

**Minutes**  
**Global Programme Coordination Teleconference**  
**24 July 2012, 14.30 CET**

**Attendance:**

FAO: Tiina Vahanen

UNDP: Estelle Fach

UNEP: Julie Greenwalt

UN-REDD Programme Secretariat: This Linhares-Juvenal, Helena Eriksson

**Agenda:**

1. Approval of minutes from 17 July
2. Comments on table and diagram on targeted support procedures
3. Structure of Support to National REDD+ Action (SNA) document to be presented at the Policy Board
4. Clarifications on the guidance for reviewing the SNA budget
5. AOB

**1. Approval of minutes from 17 July.**

Minutes approved with minor corrections.

**2. Comments on table and diagram on targeted support procedures.**

The targeted support procedure and flow chart seen in Annex I and II of these minutes address comments received.

- Agreed that although the effort is to reply to the country within 10 working days from the date when Secretariat sends out the request, more time may be required. (Depending on complexity of request and inter-agency coordination needed).
- Agreed to discuss when people are back from holidays whether to review requests from countries without NP at GPCG concalls or at NPWG concalls.
- Clarification was sought for potential situations when balance at end of year is not sufficient for incoming requests. (No agreement – follow up needed).

**3. Structure of Support to National REDD+ Action (SNA ) document to be presented at the Policy Board.**

- Agreed to propose the following topics for presentation at PB9: MRV, monitoring and information systems; Governance (including legal preparedness, anti-corruption, stakeholder engagement, participatory governance etc); and Safeguards.
- Agreed that cross-cutting topics above, which have activities distributed across different work areas in the coming workplan and budget for Year 2 and Year 3 will receive a narrative description, outlining how the Programme is delivering on those topics.

**4. Clarifications on the guidance for reviewing the SNA budget.**

- For ease of use the new budget categories need to be listed in the same sequence as the old ones as far as possible. (Updated template to be shared).
- It was suggested that each agency indicates fixed costs versus variable costs in the template. No clear agreement, thus to be added to agenda of next call. (This budget split was also proposed at the concall of 17 July).

**5. AOB**

No other business was reported.

The next Global Programme Coordination concall will be held on **Tuesday, 31 July, 13.00 CET.**

## INTERNAL PROCEDURES FOR TARGETED SUPPORT REQUESTS

### ***Incoming official requests or prospective requests.***

- 1) All official requests for TS should be made through the Secretariat, recalling the TS procedures state: "The requests for targeted support should be presented by partner countries of the UN-REDD Programme, in coordination with the agencies' teams and the Resident Coordinator, to the UN-REDD Secretariat"
- 2) The Secretariat will facilitate improved coordination of prospective requests for TS. Requests in different stages of elaboration (from initial idea through the different stages of consultations at field level to a full-fledged official proposal) to be shared with the Secretariat, which develop a TS Pipeline that is available to the three agencies' TS focal points<sup>1</sup>.
- 3) The Secretariat registers the incoming requests and updates a recording table accessible on the Workspace under the Global Programme folder – Targeted Support subfolder (for three stars access). In the same subfolder, separate country folders are found with the incoming requests and replies. For countries with National Programmes, the same information will be saved in the National Programmes folder under the country sub folders.
- 4) For each official incoming request, the Secretariat will circulate the official request (letter or e-mail) to the Management Group with a summary sheet that outlines the main information (country, work area, activities proposed, amount, etc). The targeted support focal points will be copied in the Secretariat's communication.
- 5) For ensuring that agencies always will have the opportunity to raise potential issues on the requests, the communication from the Secretariat to the MG and targeted support focal points will contain a provision for comments on the requests to be made within 48 hours.

### ***Processing a request.***

- 1) For requests on work areas/outputs where only one agency delivers: The request will be dealt with directly by the relevant agency and when a final assessment is made the agency will send the final response direct to the country with a copy to the Secretariat and the other agencies' TS focal points.
- 2) For requests on work areas/outputs where more than one agency delivers or on topics where there are inter-agency working groups established, the requests need to be discussed with the other agencies and/or within the working groups. The fora for these discussions will be the GPCG meetings and/or the working group meetings. In the case of discussion by the working groups, the Secretariat will ensure that the working group members are informed of the requests. The Secretariat will take note of the working group considerations related to the request, will report back to the GPCG and, after an agreement on the response, will be responsible for sending the final response to the country. The discussion will be recorded in GPCG concall minutes. The minutes highlighting the TS discussion will be forwarded to the NPWG.
- 3) For requests from countries with National Programmes, the requests will be forwarded to the NPWG for assessment of potential synergies and complementarities and to ensure coordination with the National Programme. The outcomes of this assessment will be registered in minutes to be forwarded to the GPCG. Following this information procedures (1) and (2) above will apply.
- 4) For countries which do not have a National Programme, if needed, the targeted support requests will be discussed at the GPCG concalls with a view to ensure overall coordination of the delivery of the Support to National REDD+ Action.

### ***Replying to a country.***

<sup>1</sup> Agencies identified focal points: FAO-Tiina Vahanen; UNDP-Elspeth Halverson; UNEP-Tim Christophersen. Ref. Concall minutes dated 3 July 2012.

- 1) Once the official request has been forwarded by the Secretariat, the agencies' teams will make efforts to reply to the country within ten working days.
- 2) The official reply to a request involving only one agency will be sent by the agency with the other agencies' TS focal points and the Secretariat in copy.
- 3) For requests on work areas/outputs where more than one agency team is involved, the Secretariat sends the official reply with the agencies' TS focal points in copy.
- 4) Even when there is a clear understanding that the request involves one specific agency, the incoming request and submission of reply needs to follow the procedures above.

***Information sharing between GPCG and NPWG.***

- 1) The Secretariat's facilitators for the GPCG and NPWG will exchange information on TS status. The references are the minutes from the two weekly concalls.

***Information sharing between field level and the GPCG and NPWG.***

- 1)** Any country level TS discussion to be communicated to the agencies' TS focal points for bringing it to GPCG and NPWG for information sharing.

Annex II

