

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

Date: 15 August 2013 at 3:00-5:00pm
Venue: REDD+ Secretariat, FA (3rd Floor)

I. Agenda

- Agenda of the workshop
- Speakers and Participants
- Prospective process of the CG selection process
- How the CG members will communicate with their constituents
- How to deal with ties in the voting process (Candidate C: 13 votes, Candidate B: 10 votes, Candidate D: 10 votes, and Candidate A: 5 votes)
- Foreign Representative in National NGO Group
- Lacking of voters (contact info of representatives) from Academia Group
- Others

II. Participants

1	Ms. Celina Yong	Stakeholder Engagement Specialist	Regional UN-REDD
2	Ms. Femy Pinto	Cambodia Facilitator	NTFP-EP
3	Ms. Teng Rithiny	REDD+ Programme Coordinator	NGOF
4	Ms. Thy Heang	Communications Officer	CRTS

III. Comments and Decision:

1. Agenda of the workshop

See attached file for comment

2. Speakers and Participants

- Follow up with Racy about his IPs process schedule and when he is sure that he can finish
- If there is a separate IPs workshop, the VFC to consider whether we will invite selected IPs candidates to the workshop (Check the budget). However, it may cause confusion and disappointment as well as raise expectation if their IP candidates are not ready for selection on 30 August. One option is to organize a separate selection workshop for the IPs as early as possible, preferably early September.
- NTFP-EP with support from AIPP can have funding support for the IPs group coming to the workshop (if the workshop is held before Sept 30)
- For participants, Heang will compare the participant list to the voting list to verify who we should invite.
- VFC members will help to verify the list of participants.
- Proposed speakers will confirm their availability (see agenda attached).

3. Prospective process of the CG selection process

- Each category undergoing selection will be assigned a specific color which will correspond with the individual ballot boxes.
- A team of 2 assistants will be identified and assigned to each category to oversee the entire process:
 - Registration
 - Verify attendance to identify those organizations who have not voted on-line
 - Distribute ballot forms to official representative from the organizations who have not voted on-line – to be done right before actual selection process
 - Count ballot

- A key focal person who oversees the voters' list will be identified and answer any questions the teams, candidates or participants may have.

4. How the CG members will communicate with their constituents

Already discussed in the workshop agenda talking points

5. How to deal with ties in the voting process (Candidate C: 13 votes, Candidate B: 10 votes, Candidate D: 10 votes, and Candidate A: 5 votes)

- Requires input from more VFC members. Put in email and call for the next meeting discussion

6. To identify individuals in each academic institution

- VFC will help to provide the individual representatives of the academic institutions.
- Femy will contact head of the department of forestry/RUA.

7. Foreign Representative in National NGO Group

- Femy proposed to have a separate VFC discussion on this matter so that the VFC can consider this concern officially and provide collective guidance for future reference.
 - o Concern raised by Rithiny in the email regarding a foreign candidate representing a Cambodian NGO
 - o Verify if the organization is a truly legitimate Cambodian organization
- Heang suggested VFC members to look back at the criteria and the legitimacy of the foreign candidate.
- Rithiny will send another email to all the VFC members requesting for official follow up with this point.

8. Others

- The VFC will meet at least once or twice after the selection of the CG in order to reflect on lessons learned and handover remaining tasks to the CG. These include:
 - o Reselection of the CG when the current CG members finish its mandate??? How??
 - o Review mandate of each CG member and how?? (CG members shall discuss about that process)
 - o Alternates of the CG members shall be provided.
- Roles and responsibilities of the VFC members to organize the workshop

Next Meeting:

Minute Taker

Approved By

Thy Heang
Communications Officer

Teng Rithiny