

Minutes
Global Programme Coordination Teleconference
22 May 2012, 14.30-15.30 CET

Attendance:

FAO: Tiina Vahanen, Elisa Marzo-Perez, Mette Loyche-Wilkie
UNDP: Tim Clairs
UNEP: Thomas Sembres
UN-REDD Secretariat: Yemi Katerere, Thais Linhares-Juvenal, Helena Eriksson

(Action points are listed at the end).

Agenda:

1. Monitoring and evaluation framework.
2. Targeted Support: information on countries' requests, update from the agencies and agree on milestones for sharing information on progress.
3. AOB.

The teleconference (concall) started with a welcoming by Thais and the approval by the participants of the minutes from the concall on 14 May.

1. Monitoring and evaluation framework.

- The Secretariat gave an update on the SDG and CG¹ meetings held 15-16 May in Geneva. Among the decision from those meetings the Secretariat was assigned with the task to develop and implement a UN-REDD Programme Monitoring and Reporting Framework (results-based).
- At the Global Programme Coordination concall of 14 May it was agreed to establish two working groups: 1. *Working Group* for addressing the Global Programme planning and work plan; and 2. Working Group to propose a monitoring and reporting framework for the Global Programme.
- It was mentioned to keep flexibility of activities within the work areas and that the improved log framework needs to provide more clarity and should guide the review of work area descriptions.
- The participants agreed that the work on planning of the Global Programme and the review of the monitoring and reporting framework should start immediately. An integrated approach was agreed on, having both working groups working simultaneously and to rapidly move the process forward. The time limitation until PB9, when the budget shall be presented, was stressed.
- The participants acknowledged the discussion undertaken at the UN-REDD Staff Retreat to have Action Teams created and mandated by the Management Group. The understanding of the participants of the concall, however, is that these two working groups are focused on the preparation for the next PB Meeting and the work is part of the regular Global Programme coordination.
- Regarding the *Working Group on monitoring and reporting framework* the following views were expressed:

¹ Proposed to be called Management Group.

- It is recommended to use UNDG's *Results-Based Management Handbook* (available at <http://www.undg.org/index.cfm?P=1626>).
- The working group should seek to harmonize procedures and terminology used by the agencies when defining the monitoring and reporting framework.
- The focus should be on the development of a results based framework at output and outcome level.
- There is a need for a review of the Project Tracker for allowing results-based reporting.
- Regarding the *Working Group addressing the Global Programme Work Plan*, general guidance was discussed:
 - Annual work plans need to be elaborated and the Secretariat should draft a template for the Coordination Group to review.
 - If possible, the annual work plan should reflect also the 1st year, encompassing the activities in progress.
 - Reference was made to a section in the document *Support to National REDD+ Action: Global Programme Framework 2011-2015* that indicates that each leading agency for a work area should lead the work on planning and convene planning meetings with the other agencies. The working group should take this guidance into consideration.
- The linkage was highlighted between the Global Programme Planning Work and the Policy Board Working Group on a roadmap for reviewing the Global Programme budget formulated at PB7. The Secretariat informed that this PB Working Group will reconvene in July 2012 after the conclusion of the Countries Needs Assessment (CNA) and therefore progress on the work on planning, monitoring and reporting by the agencies may influence the PB Working Group to decide on more flexible guidance for the review of the Global Programme budget. (The results of the CNA will be presented on 26 June 2012 in Colombia, i.e. one day before the FCPF meeting).

Agreement:

- By next concall, each agency nominates members to the two Working Groups.
 - By next concall, the Secretariat shares draft ToR for each Working Group.
 - Both years of the Global Programme will be addressed in the work plan and monitoring framework.
 - The Secretariat will prepare a draft template for an (interagency) annual work plan to be presented at the concall on 5 June.
- 2. Targeted Support: information on countries' requests, update from the agencies and agree on milestones for sharing information on progress.**
- The discussion focused on the need for a streamlined process for sharing information on the requests for Targeted Support, allow feedback and agreement among the agencies, share information on the progress and define a deadline for responding to the requesting countries.
 - The participants highlighted that the time for internal review (geographic priority, liaison with the regional offices etc) depends on the substance of the application, but it was agreed to try shortening the time and improve interagency coordination.
 - Considering that Targeted Support concerns direct country support, the participants agreed that the right forum to initially discuss the requests is at the National Programme Coordination Calls.
 - There is a need to elaborate on principles for accepting/rejecting requests for Targeted Support.

- It was agreed that the response to the countries will be sent directly by the agency (as per the procedures approved by the CG) with the Secretariat in copy. It was also agreed that the Secretariat will send the replies when more than one agency is involved.
- The Secretariat will be informed by the agencies on the progress of implementation of the Targeted Support.

Agreement:

- The following process was agreed on for the Targeted Support applications (upon receipt):
 1. The Secretariat registers the incoming request and prepares a summary sheet that outlines its main information (country, work area, activities proposed, amount, etc). The request accompanied by the summary sheet will be sent to the Management Group for comments and discussion, as needed, and for distribution of the requests to the appropriate agencies' team managers. The summary sheet will also be sent to the Secretariat National Programmes Officer and uploaded on the workspace for three stars access.
 2. Once the request has been forwarded by the Secretariat, the agencies will make efforts to reply to the country within ten working days. The response to a request involving only one agency will be sent out directly by the agency with the Secretariat in copy. If it is an interagency Targeted Support the Secretariat will send out the response with the agencies in copy. Decisions on how to respond to multi-agency Targeted Support requests will be discussed in the National Programmes Coordination Group.
 3. The secretariat facilitator of the NPCG will inform and update the Global Programme Coordination Group facilitator regarding targeted support implementation for reporting under the Global Programme results-based framework.

3. AOB.

No other business presented.

The next Global Programme Coordination concall will be held on **Tuesday, 29 May, 14.30 CET.**

Action points

- Each agency identifies one focal point for each of the two Working Group and informs Thais/Helena by 29 May.
- The Secretariat drafts ToR for each Working Group and shares by 29 May.
- The Secretariat draft a targeted support spreadsheet by 29 May.
- The Secretariat drafts a work plan template and shares by 4 June.