



# UN-REDD PROGRAMME



## CAMBODIA UN-REDD NATIONAL PROGRAMME

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### Minutes of the 5<sup>th</sup> UN-REDD Programme Executive Board Meeting

Venue: Raffles Hotel Le Royale-Phnom Penh

Date: 8 August 2013

Time: 13:45-17:15

#### Summary of Minutes

The fifth Cambodia UN-REDD Programme Executive Board (PEB) meeting was organized on the 8<sup>th</sup> of August at the Raffles Hotel Le Royale, Phnom Penh.

At the outset of the meeting, Co-chair H.E. Chheng Kimsun, DG of FA, welcomed his Co-chair, Ms Claire van der Vaeren, as the new UNRC to Cambodia.

#### Decisions and Actions Required:

- The PEB decided that the 6<sup>th</sup> PEB meeting will be held on the 12<sup>th</sup> December, 2013.
- The PEB approved the SOP.
- The PEB decided that the NPD is authorized to review and approve minor revisions to the SOP, and that such changes should be sent to PEB members for information and comments.
- The PEB requested the RTS to further revise the proposed new indicators for the Results Framework and circulate to PEB members for a 2-week no-objection approval. PEB members were requested to be very specific in any comments provided.
- The PEB confirmed that the UN-REDD Communications Strategy was approved at its 4<sup>th</sup> meeting, and that this was an omission from the Minutes of the 4<sup>th</sup> meeting.
- The PEB requested the RTS to provide a report on implementation of the UN-REDD Communication Strategy to the next meeting.
- The PEB instructed the RTS to issue the first edition of the REDD+ Cambodia newsletter and brochure within one month, and regularly at 3 monthly intervals thereafter.
- The PEB requested the RTS to ensure that the work of the VFC is completed by the end of September, 2013.
- The PEB instructed the RTS to issue an invitation to the Secretary of the NCCC to become a full PEB member.
- The PEB decided that it would serve as the governing body of the FCPF project, and accordingly may invite additional observers to attend future meetings.
- The PEB invited the NPD to prepare a concept paper on the possible expansion of the mandate of the PEB to oversee implementation of all REDD+ readiness initiatives in Cambodia, including "demonstration activities" led by NGOs, and to present it to the next PEB meeting.
- The PEB endorsed the ToR of the Technical Teams, and urged the NPD to ensure that the Teams are established as soon as possible.
- The PEB proposed that the timing of the revision of ToR of the Technical Teams be discussed at the next PEB meeting, and that a report on activation of the Technical Teams be presented at that time.
- The PEB requested the RTS to present a proposal to the next meeting of the PEB, proposing when and how a technical review of progress against indicators would be undertaken.

## I. The Participants

Details on PEB members, PEB alternates and observers who attended the 5<sup>th</sup> PEB Meeting can be found in Annex I.

## II. Agenda

Details on agenda of the 5<sup>th</sup> PEB Meeting can be found in Annex II.

## III. Meeting discussions

### 1. Follow up from previous PEB meeting

Please find more details in Annex III

Presentations were made on the following topics:

- Progress against the 4th PEB decisions *by Mr. Khun Vathana*
- Results of mid-term review *by Mr. Chhum Sovanny*
- Priority activities for the rest of 2013 *by Mr. Khun Vathana*

### Comments and discussion

**Mr. Chhum Sovanny** presented the result of the mid-term review and the approach used for the mid-term review and highlighted that a number of recommendations have already been addressed.

Mr. Khun Vathana read a written submission from **Mr. Thomas Enters**: *"I note that in the approved UN-REDD Communications Strategy, there is a commitment to produce quarterly newsletters, yet none have yet been produced. I would like the PEB to consider instructing the RTS to issue the first newsletter within one month of the date of this meeting, and thereafter at regular quarterly intervals."* "I would also like to propose that the PEB instruct the RTS to prepare a report on implementation of the Communications Strategy for presentation to the next PEB meeting." Please verify in Annex IV

**Ms. Setsuko Yamazaki** noted that the UN-REDD Communications Strategy was approved at the previous meeting, and that the minutes omitted this fact.

