



FEDERATED STATES OF MICRONESIA

Protected Areas Network Operations Manual

July 2022



Foreword

The Federated States of Micronesia is a country blessed with diverse and abundant natural resources. Our resources have supported and sustained our people for millennia and are woven into the fabric of our cultures and ways of life. Therefore, it is imperative that we work together to protect these resources from over-exploitation and the impacts of climate change to ensure a sustainable future for us all. The Protected Areas Network (PAN) is an approach of great significance in achieving this.

The FSM PAN has been developed over many years, with countless stakeholders collaborating to develop a system and process that is intended to support communities in the protection and management of their natural resources. It is our communities that are at the heart of the PAN, with a community-first approach to identifying, nominating, and managing protected area sites across our four states. The PAN establishes an approach for providing support to enable communities to continue and expand their efforts in this regard.

Furthermore, the FSM PAN ensures consistency in natural resource management, monitoring and data collection. In this way it allows us not only to ensure the effectiveness of the PAN itself but enables us to take the management of our natural resources beyond our country's borders. The FSM PAN will help us deliver on our commitment and contribution to the Micronesia Challenge, as well as supporting the effective implementation of the FSM National Biodiversity Strategy and Action Plan under the Convention on Biological Diversity and the four State Biodiversity Strategies and Action Plans.

This PAN Operations Manual provides the guidance and tools needed to implement the FSM PAN. It is intended for anyone involved in the protected area site identification, nomination, and management.

It is important to recognize that the FSM PAN Operations Manual is a living document. It will evolve to reflect the realities of implementing the FSM PAN, and the challenges and opportunities that arise while doing so. This document is a first step on what we all hope will be a successful journey to the sustainable and effective management of our natural resources.

The Honorable Elina Akinaga

Secretary, Department of Resources and Development, Federated States of Micronesia

Acknowledgments

The development of the Federated States of Micronesia Protected Areas Network Operations Manual was made possible through the collaboration, support, and efforts of many people, including all of those engaged in the PAN roles identified within the manual. Insight, knowledge, and support have been received throughout the development process from national and state government departments and agencies, non-governmental organizations, and community-based organizations, all of whom generously offered their time, experience, and expertise.

The development of this plan was made possible through the FSM Ridge to Reef (R2R) Project. The Project would like to acknowledge its executing agency, the Department of Environment, Climate Change and Emergency Management (DECCEM), along with R2R state focal points and staff, steering committee members, local governments, and NGO partners for their ongoing support. The FSM R2R Project is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP).

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Acronyms

BSAP	Biodiversity Strategic Action Plan
COM-FSM	College of Micronesia - FSM
COM-FSM CRE	College of Micronesia – FSM, Cooperative Research & Extension
CWPP	Community Wildfire Protection Plans
DLNR	Department of Land and Natural Resources (Pohnpei)
FSM R&D	FSM Department of Resources and Development
DREA	Department of Resources and Economic Affairs (Kosrae)
EPA	Environmental Protection Agency (Pohnpei, Chuuk, or Yap)
FAP	Forest Action Plan
FSM	Federated States of Micronesia
FSP	Forest Stewardship Plan
GEF	Global Environment Facility
GIS	Geographic Information System
KIRMA	Kosrae Island Resource Management Authority
MC	Micronesia Challenge
MCT	Micronesia Conservation Trust
METT	Management Effectiveness Tracking Tool
MPAME	Micronesia Protected Area Management Effectiveness tool
MU	Management Unit
OM	Operations Manual
PA	Protected Area
PAN	Protected Areas Network
PANPF	Protected Areas Network Policy Framework
R&D	Department of Resources and Development (Pohnpei or Yap)
R2R	Ridge to Reef
SDP	FSM Strategic Development Plan
SFP	State Focal Point
SWARS	State-Wide Assessment and Resource Strategy
TAC	Technical Advisory Committee
UNDP	United Nations Development Program
USFS	United States (Department of Agriculture) Forest Service

What is the Protected Areas Network Operations Manual?

The Federated States of Micronesia (FSM) Protected Areas Network (PAN) Operations Manual (OM) is a guide to:

- The nationwide mechanism for having sites included in the FSM PAN
- The nationwide requirements for the management of sites to ensure they remain within the PAN
- State-specific processes and requirements that must be adhered to in addition to those at the national level.

The PAN OM is a 'toolbox' to ensure the standardized management of protected areas (PAs) in the FSM. Furthermore, the PAN OM has been developed to facilitate transparency of PA design and implementation, to ensure scientifically sound and socio-culturally relevant management of PAs, and to encourage consistent monitoring of sites across the PAN.

The PAN OM also identifies routes for stakeholders to access assistance and resources for the continued management of designated PA sites.

Who is the Operations Manual for?

The PAN OM has been designed for all the different people, groups, organizations and entities involved in the PAN and in the process of including sites in the PAN:

The **resource owners, communities and municipalities** seeking inclusion of their sites in the PAN

The **State PAN Coordinators**, under the supervision of the **State Focal Points**, who will facilitate the application process and support those applying to have their sites included in the PAN

The **National PAN Coordinator** and **Technical Committee** who are involved in the review of the applications and make recommendations to the **Secretary of the FSM Department of Resources and Development**, who makes the final decisions on applications

Non-governmental organizations and other **partners** engaged in the process at any level in providing technical assistance to the applicants/site **Management Unite**

The PAN OM also provides a guide to the coordination between different stakeholders to:

- Enable effective applications to the PAN
- Identify and access financial resources and technical support
- Connect managers and practitioners with supportive organizations and useful tools.

The OM may also be a useful resource for anyone who has an interest in learning, participating in and/or assisting with the PAN process.

How to use the Operations Manual

The Operations Manual has been designed to act as an accessible guide to the FSM Protected Areas Network, clearly explaining the application process and ongoing management requirements.

The Operations Manual is separated into three major sections, each with a separate focus:

Part 1: About the FSM Protected Area Network

This section will help you to understand:

- About the FSM Protected Area Network
- Who is involved in the Protected Area Network; all levels of stakeholders from communities and resources owners, to State Governments and the National Government
- What it takes to have a site included in the Protected Area Network and what is required of a Protected Area to maintain its inclusion in the Network

Part 2: Protected Area Site Application and Management Requirements

This section will explain:

- The application process and document requirements
- How to access support for managing and maintaining a protected area
- Specific requirement to maintain a site's protected area status

Part 3: State Chapters

This section will provide information about state-specific requirements and how these link to the national requirements

At the start of each section is a short description of the content contained in that section, to help guide you to the information you need as quickly as possible. Every effort has been made to reduce overlap between sections. However, where information between sections is linked, this is clearly signposted.

Additional and supporting information is provided in the Annexes. These are clearly signposted throughout the document.

Part 1: About the FSM Protected Areas Network

What does Part 1 include?

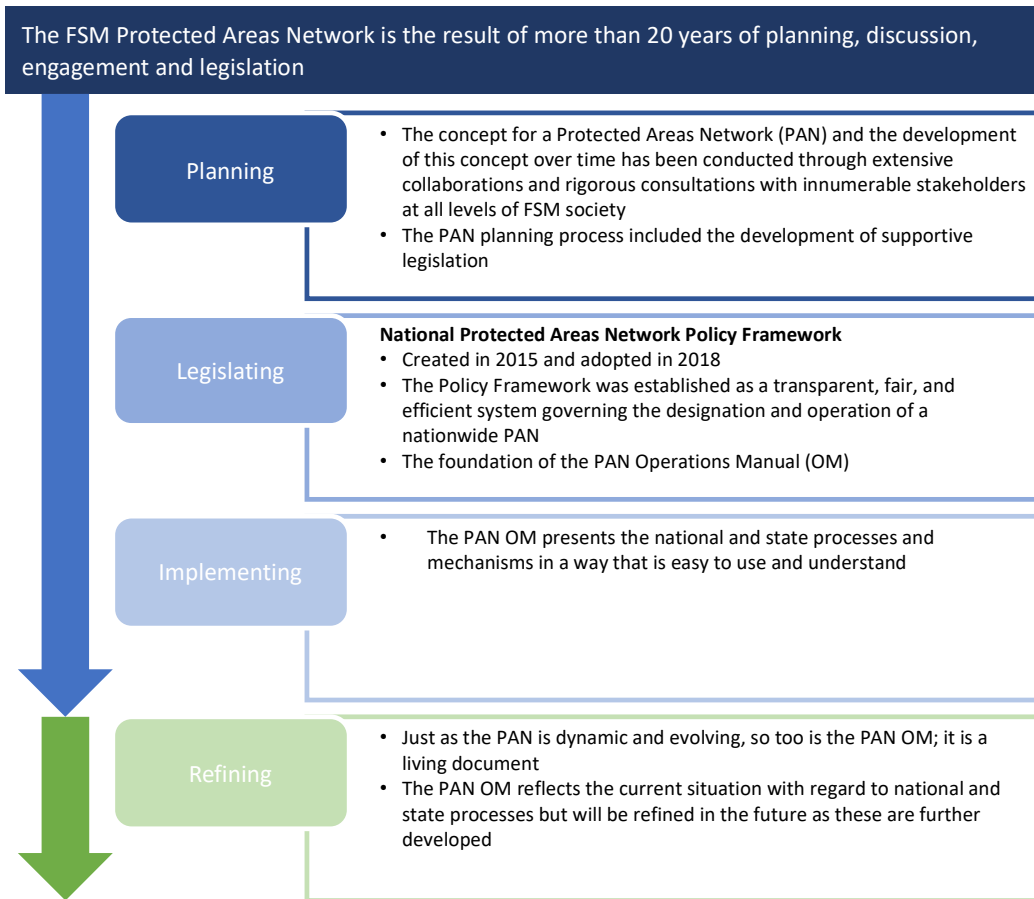
Part 1 of the Operations Manual is intended to provide useful background information to the FSM Protected Areas Network, and will help to put later sections of the Operations Manual into context.

This section introduces the FSM PAN, explaining what it is and how it relates to other policies and initiatives in the FSM. It explores the purpose of establishing a PAN and the benefits it brings to both those involved and the whole of the FSM. This section also introduces the various stakeholders involved in the PAN at all levels of engagement.

1.1. What is the FSM Protected Areas Network?

The FSM Protected Areas Network (PAN) is a nationwide initiative designed to protect and manage natural resources, traditions, and culture for our current and future wellbeing. The FSM’s natural resources have been traditionally managed using a variety of measures that can include temporary closure or limited use of specified areas. As the FSM has developed and the daily lives of Micronesians’ have changed over time, approaches to natural resource management have also changed. Therefore, coupling traditional strategies with support from modern governance and scientific information has become necessary. This approach has so far resulted in the establishment of more than thirty (30) protected area (PA) sites across the country. The FSM PAN provides a formalized approach to linking these sites together.

This linking together of existing and future protected area sites across the FSM through the PAN is a way to better support the preservation of the unique and diverse terrestrial and marine natural resources upon which Micronesians depend and which are of global significance. It is a route to preserving highly vulnerable natural resources through a community-driven process, with leadership and action at the local level determining its success.



The FSM Protected Areas Network in the context of other policies

Implementation of the FSM PAN is critical to the achievement of various regional, national and state policies and strategies, that themselves support global goals. These include the FSM Strategic Development Plan and the achievement of goals laid out in the National and State Biodiversity Strategy and Action Plans. Furthermore, the FSM PAN will help meet the national commitments under the Micronesia Challenge, which has a its main goal the effective management of at least 50% of marine resources and 30% of terrestrial resources by 2030.

Annex:	Further details of relevant national, regional and global policies and strategies can be found in Annex 1.
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The benefits of the FSM Protected Areas Network	
Essential conservation	<ul style="list-style-type: none"> The FSM Protected Areas Network (PAN) provides a way to enable the National Government to support states and communities in the protection of the FSM’s lands and seas, its significant areas of biodiversity, key native habitats, cultural and spiritual sites, and other valuable resources that are important to the future stability, health and sustainability of the FSM but are highly vulnerable due to the growth of population, development, natural disasters and the effects of climate change By supporting the conservation of essential landscapes, the FSM PAN helps guard against invasive species, pollution, and overexploitation of natural resources
Community resilience	<ul style="list-style-type: none"> Adaptable and flexible community-driven management is strengthened with capacity building resources for the current best practices Communities are strengthened to face climatic, environmental, and social risks in the short and long term, such as climate change, natural disasters and overexploitation of natural resources Increased communication throughout the PAN and beyond in order to learn from each other Cultural pride and identity are cultivated through the sharing of traditional management techniques, and fostering increased involvement of women and youth Neglected traditions and management practices are remembered, revived and cherished
Funding access	<ul style="list-style-type: none"> Implementing a PAN assists the national government, state governments, and other partners in leveraging and securing technical and funding partnerships from regional and international entities to support protected area site management
Technical support	<ul style="list-style-type: none"> Provide access to technical resources such as monitoring tools, professional development, management planning workshops
Critical consistency	<ul style="list-style-type: none"> Establishing a PAN ensures individual sites are managed to a consistent standard throughout the country, while respecting the varied systems of natural resource tenure and management of each state. Management standardization provides: <ul style="list-style-type: none"> The ability for communities and natural resource owners to better assess the effectiveness of their site The ability to compare protected area sites and for resource managers to learn from each other The ability to provide accurate reporting at all levels, including to donor organizations and regional and international initiatives, such as the Micronesia Challenge
Ongoing engagement	<ul style="list-style-type: none"> The PAN provides a route to engage and involve non-governmental organizations (NGOs), municipalities, traditional leaders, communities, and individual resource owners in the protection of important national resources

1.2. Who is Involved in the Protected Areas Network?

An organizational framework has been established to ensure the smooth administration of the PAN, ensure criteria for inclusion in the PAN are met by individual sites and to enable the provision of financial, technical, and other resources to PAN members. There are three main organizational levels for the successful implementation of the PAN framework: National, State, and Local/Site (Figure 1). Each of the roles, and their responsibilities, are described below.

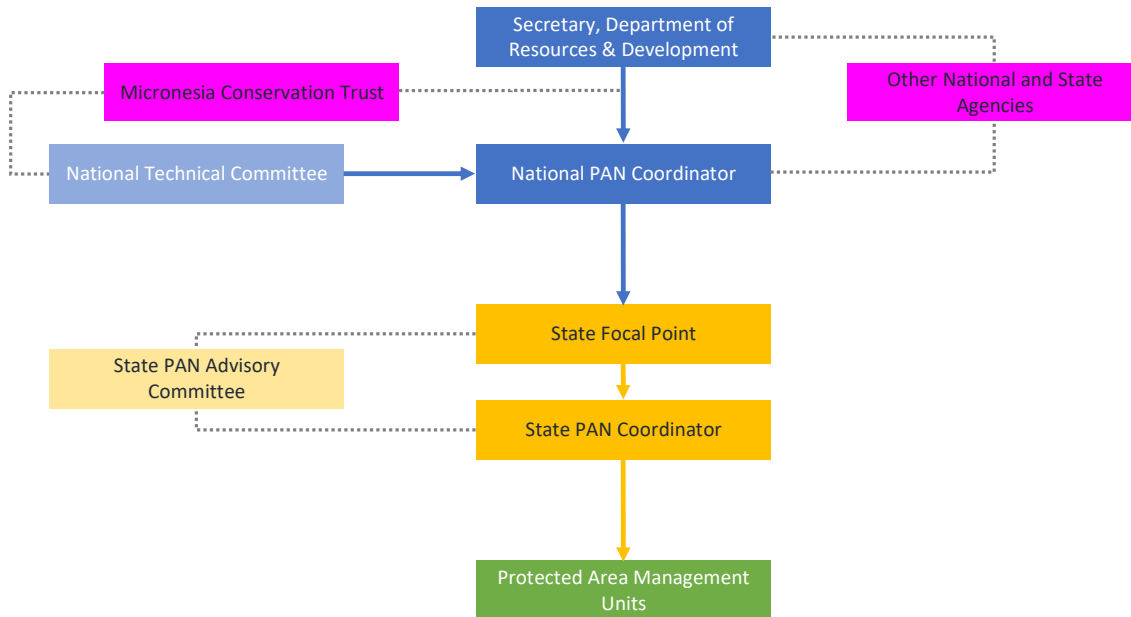


Figure 1. The FSM Protected Areas Network organizational framework.
 PAN: Protected Areas Network.

There may be additional stakeholders and groups involved at the state level. Specific detail on this can be found in each of the State Chapters in Part 3.

1.2.1. National level operations

FSM Department of Resources and Development

The FSM Department of Resources and Development (FSM R&D) administers the PAN at the national level by:

- Managing the nationwide strategy for the PAN
- Securing and managing financial resources
- Providing access to technical assistance to State Focal Points (SFPs) and, in some cases, State PAN Coordinators (as specified by each State; please see individual State Chapters in Part 3)
- Establishing criteria for membership
- Collecting and maintaining information from the PAN
- Preparing and disseminating reports on PAN operation, including dissemination of information back to the SFPs and the Management Units.

Secretary of the FSM Department of Resources and Development

The Secretary of the FSM R&D is the head official in the PAN. Specifically, the Secretary will:

- Approve the nomination of representatives to the Technical Committee

- Grant or deny applications to join the PAN based on the evaluation and recommendations made by the Technical Committee
- Issue orders regarding funding requests based on the decisions made by the Technical Committee
- Appoint and oversee the work of the National PAN Coordinator
- Providing PAN annual reports to the FSM Government, the States' Leadership and to other key stakeholders, including donors and technical agencies such as the UN Convention on Biological Diversity Secretariat.

National PAN Coordinator

The National PAN Coordinator is the primary point of contact for the SFPs, any other national or state government agencies, the Micronesia Conservation Trust (MCT), and other local, regional or international conservation organizations involved in the implementation of the FSM PAN.

The National PAN Coordinator's responsibilities include:

- Liaising with the Secretary of FSM R&D, the Technical Committee and the SFPs to manage the application process
- Liaising with the Secretary of FSM R&D, the Technical Committee and Management Units to manage funding requests
- Serve as Secretariat to the Technical Committee
- Management of all reporting and monitoring information, supporting the formulation of policies, legislation and regulations, and preparing annual PAN reports.

Technical Committee

The Technical Committee will support the National PAN Coordinator primarily through assistance in evaluating applications and funding requests, and will participate in meetings and communication groups.

Members are nominated by the State Governments and confirmed by the Secretary of FSM R&D, and are each to serve a three-year term (which can be renewed). The rules governing the operation of the Technical Committee are to be drafted by the National PAN Coordinator, reviewed by the appropriate Executive branch agency, and approved by the Secretary of FSM R&D.

The Technical Committee is to consist of at least nine (9) qualified representatives, including:

- At least one official from the FSM National Government
- Each SFP
- At least one representative from the College of Micronesia FSM
- At least one representative from a regional scientific organization
- At least one representative from an international conservation NGO and/or international donor organization
- One representative from MCT that will participate as a non-voting member.

1.2.2. State level operations

It is recognized that the situation in each State is unique. Where individual State level operations include additional stakeholders, this is detailed in the relevant State Chapter in Part 3.

State Focal Points

The criteria and process for selecting State Focal Points (SFPs) is to be at the discretion of State Governments. Once selected, each SFP will operate in accordance with all applicable state legislation, regulations, and policies regarding protected areas set within the state borders to:

- Ensure broad access to the PAN through outreach and state level multi-sector PAN advisory group development. This includes dissemination of funding opportunities
- Collect, review, and if needed support the revision of applications from Management Units (community level) to meet the criteria for membership in the PAN
- Provide access to technical assistance to Management Units to build capacity for successful inclusion in the PAN;
- Collect and manage reports, including financial reports, from Management Units, and manage reporting to the National PAN Coordinator and the State leadership

- Work with State leadership to develop state policies and laws in support of the PAN, including provision of state funds to PAN sites and activities.

