

# Consultation and participation Plan

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Cambodia REDD+ PROGRAMME

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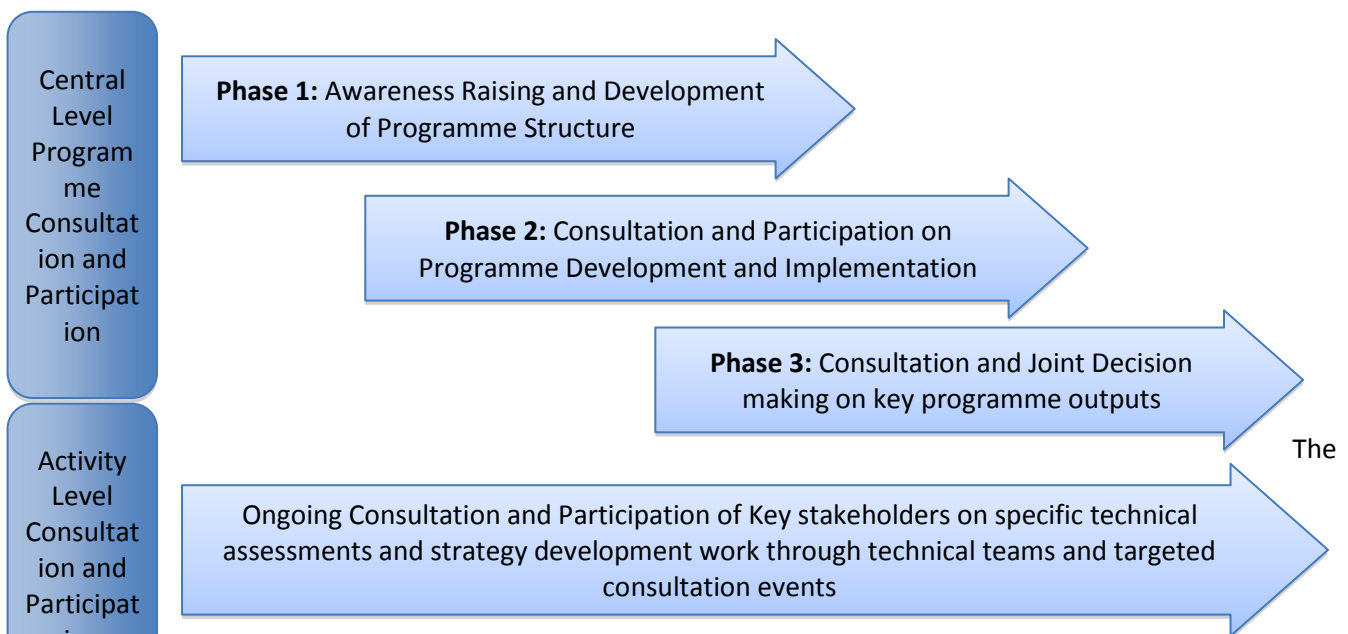
Draft: 10<sup>th</sup> July 2012

## Stakeholder Consultation and Participation Framework for the Cambodia REDD+ Programme – One Page Summary

The Cambodia REDD+ Readiness process recognises the critical role that different stakeholders have in developing effective, efficient and equitable approaches to REDD+. The Cambodia REDD+ Roadmap committed to development of a multi-stakeholder REDD+ Readiness process that is inclusive and balanced between different stakeholder groups. The programme has two objectives for consultation and participation:

- *Stakeholders are empowered to engage in the National REDD+ Process through the development of strategies and methods of implementation and the review of proposed policies*
- *Stakeholders have access to information on REDD+ and the Cambodia REDD+ Readiness Process*

To achieve these objective a three phase and multi-layered approach has been developed.



The implementation of these phases operationalized through an **annual planning cycle** led by the REDD+ Taskforce Secretariat and

Consultation group - the resulting annual plan will guide activities for that year.

This planning process will be guided by **nine principles and corresponding criteria for consultation and participation** and supported by a **eight step consultation and participation planning tool**.

Monitoring against the principles and criteria, along with workplan progress, impact and relevance will be led by the REDD+ Consultation group on a quarterly basis in line with quarterly workplan development.

### Box 1: Principles of Consultation and Participation

The REDD+ Readiness Process should:

- be **transparent**
- be **inclusive**
- **maintain fair representation**
- **allow groups to be held to account**
- be **iterative**
- **ensure the availability of information**
- **build on existing processes and structures**
- be **timely**
- be **adequately resourced**

### Box 2: 8 Step Framework for Consultation and Participation Planning

- Step 1: Identify Desired Outcomes of C&P
- Step 2: Identify Stakeholders
- Step 3: Identify Issues for C&P
- Step 4: Define Terms of C&P
- Step 5: Define methods
- Step 6: Ensure stakeholders have capacity to engage
- Steps 7: Conduct Consultation and Participation
- Step 8: Analyse and Disseminate Results

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### 1.1

## Table of Acronyms

C&P	Consultation and Participaiton
CBO	Community Based Organisation
CS	Civil Society
FCPF	Forest Carbon Partnership Facility
FPIC	Free Prior Informed Consent
IP	Indigenous Peoples
NGO	Non Governmental Organisation
PEB	Programme Executive Board
REDD	Reduced Emissions from Deforestation and Degradation
RT	REDD+ Taskforce
RTS	REDD+ Taskforce Secretariat
ToR	Terms of Reference
TWG F&E	Technical Working Group on Forest and Environment
UN-REDD	United Nations collaborative Programme on Reduced Emissions from Deforestation and Degradation

## Introduction

Development of a national approach to engaging in REDD+ provides a large number of opportunities and potential challenges to any country. To develop strategies that are effective, efficient and equitable will require bringing together the knowledge and experience of a broad range of different stakeholders from the forest sector and beyond. Sharing of knowledge and ideas will not only support development of optimum solutions, it will help prevent the development of perverse incentives that adversely affect different environments, economies or stakeholder groups.

