

Meeting Minute

REED+ Task Force Secretariat (RTS) Meeting

Date: 29 April 2014

Time: 8:30 AM- 12:00 PM

Venue: Forestry Administration (FA)

Meeting Agenda	
<ol style="list-style-type: none"> 1. MRV Workflow and time line (Mathieu, FAO) 2. UN-REDD MRV/REL priority activities and implementation plan (Mathieu, FAO) 3. Procurement plan and Status overview (Mathieu, FAO) 4. Follow up the National REDD+ Account workshop (Limchhun, LEAF) 5. 1.4d: Development of awareness raising materials, tools and outreach (Heang, RTS) 	
Participants	
<ol style="list-style-type: none"> 1- Mr. Khun Vathana, HRTS, FA, vathana.khun@gmail.com 2- Mr. Leng Chivin, REL/MRV, FA, lengchivin@gmail.com 3- Mr. Chhun Delux, Deputy Chief Office, FA, chhundelux04@yahoo.com 4- Ms. Ches Sopheap, Office Manager, FA, chsopheap16@gmail.com 5- Ms. Meoko Saito-Jensen, Programme Analyst, UNDP, moeko.saito-jensen@undp.org 6- Mr. Lun Kimhy, Coordinator, RTS, kimhy.lun@undp.org 7- Ms. Thy Heang, Communication Officer, RTS, heang.thy@undp.org 8- Mrs. Pan Thyda, Finance and Procurement officer, RTS, thida.pan@undp.org 9- Mr. Teng Hourt, Finance and Admin Officer, RTS, huort.teng@undp.org 10- Mrs. Duk Sireivathana, Admin Assistant, RTS, sireivathana.duk@cambodia-redd.org 11- Mr. Shigeru Ono, Team Leader, JICA TA Team, ass_sono@nifty.com 12- Ms. Naomi Satuae, Co-benefit, JICA, matsue.naomi@gmail.com 13- Mr. Lim Chhun Hour, Country Coordinator, LEAF, limchhun@winrock.org 14- Mr. Mathieu Van Rijn, Forestry Officer, FAO, Mathieu.vanrijn@fao.org 15- Ms. Kheang Seangly, National Programme Assistant, FAO, seangly.kheang@fao.org (minute taker) 	
Meeting Result/Outputs (following the agenda)	
<p>MRV Workflow and timeline (Mathieu, FAO)</p>	<p>Mathieu gave a quick overview over the following points (ppt. available):</p> <p>Part I: Introduction to NFMS &REL concepts</p> <ul style="list-style-type: none"> - 2 functions of NFMS—(i) Monitoring (M) and (ii) Measurement, Report and Verification (MRV) following the objectives and practice in REDD+ context. <p>For now, it is readiness phase while MRV phase can be started and kept its working progress by 2020.</p> <ul style="list-style-type: none"> - NFMS development approach. <p>Part II: MRV work flow and timeline (available in annex 1: work flow and time plan)</p> <ul style="list-style-type: none"> - The work plan (outcomes: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6) following the time line started from April, 2014 until end of year 2014. - The Bi-annual update report: to submit by end of the year 2014 to UNFCCC (CoP21); however, only a few things can be submitted, for example LULUCF etc. The report is to submit for comments and requires for updating where necessary. - REDD+ Strategies including Benefit sharing, Safe guards, Demonstration, MRV/REL - MRV TT group in particular has done 8 meetings and the next upcoming one will be done on May 06th, 2014 (full day). <p><i>Outcome4.1: Establishing National MRV/REL Technical Team and build appropriate national capacity</i></p> <ul style="list-style-type: none"> - Different roles and institutions in MRV system - Key roles and components in National Forest Monitoring System

Outcome4.2: Develop Cambodia Monitoring system plan

- Key definitions: land use classes, forest classification, forest definition.

Outcome4.3: Review of the forest cover assessments to provide REDD+ activity data and design the satellite forest monitoring system

- Map creation: for the now, it requires the completion of land use classes, forest classification, forest definition...etc., and then the report to submit to UNFCCC can be done.

