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## Back to Office Report

Submitted by: Heang THY, UN-REDD

Title: Regional Knowledge Management Specialist

Date submitted: 02 March 2015

1. Practice area : Environment & Energy

2. Mission period (incl. of travel days)

From : 9-12 February 2015

3. Type of mission : Communications and KM assessment and technical back stopping; preparation for national REDD+ Academy

4. Clients:

UNDP CO: Ms. Ngo Thi Loan (Programme Officer)

PMU: Ms. Nguyen Thi Thu Thuy (DNPD), Mr. Anders Pedersen (CTA), Mr. Hoang Viet Dung (Communications Officer/National Level), Ms. Tran Minh Phuong (Communications Officer/Provincial Level)

Relevant Partners and Counterparts: DOSTIC, FCPF, VFD/SNV, SUSFORM-NOW/JICA, GIZ, RECOFT, DMHCC/MONRE

5. Purpose of mission:

Support on KM activities (the in-country event) and to help with communications activities; and to prepare for the national REDD+ Academy

6. Documents, materials, resources

Mission agenda

List of key initiatives to visit

Presentations

7. Mission members

Heang Thy

8. Costs:

UNDP/UN-REDD Global Budget

9. Brief summary of the mission:

As the field of REDD+ has grown substantially in the past five years and continues to evolve, the Programme has grown from supporting nine initial pilot countries to 48 partner countries in Africa, Asia-Pacific and Latin America and Caribbean. The rapid expansion has generated new knowledge and a global network of REDD+ practitioners and the need has arisen to be more systematic in the way that the Programme captures and manages knowledge in an effective way.

The mission looks at four aspects: (1). To discuss further on an in-country event with relevant people, (2). To discuss knowledge management and sharing plans between country and regional offices (with PMU team), (3). To meet staff of some relevant REDD+ initiatives on communications activities and collaboration, (4). To discuss with Communications Officers how to better move forwards with communications activities and strategy

### 9.a Findings

- **To discuss further on an in-country event with relevant people:**

- o Met Mr. Phu Hung, his colleagues, and representatives from Viet Nam Forestry University to discuss about how to move forwards with the organisation of in-country event (the REDD+ academy like-concept)
- o Suggestion is the event will look at involving two key potential universities in setting up the process and while the event will be conducted as TOT training with key relevant institutes and universities as participants
- o The process will be carried as in the following steps:

- 1<sup>st</sup> Step: Identify a Core Working Group and a TOR for the group

- 2<sup>nd</sup> Step: Development of training arrangements and process, including: development of materials and documents for the training, identification of participants and date of the event, etc.)

- 3<sup>rd</sup> Step: Organisation of the event

- **To discuss knowledge management and sharing plans between country and regional offices (with PMU team and CO)**

- o Presentations on KM and Communications were made to key relevant people, Anders, Mr. Nguyen Thanh Phuong, and the two Communications Officers; and discussion held about KM. Outcomes to be acted on:

- Look at activities of other REDD+ partners to ensure coordination on communications activities and awareness raising activities

- Study and improve the coordination and communications flow between the UN-REDD programme and other initiatives and how to share and work together
- Establish a communications mechanism flow and where UN-REDD programme support staff (Communications Officer(s)) will take an initial step in facilitating processes and presenting a new proposed communications mechanism plan organising meetings with key initiatives to discuss how they want to move forward.
- Details will be presented in a proposal/concept note.
- **To meet staff of relevant REDD+ initiatives on Communications activities and collaboration:**
  - o The visits to different initiatives were to learn and understand better of how their knowledge and communications plans have been done and will be done. There were visits to FCPF, VFD, SNV, RECOFTC, GIZ
  - o Discussions were held to find ways how they can all work together to ensure consistent messages and information sharing; as well as to avoid duplication of efforts in producing materials and other awareness raising activities, etc.
- **To discuss with Communications Officers to how better moving forwards with communications activities and strategy**
  - o Due to some complicated approval process, the national Communications Strategy was only developed as an action plan and no higher approval process.
  - o Recommend that the strategy should be developed and with broader outlook by involving key and higher decision makers of the programme for approval and while at the same time practicing the existing action plan.

#### 9.b Results achieved (key outputs)

- KM and Communications plan and strategy were discussed.
- Meetings with different partners and initiatives were made.
- An idea of organising an in-country were consulted with key stakeholders for inputs.
- A plan for knowledge management for UN-REDD in Asia/Pacific that was presented and ensure that it is in line with countries' needs.

