

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

Attendance:

FAO: Tiina Vahanen, Elisa MarzoPerez
UNDP: Tim Clairs, Dina Hajj, Estelle Fach
UNEP: Thomas Sembres
UN-REDD Secretariat: Thais Linhares-Juvenal, Clea Paz, Helena Eriksson

Agenda:

1. Approval of minutes from 22 May 2012.
2. Names from the agencies for the two working groups (*1. Working Group addressing the Global Programme planning and work plan; Working Group addressing the monitoring and reporting framework for the Global Programme*).
3. Discussion of terms of reference of the working groups.
4. AOB.

The teleconference (concall) started with a welcoming by Thais and the approval by the participants of the proposed agenda.

1. Approval of minutes from 22 May 2012.

The minutes with suggested (minor) changes were approved.

2. Names from the agencies for the two working groups.

The agencies' members of the working groups were agreed as:

<i>1. Working Group addressing the Global Programme planning and work plan</i>	<i>2. Working Group addressing the monitoring and reporting framework for the Global Progr.</i>
FAO: Tina Vahanen, Elisa MarzoPerez and Maria SanzSanchez. UNDP: Dina Hajj and Tim Clairs. UNEP: Florence Kahiro, Julie Greenwalt (until 30 June) and thereafter Tim Chistophersen. + Secretariat	FAO: Elisa MarzoPerez. UNDP: Estelle Fach and Tim Clairs. UNEP: Julie Greenwalt and Florence Kahiro. + Secretariat

3. Discussion of terms of reference of the working groups.

The elements to the terms of reference that were shared before the concall took into consideration the process and what areas/documents to revise/review. Some of the tasks are long term, going beyond the next PB Meeting. The Secretariat was asked to structure the elements into clear tasks and share with the Group for review by 4 June.

The Working Groups will work through emails, concalls, etc. and report back at the weekly Global Programme Coordination concalls.

4. AOB.

The Secretariat encouraged the participants of the Global Programme Coordination concalls to inform the Group of any Global Programme activities.

The next Global Programme Coordination concall will be held on **Tuesday, 5 June, 14.30 CET.**

Action point:

- The Secretariat shares updated elements for the ToRs of the two Working Group by 4 June.
- The Secretariat shares a draft work plan template by 4 June.