

Annex I**Project cycle details during the year 2023**

Secretariat of the Convention on Wetlands	Time Frame	Proponent's responsibilities
<p><u>A</u> The Secretariat sends an email to the Administrative Authorities in the Asia/Oceania region informing the opening of a new NWF project cycle.</p> <p>The Secretariat also makes an open call in their website.</p>	By 15 February	
Advisory service is open during this period from the Secretariat.	By 10 March	<u>B</u> Draft proposals can be sent to the Secretariat for review.
	By 31 March	<u>C</u> Submission of the proposals
<p><u>D</u> Assessment of projects</p>	April - May	
<p><u>E</u> Secretariat will notify the project proponents about the success (or not) of their projects. Contracts will be prepared and sent out to the successful project proponents.</p>	By 15 June	
Secretariat will ensure the contracts are properly signed and that the Administrative Authority who has endorsed the project also receives a copy of the contract.	By 30 June	<u>F</u> All successful project proponents should submit their signed contracts to the Secretariat and the Administrative Authority who has endorsed the project.

	At latest by the sixth month since the project's start date	G All recipient agencies must submit their Progress Report endorsed by the designated administrative authority by the allocated deadline.
H The Secretariat will review the progress report and confirm that the second invoice can be sent if the report is deemed satisfactory. Transfer of second payment will be carried out after approval of the report and the invoice.	By 1 month since the progress report plus the second invoice is received	
	By the end of 12 month since the project's start date	I The recipient informs the completion of the project to the Secretariat.
	By two months after the completion of the project (at the latest)	J Final Report, vlog, photographs, and other materials produced during or as a result of the project implementation should be submitted to the Secretariat.
K The Secretariat will review the final reports and confirm that the final invoice can be sent if the report is deemed satisfactory. Transfer of last payment will be carried out after approval of the report and the invoice.	By two months after the approval of the final report, no later than the contract	