**Management Group (MG) of the UN-REDD Programme**

**Meeting Agenda of August 5th 2015**

**14h00 Geneva/Rome, 15h00 Nairobi**

**Participants:**

MG members and alternates

FAO: Maria Sanz Sanchez

UNDP: Tim Clairs, Josep Gari

UNEP: Edoardo Zandri

Secretariat: Mario Boccucci, Mirey Atallah

Others

Secretariat: Jessica Holterhof

1. **Approval of minutes of previous call, July 10th 2015 and of MG Q3 planning retreat report (5 min)**

*The Secretariat has sent the documents on August 3rd 2015 for revision and comment by the MG.*

* No further comments were provided on minutes and decisions from the last MG call on July 10th 2015.
* UNDP expressed its concern that the draft report of the MG Q3 planning retreat is inaccurate at times, for instance on the Green Climate Fund, and inquired if indeed FAO had expressed disappointment. FAO clarified that it understands the current position of Ecuador and UNDP as the only accredited UN agency with the GCF for now. This will need to be reflected in the report.

Decisions and Actions:

* + The MG will provide written comments on the minutes and decisions from the last MG call on July 10th by Friday, August 7th, if necessary.
  + The Secretariat will amend the minutes and decisions and post on the workspace by Monday, August 10th.
  + The MG will provide written comments on the MG Q3 planning retreat report by Wednesday, August 12th. The Secretariat will then amend the report and post it on the workspace.

1. **Transition package**

*Following the decisions made at the last MG planning retreat, changes to the Fund TOR will reflect the extension of the current fund, reflect governance arrangements as discussed at the MG retreat and be adjusted to provide the programming cycle taking into account the discussion on Targeted Support, Seed Funding and others. The purpose of the discussion on this call is to agree on next steps, including how to handle comments from donor countries and what will be brought to the PB.*

*Transition package*

* The Secretariat reminded the MG that the UN-REDD guidance note on a harmonized Country Programme cycle is a very early draft at this point, and will evolve significantly as it depends on the future direction of the Programme TOR for the next phase 2016-2020. Furthermore, the Secretariat urged the MG to focus commenting on the current draft of the Programme TOR, as well as the current drafts of the results framework and the revised note on the Lead Advisor. The MG will provide comments on those documents by Friday, August 7th.
* FAO inquired if the guidance note will stay internal or be shared with the donor countries, and more broadly asked which documents should be sent to the donors.
* UNDP inquired about the status of the one-page document to be provided by the MPTF for the extension of the current MOU, and noted that it is not clear if this document should be included in the package to be sent to donors.
* Furthermore, it has been agreed at the last MG retreat in Rome that documents should have been revised by the MPTF before sending them to the UN agencies for further comment. UNDP prefers to revise the draft Programme TOR that have been commented on by the MPTF.
* The Secretariat will contact the MPTF to see when they are able to provide comments on the Programme TOR. The MG preferred to have those comments by Monday, August 10th, so that changes can be made to the latest drafts by the Secretariat. If the MPTF is not able to provide its comments by then, the deadline will need to be extended to Friday, August 14th.
* The Secretariat addressed the questions raised, informing the MG that neither the guidance note nor the one-page MOU extension will be part of the official package. Furthermore, the package will not include an updated version of the Joint Programme Document. Guidance by the MG is needed on the next steps on the process and responsibility for updating the Joint Programme Document. The package should be seen as an informal heads-up to the donors on the identified way forward, and will precede the official documents to be sent by the MPTF at a later stage.

*Code of conduct*

* As discussed during the last MG call on July 10th, FAO has provided a first draft note on the code of conduct. The MG agreed to extend the deadline for comments. Hence, UNEP and UNDP will have time to provide comments by Tuesday, August 11th. FAO will then revise and add additional comments, if necessary, by Wednesday, August 12th.
* UNDP noted that a number of documents, including the code of conduct, the guidance note on operations, as well as the TOR for the Lead Advisor and the discussions in Rome, are interlinked and related to the documents that will be sent to donor countries. UNDP flagged that there is a need to ensure consistency for all those documents, as they set the tone for the future delivery of the Programme.
* To ensure consistency of all documents that are related to the transition, the Secretariat will use the code of conduct as a basis for a summary document that will include all key issues discussed in relation to how the future Programme will deliver, and prevent future confusion with donor countries.
* The Secretariat will have informal discussions with Norway this week, and clarify the potential new deadline of Friday, August 14th, for the transition package to be sent out.

*Concerns raised by the Asia Pacific Team on the future role of the Lead Advisor*

* FAO noted that the decision on the role of the Lead Advisor at country level has been made by the MG, and will need to be accepted by the regional teams.
* UNDP added that there seems to be a misunderstanding within the Asia Pacific team that the Lead Advisor would represent the entire UN at the National Steering Committee rather than taking into account the expertise of the country support team. The language used in the current draft code of conduct clarifies the issue very well, and therefore there is no need for further action.

