**Management Group (MG) of the UN-REDD Programme**

**Meeting Minutes of 14 March 2017 DRAFT**

**14h00 Geneva/Rome**

**Attendance:**

MG members and alternates

FAO: Margo BuszkoBriggs

UNDP: Josep Garí

UNEP: Tim Christophersen, Gabriel Labbate

Secretariat: Mario Boccucci

1. **2018-20 programming: progress review and next steps, including call with Norway**

The finalisation of the 2018 – 2020 Programme document will be critical for the success of the first Executive Board meeting in June. However, this requires keeping to a very tight deadline over the coming three months. The document must be submitted to Norway by 8 May in order for Norad to carry out an appraisal and then for Norway to pledge its three year, $30M commitment to the UN-REDD Programme at the Executive Board meeting. This leaves one and a half months to carry out an adequate planning process, including consultations.

A recap of the key milestones:

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| Milestone | Deadline |
| Call with Norway to scope the global component and country prioritization process for TA. Documents required: 1. Country selection criteria initial draft (FAO)
2. Internal document on global component (UNEP)
 | 17 March |
| Launch the programming exercise: 1. Finalisation of global questionnaire (Josep, Gabriel, Julian)
2. Begin in-country consultation process with Lead Advisors and country teams (Agencies)
3. Update from Secretariat to EB members on programming exercise along with simplified concept note outlining basic information on approach & questionnaire for feedback (Mario once global component concept note and country prioritization are finalized)
 | Week of 20 March |
| Survey inputs received from countries / Lead Advisors | 20 April |
| Final programme document submitted to Norway | 8 May |
| Final programme document submitted to EB  | 31 May |

It was agreed that given the tight deadline, the survey and in-country consultations will need to take place simultaneously.

It was acknowledged that the final programme document for a three year programme will be a broad framework. However, it will meet the critical elements of country-level budgets and deliverables, and value for money. These elements will be discussed and fine-tuned during the call with Norway on 17 March. A provision for annual adjustments may be suggested.

Decisions and Actions:

1. FAO to confirm if they can participate in the call at 12:30pm (Rome/GVA) with Norway on 17 March
2. UNEP, FAO to provide any additional comments via email on the framework circulated by Josep regarding country selection
3. Margo to provide a 1 – 2 page outline with guidance on selection criteria
4. UNEP to share the draft document on the global component with revisions based on UNDP & FAO comments
5. **2017 budget (remaining 25%)**

This was just a quick reminder that inputs regarding country inception notes are still outstanding. UNDP and FAO reported that the processes were underway, albeit with some challenges that Norway was aware of.

Decisions and Actions:

Agencies to provide the countries ”inception note for the files”

1. **2016 SNA extension**

This was only a quick reminder that inputs were still outstanding

Decisions and Actions:

UNDP and FAO to provide inputs as soon as possible

1. **2016 Annual Report**

This was a discussion on the timeline for production of the report which needs to be submitted to the MPTF by May 1which gives us 1.5 months to produce. Two sets of inputs will be required from the agencies.

* + 1. Narrative for the consolidated report - April 4
		2. 13 NP annual reports - 19 April

These dates will give the Secretariat the required time for the internal consolidation and clearance process. It is important that the inputs are about results. As for the content, we will retain the structure from last year but will attempt to simplify and shorten. All members were in agreement with the framework and the proposal to keep the SNA Report as a snapshot of achievement at the outcome level, given that the results and impact will be captured in the main report. It was agreed to remove the “Challenges” section and capture those issues elsewhere in the report, notably the “Thematic & Cross-Cutting Results” and “Looking Ahead” sections. It was also agreed that the “Looking Ahead” section should link to the 2018 – 2020 strategy.

Decisions and Actions:

1. Mario to circulate the final TOC and timeline after the call, with any relevant templates
2. MG members to provide any additional comments regarding structure, content, or roles & responsibilities by email
3. MG members to confirm the Lead Advisor or agency for the countries that have not yet been identified
4. Each agency to identify a single MG members as the Annual Report Lead