In recognition of the importance of stakeholder consultation and participation all major REDD+ initiatives identify it as a critical programme requirement as well as linking it with existing country obligations under national and international law<sup>1</sup>.

Consultation and participation has already formed an important part of the Cambodia REDD+ Readiness process with a number of consultation events being held during the development of the REDD+ Roadmap.

Stakeholders are defined as those groups that have a stake/interest/right in the forest and those that will be affected either negatively or positively by REDD+ activities. They include relevant government agencies, formal and informal forest users, private sector entities, Indigenous Peoples and other forest dependent communities.

*DRAFT Guidelines on Stakeholder Engagement in REDD+ Readiness May 2011*

The resulting Cambodia REDD+ Roadmap continues this commitment identifying the need for Roadmap implementation to adopt an approach that is inclusive and balanced with regard to stakeholder engagement.

This document is the next step in developing this approach and provides an outline of the Cambodia REDD+ Programme's approach to consultation and participation. It provides an overview of decision made during the REDD+ Roadmap development process with regard to consultation and participation tools as well as outlining the approach to be taken during the REDD+ readiness process.

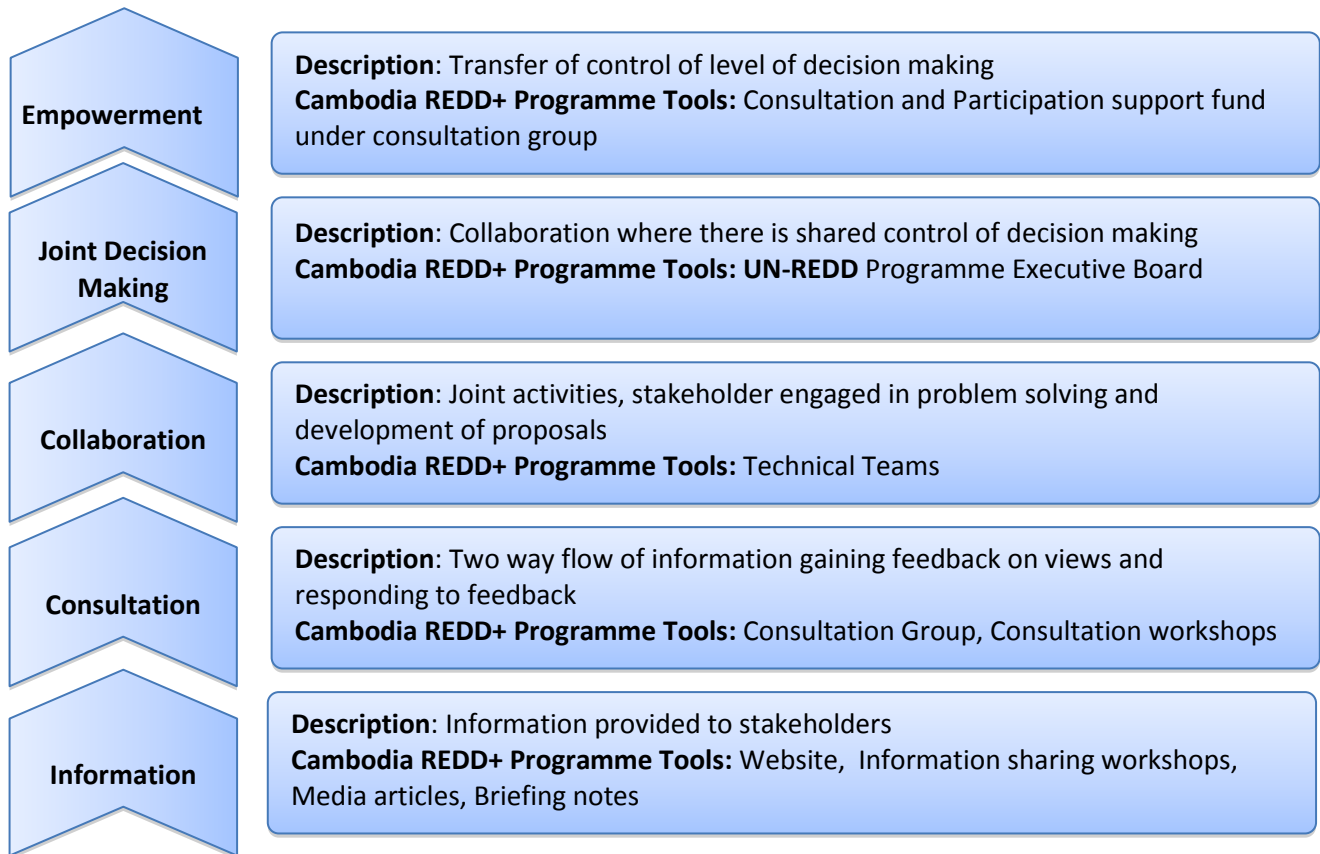
When considering the different approaches to use it is important to remember that there are many different forms of engagement that move from information sharing to full engagement. The current approach looks to use a range of approaches that operate all along this continuum to maximise the effectiveness of engagement within the programme (see Figure 1).