State PAN Coordinator

A State PAN Coordinator will carry out the daily operations of the SFP under the supervision of the SFP. The State PAN Coordinator's work will reflect their State's unique situation and processes. State-specific information can be found in the relevant State chapters in Part 3 of the OM.

State PAN Advisory Groups

State PAN Advisory Groups are an opportunity to bring together different stakeholders to serve as independent, neutral reviewers of PAN applications, as well as to provide technical advice and direct Management Units to local Technical Assistance Providers.

Whether such a group is implemented is to be decided at the state level. Potential stakeholders may include members of government agencies, local municipalities, community representatives, academia, private sector, civil society groups and NGOs. In some cases, a State PAN Advisory Group may be formed from an existing group. State-specific information can be found in the relevant State chapters in Part 3 of the OM.

Where State PAN Advisory Groups are implemented, the SFPs (with the assistance of the National PAN Coordinator and MCT) will determine the schedule and frequency of Advisory Group meetings.

Technical Assistance Providers

Technical Assistance Providers are organizations or agencies capable of rendering local technical assistance and guidance such as management planning, fiscal sponsorship, capacity-building, assessments and monitoring, community awareness, etc. to Management Units throughout the PAN process, from application to management plan implementation. Technical Assistance Providers may also be part of a State PAN Advisory Group.

Annex:

A partial list of state, national and regional technical assistance providers can be found in Annex 2.

1.2.3. Local level operations

Management Units (sites)

As there are a variety of resource tenure systems in the FSM, the PAN Policy Framework acknowledges and supports the application of all sites, regardless of ownership status, to join the FSM PAN. Therefore, the configuration of each Management Unit, and the group of people responsible for implementing the Management Plan of a particular protected area, is site specific and may or may not necessarily include state or municipal government representatives. Management Units will work closely with their communities and the State PAN Coordinators and SFPs to determine technical assistance needs and access that assistance and other resources to help develop and implement integrated Management Plans and applications to the PAN. The Management Units will be responsible for:

- Submitting applications to the SFP for review/revision
- Developing management plans with inputs from the broader community
- Documenting progress of the Management Plan, and submitting changes/revisions
- Conducting day-to-day site operations, including management, monitoring and enforcement
- Submitting funding and technical assistance requests/needs to the SFPs
- Manage grants, including setting up financial systems to account for the grants, with assistance if needed
- Preparing, maintaining and submitting reports to the SFPs.

1.2.4. PAN Supporting organizations

Micronesia Conservation Trust

The Micronesia Conservation Trust (MCT) is a non-profit corporation registered in the FSM, and based in Pohnpei, that is tasked with administering the FSM's Micronesia Challenge (MC) Endowment Fund. MCT is responsible for issuing and managing agreements, grants or contracts as applicable, to all organizations that are to receive disbursements from the MC Endowment Fund. Where a disbursement is to be made, MCT will issue, manage, and disburse funding in accordance with its policies and procedures.

Part 2: Protected Area Site Application and Management Requirements

What does Part 2 include?

Part 2 provides guiding information to support the preparation and submission of applications to join the FSM PAN, and what is needed to ensure PA status is maintained once achieved.

The information provided lays out who can apply to join the Protected Areas Network and what sites are eligible for PA status. It provides details about the application process, and how to apply for funding to support a PA. Furthermore, it explores the development of PA site Management Plans and the ongoing monitoring, reporting and record-keeping requirements associated with a designated PA.

2.1. Who can apply to join the FSM Protected Areas Network?

The PAN encourages broad representation of habitats for membership. All entities wishing to propose a site are encouraged to do so. State-, municipal- and/or community/traditional owner-proposed and designated (existing) terrestrial, freshwater, and marine areas that support unique communities of plants, animals, and other types of organisms, areas of high biodiversity, significant geological sites, sites that preserve traditional use, as well as other important habitats suitable for preservation are encouraged, recognized, and supported by the PAN. Applicants to the PAN will need to justify or explain why the site being proposed for inclusion in the PAN should be protected, what it protects, and how the site will be protected (general management approach).

Both existing protected area sites and newly proposed protected area sites can apply to join the PAN.

Existing protected area sites

For those sites already legally recognized by a State Governments as a refuge, protected area, or preserve, and with a current Management Plan in place, the State PAN Coordinator will work with the applicant/Management Unit to complete a formal application to join the PAN. This application process is the same as for newly proposed PA sites.

Newly proposed protected area sites

Newly proposed sites must follow the complete application FSM PAN process, including all necessary state processes as outlined in the relevant State chapters, in Part 3 of the OM.

2.2. Protected Area Network application process

The PAN application process has been designed to be as streamlined as possible while ensuring rigorous and comprehensive reviews of all applications take place at State at National levels. Figure 2 provides an overview of this process, which comprises three phases:

- Pre-application planning
- State-level review and decision making
- National review and decision making.

Each phase will be considered in turn.

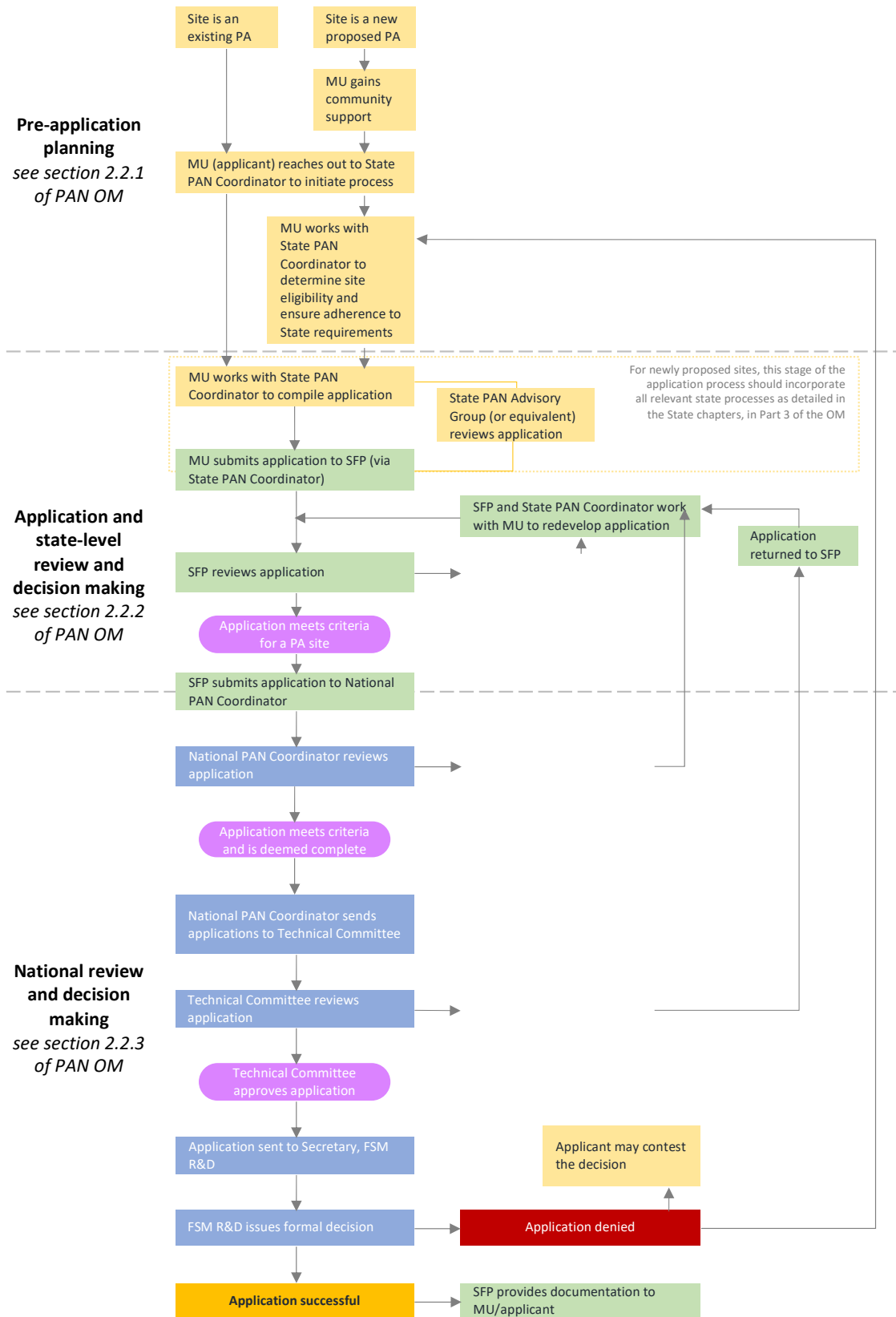


Figure 2. The FSM Protected Areas Network application process overview.
 MU: Management Unit; PA: protected area; PAN: Protected Areas Network; SFP: State Focal Point.

2.2.1. Pre-application planning

Initiating the process

Before applying, the first step is for the proposed site Management Unit to meet with their community to seek broad support for the application to the PAN, including about the area to be managed and the general type of management (see section 2.3.2 of the OM for guidelines on PA type), and to engage the community so that future gatherings to solidify goals and objectives will be anticipated by them.

Site eligibility

The site Management Unit should reach out to the State PAN Coordinator and SFP to inform them of the intention to submit an application and to determine if the site being proposed meets the criteria for a PA. General site criteria, as detailed in the National Protected Areas Network Policy Framework, can be seen in Annex 3. States may utilize just these criteria or may require additional criteria to be met, as laid out in the specific State chapters, in Part 3 of the OM.

Annex:

Site eligibility criteria as detailed in the National Protected Areas Network Policy Framework can be found in Annex 3.

A number of considerations should be taken into account when nominating a particular site. These can be seen in Figure 3, along with guiding questions for each consideration. Note that these questions are not comprehensive but provide a basis for evaluating site suitability. Not every PA will be able to answer every question, again this is a *guideline*. See section 5.6 of the PAN Policy Framework for a broader list of selection criteria.

PAN sites are to be established to meet objectives consistent with local, municipal, state, national and regional goals and needs. In particular, the applicant should consider how the site links to key state and national goals, such as State protected area legislation, the State and National Biodiversity Strategic Action Plans and/or the Micronesia Challenge (see Annex 1 for national level goals).

Annex:

Further details of relevant national, regional and global policies and strategies can be found in Annex 1.

The Management Unit and State PAN Coordinator will develop a site description outline in preparation for the formal application to the PAN.

Key timings for Pre-application planning

There is no fixed timeline for the pre-application stage as applications are accepted on a rolling basis, with no specific deadline.



Figure 3. Considerations for protected area site eligibility.
PA: protected area.

2.2.2. Application and State-level review and decision making

Once it has been established that a proposed site meets the eligibility criteria for inclusion in the PAN, the State PAN Coordinator will provide Management Units with the application material requirements and with assistance in compiling their application package. At this stage, the Management Unit will work with the State PAN Coordinator to identify if there is a need for assistance in completing an application.

Table 1 provides details of the information required for a PAN application. A checklist of this information can be seen in Annex 4. Application content may change over time and is likely to be slightly different in each State, to accommodate specific State requirements. State-specific requirements are detailed in the relevant State Chapter.

Annex: An application form template and checklist of information required for a PAN application can be found in Annex 4.

Contact information	Applicant(s) contact information, and the name(s) of the person(s) who has/have authority to act on behalf of the Applicant with regard to the Application
Site information	Location A description of the area, site name(s), lot number(s) and/or GIS location points or location of the area (and a map if available), legal description if available
	Ownership/ authority Evidence of title of ownership/authority over the site
	Letter of support If public land is being proposed as a PA site, an official letter from the applicable State, and local governments, in support of the application is required
	Outstanding disputes Information about whether or not there are any outstanding land/marine use or title disputes regarding the nominated area
Management planning	The current management plan, if available, or a site description outline, including the ongoing management practices of the site ¹
Statement of support	A statement as to why the site should be included in the PAN, including supporting documentation if the site is recognized as a protected area either by the state in which it is located, through a municipal ordinance, by community declaration, and/or traditional practices. For this section, it is useful to tie the justification to State and National plans and policies, and/or the Micronesia Challenge strategic goals (see Annex 1), as well as any other applicable plan or document
Community involvement	A description of how the Applicant has involved the site community, as well as adjoining communities, in nominating the proposed site
Prior assistance	Applicants should include a description of any past technical or financial assistance received from organizations or agencies in support of developing managed sites, and a summary of that assistance. This will help the State PAN Coordinator and SFP understand what kinds of assistance have been working and any relationships between communities and technical assistance entities
Declaration	A statement attesting that the information contained in the application is true and correct to the best of the knowledge of the signatory

Table 1. Information required for PAN application.

¹Applicants have 12 months after their application is accepted into the PAN to submit a complete management plan. See Section 2.3. Please note, however, that State-specific processes may require a management plan to be in place for designating a protected area at the State level. Please refer to the relevant State chapter.

Once the relevant information has been compiled, the MU submits an application, or draft application, to the State PAN Coordinator for initial review. The State PAN Coordinator will file the application with the SFP who, along with the State PAN Advisory Group, will review the application to ensure that it meets the criteria set out in this manual and the PAN Policy Framework. If there are desired revisions, the SFP, in collaboration with the State PAN Coordinator works with the Applicant (MU) to ensure the application is complete, is ready for review at the National level and has the greatest chance of acceptance without the need for major revisions.

Once the application is finalized and satisfactory to both the MU and the SFP, the SFP will forward the application to the National PAN Coordinator. The SFP will document and store relevant information from the application, including the date the application was received, location and general size of the proposed PA, and the contact information of the Applicant.

It is during this phase of the application process that applicants must ensure that all state processes are followed to enable state designation of a PA to be achieved.

Key timings for Application and State-level review and decision making

Applications are received from MUs on a 'rolling' basis with no specific deadline. The process of discussion and revision can take as long as is necessary to develop a strong application.

The timing of this phase of the process will predominantly be driven by the State processes that must also be followed.

2.2.3. National review

Once the application is completed, and accepted by the SFP, it is submitted to the National PAN Coordinator at FSM R&D. Applications can be made on a rolling basis, with no specific deadline.

National PAN Coordinator review

After the application has been received at the FSM R&D, the National PAN Coordinator begins processing the application for review by the Technical Committee. Each application receives a date stamp, and the National PAN Coordinator enters relevant information into recordkeeping. The National PAN Coordinator reviews each application to ensure it is complete and the site meets the necessary eligibility criteria. The National PAN Coordinator should conduct this review within thirty (30) working days of receipt of the application.

If the application DOES NOT meet the criteria and revisions are needed (for example if the application is not complete), the application is returned to the SFP within the thirty (30) working days time period, with justifications for why revisions are needed. The SFP should then re-engage with the Management Unit to address the stated reasons why the application did not meet the criteria, and resubmit if desired by the Applicant.

If the application DOES meet the criteria, and is deemed complete, it is forwarded to the Technical Committee for review and recommendations.

Technical Committee review

The Technical Committee complete their review of the application and make their recommendation within thirty (30) working days. Each member of the Technical Committee individually evaluates the applications in accordance with the criteria outlined in Annex 3 of this OM and section 5.1 and 5.6 of the PAN Policy Framework. Each Technical Committee member will provide a recommendation in writing to the National PAN Coordinator to either grant or deny the application, along with a written justification for their decision. The National PAN Coordinator should compile these reviews in preparation for the Technical Committee review meeting.

The National PAN Coordinator should convene a meeting of the Technical Committee, ideally quarterly. Due to the membership of this committee, and the challenges of convening in person, while one of these quarterly meetings should ideally be in person, the others may be remote. During these committee meetings, the National PAN Coordinator shares the compiled recommendations for each application for discussion and the Technical Committee should reach a consensus as to whether to recommend approving or denying each application. Final recommendations of the applications that meet the criteria are compiled by the National PAN Coordinator and submitted to the Secretary of FSM R&D.

Secretary of the FSM Department of Resources and Development review

The Secretary of FSM R&D is the authorized entity to make the final determination as to whether or not to accept each Application as a member of the PAN. This determination will be made, if possible, within fifteen (15) working-days of receiving the recommendations from the Technical Committee. The Secretary will make her/his decision based on the site eligibility criteria as detailed in Annex 3 of this OM and in Section 5.1 and 5.6 of the PAN Policy Framework, taking into consideration the recommendations of the Technical Committee.

The final decision, along with justifications for that decision, will be issued by FSM R&D to the Applicant via the SFP and State PAN Coordinator. The State PAN Coordinator should communicate the decision to the Applicant within the timeframe agreed by each state.

Annex:

Site eligibility criteria as detailed in the National Protected Areas Network Policy Framework can be found in Annex 3.

Key timings for National review and decision making

Applications are received by the National PAN Coordinator on a 'rolling' basis with no specific deadline

National PAN Coordinator will review all applications within thirty (30) working days of their receipt. Any applications that do not meet the necessary criteria will be returned to the SFP and State PAN Coordinator within this thirty (30) working day period

The Technical Committee will review all applications and make recommendations within thirty (30) working days of their receipt

The Secretary of FSM R&D will make the final determination of an application within fifteen (15) working days of receiving the Technical Committee's recommendation

2.2.4. When an application is unsuccessful

If an application is denied, a full justification for the denial will be provided. If an applicant wishes to contest a denial, they can submit a written notice addressed to the Secretary of FSM R&D, with a copy to the SFP via the State PAN Coordinator, within thirty (30) working days of receipt of the decision. The notice should specify which finding of facts the applicant disputes, or other reasons why the justification forwarded by the FSM R&D is disputed. The Secretary shall have thirty (30) working days to reconsider the application and give a new written Order to the Applicant and the relevant State Focal Point. Applicants are also authorized to restart the application process by submitting a revised application to the State Focal Point.

Key timings for an application that is not successful

The MU of any application that is not successful may contest the decision within thirty (30) working days of receiving notice of the decision

The Secretary of FSM R&D will reconsider the application and provide their decision to the SFP within thirty (30) working days

2.3. Developing a management plan for a protected area

Once a site has been accepted into the PAN, the Management Unit has 12 months to develop/revise and submit a Management Plan for that site.

The following information is designed to help coordinate management across the PAN. It is not a process to dictate what a management plan should be at the implementation level – that is up to each Management Unit.

2.3.1. About protected area site Management Plans

Each Management Unit will have oversight for the operation and management of the PA that becomes a member of the FSM PAN, with input and direction from the larger community supporting it. Part of managing a PA site is the development of a Management Plan. Management Plans are at the heart of a thriving, successful FSM PAN.

Each PA site should have a management plan that reflects its purpose, goals, and community support. The State PAN Coordinator, SFP, State PAN Advisory Group (if in place) and other technical assistance entities should work with Management Units and communities in the development of their Management Plans, and to ensure that they meet relevant state and national requirements. The process of developing a Management Plan can also be guided using tools such as those listed in Annex 5.

Annex: A list of tools to help guide the process of developing a Management Plan can be found in Annex 5.

The importance of community
 Community input is key to success of a PA site, as the community will

- Support the site
- Help with site monitoring
- Help to determine the changing needs of the site.

The community will provide input on the management of the PA site to the Management Unit. The Management Plan should be directed by the community and should address specific local needs.

2.3.2. The elements of a Management Plan

Although each Management Plan is unique and site-specific, the FSM Protected Areas Network Policy Framework requires specific common elements to be included in all Management Plans in order to track and document the approach and successes of the network as a whole (both nationally and regionally). This should not take away from the fact that each Management Plan should be directed by local communities and address local needs. The required elements are detailed below, and a checklist is provided in Annex 6.

A. Purpose: General information about the designated protected area, including biological, ecological, socio-economic, cultural, and historical information. This will include the major reasons for the management (e.g., sustainable resource use, maintenance of traditional systems, protection of a special area such as for species of concern, reproduction etc.). PA descriptions should fall under one or more of the broad categories detailed in the table below.

