**Management Group (MG) of the UN-REDD Programme**

**Draft - Meeting Decision/Actions of 12 August 2015**

**14h00 Geneva/Rome & 15h30 Nairobi**

**Attendance:**

MG members and alternates

FAO: Maria José Sans Sanchez

UNDP: Tim Clairs

UNEP: Edoardo Zandri

Secretariat: Mario Boccucci and Mirey Atallah

Others

Secretariat: Mike Speirs and Reem Ismail Saadeh

**Agenda**

1. **Approval of minutes of previous call, 5 August 2015**

Decisions and actions:

1. Comments, if necessary, can be sent by 14 August after which the Secretariat will upload the decisions to the workspace.
2. **Documents for donors: TOR, Result Framework, Code of conduct, updated response to Programme evaluation, following inputs received from UN agencies**

Decisions and actions:

1. Secretariat to send revised documents (based on inputs and comments made during the call) via drop box folder entitled “revised 12 August” to MG by 9am 13 August for quick review by the MG.
2. MG to review and provide any additional inputs on revised package of documents before COB CET on 13 August.
3. Secretariat to send revised preliminary package of documents to Norway (informal and confidential consultation) by the evening of 13 August.
4. MG to review documents with SG members between now and MG retreat on the 15 September.
5. Revised response matrix to the external evaluation cleared by the MG for circulation to the PB.
6. UNEP to finalize edits made to the code of conduct document and send to Secretariat to be included in the package to Norway for 13 August.
7. **MG Q4 planning retreat agenda (10 min)**

Decisions and actions:

1. Secretariat to revise agenda accordingly (ensuring that there is sufficient time allocated for work on the RF) prioritizing key issues, shortening the session with the regional Africa team and circulate to the MG

Other decisions and actions:

1. Secretariat will send out reminders for feedback (via e-mail) on the following items not covered on the call today due to time restrictions: draft agenda for PB15, draft concept note for all staff retreat, and draft communications plan for participation at the WFC.
2. MG cleared TOR for UN-REDD Communications/KM Working Group.