This document is divided into three sections:

- **Section 1:** Provides an overview of the Objectives, Principles, and Approach to consultation and participation process. These build on decision taken during the REDD+ Roadmap development process and will form the framework for all consultation and participation activities undertaken during the programme.
- **Section 2:** Provides an outline of how these principles will be operationalized at the programme level.
- **Section 3:** Provides an outline of key activities to be conducted during 2012 and how Principles and Criteria will be addressed – linking to the Annual workplan. This Section will be updated on a six monthly basis and will also be supported by concept notes and ToR for different activities.

<sup>1</sup> The UN-REDD and FCPF Programmes have developed joint guidance on Stakeholder engagement, these guidelines provide an outline of requirements under the two programmes as well as guidance on how to develop and implement consultation processes.

Figure 1 Stakeholder Engagement Continuum



## 1 Section 1: Objectives and Principles for Consultation and Participation

The REDD+ Roadmap identified two main objectives for stakeholder engagement and provided nine principles for engagement along with guidance criteria for these principles – these will be utilised as the basis for all consultation and participation during the REDD+ Readiness Phase.

### 1.1 Objectives of Consultation and Participation:

- Stakeholders are empowered to engage in the National REDD+ Process through the development of Strategies and methods of implementation and the review of proposed policies
- Stakeholders have access to information on REDD+ and the Cambodia REDD+ Readiness Process

### 1.2 Principles of Consultation and Participation:

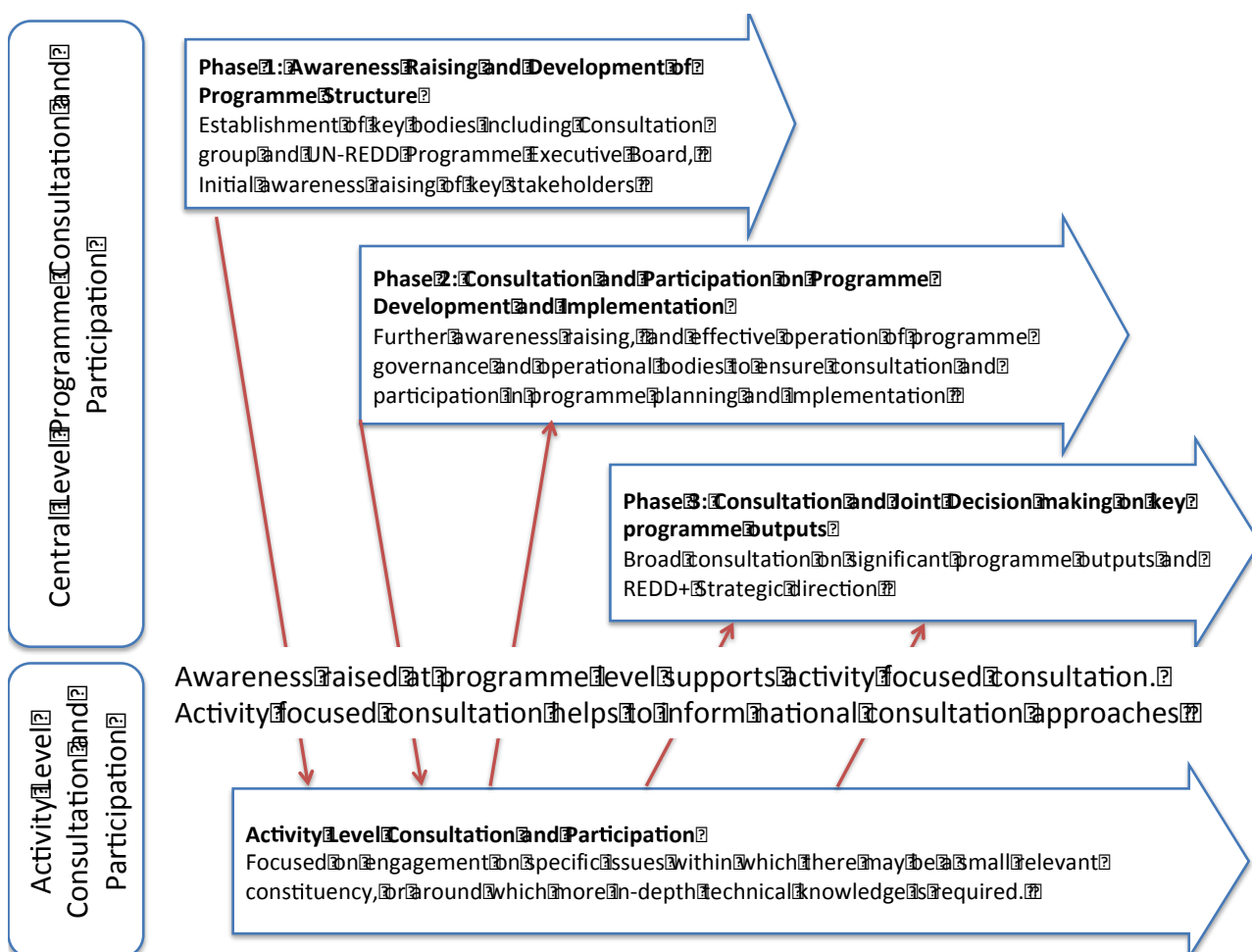
Principle	Criteria
The process should be <b>transparent</b>	<ul style="list-style-type: none"> <li>• Key programme documents available to all stakeholders including:               <ul style="list-style-type: none"> <li>○ Programme workplans</li> <li>○ Minutes of main governance body meetings</li> <li>○ Programme document and operational structure</li> <li>○ Programme monitoring and evaluation frame work</li> </ul> </li> </ul>
The process should be <b>inclusive</b> engaging all relevant stakeholders with a sufficient support to provided to more vulnerable groups	<ul style="list-style-type: none"> <li>• Representatives from each stakeholder group should be involved in the development of strategies</li> <li>• All stakeholders should have the opportunity to comment on draft policies that will impact their livelihoods</li> <li>• Information should be presented in a way that is both comprehensive and comprehensible to all</li> <li>• Information sharing events focused on gaining both information on existing perceptions and local approaches to forest governance as well as sharing information on REDD+</li> </ul>
The process should maintain fair <b>representation</b> of different groups	<ul style="list-style-type: none"> <li>• Groups should be allowed to select their own representatives</li> <li>• Training and support should be provided to representatives</li> </ul>
The process should allow for groups to be <b>held to account</b>	<ul style="list-style-type: none"> <li>• The <b>role</b> of different constituents should be presented</li> <li>• A <b>Complaint Mechanism</b> should be in place for the consultation process</li> </ul>
The process should be <b>iterative</b>	<ul style="list-style-type: none"> <li>• Clear <b>response mechanism</b> for consultation including facility for continued feedback</li> </ul>
The process should ensure the availability of <b>information</b>	<ul style="list-style-type: none"> <li>• Establishment of a REDD+ website</li> <li>• Materials should be developed that are appropriate to different stakeholders, including: glossary of terms in Khmer, Image based awareness raising materials, video information</li> </ul>
The process <b>builds on existing processes and structures</b>	<ul style="list-style-type: none"> <li>• The process should build on the capacity established by existing processes, organisations and/or networks</li> <li>• Consultation should be integrated into implementation of existing programmes such as the NFP and Community Forestry</li> <li>• Consultation and information sharing should be done by a range of stakeholders within their own constituencies</li> </ul>
The process should be <b>timely</b>	<ul style="list-style-type: none"> <li>• It should be sensitive to time needs of various stakeholders</li> <li>• Information should be provided sufficiently in advance for all stakeholders to access information</li> <li>• Stakeholders should be provided with sufficient information and training in advance of consultation</li> </ul>
The process should be <b>adequately resourced</b>	<ul style="list-style-type: none"> <li>• Development of clearly costed workplans for activities</li> <li>• Provide funding for grass-roots education and consultation with communities</li> <li>• Provide funding for education and consultation with local governments</li> </ul>