Decisions and Actions:

* + The Secretariat will discuss with the MPTF when they are able to provide comments to the transition package documents, especially the new Programme TOR.
  + The MG agreed to extend the deadline for comments on the first draft for the code of conduct to Tuesday, 11 August. FAO will provide its input by Wednesday, August 12th.
  + Following the comments provided on the draft code of conduct, the Secretariat will prepare a first draft summary narrative that describes the future operations of the UN-REDD Programme as soon as possible. The MG agreed that this document will act as the center piece to describe the future operations of the UN-REDD Programme; this is intended to be shared with the donors on Friday 14th.
  + The MG agreed on the three documents that will be sent to the donors – the Programme TOR, the results framework, and the summary narrative on future UN-REDD Programme operations.
  + The MG agreed that there is no need for further action to address the comments made by the Asia Pacific team on the Lead Advisor.

1. **UN agency estimated savings reporting for 2015**

*An overview of estimated savings for the year 2015 was received from all three UN agencies and consolidated by the Secretariat. The MG will need to confirm that the planned expenditures are realistic and manageable, and clarify associated inquiries and potentially different interpretations of numbers. As this is intended as a basis for discussion with the donors on the deployment of immediate funds to support staff costs in 2016, the MG could consider the option of interim-reporting to formally update the MPTF Gateway.*

* All three UN agencies confirmed that the submitted figures for estimated savings in 2015 are correct and do not include any activities or expenses for 2016.
* Based on the reported numbers for each UN agency, the Secretariat has estimated the total balance of savings to be 12.3 Mio US$ by 31 December 2015. The Programme will need to ask for a budget of approximately 8 Mio US$ to cover the additional costs during the transition phase.

Decisions and Actions:

* + The Secretariat will communicate the need for an additional budget of 8 Mio US$ to the main donor countries of the Programme.

1. **Governance Arrangements following inputs received from Colombia, Mexico and Norway**

*The deadline for initial comments on governance arrangements agreed by the PB was on 14th of July 2015. The Secretariat has received initial feedback from three partner/donor countries – Colombia, Mexico and Norway. The comments have been forwarded to the MG on 15 July 2015. There seems to be significant divergence, primarily on the role of the PB and the composition of the EB. The handling of these comments – also in light of MG discussions at the last retreat – will be discussed during this call with MG guidance to the Secretariat on how to approach it. In this session, the Secretariat will ask for guidance from the MG on how to address these comments.*

* The MG agreed that it is necessary to find a compromise that will meet the expectations of all partner/donor countries of the Programme.
  + FAO expressed its support for the claims made by Colombia and Mexico, as they are legitimate concerns. Common ground with the requirements expressed by Norway will need to be found. The Secretariat will need to communicate this issue with Norway, and kindly remind them what the Programme has achieved so far, and that the identification of future functions and roles of both the PB and EB should happen in dialogue with the partner countries.
  + UNEP agreed with the comments made by FAO, and the importance of taking into account the wishes and requirements from the partner countries. The main donors and the Programme will need to openly discuss and work together to find a compromise that will ensure trust from all parties involved.
  + UNDP agreed with the comments made by both FAO and UNEP, and urged the need for the Secretariat to undertake shuttle diplomacy between Colombia, Mexico and Norway (facilitation to reach an agreement and common understanding).
* The Secretariat reminded the MG that this important matter will need to be discussed as soon as possible, as governance arrangements are addressed in the new TOR of the Programme. When sending the draft TOR to the main donor countries of the Programme in mid-August, it should be made clear that the text on governance arrangements might be subject to further adjustments.
* The Secretariat informed the MG on the final sign off point for the Programme TOR, which is anticipated sometime in September 2015.

Decisions and Actions:

* + The Secretariat will have an informal discussion with Colombia, Mexico and Norway, to see if there is room for a compromise. If necessary, the Secretariat will facilitate a call with the different partner/donor countries to provide a basis for further discussion.

1. **MG Q4 planning retreat agenda**

*Prior to the MG call, the Secretariat will have circulated a first draft of the agenda for the MG Q4 planning retreat meeting from 15-17 September 2015 in Nairobi. The main objective of the meeting is to finalize the transition arrangements and strategic staffing, and clarify the comparative advantages of all three UN agencies for the next UN-REDD Programme cycle 2016-2020. During this call, initial MG feedback on the agenda will be sought, in particular on the time allocation and topics to be prioritized.*

Due to time constraints, agenda item 5 has been moved to the next MG call on 12 August.

1. **TOR for the UN-REDD Communications/KM Working Group**

*Following a first set of comments by the UN agencies, the Secretariat has circulated the final draft of the TOR for the future UN-REDD Communications/Knowledge Management Working Group on 20 July 2015. The MG will get the opportunity for subsequent commenting. A discussion and feedback on the first draft of the future UN-REDD Communications Plan will be covered during the next MG call on 12 August 2015.*

Due to time constraints, agenda item 6 has been moved to the next MG call on 12 August.

1. **Next MG call, 12 August 2015**

Decisions and Actions:

* + The MG has agreed to shift all future MG calls to an earlier time at 9h30 (Geneva time), including the next MG call on 12 August 2015.

1. *Approval of minutes of previous call, 5 August 2015 (5 min)*
2. *Initial feedback on draft concept note on the all staff retreat in the beginning of 2016 (15 min)*
3. *Initial feedback on PB15 meeting agenda (15 min)*
4. *Code of conduct summary narrative following inputs received from UN agencies (30 min)*
5. *MG Q4 planning retreat agenda (15 min)*
6. *Initial feedback on the draft UN-REDD Communications Plan for participation at the WFC (15 min)*
7. *Next SG/MG call (5 min)*