Outcome4.4: Design of a National Forest Inventory to develop emission and removal factors for REDD+ related activities

- Time series and different maps
- Mr. Ono (JICA) was concerned about how to synchronize the data map due to following points: (i) there are many maps done for example, MRC and it may need to contact; (ii) the decision cannot easily reached; (iii) A big confusing regarding map since FA has too many details of the map. JICA team will be working till April and May.
- Mr. Ono and Mr. Mathieu have daily discussion about the mapping in order to make the working faster as it is time consuming and technical and there are only some months left till end of year 2014.

Outcome4.5: Support the development of a REDD+ related GHG Reporting System

- Need to work with Kamal and he is now planning for a series of trainings. More institutions are to need to be engaged better in regard to this .We can take lead in this aspect.
- The LULUCF will be ended by end of the year 2014.

Outcome4.6: Support the development of Cambodia RL/REL framework

- Mr. Mathieu: Mr. Delux was contracted as national consultant to conduct Drivers desk study of the forests in Cambodia. This is to test the tools decision support tools. Drivers can be measured/used during the application/practices.
- Mr. Chivin: there is study on drivers in Mekong and it is not sure clear whether it is a research study or map indicators study. He suggested that there should be discussed thoroughly regarding the drivers study including the national road map and concepts as well as the strategy of drivers.
The technical person should avoid technical conflict within the government and development. DG should be closely linked with database. Three focal points (1) FAO-regional; (2) FA; (3) LEAF should work together to avoid technical and polices conflicts.
Also, FAO regional has requested for submission of the request study and 2 or 3 people will do this work to ensure the effectiveness. The 1st draft was submitted.
- Mr. Delux: yes, it will put on discussion table to senior staffs (FA). The national study is to support the regional drivers and consultants will be hired (20 days) depending on countries circumstance.
- Mr. Chivin: based maps are more important and reliable “I do not want to see different maps.” FA decided to use/choose which one is the best.
- Mr. Vathana: we better have one close doc. agreed and finalized. The draft will be sent to Director of REDD+

Note: The annex 1: work flow and time plan was prepared and summarized by Peter (Technical Specialist—UNDP Cambodia) before he left as hand over note.