These principles and criteria mark an important element of Cambodia's approach to the development of nationally appropriate safeguards in relation to the UN-REDD and FCPF programmes.

## 2 Section 2: Operationalising Cambodia’s REDD+ Approach to Consultation and Participation

This document provides an outline of how these objectives will be achieved and principles and criteria adhered to. The document is intended to be a living one with activities and priorities to be identified along with the development of the programme. Implementation will occur at two levels:

- **Central level implementation** – focused on consultation and participation within the programme as a whole (governance structures, operational), as well as cross cutting areas in which consultation and participation must be considered (awareness raising of stakeholders to support their capacity to engage in the programme, and consultation on overall programme outputs).
- **Activity level implementation** – focused on specific activities within the programme workplan



**Central level** implementation will occur through a three-phase process whose phases overlap. These phases will initially help increase awareness amongst stakeholders to strengthen **Activity level** consultation and participation. Examples of this include awareness raising of key stakeholder groups on the REDD+ process and the role of Technical Teams within this, these stakeholders will then be better placed to engage in the teams as part of an activity specific consultation and participation process, or central level development of an approach to implementing Free Prior Informed Consent that can then be operationalized at Activity level. Subsequently central level consultation and participation will be strengthened by activity level consultation. For example stakeholders engaged in consultation around a development of a proposals for a benefit distribution systems at site level will be better placed to engage in a central level consultation process.



## 2.1 Operationalising the Frameworks

This multi-layered approach provides a framework for the implementation of consultation and participation. The plan will be updated on an annual basis in line with the annual work planning process with review also occurring on the quarterly basis. This process will be operationalize by the REDD+ Taskforce Secretariat and the Consultation group (see Section 2.3). Plans must adhere to the principles and criteria in this Consultation and Participation Framework. A consultation and participation planning tool is provided to support this process.

## 2.2 Consultation and Participation Planning Tool

To support the planning of consultation and participation at both levels a 8 Step approach to planning has been developed (Figure 2). The approach presented is based on joint guidelines on Stakeholder engagement provided by UN-REDD and FCPF<sup>2</sup> and the lessoned learned from stakeholder engagement laid out in the REDD+ Roadmap.