Protected area general categories
<p>Sustainable uses</p> <p>This applies to sites that will be managed for sustainable use by local communities. Locally determined regulations will ensure that the resource use is sustainable and maintains the ecological and cultural integrity of the site</p> <ul style="list-style-type: none"> • Permission or permit may be required to use the site • Recreation, education, monitoring and/or research use may be allowed per local decision • Sustainable and/or subsistence extractive uses may be allowed per local decision and regulations

Non-extractive uses

These are sites that may allow multiple uses but do not allow extraction of resources

- Permission or permit may be required
- Recreation, education, monitoring and/or research use allowed
- Extractive uses not allowed

Restricted non-extractive (no-take) uses

These sites require special permits and permission, and may allow use for education or research purposes, but no other uses. This is the most restrictive type of managed site

- Permission or permit required
- Recreation and extractive uses not allowed
- Education, monitoring and/or research with permission

Recognizing that many PAs will have multiple benefits and will address several of the features described below, once the general category for the site has been determined, Management Units are also encouraged to review and select descriptors from the International Union for Conservation of Nature (IUCN) list of internationally recognized management and conservation categories provided (Table 2), selecting as many as are applicable. This will enable Management Plans to be integrated into the larger state and national networks and help national coordinators report and communicate with international leaders.

B. Goals and objectives of the protected area: The goals should include the main factors to measure as a part of evaluating the PA successes and challenges (indicators, targets and milestones).

C. Management Unit composition: A list of individuals and entities composing the Management Unit, including a description of their roles and responsibilities.

D. Management policies: A list and brief description of the main policies, rules, regulations and protocols for the managed site, if they exist.

E. Enforcement: A detailed description on how the Management Plan is/will be enforced, including an explanation of the role played by the Management Unit to ensure that state and national PAN policies are being enforced.

F. Monitoring and Evaluation: A description of how the site would be monitored and evaluated following standard Micronesia Challenges protocols. Management Units should:

- a) Identify the standard Micronesia Challenge monitoring protocols to be used, as well as any additional site monitoring objectives and procedures (both ecological and socioeconomic monitoring can be an area for which communities could seek assistance)
- b) Assess management effectiveness through the use of the Micronesia Protected Area Management Effectiveness tool ([link to MPAME tool](#))
- c) Monitor and track progress of the activities at the site. Management Units may decide to expand on these standard regional monitoring guidelines and protocols beyond those developed for the Micronesia Challenge.

G. Public outreach and education: a communication plan to promote public awareness and community education and support for the protected area.

H. Operations plan: this should include information on (a) the day-to-day operational procedures and administration; and (b) the procedures for reviewing and updating the Management Plan and budget plan for the site.

Annex:

A checklist of the required elements for inclusion in a Management Plan can be found in Annex 6.

2.3.3. Adaptive Management

Management Plans should be adaptive in nature (see Annex 7 for information on adaptive management), and annual updates to plans should reflect the need to change based on social, environmental, and economic factors.

Annex:	Information about adaptive management can be found in Annex 7.
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These general guidelines may also be used to form the basis of the Annual Report for a PA.

Using the below International Union for Conservation of Nature categories of protected areas provides information that is comparable across countries and regions as recognized in the Convention of Biological Diversity (Decision VII/28)

<p>Protected area managed mainly for the sustainable use of natural ecosystem Area containing predominantly unmodified natural systems, managed to ensure long term protection and maintenance of biological diversity, while providing at the same time a sustainable flow of natural products and services to meet community needs.</p>
<p>Protected area managed mainly for ecosystem protection and recreation Natural area of land and/or sea, designated to (a) protect the ecological integrity of one or more ecosystems for present and future generations, (b) exclude exploitation or occupation inimical to the purposes of designation of the area and (c) provide a foundation for spiritual, scientific, education, recreational and visitor opportunities, all of which must be environmentally and culturally compatible.</p>
<p>Protected area managed mainly for landscape/seascape conservation and recreation Area of land, with coast and sea as appropriate, where the interaction of people and nature over time has produced an area of distinct character with significant aesthetic, ecological and/or cultural value, and often with high biological diversity. Safeguarding the integrity of this traditional interaction is vital to the protection, maintenance and evolution of such an area.</p>
<p>Protected area managed mainly for science Area of land and/or sea possessing some outstanding or representative ecosystems, geological or physiological features and/or species, available primarily for scientific research and/or environmental monitoring.</p>
<p>Protected area managed mainly for wilderness protection Large area of unmodified or slightly modified land, and/or sea, retaining its natural character and influence, without permanent or significant habitation, which is protected and managed so as to preserve its natural condition.</p>
<p>Protected area managed mainly for conservation of specific natural features Area containing one, or more, specific natural or natural/cultural feature which is of outstanding or unique value because of its inherent rarity, representative or aesthetic qualities or cultural significance.</p>
<p>Protected area managed mainly for conservation through management intervention Area of land and/or sea subject to active intervention for management purposes so as to ensure the maintenance of habitats and/or to meet the requirements of specific species.</p>

Table 2. International Union for Conservation of Nature (IUCN) protected area categories.

2.4. Protected area Annual Workplans

Annual Workplans are generally developed alongside Management Plans and should include details of the specific activities to be carried out over the course of 12 months and which serve to achieve the objectives of the Management Plan. These activities should be budgeted and must be evaluated annually.

Management Units should contact their State PAN Coordinator for more information and assistance in developing their Annual Workplan.

An Annual Workplan is required to support any request for funding.

2.5. Accessing financial support for a protected area

2.5.1. About funding support

The PAN is designed to guide the use of funds from the FSM Micronesia Challenge Endowment Fund, administered by MCT, and other external sources so that Micronesians may accomplish common sustainability goals and improve community wellbeing.

There are two types of funding that can be accessed through the PAN:

- **Annual Funding.** This is the main type of Funding available to Management Units. Requests for annual funding must reflect activities included in the Annual Workplan for the PA.
- **Competitive Awards,** such as small grants, may also be available to Management Units. These are announced in the event that that FSM MC Endowment Fund remains unallocated.

2.5.2. Requirements to access funding support

In addition to the requirement an approved Management Plan and an Annual Workplan to be in place in order to apply for funding, both Annual Funding and Competitive Awards can only be accessed either directly by a Registered Organization or through a Fiscal Sponsor.

Registered Organizations

If a Management Unit has been officially registered as a Community Based Organization (CBO) or Non-Governmental Organization (NGO) for at least two (2) years, a direct application for funding can be made by following either the Annual Funding or Competitive Awards processes detailed in this section of the OM.

Fiscal Sponsors

If a Management Unit has not been in existence for at least two (2) years, or has not been officially registered as a Community Based Organization (CBO) or Non-Governmental Organization (NGO) for at least two (2) years, it must be fiscally sponsored by another organization that has been registered for two (2) years to be eligible to receive funding (annual funding and/or competitive project awards).

MUs can contact MCT for information about possible Fiscal Sponsors. Fiscal Sponsors that are recognized by MCT should disburse funds for PAN members' projects in a timely manner and maintain prudent and accurate records of all transactions as required by MCT.

MUs are encouraged to reach out to potential fiscal sponsors as early as possible, either directly or through their State PAN Coordinator.

All non-registered CBOs are encouraged to become registered in order to work independently.

2.5.3. Requesting Annual Funding

Applying for funding takes place before the start of the FSM Government fiscal year, and reviewing and funding decisions are made within the second quarter of the FSM Government fiscal year.

Funding cycles

- The FSM’s Micronesia Challenge Endowment Fund operates on an annual budget cycle that ends on December 31st and begins on January 1st of each year.
- The PAN Funding application cycle operates on the FSM Government fiscal year that ends on September 30th and begins on October 1st of each fiscal year.

Table 3 provides a detailed summary of the Annual Budget Cycle and review process for PAN funding, including key dates and deadlines for Management Units requesting funds.

Elements to include in an Annual Funding request

Each Annual Funding request should be accompanied by the following documentation and/or information (see Annex 8. for a checklist of these requirements):

- An approved Management Plan. All Management Units must have a current Management Plan prior to receiving funds through an Annual Funding request
- A description of the activities to be funded
- Identification of anticipated outcomes and results, and a description of the indicators and procedures to be used to monitor and determine progress towards outcomes and results
- A copy of the site’s full Annual Workplan and corresponding budget
- A detailed budget reflecting the activities to be funded, including line items, subtotals, and totals. This should be provided as a Microsoft Excel spreadsheet or equivalent
- A written explanation and justification for each budget line item requested
- A summary of implementation of prior annual workplans, including a description of any previous funding received through the Protected Areas Network, with an emphasis on accomplishments to date and remaining challenges (and/or the performance monitoring and evaluations report described in Section 8.3 of the PAN National Policy Framework).

Annex:

A checklist of elements to include in an Annual Funding request can be found in Annex 8.

Key dates	Stakeholders	Activities
July 30	Technical Committee	At least two months prior to the end of each fiscal year, the Technical Committee determines the amount of money available to support Management Units during the next fiscal year. This budget is based on the amount of funds available from the FSM Micronesia Challenge Endowment Fund, as well as any additional funding available
August 30	Management Unit State PAN Coordinator State Focal Point	At least one month prior to the start of the next FSM’s government fiscal year, Management Units of Protected Areas Network member sites are to submit Requests for Funding activities in the protected area’s next annual workplan to the State Focal Point, via the State PAN Coordinator. The State Focal Point submits funding requests to the National PAN Coordinator
September 30	FSM Government fiscal year ends / Q3 of calendar year ends	
October 1	FSM Government fiscal year begins / Q4 of calendar year begins	
Within 10 working days (October 15)	National PAN Coordinator	The National PAN Coordinator compiles all submitted Funding Requests and submits the package to the Technical Committee within ten (10) working days following the start of a new fiscal year
Within 30 days (approx. November 15)	Technical Committee	Technical Committee members individually evaluate Funding Requests, taking into consideration the content of each request and the annual budget for the Protected Areas Network. Technical Committee members then provide an initial recommendation in writing to the National PAN Coordinator to either grant each Funding Request in full or in part, along with a written justification for their recommendation. Recommendations must be provided within 30 working days of receiving the Funding Request packages. The National PAN Coordinator compiles all the recommendations
	National PAN Committee Technical Committee	The National PAN Coordinator convenes an in-person or remote meeting, or meetings, of the Technical Committee. During the committee meeting(s) the National PAN Coordinator shares the compiled recommendations for each Funding Request with the Technical Committee for discussion. Consensus-based decisions are reached to fund each request in whole or in part, or to deny a request, taking into consideration the annual budget for the Protected Areas Network. The National PAN Coordinator compiles the final decisions of the Technical Committee and submits them to the Secretary of FSM R&D
Within 15 days	Secretary, FSM R&D	The Secretary of FSM R&D issues Order to MCT and Management Units of Funding Decisions, with justifications.
December 31	Q1 of FSM Government fiscal year ends / calendar year ends	
January 1	Q2 of FSM Government fiscal year end / calendar year begins	
By end Q1 calendar year	Micronesia Conservation Trust	Micronesia Conservation Trust issues funds to Management Unit or fiscal sponsor
Ongoing until next Annual Budget Cycle begins	Management Units and / or fiscal sponsors	Funds used to accomplish objectives in submitted Annual Workplans. Progress monitored. If MUs are fiscally accredited they are responsible for maintain prudent and accurate records of all transactions as required by the Micronesia Conservation Trust, otherwise the fiscal sponsor has this responsibility Following the completion of the Annual Budget Cycle, should funds remain available and unallocated, the Technical Committee may solicit the Secretary of FSM R&D to open Competitive Awards

Table 3. FSM PAN Funding Annual Budget Cycle and Review Process.

FSM R&D: FSM Department of Resources and Development; MCT: Micronesia Conservation Trust; PAN: Protected Areas Network; Q: quarter (fiscal or calendar).

2.5.4. Applying for Competitive Project Awards

Following the completion of the Annual Funding Budget Cycle, should funds remain available and unallocated, the Technical Committee has the option to direct the opening of a competitive solicitation for additional projects in support of the PAN. External funding availability may also enable the opening of a competitive solicitation.

Following direction from the Technical Committee, the Secretary of FSM R&D will in turn direct MCT to issue a competitive solicitation and to keep it open until such time as all remaining funds have been awarded and/or MCT is directed by the Technical Committee, through the Secretary of FSM R&D to close it.

The primary purpose for any additional projects is to support the growth, consolidation and effectiveness of the PAN as a whole. As such, these competitive awards are not limited to supporting the work of one Management Unit or member site and will reflect the contents of the FSM Protected Areas Network Policy Framework, the FSM Country Program Strategy, and MCT policies and procedures.

The following types of activities, as well as others deemed relevant by the Technical Committee, may be considered for Competitive Project Award only for those entities engaged in the implementation of the FSM PAN (Figure 4).



Figure 4. Activity types funded through the Competitive Project Awards.

Table 4 provides a summary of the Competitive Project Award application and review process, including key timings.

FSM PAN Competitive Project Award Application and Review Process		
Key dates	Stakeholders	Activities
Q3 FSM Government fiscal year / Q2 calendar year	Technical Committee	Following the disbursement of funds approved under Annual Funding Budget Cycle, the Technical Committee may direct the Secretary of FSM R&D to open a competitive solicitation for additional projects in support of the PAN, based upon the availability of remain funds
	Secretary, FSM R&D	The Secretary of FSM R&D directs MCT to issue competitive project awards
	Micronesia Conservation Trust	Competitive Project Awards announced
Within 30 working days	Entities engaged with the PAN	Submit applications to MCT on a rolling basis
	Micronesia Conservation Trust	MCT review competitive awards applications to ensure they meet the minimum eligibility criteria (see Annex 3). <ul style="list-style-type: none"> ▪ Applications deemed to be complete, are submitted by MCT to the National PAN Coordinator on a rolling basis. ▪ Applications that are determined to be incomplete, are returned to the Applicant within thirty (30) working days of their receipt along with a letter or email identifying the reason(s) that the proposal was determined to be incomplete MCT submits the reviewed applications to the National PAN Coordinator on a rolling basis
	National PAN Coordinator	Submits the competitive project award applications to the Technical Committee for review
Within 15 working days	Technical Committee	The Technical Committee members individually evaluate applications in accordance with the criteria outlined in Section 7.6 of the FSM Protected Areas Network Policy Framework and Annex 9, taking into consideration the funds remaining in the PAN Annual Budget. The Technical Committee members then provide a recommendation in writing to the National Pan Coordinator to either award or deny each application, along with a written justification for their recommendation.
	National PAN Committee Technical Committee	The National PAN Coordinator convenes an in-person or remote meeting, or meetings, of the Technical Committee. During the committee meeting(s) the National PAN Coordinator shares the compiled recommendations for each Funding Request with the Technical Committee for discussion. Consensus-based decisions are reached as to whether or not to make an award. The National PAN Coordinator compiles the final decisions of the Technical Committee and submits them to the Secretary of FSM R&D
Within 15 days	Secretary, FSM R&D	The Secretary of FSM R&D issues Order to MCT and Management Units of Funding Decisions, with justifications.
Ongoing	Micronesia Conservation Trust	Micronesia Conservation Trust issues funds to the applicant or fiscal sponsor

Table 4. FSM PAN Competitive Project Award Application and Review Process.

FSM R&D: FSM Department of Resources and Development; MCT: Micronesia Conservation Trust; MU: Management Unit; PAN: Protected Areas Network; Q: quarter (fiscal or calendar).

Annex:	Site eligibility criteria as detailed in the National Protected Areas Network Policy Framework can be found in Annex 3.
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Annex:	Criteria for the review of Competitive Project Awards can be found in Annex 9.
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Role and responsibilities of the Micronesia Conservation Trust in the Competitive Project Awards process:

- Review each application to ensure it is complete by containing at a minimum the elements to be included in an application (outlined in the section below)
- Return an incomplete application to the Applicant within thirty (30) working days of its receipt along with either a letter or email identifying the reason(s) that the application was determined to be incomplete
- Follow all other procedures required by the MCT Policy and Operations Manual
- Submit complete proposals to the National PAN Coordinator who is responsible for managing the Technical Committee's review of each application

Elements to include in a Competitive Project Award application

Each Competitive Project Award application should be accompanied by the following documentation and/or information (see Annex 10. for a checklist of these requirements):

- The applicant's name, address, phone number, and email (if available), together with the name of the person who has authority to act on behalf of the Applicant with regard to the proposal
- A technical proposal including a detailed description and timeline of proposed activities
- A description of the anticipated outcomes and results of the proposed activities, along with a description of the indicators and procedures to be used to monitor progress
- A detailed budget reflecting the activities to be funded, including line items, subtotals, and totals. This should be provided as a Microsoft Excel spreadsheet or equivalent
- A description of how the proposal would benefit the PAN, including a description of how the project is aligned to existing Management Plans, state, and/or national policies and action plans
- A description of organizational capacity including technical, financial, and management capacity to implement the proposed project
- A description of any previously implemented activities similar in size and scope to those proposed, and summary of results achieved
- A statement attesting that the information contained therein is true and correct to the best of the knowledge of the person signing the proposal
- Any other information required in the Solicitation.

Annex:	A checklist of elements to include in a Competitive Project Award application can be found in Annex 10.
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2.5.5. Funding decision, process and notification

Notification on funding decision

The Secretary of FSM R&D is responsible for issuing the orders reflecting the Technical Committee's funding decisions, both those made during the Annual Funding Budget Cycle and in relation to any Competitive Project Awards. The Secretary will make all reasonable efforts to issue orders within fifteen (15) working days after receiving the decisions from the National PAN Coordinator.

The orders shall be delivered to applicants with a copy to MCT. Acknowledgment of receipt by the applicant and MCT is to be obtained.

Contesting and revoking funding decisions

Contesting a funding decision

If a Management Unit's funding request has been denied, it is usually because one or more elements of the application were not clear or did not address important elements. The Management Unit can contest the decision, within thirty (30) working days, by emailing or writing to the Secretary of FSM R&D. Management Units should include their justifications in their correspondence, which the Secretary of FSM R&D will forward to the Technical Committee. The TC will reconsider the Funding Request and notify the Secretary within thirty (30) working days. If the application does not include required elements, the application can be revised and resubmitted in the next funding cycle. Dispute arising around funding decisions should be handled following section 9.4 of the FSM Protected Areas Network Policy Framework.

Revoking funding or PAN membership

If Management Units are unable to adhere to the PAN policies for engagement, implementation and reporting, the Secretary of FSM R&D has the right to withhold funds or remove membership from the PAN (PAN Policy Framework - 7.8 & 7.9).

2.5.6. Issuance of agreements and disbursement of funds

It is the responsibility of MCT to issue, manage, and disburse funding for each award in accordance with its policies and procedures. If during the implementation of an award, either a budget award under the Annual Funding Budget Cycle or a Competitive Project Award, the Secretary of FSM R&D and the Technical Committee determine in writing that an awardee is out of compliance with any element of the FSM Protected Areas Network Policy Framework, MCT will withhold funds until otherwise instructed in writing by the Secretary of FSM R&D and the Technical Committee.

2.6. Requirements for monitoring, reporting and record keeping

Different requirements for monitoring, reporting and record keeping are in place for different PAN stakeholders. These requirements will be detailed by stakeholder.

A reporting timeline can be seen in Figure 5, at the end of this section.

2.6.1. Management Units

Protected area management reporting

Management Units and all other entities that receive PAN funding are responsible for monitoring and reporting the progress of their management plan implementation. In accordance with Section 7.2 of the FSM Protected Areas Network Policy Framework, a detailed annual workplan is required.

