



ECO Institute of Environmental Science and Technology
(ECO-IEST)

Agenda

ECO Desertification Consultation Workshop

5–6 July 2017 - ECO Secretariat, Tehran, Iran

Time	AGENDA TOPIC	GOAL/ Remarks
Tuesday 04 July 2017: Arrival of participants		
Day 1 – Wednesday 05 July 2017		
08:30-09:00	Registration of Participants	
09:00-09:30	Welcome and opening remarks (ECO Secretariat) Introductions, workshop purpose/goals, review agenda & ground rules (IEST)	Understand why we are here & the workshop approach
09:30-10:00	Project overview (IEST)	Set context for detail planning
10:00-10:20	Presentation by representative of UNESCAP	Common fields of cooperation
10:20-10:30	Group photo	
10:30 – 11:00	Tea/ Coffee break	
11:00-12:30	Step 1: Review outcomes	Understand each outcome
12:30-13:30	Lunch	
13:30-15:00	Country Presentation on Desertification status and plans (10 minutes each Member State)	<ul style="list-style-type: none"> • Afghanistan • Azerbaijan • Iran • Kazakhstan • Kyrgyz • Pakistan • Tajikistan • Turkey • Turkmenistan • Uzbekistan
15:00-15:30	Tea/ Coffee break	
15:30-16:00	Step 2: Define activities + Q&A	Identify work necessary for each



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		outcome
16:00-16:30	Step 3: Sequence the activities + Q&A	Determine when each task must be performed in relation to other tasks
16:30-17:00	Step 4: Estimate activity + Q&A	Determine the length of time each task will take to perform
17:00-17:30	Step 5: Determine resource skills + Q&A	Identify the skills necessary to perform each task
Day 2 – Thursday 06 July 2017		
09:00-09:30	Review of the 1 st day	
09:30-10:00	Step 6: Project schedule + Q&A	Identify necessary time to perform each task
10:00-10:30	Step 7: Project resource plan + Q&A	Identify human resource or skill sets required to perform the project work
10:30-11:00	Tea/ Coffee break	
11:00-11:30	Step 8: Project communications plan + Q&A	Identify the project's stakeholders, their communication needs and the management strategy
11:30-12:30	Funding Scenarios & opportunities	Identify financial resource required to implement the project
12:30-13:30	Lunch	
13:30-14:30	Next steps	Next steps assigned
14:30-15:00	Meeting evaluation	Workshop evaluation and suggestions for improvement.
15:00-15:30	Tea/ Coffee break	
15:30-16:00	Wrap up & Conclusion	
16:00-16:30	Closing remarks	