Figure 2: Consultation and Participation Planning Tool

1. Identify Desired Outcomes of Consultation and Participation	It is critical to identify what the intended outcomes of the consultation and participation. Clear identification on outcomes is critical to both communicating the purpose of consultation and participation process as well as ensuring different stakeholders are clear what to expect from it.
2. Identify Relevant Stakeholders	Key stakeholder groups in achieving the outcomes of the consultation process should be identified. Within the context of REDD+ it will include those that will be responsible for designing, and implementing approaches, those that are able to support this process and those that will be affect by it.
3. Define issues to for Consultation and Participation	Within the context of REDD+ there are a large number of issues that may require consultation and participation. It is important to identify a full suite of these and then think through the specific objectives for each element as well as which of the stakeholders identified are the critical ones within this.
4. Define terms for Consultation and Participation	Key terms related to the consultation and participation process should be set. These will help there be shared understanding of how the consultation and participation process will be managed and what stakeholders can expect from the process.
5. Select Methods for Consultation and Participation	Methods should be selected and designed based on the desired outcomes, the issues for consultation and participation and the stakeholders to be engaged.
6. Ensure Stakeholders have the capacity to engage	Many stakeholders will not have the capacity to engage effectively with consultation events on specific subjects unless they are provided with support in advance. It is important to help build capacity to support effective consultation – this is also a key element of developing and approach to Free Prior Informed Consent (FPIC)
7. Implement Consultation and Participation	Activities should be implemented in line with the terms agreed under step 4 and following any initial awareness raising or capacity building that is identified as being required.
8. Analyse and Disseminate Results	Results from consultation and participation processes should be analysed to assess feedback from stakeholders, the effectiveness of the process and what modifications can be made. Results should also be disseminated along with how decision makers have responded to issues raised.

<sup>2</sup> April 20 2012 version of the Guidelines available at [http://www.unredd.net/index.php?option=com\\_docman&task=doc\\_download&gid=7047&Itemid=53](http://www.unredd.net/index.php?option=com_docman&task=doc_download&gid=7047&Itemid=53)

This approach was utilised during the REDD+ Roadmap development with stakeholders being consulted on key issues within the programme development process, key stakeholders requiring engagement and how consultation and participation tools could be developed from use during the REDD+ readiness phase.

Outcomes from these consultations produced both:

- The three phased approach to consultation and participation shown above and
- The programme governance and operational structure, which embeds a multi-stakeholder multiagency approach at the center of the programmes operation – further information on these bodies is provided below.

## 2.3 Structures for Operation

Within the context of Cambodia the consultation and participation planning process and subsequent implementation will be led by the REDD+ Taskforce Secretariat who will be supported by other key bodies within the Cambodia REDD+ Programme. An overview of this process is provided below.

### The REDD+ Taskforce Secretariat:

The Secretariat will be responsible for:

- Overall planning of consultation and participation activities to correspond to the framework provided in Consultation and Participation plan.
- Ensuring linkages between programme level and activity level consultation and participation
- Developing ToR and Concept notes for activities within the Cambodia REDD+ Programme Annual Workplan and the consultation plan and ensuring that these have considered and adhere to the Principles of Consultation and Participation laid out in this document (a checklist against principles will be included on all ToR and Concept notes)
- Provision of information to members of all bodies within the Cambodia REDD+ Programme in a timely and appropriate manner to ensure that they are able to engage effectively with the programme
- Maintaining the Cambodia REDD+ Website as a tool for information sharing and coordination
- Coordinating where possible different consultation and participation activities to ensure that they are not excessive or overly burdensome on participant groups.

Key additional bodies will include:

- REDD+ Consultation group  
The REDD+ Consultation group consist of 14 representatives including representatives of the private sector, international and national NGO's, civil society and indigenous peoples, and knowledge based institutions. It will meet at least twice a quarter to review documents and plans developed by the REDD+ Taskforce Secretariat. The group will also act as a single point of contact for the REDD+ Taskforce Secretariat in-terms of consultation with members being responsible for passing on information to constituents and providing feedback to the REDD+ Taskforce Secretariat on documents as well as in which areas further consultation is required.  
The Consultation group will also be responsible for managing in coordination with the REDD+ Taskforce Secretariat a fund for civil society consultation and participation. This fund will allow groups to consult on specific topics which they feel require additional stakeholder engagement above and beyond that planned within the workplan.
- Technical Teams  
Technical teams will facilitate collaboration between different stakeholder groups in the development of plans and proposals for review by the REDD+ Taskforce. Technical teams will be made up of government representatives from relevant line agencies. Representatives from other stakeholder groups will also be added in line with their relevance to the technical areas, skills and experience. It is anticipated that when active Teams will meet at least once per month.
- UN-REDD Programme Executive Board  
The UN-REDD Programme executive board will provide an oversight body for review and approval of workplans. The board provides a forum for joint decision making on the UN-REDD Programme and provides

a means of recourse should stakeholder be unhappy with the existing consultation and participation process. The board will meet at least twice a year.

- Existing coordination structures

Where possible existing coordination structures will also be used to facilitate consultation and participation Table 1 provides an initial list of key structures as identified within the REDD+ Roadmap. Information will be provided to these groups within their regular meetings with members of the REDD+ Taskforce and Taskforce secretariat responsible for providing information to these groups.

## 2.4 Monitoring

Monitoring will occur through the Consultation group who will be responsible for reviewing consultation efforts against the consultation plan (its objectives, principles and criteria) and providing feedback to both the REDD+ Taskforce and UN-REDD Programme Executive Board. This will be facilitated by a basic checklist on all concept notes and ToR of how activities address the principles and criteria of consultation outlined in the consultation plan. Indicators for stakeholder engagement and monitoring will also be included within the UN-REDD Programme monitoring framework. Delivery of these will be reviewed by the joint FAO, UNDP, UNEP programme assurance committee.

