



# BUSINESS PLANNING FOR PROTECTED AREAS CAPACITY BUILDING WORKSHOP

The Conservation and Environment Protection Authority, with support from UNDP, through the Sustainable Financing of Papua New Guinea's Protected Area Network would like to invite interested stakeholders attending the Protected Area Forum to also join a four-day capacity building workshop that will focus on:

- Business planning for protected areas
- Proposal writing for grants
- Financial management for biodiversity organisations

The Institutional and Regulatory Review and Protected Area Finance and Investment Plan both identified an absence of business plans in Protected Areas as well as limited capacity of biodiversity organisations to develop successful grant proposals as well as financial management of grants and financial resources. This creates a barrier to attracting and managing financial resources for protected area management and community livelihoods. Therefore, a capacity building programme will provide greater business planning and financial management support to both the managers of Protected Areas as well as their support organisations in PNG.

The business planning and financial management training will include but not be limited to the following topics:

## BUSINESS PLANNING FOR PROTECTED AREAS

- ◆ What is a business plan and how does it differ from a management plan?
- ◆ Why is business planning important?
- ◆ What is the purpose of the plan?
- ◆ How can the business plan be used?
- ◆ The components of business plans
- ◆ Elements of strong and weak business plans with examples
- ◆ Description of the PA, ecosystem services and contribution

- ◆ Market analysis (market trends, competitor and visitor analysis)
- ◆ Management and organizational structure
- ◆ Developing a financial plan
- ◆ Locally-generated financing mechanisms
- ◆ Prioritising financing mechanisms
- ◆ Demonstrating impact to strengthen government budget support

## FINANCIAL MANAGEMENT FOR PROTECTED AREAS

- ◆ Importance of demonstrating financial management, good governance and transparency
- ◆ Financial procedures required to assist CBOs/NGOs in PNG
- ◆ Financial governance, detecting and combatting corruption
- ◆ Long-term financial forecasting
- ◆ Developing an annual budget
- ◆ Bank account management including how to access to digital and microbanks options
- ◆ Procurement and purchasing process
- ◆ Accounting and reporting for financial expenditure; maintaining a book of accounts
- ◆ Maintaining an asset inventory

## GRANT WRITING

- ◆ Understanding the granting process
- ◆ The components of developing a grant proposal
- ◆ Developing a problem statement and theory of change
- ◆ Stating goals, objectives and formulating indicators
- ◆ Communicating impact



## PROPOSED SCHEDULE

The schedule for the training includes:

DATE	TOPIC
SATURDAY, 4TH JUNE	TRAINING EVENT: <ul style="list-style-type: none"><li>• BIODIVERSITY AND CLIMATE GEOPORTAL – DATA FOR DECISION-MAKING</li><li>• LUKIM GATHER MOBILE APP - TECHNOLOGY FOR CONSERVATION</li></ul>
SUNDAY, 5TH JUNE	WORLD ENVIRONMENT DAY CELEBRATES – DETAILS TO FOLLOW AT THE EVENT
MONDAY, 6TH & TUESDAY, 7TH JUNE	MANAGEMENT PLANNING FOR PROTECTED AREAS
WEDNESDAY, 8TH & THURSDAY, 9TH JUNE	BUSINESS PLANNING FOR PROTECTED AREAS
FRIDAY, 10TH JUNE	MASTERCLASS: GRANT PROPOSAL WRITING
SATURDAY, 11TH JUNE	FINANCIAL MANAGEMENT FOR PROTECTED AREAS