



UN-REDD
PROGRAMME



CAMBODIA UN-REDD NATIONAL PROGRAMME

Minute of UN-REDD the 3rd Programme Executive Board Meeting

Venue: Sofitel Hotel-Phnom Penh

Date: 13th December 2012

Time: 13:30-17:00

Summary of Minute:

The third Cambodia UN-REDD Programme Executive Board (PEB) meeting was organized on the 13th December 2012 at Sofitel Phnom Penh Phukeetra Hotel, Phnom Penh.

The objectives of the meeting were to review and approve on the 2013 annual workplan, and to provide an update on the UN-REDD programme progress and challenges by the Cambodia REDD+ Taskforce Secretariat.

The delivery of the programme was far behind the plan; only 20% of the total budget has been spent. After the discussion, the PEB decided that the implementation of the Programme is extended until December 2014 and that this will be notified to the Policy Board.

2013 Annual workplan was designed in the format of UNDP two-year rolling workplan (5 quarters). The co-chairs and members proposed to revise the workplan and send back to members for comment. Comment will be made within one week after the revised workplan is sent together with the minute of the meeting. The 2013 workplan will be sent by 21 December 2012 for comment.

Decisions and Actions:

- The PEB requested the Cambodia REDD+ Taskforce Secretariat to develop Standard Operation Procedure (SOPs) so as to overcome administrative barriers that slow the implementation of the programme.
- The PEB requested that key concept notes are shared among all partners. The SOPs will clarify who is responsible for approval of concept notes.
- The PEB requested the Cambodia REDD+ Taskforce Secretariat to prepare a matrix with activities that support the Cambodia REDD+ readiness phase, and to identify which UN-REDD activities (if any) should be dropped in order to ensure that the contribution from UN-REDD funding to REDD+ readiness in Cambodia is optimized. Recommendations for any changes in UN-REDD activities should be presented to the next PEB meeting.
- The PEB highlighted the importance of developing a communications strategy.
- The PEB requested the assistance of the UNRC in following up on FAO/UN/UNDP/Government rules of per diem (DSA).

- The PEB approved a no cost-extension of the Programme until 31st December 2014.
- The PEB noted that efforts should be made to complete the documents required to receive the funding from the FCPF expected for March 2013, including a new project document that incorporates changes that have occurred since the preparation of the R-PP, and noted that is.
- The PEB confirmed that the interim CS & IP representatives will continue their roles in the PEB until the new representatives have been selected through the revised self-selection processes.
- The PEB reiterated the request to the Taskforce Secretariat to share relevant documents for discussion at least one week in advance of PEB meetings (i.e., by 21st March for the next meeting).
- The PEB welcomed the news that the Technical Adviser will be onboard on 28 January 2013.
- The PEB also welcomed the news that the MRV Technical Adviser will be onboard on 16 January 2013.
- The PEB requested that the 2013 workplan will be circulated for comments by 21 December 2012 and the PEB members will have one week to provide additional comments before the minutes and 2013 AWP will be signed by the Co-Chairs.
- The PEB decided that the 4th PEB meeting will be held on the 28th March 2013.

I. The Participants:

9 PEB members, 2 PEB alternates and 22 observers attended the 3rd PEB Meeting.

Please find more detail in Annex I

II. Agenda:

The focus of the meeting agenda were to update UN-REDD Programme on progress against last PEB decisions, programme progress, programme challenges; and to review and approve on the 2013 workplan.

Please find more detail in Annex II

III. Meeting discussion:

1. **UN-REDD Programme and Progress:** presented by Mr. Lun Kimhy

Progress against decision in 2nd PEB meeting

- Recommended to focus on speeding up the implementation and delivery:
 - ✓ Is moving forward,
- Efforts will be made to have technical advisors as soon as possible:
 - ✓ Technical Specialist and onboard on 28 January 2013,
 - ✓ MRV Technical Specialist onboard 16 January 2013
- Request to take into consideration the urgent need for an increased delivery:
 - ✓ Have been done, significant progress in Q4 2012,
- Requested the Taskforce Secretariat to share documents in advance:
 - ✓ Documents shared in advanced

- Recommended to have an operational Consultation Group soon, as well as Technical Team:
 - ✓ Working in progress: process of selection REDD+ Consultation Group started, Technical Team not yet formed
- Need to clarify the request of CSO and IP to have observers:
 - ✓ Suggested to wait until REDD+ Consultation Group formed
- USAID representative will be invited as observer to PEB meetings:
 - ✓ Invitation letter sent - not here because of conflict in schedule

Challenges:

- REDD+ Taskforce regular meeting and Technical Team (no Nov/Dec meetings)
- Recruitment of CTA (no technical adviser for important activities)
- Paperwork and administration burdens (AWP in different formats)
- Secretariat is challenged to follow up and coordinate with the multiple activities related to REDD implemented by different partners
- Conflicting schedule of government staff Time required for agreeing on programme activities with the different partners
- DSA rate changed
- Relatively new supporting staff in the Secretariat this still require some time for building trust and understanding of procedures
- Different working style and requirements from the partners

Comments and discussion:

The co-chair H.E. Chea Sam Ang thanked for the presentation on the progress and challenges, and opened for questions.

