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Title: Regional Knowledge Management Specialist

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1. Practice area : Environment & Energy	
2. Mission period (incl. of travel days) From : 16 to : 21 November	
3. Type of mission : KM and Communications Workshop	4. Clients: UN-REDD Regional and Global Teams: Participants and Organizer FCPC: Participant
5. Purpose of mission: Attend the UN-REDD Programme Knowledge Management and Communications, Global Coordination Workshop 2014	6. Documents, materials, resources Meeting agenda
7. Mission members UN-REDD Regional and Global Teams	8. Costs: UNDP/UN-REDD Global Budget

9. Brief summary of the mission:

The UNREDD Programme has been implemented in the past five years and yet knowledge management is a relatively recent focus at the programmatic level. The meeting therefore intended to review the current KM strategy and practices in the Programme, good practices in other programmes so as to identify actions for 2014-2015 that will strengthen the UN-REDD Programme's support to the countries for the REDD+ readiness and implementation. Meanwhile the newly recruited KM Specialists were just on board and met together for the first time together with the UN-REDD Programme Team to discuss how the KM and Communications teams will be moving forward. The objectives of the workshop were to:

- For the first time, bring together the key KM and Communications members of the Programme
- Provide orientation to new colleagues, including new regional KM Specialists
- Build common understanding of "KM" and its role in supporting the UN-REDD Programme's strategies objectives
- Create a shared understanding of the Programme's KM and Communications, and strengthen collaboration of the Programme KM Framework and its implementation across the Programme, and build common understanding of supporting roles and responsibilities
- Strengthen the Programme's KM Working Group
- Reflect on the Programme's KM achievements and opportunities
- Define some of the key KM deliverables in 2014-2015
- Explore existing and emerging UN-REDD Programme KM tools and methodologies

9.a Findings

There are a few findings, as below:

- There were interesting sessions on tools and experiences for knowledge sharing to be considered for inclusion in action plans. For example, a presentation made by Nina (FCPF colleague) on "Virtual KM" was useful for A/P to apply, including a consideration on using Webinars to set up to broader discussion sessions, and a look into an E-learning experiences for A/P to take into account when designing an E-learning platform for A/P.
- There is still a confusion between the roles of between KM Working Group and Communications Working Group and who the members are. A clearer structure and definition of roles and responsibilities should be prepared.
- Detailed discussion on how KM and Communications teams will interact was not addressed.
- Update of Workspace's designing was discussed. However, there is still a need for a common understanding on how the Workspace and the UN-REDD website will be integrated.

9.b Results achieved (key outputs)

- KM definition and discussion
- KM regional presentations

9.c Expected outcomes and impacts

A final KM action plan for the UN-REDD in Asia/Pacific that is efficient, effective, and in line with countries' needs and that also responds to the goal of the UN-REDD Programme globally.

10. Key counterparts:

Regional KM Specialists

- Ela Ionescu, Africa KM Specialist
- Patricia Toquica, LAC KM Specialist
- Tim Boyle, Regional KM Coordinator (50%)

KM working group

Communications working group

Julia Hoffmann, Chief of Communications and Outreach (UNORCID)

Nina Doetinchem, Carbon Finance Specialist (FCPF)

11. Follow up action matrix

Action to be taken	By whom	Expected completion date
Confirm KM available funding for the three regions (Africa, A/P, and LAC) for 2015	Jennifer	Early December 2014
Finalize A/P Action Plan 2015	Heang (in consultation with the three UN agencies)	Second week of December 2014
Draft KM Concept Notes corresponding to some of the KM activities and preparation (within the action plan) to be done	Heang (in consultation with and support from the three UN agencies on detailed preparation for activities, e.g. workshop, in-country events, etc.)	Mid December 2014 (Concept Notes) Mid December 2014 to End of February 2015 (Preparation for the activities)
Follow up on email with regards to E-learning platform for A/P region	Jennifer/Comms Team	December
Revising the REDD+ Academy Modules for A/P region	Heang with support from Regional Technical Advisers (Aki, Ben, Joel, Tim, and Thomas)	December 2014-March 2015
Regular Skype call to update on regional KM activities and action plan	Regional KM Specialists	On going

12. Distribution list:

Regional Specialists

Tim Boyle, Regional KM Coordinator (50%)

The UN-REDD Workspace