



Cambodia REDD+ Activity Cover Page

Title of Activity:

FCPF Inception Workshop: March 14, 2014

Related Activities FCPF Workplan:

1.1

Objectives of Activity:

To conduct an Inception workshop for the FCPF project on March 14, 2014 in order to:

- Raise awareness about the project among stakeholders
- Develop broad ownership of the project through validation of results framework
- Prepare for approval of the AWP by the PEB at the 7th meeting of the PEB on 3 April, 2014

A draft Agenda is provided in the Annex.

Brief Description:

FCPF funding to Cambodia of \$3.8M was approved in 2011. Following the required amendments to the R-PP, which were completed in early 2013, a UNDP Project Document was signed on December 25th, 2013. Prior to and following project document signature, numerous meetings have been held among UNDP staff, and staff of the RTS and FA to discuss management arrangements and develop Project activities. Progress in this area will culminate in the organisation of an Inception Workshop in March 2014. The governance structure for the project has also been confirmed, with the UN-REDD PEB assuming responsibility to provide overall guidance and oversight. The Inception workshop, to be held 14th March 2014 will bring together key actors within the sector and provide them with an opportunity for further Programme planning, in particular in reviewing the proposed annual workplan and the risks and assumptions.

Key Outputs:

The project expected outputs:

1. AWP 2014 for submission to the PEB.
2. Revised analysis of risks and assumptions.
3. Inception report incorporating the above two outputs plus project ToR, etc.

| | Signature | Name and Function | Date |
|------------------------|-----------|----------------------------------|------|
| Developed by: | | Kimhy Lun, Programme Coordinator | |
| Implemented by: | | REDD+ Taskforce Secretariat | |
| Approved by: | | UN-REDD Programme Director | |



Cambodia REDD+ National Programme

UNDP PROJECT No. **xxx**

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CONCEPT PAPER

FCPF Inception workshop, March 14, 2014

1. Background

The Cambodia R-PP was approved by the World Bank Forest Carbon Partnership Facility Participants Committee at its 8th meeting in Dalat, Vietnam, on 23-25 March, 2011. Cambodia requested the United Nations Development Programme to act as Delivery Partner. A revised R-PP, addressing PC and TAP comments, was submitted in March 2013; and the FMT completeness check was completed in June 2013

Both the R-PP and UN-REDD National Programme document were prepared on the basis of a REDD+ Readiness Roadmap, and interventions in each document were harmonized to ensure collaboration in the provision of REDD+ readiness support. Subsequently the Government of Japan also provided funding for implementation of Roadmap elements not covered by UN-REDD or the FCPF. Integrated work planning of the FCPF, UN-REDD and Cam-REDD initiatives has been undertaken to ensure comprehensive and seamless support to implementation of the REDD+ Readiness Roadmap.

UNDP undertook missions in December 2012, January, March, and May 2013 to complete its due diligence process, including the application of UNDP's Environmental and Social Screening process. This led to signature of the UNDP project document on 25th December, 2013.

The project aims to develop and enhance the Cambodian government's capacities for tackling deforestation and forest degradation as well as for measuring, reviewing and verifying (MRV) emission reductions. To achieve this objective, the project aims to attain the following four outputs:

1. Establishment of effective National Management of the REDD+ Readiness process and stakeholder engagement in accordance with the consultation principles
2. Development of the National REDD+ Strategy and Implementation Framework
3. Improved capacity to manage REDD+ at subnational levels
4. Monitoring system designed for REDD+ with capacity for implementation

Prior to and following project document signature, numerous meetings have been held among UNDP staff, and staff of the RTS and FA to discuss management arrangements and develop Project activities. Progress in this area will culminate in the organisation of an Inception Workshop in March 2014. The governance structure for the project has also been confirmed, with the UN-REDD PEB assuming responsibility to provide overall guidance and oversight. The Inception workshop, to be held 14th March 2014 will bring together key actors within the sector and provide them with an opportunity for further Programme planning, in particular in reviewing the proposed annual workplan and the risks and assumptions.

2. Objective

To conduct an Inception workshop for the FCPF project on March 14, 2014 in order to:

- Raise awareness about the project among stakeholders
- Develop broad ownership of the project through validation of results framework
- Prepare for approval of the AWP by the PEB at the 7th meeting of the PEB on 3 April, 2014.

A draft agenda is provided in the Annex.

3. Expectation

Enhanced awareness and “ownership” of the FCPF project among key stakeholder groups in Cambodia.

4. Activities

- Identify and secure venue:

The Finance and Admin officer of the RTS will identify an appropriate hotel to serve as the venue of the workshop, approaching the range of hotels typically used by the REDD+ Cambodia Programme for this purpose. In seeking an appropriate venue, it should be assumed that the number of participants will be around 100. Having identified the venue, the Finance and Admin officer will contract with the hotel to provide meeting services for a full-day workshop.