**Table 1: Key Stakeholder Groups and Existing Forms of Engagement and Representation**

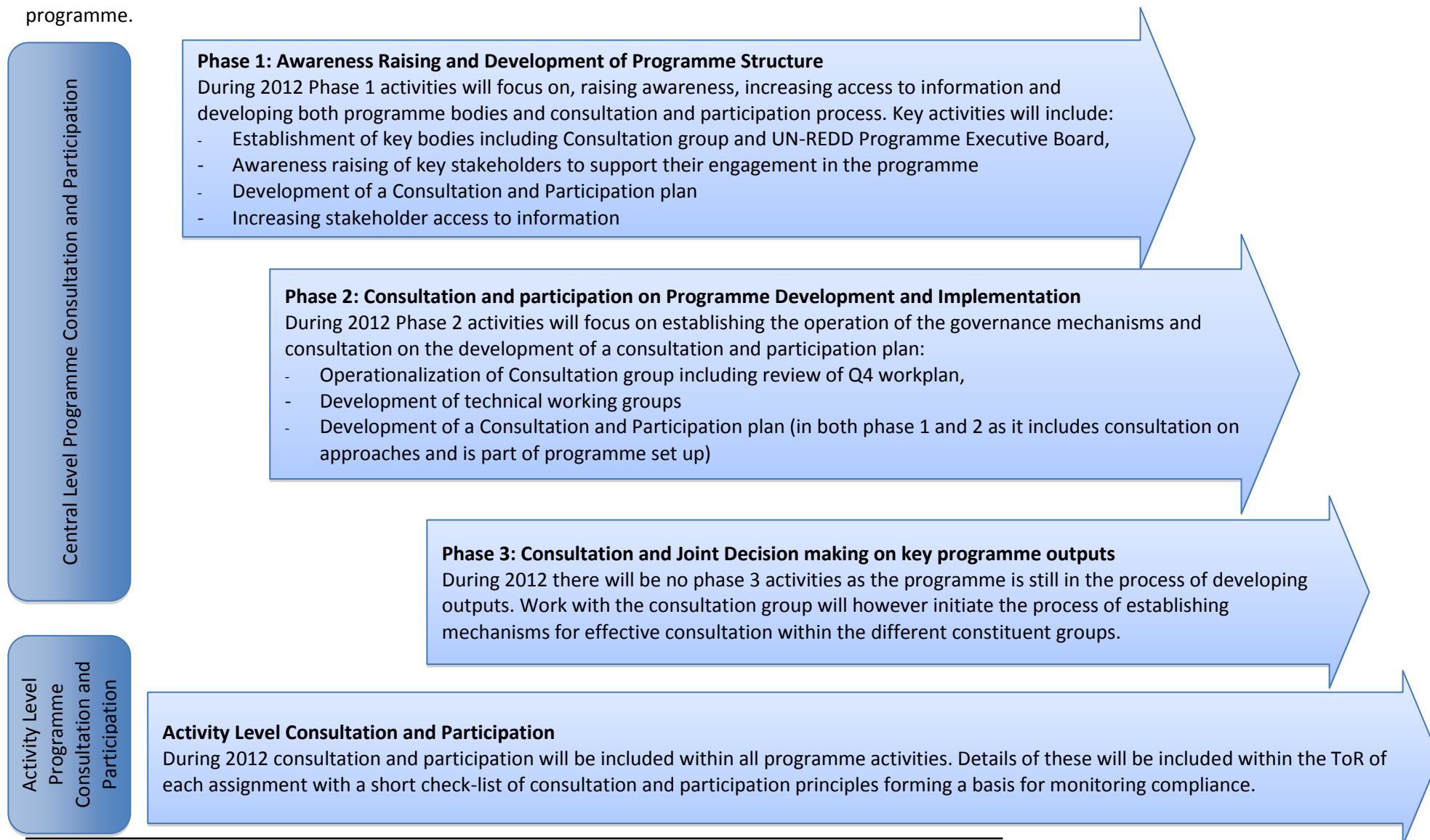
<b>Stakeholder Group</b>	<b>Forum for Engagement and Representation</b>
<b>Government</b>	National REDD+ Taskforce* National Climate Change Committee Council for Land Policy; Cadastral Commission; National Committee for Land Management; National Committee for Addressing Disputes in Relation to Creation of Permanent Forest Reserve Areas; Forest Land Encroachment Committee; National Authority for Land Disputes/Conflict Resolution; National Committee for Subnational Democratic Development (NCDD); Expropriation Committee
<b>Government / Donors / Private Sector / NGOs / Civil Society</b>	Technical Working Groups (e.g. TWGF&E, TWGFj, etc.) UN-REDD Programme Executive Board* REDD+ Consultation Group* REDD+ Technical Teams*
<b>Government-Community Forestry Groups</b>	National Community Forestry Programme Coordination Committee <i>Community Protected Areas Network</i> <i>Community Fisheries Network</i>
<b>NGOs</b>	Climate Change Network Informal NGO REDD+ Working Group Forest Livelihoods and Plantation Network Land Action Network Indigenous People's Network Regional and Provincial Networks
<b>Civil Society and Indigenous Peoples</b>	IRAM (Indigenous Rights active member) Indigenous People NGOs Network (IPNN) CPN (Community Peace Building Network) Cambodia Indigenous Peoples Alliance NAR (NGO Alliance on REDD), Environment Forum Network (EFN) Prey Long Community Network Skor Ampouv Cambodia NTFP Working Group Oral Network

	Forestry, Livelihood and Plantation Network (FLPN)
<b>Government-Private Sector</b>	Government-Private Sector Forum Cambodia Timber Industry Association Chambers of Commerce
<b>Knowledge based institutions</b>	None
<b>International Networks</b>	ASEAN Regional Knowledge Network on Climate and Forests Asia Indigenous Peoples Pact

\* Denotes structures that are specific to the Cambodia REDD+ programm

### 3 Section 3: Cambodia's REDD+ Consultation and Participation Plan 2012 Summary of Activities

Section 1 and 2 provide the framework for Consultation and Participation within the Cambodia REDD+ Programme . This section provides an outline plan of activities for 2012. It is anticipated that this plan will be updated during 2012 to provide a full consultation and participation plan for the remainder of the programme.



