**Procedure of the Consultation Group Member Selection**

1. **Announcement of Representative Selection**

Announcement for CG Representatives: Drafted by VFC members

Deadline of drafting Announcement: **25 April 2013**

Announcement Posting Date: **01 May 2013**

Duration of the Announcement: Three weeks (Close on **22 May 2013**)

1. **Means of outreaching the announcements:**

**Newspapers:**

* Reaksmei Kampuchea (2 times)
* The Cambodia Daily (2 times)

**Online:**

* Online Ads (bongthom)
* Cambodia REDD+ website
* REDD+ Facebook page

**Others:**

* REDD+ emailing list
* Verbal communication
* Network sharing
* VFC members, etc.

Note here that the selection process is based on an active solicitation of endorsements (or votes) from constituency or stakeholder group members.

1. **Submission of CG Applications / Expressions of Interest[[1]](#footnote-1)**

[Requirements for submission]

Selection is on the basis of within-constituency endorsement, with the following consultancies involved: CSOs, national and international NGOs, IPs, private sector, academic institutions, and CF, CFi and CPA Networks.

1. **Pre-Screening of CG Applications/ Expressions of Interest**

**Application Screening:**

* Send sorting applications lists: **27 May 2013** (Done by the National REDD+ Secretariat simply to classify the applications according to the constituency represented and to prepare the profiles of each candidate and share with VFC members for screening before VFC meeting. Names and bio are posted on the website; solicitation for more endorsements is done by leaving an email address/contact on the web page)
* Meeting on short listed applications: **29 May 2013 (**Screen against the criteria; done through pro-active VFC and Secretariat consultation meetings especially with key representative networks by category; Secretariat helps arrange meetings or VFC members also can assist or lead on these consultation meetings.)

**Note:**

* More endorsements are solicited to the participants. Leave with the meeting participants / people consulted the contact address – email, comments page on web, Secretariat address, etc.
* Responsible Person: REDD+ Secretariat
* Reminders to applicants to submit endorsements/votes by **27 May 2013**

1. **Selection of CG Members**

* Secretariat prepares the list of candidates/profile and guide to selection, and provides these on Day 1 to participants. Boxes to put their endorsements/ballots are made available from Day 1.
* Ballots are still provided to all participants at registration on Day 2 to request for final votes/ endorsements.
* Boxes are closed by 12:00pm.
* Secretariat tallies the votes collected from the 2 days, and consolidates with the number of endorsement letters/votes received or collected to-date online or in hard copies.
* A final tally is made and an announcement of the final list is made at Closing of workshop on Day 2 by the VFC.

1. **Pre-meeting**

Participants: REDD+ Secretariat, VFC members and applicants resulting from the sorting by VFC members

Date: **04 July 2013**

Venue: TBC

Agenda:

* Orientation to the potential candidates (Why the consultation group?) (Mr. Delux/Mr. Kimhy)
* Presentations: REDD+ and stakeholders’ engagement (Ms. Femy)
* The selection procedure/process (Ms. Rithiny)
* TORs of the Consultation Group (What the members will have to do?) (Mr. Limchhun)
* Small Groups Discussion: Self Introduction (Profile), Criteria for selection, TOR Reviewing
* Presentation of the Workshop’s Agenda (Ms. Heang)

1. **Workshop Day**

Participants: REDD+ Secretariat, VFC members, applicants resulting from the sorting by VFC members and related stakeholders

Date: **05 July 2013**

Venue: TBC

Agenda:

* Opening Remarks (H.E. Chea Sam Ang)
* Video Screening on “Introduction to REDD+” and Global Negotiation on REDD+ (Mr. Peter)
* Introduction about REDD+ in Cambodia (Roadmap, Cambodia REDD+ Programme, and Pilot Projects) (Mr. Khun Vathana)
* REDD+ and stakeholders’ engagement (Ms. Celina)
* Election Process (Mr. Kimhy and Ms. Rithiny)

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| **Prepared by** | **Agreed By** |
| The VFC Members | Chea Sam Ang  UN-REDD National Programme Director |

1. Examples are: Brief profile/bio of self, organization/constituency represented, evidence to demonstrate how s/he fits the criteria, endorsement letter, etc. Endorsement letters will only have a minimum quota of one letter but if more endorsements are received, more chances of being selected, etc. [↑](#footnote-ref-1)