Management Units are also responsible for keeping records relating to the management of their designated PAs. Records include:

- PAN application
- Site Annual Workplan
- Monitoring reports
- Annual financial statements
- Other documents, such as scientific reports related to assessments and monitoring.

Failure to adequately provide records, as agreed upon with State Focal Points, may result in loss of funding and withdrawal from the PAN.

Management Units are to coordinate with their respective SFP on reporting needs prior to work plan implementation, but it is recommended that written updates on workplan deliverables are submitted quarterly. This includes the Annual Report, due by August 31st, of each year, that highlights progress made towards proposed Annual Workplan outcomes (i.e., number of monitoring activities conducted).

Competitive Project Award reporting

Management Units receiving competitive grants are required to identify anticipated outcomes and results along with the indicators and procedures to be used to monitor progress towards those outcomes and results. Management Units are subject to the reporting requirements set forth by MCT or the administering organization (i.e., fiscal sponsors). A management unit fiscally sponsored by another organization shall work closely with their fiscal sponsor on fulfilling grant reporting requirements. Failure to adequately provide records may result in cancellation of grant agreement and cessation of project funding.

Site Visits

As part of the monitoring process, the National PAN Coordinator and representatives from the Technical Committee and/or MCT may conduct monitoring visits to verify progress and contribute where possible, to the outcome of the work plan of the designated PA. Site visits should be coordinated with Management Units via the State PAN Coordinator to avoid undue disruption of site management.

2.6.2. State Focal Points

Record Keeping

The State Focal Points, assisted by the State PAN Coordinators, will work closely with the National PAN Coordinator and MCT to collect and store all records, especially state-level documents, provided to them by the respective Management Units. Records include, but are not limited to:

- PAN applications

- Management plans
- Site workplans
- Monitoring reports
- Annual financial statements
- Quarterly progress updates
- Other documents, such as scientific reports, generated during the implementation of work plans and deliverables from any competitively funded projects.

State PAN Coordinators will also keep copies of any press releases, pre-project and post-project surveys of any kind, local early action planning and management (LEAP) documents, and other similar reports.

Copies of pertinent records, such as PA site annual reports, shall be forwarded to the National PAN Coordinator, at least once a year, or as determined by the National PAN Coordinator or the National Technical Committee. If deemed helpful by both the State Focal Points and the National PAN Coordinator, annual state PAN summary reports may be prepared for submission to the National PAN Coordinator.

Knowledge management system

Records can be stored physically, electronically, or both physically and electronically. This may vary per state, though efforts should be made to standardize the system to facilitate easier peer-to-peer sharing. Each SFP should also ideally maintain a PA central tracking tool to help with periodic monitoring, evaluation, and identifying areas of assistance to Management Units.

Options for knowledge management systems, as well as PA tracking tools, exist and examples are the Micronesia Protected Area Management Effectiveness (MPAME) tool ([link to MPAME tool](#)). Tools for monitoring and evaluation of the PA performance are to be discussed and decided upon by State Focal Points with the National PAN Coordinator and MCT. These existing tools can be modified or adapted as needed per state.

2.6.3. Department of Resources and Development: PAN Secretariat

Record keeping

FSM R&D shall collect information and establish record keeping, reporting, and monitoring and evaluation requirements related to the performance of the Protected Areas Network.

Financial and performance monitoring

FSM R&D, represented by the National PAN Coordinator, shall be responsible for maintaining national-level records related to the PAN, including pertinent records forwarded by the SFPs. The National PAN Coordinator, working closely with MCT, shall keep records of and monitor the finances of the PAN and furnish all financial PAN records to the Secretary of FSM R&D or his/her designee, who is tasked with monitoring PAN finances.

Annual Summary Report

FSM R&D, represented by the National PAN Coordinator, shall compile an Annual Summary Report about the PAN implementation, to be released no later than December 31st (three [3] months following the end of the FSM fiscal year). Content of the Annual Summary Report is outlined in Section 8.4 of the FSM Protected Areas Network Policy Framework.

2.6.4. Micronesia Conservation Trust

The Micronesia Conservation Trust (MCT) is responsible for collecting all deliverables prescribed under Competitive Project Awards, and for providing a copy to the National PAN Coordinator. As Administrator of the FSM MC Endowment Fund, MCT will undergo annual audits, as described in the PAN FSM Country Program Strategy.

Other entities that receive a Competitive Project Award are required to submit monitoring and evaluation reporting in accordance with their agreements with MCT, or other organizations administering the award (i.e., fiscal sponsors). MCT will keep a copy of each performance monitoring and evaluation report in accordance with its policies and procedures, and send them to the National PAN Coordinator. In addition, MCT will provide quarterly financial reports and an Annual Narrative Report to FSM R&D.

MCT representatives may participate in monitoring visits to verify implementation progresses of competitive project implementers and Management Units.

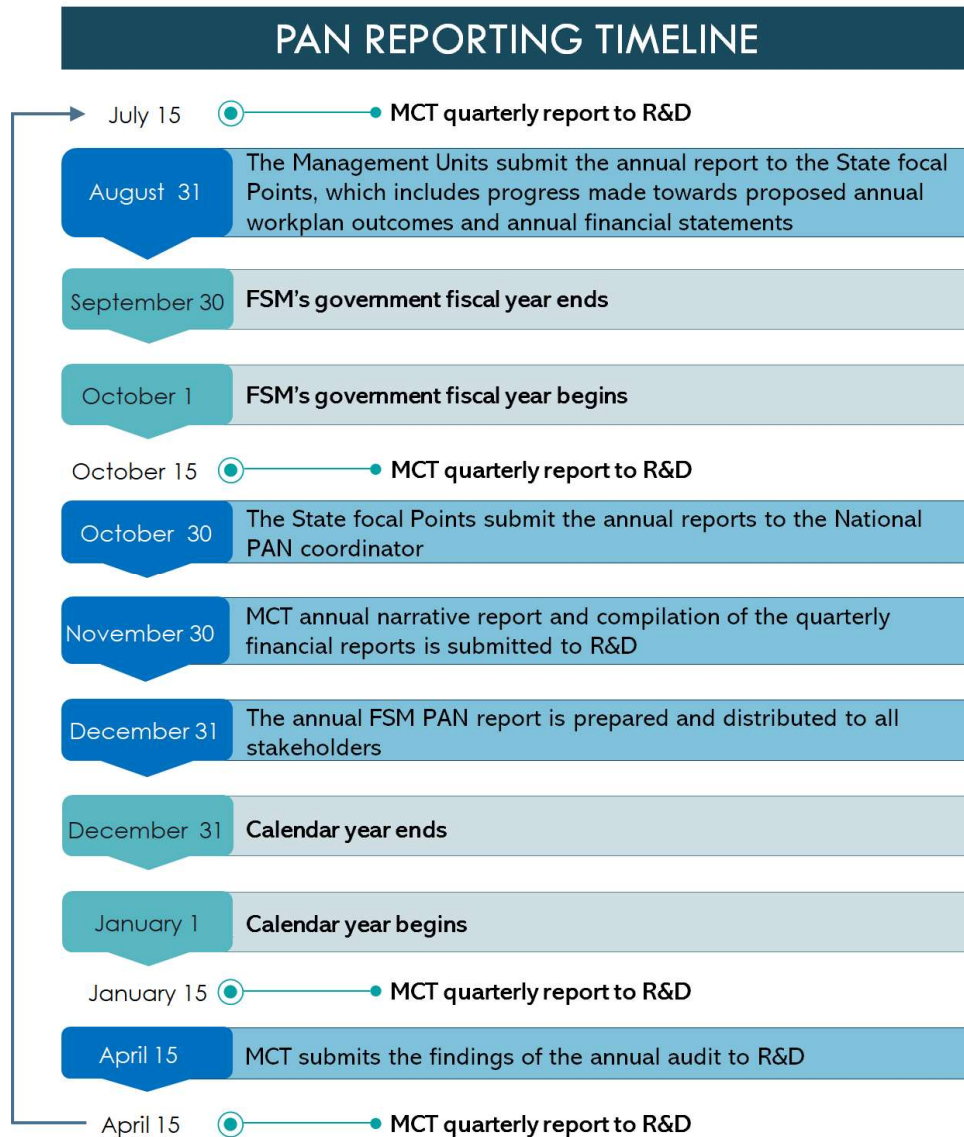


Figure 5. PAN reporting timeline.

MCT: Micronesia Conservation Trust; PAN: Protected Areas Network; R&D: FSM Department of Resources and Development.

Part 3: State Chapters

What does Part 3 include?

Part 3 contains an individual chapter for each FSM State. These chapters contain state-specific information with regard to each State PAN in relation to the nationwide PAN.

State-specific organizational frameworks and application processes are outlined and linked to the FSM PAN. Where State requirements for record-keeping, monitoring and evaluation differ from the those of the FSM PAN, these are highlighted.

3.1. Chuuk State

State introduction

The vast majority of terrestrial and near-shore natural resources in Chuuk State are privately owned, and traditional governance is extremely important in the relation to environmental matters.

There are three marine protected areas (MPAs) and two terrestrial PAs recognized under Chuuk State law. Nine communities are involved in PA management across Chuuk State, four of which have their Management Plan in place and five who currently have Management Plans in development. PAs are mainly initiated through a community-first approach, whereby individual resource owners or communities have instigated the PA designation process.

Policies and regulations

The PAs of Chuuk fall under the legislative remit of Chuuk State Law No. 14-17-05, known as the *Chuuk Protected Areas Network Act of 2017*. Designation of PAs in Chuuk State involves a number of stakeholders (as will be described later in this chapter). The administration and management oversight of MPAs in Chuuk State is the responsibility of the Department of Marine Resources, while for terrestrial PAs this falls to the Department of Agriculture.

State stakeholders

The state-level stakeholder roles are shown in the following diagram and are described below.

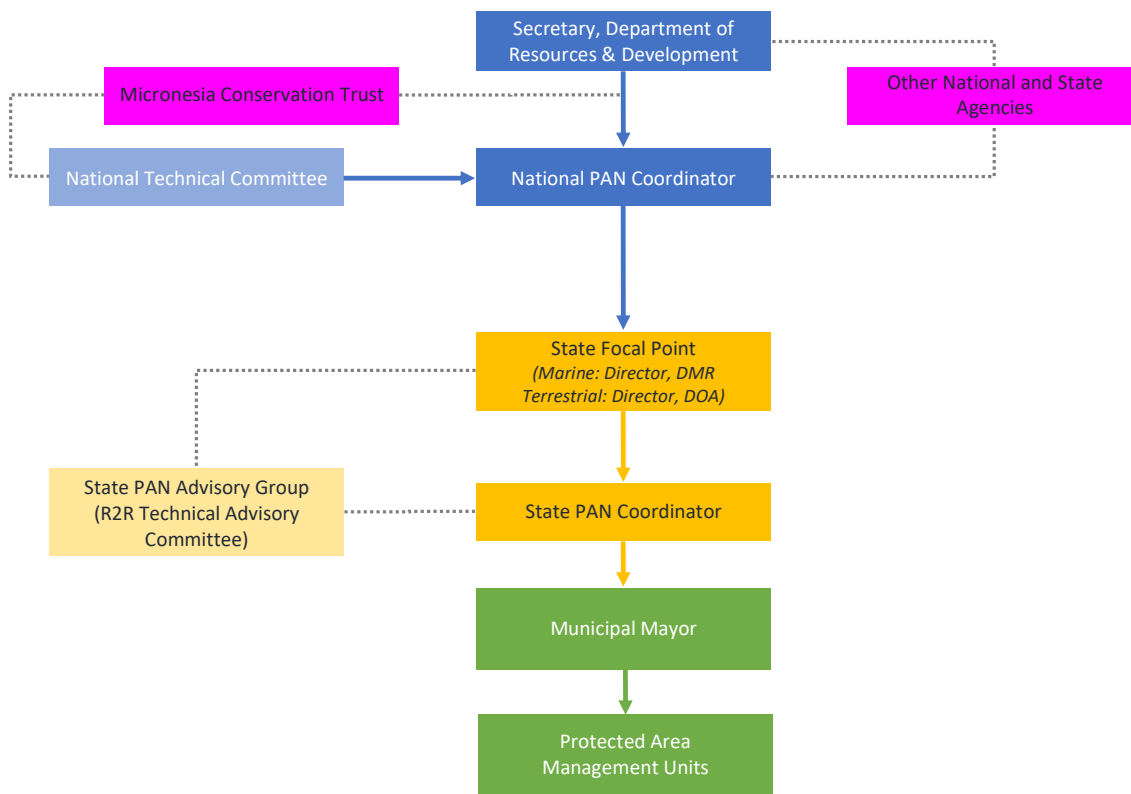


Figure 1. Key Chuuk State stakeholders in the FSM PAN.
 DMR: Department of Marine Resources; DOA: Department of Agriculture; R2R: Ridge to Reef Program; PAN: Protected Area Network.

State Focal Point

The Chuuk State Focal Point is a dual role fulfilled by both the Director of Department of Marine Resources and the Director of the Department of Agriculture. Each of the Chuuk SFPs will oversee the work of the State PAN Coordinator in relation to either MPAs or terrestrial PAs, and will act as the main point of contact for Chuuk State in matters relating to the PAN.

The Chuuk State Focal Points details are provided below:

Chuuk State Focal Point – Marine:	Kirisos Victus
Email:	kirisosvictus@yahoo.com
Telephone:	330-6729
Chuuk State Focal Point – Terrestrial:	Mondale Tim
Email:	mondaletim@gmail.com
Telephone:	330-2754

State Protected Area Network Coordinator

There is currently no State PAN Coordinator in post in Chuuk State. Once appointed, the State Focal Point will fulfil those responsibilities detailed in Part 1 of this OM.

Chuuk PAN Advisory Group

While a State PAN Advisory Group is not a requirement of the National PAN Policy Framework, such a group provides a number of services, including the independent review of PAN applications, and the provision of technical advice.

The Chuuk State Environmental Working Group (which also serves as the Ridge to Reef Technical Advisory Committee) acts as the State PAN Advisory Group.

Municipal Mayor

The Municipal Mayors play an early role in the Chuuk State PA designation process. The Municipal Mayor will work with communities and traditional owners to prepare an initial proposal to be submitted to the State Focal Point to officially begin the process.

Management Units

A Management Unit is required for each PA. The unit should consist of at least five members, a majority of which should include the owner of the resource in questions (land, reef etc.). Remaining members shall be approved by the community.

Communities/Traditional Owners

Communities and Traditional Owners are central to any application to the Chuuk PAN and in most cases should initiate the process.

Criteria for protected area designation

While no specific criteria are in place for PAs at the state level, designation under the FSM PAN will require the site to be described using those categories included in Part 2 of this OM.

It is recommended that gender and social inclusion be streamlined into the PA system to support the establishment of opportunities for women and vulnerable members of society.

Application process

Established Protected Areas

The Chuuk Protected Areas Network Act brings existing PAs into the Chuuk State Protected Areas Network. Inclusion of these, and subsequently designated marine and terrestrial PAs sites, into the FSM PAN will not be automatic. Sites must demonstrate that they meet the criteria required of the FSM PAN.

As detailed in the National PAN Policy Framework, for an established site to be considered for inclusion in the FSM PAN, it must be legally recognized by the Chuuk State Government. An application must be submitted in coordination with the Chuuk State PAN Coordinator, and that application must follow the PAN application process detailed Part 2 of this OM.

New Protected Areas

The process for the designation of a site as a PA is a ground-up process that begins with communities and the owners of natural resources. The inclusion of proposed PA sites in the Chuuk State Protected Areas Network is detailed in the Chuuk Protected Areas Network Act of 2017. In addition, the Chuuk State Land Commission should be engaged in application process to prevent any land disputes from arising. The state-level application process can be aligned to the national PAN application process, as detailed in Figure 2. This diagram should be considered in combination with the national process presented in Section 2.2 of this OM.

Developing a Management Plan

Management Units are required to develop a Management Plan for their site. The Chuuk Conservation Society will work with the site Management Unit to develop their management plan. This will require community consultations to take place. While the National PAN Policy Framework does not stipulate a life span for a Management Plan, the Chuuk Protected Areas Network Act requires that Management Plans shall be updated and reapproved by the Management Unit at least once every five years.

Site Management Plans shall:

- Contain all the elements required under the system-wide management plan developed by the SFP
- Provide guidelines and requirements for traditional ownership and use rights
- Evaluate and define the proposed land uses, facilities, concessions, operation of the area, any environmental impacts, and the management of the resources.

Management Units intending to apply for inclusion of their site in the FSM PAN should also follow the Management Plan requirements detailed in Part 2 of the PAN OM.

Site Management Plans should not be confused with Annual Workplans, which are a requirement of all PAs under the National PAN Policy Framework.

Accessing support

To access funds from the FSM Micronesia Challenge Endowment Fund, or to apply for competitive grants under the FSM PAN, PAs must be included within the FSM PAN, and are subject to the processes, performance monitoring and evaluation laid out in Part 2 of this OM.

Technical Assistance and Advocacy

Management Units can access technical assistance through the relevant SFP or State PAN Coordinator.

Technical assistance providers are encouraged to advocate for the Chuuk PAN and individual PAs as a way of promoting sustainable practices in Chuuk. It is suggested that this go beyond community awareness raising to include support for community advocacy such that communities actively share information about their PAs and the management activities being undertaken.

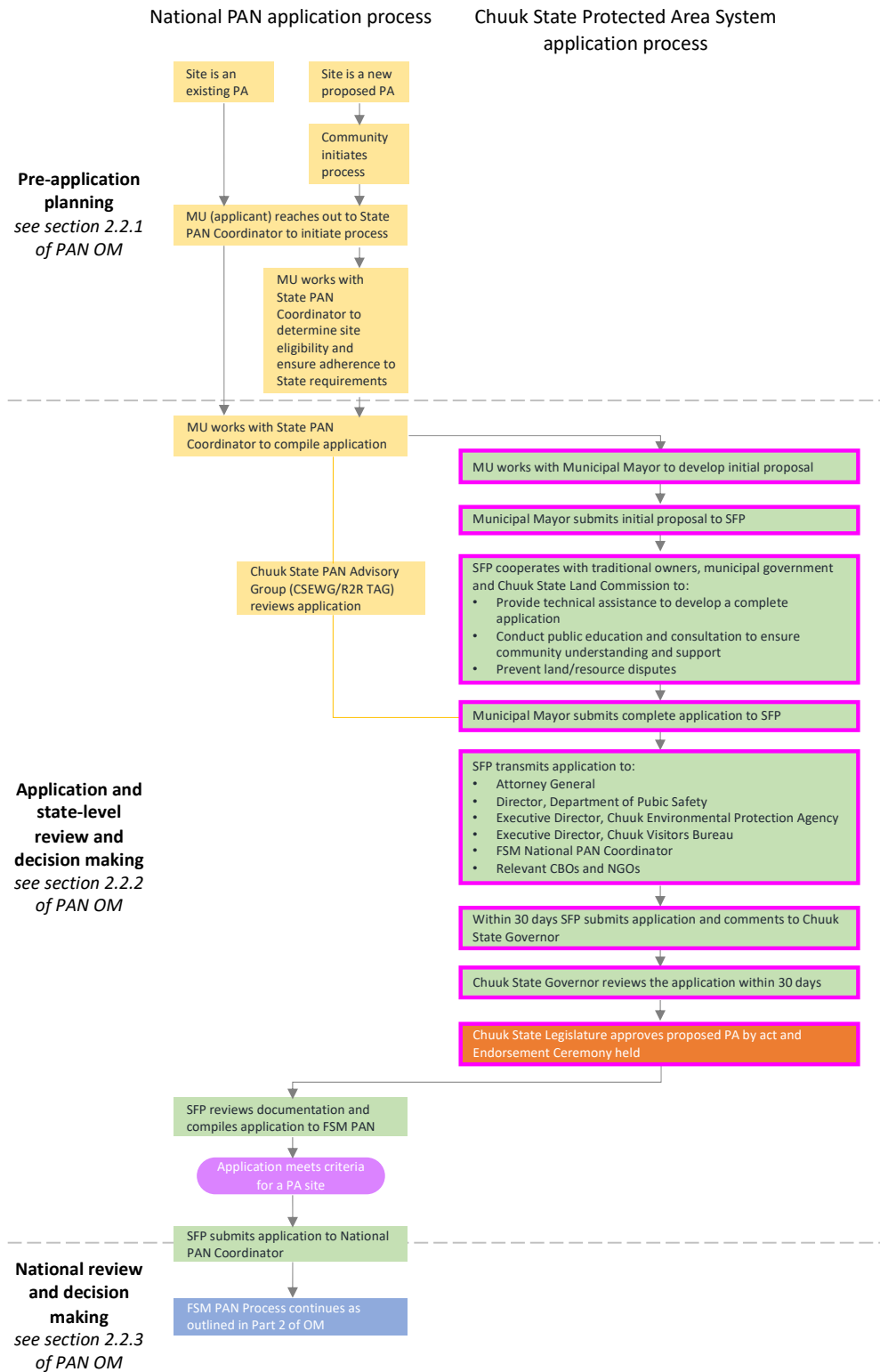


Figure. Alignment of the Chuuk protected area application process with the national PAN application process.