### 3.1 Summary of Key activities

During the remainder of 2012 central level activities will focus on Phase 1 – Awareness Raising and Development of Programme Structure. Activities will include:

#### Programme Level

Phase 1:

- Establishment of key governance bodies within the Cambodia REDD+ Programme
- Initiation of awareness raising activities
- Development of a consultation and participation plan
- Establishment of the Cambodia REDD+ Website

Phase 2:

- Operationalisation of Consultation group
- Development of Technical Working groups

#### Activity Level

At the activity level principles and criteria for consultation and participation will be adhered to in the development of all activities.

## 3.2 Programme Level

### 3.2.1 Phase 1

#### *Establishment of Key Bodies for the Cambodia REDD+ programme*

**Details:** Key group within the Cambodia REDD+ Programme are being established. Priority has focused on establishment of the:

- Programme Executive Board
- REDD+ Taskforce and REDD+ Taskforce Secretariat
- REDD+ Consultation group
- REDD+ Technical teams

All relevant government agencies have been asked to nominate representatives for the appropriate bodies. Representatives from other stakeholder groups are being identified based on nominations for those stakeholder groups. It is anticipated that existing networks will form an important part of this representation structure with further information on the process for selecting each stakeholder group outlined below for the consultation group and PEB:

**Development partners (PEB):** Development partners identified within the REDD+ Roadmap asked to nominate representatives (already undertaken).

**Budget:** none

**Timing:** June 2012

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** Issues regarding poor implementation of the PEB can be both raised within PEB and REDD+ Taskforce meetings. Should it not be possible to resolve issues at this level they can be moved to the UN-REDD Policy Board.

**Private Sector (Consultation group):** Information on Private sector mapping will be utilised from a report developed on Stakeholder Mapping through the TWG on F&E. Based on this report key mechanisms for engagement will be identified (this is anticipated for September).

**Budget:** None

**Timing:** September

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Knowledge Institutions (Consultation group): Information on Private sector mapping will be utilised from a report developed on Stakeholder Mapping through the TWG on F&E. Based on this report key mechanisms for engagement will be identified (this is anticipated for September).

NGOs (Consultation group)

**Budget:** None

**Timing:** September

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Civil Society and Indigenous Peoples (Consultation group and PEB): CS and IP workshop held with key network organisations to identify process for selection of representatives. Key network organisations identified to support engagement in a second workshop to select representatives. Invites provided to networks to select participants for a workshop to select representatives. Representative selection conducted at workshop. Further information on CS and IP engagement background document and CS and IP Representative selection workshop concept note.

**Budget:** \$5,000 in Q3

**Timing:** July

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

#### *Information sharing and awareness raising programme and development of a Consultation and Participation Plan*

**Details:** A service provider will be identified to support information sharing and awareness raising focusing at the national and provincial levels and develop a programme consultation and participation plan. These two activities have been combined to help improve coherence between the consultation plan development process and the implementation of awareness raising activities that can also include consultation on plan development. It is anticipated that the assignment will include four principle activities:

- Stakeholder mapping based on access to information, information needs, and capacity to engage.
- Development of and implementation of awareness raising events, including consultation on consultation and participation plan
- Development of a Consultation and Participation Plan for 2013

Details of this approach will be developed through Terms of Reference for the Service Provider, but should include consideration of how FPIC will be operationalized and the potential development of a Consultation and Participation fund under the oversight of the Consultation Group

**Budget:** \$35,000 until December 2012

**Timing:** To December 2012

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** REDD+ Taskforce Secretariat responsible for reviewing progress of service provider against identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

#### *Development of a REDD+ Website*

**Details:** A service provider will be identified to develop the Cambodia REDD+ Website. The website will provide access to key information on REDD+, the Cambodia REDD+ Programme, upcoming events, events organised by other groups, membership of different bodies and minutes from PEB meetings.

**Budget:** \$3,000 until October 2012

**Timing:** To October 2012

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** REDD+ Taskforce Secretariat responsible for reviewing progress of service provider against identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

### 3.2.2 Phase 2

#### *Operationalisation of Consultation Group*

**Details:** The Consultation group should become operational. Key activities for the group will include:

- Review of Q4 workplan
- Working with the Service provider on the development of a consultation and participation plan and information sharing and awareness raising programme – this will include facilitating access to their constituencies as part of the process.

**Budget:** \$3,000 until December 2012

**Timing:** Through out programme implementation

**Responsible Party:** REDD+ Taskforce Secretariat and Consultation group

**Monitoring and Grievance Mechanisms:** REDD+ Taskforce Secretariat responsible for reviewing progress of the Consultation group as a service provider against proposed work identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

#### *Development of Technical Working Groups*

These will be established in accordance with demand. Teams will initially be established amongst relevant government agencies with other stakeholder groups invited to join based on, experience, knowledge or relevance to the outcomes of the group.

