

UN-REDD PROGRAMME



Staff Retreat

Building Trust and Confidence to Overcome Challenges and Take Advantage of Opportunities to Achieve Our Mission

Date: 8-10 May 2012

Location: Hotel Castel Vecchio
Viale Pio XI, 23 • 00040 Castel Gandolfo (RM) • Italy
Phone: (+39) 06 9360308 • Fax: (+39) 06 9360579
<http://www.hotelcastelvecchio.com/it/presentazione.html>

DRAFT AGENDA

Meeting Objectives -- for all staff to:

- Get to know other UN-REDD Programme staff and build a greater sense of cohesiveness, trust and camaraderie;
- Identify challenges and opportunities and agree upon appropriate strategic and operational responses to those challenges and opportunities to ensure ever more effective and efficient delivery of the UN-REDD Programme's mission, goals, and intended objectives/ outcomes/ outputs; and
- Generate input on a vision for the future direction of the UN-REDD Programme that can be used to feed into upcoming decisions of the Strategic Directions Group.

Tuesday, 8 May 2012

09:00 Welcome, Introductions, and Overview of the Agenda

- *Yemi Katerere, Head, UN-REDD Programme Secretariat*
- *Timothy Mealey, Senior Partner, Meridian Institute*

09:15 Icebreaker Exercise

10:00 Overview Presentation on Key Elements of the History and Current Status of the UN-REDD Programme

- *Estelle Fach, UNDP, and Clea Paz, UN-REDD Programme Secretariat*

Building on materials provided in advance -- that all staff will be strongly encouraged to read in advance -- this presentation will provide a brief overview of the original intent and vision and current status of the UN-REDD Programme as a partnership between three agencies delivering as ONE UN. It will focus on lessons learnt in the process of Programme implementation.

(30 minute presentation, 15 minute Q&A)

10:45

Break

11:00

Presentation on Emerging Challenges and Opportunities for the UN-REDD Programme

- UNEP and/or FAO Presenter(s), TBD

Once again, building on materials sent out in advance, this presentation will focus on the emerging challenges and opportunities for the Programme.

(30 minute presentation, 15 minute Q&A)

11:45

Plenary Discussion of Advantages & Disadvantages and Challenges & Opportunities with the Three Agency / One Programme Operating Environment of the UN-REDD Programme

All staff will contribute to work together to identify the key advantages and disadvantages and challenges and opportunities to working in an environment that includes three separate agencies working together to achieve a common mission, goals and objectives. During the final 15min, topics will be sorted and prioritized for small group discussions.

12:45

Lunch

13:45

Small group discussions to generate ideas for strategic or operational responses to high priority challenges and opportunities from operating in Three Agency - One Programme Environment

Staff will be placed into four small groups with a mix of staff from all three agencies and the secretariat to generate ideas for strategic or operational responses to challenges and opportunities to operating in a Three Agency / One Programme environment.

15:45

Break

16:00

Reports from small groups on first round of discussions (7-10 minutes each)

The group with the most stimulating report will win an award.

16:40

Plenary Discussion of outcomes from small group discussions

The group as a whole will take stock of the outcomes from small group discussions and identify and frame the topics that will serve as the focus of breakout group discussions during the second day. This discussion is purposely designed to be open

to new formulations of challenges and challenges that are informed by, but limited to those that were identified in the presentations and first breakout group discussions.

17:30 Adjourn

18:30 Group Dinner

During dinner, staff are invited to share spontaneous recognition of exemplary and brave, and/or humorous but helpful contributions to the growth and development of the UN-REDD Programme.

Wednesday, 9 May 2012

09:00 Second round of small group discussions on ideas for strategic or operational responses to high priority challenges and opportunities

During this session, staff will be placed in to a different breakout group than the first breakout groups. Subject to decisions made during the final session on Day 1, each breakout group will likely focus on a different topic or sets of topics and staff will be ask to self-select the breakout group topic they are most interested in working on. If the self-selection process does not result in a balance mix of staffs, we may ask some people to switch groups to maintain balance in terms of agencies, gender balance, and seniority level of the staff.

10:45 Break

11:00 Reports from small groups on second round of discussions

The group with the most stimulating report will win an award.

11:45 Plenary discussion on a future vision for the UN-REDD Programme

Recognizing that the Strategic Directions Group and the Coordination Group will meet the following week, three staff will be asked to kick-off a discussion of a future vision for the UN-REDD Programme. All staff will then have an opportunity to provide their input on this topic.

12:45 Lunch

13:45 Plenary Session: Taking stock of progress

Building on consultations the facilitator will have over lunch, the group as a whole will decide whether to conduct another set of breakout group discussions and, if so, on what topics -- including the possibility of breakout groups on future vision and/or unfinished business on strategic and operational responses to challenges and opportunities.

- 14:15** Possible third round of small groups to refine ideas on a future visions and/or strategic and operational responses to high priority challenges and opportunities
- 15:30** Break and start of team building exercise (weather permitting this will be conducted outdoors)
- 17:30** Return and report out on results of team building exercise
The group with the best results will win an award.
- 17:45** Adjourn
- 18:30** Group Dinner, followed by "home grown" entertainment

Thursday, 10 May 2012

- 09:00** Reports from third round of small group discussions (as needed), plenary reflections on progress made thus far, and identify work that still needs to be done
- 09:45** Possible use of small groups to refine strategic and/or operational responses to high priority opportunities and challenges
- 10:30** Break
- 10:45** Reports from Small Groups
- 11:30** Determination of Next Steps
- 11:45** Round Robin Reflections
- 12:30** Closing Remarks
- *UN-REDD Programme senior leadership*
- 13:00** Adjourn, Lunch and Departures