State-specific steps related to the Chuuk Protected Areas Network are outlined in pink. These steps, and their associated timings, are described in the Protected Area Act of 2010.

CBO: Community-Based Organization; CSEWG: Chuuk State Environmental Working Group; MU: Management Unit; NGO: Non-Governmental Organization; OM: Operations Manual; PA: Protected Area; PAN: Protected Area Network; R2R: Ridge to Reef; SFP: State Focal Point; TAG: Technical Advisory Group.

Record keeping requirements

Record keeping requirements detailed in Part 2 of this OM should be followed in addition to any state-level requirements that go beyond these. If state-level record keeping requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

The establishment of a clearing house for protected area-related data in Chuuk has been suggested. This would address the challenge of bringing together the wealth of data (old and new) that exist and ensure it is properly managed.

Monitoring tool requirements

Monitoring requirements detailed in Part 2 of this OM should be followed in addition to any state-level requirements that go beyond these. As a minimum, these are:

- The Micronesia Challenge monitoring protocols
- The Micronesia Protected Area Management Effectiveness (MPAME) tool.

If state-level monitoring requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

Outcomes reporting

In addition to the reporting requirements described in section 2.5.1 of this OM, it is recommended that Management Units report on specific outcomes. Outcomes help lead to a project impact. An outcome is defined as a measurable and documented change in knowledge, action, or condition as a result of the project. Outcomes should relate directly to the project objectives.

Guidance on outcomes reporting

Expected project outcomes should be identified and listed in the Management Plan and then reported on in as part of the annual reporting requirements.

If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

Provide a description of Expected Outcomes over the duration of the project. These should be short, succinct statements that start with phrases indicating the occurrence of change. For example:

- "Increase in the numbers of acres that..."
- "Decrease in the number of invasive species that..."
- "Increased presence of..."

Outcomes could include one or more of the following:

- **Change in Knowledge:** This could be an incremental change in the understanding of scientific knowledge of those engaged with the management of your PA, or the result of community education activities supporting the PA.
- **Change in Action:** A change in action occurs when a change in behaviors or practices results from the project's activities.
- **Change in Condition:** A change in condition occurs when a change in a condition of a site results from the project's activities.

Failure to meet the required standards of the FSM PAN

As detailed in Part 2 of this OM, should a PA not continue to meet the FSM PAN requirements for management plan implementation, monitoring, reporting, record keeping etc. a PA may be unable to access funding or face removal from the FSM PAN altogether.

The Chuuk Protected Areas Network Act identifies that revocation of state-recognized PA status can only occur following consultation between the SFP, the National PAN Coordinator, the traditional owners and leaders and local government where the PA is located and the land or property owners. Following this, the SFP will make a recommendation to the Chuuk State Governor regarding the matter. It should be remembered that recognition of a PA under state law is a requirement for inclusion in the FSM PAN.

3.2. Kosrae State

State introduction

Natural resources in Kosrae State are both publicly and privately owned. Publicly owned, state-controlled resources include mangroves, wetlands and upland watershed forests and coastal waters from the high-tide shoreline seaward to 12 nautical miles.

There are seven registered PAs in Kosrae State, and an additional two in development. Of these nine sites, seven are marine and two terrestrial. Of those that are currently registered, one marine and one terrestrial PA are part-managed by the State Government. Communities and/or landowners are involved in the management of seven of the nine sites.

Policies and regulations

The PAs of Kosrae fall under the legislative remit of Title 19 of the Kosrae Code, *Environmental Protection and Management*. More specifically, PAs are dealt with under *Chapter 8. Terrestrial and Marine Protection Areas* (known as the *Protected Area Act of 2010*). Designation, administration and management oversight of all PAs in Kosrae State is the responsibility of the Kosrae Island Resource Management Authority.

State stakeholders

The state-level stakeholder roles are shown in the following diagram and are described below.

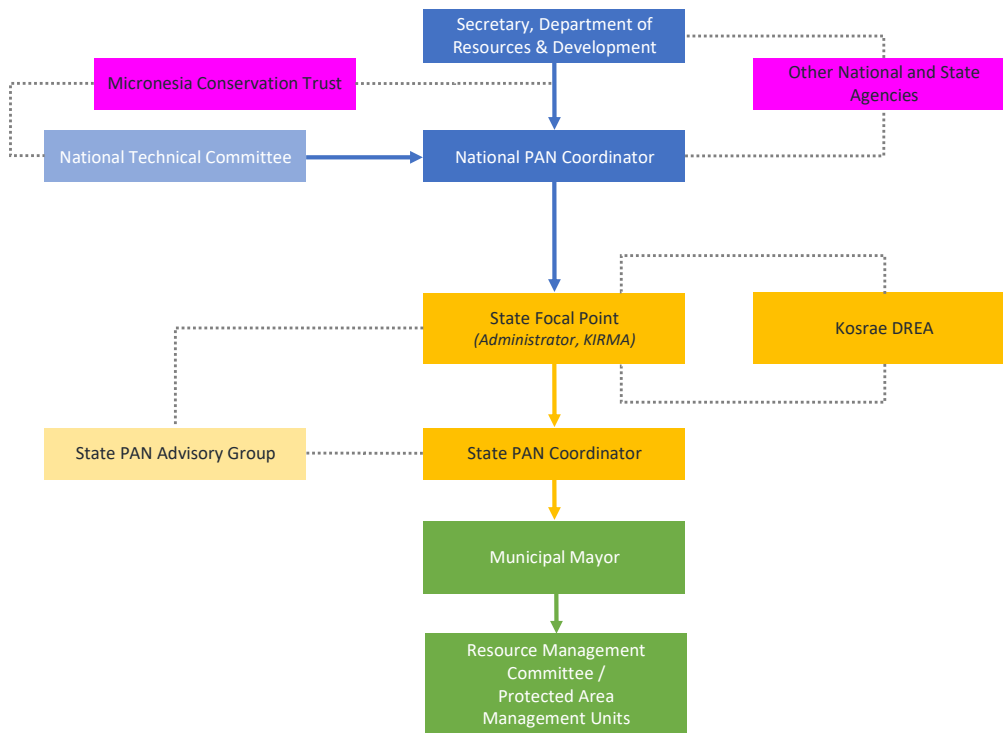


Figure 1. Key Kosrae State stakeholders in the FSM PAN.

DREA: Department of Resources and Economic Affairs; KIRMA: Kosrae Island Resource Management Authority; PAN: Protected Area Network.

State Focal Point

The Kosrae State Focal Point role is fulfilled by the Director of the Kosrae Island Resource Management Authority. The Kosrae SFP will oversee the work of the State PAN Coordinator, and will act as the main point of contact for Kosrae State in matters relating to the PAN.

The Kosrae State Focal Point details are provided below:

Kosrae State Focal Point:	Steven A. Palik
Email:	s.asupalik@gmail.com
Telephone:	691-370-3646

State Protected Area Network Coordinator

The Kosrae PAN Coordinator details are provided below:

Kosrae State PAN Coordinator:	Bond Segal
Email:	bond_segal@yahoo.com
Telephone:	691-370-3646

Kosrae PAN Advisory Group

While a State PAN Advisory Group is not a requirement of the National PAN Policy Framework, such a group provides a number of services, including the independent review of PAN applications, and the provision of technical advice.

In Kosrae, the role of PAN Advisory Group is fulfilled by the Locally Managed Area Committee. In practice, this is formed of members of the Municipal Resource Management Committees, landowners/land-owning families and other community-based organizations.

Municipal Mayor

The Municipal Mayors are the first point of contact in the Kosrae State PA designation process. It is the Mayor who sends a formal request to the State Focal Point to begin the process.

Municipal Resource Management Committee

Municipal Resource Management Committees operate under the oversight of Municipal Mayors to manage municipal resources. Regarding sites, Municipal Resource Management Committees in Kosrae are equivalent to Management Units in this OM. The Management Committees will engage communities in consultations of the development and update of PA site management plans and will undertake awareness raising activities once a site is designated within the PAN.

Criteria for protected area designation

Designation under the FSM PAN will require the site to be described using those categories included in Part 2 of this OM.

Application process

Established Protected Areas

The Kosrae Protected Area Act brought all designated marine parks into the Kosrae State Protected Areas System. Inclusion of these, and subsequently designated marine and terrestrial PA sites (including the Utwe Biosphere Reserve, Awane MPA and Tafunsak MPA) into the FSM PAN will not be automatic. Sites must demonstrate that they meet the criteria required of the FSM PAN.

As detailed in the National PAN Policy Framework, for an established site to be considered for inclusion in the FSM PAN, it must be legally recognized by the Kosrae State Government. An application must be submitted in coordination with the Kosrae State PAN Coordinator, and that application must follow the PAN application process detailed Part 2 of this OM.

New Protected Areas

The process for the designation of a site as a PA is a ground-up process that begins with communities. The application and inclusion process for proposed PA sites in the Kosrae Protected Area System is detailed in the Protected Area System Act

2010. This process can be undertaken in parallel to the national PAN application process, as detailed in Figure 2. This diagram should be considered in combination with the national process presented in Section 2.2 of this OM.

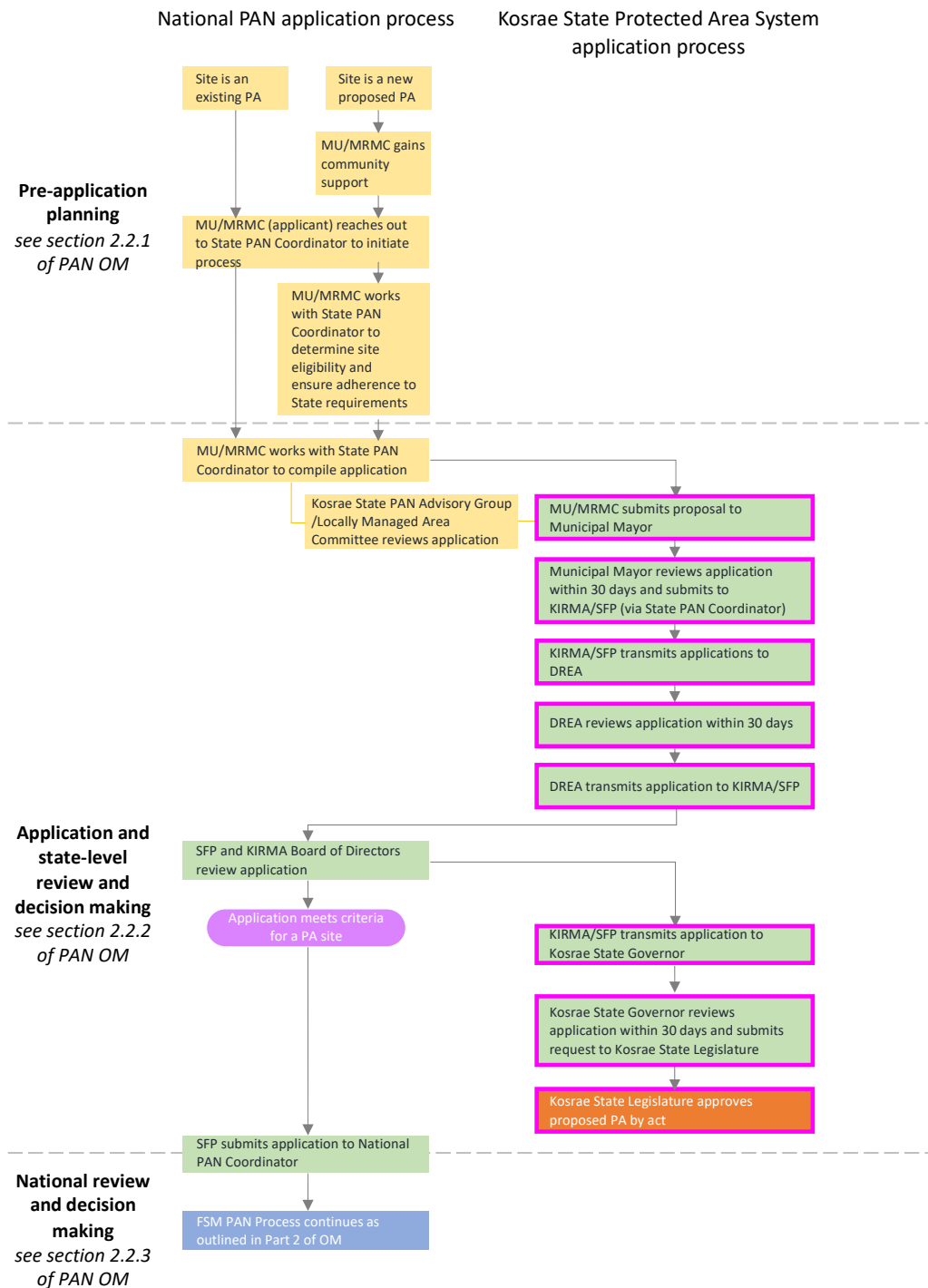


Figure 2. Alignment of the Kosrae protected area application process with the national PAN application process. State-specific steps related to the Kosrae Protected Areas System are outlined in pink. These steps, and their associated timings, are described in the Protected Area Act of 2010. DREA: Department of Resources and Economic Affairs; KIRMA: Kosrae Island Resource Management Authority; MRMC: Municipal Resource Management Unit; MU: Management Unit; PA: Protected Area; OM: Operations Manual; PAN: Protected Area Network; SFP: State Focal Point.

Application requirements

- Name, address, phone number, and email (if available), together with the name of a person who has authority to act on behalf of the Applicant with regards to the Application
- A description of the area, site name(s), cadastral tract number(s), and/or GIS location points, legal description, and location of the area with supporting map(s)
- A copy of the State law adopting the site as a PA
- The current Management Plan or description of the proposed Management Plans and/or schemes for the site(s)
- Proposed funding amounts and detailed activity in accordance with funding amounts requested
- Monitoring and evaluation of the proposed activities seeking funding support
- Reporting requirements.

Application evaluation criteria:

- Management Plan(s) are updated, emphasizing the needs for funding of Management schemes
- A detailed description of the activities to be funded, which shall include the goals and objectives of the Management Plan
- A detailed budget reflecting the proposed activities, preferably in Microsoft Excel format or equivalent, with licensed vendor issued cost estimate and/or quotations
- A written explanation and justification of each budget item
- A summary or explanation of the implementation process of prior year(s) annual work plans/activities, including descriptions of any previous funding received, with emphasis on the accomplishments to date and any remaining challenges
- A minimum of three (3) supporting letters, from individuals who are not part of the Municipal Resource Management Committee. These can include the Municipal Mayor, Governor and/or Speaker.

Developing a Management Plan

Management Units are required to develop a Management Plan for their site. The State PAN Coordinator will work with communities to develop their management plans using tools developed by the Micronesia Conservation Trust and The Nature Conservancy. The PAN Coordinators can be supported by NGOs such as the Kosrae Conservation and Safety Organization (KCSO) in this.

No specific requirements for Management Plans are provided under the Kosrae Protected Areas Act. site to be designated. As such, Management Units intending to apply for inclusion of their site in the FSM PAN should follow the Management Plan requirements detailed in Part 2 of the PAN OM.

Site Management Plans should not be confused with Annual Workplans, which are a requirement of all PAs under the National PAN Policy Framework.

Accessing support

The Kosrae Protected Area Fund was established to support the management of PA sites. The Protected Areas Funds Regulations detail the process for accessing funds. The Protected Area Funds Board will decide on an annual basis, before the end of the fiscal year, the levels of funds to be made available for disbursement. Once this has been decided the Board will initiate a 'call for proposals.' Applications will be accepted from November 1st until January 31st of the same fiscal year, with applications made available through the Kosrae Island Resource Management Authority and Board members.

To access funds from the FSM Micronesia Challenge Endowment Fund, or to apply for competitive grants under the FSM PAN, PAs must be included within the FSM PAN, and are subject to the processes, performance monitoring and evaluation laid out in Part 2 of this OM.

Record keeping requirements

Record keeping requirements detailed in Part 2 of this OM should be followed in addition to any state-level requirements that go beyond these. If state-level record keeping requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

The Kosrae Island Resource Management Authority Development Permit Unit also keeps records of project proposals/applications, maps, management plans, and other support documents for many projects and proposals, including those for PAs.

Monitoring tool requirements

Monitoring requirements detailed in Part 2 of this OM should be followed in addition to any state-level requirements that go beyond these. As a minimum, these are:

- The Micronesia Challenge monitoring protocols
- The Micronesia Protected Area Management Effectiveness (MPAME) tool.

If state-level monitoring requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

Failure to meet the required standards of the FSM PAN

As detailed in Part 2 of this OM, should a PA not continue to meet the FSM PAN requirements for management plan implementation, monitoring, reporting, record keeping etc. a PA may be unable to access funding or face removal from the FSM PAN altogether.

3.3. Pohnpei State

State introduction

Natural resources in Pohnpei State are both publicly and privately owned. Publicly owned, state-controlled resources include the upland watershed and coastal waters from the high-tide shoreline seaward to 12 nautical miles.

The designation of protected areas (PAs) in Pohnpei began in the 1980s and today there are 16 PAs recognized under Pohnpei state law, 15 of which are marine PAs (MPAs) and one a terrestrial PA. Of these 16 PAs, 14 are on or around Pohnpei Island while two MPAs are associated with Pohnpei's outer islands. In addition, there is one forest stewardship site on Pohnpei Island, as well as a further 10 proposed PAs and one proposed extension to the watershed reserve. More than 30 communities are involved in PA management across Pohnpei State.

Policies and regulations

The PAs of Pohnpei fall under the legislative remit of Title 26 of the Pohnpei Code, *Conservation and Reservation*. More specifically, terrestrial PAs are dealt with under *Chapter 4 Forest Conservation, Sub-chapter 1 Watershed Forest and Mangrove Protection* (known as the *Pohnpei Watershed Forest and Mangrove Protection Act of 1987*), and Marine PAs are dealt with under *Chapter 5 Marine Sanctuary and Wildlife Refuge System* (also known as the *Marine Sanctuary and Wildlife Refuge Act of 1999*).

A Bill has been introduced for the addition of a new Chapter 1 to Title 26 of the Pohnpei Code, *Protected Areas Network* (known as the *Pohnpei Protected Areas Network Act of 2020*). This Bill, which is currently with the State Legislature for approval and adoption, will effectively bring together Chapters 4 and 5 and provide a coherent process for approving and managing PAs at the state level.

