

## Meeting

### Voluntary Facilitation Committee (VFC) of Consultation Group Selection Process

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Date: 01 July 2013 at 3:00-5:00pm

Venue: REDD+ Secretariat, FA (3<sup>rd</sup> Floor)

#### I. Agenda

- Review previous minutes of the meeting
- Finalize and short list applications
- How the selection process will be taken
- Arrangements for the workshop
- Others

#### II. Participants

1	Mr. Chhoeng Soviriya	FRFO	NTPP-EP
2	Mr. Hour Limchhun	Country Coordinator	Winrock International
3	Mr. Kim Menglim	Environment Specialist	USAID
4	Mr. Phai Sovanna	Member	CIYA
5	Ms. Teng Rithiny	REDD+ Programme Coordinator	NGOF
6	Ms. Thy Heang	Communications Officer	RTS (UN-REDD)

#### III. Comments and Decision:

##### 1. Review minutes meeting on 10 June 2013

No comment/changes

##### 2. Update and discuss to mobilize more on application submission

*There are 27 applications up to June.*

##### **Action: Potential Candidates to do more outreach:**

- Heang already directly contacted with identified group/potential representatives to submit applications. Up to June there were only few more people submitted. We still accept applications though the deadline of submission was over.
- Femy already shared the announcement to the target groups and will be looking forward to get their applications if they are interested.
- Rithiny will try to contact CCF to see if they are interested to apply.

##### 3. Finalize and short list applications

Academia	3
International	4
National	3
IP	2
CF	2
CSO	4
Private Sector	2

CPA                    0  
 Cfi                     0

- Femy will contact some other NGOs to apply.
- Femy will contact WWF for some information and to see if there is any network members interested in applying to this group
- Rithiny will contact Cfi network again.

**4. How the selection process will be taken**

**Options:**

1. Online Voting:
  - o Will use survey monkey to design the voting form
  - o The survey will design in the way that there is one option answer. (Information in the survey shall be included, name of the voter, his/her organization, option of his/her vote)
  - o Representatives of each institution group will be listed down.
  
2. In place voting
  - o Those who are already voted electronically there is no right to vote during the workshop.

**Note:**

- Heang will share list of REDD+ implementers and VFC members will help to identify the sector of each
- Femy will write the background the process and instruction of voting
- Online Voting will be opened at least two weeks before the workshop and the last opportunity to vote is during the workshop.
- One organization representative can vote for two candidates/institutions.
- **Online Preparation: starting from 02-15 July 2013** and the online open voting will be confirmed once Heang get confirmation from Mr. Racy to whether when he can finish IP selection process.
- **Online voting will be on 01-22 August 2013**
- **Online analysis the results: 22-23 August 2013**

**5. Arrangement of the workshop**

- **Workshop: 28-29 August 2013 (28 Pre-meeting and 29 Workshop)**
- More detailed arrangement, please refer to separate file of Workshop Procedure.

**IV. Propose date and agenda for the next meeting:**

**Agenda:**

- Review previous minutes of the meeting
- Reviewing the online survey monkey designing form
- Arrangement of the workshop
- Others

**Chair:**

Rotated Chair	Meeting Date
1. Mr. Hour Limchhun (Winrock International)	18 February 2013 26 February 2013 11 March 2013 25 April 2013 10 June 2013

2. Ms. Teng Rithiny (NGO Forum)	27 March 2013 27 May 2013
3. Ms. Femy Pinto (NTFP-EP)	01 April 2013 07 May 2013 01 July 2013
4. Mr. Bun Racy Fisheries Administration	TBI
5. Ms. Erica Meta Smith from Terra Global Capital	TBI
6. Mr. Chhun Delux	19 April 2013 <b>16 July 2013</b>
7. Mr. Kong Sophal, individual consultant	TBI
8. <i>Mr. Moeung Socheat, individual consultant</i>	<i>23 April 2013</i>

**Next Meeting:**

**Action:** Next meeting was scheduled on **16 July 2013 at 3pm**, REDD+ Secretariat Meeting Room (**3<sup>rd</sup> Floor**) and **Mr. Chhun Delux will chair the meeting.**

**Minute Taker**

**Approved By**

Thy Heang  
Communications Officer

*Femy Pino*