- Identification of participants and invitations:

The Programme Coordinator will prepare a draft participants list and seek the endorsement of the National Project Director for the list. Participants will be invited from:

- National REDD+ Taskforce (9)
- Consultation Group (18)
- UNDP and other UN Agencies (approx. 15)
- Other development partners such as Cam-REDD/JICA, EU, USAID/LEAF, etc. (approx. 12)
- FA (approx. 20)
- GDANCP (approx. 8)
- FiA (approx. 8)
- Other government agencies (approx. 10)
- International and national NGOs such as WCS, FFI, PACT, NGOF, NTFP-EP (approx. 20)

Once the participants list is approved, invitations will be issued by the RTS

- Preparation of materials for the workshop:

The RTS (Coordinator, Communications Officer) will work with UNDP (Country Office and Regional Centre) to prepare materials for use at the workshop, including Powerpoint presentations, speeches for invited guests, a project brochure, etc. Existing REDD+ Cambodia communications materials such as newsletters and brochures will also be made available at the workshop.

Draft presentations and speeches will be submitted for review and approval at least one week ahead of the workshop.

- Production of Inception Report:

The RTS will work with UNDP (Country Office and Regional Centre) to prepare an Inception Report that reports on the conclusions of the workshop, including the AWP 2014 to be presented to the PEB.

5. Outputs:

An Inception workshop containing:

- Programme Background and Activities Performed During the Inception Phase

- Synergies with Existing Projects and Programmes
- Updates of the National Programme Document
- Implementation Arrangements and Communication Strategy
- Consultation and Participation
- Capacity Building Strategies
- Implementation and Financial Management
- Monitoring and Evaluation
- Annexes: Revised Annual Workplan, Terms of Reference for Key Bodies; Terms of Reference for Secretariat Staff; and others as required

6. Roles and Responsibilities

The REDD+ Taskforce Secretariat will:

- Identify venue and contract with the venue for provision of service.
- Prepare materials for use and distribution at workshop
- Facilitate the workshop

UNDP (Regional Centre) will:

- Prepare workshop report

7. Budget

| Activity | Budget |
|---------------------------------------|------------|
| Cost of venue | xxx |
| Preparation of materials for workshop | 1,000 (?) |
| Total | xxx |

8. Time frame

| Activity | Estimated duration to complete | Time period |
|---|--|----------------|
| Identification of venue | 2 days | By 18 Feb 2014 |
| Invitations to participants | 10 days | By 28 Feb 2014 |
| Preparation of materials for workshop | 20 days | By 8 Mar, 2014 |
| Holding of the workshop | 1 day | 14 Mar 2014 |
| Preparation of workshop report | 10 days | By 24 Mar 2014 |
| Submission of report and AWP to PEB members | 1 day | By 27 Mar 2014 |
| Total | 41 days (some activities run in parallel) | |

Annex: Draft Agenda

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|---|---|---|
| Session 1: Setting the Context | | MC: |
| 08:30-08:35 | National anthem | |
| 08:35-08:45 | Remarks by Representative from UN Cambodia | Country Director, UNDP |
| 08:45-08:55 | Opening speech by Minister of MAFF or DG of FA | Minister, MAFF or DG, FA |
| 08:55-09:10 | Group Photo | |
| 09:10-09:25 | Presentation on FCPF | tbd |
| 09:25-19:45 | Overview of progress on Cambodia National REDD+ Readiness | H.E. Chea Sam Ang |
| 09:45-10:00 | Q&A | |
| Session 2: Cambodia FCPF Project outcomes, workplan, risks and assumptions | | Moderator: |
| 10:30-10:35 | Objective of this session | |
| 10:35-11:10 | Presentation on Cambodia FCPF project outcomes and workplan | |
| 11:10-11:30 | Presentation on Cambodia FCPF project risks and assumptions | |
| 11:30-12:00 | Q&A | |
| Session 3: Group Discussions | | Moderator: |
| 13:30-15:00 | Discussion Groups: <ul style="list-style-type: none"> 1. Outcome 1 2. Outcome 2 3. Outcome 3 4. Outcome 4 5. Risks and Assumptions | Led by Engagement TT Led by BDS TT Led by Demonstration TT Led by MRV TT Led by RTS |
| 15:00-15:30 | Walk-around briefing by/for each group | |
| Session 4: Wrap-up, Conclusions and Closing | | Moderator: |
| 16:00-16:15 | Summary of conclusions by each Group | |
| 16:15-16:30 | Next steps/On-going consultation | |
| 16:30-16:50 | Q&A | |
| 16:50-17:00 | Closing Session | Minister, MAFF or DG, FA |