**Mr. Hiroshi Nakata** noted that under priorities for 2013, activities under Outcome 3 included only project level activities, but we need to start working at a sub-national level. Please verify in Annex V

**Mr. Chhith Sam Ath** reported that an NGO meeting had been held to coordinate comments on progress and priorities. He read the conclusions of the meeting, which are reproduced in Annex VI.

- Decisions:**
- The PEB confirmed that the UN-REDD Communications Strategy was approved at its 4th meeting, and that this was an omission from the Minutes of the 4th meeting.
  - The PEB requested the RTS to provide a report on implementation of the UN-REDD Communication Strategy to the next meeting.
  - The PEB requested the RTS to present a proposal to the next meeting of the PEB, proposing when and how a technical review of progress against indicators would be undertaken.
  - The PEB instructed the RTS to issue the first edition of the REDD+ Cambodia newsletter and Brochure within one month, and regularly at 3 monthly intervals thereafter.

## 2. Requests for comments/decisions

Please find more details in Annex VII

Requests for Comments/decisions were made for the following topics:

- **TOR of the 4 Technical teams** by Mr. Uy Kamal

### Comments and discussion

Mr. Khun Vathana read a written comment submitted by Mr. **Thomas Enters**: "I note that the ToR are expected to be revised by May 2015. I would like the PEB to consider instructing the RTS to initiate a review of the ToR in one year's time, i.e. in August 2014, and revise the ToR, if necessary, based on the findings of the review." Please verify in Annex IV

**Ms. Nina Brandstrup**: Who will chair each Technical Team? And why is it sensible to revise ToR just 5 months before UN-REDD ends?

**RTS**: Technical Teams will serve REDD+ Cambodia, not UN-REDD. The Technical Team members will decide among themselves who will chair.

**Ms. Claire van der Vaeren** (Co-chair): ToRs are endorsed; chairs will be appointed by members at their 1<sup>st</sup> meeting. ToR will be revised after operational experience; PEB can clarify at next meeting an appropriate time for revision of ToR. On the agenda for the next PEB meeting should be a report on activation of the Technical Teams.

**Mr. Hiroshi Nakata**: Have the ToR been sufficiently widely consulted for the Taskforce to endorse? Key stakeholders need to be selected by the Consultation Group, but the RTS may need to ensure that broader views are incorporated. In addition, who will be the RTS members? Are Taskforce members clear on this? Please verify in Annex V

**Decisions**: - The PEB endorsed the ToR of the Technical Teams, and urged the NPD to ensure that the Teams are established as soon as possible.  
- The PEB proposed that the timing of the revision of ToR of the Technical Teams be discussed at the next PEB meeting, and that a report on activation of the Technical Teams be presented at that time.

- **Invitation to NCCC Secretariat to become full member of PEB** by Mr. Uy Kamal

### Comments and discussion:

**Mr. Nok Ven**: Support this proposal.

**Mr. Koen Everaert**: This is a logical and appropriate proposal; hope the Secretary of the NCCC will contribute to agenda items on innovative financing.

**Ms. Claire van der Vaeren** (Co-chair): So decided.

**Decision**: - The PEB instructed the RTS to issue an invitation to the Secretary of the NCCC to become a full PEB member.

- **Approval of revised indicators** by Mr. Uy Kamal

### Comments and discussion:

**Ms. Nina Brandstrup:** Some indicators are formulated in a way that is difficult to assess, for example, "Members of Consultation Group are satisfied". Can these be tightened?

**Mr. Koen Everaert:** Very much support activities under output 2.1 because they relate to the work of the Innovative Financing sub-group of the TWGF; however the proposed revised indicator seems to have gone backwards compared with the earlier version – it needs to be made stronger.

**Ms. Claire van der Vaeren (Co-chair):** The proposed revisions seem to be going in the right direction, but need further review. We need a quick and practical mechanism to do this.

**Ms. Nina Brandstrup:** Propose a 2-week review/no-objection approval to ensure the indicators are measurable.

**Ms. Claire van der Vaeren (Co-chair):** So-decided. If comments provided, they should be very specific and practical; we can go on revising indicators forever but at some point need to reach conclusion.

**Mr. Hiroshi Nakata:** The indicators are fine, but it seems more effort is required to deliver on Outcome 3, especially scaling up from project to sub-national level. How will this be achieved? **Please verify in Annex V**

**Decision:** The PEB requested the RTS to further revise the proposed new indicators for the Results Framework and circulate to PEB members for a 2-week no-objection approval. PEB members were requested to be very specific in any comments provided.

