

ANNOTATED PROVISIONAL AGENDA

Introduction

1. At their 13th meeting, held in Catania on 11-14 November 2003, the CPs requested the Secretariat to undertake an external evaluation of MAP, emphasizing also some criteria and the main principles for such an evaluation. With a view to conducting a transparent and a fully participative approach, the Secretariat is organizing a meeting to launch the evaluation process where all CPs can take an active part in the discussion. In particular, participants will be invited to discuss and make recommendations on the methodology, approach and activities to be carried out as part of the evaluation, based on the proposal contained in document UNEP(DEC)/MED WG.261/3 prepared by the consultants and the Secretariat.

In order to facilitate the discussion and ensure that the meeting will address the various aspects of the evaluation process, participants may wish to establish two or three Working Groups, each chaired by a member of the evaluation team or one of the participants elected for this purpose.

2. The conclusion of the Working Groups will be discussed in plenary in the second day of the meeting when a set of recommendations will be formulated in order to guide the evaluation process and the task of the evaluation team.
3. The following annotations to the provisional agenda for the meeting were prepared by the Secretariat to assist the meeting in its deliberations.

Agenda item 1: Opening of the meeting

4. The meeting will be opened at 10.00 hrs on Thursday 9 December 2004, at the Holiday Inn Hotel, 50 Michalakopoulou Avenue, 11528 Athens, Greece (Tel: 30-210-7278000, Fax: 30-210-7278600), by the Coordinator of the Mediterranean Action Plan (MAP). Simultaneous interpretation in English and French will be available for all sessions.

Agenda item 2: Rules of procedure and election of officers

5. In accordance with Rule 20 of the "Rules of Procedures of the Barcelona Convention, the Meeting will elect a Chairperson, one vice-Chairperson and one Rapporteur.

Agenda item 3: Adoption of the Provisional Agenda and organization of work

6. The Provisional Agenda prepared by the Secretariat, was distributed as document UNEP(DEC)/MED WG.261/1 and annotated in the present document.
7. The meeting will review and adopt the Provisional Agenda.
8. The Meeting will discuss and decide to work in plenary or in working groups to tackle Agenda item 4.

Agenda item 4: **External evaluation of the Mediterranean Action Plan (MAP)**

9. The Secretariat will introduce the main document of the meeting distributed as document UNEP(DEC)/MED WG.261/3. The discussions will be facilitated by the members of the evaluation team of MAP.
10. The meeting is expected to undertake a thorough discussion, in plenary and/or in working groups, by addressing all points contained in the working document and any other issue that participants would consider pertinent, and provide the Secretariat and the evaluation team with recommendations and further guidance.

Agenda item 5: **Any other business**

11. The meeting will consider any other issue that might be raised.

Agenda item 6: **Conclusions and recommendations**

12. The Secretariat will submit for adoption at the meeting a set of recommendations arising from the discussions.
13. The draft report of the meeting will be circulated by the Secretariat and is expected to be adopted at a later stage by correspondence.

Agenda item 7: **Closure of the meeting**

14. The meeting will be closed by the MAP Coordinator at 13:00 hrs on Friday, 10 December 2004.

TIMETABLE

THURSDAY 9 December 2004

10.00	Agenda items 1, 2, 3 Opening of the Meeting	MAP Coordinator
	Rules of procedure and election of officers Adoption of the Provisional Agenda and organisation of work	President of the meeting
11.30	Coffee break	
12.00	Agenda item 4 External Evaluation of the MAP	MAP Coordinator Evaluation Team
13.30	Lunch Break	
15.00	Working Groups External Evaluation of the MAP	MAP Coordinator Evaluation Team Participants
16.30	Coffee break	
17.00	Continuation of Working Groups External Evaluation of the MAP	MAP Coordinator Evaluation Team Participants
18.00	End of the first day	

FRIDAY 10 December 2004

09.30	External Evaluation of the MAP Discussion in plenary the submissions of the Working Groups	
11.00	Coffee break	
11.30	Agenda item 5, 6 Conclusions and recommendations	
13.00	Agenda item 7 Closure of the meeting	MAP Coordinator