**Automatic e-mail for the PPI FORM (draft)**

Dear Mr. Ms. Mrs. [Conectar con el campo del form "Lead contact" para que tome el nombre automático y se envíe en el mail]

Thank you very much for using our online form to create a “**Project Profile”** for your **Initiative.** This profile will now be included in the **“Projects Database” for the Wider Caribbean/CLME+ region** on the CLME+ HUB.

**We would now also like to invite you to periodically update the content of your Project Profile(s)**, to make sure that the information available on the CLME+ HUB remains as accurate as possible.

**Please note that you will be able to re-gain access to the online form and edit the content of your Project Profile(s)** at any time by following the below steps**:**

* Go to the "Projects database" section on the CLME+ HUB menu and click on "Upload/Update your Project Profile". Then, press the button "Update Project Profile (s)":

**-----Insertar sceenshot----**

* Use the following username and password to log in:

**Username:-----**

**Password:-----**

**The automatic password assigned by the system will expire in the next 48 hour, therefore, we highly recommend to set up a personal, strong and easy-to-remember password**. This will also prevent undesired changes or arbitrary accesses from external users to your Project Profile. Click on the link below to make this modification.

-----link-------

Thank you for working collaboratively for a healthier marine environment, and towards enhancing the well-being of the peoples in our region. Always remember that **together we can achieve more!**

We encourage you to further explore the content of our database and the CLME+ HUB (www.clmeplus.org), as this may prove useful for identifying opportunities for synergies and collaboration with other planned and ongoing initiatives.

Also, please don’t hesitate to share your experiences regarding the use of the database with us. If you have any questions or comments feel free to contact us using the following e-mail:

info@clmeplus.org

Best regards,

Patrick Debels

UNDP/GEF CLME+ Project Coordination Unit

Secretariat to the CLME+ SAP Interim Coordination Mechanism (ICM)



**Email for trusted partners inviting them to create a project profile from scratch whose projects already have information in our PPI Database but still have some missing fields. (draft)**

Dear Mr. or Ms. [PERSONALIZE!]

We understand that you manage/oversee the following project(s) that contribute to the regional vision for the Wider Caribbean/CLME+ region of “**a healthy marine environment that supports the well-being and enhanced livelihoods of our peoples**”: [list projects]

As such, and in our quality of Secretariat for the CLME+ Interim Coordination Mechanism (ICM), we would like to invite you to create, at your earliest convenience, an online “**Project Profile”** for each of your **Project(s)/Initiative(s)** relevant to the aforementioned vision,for inclusion in the **“Projects Database” on the CLME+ HUB**.

*Please may we kindly request you in this sense to also create a Project Profile for all other relevant projects not explicitly mentioned by us in this mail.*

Uploading your initiative(s) to the CLME+ HUB will allow others to learn about your work, and stimulate synergies and enhanced collaboration and coordination.

Whereas we are currently still working on the CLME+ Hub, we trust that your leadership in supporting our collaborative efforts will motivate others to follow our example. The more representative the CLME+ Project Database becomes of past, planned and ongoing work in the region, the better it will serve its purpose of supporting our joint efforts.

**You can easily create and upload your Project Profile(s) using the following online form:**

-------Insert Link-----

*Please, kindly note that the information entered in the form is meant to be used as public knowledge and will be available to all CLME+ HUB visitors. Kindly note that the red color in the form denotes a mandatory field.*

Creation of a basic Project Profile using the online form should take approximately between X and Y minutes of your time.

Please note that, as soon as you have created your first online Project Profile, you will be provided with a **username and password.** These willallow you to further access and complete/update all Project Profiles created by you, at any moment in time.

Thank you for working collaboratively for a healthier marine environment, and towards enhancing the well-being of the peoples in our region. Always remember that **together we can achieve more!**

Please don’t hesitate to share your experiences regarding the use of this online form with us. If you have any questions or comments feel free to contact us using the following e-mail:

info@clmeplus.org

Best regards,

Patrick Debels

UNDP/GEF CLME+ Project Coordination Unit

Secretariat to the CLME+ SAP Interim Coordination Mechanism (ICM)



**More formal email for lesser-known partners, inviting them to create a project profile from scratch whose projects already have information in our PPI Database but still have some missing fields. (draft)**

Dear Mr. or Ms. [PERSONALIZE!]

As you may know, the UNDP/GEF CLME+ Project Coordination Unit, in its quality of Secretariat for the Interim Coordination Mechanism for shared living marine resources/integrated Ocean Governance in the Wider Caribbean, has been supporting the development of a regional Knowledge Platform on the marine environment and associated socio-economics, called the CLME+ HUB ([www.clmeplus.org](http://www.clmeplus.org)).