<p>UN-REDD MRV/REL priority activities & implementation plan (Mathieu, FAO)</p>	<ul style="list-style-type: none"> - Mr. Mathieu gave a quick update on UN-REDD- CAM-REDD's work plan & MRV TT. There have been 8 meetings among MRV TT members and the 9th is planned to finalize the draft work plan. Many activities need to be discussed among team across institutions to reach the outcomes. - Mr. Chivin: QA & QC-national consultant part of 4.3 LoA to be led by CAM-REDD. - Mr. Vathana: MRV to base on our UN-REDD work plan; UN-REDD & MRV work plan's template are different; 3 monthly work plan to get approval from UNDP/UNEP/FAO??? The same templates are easily for monitoring and also funding purpose. - Mr Chivin: There will be discussion with UN-REDD/CAM-REDD regarding background information (establishment of MRV; agreed with some MRV members to have final work plan on this May 06th, 2014 meeting => update to the whole RTS after that). - Mr. Ono: Agreed. It should come up with common template - Mr. Mathieu: to go through MRV work plan to finalize; timing, responsibilities/ management
<p>Procurement Plan & status overview (Mathieu, FAO)</p>	<p>4.1 Establishment national MRV/REL TT and building appropriate national capacity</p> <ul style="list-style-type: none"> - Follow up action plan during Peter's absence - 4.1a: 8 meetings were organized to discuss and finalize the draft MRV work plan. The next meeting will be for finalizing the draft work plan. - 4.1b: Mathieu & Seangly are in charge of providing technical support and advice. - 4.1c & 4.1d: together already has questionnaire; different strategies from different institutions <p>4.2 Develop Cambodia Monitoring System Plan</p> <ul style="list-style-type: none"> - Recruitment of national consultant to finalize review of monitoring needs and NFMS (towards REDD+ strategies components). <p>4.3 Review of forest cover assessments</p> <ul style="list-style-type: none"> - Base line: current forest cover assessments; limited accessibility of data - Mr. Mathieu: ToR National IT specialist for Web platform development=> recruitment (public announcement) - Mr. Chivin: Mathieu to share to ToR with Mr. Chivin. He suggested to share the ToR with Mathieu Hentry always/also inform Mr. Chivin and Kamal the ToR/subject (sensitive areas). - Mr. Chivin: Development and maintenance are to be discussed and worked with the team. - Mr. Delux: It is still a question that whether the platform will be owned by Government or FAO? - Mr. Mathieu: there will be discussion if the recruitment for short or long term and if short term=> transfer assignment need to further discuss. <p>4.4 Design of a National Forest Inventory to develop emission</p> <ul style="list-style-type: none"> - Need to recruit the International consultant <p>4.5 Support to development of a REDD+ related GHG reporting system</p> <ul style="list-style-type: none"> - Mr. Kamal-MoE/GDANCP was already contracted as national consultant - Mr. Chivin to question Kamal regarding the update after this. <p>4.6 Support the development of Cambodia RL/REL framework</p> <ul style="list-style-type: none"> - Mr. Ono: Mr. Sakai (part of JICA TT) is now analyzing the data one by one the GHG inventory reporting following the IPCC guideline. It is kind of painful job. IT (national/international consultant) will be hired and Mr. Ono suggested hiring someone in FA who has knowledge about the work. He will work on this and

	<p>another consultant will be hired to support him. In this regard, DG would hire your own people with strict experience in IT wand work with national/international consultant.</p> <ul style="list-style-type: none"> - For work plan, Mr. Ono said that CAM-REDD-develop own indicators 4.1=> 4.6 Consolidated; integrated in to different programmes. - Mr. Chivin: Roles and key responsibilities (CAM-REDD on recruitment) - Mr. Mathieu: Mr. Ono and I are working together for common products and discussion is need for REL. - Mr. Ono: UN-REDD can hire international consultant (1 or 2 months) and approved by Chivin. JICA will cover the other parts apart from consultant (JICA review team or myself can work from Japan); - Mr. Kimhy: it is okay. We can use indicators to monitor. - Ms. Moeko: time line does take time (time consuming) and a lot of discussions thus it seems hard to finish within the timeline and it is possible to; possibility to have no cost extension??; - Mr. Mathieu: by August needs to provide updates to PEB Meeting (next PEB, August, 7) - (Mathieu) discussion already did with FAO and UNDP regional; Work plan is now prepared, no cost extension; July (before August) need to discuss for no cost extension and need to be signed/approved by UNDP, FAO. - Mr. Ono: JICA has to complete his mission; MRV/REL started the discussion (7times meetings) =>so many subjects to understand and discuss; time so short for the government to submit end of this year. - Mr. Chivin: need to present REDD+ strategy submission has to finish by April 2015 (forest definition/land use classification); RGC cannot submit preliminary report to UNFCCC (political concern and benefit); discussion: common set up goals=> national strategic=> submit to CoP - Mr. Ono: submit tentative report to CoP; timeline/framework to monitor - Mr. Chivin: I understand national assessment should be done in this period and this is to be submitted to the DG for endorsement/approval the concept note.
<p><i>Follow up the National REDD Account workshop (Limchhun, LEAF)</i></p>	<ul style="list-style-type: none"> - Mr Limchhun: LEAF-2nd publication on guideline “Integrated REDD+ accounting framework”– to be finalized and ready by mid-May. - Mr. Delux: I was not in the workshop and I do need to understand first including the terms to be classified; there is no comment yet and I will do this today and will send for comments to Mr. Mathieu. - It would be time consuming or too late to start before legal binding, he said. - Mr. Lim Chhun: perhaps this will be presenting in the next Task Force Meeting. I could not comment on technical parts. - Mr. Delux: the National REDD+ strategy is not yet done. - Mr: Kimhy: bring key suggestions for comments to H.E Chea Sam Ang for comments. - Mr. Delux: Mr. Vathana &Mr. Limchhun are required to come to H.E Chea Sam Ang for endorsement/comments or I can be your support if needed.
<p><i>1.4d:Development of awareness raising materials, tools and outreach (Heang, RTS)</i></p>	<ol style="list-style-type: none"> 1. TV and Radio programme (different concept notes) <ul style="list-style-type: none"> - Ms. Heang: contents and quality monitoring is similar to Equity show on TVK (national TV). The very first 3 shows-raise awareness to be done by the invited guest speakers including the government and other experts, for example Kamal Uy if talking about GHG inventory, Mathieu Van Rijn if talking about MRV related etc. 1 show per month; TV producers to be trained about REDD+ perhaps students to be participated as well if possible. The idea is that to let them raise the key and right questions to the floor; TVK is selected as recommended by H.E Chea Sam Ang (Radio &TV programmes); Radio also follows the same contents as TV show; Estimated cost for TV =USD 27,000 (sure); Radio=USD10,000 (tentative); Shows suggested Peter and joint comments by