Currently, designation, administration, and management oversight of all PAs in Pohnpei State is the responsibility of the Pohnpei Department of Land Division of Forestry and Marine Enforcement. Under the Pohnpei PAN Act, responsibility for Pohnpei's PAs will move to the Pohnpei Department of Resources and Development.

Proposed Pohnpei PAN ACT

While the 'Pohnpei PAN Act' has not yet been passed, the requirements of the proposed act are detailed in this chapter and it is advised that these be followed to ensure PAs meet current and future state requirements and national PAN requirements.

State stakeholders

The key state-level stakeholder roles are shown in Figure 1, and described below.

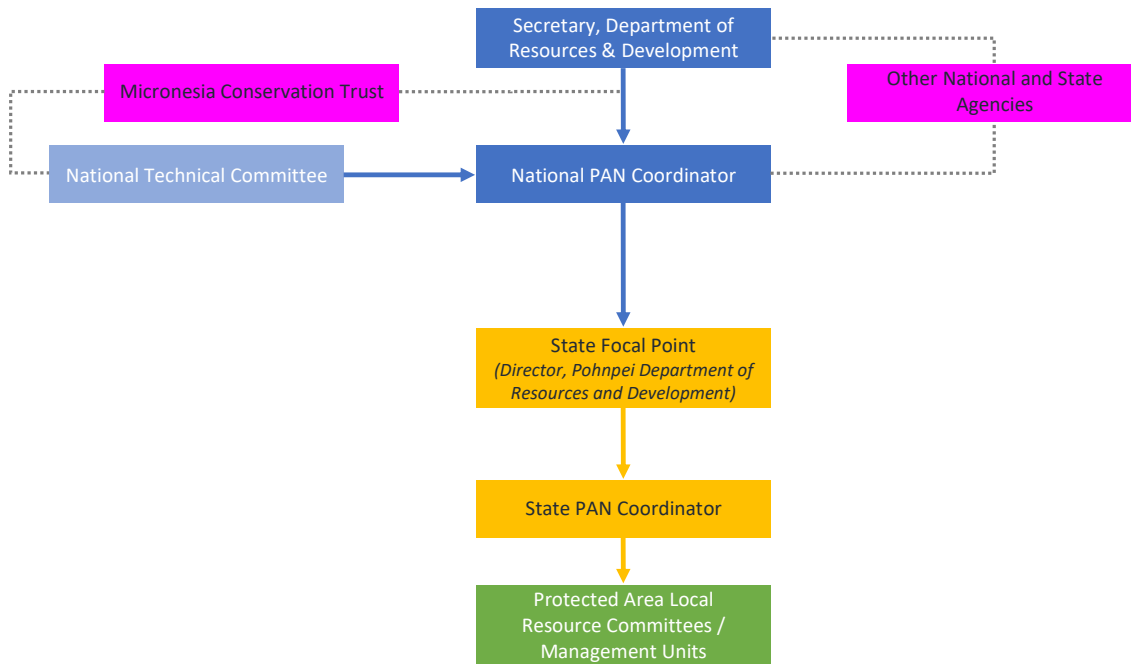


Figure 1. Key Pohnpei State stakeholders in the FSM PAN.

State Focal Point

There is currently no State Focal Point officially recognized in Pohnpei State. This role is anticipated to be fulfilled by the Director of the Pohnpei Department of Resources and Development; at the time of writing this appointment has not been officially made.

Once appointed, the State Focal Point will fulfil those responsibilities detailed in Part 1 of this OM. It is anticipated this will be done with the assistance of the Pohnpei PAN Coordinator, who themselves will discharge many of these responsibilities under the direction of the State Focal Point. Furthermore, it is anticipated that the State Focal Point will act upon the recommendations of the Pohnpei PAN Coordinator and Technical Advisory Committee in terms of decision making.

State Protected Area Network Coordinator

The Pohnpei PAN Office is a part of the Natural Resources Conservation Division of the Pohnpei State Department of Resources and Development. The Pohnpei PAN Coordinator details are provided below:

Pohnpei State PAN Coordinator:	Douglas Kusto
Email:	pnistatepan@gmail.com
Telephone:	–

Pohnpei PAN Advisory Group

A State PAN Advisory Group is not a requirement of the National PAN Policy Framework. It is not deemed necessary to establish a PAN Advisory Group in Pohnpei owing to the existing level of stakeholder engagement in the PAN process.

Local Resource Committee / Management Unit

Under the proposed Pohnpei PAN Act, a volunteer Local Resource Committee can be established if practical and desired by the community. This Committee is equivalent to a Management Unit as described in this FSM PAN OM, and these terms can therefore be considered as interchangeable. Where a Local Resource Committee exists, an additional Management Unit is not required, and vice versa.

Criteria for protected area designation

Designation under the FSM PAN will require the site to be described using those categories included in Part 2 of this OM.

Application process

Established Protected Areas

The Pohnpei PAN Act will bring all legally recognized PAs with current management plans and active management activities into the Pohnpei PAN. Inclusion of these, and subsequently designated marine and terrestrial PA sites into the FSM PAN will not be automatic. Sites must demonstrate that they meet the criteria required of the FSM PAN.

As detailed in the National PAN Policy Framework, for an established site to be considered for inclusion in the FSM PAN, it must be legally recognized by the Pohnpei State Government. An application must be submitted in coordination with the Pohnpei State PAN Coordinator, and that application must follow the PAN application process detailed Part 2 of this OM.

New Protected Areas

The process for the designation of a site as a PA is a ground-up process that begins with communities. The application and inclusion process for proposed PA sites in the Pohnpei PAN is detailed in the proposed Pohnpei PAN Act. This process can be aligned to the national PAN application process, as detailed in Figure 2. This diagram should be considered in combination with the national process presented in Section 2.2 of this OM.

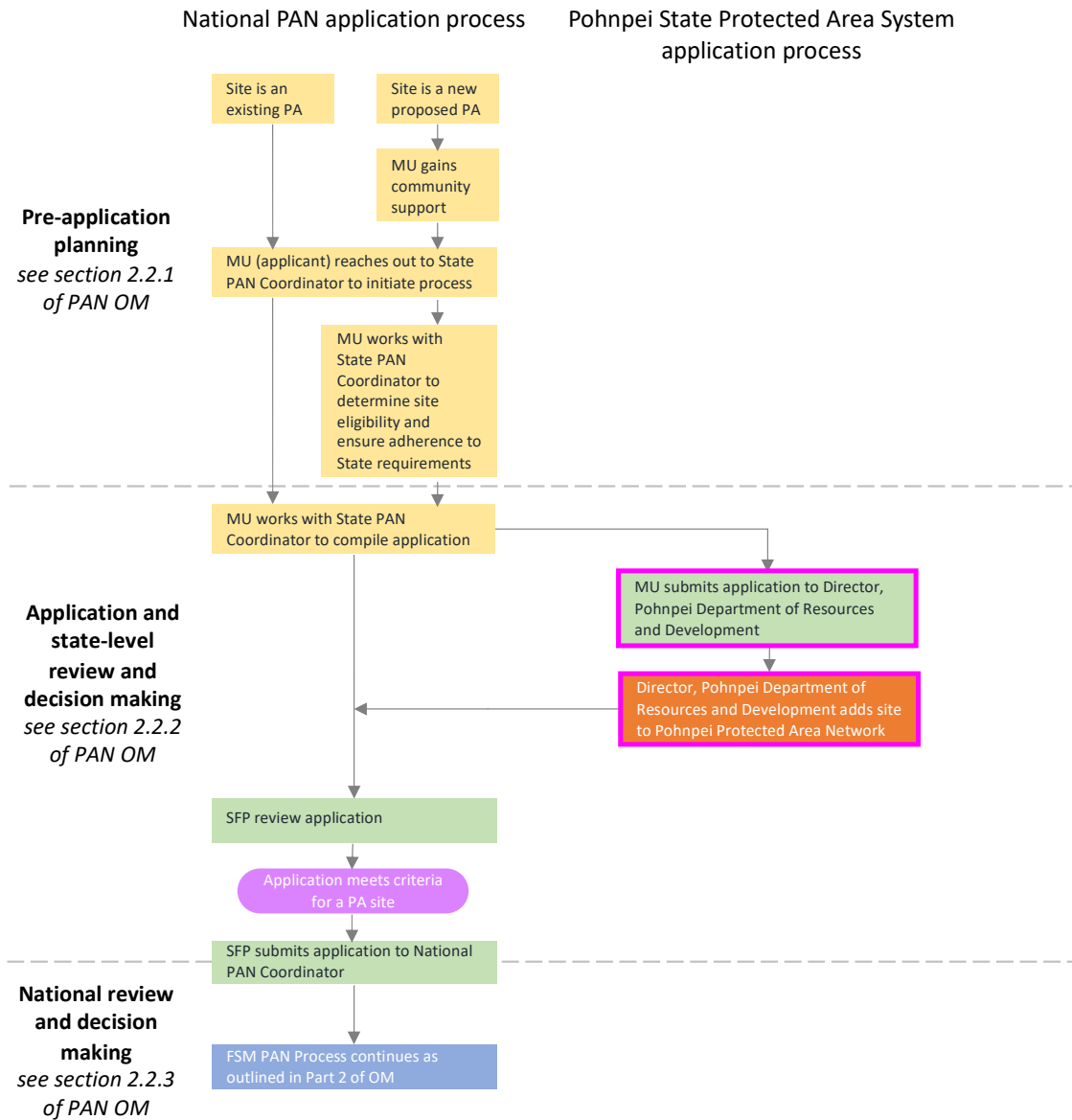


Figure 2. Alignment of the Pohnpei protected area application process with the national PAN application process.
 State-specific steps related to the Pohnpei Protected Areas Network are outlined in pink. These steps are described in the proposed Pohnpei Protected Areas Network Act of 2020.
 MU: Management Unit; OM: Operations Manual; PA: Protected Area; PAN: Protected Area Network; SFP: State Focal Point.

Developing a Management Plan

Management Units are required to develop a Management Plan for their site. While the National PAN Policy Framework does not stipulate a life span for a Management Plan, the proposed Pohnpei PAN Act requires that unless specified in the Management Plan itself, a Management Plan shall be valid for five years following its adoption.

The minimum requirements for Management Plans under the National PAN Policy Framework and the proposed Pohnpei PAN Act are, in most respects, the same. Where differences exist, the most stringent requirement should be followed to ensure compliance with both state and national criteria. Minimum requirements for PA management plans are detailed below, with differences highlighted.

Minimum requirements for Protected Area site Management Plans		
Where requirements are equivalent, these are colored green.		
Where differences exist, the more stringent requirement is colored orange.		
Proposed Pohnpei PAN Act	Equivalence	National PAN Framework Policy
General information about the protected area, including biological, ecological, socio-economic, cultural and historical information	Equivalent requirements	General information about the designated protected area, including biological, ecological, socio-economic, cultural, and historical information
Goals and objectives of the management of the subject protected area	Equivalent requirements	Goals and objectives of the area
Identification of management policies, purposes and practices for the subject protected area	Equivalent requirements	Identification of management purposes and uses
		Management policies
Composition of the management unit and clarification of the relationship and roles of stakeholders, if any, in the management unit for the subject protected area	Equivalent requirements	Composition of the Management Unit and clarification of the relationship between different stakeholders (if any) in the Management Unit
Day-to-day operational procedures and personnel requirements for site maintenance and administration	Requirements not equivalent	Day-to-day operational procedures for site maintenance and administration
Monitoring protocols, objectives and procedures for the subject protected area	Requirements not equivalent	Identification of at a minimum, the standard Micronesia Challenge monitoring protocols to be used, as well as any other additional site monitoring objectives and procedures
Key factors to measure in gauging the likelihood of success in attaining the goals and objectives in the protection and conservation of the subject protected area	Requirements not equivalent	Key factors to measure (targets and milestones, threats, human populations, livelihood, governance, strategies and practitioners)
Plans to promote public awareness of, and community education about the subject protected area	Equivalent requirements	Plans to promote public awareness of, and community education about, the protected area
Enforcement objectives and procedures for the subject protected area	Equivalent requirements	Enforcement objectives and procedures
Procedures for reviewing and updating the management plan	Equivalent requirements	Procedures for reviewing and updating the Management Plan
Financial rules and procedures for the subject protected area, inclusive of the identification of sources of funding and the fiscal management and uses of available funds, grants, donations and awards	Requirements not equivalent	Sustainable Finance Plan for the site, including ideas for sustainable financing mechanisms (i.e. conservation easements, payment for ecosystem services, revolving funds, etc...)

Site Management Plans should not be confused with Annual Workplans, which are a requirement of all PAs under the National PAN Policy Framework.

Accessing support

The proposed Pohnpei PAN Act details the creation of a Pohnpei Protected Area Network Fund to support the management of PA sites. However, to access funds from the FSM Micronesia Challenge Endowment Fund, or to apply for competitive grants under the FSM PAN, PAs must be included within the FSM PAN, and are subject to the processes, performance monitoring and evaluation laid out in Part 2 of this OM.

Record keeping requirements

Record keeping requirements detailed in Part 2 of this OM should be followed until such time as the Pohnpei PAN Office is established and any requirements for record keeping that go beyond those detailed in this document are defined. If state-level record keeping requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

Monitoring tool requirements

Monitoring requirements detailed in Part 2 of this OM should be followed until such time as the Pohnpei PAN Office is established and any requirements for monitoring that go beyond those detailed in this document are defined. As a minimum, these are:

- The Micronesia Challenge monitoring protocols
- The Micronesia Protected Area Management Effectiveness (MPAME) tool.

If state-level monitoring requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

Failure to meet the required standards of the FSM PAN

As detailed in Part 2 of this OM, should a PA not continue to meet the FSM PAN requirements for management plan implementation, monitoring, reporting, record keeping etc. a PA may be unable to access funding or face removal from the FSM PAN altogether.

The revocation of a site's PA designation under the proposed Pohnpei PAN Act would also constitute a cause for removal of that site from the FSM PAN.

3.4. Yap State

State introduction

All but a very low proportion of natural resources in Yap State are privately owned. Traditional and modern systems for the governance of terrestrial and near-shore coastal areas have interacted to form a complex land tenure system throughout the 16 units of island groups and single islands that make up Yap State.

The table below lists the community-declared protected areas (PAs) in Yap State for which Management Plans or Action Plans have been shared with the PAN Office at the time of publication. This list is not, therefore, a comprehensive list of all PA sites for the State.

Protected Area	Managing Community	Management Plan Duration
Tamil Marine Managed Area	Tamil Municipality 11 Villages: Meerur, Teb, Aff, Bugol, Doomchuy, Dechmur, Maa, Thol, Madlay, Gargey, and Daboch	2019 – 2024
Riken Marine Conservation Area	Village of Riken, Gagil Municipality	Local Early Action Plan drafted Dec 2020 – pending community endorsement
Gachpar Marine Protected Area	Village of Gachpar, Gagil Municipality	2021 – 2026
Tamil Watershed	Tamil Municipality 11 Villages: Meerur, Teb, Aff, Bugol, Doomchuy, Dechmur, Maa, Thol, Madlay, Gargey, and Daboch	2019 – 2029
Nimpal Channel Marine Conservation Area	Villages of Kaday and Okaw, Weloy Municipality	2018 – 2023
Weloy Forest Stewardship	Weloy Municipality 8 Villages: Okaw, Nimar, Adubwe', Keng, Kaday, Mulroo, Dugor, and Mabuu	2022 – 2027
Ngulu Marine Managed Area	Ngulu Atoll and Guror Village, Gilman Municipality	2014 – 2019
Reey MCA	Malay, Kanifay and Thabeth, Gilman	2016–2021

Policies and regulations

There is a Memorandum of Understanding between the Yap State Government and the Yap Community Action Program that, at this time, places the ongoing administration of the Yap PAN under the Yap Community Action Plan (CAP) PAN Policy.

State stakeholders

The key state-level stakeholder roles are shown in Figure 1, and described below.

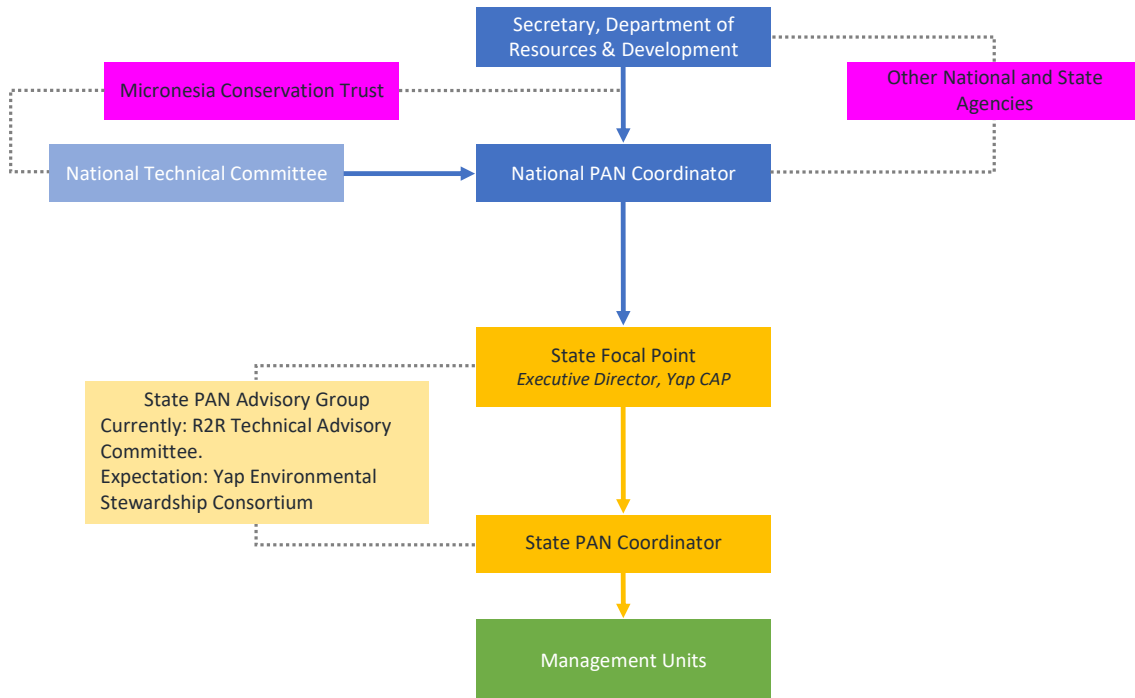


Figure 1. Key Yap State stakeholders in the FSM PAN.
 PAN: Protected Area Network; R2R: Ridge to Reef; Yap CAP: Yap Community Action Plan.

State Focal Point

The Yap State Focal Point (SFP) role is fulfilled by the Executive Director of the Yap CAP or his designee. The YAP SFP will oversee the work of the State PAN Coordinator and will act as the main point of contact for Yap State in matters relating to the FSM PAN. The SFP will be responsible for the administration of the PAN program, including responsibility for the following duties:

- Perform final review of each application for completeness
- Submit Applications to the National PAN Coordinator
- Liaise with donors, grantors, and outside entities in matters concerning the PAN.

The Yap State Focal Point details are provided below:

Yap State Focal Point:	Sabino Sauchomal, Executive Director, Yap Community Action Plan
Email:	yapcap@mail.fm
Telephone:	(691) 350 2198

State Protected Area Network Coordinator

The Yap State PAN Coordinator is pivotal to the application process in Yap State. In relation to the application process, initially requested by the traditional councils, the Yap State PAN Coordinator will perform the following duties:

- Coordinate the Yap State PAN and report to the SFP
- Provide and/or coordinate technical assistance and capacity building for applicants, PAs, and stakeholder communities
- Perform the initial review of each application
- Submit applications to the SFP
- Liaise with communities and local groups on matters concerning the PAN.

