

**Agenda – 24 September 2014**

**UN-REDD Programme Communications & Events Working Group**

Members:

* Secretariat: Jennifer Ferguson-Mitchell (group lead, UN-REDD Secretariat), Linda Mumoki (UN-REDD Secretariat)
* Agency representatives: Denise Martinez (FAO), Suzannah Goss (UNEP), Dearbhla Keegan (UNDP)
* UN Comms partners: Avishan Chanani (UNEP-FI), Brittany Benson (interim UNORCID), Maria DeCristofaro (FAO Forest comms)

Present for meeting: Jennifer Ferguson-Mitchell,

**Agenda items:**

1. Review actions from last meeting:
* COP20: JFM to set up a COP20 call to coordinate our respective comms activities – initial call set for Monday, 29 September.
* Website redesign: Group members to send to JFM list of ideas you have for the website redesign in terms of design, content, usability, etc. Great if you note “must haves” you feel should be included as well as “would be nice to haves”. – none received.
* Publication protocols: Group members to share info on historic protocols and suggestions moving forward. – none received.
* KM/Comms Workshop Group members to let us know if they would like to attend the pre-meeting UN-REDD Programme orientation day. – no indications received.

1. Five year report functions -- update from each agency on what they have planned.
2. Climate Summit –
* Update from JFM : full content of the Forest related info available on the UN-REDD Programme website including news, videos, media coverage.<http://www.un-redd.org/SG_ClimateSummit_2014/tabid/794351/Default.aspx>
* Group members share updates as relevant
1. Website redesign (Group)
* Discussion on Workspace (collaborative workspace, capacity building material, learning) vs Website (about Programme, news) – ensuring we are not creating duplicative websites – or duplicating content
* Discussion on what could benefit from being updated in terms of design, usability, etc. While these discussions have taken place historically, it is good to take stock of where we are now, what the Programme’s needs are now, etc. And to begin to identify key ‘must haves’ and ‘would be nice to haves’ for the upgraded website. (JFM will circulate the list compiled from your shared ideas pre-call). Link to comment doc: <https://docs.google.com/document/d/15Ki_O3FewOdKWYKudUa5E1J2s46ih1GbUofGz78jGC0/edit?usp=sharing>

1. Publication Protocols for UN-REDD Programme branded publications (Group)
* Review of historic protocols
* Suggestions for any changes that may need to be made
* Agree on protocols moving forward

1. Agency/Programme info share – communications/events activities coming up in next 30 days that would benefit from interagency coordination (Group)
	1. UNEP FI -- 2 new reports being produced, and an animated video on private sector engagement
	2. UNEP -- Suzannah now part of Global Landscapes Comms group -- will update us with info on COP call

**Follow-up Action items due by Friday, October 11th:**

1. KM / Comms Workshop (17-20 November) – Please share with JFM your suggestions for agenda items and outputs of the Comms day -- here is link to draft KM agenda and list of attendees: <https://docs.google.com/document/d/1tBrwqlAufzv5f3sWI9seXg7-uIiakNvpmYRSxiV7J4g/edit?usp=sharing>

JFM will then consolidate these and and circulate for comment

2. Group -- please provide your suggestions on publications protocols. While we seem fairly well organized in terms of process for UN-REDD branded publications that meet the UN-REDD standard, we have the need to establish protocols for:

* Pubs that are funded by UN-REDD and should be branded UN-REDD but the author does not want it brand as such
* Pubs that do not reflect the UN-REDD perspective or standard, but the author wants them branded UN-REDD

In both of the above cases the “author” could be an agency partner, or a third-party consulting organization, etc.

1. Website redesign -- the group should please review both website comment docs: <https://docs.google.com/document/d/15Ki_O3FewOdKWYKudUa5E1J2s46ih1GbUofGz78jGC0/edit?usp=sharing> and <https://docs.google.com/document/d/1obbxQggaRPwjxo_kYw4xtiAci6xeC-jLpq64pw2K0bI/edit?usp=sharing> and add their own comments. JFM will then consolidate the comments and begin to create a checklist of website design/content upgrades that the group would like to implement. **Please make the comments directly on the google doc, so that we are all working from a single document.**