One of the elements of the Hub consists of an online database with information sheets (“Project Profiles”) on past, planned and ongoing projects on the marine environment in the region, with associated, user-friendly Graphical User Interface.

The success of this database as a tool to support enhanced synergies, coordination and collaboration among all of us working on “human societies and the marine environment” very much depends on your collaboration:

We understand that you manage/oversee, possibly among others, the following project(s) that contribute to the regional vision for the Wider Caribbean/CLME+ region of “**a healthy marine environment that supports the well-being and enhanced livelihoods of our peoples**”: [list projects]

As such, we would like to invite you to create, at your earliest convenience, an online “**Project Profile”** for each of your **Project(s)/Initiative(s)** relevant to the aforementioned vision,for inclusion in the aforementioned **database” on the CLME+ HUB**.

Uploading your initiative(s) to the CLME+ HUB will allow others to learn about your work, and stimulate synergies and enhanced collaboration and coordination.

Whereas we are currently still working on the CLME+ Hub, we trust that your contributions will motivate others to follow your example. The more representative the CLME+ Project Database becomes of past, planned and ongoing work in the region, the better it will serve its purpose of supporting our joint efforts.

**You can easily create and upload your Project Profile(s) using the following online form:**

-------Insert Link-----

*Please, kindly note that the information entered in the form is meant to be used as public knowledge and will be available to all CLME+ HUB visitors. Kindly note that the red color in the form denotes a mandatory field.*

Creation of a basic Project Profile using the online form should take approximately between X and Y minutes of your time.

Please note that, as soon as you have created your first online Project Profile, you will be provided with a **username and password.** These willallow you to further access and complete/update all Project Profiles created by you, at any moment in time.

Thank you for working collaboratively for a healthier marine environment, and towards enhancing the well-being of the peoples in our region. Always remember that **together we can achieve more!**

Please don’t hesitate to share your experiences regarding the use of this online form with us. If you have any questions or comments feel free to contact us using the following e-mail:

info@clmeplus.org

Best regards,

Patrick Debels

UNDP/GEF CLME+ Project Coordination Unit

Secretariat to the CLME+ SAP Interim Coordination Mechanism (ICM)



**Email requesting partners to review/revise, and complete/correct, as applicable, profiles that we have already created ourselves and included in the database**

Dear Mr. or Ms. [PERSONALIZE!]

As you may know, the UNDP/GEF CLME+ Project Coordination Unit (PCU), in its quality of Secretariat for the Interim Coordination Mechanism for shared living marine resources/integrated Ocean Governance in the Wider Caribbean, has been supporting the development of a regional Knowledge Platform on the marine environment and associated socio-economics, called the CLME+ HUB ([www.clmeplus.org](http://www.clmeplus.org)).

One of the elements of the Hub consists of an online “Projects Database” with information sheets (“Project Profiles”) on past, planned and ongoing projects on the marine environment in the region, with associated, user-friendly Graphical User Interface.

Inclusion of your initiative(s) in the CLME+ HUB Projects Database will allow others to learn about your work, and stimulate synergies and enhanced collaboration and coordination among all of us working on “human societies and the marine environment”.

The success of this database very much depends on your collaboration:

We understand that you manage/oversee, possibly among others, the following project(s) that contribute to the regional vision for the Wider Caribbean/CLME+ region of “**a healthy marine environment that supports the well-being and enhanced livelihoods of our peoples**”: [list projects]

The CLME+ PCU has been able to already create a preliminary “Project Profile” for the following initiative: [name]

We would like to kindly invite you to review, correct and/or further complete (where applicable) this Project Profile. Your Project Profile can be edited using following link:

----link---

We would also wish to invite you, or a colleague you may appoint for this purpose, to take ownership over this Profile: once you submit the revised profile, you will be provided with a username and password which you can then use to re-gain access to your online form/profile at any moment in time.

Whereas we are currently still working on the CLME+ Hub, we trust that your contributions will motivate others to follow your example. The more representative the CLME+ Project Database becomes of past, planned and ongoing work in the region, the better it will serve its purpose of supporting our joint efforts.

*Please, kindly note that the information entered in the form is meant to be used as public knowledge and will be available to all CLME+ HUB visitors. Kindly note that the red color in the form denotes a mandatory field.*

Thank you for working collaboratively for a healthier marine environment, and towards enhancing the well-being of the peoples in our region. Always remember that **together we can achieve more!**

Please don’t hesitate to share your experiences regarding the use of this online form with us. If you have any questions or comments feel free to contact us using the following e-mail:

info@clmeplus.org

Best regards,

Patrick Debels

UNDP/GEF CLME+ Project Coordination Unit

Secretariat to the CLME+ SAP Interim Coordination Mechanism (ICM)



FAO WECACF

Jeremy Mendoza

Yvette DieiOuadi

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Peter Murray

Maren Headley