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Submitted by: Heang THY, The UN-REDD Programme

Title: Regional Knowledge Management Specialist

Date submitted: 29 April 2015

1. Practice area : Environment & Energy

2. Mission period (incl. of travel days)

From : 23-25 April 2015

3. Type of mission : The First Technical Team Meeting

4. Clients:

Three UN Agencies (Global, Regional and CO): Akiko Inoguchi, Ben Vickers, Tim Boyle, Bruno Hugel, Thao Do, Ngo Thi Loan, Pham Quoc Hung, and Phuong Nguyen

PMU: Anders Pedersen, Hoang Viet Dung, and Shyam Paudel

5. Purpose of mission:

Follow up and support on KM activities (the in-country event, Academy-like concept) and communications activities

6. Documents, materials, resources

Agenda of TT Meeting

7. Mission members

Heang Thy

8. Costs:

UNDP/UN-REDD Global Budget

9. Brief summary of the mission:

The UN-REDD Phase II Programme in Vietnam has been operating since 2013 with the objective to support Vietnam to benefit results-based payment from their REDD+ implementation by the possible improvement of forestry sector and emissions demotion. However the phase II has been a slow implementation process since it started. By the end of 2014, at two-thirds of the planned lifetime of the programme, none of the expected outputs have been fully completed and the total amount spent accounted for about 10% of the total programme budget, USD 30 million. The slow process however has been said due to many reasons varied from weak technical support, coordination among the three UN-REDD agencies to the slow decisions making process of the government of Vietnam.

To address some of these issues, during the Vietnam Phase II Preparatory UN Joint Mission Meeting in late March 2015 it was decided that a UN Technical Team was to be established. Under the empowered leadership and coordination of the CTA as the main technical focal point for the programme, the TT will:

- Jointly ensure the coherence of programme strategies and technical advice to national counterparts;
- Work towards a common technical strategy and resolve matters of technical divergence in the interest of the best overall optimal solution for the country;
- Provide coherent advice to LFA on risks and issues that escalate from the risk log; and
- Build capacity for Programme technical staff (i.e. Outcome officers and other national technical officers hired under the PMU)

Members should consist of lead technical advisors from the three UN agencies that are involved in defining programming strategies for Vietnam UN-REDD Programme and other concerned staff will participate as necessary.

- CTA (Anders);
- Technical (Shyam, Heang);
- FAO (Akiko, Ben, FAO Natn'l Coordinator);
- UNDP (Tim B, Hung, Celina, Berta);
- UNEP (Thomas, Phuong, Charlotte); and
- Other UN-REDD global/regional technical advisors as needed.

The mission is to support KM and Communications aspects and discussion to find ways forward. As in the agenda, the meeting included discussions on (1). A follow-up discussion on in-country event with relevant people and progress, (2). Knowledge Management and sharing plans between country and regional offices, (3). A follow-up on the suggested Communications Mechanism Plan, and (4). Discussion with Communications Officer how to better move forwards with communications activities and strategy and the In-country "REDD+ Academy" Event.

9.a Findings

Discussion on Regional Knowledge Management, Vietnam In-country Event, Proposed Communications Mechanism

- Presentation on KM, In-country Event and Communications was made to all members during the first TT meeting. The objective of the presentation was to brainstorm ways forward on organising the In-country Event and how the proposed communications mechanism should be further promoted. Due to lack of time, there was little opportunity for discussion, but it was proposed that the issues would be best discussed directly with the Comms Officer.
- Later the discussion with Comms Officer took place at PMU Office and it was suggested that the In-country event would need to re-adjust the approach. For communications work, it is noted that a VRO Comms Officer is being recruited and it is this person who should lead in coordinating and implementing the proposed mechanism. Once this person is on board the subject to be discussed further.
- Summary of the revised design/approach of the In-country will be developed by Heang according to the results from the discussion with PMU/Comms Officer.

9.b Results achieved (key outputs)

- A plan for knowledge management for UN-REDD in Asia/Pacific was presented to ensure that everyone knows and it is in line with country's needs.
- Vietnam In-country event concept was re-discussed with Comms Officer and further approach needs to be revised. Comms Officer will later develop action plan to submit to the NPD/DNPD of the PMU for further comments and feedbacks.
- Communications mechanism will be re-presented to the VOR Comms Officer once s/he is present.

9.c Expected outcomes and impacts

- The Vietnam In-country event will be organised with efficient and effective way.
- Communications mechanism will be improved and implemented by the VRO Comms Officer as a lead facilitator to coordinating with different REDD+ initiatives.
- On-going support to the Communications Officers will be available in terms of KM and communication to ensure that the quality of products is met.

