

UN-REDD PROGRAMME



Food and Agriculture
Organization of the
United Nations



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Agenda – 7 January 2016

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) -- also Jaime Webbe (UNEP), Aziyade Poltier (UNDP)
- Support: Maddie West

Present: Jennifer Ferguson-Mitchell, Maddie West, Patrick Breard, Steve Swan, Tim Boyle, Aziyade Poltier, Jaime Webbe

Agenda items:

1. General welcome / introduction -- (JFM)
2. Introduction of new UN-REDD Programme KM specialist -- Patrick Breard (JFM)
3. Agency communications support to inter-agency Safeguards Coordination Group -- agency focal points discussion with SCG coordinator Steve Swan.
 - a. Steve will outline the SCG communications support needs for 2016
 - immediate needs: copy editing of knowledge products, outsourcing of translations, layouts/design, QA of translations
 - No objections by SGC for UNEP taking lead on supporting these needs, multi-agency split of these services would not be desirable by SCG
 - 2 upcoming briefs (6-14 pages)
 - b. Agency focal points to agree on which agency (or agencies) will support these needs.
 - UNDP agrees to UNEP taking lead
 - UNEP confirms offer

-FAO absent, will be given opportunity to respond once Denise returns from leave

-interim agreement until FAO's approval, SCG and UNEP to move forward in the meantime.

4. Update from Patrick Breard on KM work planning (Patrick Breard)
 - a. next few weeks collaborating on developing KM strategy with agencies and KM specialists and sec.
 - b. Needs to know where his support is needed regionally in order to factor into his work plan for 2016

5. Newsletter production schedule -- shifting date for agency submissions:
 - a. Agency focal points to discuss and determine workable number of days between submission of article topics and submission of final articles.
 - i. UNDP proposes an extra 5 working days
 - ii. UNEP: depends on timing of newsletter, could use extra time during busy periods. Doesn't object to longer timeframe and would prefer during busy times.
 - iii. We will try out UNDP's proposal for newsletters starting on April edition (2 weeks for article submission) on interim basis.
 - b. Also, FAO proposes that KM specialists submit ideas for newsletter articles by the beginning of the month to avoid overlap.

6. Updates on upcoming (next 30 days) Comms/KM activities and/or products being produced (Group, as relevant):
 - a. Global:
 - i. Success story Cambodia -- in development as an Info Brief -- prioritized.
 - ii. UN-REDD Programme 2016 Corporate Communications and Visibility Plan drafted -- now with SG and MG for review.
 - iii. New Resource Mobilization Specialist being recruited will rely on agency Comms focal points for success stories to share.
 - iv. Updating Style Guide -- anticipate this to be done by end of January.
 - v. Workspace being updated to reflect new Programme structure -- e.g. Executive Board, Assembly, new strategic outcomes, etc. Changes will be ongoing over the next few weeks.

 - b. FAO:
 - i.

 - c. UNDP:
 - i. Aziyade will be supporting UNDP comms work at 25% time
 - ii. AP finalizing video on experiences with national REDD+ academies and LL document

- iii. Mongolia, Bangladesh, Myanmar programmes launching soon with videos that can be translated to other language versions - next few months

d. UNEP:

- i. 3 publications over next 2 months: forest product sector Kenya, Policy Brief potential of agroforestry for REDD+, economic valuation study from Ethiopia
- ii. Global forest watch partnership meeting next month - important for comms focal points to connect with attendees. TO discuss at meeting how GFW it can be used as a comms tool for REDD+
- iii. Emissions Gap Report - research to be used to produce journal articles. Question about using research conducted with UN-REDD funding for other publications. Jennifer to provide info on process for this, UNEP prefers inter-agency review, and UNDP would welcome opportunity to look at draft. Jennifer suggests following UN-REDD workflow for publication production, UNEP and UNDP agree.

7. Any Other Business:

- a. Reminder: [Events](#) and [Information Materials](#) spreadsheets -- please update before end of December as annual report team will be referring to these. The **2016** [Info Materials](#) and [Events](#) spreadsheets are now available, and any outstanding entries from 2015 can be moved to these sheets.
- b. UNFCCC publication submissions to reflect KEY knowledge products produced by the Programme in 2015. Must reflect current message and thinking of the programme, and will be reviewed by MG before submission to UNFCCC.

Action Items:

- Agencies to update KM events and products spreadsheet to ensure all information is up-to-date and correct for Annual Report team.
- UNFCCC publication submission list to be completed by agencies by end of January (agreed)