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**Back to Office Report**  
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Title RTA  
Date submitted: 15 January 2016

<b>1. Practice area:</b> PBPS SDC	
<b>2. Mission period (incl. of travel days):</b> From: 10-12 January 2016	
<b>3. Type of mission:</b> Technical backstopping	<b>4. Clients:</b> UN-REDD NP PMU staff, UNDP CO, FAO- NFI team, FD (Chief Conservator of Forest, and Conservator of Forest)
<b>5. Purpose of mission:</b> to support the newly established PMU of Bangladesh's NP to prepare necessary materials and undertake necessary activities to go through the inception phase and to start preparing for the upcoming initiation of technical activities.	<b>6. Documents, materials, resources</b> <ul style="list-style-type: none"> <li>• National Programme inception plan</li> <li>• National Programme PEB TOR, first meeting agenda</li> <li>• National Programme budget structure</li> <li>• Rough procurement plan/work sequence for 2016</li> </ul>
<b>7. Mission members:</b> Aki Kono, RTA, joint mission with Ben Vickers, FAO	<b>8. Costs:</b> UN-REDD Global Programme Budget

**9. Brief summary of the mission**  
The objective of this short backstopping mission was to prepare the newly recruited Programme Management Unit (PMU) staff to go through the programme inception phase as efficiently and effectively as they can.

**10. Findings**

- This two-day mission started with a round of introduction by the newly recruited PMU staff and regional advisors. A quick review of the NP objective, outcomes and outputs and preparation of a list of activities that the PMU will need to complete during the inception phase were done.
- Proposed dates for a staff induction session and international inception and stakeholder validation meetings are 14-18 February. The first PEB meeting and official NP launch event will then follow, but exact dates for those events are not yet identified. The PMU will need to check with the Secretary of MoEF for his availability. In parallel, self-selection of CSO and IP representatives to the PEB will be done with the support of the regional SE specialists and regional SE and IP representatives during the 14-16 February.
- One of the key issues that require close monitoring is the TPP document prepared for the government for its internal administration and monitoring purposes, and differences between the TPP and NPD may cause confusion among the PMU staff and an administrative burden.
- For the UNDP led outcomes and outputs, agreed with the governance and communications officers to prepare a rough procumbent plan for those deliverables expected in 2016, and to sequence those deliverables to ensure logical progress towards the preparation of a national REDD+ strategy.
- FAO's team carried out a similar exercise with their outcomes, and discussion results passed on to the PMU manager for further coordination.

**Discussion with Chief Conservator of Forest (CCF)**

- CCF described the difficulty of NPD nomination under the current circumstances due to anticipated senior level staff turnover in FD, but he promised to expedite the process by working closely with the Secretary of MoEF.
- Regarding the PEB establishment, he strongly recommended to ensure that each member would nominate his/her alternate to avoid any unnecessary delays, and also the importance of having self-nominated representatives for the CSO and IP groups.
- CCF suggested to study many existing governmental committees whose mandates may overlap with those advisory bodies described in the NPD in order to avoid unnecessary duplication, and where necessary, to ensure effective coordination.
- TPP approval might be delayed by 6 more months.
- An interim operating budget needs to be secured through an initiation plan in absence of the PEB's approval of

the AWP until the first PEB meeting is held in March, but MoEF needs to approve the plan, not the CCF.

### **Inception activities and roles and responsibilities**

- An AWP structure and revision process, PEB's ToR, indicative membership and first meeting agenda, 2016 priority activities and sequencing of activities were discussed and agreed.
- Emphasised the importance of coordination between FAO and UNDP components through the leadership provided by the PMU manager, regular updates, information exchange, joint planning, financing tracking, etc.
- Due to a rather small number of REDD+ stakeholders in the country, the need for TWG establishment and feasibility will be carefully assessed.
- Agreed actions and timeline for the inception phase, as follows:

Item	By when	By whom
Secure Ministerial Approval on PD nomination	2 <sup>nd</sup> December	Sent to Secretary. Awaiting approval.
Ensure TPP is forward by MOEF to Planning	2 <sup>nd</sup> December	MOEF'S approval obtained. It has been forwarded to Planning Ministry for final approval. Awaiting date for meeting.
PEB TOR/PEB agenda/membership to be finalised after reviewed by PD-FD, UNDP and FAO	By 12 <sup>th</sup> of January	Nasim
Secure Ministerial Order on PEB membership	Before 7 <sup>th</sup> February	CCF to forward the letter to Secretary MOEF.
Initiation Plan (Dec 2015 – March 2016 budget) – computers, offices, stationary, salaries, etc.	By 12 <sup>th</sup> of January	Nasim to get it to CCF.
Complete staff recruitment of Program Support Officer (finance)	Complete by Feb, ensure joining by March first week.	Alamgir & HR undp
Communication Materials for the general public and media	1 <sup>st</sup> draft by 18 <sup>th</sup> Feb, final by end Feb.	Santu + Celina + Nasim
Annual Work Plan (first draft for review)	Done	Nasim, PD, AKI, Ben (FAO), Marium, Liam, Mathieu
TORs for Q1 and procurement plan for 2016 (by agency)	By 11 <sup>th</sup> February	Aki and Riadh for UNDP part. Same activity for Liam and Mariam for FAO part.
Procurement of office IT and other items (subject to approval of PD)	Target by February	Nasim and PD (discuss with Alamgir)
Final Annual Work Plan	February 14 <sup>th</sup>	PD + Nasim
Circulation PEB materials	February 14 <sup>th</sup>	PD + Nasim
PEB Meeting	February 22 <sup>th</sup>	PD + Nasim
Induction Session	February 14 <sup>th</sup> -15 <sup>th</sup>	PD + PMU + Aki + Ben + FAO
Internal Inception Session	February 16-17 <sup>th</sup>	PD + PMU + Aki + Ben + FAO
Technical Validation Session	February 18 <sup>th</sup>	PD + PMU + Aki + Ben + FAO
NP Official Launch	Early March	PD + PMU + UNDP + FAO
Minutes of PEB Meeting	Mid March	Nasim
Inception Report - 1 <sup>st</sup> draft	Mid March	Nasim

### **Individual met during this mission**

- Md. Yunus Ali – Chief Conservator of Forest ([yunusbfd@gmail.com](mailto:yunusbfd@gmail.com))
- Mozaharl Islam – Conservator of Forest ([mazhar.raj@gmail.com](mailto:mazhar.raj@gmail.com))
- Mr. Nasim Aziz – Programme Manager ([nasimaziz@outlook.com](mailto:nasimaziz@outlook.com))
- Mr. Santu Das - Communications Officer ([santudasbd@yahoo.com](mailto:santudasbd@yahoo.com))

- James D' Rozario – Administrative Assistant (jamesr\_who@yahoo.com)
- Sayeed Mahumd Riadh – governance activity coordinator (riadh.mds@gmail.com)
- Mohammad Sahab Uddin – Programme Secretary (shibab\_bd2003@yahoo.com)
- Alamgir Hossain – UNDP Programme Officer (alamgir.hossain@undp.org)
- Costello, Liam FAOBD – FAO UN-REDD Focal Point (liam.costello@fao.org)
- Mariam (FAOBD) Akhter – FAO / Forest Dep (mariam.akhter@fao.org)

**11. Follow up action matrix**

Action to be taken	By whom	Expected completion date
See the above table	PMU staff, FD, Aki, Celina, Ben, Liam, Alamgir, Mariam	Indicated above.

**12. Distribution list:** UN-REDD, and the CO