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| UNITED NATIONS DEVELOPMENT PROGRAMMEBDP/EEG - MISSION REPORT SUMMARYDate: 22 November 2013 | UNDP_Logo-Blue w TaglineBlue-ENG.png |
| NameTina Sølvberg, UNDP |
| **Approved Mission Itinerary:**Oslo-Hanoi-Oslo via BKK  | **Attachment:** Work plan Q3 2014-Q2 2014 developed and agreed during mission (page 2 of this BTOR)  |
| Inclusive Travel Dates: | **Key counterpart(s) in each location:** |
| 11-15 November 2013 |  | Location: Hanoi* Country office colleagues, sustainable development (Thao Do and Dao Xun Lai) and governance (Jairo Alfaro and Huyen Do)
* Ministry of Agriculture and Rural Development/ MARD (Dr. Huu Dzung)
* Norwegian Embassy (Larissa Kosanovic and Vu Minh Duc)
* FAO Vietnam (Akiko Inoguchi)
* RECOFTC (Nguyen Quang Tan)
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| **Purpose/Objectives of Mission*** Strategic work planning for remainder of 2013 and plans for 2014 (focusing on Q1 and Q2) with PGA Coordinator in Vietnam (Thao Do)
* Discuss the suggested organizational structure with key government focal points and agree on way forward to operationalize this component of the PGA
* Discuss the relevance of PGA data in Vietnam’s Phase 2 implementation and clarify possible budget inclusions for the PGA from Phase 2 (ref Pro Doc priorities/ budget)
* Meet with FAO colleagues to ensure clarity on agency contributions moving forward and provide update from meetings in Hanoi and work plan agreements
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| **Summary of Mission Activities/ Findings*** Strategic work plan from now through Q2 next year is developed, with the key objective being the launch of Vietnamese PGA report by May/ June next year (work plan attached)
* The willingness to actively address governance issues varies within the Government of Vietnam. Although the PGA has been incorporated in the Pro Doc for Phase 2 – further convincing is needed
* Not convinced that the relevance of the PGA data/ report is fully understood by all stakeholders as the process to date has been more process-oriented, as opposed to results-oriented
* Entry points for inputs and support from CO PAPI team identified: in particular on the formulation and development of new indicators and potentially existing and relevant data sources (including PAPI data)
* Clarity reached on UNDP and FAO contributions to the PGA process in Vietnam, UNDP having the lead (through Thao Do and GP team work) and FAO mostly on indicator development (jointly with UNDP) and data collection
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| Follow up actions:* Diversify further central government contacts and keep government in the loop and part of the further process in addition to continue maintaining good contact with Lam Dong provincial government focal points (Thao/ CO)
* Upon Embassy’s request: keep Norway in the loop and invite for relevant events (Embassy – mostly Thao, Norad and NICFI, mostly Tina)
* Clarify further GP funding for Vietnam – based on work plan attached – from November 2013 through June 2014 (DOA preferred over requisitions), in addition to get clarity on the level of funding remaining from initial allocation (Tina)
* Making sure stakeholders understand the relevance PGA data can have for the larger process (keep repeating short and consistent messages in the beginning of ALL future PGA meetings + pointing out where we are in the process: Thao)
* Possible diversified and smaller meetings as needed to stress the relevance of the PGA to different stakeholders and what contributions they can make, such as a separate NGO meeting and separate government meeting (Thao)
* Getting the organizational structure in place (according to work plan) with an emphasis on the role of the PGA Coordinator and the new core group termed “Expert Group” – similar to Indonesia (Thao)
 | **Distribution List:** Country office team in Hanoi (Dao Xuan Lai and Thao Do)Tim Clairs, UN-REDD UNDP PTAUN-REDD Global teamUNDP REDD Team in APRC/ Bangkok*Note that the BTOR will also be place on the UN-REDD workspace, access restricted to UN staff*  |

**Attachment to BTOR: Agreed work plan from Q4 2013 through Q2 2014**

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| Activity | By | Risks / challenges | Budget |
| 1: Stakeholder meeting in Lam Dong* Present initial findings of data collection to date
* Expert Group introduced
* Main steps in further work plan/ road map communicated
 | Mid-December | Stakeholders seeing the PGA process until now as lessons learned/ improve from there | **USD 6 K**(from existing sources/ requisition) |
| 2. PGA Coordinator recruited for another 6 months | Jan-June | Ensure PGA Coordinator’s contract is renewed (CO’s involvement + alternative arrangements in place as needed) | **USD 31 K** (Salary and missions) |
| 3. Convene Expert Group to: * Review process to date
* Prioritize on governance issues
* Conclude on indicator set (also include inputs from PAPI, FAO and possibly others?)
* Discuss and conclude on data collection methods and a data collection instrument
 | Mid-January | Sufficient time for translations (PAPI/ FAO’s contributions) | **USD 36K** (Expert Group meetings and travel costs) |
| 4. Collect data* Recruit data collectors/ data collection team
* Brief data collection team
* Collection of data and data entry
 | Early February – Mid-March | Ensure well qualified data collectors with sufficient writing skillsStart recruitment early (arrangement clarified internally within UNDP/ CO) | **USD 40 K** |
| 5. Analysis and discussion of findings* Drafting of report with main findings and “red flags”
* Present the early draft to Expert Group and have their initial reaction
* Discussion and agreement on key recommendations by the Expert Group
* Updating the first draft
 | Mid-March – Mid-April |  |  |
| 6. Validation workshop in Lam Dong* Present main findings and recommendations
* Discuss the findings
* Inputs provided on (possible) missing data and gaps (e.g. alternative data sources)
* Get input on main recommendations
* Revise report according to input + provide a response matrix and circulate to stakeholders
* Final approval of the report by Expert Panel
 | End of April | Ensure that stakeholders see HOW their input is incorporated, or why it is not | **USD 6 K**(Phase 2 budget cost-sharing?) |
| 7. Official launch(es) of the PGA report in Vietnam (Lam Dong and Hanoi)* Expert Group to discuss and agree on further road map for the PGA in Vietnam
* Communication of road map to stakeholders in Lam Dong
 | Mid May | Main question: How to include PGA in Phase 2 from now on? | **USD 20 K**(Phase 2 budget cost-sharing?) |