10. Key counterparts:

- UNDP CO: Ms. Ngo Thi Loan (Programme Officer)
- PMU: Mr. Anders Pedersen (CTA), Mr. Hoang Viet Dung (Communications Officer/National Level)
- The three UN Agencies

11. Follow up action matrix

Action to be taken	By whom	Expected completion date
Write a summary of In-country event, new suggested approach/process	Heang	First Week of May

12. Distribution list:

UNDP (Lai and Loan), UN-REDD (Tim Clairs and Tim Boyle) and Mr. Anders Pedersen (CTA)

The First UN Technical Team (TT) Meeting
Venue and date: PMU Hanoi (Thursday 23 - Saturday 25, April 2015)
 Programme on Saturday depends on Progress the first 2 days

Date: Thursday, 23 April, 2015 (Session 1: Morning, Facilitator: Tim Boyle)			
Time	Agenda item	Detailed session plan	Lead
10:30	Arrival to Tam Dao	Check in	
11:00-12:30	Start meeting		
	Introduction	Welcome remarks – Ngo Thi Loan Objective and introduction of agenda - Anders	Tim Boyle
	Setting Working Modality for our TT	Objective: To decide roles, responsibilities and function of TT team Methods: Short presentation and plenary discussion Main activities: Short presentation (Anders) – 15 Minutes Plenary discussion - 30 Minutes Conclusion and next step (Anders) on TT working mechanisms – 15 Minutes	Anders
Lunch: 12.30- 13.30			
(Session 2: Afternoon, Facilitator: Ben Vickers)			
Time	Agenda item	Detailed session plan	Lead
1:30-2:30	PRAP- progress and lessons learnt from Lam Dong PRAP	Objective: Update status of provincial PRAPs and ways to improve PRAP quality Methods: presentation and discussion Main activities: Presentation on strengths and weaknesses of Lam Dong PRAP (Ben) Discussion and conclusion	Ben
2:30-3:30	Provincial and Site Level Activities Implementation Status	Objective: Update status of provincial and site level activities and ways to improve its quality Methods: presentation and discussion Main activities: Presentation – (Shyam) – 15 Minutes Plenary discussion and conclusion – 45 minutes	Shyam
3:30-3:45	Tea break		
3:45- 4:50	REL/FREL	Objective: Discuss roadmap for REL/FREL in Vietnam, clarifications on RL development and the five REDD+ activities Methods: presentation and discussion Main activities: Presentation – (Akiko) – 15 Minutes Plenary discussion and conclusion – 50 minutes	Akiko
4:50-5:30	Land tenure	Objective: be clear on what we can do in forest land tenure. Methods: presentation and discussion Main activities: Presentation – (Shyam) – 10 Minutes Plenary discussion and conclusion – 30 minutes	Shyam
Date: Friday, 24 April, 2015 (Session 3: Morning, Facilitator: Shyam)			
Time	Agenda item	Detailed session plan	Lead
8:30-9:30	Safeguards status and next moves	Objective: Discuss and agree safeguards modality in Vietnam Methods: presentation and discussion Main activities: Updates in Vietnam (Phuong) – 15 Minutes Plenary discussion and conclusion - 45 Minutes	Phuong
9:30-10:30	Communications Strategy /	KM and Communication - What and How... Presentation: Heang- 15 minutes	Heang

	Knowledge Management Lead	<ul style="list-style-type: none"> - UN-REDD Vietnam: a proposed Communications Mechanism - The UN-REDD Knowledge Management plan: Global and Regional <ul style="list-style-type: none"> ➤ In-country Event (REDD+ Academy like-concept) Plenary discussion and conclusion – 45 minutes	
10:30-10:45	Tea break		
10:45-12:00	Outcome 6	Objective: Update and refocus of Outcome 6 Brief Introduction (Phuong/Akiko) – 10 Minutes Plenary discussion and conclusion – 40 minutes	Phuong/ Akiko
Lunch			
(Session 4: Afternoon, Facilitator: Bruno)			
Time	Agenda item	Detailed session plan	Lead
1:30-2:30	Programme Log-frame revision	Objective: Finalize programme log frame with 3 years extension Methods: presentation and discussion Main activities: Presentation – Major changes with 3 years extension (Hung) – 15 Minutes Plenary discussion and conclusion– 60 minutes	Hung/ Anders
2:30-3:45	Draft UN internal risk log	Objective: To discuss and finalize risks log and its regular updates Methods: Short presentation and plenary discussion Main activities: Short presentation (Akiko) – 15 Minutes Plenary discussion - 30 Minutes Conclusion and next step (Akiko) – 15 Minutes	Akiko
3:45- 4:00	Tea break		
4:00-5:00	Conclusion of meeting	<ul style="list-style-type: none"> - AoB - Feedback on meeting methods etc. - Suggestions for improvements - Decision date and venue for the next meeting 	Facilitator