Mr. Ouk Vibol: Regarding to the establishment of Taskforce, the draft Prakas was already submitted to MAFF . However so far he hasn't seen the draft. He asked why the secretariat does not organize a meeting to discuss on the draft before sending it off. Though the members are not yet officially assigned but secretariat can invite taskforce members to discuss about the draft.

Mr. Khun Vathana: In the last taskforce meeting, one member from Ministry of Economic and Finance said that he would not be able to come to the meeting unless an official letter to officially recognize the establishment of the Taskforce is issued. Therefore, we could not invite them to the meeting to discuss altogether.

Mr. Lun Kimhy: Actually he went around meeting the REDD+ Taskforce members individually to get their opinions and inputs in the last month after the second taskforce meeting. H.E Chheng Kimsun and the meeting members agreed to establish the Taskforce with very simple and short in term of ToR. A draft was circulated for comments but so far no feedbacks were received from the members.

Mr. Ouk Vibol: Thanks for clarification and he suggested to discuss later about the issue internally.

Mr. Kim Nong: Agreed to discuss the issue later because it may take a long time to talk about this at this time.

Mr. Hang Suntra: He echoed Mr. Khun Vathana. During the second Taskforce meeting it was agreed that they should wait until an official establishment of the Taskforce before moving forward. He welcomed

this because in the meantime he can see the progress of the Cambodia REDD+ Taskforce Secretariat and their hard work.

Mr. Chea Sam Ang: All documents were shared for comments to the Taskforce members and head of the meeting. The letter for the officialization of the Taskforce was now sent to MAFF.

Mr. Tim Boyle: he would like to congratulate the Cambodia REDD+ Taskforce Secretariat's progress; in the last few months the Secretariat staff made considerable achievements in program implementation and this is encouraging. He found interesting the discussions on the Taskforce which is a pure Cambodia Royal Government body because it highlighted the problem we have faced regarding the lacks of clarity on the procedures. He believed we would still face similar problems in implementing activities in UN-REDD Programme in the future. The PEB is the floor to find solutions; therefore, he proposes the Secretariat to develop Standard Operational Procedures (SOPs) for the basic processes and required implement activities under the UN-REDD Programme. SOPs serve to clarify exactly what is the process, who is responsible to task, who approve in each step, etc. He believes that having SOPs in place would contribute to better work and to accelerate the progress and programme.

Mr. Koen Everaert: He thanked for the presentation on the progress during the last few months which is encouraging after long delays. He found the news about the development of a REDD+ website very useful and he asked for the link to be shared in order to improve national awareness about REDD+. He invited the Secretariat to share concept notes with the PEB members ahead of the meeting before going into more details of the activities and project components. He also supported the idea to develop SOPs. He recalled that during the last PEB meeting it was agreed to put in a matrix the activities of the all programmes supporting the REDD+ Roadmap in Cambodia. This would help to have a better overview of support to the REDD+ Roadmap and increase harmonization and coordination among these different support programmes. He emphasized the need to have the PEB documents in advance, so that PEB members could provide substantial inputs, feedback or comments during the meeting.

Ms. Thy Heang: She clarified that the development of the website has just started. She will share the link with all members once ready for comments.

Mr. Lun Kimhy: Once final versions of concept notes will be ready they will try to share them. He apologized for being late to send the documents in advance due to the documents were kept changing. He hoped to improve for the next meeting.

Ms. Setsuko Yamazaki: Mr. Peter Iversen, Technical Advisor, will be on board on 28 January 2013. He used to work for the Danish government and has experience as a negotiator in the UN Climate Change Convention. She pointed out that in addition to the expertise of Technical Advisor for the ground work, to the programme will have support from the regional offices of three agencies, including Timothy Boyle (UNDP), Ben Vickers (FAO), and Thomas Enters (UNEP), as well as Celina (UNDP) and of course the respective agencies' HQ. She emphasized the importance of strengthening communication among many stakeholders. UN-REDD and REDD+ activities are considered very technical therefore it is very important to have communication strategies. In this connection, she commended the programme's action on a website which will help to explain how the programme is making progress.

H.E. Chea Sam Ang: The team planned to produce the information, education and communication materials from the national to local level and in regards to website, SOPs and all other activities we will take into action. He hoped that once the TA is on board, the team will be able to accelerate delivery and implementation faster.