**Budget:** Budget allocated for functioning of each Technical team

**Timing:** July to December

**Responsible Party:** REDD+ Taskforce Secretariat

**Monitoring and Grievance Mechanisms:** Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

#### *Development of Consultation and Participation Plan*

See description under 3.2.1

## 3.3 Activity Level

Terms of reference and concept notes will be developed for all activities within the Annual Workplan. These documents will be developed in line with the principles of consultation and participation outlined in Section 1 of this document.

## 3.4 Grievance Mechanism

### 3.4.1 Programme Level

The principle of subsidiarity will be used through out the programme. Issues will be addressed where possible at activity level or within Technical teams. The consultation group forms a central point for raising of issues that are not theme or activity specific or have failed to be addressed at those levels. The Consultation group can raise these issues with the REDD+ Taskforce Secretariat and Taskforce. Should no resolution be met at this level representatives can raise issues within the UN-REDD Programme Executive Board.

### 3.4.2 Activity Level

Same as through programme level.



### 3.5 Consultation and Participation Activities against Principles and Criteria

Principle	Criteria	Planned Activity against Principles and criteria for 2012 (and relation to workplan)	Implementation
1. The process should be <b>transparent</b>	<p>a) Key programme documents available to all stakeholders including:</p> <ul style="list-style-type: none"> <li>• Programme workplans</li> <li>• Minutes of main governance body meetings</li> <li>• Programme document and operational structure</li> <li>• Programme monitoring and evaluation frame work</li> </ul>	a) Website developed (Activity 1.4a) – website will include: programme documents, information on REDD+, minutes of PEB meetings, annual and quarterly workplans	•
2. The process should be <b>inclusive</b> engaging all relevant stakeholders with a sufficient support to provided to more vulnerable groups	<p>a) Representatives from each stakeholder group should be involved in the development of strategies</p> <p>b) All stakeholders should have the opportunity to comment on draft policies that will impact their livelihoods</p> <p>c) Information should be presented in a way that is both comprehensive and comprehensible to all</p> <p>d) Information sharing events focused on gaining both information on existing perceptions and local approaches to forest governance as well as sharing information on REDD+</p>	<p>a, b ) Governance structures established (Activity 1.3a) . Consultation group to contain representatives as follows: 2 NGO, 2 IP, 2 CS, 1 Community Forestry, 1 Community Protected Areas, 1 Community Fisheries, 2 Private Sector, 2 Knowledge based institutions.</p> <p>All representatives will be selected by members of existing networks</p> <p>c) Development of awareness raising material appropriate for local communities (Activity 1.4c)</p> <p>d) At least 6 awareness raising events held at national and provincial levels (Activity 1.4c)</p>	•
3. The process should maintain fair <b>representation</b> of different groups	<p>a) Groups should be allowed to select their own representatives</p> <p>b) Training and support should be provided to representatives</p>	<p>a) See 2 a, b.</p> <p>b) Awareness raising focusing on core group including consultation group (Activity 1.4c)</p>	•
4. The process should allow for groups to be <b>held to account</b>	<p>a) The <b>role</b> of different constituents should be presented</p> <p>b) A <b>Complaint Mechanism</b> should be in place for the consultation process</p>	<p>a) Role of different groups presented at awareness raising events (Activity 1.4c), information also available on website (Activity 1.4a)</p> <p>b) Process of subsidiarity will be adopted. Consultation group will form also form central point for complaints from stakeholder groups with PEB and REDD+ Taskforce providing oversight of</p>	•

		this.	
5. The process should be <b>iterative</b>	a) Clear <b>response mechanism</b> for consultation including facility for continued feedback	a) REDD+ Taskforce Secretariat to provide written responses to issues raised by consultation group (included in TOR of Consultation group (Activity 1.4d). Comments and responses to be added to REDD+ Website along with minutes of Consultation group meetings (Activity 1.4a).	•
6. The process should ensure the availability of <b>information</b>	a) Establishment of a REDD+ website b) Materials should be developed that are appropriate to different stakeholders, including: glossary of terms in Khmer, Image based awareness raising materials, video information	a) Website to be established (Activity 1.4a) b) Awareness raising for different stakeholders (Activity 1.4c)	•
7. The process <b>builds on existing processes and structures</b>	a) The process should build on the capacity established by existing processes, organisations and/or networks b) Consultation should be integrated into implementation of existing programmes such as the NFP and Community Forestry c) Consultation and information sharing should be done by a range of stakeholders within their own constituencies	a) Representatives for different stakeholder groups selected from existing networks (Activity 1.3a). Awareness raising provided to networks (Activity 1.4c). b) See ToR for activities under component 2.1 c) Support provided to Stakeholder groups through Consultation and Participation fund, (Activity 1.3c) Initial CS and IP workshop will be organised in collaboration with CS and IP groups (Activity 1.4a).	•
8. The process should be <b>timely</b>	a) It should be sensitive to time needs of various stakeholders b) Information should be provided sufficiently in advance for all stakeholders to access information c) Stakeholders should be provided with sufficient information and training in advance of consultation	a) Document provided to stakeholders at least one week in advance of meetings (see ToR for PEB 1.2d, and ToR for Consultation group 1.4d) b) See a c) Awareness Raising activities (Activity 1.4c)	•
9. The process should be <b>adequately resourced</b>	a) Development of clearly costed workplans for activities b) Provide funding for grass-roots education and consultation with communities c) Provide funding for education and consultation with local governments	a) See UN-REDD Annual Workplan b) Consultation and Participation fund provides option for this (Activity 1.3c) c) Awareness raising process addressing provincial government (Activity 1.4c)	•