The Yap State PAN Coordinator is a permanent, full-time position receiving significant capacity building support to ensure optimal execution of the role.

The Yap PAN Coordinator details are provided below:

Yap State PAN Coordinator:	Tazmin Falan
Email:	tfalan13@gmail.com
Telephone:	(691) 350-2198/2255

Yap PAN Advisory Group

While a State PAN Advisory Group is not a requirement of the National PAN Policy Framework, such a group provides a number of services, including the independent review of PAN applications, and the provision of technical advice.

Currently, the Ridge to Reef Technical Advisory Committee has taken on the role of PAN Advisory Group, however, discussions are ongoing regarding revitalizing the Environmental Stewardship Consortium (ESC) with the intention that this will act as the Yap PAN Advisory Group, working closely with traditional councils and municipality representatives.

Traditional Councils

The traditional Council of Pilung and Council of Tamol are the first point of contact in the Yap State PA designation process, beginning with consultation between traditional land and resource owners and either the Council of Pilung or the Council of Tamol. Once a potential PA site or resource has been agreed upon, the Council of Pilung or the Council of Tamol will submit a formal letter of request to the Yap SFP seeking to designate that site or resource as a PA within the Yap PAN. This letter of request will identify the Management Unit to be responsible for the PA, pending designation.

Management Unit

Management Units are determined by the community, approved by the traditional leadership and identified in the letters of request submitted by either the Council of Pilung or the Council of Tamol at the outset of the Yap PAN application process. Management Units will prepare and submit formal applications for site designation to the SFP for review and approval for inclusion in the Yap PAN. Management Units are also responsible for developing PA management plans, ensuring that they conform to the criteria laid out in this OM, in addition to conducting day-to-day site operations, including management, monitoring and enforcement activities.

The PA site Management Unit is obliged to inform the SFP of any changes to the composition of the Management Unit.

Criteria for protected area designation

While no specific criteria are in place for PAs at the state level, designation under the FSM PAN will require the site to be described using those categories included in Part 2 of this OM.

Application process

Established Protected Areas

As detailed in the National PAN Policy Framework, for an established site to be considered for inclusion in the FSM PAN, it must usually be legally recognized by the State Government. However, as detailed in the Yap CAP PAN Policy, traditional councils and Yap CAP-led community leadership endorse and designate the PAs in Yap State. Currently, all PAs in Yap are community-declared sites, with no sites yet having been designated as part of the Yap PAN.

Inclusion of established PAs (and subsequently designated marine and terrestrial PA sites) in Yap State into the FSM PAN will not be automatic. Sites must demonstrate that they meet the criteria required of the FSM PAN. An application must be submitted in coordination with the Yap State PAN Coordinator, and that application must follow the PAN application process detailed Part 2 of this OM.

New Protected Areas

The process for the designation of a site as a PA is a ground-up process that begins with communities. The application and inclusion process for proposed PA sites in the Yap PAN is detailed in the Yap CAP PAN Policy. Application requirements are detailed below.

The Yap CAP PAN Policy requires that applications for designation of a protected area be made to the State PAN Coordinator, and must include the following:

- a. Applicant's name, address, phone number, and email (if available), together with the name of a person who has authority to act on behalf of the Applicant with regards to the application
- b. A description of the area, site name(s), cadastral tract number(s), and/or GIS location points, legal description, and location of the area with supporting map(s)
- c. Documentary proof acceptable to the Department (such as endorsed community Management Plan or a letter from traditional authority or traditional estate owners), evidencing a right to the natural resources and areas proposed for the inclusion in the PAN
- d. If public land, a letter from the Yap State Governor in support of the application
- e. A current Management Plan or description of ongoing management practices
- f. A statement as to why the site should be included in the PAN, including supporting documentation that the site is recognized as protected either by the state, municipal ordinance, community declaration, and/or traditional practices (including inscription in the historical site registry)
- g. A description of how the applicant has involved the local community contiguous to the site in nominating the proposed site
- h. A description of any past application to other providers of technical and/or financial assistance and summary of such assistance received to date
- i. A statement attesting that the information contained therein is true and correct to the best knowledge of the person signing the application

Where this process fits with regard to the national PAN application process can be seen in Figure 2. This diagram should be considered in combination with the national process presented in Section 2.2 of this OM.

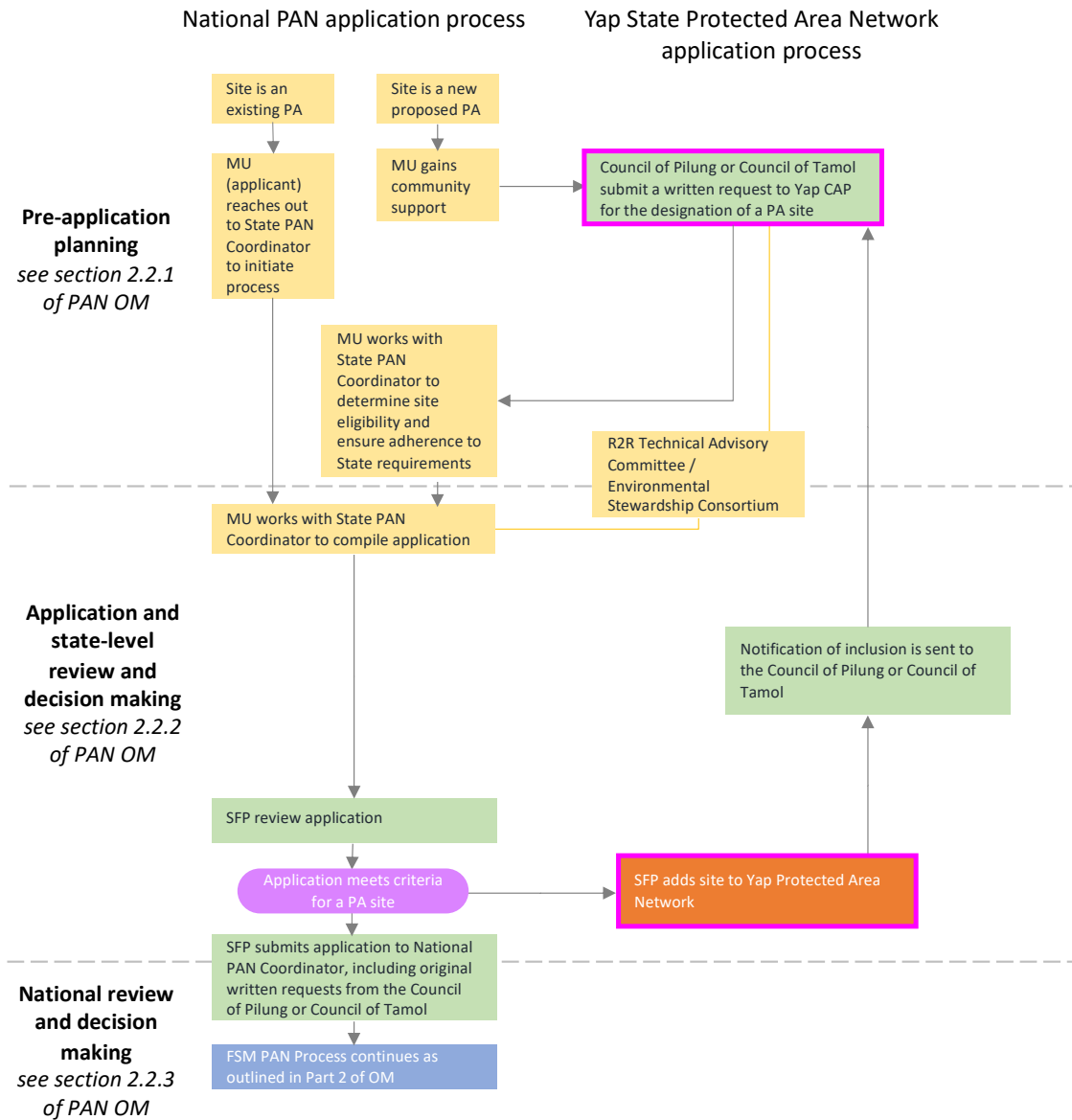


Figure 2. Alignment of the Yap protected area application process with the national PAN application process. State-specific steps related to the Yap Protected Area System are outlined in pink. These steps are described in the Yap CAP PAN Policy. MU: Management Unit; OM: Operations Manual; PA: Protected Area; PAN: Protected Area Network; SFP: State Focal Point; Yap CAP: Yap Community Action Plan.

Developing a Management Plan

Management Units are required to develop a Management Plan for their site. Management Plans must conform to the National PAN Policy Framework and be completed with traditional or legal endorsement, whichever is appropriate in each instance, prior to the submission of an application.

Minimum requirements for Protected Area site Management Plans		
Where requirements are equivalent, these are colored green.		
Where differences exist, the more stringent requirement is colored orange.		
Yap CAP PAN Policy	Equivalence	National PAN Framework Policy
For an area-based plan, include information on the location and boundary of the PA, and its biodiversity, ecological, socio-economic, cultural, and historical information (such as entries in the historical site registry)	Equivalent requirements	General information about the designated PA, including biological, ecological, socio-economic, cultural, and historical information
For a resource-based plan, include the name and type of natural resource to be protected, a description of its location or habitat and, if appropriate, ecosystem. Include an assessment of its stock, and information on its ecological, cultural and historical significance	Equivalent requirements	
No equivalent requirement	Requirements not equivalent	Goals and objectives of the area
A description of management policies	Requirements not equivalent	Identification of management purposes and uses Management policies
Composition of the Management Unit and relationship of its stakeholders <ul style="list-style-type: none">Management Unit must be representative of community makeup. Therefore, men, women, and youth should be represented	Requirements not equivalent	Composition of the Management Unit and clarification of the relationship between different stakeholders (if any) in the Management Unit
Day-to-day operational procedures for site maintenance and administration	Equivalent requirements	Day-to-day operational procedures for site maintenance and administration
The monitoring and protocols to be used and the applied baseline indicators (such as Yap state baseline indicators, or those established under the Micronesia Challenge, Convention on Biological Diversity, etc.)	Requirements not equivalent	Identification of at a minimum, the standard Micronesia Challenge monitoring protocols to be used, as well as any other additional site monitoring objectives and procedures
Key factors to measure (targets and milestones, threats, human populations, livelihood, governance, strategies, and practitioners)	Equivalent requirements	Key factors to measure (targets and milestones, threats, human populations, livelihood, governance, strategies, and practitioners)
Plans to promote public awareness of, and community education about, the PA	Equivalent requirements	Plans to promote public awareness of, and community education about, the PA
Enforcement objectives and procedures	Equivalent requirements	Enforcement objectives and procedures
No equivalent requirement	Requirements not equivalent	Procedures for reviewing and updating the Management Plan
Sustainable Finance Plan for the site (conservation easements, payment for ecosystem services, revolving funds, etc.)	Equivalent requirements	Sustainable Finance Plan for the site, including ideas for sustainable financing mechanisms (i.e., conservation easements, payment for ecosystem services, revolving funds, etc...)
Describe identified challenges and propose solutions on how to resolve them	Requirements not equivalent	No equivalent requirement

Site Management Plans should not be confused with Annual Workplans, which are a requirement of all PAs under the National PAN Policy Framework.

Accessing support

Management Units may submit funding requests to the SFP. Applications must be submitted at least three (3) months prior to the start of the fiscal year. Note, this is significantly earlier than for FSM PAN funding applications (which must be submitted one (1) month prior to the start of the fiscal year).

At least three months prior to the start of the ensuing fiscal year, Management Units may submit a Funding Request to the SFP. Each Funding Request must include the following:

1. Documentation that a Management Plan meets all applicable criteria;
2. Description of activities to be funded, including a description of planned outcomes and results;
3. Identification of anticipated outcomes and results, and description of indicators and procedures to be used to monitor and determine progress towards outcomes and results;
4. Detailed budget reflecting the proposed activities, including line-item details;
5. Written explanation and justification for each budget line item requested;
6. Copy of the site's full Annual Workplan and corresponding budget;
7. Summary of implementation of prior Annual Workplans, including a description of previous funding received, with an emphasis on accomplishments to date and remaining challenges.

It should be noted that these requirements match those for accessing funding through the FSM PAN but operate to an earlier timeline.

To access funds from the FSM Micronesia Challenge Endowment Fund, or to apply for competitive grants under the FSM PAN, PAs must be included within the FSM PAN, and are subject to the processes, performance monitoring and evaluation laid out in Part 2 of this OM.

Record keeping requirements

Record keeping requirements are detailed in Part 2 of this OM and should be followed by all Management Units. In addition, Management Units should keep records of all documentation required in the Yap CAP PAN policy, with copies provided to the SFP.

The SFP is responsible for keeping records of submitted applications, management plans, monitoring reports, annual financial statements. Additionally, the SFP is expected to maintain a copy of each Annual Report and submit an additional copy to the National PAN Coordinator.

Monitoring tool requirements

Monitoring requirements detailed in Part 2 of this OM should be followed in addition to any state-level requirements that go beyond these. As a minimum, these are:

- The Micronesia Challenge monitoring protocols
- The Micronesia Protected Area Management Effectiveness (MPAME) tool.

If state-level monitoring requirements are less stringent than the FSM PAN requirements, the FSM PAN requirements must be met for ongoing inclusion in the FSM PAN.

Site visits/research provision

Management Units should indicate a willingness to allow State Government personnel and auxiliaries to visit a PA site for research or information gathering purposes, provided that permission is obtained from the community and arrangements are made prior to the visit taking place. Site visits should be coordinated through the SFP, and it should be noted that research permits fall under the purview of the Yap State Government.

Research entities are required to share all surveys, data and results related to a PA site with that site's Management Unit.

Failure to meet the required standards of the FSM PAN

As detailed in Part 2 of this OM, should a PA not continue to meet the FSM PAN requirements for management plan implementation, monitoring, reporting, record keeping etc. a PA may be unable to access funding or face removal from the FSM PAN altogether.

Part 4: Glossary and Annexes

What does Part 4 include?

Part 4 contains a Glossary of Terms used in the OM along with the following Annexes:

- Annex 1: Alignment of FSM PAN with national and state strategic goals, plans and programs
- Annex 2: Technical assistance providers
- Annex 3: Site eligibility criteria
- Annex 4: Checklist of information required for a PAN application
- Annex 5: Tools to support development of protected area site Management Plans
- Annex 6: Checklist of information required for a protected area site Management Plan
- Annex 7: Adaptive Management
- Annex 8: Checklist of information required to support an Annual Funding request
- Annex 9: Competitive Project Award review criteria
- Annex 10: Checklist of information required to support a Competitive Project Award application

Glossary of terms

Adaptive Management: is a systematic approach for improving the management of natural resource by learning from the outcomes of previously employed management practices.

Annual Budget Cycle: refers to the process of (1) establishing the amount of funds available for disbursement from the FSM’s Micronesia Challenge Endowment Fund, and other sources as applicable, (2) submission of workplans and funding requests for the year by the Management Units of Protected Areas Network member sites, and (3) the determination by the Technical Committee of the levels of funding to provide each Management Unit.

Annual Funding: refers to the main type of funding that can be accessed through the PAN. Requests for annual funds are submitted, together with the site annual management plan, by the Management Unit.

Annual Workplan: should include specific activities to be carried out, budgeted and evaluated annually, which serve to achieve the management plan goals and objectives.

Applicant: means the state government, non-governmental organizations (NGOs), municipality, community, or combination thereof, that submits and Application for an area to be included in the Protected Areas Network or a Funding Request. “Applicant” also refers to an entity that submits a proposal in response to a competitive solicitation.

Application: means the Protected Areas Network application form.

Community: represent people at the local level, and does not mean to define the process of decision making or ownership of land or reef. It is acknowledged that each state and local jurisdiction may have different legal frameworks for land and reef ownership. ‘Community’ is a term used to clarify that decisions, management plans and applications for Protected Area sites may come from the local level, and support from the community is essential for Protected Areas success.

Ecosystem: a dynamic complex of plant, animal, and micro-organism communities and their non-living environment interacting as a functional unit.

Ecosystem Services: the benefits people obtain from ecosystems. These include provisioning services such as food and water; regulating services such as regulation of floods, drought, land degradation, and disease; supporting services such as soil formation and nutrient cycling; and cultural services such as recreational, spiritual, religious and other non-material benefits.

Fiscal Sponsor: a non-profit organization which offers its legal and tax status to groups engaged in activities that support the non-profit’s goals, in this context Fiscal Sponsors can partner with Management Units to strengthen Funding Requests.

FSM government fiscal year: the FSM’s government fiscal year starts the 1st October of every year and ends on the 3th of September of every year.

Funding Request: means 1) the submission of a request for funding by a Management Unit as part of the Annual Budget Cycle, or 2) an application for a grant submitted as part of the competitive solicitation process.

Management Plan: a course of action formulated and formally adopted for the supervision and guidance of a specific site deemed a protected area by the community, municipality, and/or state government in which it is located.

Management Unit: the group of people responsible for implementing the Management Plan of a particular protected area. Management Units, depending on the resource tenure of the site, may include state government representatives, NGOs, community members, municipal officials, and/or private resource owners.

Micronesia Conservation Trust: is a Non-Profit Corporation registered in the FSM that is tasked with administering the FSM’s Micronesia Challenge Endowment Fund. MCT is responsible for issuing and managing agreements, grants or contracts as applicable, to all organizations that are to receive Endowment funds.

National PAN Coordinator: the person appointed by the Secretary of the Department of Resources and Development who is responsible for coordinating the implementation of the Protected Areas Network.

Order: the written notification from the Secretary of the Department of Resources and Development as to whether or not an Application to join the Protected Areas Network has been accepted or denied and as to whether or not a Funding Request has been granted in full, in part, or denied.

Protected: means maintained, intact, preserved, conserved, or otherwise managed in a sustainable manner.

Protected area: an area designated by a state in accordance with its procedures and/or legislation to be protected.

Protected Areas Network: the aggregate of protected areas, reserves, and refuges that have been designated by the Department of Resources and Development as part of the national Protected Areas Network in accordance with the PAN National Guiding Policy Framework- 2015.

State Focal Point: coordinates the implementation of Protected Areas Network sites within that state. The State Focal Point is the primary point of contact at the state level with Protected Areas Network sites and with the National PAN Coordinator. She/He operates in accordance with all applicable state legislation, regulations, and policies.

Sustainable Use (of an ecosystem): Human use of an ecosystem so that it may yield a continuous benefit to present generations while maintaining its potential to meet the needs and aspirations of future generations.

Technical Review Committee: is the standing body that advises the Secretary of the Department of Resources and Development about whether or not to accept Applications to the Protected Areas Network and in approving all funding decisions.

Annex 1: Alignment of FSM PAN with national and state strategic goals, plans and programs

The FSM PAN is a critical component in achieving the strategic goals set forth in the FSM Strategic Development Plan. (Vol. II Environment Strategic Planning Matrix).

Mission Statement:

Recognizing the critical importance of the FSM's natural environment to the health and prosperity of this and future generations of Micronesians, the Environment Sector shall support the protection of the Nation's environment and achieve sustainable development of its natural resources. These efforts include:

- The development, adoption and enforcement of policies, laws, and regulations in pursuit of the above-stated goal
- The reduction and prevention of environmental degradation and all forms of pollution; adaptation to climate change
- The protection of biological diversity, including assurance of adequate legal and international treaty safeguards relating to the protection of botanical and other agro-ecological property (including traditional knowledge and practices) belonging to the Federated States of Micronesia
- The establishment and design management of conservation areas
- Environmental infrastructure planning, construction, and operation
- Interaction and cooperation with private sectors
- Promotion of increased involvement of citizens and traditional leaders of the Federated States of Micronesia in the process of conserving their country's natural resources.

