

# UN-REDD PROGRAMME



Food and Agriculture  
Organization of the  
United Nations



Empowered lives.  
Resilient nations.



**Agenda – 25 November 2015 -- (meeting was rescheduled to 1 December due to conflict with COP21 coordination call participants availability)**

## **Communications/ Knowledge Management Working Group monthly call**

Working Group:

- Chair: Jennifer Ferguson-Mitchell
- KM Specialist: Patrick Breard
- Agency focal points: Denise Martinez (FAO), Mihaela Secrieru (UNEP), Tim Boyle (UNDP)
- Support: Maddie West

Present: Jennifer Ferguson-Mitchell, Maddie West, Denise Martinez (Non attendees: Patrick Breard, contract not yet finalized; Tim Boyle, declined; Mihaela Secrieru, accepted but did not attend)

### **Agenda items:**

1. General welcome / introduction -- (JFM)
2. [Events](#) and [Information Materials](#) spreadsheets -- please update before end of December as annual report team will be referring to these.
3. Updates on upcoming (next 30 days) Comms/KM activities and/or products being produced (Group, as relevant):
  - a. Global:
    - i. [UN-REDD Programme Image Bank](#) launched
    - ii. Global Knowledge Exchange -- joint with FCPF -- 8 x session videos -- being uploaded in advance of COP
    - iii. COP21 side event / press conference -- on track please promote through your respective agencies

- iv. New Info Brief on Programme's 2016-2020 Strategy being drafted for release at COP -- will share link with all when available -- **should be promoted by key agency staff attending COP.**
- v. New "Technical Resources" publication series launched (Safeguards)
- vi. Success story Ecuador -- launched
- vii. Success story Cambodia -- in development as an Info Brief
- viii. Safeguards: SIS Technical Brief, SIS Technical Resource pub, CAS Info Brief, CAS Technical Resources pub -- all ready for COP -- **please promote through your agency communications channels**
- ix. Sri Lanka adaptation of LAC produced "Introduction to REDD+" and English version -- this has been completed
- x. Promotion of REDD+ Academy e-course launch -- **Please promote widely across your respective agency communications channels**
  - 1. Full information is now [available here](#)
  - 2. Access to e-course registration now [available here](#)
  - 3. Learning Journals now [available here](#)
  - 4.
- i. HR:
  - ii. Maddie's contract extended until 31 December 2016.
  - iii. New KM Specialist - Patrick Breard -- set to come onboard imminently
  - iv. Regional KM Specialists -- extended until 31 December 2016
  - xi. Update on Editor/Document Manager position -- [posted here](#), **please share link widely through your respective agency comms channels**
  - xii. Update on Spanish and French Editors -- hope to fast-track onboarding of the consultants
- b. FAO:
  - i. Technical reports -- 2 x models for FMS -- produce as Technical Resource series.
  - ii. Finalizing brochures -- legal preparedness and tenure --
  - iii. Language versions of FREL publications
- c. UNDP:
  - i.
- d. UNEP:
  - i.

4. Any Other Business:

- a. Newsletter production schedule -- shifting of submission date for agency submissions:
  - i. We have reviewed options to accept articles after current due date, and this is not feasible due to work involved and number of people involved. Option is available to push out the article ideas date.
  - ii. FAO proposes that KM specialists submit ideas for newsletter articles by the beginning of the month to avoid overlap..
- b. Coordination and oversight of regional KM specialists and delivery of regional KM work plans -
  - i. Clarification from Mario/MG on this role and responsibility of the WG to be delivered to KM regional specialists and agency focal points.

**Action Items:**

- Agencies to update KM events and products spreadsheet to ensure all information is update for Annual Report team by end of December.
- Jennifer to circulate media advisory and press release for COP side event
- Jennifer Q&A on Norway re: donor relationships and COP media inquiries -- to draft and circulate
- Jennifer to liaise with Catherine Zanev on Info Brief (2016-2020 Strategy) promotion through their COP21 page
- Jennifer to circulate draft version of Cambodia Info Brief before 31 December
- Agencies to make available to their key agency staff attending the COP and parallel Paris events the new Info Brief on the 2016-2020 Strategy -- link will be shared once available.
- Agencies to promote new Safeguards materials through their agency communications channels.
- Agencies to promote Job Vacancy on their agency communications channels
- Agencies to promote the REDD+ Academy e-course and Learning Journals across their agency communications channels
- Jennifer to schedule regular day/time for WG calls beginning in January -- due to everyone's busy work / travel schedule the times have been shifting since summer. More effective to have a consistent day/time.