

**Management Group (MG) of the UN-REDD Programme
Decisions of meeting of 16 May 2012**

Participants:

MG members and alternates

FAO: Peter Holmgren, Mette Loyche Wilkie

UNDP: Charles McNeill, Tim Clairs

UNEP: Mario Boccucci

Secretariat: Yemi Katerere

Others

Secretariat: Thais Linhares-Juvenal, Clea Paz, Sharon McAuslan

1. Debrief joint MG-SDG meeting

a. Business processes for keeping SG updated:

- Messages and minutes from MG to be forwarded to SG under consistent header, e.g. for your information/approval on a non objection basis/urgent attention and decision (*Secretariat, ongoing*)
- Regular portfolio update also to be sent in standard format (e.g., Global Programme, National Programmes, Policy Board) (*Secretariat, on quarterly basis*)

b. Products/timelines

Output	Timeline	Audience	Attachments	Comments
1. Summary of staff retreat, including matrix of recommendations	24 May (Meridian)	UN-REDD Programme Staff (& subsequently attached to management note)		Will be circulated to staff
2. Revised ToR SG, MG, Secretariat	24 May (Meridian)	UN-REDD Programme Staff, and subsequently made public		SG/MG reviewing draft circulated 17 May
3. Summary of SG-MG mtg.	18 May (Secretariat: first draft)	UN-REDD Programme Staff (& subsequently attached to management note)	ToRs and National Programme principles attached (or linked to)	Sec to provide draft to Meridian & then to MG/SG for input/approval on no objection basis (then to be circulated/posted to staff)
4. Executive Summary of Internal Review	25 May (Secretariat)	TBC - may be attached to mgt note		
5. Management Note for Improved Delivery of the UN-REDD Programme	End June (extended as SG mtg likely first week of July)	TBC – pending decision by SG in July	- Summaries of retreat and MG-SG meeting - ToR	Inputs: i. management response to internal review, ii. recommendations from staff retreat, iii. outcomes of SG-MG meeting. SG will have one

				week to consider
6. National Programme Principles	24 May (MG to provide any final comments to Tim Clairs)	UN-REDD Programme Staff (& subsequently attached or linked to note of SG-MG meeting)		Will also be posted as a stand-alone document

c. Action teams

- More work related to action teams identified in retreat matrix needed. List to be rationalised/consolidated in living document and disseminated to staff (*Secretariat*).
- Need to reach common understanding of nature, mandate and operational aspects of ATs
- Initial principles discussed, with more work needed to develop robust business process and ToR (*Secretariat*)
 - Should be considered as standing item on MG agenda
 - Several groups to be piloted (e.g. Linkages to UNFCCC, Training, KM, Workspace), and also need to consider existing WGs which may be converted into ATs (GP, NP etc)
 - Mandate for ATs will be defined clearly, to include reporting lines, budget, timeline etc. Staff time will be included in budget.

d. Communication to staff

- Message to be sent to staff immediately to follow up retreat, summarising highlights from joint SG-MG meeting and next steps (*Yemi, 18 May*)

2. Response to DRC request for Tier 2 support

- Liaise with DRC regarding their request for Tier 2 support. Request was received after the PB8 decision to have the Tier 2 ToR re-circulated for comment (*Secretariat*)

3. Review of PB Structure

- Agencies to post link to advertised ToR (*FAO, UNDP, UNEP, immediately*)
- Proposals to be evaluated and shortlist presented to WG with a recommendation (*Secretariat, mid June*)

4. Future MG/sub-group agenda items

- Global Programme revision
- Secretariat Budget
- Tier 2 follow up
- Accountability framework
- Response to Vietnam (ML, TC)
- Rio side event (PH, MB, CM, RI)