

Meeting

Voluntary Facilitation Committee (VFC) of Consultation Group Selection Process

Date: 11 March 2013 at 3:00-5:00pm

Venue: FA Meeting Room, 1st Floor

I. Agenda:

1. Introducing participants
2. Review minute of the last meeting
3. Discussion on the ToR of VFC
4. Review the existing of CS&IPs Criteria (concept note)
5. Decision on agenda and chair for next meeting

II. Participants:

Mr. Chhun Delux	Pact Programme Advisor	PACT
Ms. Femy Pinto	Cambodia Facilitator	NTPF-EP
Mr. Hour Limchhun	Country Coordinator	Winrock International
Mr. Kong Sphal	Technical Specialist	
Ms. Megan O'Rourke	Science Advisor	USAID
Mr. Moeung Socheat	Field Facilitator	BFD
Ms. Naomi Matsue	Co benefit	CAM-REDD
Mr. Phai Sovanna	Programme Assistant	CIYA
Ms. Teng Rithiny	REDD+ Programme Coordinator	NGOF
Ms. Thy Heang	Communications Officer	UN-REDD

III. Comments and Decision:

1. The members have finalized the list of volunteers as follows:

1. Mr. Kim Menglim from USAID confirmed to be part of the VFC.
2. Mr. Chhun Delux from PACT Cambodia cannot be the member because he finished work with PACT. He discussed with PACT but they have not yet decided who will replace Mr. Delux.
3. Mr. Phai Sovanna from indigenous people still interested to be member of the group.
4. Ms. Erica Meta Smith from Terra Global Capital can input, share or comment to the group but the group will decide whether the comments are accepted or not. (unofficial member)

Action: Action: Mr. Delux will contact PACT to nominate or replace Mr. Delux. Mr. Delux will discuss with his current organization whether he can be the member in the group or not.

Heang will contact PACT about sending new member to the group.

2. Review ToR of VFC

- Add one point in section "Task": Certificate for the VFC after the mission
- Section "Means of Communications":
 - Announcement will be posted in UNDP website, Newspp, online website
 - Documents will be posted in Workspace (Regional UN-REDD website: www.unredd.net)

3. Specific criteria requested by Government

Action: Clarify/reassure with government institution on the specific process/criteria that they want to highlight the process/context of work/criteria of the candidates who are going to apply to be part of the consultation group members.

4. Review the existing of CS&IPs Criteria (concept note)

Heang will send all related document to members to review before meeting.

5. Decision on agenda and chair for next meeting

5.1. Chair

VFC Members	Meeting Date
1. Mr. Hour Limchhun (Winrock International)	11 March 2013
2. Ms. Teng Rithiny (NGO Forum)	27 March 213
3. Ms. Femy Pinto (NTEP-EP)	TBI
4. Mr. Bun Racy Fisheries Administration	TBI
5. Ms. Erica Meta Smith from Terra Global Capital	TBI
6. Mr. Kong Sophal, individual consultant	TBI
7. Mr. Moeng Socheat, individual consultant	TBI

5.2. Agenda for next meeting

1. Review agenda
2. Clarification with government institution on the specific process/criteria
3. Discussion on CG criteria and process (based on existing information and documents) (Heang may consolidate the new draft for member). Documents to be shared:
 - a. Concept note criteria of CS&IP for PEB
 - b. Consultation group criteria from the group discussion in CS&IP for PEB workshop
 - c. Consultation plan
 - d. Process (document) of the IP & CS of the PEB
 - e. CG documents from roadmap and programme document
4. Propose date and agenda for next meeting

Next Meeting:

Action: Next meeting was scheduled on **27 March 2013 at 3pm, Forestry Administrative Office (1st Floor)**. Ms. Teng Rithiny will chair the meeting.