Ms. Nina Brandstrup: She supported and was very much looking forward to see the SOP. She apologized for the delay on selecting the MRV expert, this was due because the selected candidates decided not to take the job at the last moment. She conformed the MRV Expert will be on board on 16 January 2013.

Mr. Chhith Sam Ath: He asked clarifications on the new selection process of IP representative to the PEB, what is the process taken and why there is the need to reselect it.

Mr. Lun Kimhy: The extension on the Introduction of REDD+ is being done during IP reselection process in 15 provinces and 2 provinces, Kompong Thom and Siem Reap, were already done. Actually the current representatives are interim and will be replaced once new IP is selected. The decision to reselect was made at the CS & IP workshop in September 2012, together with the agreement from the participants.

Mr. Chhith Sam Ath: He asked for clarifications on the roles and responsibility in term of mandate as well as the criteria of the representatives for the PEB, in order to allow for a meaningful participation in this mechanism.

Mr. Lun Kimhy: He explained that the ToR of the PEB representatives were already circulated during the CS & IP workshop and it was said at the workshop that the mandate of the IP & CS representatives would last only 6 months and once new representatives are selected, they will be replaced. The concept note for this activity was also clear on this point.

H.E. Chea Sam Ang: The criteria were already stated in the process that the IP & CS representatives would last for 6 months; however, if new representatives are not yet selected, the interim representatives will be extended. For the IP selection process, it needs to be done from local to national levels; he or she will be officially recognized by the provincial authorities, not just selected at the national level. Once the awareness rising on the new selection process is done in all provinces, there will be a workshop or seminar to select the new representative. The ToR had been already prepared.

Mr. Chhith Sam Ath: he thanked H.E. Chea Sam Ang for the clarifications but he asked the Secretariat to also clarify how the selection process is being done; he asked more details on the CSOs participate in the selection process. He consider important to know because he wants to update the members of civil society group which also have some uncertainty on the process.

Ms. Thy Heang: At the workshop it emerged the requirement to have the IP representative recognized by the local authority. For the CS representative, since it is not as difficult to select; the process will be done altogether with selection of Consultation Group members. There was already an announcement to all interested people from CSO and networks, also circulated to the name list she got from the NGO Forum, for being part of a volunteer steering committee to select the Consultation Group members and which one CS will also select to be PEB representative.

Mr. Tim Boyle: He informed that during discussions he had with some government officials seemed that the decrease of the DSA rate to USD15 become an issue because there is less encouragement for the government's to participate. Therefore, he suggested that if this is the case the Secretariat should make hotel booking and arrange meal, and all the basic. This would clearly imply more administrative work and staff at the Secretariat to make the necessary arrangements for government staff and the cost extra administration staff not yet come off the support.

H.E Chea Sam Ang: He thought that this was the request made from MoE that would like to have some administrative need. However, everything has been done is according to the guideline of the UN

Mr. Meng Monyrak: He explained that at the low DSA discourages participations because it is difficult to cover all expenses, such as food and accommodation, etc. He heard from MoEF staff that at NCDD in projects like PSSP, DANIDA, etc, that there is another policy that can support those who participate and if we look at inflation rate now in Cambodia, we can't cover food for 3 times with USD 5.00 and most hotels are also expensive and especially in Siem Reap. Therefore, the secretariat must prepare the list of hotel where to sleep if staff is on mission to province. He proposed the PEB to find solution for that.

H.E Chea Sam Ang: he repeated Mr. Monyrak the fact that the DSA rate, USD15.75, is very low, however he wondered what is possible to do.

Mr. Douglas Broderick: he appreciated that the issue was brought into discussion. This is a complex matter since it requires to be in line with the needs of the ministries, projects, the government's concern, the Anukret 10, and different viewpoints of UN agencies. Although he could not provide any specific comment or answer right now, he will ask the financial team to look at the rate, but there is not promise to increase or decrease or to change the rate.

Mr. Tim Boyle: He stressed on the issue that the staff who are contracting under UN-REDD should not work on travel arrangement either for government staff or any parties because there are other important tasks than this to be done. He recommended hiring somebody to work on that specific travel arrangement and recommend reconsidering to hire additional or commercial agencies to deal with this. He highlighted the point that more burden of administrative task should not be put on the secretariat.

Mr. Chea Sam Ang: In 2013 workplan, there will be easier in implementation and more staff; and that we consider already for more people to support.

→ **Recommendations and suggested actions were noted (see summary at the beginning).**

2. Review and Approve on Workplan presented by Mr. Khun Vathana

- The new workplan was designed to cover the next 5 quarters in 2013/14.
- Part of the reasons of slow process and delivery was due to the absence of Technical Advisors.