The PAN implementation is particularly relevant to the following national strategic goals:

- **Strategic Goal 5.** Manage and Protect the Nation's Natural Environment/Protect, conserve, and sustainably manage full and functional representation of the FSM's marine, freshwater, and terrestrial ecosystems (SDP Vol II: Chapter 7, section 7.2.5, p. 305)
- **Strategic Goal 6:** Improve environmental awareness and education and increase involvement of citizenry of the FSM in conserving their country's natural resource (SDP Vol II: Chapter 7, section 7.2.6, p. 311);
- **Strategic Goal 9:** Enhance and employ in-country technical capacity to support environmental programs (SDP Vol II: Chapter 7, section 7.2.9, p. 323).

In addition, the FSM PAN implementation is crucial for addressing:

- **The National Biodiversity Strategy and Action Plan (NBSAP 2018):** Goals 1, 2, 4, 5, 8, 9, 11
- **The Micronesia Challenge:**
 - In accordance with FSM Code Title 2, Executive Order Number 1, and to commitments to the United Nations Convention on Biological Diversity and the Micronesia Challenge initiative, the FSM Department of Resources and Development is responsible for the system governing the designation and operation of a nationwide Protected Areas Network.
 - The PAN Policy Framework was endorsed by Congress in 2018 and established to meet the following targets for the Micronesia Challenge:
 - To establish a system of protected area networks in member countries
 - To effectively manage at least 50% of the nearshore marine and 30% of the terrestrial resources across Micronesia by 2030
 - To raise funds for FSM's Micronesia Challenge Endowment Fund in order to sustain these efforts in perpetuity.

The PAN also reflects other international commitments the FSM has made towards the fulfillment of the Rio Conventions, including the United Nations Framework Convention on Climate Change, and the United Nations Convention to Combat Desertification.

Annex 2. Technical assistance providers

Provider Name	Location	Contact	Email
Conservation Society of Pohnpei	Pohnpei	Eugene Joseph	eujoseph925@gmail.com
Pohnpei State Department of Resource & Development	Pohnpei	Hubert Yamada	huberty08@yahoo.com
Pohnpei Office of Fisheries & Aquaculture	Pohnpei	Dahker Abraham	ofa.state.gov@gmail.com
Pohnpei Department of Land and Natural Resources	Pohnpei	Peter Lohn	
Pohnpei Department of Public Safety - Division of Fish & Wildlife	Pohnpei	Ermis Edmund	
Marine Environment Research Institute of Pohnpei	Pohnpei	Simon Ellis	microellis@gmail.com
Kosrae Conservation & Safety Organization	Kosrae	Andy George	kcsodirector@mail.fm
Kosrae Island Resource Management Authority	Kosrae	Stephen Palik	s.asupalik@gmail.com
Kosrae Department of Resource & Economic Affairs - Agriculture Division	Kosrae	Kerson Jackson	
Yap Community Action Program	Yap	Sabino Sauchomal	yapcap@mail.fm
Yap Institute of Natural Science	Guam	Margie Falanruw	
Yap Department of Resources & Development - Division of Marine Resource Management	Yap	Anthony Yalon	jayinug@yahoo.com yalon88@gmail.com
Yap Department of Resources & Development - Division of Land Resources	Yap	John Waayan	landresources@mail.fm
Yap Department of Resources & Development - Division of Agriculture & Forestry	Yap	Tamdad Sulog	agricultureyap@mail.fm
Yap Environmental Protection Agency	Yap	Christina Filmed	cfillmed5@gmail.com
Chuuk Women's Council	Chuuk	Courtney Stinnett Benito	corkbenito@gmail.com
Chuuk Conservation Society	Chuuk	Marcellus Akapito	markapito@gmail.com
Chuuk Department of Marine Resources	Chuuk	Kirisos Victus	kirisosvictus@yahoo.com
Chuuk Department of Agriculture	Chuuk	Montel Tim	
Chuuk Environmental Protection Agency	Chuuk	Bradford Mori	mailto:brad_mori@hotmail.com
University of Guam Marine Laboratory	Guam	Peter Houk	peterhouk@gmail.com
Locally Managed Marine Areas Network	Fiji	Alifereti Tawake	alifereti@lmmnetwork.org
The Nature Conservancy		Elizabeth Terk Berna Gorong	eterk@tnc.org berna.gorong@tnc.org
Rare	Pohnpei	Jasmine Mendiola Rocky Sanchez	jmendiola@rare.org rtirona@rare.org
College of Micronesia-Land Grant			
Pacific Islands Managed and Protected Areas Community		Bertha Reyuw	capacity@ourmicronesia.org
Secretariat of the Pacific Community	Pohnpei	Lara Studzinski	laras@spc.int
Secretariat of the Pacific Regional Environment Program		Sefania Nawadra	
Pacific Islands Ocean Observing System	Hawaii		
FSM National Ocean Resources Management Authority	Pohnpei	Liman Helgenberger	liman.h@norma.fm
USAID Climate Ready	Pohnpei	Stephen Boland Patterson Shed	sboland@pacificclimateready.org pshed@pacificclimateready.org
Seacology		Simon Ellis	microellis@gmail.com
US Forest Services	Hawaii	Kathleen Friday	kathleen.friday@usda.gov

Annex 3. Site eligibility criteria

Each Application shall be evaluated based on the criteria listed below, as detailed in the FSM Protected Areas Network Policy Framework.

Key sites: Does the proposed site contain rare or unusual features, areas of special cultural significance, areas of high biodiversity or endemism, and/or areas with significant populations of threatened species?

Comprehensiveness: Does the proposed site contribute to the Protected Areas Network in representing the full range of biogeographic and socio-cultural diversity of the FSM? Does it align with existing state and or national policies and plans, such as Biodiversity Strategic Action Plans and/or the Micronesia Challenge?

Balance: Does the proposed site contribute to a balanced Protected Areas Network (i.e. not under representing some targets and over representing others)?

Adequacy: Is the proposed site large enough, and do the ecosystems to be protected have viability, integrity/intactness, buffering to allow them to persist?

Representativeness: Is the proposed site a typical of, or a good example of, the habitat type or feature to be protected?

Resiliency: Does the proposed site include resistant communities, bleaching resistant communities, functional group representation?

Efficiency: What is the likelihood that the Management Unit will be able to achieve the site objectives with reasonable resource use, cost and effort?

Feasibility: Is the area in an established protected area with community support? Is the potential for management capacity, funding, monitoring, enforcement, and partnership sufficient to reach site objectives?

Sustainability: Is there a sustainability plan or potential sustainable financing for the site?

Socio-Economic Criteria, including:

- Does the Management Plan or management practices reflect community input and incorporate local knowledge and traditional management and conservation practices?
- Does the Application recognize and respect local resource owners and customary terrestrial and marine tenure systems and protect areas of cultural importance?
- Would the site have negative impacts on existing livelihood strategies (are there conflicting uses of the area)?
- Would the costs and benefits of the site be distributed fairly within and among communities?
- What are the impact of current future populations trends and changing resource use on the site? What is the tourist potential to the site?
- Are there existing use patterns or threats that pose an unsustainable threat, such as invasive species, existing human impacts, potential development impacts, pathogens?
- What is the potential for new developments, new enterprise that may affect the site?
- Would the site contribute to the maintenance of cultural heritage and community lifestyles, including food security and community livelihoods?
- Does the Management Plan or management practices support a transparent decision-making process?

Annex 4. Application form template and checklist of information required for a PAN application

PAN application form template

1. Contact information: Applicant(s)

Name		Title	
Address			
Phone number			
Email (if available)			

2. Contact information: person(s) with the authority to act on behalf of the Applicant(s)

Name		Title	
Address			
Phone number			
Email (if available)			

3. Site information: location

Site name(s)			
Lot number(s)			
GIS location points			
Has a map been provided with this application?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Legal description			

4. Site information: ownership/authority

Please list below the evidence of title or ownership/authority over the site that has been provided as part this application

5. Site information: letter of support			
Has an official letter from the applicable State Government in support of the site nomination been provided as part of this application?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

6. Site information: outstanding disputes			
Are there any outstanding land or marine use disputes, or title disputes, in relation to the nominated area?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details below			

7. Management planning			
Has a copy of the current site management plan or site description outline, including details of ongoing management practices, for the nominated site been provided as part of this application?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

8. Statement of support			
Please provide a supporting statement explaining why the nominated site should be included in the FSM Protected Areas Network			
Is the nominated site recognized as a protected area by:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
a) The state	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b) Municipal ordinance	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
c) Community declaration	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
d) Traditional practice	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has documentation supporting the existing protected area status of the nominated site according to one of the criteria above been included as part of this application?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

9. Community involvement	
Please provide a description of how the Applicant has involved the local community, as well as contiguous communities, in nominating the proposed site	

10. Prior assistance

Please provide a summary any past technical or financial assistance that has been received from organizations or agencies in support of managing the nominated site

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Has documentation relating to prior technical or financial assistance been included as part of this application?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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11. Declaration

By signing below, I declare that the information contained in this application is true and correct to the best of my knowledge

Signature	
Name	
Date	

Application checklist:		
Applications submitted for becoming a member of the Protected Areas Network (PAN) should include the information and supporting documents listed below		
1	Applicant(s) contact information- name, address, phone number, and email (if available).	<input type="checkbox"/>
2	The name(s) of the person(s) who have authority to act on behalf of the Applicant with regard to the Application.	<input type="checkbox"/>
3	Site location- A description of the area, site name(s), lot number(s) and/or GIS location points or location of the area (and a map if available), legal description if available.	<input type="checkbox"/>
4	Evidence of title or ownership/authority over the site.	<input type="checkbox"/>
5	For public land proposed as a PA site (only) - an official letter from the applicable State Government in support of the application.	<input type="checkbox"/>
6	Information on outstanding disputes- detailed information about whether or not there are any outstanding land/marine use or title disputes regarding the nominated area.	<input type="checkbox"/>
7	The current management plan, if available, or a site description outline, including the ongoing management practices of the site.	<input type="checkbox"/>
8	A statement as to why the site should be included in the Protected Areas Network, including supporting documentation if the site is recognized as a protected area either by the state in which it is located, through a municipal ordinance, by community declaration, and/or traditional practices.	<input type="checkbox"/>
9	A description of how the Applicant has involved the site community, as well as contiguous communities to the proposed PA, in nominating the proposed site	<input type="checkbox"/>
10	If available- a description of any past technical or financial assistance received from organizations or agencies in support of developing managed sites, and a summary of that assistance	<input type="checkbox"/>
11	A statement attesting that the information contained in the application is true and correct to the best of the knowledge of the person signing the Application.	<input type="checkbox"/>

Annex 5. Tools to support development of protected area site Management Plans

Tool name	Description	Link (if available)
<i>Adapting to a Changing Climate: Guide to Local Early Action Planning (LEAP) and Management Planning</i>	<i>A suite of materials to support community based adaptation to climate change including guides, workbooks, fact sheets, flipcharts, and numerous training videos</i>	Link to resource
<i>Designing Effective Locally Managed Areas (LMAs) in Tropical Marine Environments: Guidance to Help Sustain Community Benefits through Management for Fisheries, Ecosystems, and Climate Change</i>	<i>Developed in collaboration with USAID and the Coral Triangle Initiative</i>	Link to resource
PIMPAC guide for using traditional ecological knowledge in management planning		Link to resource
A Management and Adaptation Planning guide for natural resource managers		Link to resource
Micronesia Protected Areas Management Effectiveness Evaluation Tool (MPAME)	<i>Protected Area Enforcement Planning Guides - covering compliance and enforcement planning, development of effective standard operating procedures (SOWs) and writing and filing incident reports and citations</i>	Link to resource
Pacific Handbook for gender equity and social inclusion in coastal fisheries (SPC)	<i>Guide to rights-based gender-sensitivity and social inclusion in PA management developed for the Pacific or communit- based planning</i>	Link to resource
Integrating Gender Equity in Conservation at The Nature Conservancy		

Annex 6. Checklist of information required for a protected area site Management Plan

Management Plans are unique to each Protected Area. They should, however, include the elements listed below		
1	A general description of the designated Protected Area site- biological, ecological, socio-economic, cultural, and historical information (see use categories in 5.2 as guidance).	<input type="checkbox"/>
2	Goals and objectives of the protected area: (1) the main reasons for the management (e.g., sustainable resource use, maintenance of traditional systems, protection of a special area such as for species of concern, reproduction etc.); (2) what main factors to measure as a part of evaluating the PA successes and challenges (targets and milestones, threats, human populations, livelihood, governance, strategies and practitioners)	<input type="checkbox"/>
2	Management Unit composition: a list of individuals and entities composing the Management Unit, and the relationship between stakeholders in the MU.	<input type="checkbox"/>
3	Management policies: a list, including a brief description of the main policies, rules, regulations and protocols for the managed site (designated PA).	<input type="checkbox"/>
4	Enforcement: information on the main enforcement plans, including an explanation on how the MU ensure that policies are being enforced.	<input type="checkbox"/>
5	Monitoring and Evaluation: a plan that includes indicators, monitoring goals and evaluation methodology that are going to be used to assess the status of the PA.	<input type="checkbox"/>
6	Public outreach and education: a plan explaining how public awareness of, community education about, and support for the protected area are going to be promoted and implemented.	<input checked="" type="checkbox"/>
7	Administrative and operations plan: a plan delineating the procedures for reviewing and updating the Management Plan, what is the finance Plan for the site, and what are the day-to-day operational procedures and administration.	<input type="checkbox"/>

Annex 7. Adaptive Management

Management planning, traditionally, has been based on the needs of the community, the state of the resources, environmental changes, and the wishes of the resource owner (s). Managers have historically had a method to incorporate this information and feedback into the management planning and change it as needed. This is the basis for adaptive management, which it is important to the success of management overall. Feedback from stakeholders as well as information from monitoring on how the management plan is working to achieve the goals is incorporated into the plan as it is changed and refined.

Adaptive Management Cycle

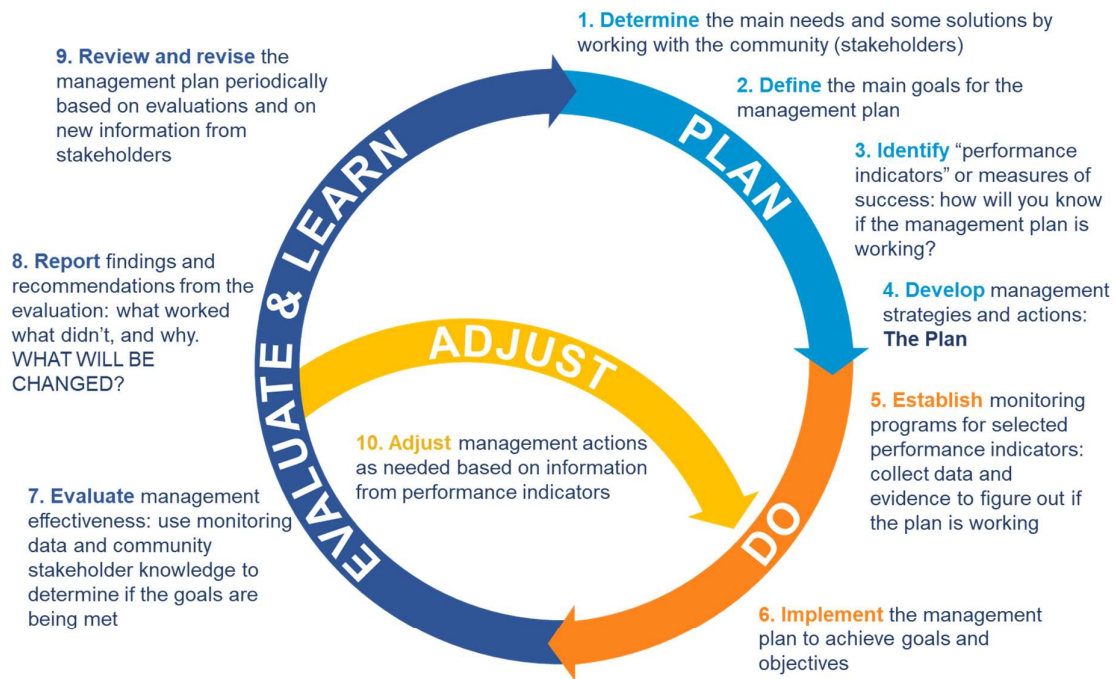


Figure adapted from CSIRO Marine and Atmospheric Research after Jones 2005, 2009.

Annex 8. Checklist of information required to support an Annual Funding request

Listed below are the elements that are required to be provided in support of a request for Annual Funding		
1	Documentation that a Management Plan that meets the criteria of the FSM National PAN Guiding Policy Framework (2015) is in place. All Management Units must have a current Management Plan prior to receiving funds through the Annual Budget Cycle	<input type="checkbox"/>
2	Description of what activities are to be funded , including a description of planned outcomes and results.	<input type="checkbox"/>
3	Identification of anticipated outcomes and results , and description of indicators and procedures to be used to monitor and determine progress towards outcomes and results.	<input type="checkbox"/>
4	Detailed budget reflecting the proposed activities, including line items, subtotals, and totals. Preferably in Microsoft Excel or equivalent.	<input type="checkbox"/>
5	Written explanation and justification for each budget line item requested.	<input type="checkbox"/>
6	Copy of the site's full annual workplan and corresponding budget.	<input type="checkbox"/>
7	Summary of implementation of prior annual workplans , including description of any previous funding received through the Protected Areas Network with an emphasis on accomplishments to date and remaining challenges (and/or the performance monitoring and evaluations report described in Section 8.3 of the FSM Protected Areas Network Policy Framework).	<input type="checkbox"/>

Annex 9. Competitive Project Award review criteria

The Technical Committee members will provide recommendations, and the National Coordinator will make funding decisions, based on criteria outlined in Section 7.6 of the FSM Protected Areas Network Policy Framework:

- Do the proposed activities fit with the FSM’s PAN mission and goals and are they aligned with existing Management Plans, relevant state, and/or national policies and action plans?
- To the extent possible, do the proposed activities engage local communities and respect and support traditional management systems?
- Does the technical proposal include clear objectives, a coherent strategy, identify indicators to monitor progress towards milestones and assess impact, and a plan for sharing results with relevant stakeholders?
- Does the budget consist of reasonable costs that reflect the technical proposal?
- Does the proposal include cost sharing or matching resources?
- Does the proposal consider sustainability? Including but not limited to sustainable financing for future programming
- Does the applicant demonstrate technical and management capacity to implement the proposed activities?

Annex 10. Checklist of information required to support a Competitive Project Award application

Listed below are the elements that are required to be provided in support of a Competitive Project Award application		
1	The Applicant name, address, phone number, and email (if available) , together with the name of the person who has authority to act on behalf of the Applicant with regard to the proposal	<input type="checkbox"/>
2	Technical proposal including detailed description of activities along with a timeline for proposed activities	<input type="checkbox"/>
3	Anticipated outcomes and results , and description of indicators and procedures to be used to monitor progress towards outcomes and results	<input type="checkbox"/>
4	Detailed budget reflecting the proposed activities, including line items, subtotals, and totals. Preferably in Microsoft Excel or equivalent	<input type="checkbox"/>
5	Description of how the proposal would benefit the PAN , including a description of how the project is aligned to existing Management Plans, state, and/or national policies and action plans	<input type="checkbox"/>
6	Description of organizational capacity including technical, financial, and management capacity to implement the proposed project	<input type="checkbox"/>
7	Description of any previously implemented activities similar in size and scope to those proposed, and summary of results achieved	<input type="checkbox"/>
8	A statement attesting that the information contained therein is true and correct to the best of the knowledge of the person signing the proposal	<input type="checkbox"/>
9	Any other information required in the Solicitation	<input type="checkbox"/>