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

**Meeting Minutes of 21 November 2017 DRAFT**

**14h30 Geneva/Rome**

**Attendance:**

MG members and alternates

FAO: Tiina Vahanen

UNDP: Josep Garí

UN Environment: Gabriel Labbate

Secretariat: Mario Boccucci

The MG welcomed Josep Garí back from paternity leave and recognised the important work of Jyoti Mathur-Filipp as the UNDP member in his absence.

1. **COP23 Feedback**

Decisions and Actions:

1. Agencies to share any internal reporting and agency feedback on COP23 with the MG
2. **2017 Portfolio Management**

Decisions and Actions:

1. Secretariat to share updated portfolio management document
2. UN Environment to provide justification, timeframe, and budget for extension of 2017 TA for REDD+ activities by Tuesday 28 November
3. UNDP and FAO to identify if they will require an extension of 2017 TA by 28 November
4. MG to review the communication before Secretariat sends the request to the Board for no-objection approval on 1 December
5. Secretariat to confirm by email what are the next steps to transfer to FAO and UNEP the funds for TA for ongoing NPs
6. **2017 Annual Report**

Decisions and Actions:

1. Secretariat to share draft guidelines and template in the next few days
2. **Informal meeting of the Executive Board**

The MG stressed that the meeting will be informal and that, among other issues, it will draw on the draft 2017 Annual Report as a guide for discussion, along with upcoming programming and delivery.

Decisions and Actions:

1. Secretariat to follow up with MG members individually regarding the February informal meeting
2. **AOB**

Decisions and Actions:

1. Secretariat to circulate possible times for next MG call (Thursday 30 Nov or Friday 1 Dec)
2. GCF webinars – UN Environment to assess the best timing for the webinar and report back to MG
3. UN Environment to prepare for, and lead a discussion on corporate KM management at the MG call in 3 or 4 weeks (before the end of year break)