- Approval of SOP

by Mr. Uy Kamal

### Comments and discussion:

Mr. Khun Vathana read a written comment submitted by **Mr. Thomas Enters:** *"I certainly endorse the current version of the SOP, while noting that some editing for grammar is still required. However, I also would like to remind us that operating procedures are constantly changing. For example, I have learned that the Administrative Assistant has just resigned. I also understand there will likely not be a replacement. Therefore, references to her role in the SOP will need to be changed. Similarly, since the mid-term review a new process of assigning government officials to take responsibility for specific activities was agreed, but the procedures for decision making on this are still being developed, meaning the SOP will need to be revised again, which makes the SOP a living document, which is what it should be. Given that such amendments to the SOP are likely to be frequent, the PEB might like to decide that approval of minor amendments be delegated to the NPD/DNPD."* **Please verify in Annex IV**

**Decisions:**

- The PEB approved the SOP.
- The PEB decided that the NPD is authorized to review and approve minor revisions to the SOP, and that such changes should be sent to PEB members for information and comments.

### 3. Programme Progress

**Please find more details in Annex VIII**

Presentations were made on the following topics:

- **CG formulation process**

*by Mr. Bun Racy*

**Comments and discussion:**

Mr. Khun Vathana read a written comment submitted by **Mr. Thomas Enters**: “I note that the deadline for the Voluntary Facilitation Committee for the REDD+ Consultation Group Selection Process to finish its work was originally 18 May 2013. We now have early August. I would like the PEB to consider instructing the RTS to request Voluntary Facilitation Committee to complete its work by 30 September.” Please verify in Annex IV

**RTS**: The VFC should be able to finish before end of September, as they will need another month to complete their work after the CG selection workshop.

**H.E. Cheng Kimsun** (Co-chair): So decided, with a September 30<sup>th</sup> date for completion of VFC work.

**Decision**: - The PEB requested the RTS to ensure that the work of the VFC is completed by the end of September, 2013.

- **MRV Joint workplan**

*by Mr. Khun Vathana*

**Comments and discussion:**

**Mr. Nok Ven**: Should have participation of IPs in MRV; explain how MRV is relevant to IPs; ensure that there is participation from Indigenous communities in implementation of MRV and FCPF; and suggest to provide for building the capacity in MRV to Indigenous communities and also to have orientation on FCPF for the Indigenous Peoples’ group.

- **Concept notes for activities and ToRs for consultants** *by Mr. Khun Vathana*

**Comments and discussion:**

**Ms. Nina Brandstrup**: Concerning indicators measuring outputs, meetings and consultations are not outputs – they are deliverables, or inputs contributing to an output.

**RTS**: agreed that the output description in the TORs would be modified.

- **FCPF REDD+ Readiness project**

*by Mr. Khun Vathana*

**Comments and discussion:**

**Ms. Setsuko Yamazaki**: It is important to apply lessons learned from the UN-REDD Programme to the FCPF.

**Decisions**: - The PEB decided that it would serve as the governing body of the FCPF project, and accordingly may invite additional observers to attend future meetings.  
-The PEB invited the NPD to prepare a concept paper on the possible expansion of the mandate of the PEB to oversee implementation of all REDD+ readiness initiatives in Cambodia, including “demonstration activities” led by NGOs, and to present it to the next PEB meeting

**4. Any Other Business**

**Decision:** - The PEB decided that the 6th PEB meeting will be held on the 12th December, 2013.

**Summing up by Ms. Claire van der Vaeren:**

Ms van der Vaeren summarized the decisions reached during the meeting. She also requested the RTS to provide responses to the comments made by the IPs Representative and CSO representative.

The meeting ended at 17:15

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Phnom Penh, 10 / Sept / 2013

Minutes seen and approved by:



**H.E. Dr. Chheng Kimsun**  
Co-Chair UN-REDD Programme Executive Board  
Director General of the Forestry Administration



**Ms. Claire Van der Vaeren**  
Co-Chair UN-REDD Programme Executive Board  
Resident Coordinator, United Nations Cambodia