Comments and discussion:

Mr. Khun Vathana: He requested the PEB members to extent the programme until May 2014 and approve on the 5-quarter workplan. As UNDP new guideline, the workplan is designed in the 2 years rolling worksplan. Therefore, the 2013 workplan is designed with 5-quarters. He asked for one additional week for the PEB members to comment on the draft workplan before getting the signatures from both co-chairs.

Mr. Douglas Broderick: As so far the programme spent only 14% of the budget until December, was that correct? How many % will be spent until December?

Mrs. Pan Thida: The figure was the total disbursement of the beginning of the programme until November. Until end of the 2012 the programme expects to spend 20% of the total budget funds and therefore the remaining 80% of the budget is planned to spend until May 2013. This would be impossible and therefore we would like to suggest for no cost extension until May 2014.

Mr. Tim Boyle: Learning from Indonesia, he supported to have no cost extension and would suggest considering up to June or December 2014.

Ms. Nina Brandstrup: She suggested to September 2014 because she agreed that it is very ambitious to spend all the amount of total budget in a short duration.

Ms. Setsuko Yamazaki: She supported the proposal of no cost extension and she added that if the Programme does not produce results, there is a risk to undermine the possible benefits in the phase II. The experience in Vietnam indicates that it took three years to prepare a programme document for the second phase and come to an agreement with a donor. She agreed to have a realistic duration of extension and more importantly there is the need that everybody involved in the Programme share the vision for end results in a longer term and plan accordingly.

Mr. Koen Everaert: He agreed with UNDP CD to focus clearly on the implementation and delivery of non-regret support actions and to look at the expected FCPF budget that may come. In view of this he suggested to look at the UN-REDD support Programme again and what could be completed realistically because he felt that the UN-REDD support Programme intended starting a little bit of everything without reasonable guarantee to complete these - very good- activities. He considered it important to clarify the UN-REDD priorities because it is not efficient to start supporting several -excellent- project activities, such as MRV, forest inventory, protected areas management plan etc., and stop at half way when there is no more money or time to complete these activities. He highlighted the importance to consider what non-regret actions could most likely be "completed" within the available time and budget available.

Mr. Tim Boyle: In order to comply with the World Bank requirements to receive the additional funding, UNDP has been developing internal procedures. Also, as Cambodia is the first country got FCPF funding delivery partner and we also hoped to work with the World Bank to launch the procedure because it's completely new. The process is very clear: the government needs to resubmit the revised R-PP for comment. He pointed out that the R-PP submitted by Cambodia at that time was considered the best received. Therefore, there are very few comments to address and it should not be a very long process. UNDP will have to prepare and get approval on project documents for the World Bank and hopefully to be able to submit them early next year. The funding will be received USD 3.8 million, which before was original grant was USD 3.6 million. These additional funds are meant for strengthening grievance mechanisms, as prescribed by FCPF.

Mr. Meng Monyrak: he raised concern on the length foreseen for some activities, such the National Protected Area Strategic Management Plan. Since some activities look at a longer term perspective; one year may not be enough to finish their implementation. In addition, the Royal Government is undertaking deep reforms in the forest and land tenure sectors. He did not know what result would be like in the next six months. He also was not sure how the changes would impact the management or implementation. Therefore one year implementation on National Protected Area Strategic Management Plan seems not realistic especially considering the need for comprehensive results and the level that this activity need to get approved.

Mr. Douglas Broderick: He asked if we extend the Programme until to December 2014 and it is completed in advance, would this be considered an issue.

Mr. Chhum Sovanny: Based on financial flow perspective, December 2014 should be better.

Mr. Tim Boyle: Referring to Mr. Koen's point, he thought it is appropriate for the programme to re-assess the priorities and the PEB will do that and find some time to look at and endorse the period in preparation for the next meeting and circulate the documents ahead before the meeting. Mr. Chhith Sam Ath to take analysis priority and to make any recommendation as appropriated.

Mr. Chhith Sam Ath: He also agreed that it's very important to look at quality of the project management. He thought not only the government but also representatives of CS & IP are ready to start activities on REDD+ and he hoped that there will funding for the CSOs to implement these activities.

Mr. NokVen: He suggested to have small grant to support to raise awareness on REDD+ and to IP to conduct training, forest management in the 15 provinces.

Mr. Chhith Sam Ath: He brought up the message from the groups and networks that CSOs wanted the process to select their PEB representative should be to lead by themselves.

→ **Recommendations and suggested actions were noted (see summary at the beginning).**

Date of Next Meeting: The 4th PEB Meeting will be the 28th of March 2013.

The meeting ended at 17:30

Minutes seen and approved by: 



H.E. Chea Sam Ang
Co-Chair UN-REDD Programme Executive Board
Deputy Director General of the Forestry Administration



Mr. Douglas Broderick
Co-Chair UN-REDD Programme Executive Board
Resident Coordinator, United Nations Cambodia