Internal Programme Monitoring and Reporting Working Group Meeting
10-11 June 2010, Geneva

Participants: Elisa Marzo-Perez (FAO), Florence Kahiro (UNEP), Estelle Fach and Dina Hajj (UNDP), Onye Ikwu, Linda Rosengren and Tiina Vahanen (UN-REDD Programme Secretariat)

Agenda

Meeting Objectives:

- Build common understanding on the administrative-related reporting requirements of the UN-REDD Programme and share how agencies can best respond
- Recommend the level of reporting – what is acceptable by all partners, specifically in moving toward results-based programming and reporting
- Establish the Project Tracker structure
- Get better acquainted with the use of Project Tracker

Day 1 – 10 June 2010			
1.	Welcome and opening remarks	9.00 – 9.15am	Yemi/Tiina
2.	Brief introduction and discussion on the programme reporting requirements. Expected outcome: An understanding of what is expected from each Agency and the Secretariat.	9.15 -9.45	Tiina
3.	Results Based reporting; What does it require in the future planning and reporting Expected outcome: Understanding what is results based reporting & programming. Discuss and review the reporting requirements. A look at examples of how some Agencies have implemented Results based reporting/management.	9.45 – 11.45am	Tiina/Onye
4.	A look into each Agency's Financial reporting system & structure. Each Agency to present as follows; - UNDP - UNEP - FAO Expected outcome: Understanding of Agency systems, in particular how the Programme is structured in the Agency systems	11.45 – 12.30am	Dina, Florence, Elisa
Lunch Break			
5.	Overview of the Project Tracker Expected outcome: Further introduction and better understanding of the current structure, clarify problems areas and bottlenecks.	1.30 – 2.30pm	Estelle

6.	Hands on Session with the Project Tracker in its current structure – Live Demo with UNDP Expected Outcome: experience hands on how the system works using an Agencies live figures.	2.30 – 3.45pm	Dina
7.	Fitting UN-REDD programme monitoring and reporting requirements and Agency structures into the Project Tracker – define levels of reporting Expected outcome: Agree on how and at what level reporting should be done. Suggest further amendments to the system as necessary.	4.00 -5.00pm	Tiina/Estelle
Day 2 – June 11			
8.	Narrative Reporting - a part of the project tracker Who does what and timelines	9.00 -10.00am	Linda
9.	Tier 2 & beyond projects to be included in the Project Tracker Expected outcome: How and where they should be included	10.00 – 11.00am	Linda
10.	Second Quarter Reports – when due and in what format Discussion on how commitments are calculated by each Agency Expected outcome: agree on dates, formats and what to include in terms of commitment reporting	11.00 – 12.00	Onye
Lunch Break			
11.	National Programme Reporting – How Agencies can help Map reporting roles and responsibilities (country offices, agency HQs, Secretariat) Identify bottlenecks and propose creative solutions Expected outcome: Proposal of improving national programmes reporting Discussion on HACT – How this is being implemented at the Country level by the different Agencies. Agency experiences and how to improve reporting at National level.	1.00 – 2.30pm	Tiina, Clea, Agencies
12.	Forthcoming budget and work planning for 2011 and beyond Expectation from each Agency	2.45 -3.30	Tiina/Onye
13.	AOB	3.30 -3.45pm	Tiina

| 14. | Conclusions and Closing | 3.45 – 4.00pm | Tiina |

Links to relevant documents on programme reporting and monitoring are provided below for you to study and review before the meeting.

1. Results Based Management: http://www.undp.org/evaluation/handbook/ http://home.undp.org/roar/; http://www.undg.org/index.cfm?P=529
2. Other documents such as the Global and National Programme documents, the UN-REDD Framework document, MOU between the MDTF & participating UN Agencies, Secretariat's TORs and documents relating to Results Based Management can be found at http://www.unredd.net/kt/browse.php?fFolderId=162 in the workspace.
3. HACT : http://www.undg.org/index.cfm?P=255