#### 9.c Expected outcomes and impacts

- An in-country event will be organised with efficient and effective way.
- Communications mechanism will be improved and implemented by the UN-REDD programme as a lead facilitator and in collaboration with the consulted initiatives and partners.
- On-going support to the Communications Officers will be available.

#### 10. Key counterparts:

- UNDP CO: Ms. Ngo Thi Loan (Programme Officer)
- PMU: Ms. Nguyen Thi Thu Thuy (DNP), Mr. Anders Pedersen (CTA), Mr. Hoang Viet Dung (Communications Officer/National Level), Ms. Tran Minh Phuong (Communications Officer/Provincial Level)

#### 11. Follow up action matrix

Action to be taken	By whom	Expected completion date
Develop an in-country concept note	Heang	First Week of March
Develop a ToR for the core working group on in-country event and together with suggested activities/plan to be carried on	Heang	First Week of March
Produce a proposed communications mechanism plan for the two Communications Officers to consider and take action	Heang	First Week of March
Compile all Comms and KM plans submitted by the partners/initiatives (Heang met)	Heang	First Week of March

#### 12. Distribution list:

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

## Travel Agenda

### Day 1: 9<sup>th</sup> February (Monday)

#### Morning:

- 8:30am-12:00pm: Meeting at PMU, with Communication Officers and others on knowledge sharing plan (with slides presentation) and communications and ways to move forwards

#### Afternoon:

- 2:00pm: Meeting DOSTIC, with Dr. Phu Hung (Director of DOSTIC and National Director of UNCCD and REDD+ Office) and Technical Training Specialists. (In-depth discussion on how to organize REDD+ academy and the expected outcome of this discussion will be a concept note produced by Heang)
- 4:00pm: Meet again with PMU

### Day 2: 10<sup>th</sup> February (Tuesday)

#### Morning:

- 9:00am: Meeting with two Comms Officers, present on existing communications and 2015 plan
- 10:00am: Meeting at FCPF, on Communications and coordination (Phuong and Dung)
- 10:30am: Meeting with RECOFT (Phuong will go with)

#### Afternoon:

- 1:30pm: Join meeting on the development of UN-REDD Geo-portal
- 4:00pm: Meeting at VFD/SNV with Chris and Chi, on Communications and coordination (Heang)

### Day 3: 11<sup>th</sup> February (Wednesday)

#### Morning:

- Meeting with Communications Officers
- Skype call with JICA at 11am

#### Afternoon:

- 4:00pm: meeting with GIZ

### Day 4: 12<sup>th</sup> February (Thursday)

- 9:00am: Meeting with Mr. Hieu, DDG from Deputy Director General, Department of Meteorology, Hydrology and Climate Change, Ministry of Natural Resources and Environment

## A List of Initiatives/Partners to Meet

### **Programme Management Unit**

#### **UN-REDD Viet Nam Phase II Programme**

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### **Department for Sciences, Technology and International Cooperation (DOSTIC)**

Vietnam Forest Administration/Ministry of Agriculture and Rural Development

Address: No2 Ngoc Ha-Ba Dinh-Hanoi

Tel. +84 912094190

### **UNDP CO**

25-29 Phan Boi Chau, Ha Noi (or another address: 72 Ly Thuong Kiet)

### **Vietnam Forest Delta Programme by SNV (USAID)**

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### **SNV Vietnam Office**

Address: 6th floor, building B, La Thanh hotel, 218 Doi Can street, Hanoi, Vietnam

Tel: (84-4) 38463791

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### **RECOFTC – The Center for People and Forests**

Floor 3, No 2, Tran Huy Lieu street, Ba dinh, Ha Noi, Vietnam

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### **Department of Meteorology, Hydrology and Climate Change,**

Ministry of Natural Resources and Environment

Mr. Hieu, DDG

Room 410, Ministry of Natural Resources and Environment, No. 10 Ton That Thuyet str., Hanoi

### **GIZ (Internationale Zusammenarbeit GmbH)**

Dominic Stanculescu (Mr)

Programme on Conservation and Sustainable Use of Forest Biodiversity and Ecosystem Services in Vietnam

Deutsche Gesellschaft für

No. 340, Bach Dang Road, Hoan Kiem District, Hanoi, Vietnam