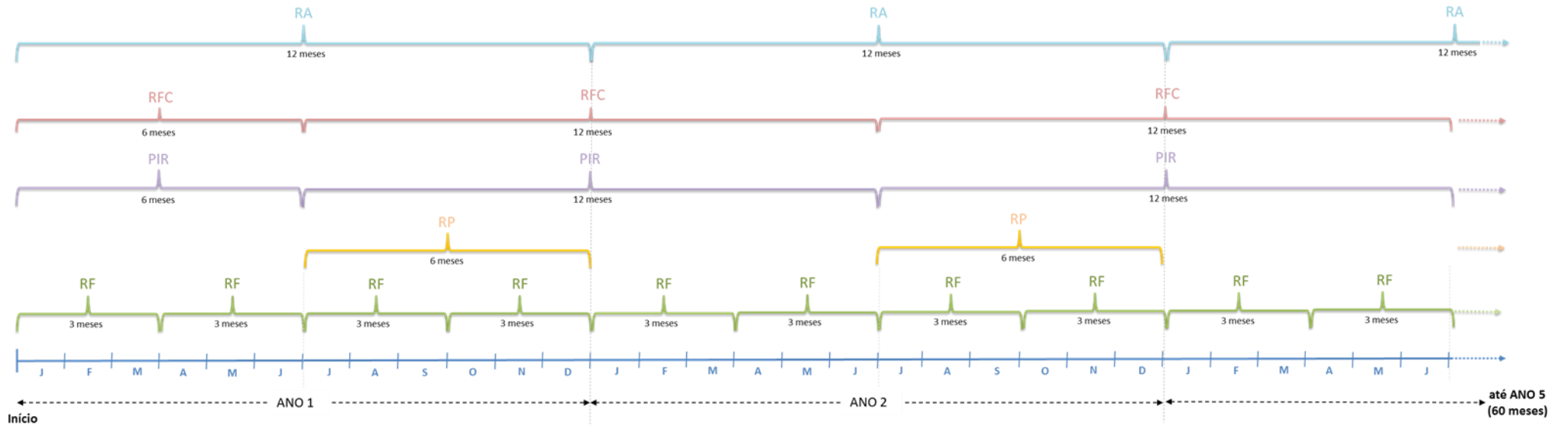
- It was agreed that before the next workshops in the pilots, it is necessary to have each pilot's partnerships defined.

## August 9<sup>th</sup> 2018

Attended the meeting on August 9<sup>th</sup> 2018: Mariela Figueredo (IIS), Ana Castro (IIS), Beatriz Cotrim (IIS), Samantha Brito (IIS), Robert Erath (UN Environment). The meeting was held in the premises of the International Institute for Sustainability – IIS.

- That day Robert from UN Environment presented for the IIS financial-administrative team the Anubis platform, where all reports to be submitted by UGP IIS must be reported.

### Annex I



RA – Relatório de Auditoria (envio no prazo de 180 dias após cada ano)  
RFC – Relatório Financeiro de Contrapartida (envio até dia 31 de julho)  
PIR – Relatório de Revisão da Implementação (envio até dia 31 de julho)  
RP – Relatório de Progresso (envio até dia 31 de janeiro)  
RF – Relatório Financeiro (envio no prazo de 30 dias após cada trimestre)

Frequency of implementation reports submission to UN Environment according to Donation Agreement.