	<p>RTS team=> now need for approval for the plan and budget will be spent according to the actual cost)</p> <ul style="list-style-type: none"> - Mr. Vathana: to follow-up with H.E Chea Sam Ang regarding the plan and I need to be clear with budget planning details=> Ms. Heang to work on budget and activities breakdown for justification—quotations with estimated cost. - Mrs. Thida: this is supported by UN-REDD global (target support); Tim already talked with H.E Chea Sam Ang. <p>2. Video & Posters</p> <ul style="list-style-type: none"> - Ms. Heang: estimated budget for video=USD 3,900. The quality may not be good as expected if done locally (national bidding). - Mr. Vathana: There should be an opening bidding for 2 quotations- detail budget breakdown (i) national; (ii). international => comments/notes- suggestion (technical) <p>3. Green tour cycling</p> <ul style="list-style-type: none"> - To talk with Mr. Koma (to celebrate at Tamao mountain instead of Preah Vihear province) <p>4. Other communication materials</p> <ul style="list-style-type: none"> - Newsletter: issue 5th - CoP decision booklet: was finalized , English version - REDD+ Glossary: finalized in English - Data web search engine: for REDD+ glossary) - Mr. Delux: Misconception on REDD+ is under reviewing process both in Khmer and English version - Mr. Heang: puppet show in target provinces is still under consideration. - Mr. Vathana: Ms. Heang to send REDD+ Glossary to me and send to H.E Chea Sam Ang for comments. Translator to be hired to work on Khmer translator. <i>Data web search engine – Khmer-Khmer; Khmer –English; English-Khmer</i> <p>5. Consultation Group Meeting</p> <ul style="list-style-type: none"> - Co-chair to the 6th CG meeting on May 23rd - Ms. Heang: to request for nominator - Mr. Delux: IT intern 2hours/day (3 months); 2 hours/day at RECOFT (newsletter)=> make the recommendation letters to all interns after their internship - H.E Chea Sam Ang: need to see 3 résumés of each interns in REDD+ Taskforce office for information; Mr. Vathana to prepare this and send to H.E Chea Sam Ang.
Next steps	
	<ul style="list-style-type: none"> - Mr. Mathieu and MRV TT: to follow up the MRV outputs (outcome4) to the team in the next Task Force Meeting. - Mr. Limchhun: to meet with H.E Chea Sam Ang for comments and approval on the guideline publication. - Ms. Heang: to send the breakdown details (quotations and estimated cost)- awareness raisings to Mr. Vathana to follow up and get approval with H.E Chea Sam Ang. <p>Next Task Force Meeting: 06 June 2014 (08:30 - 11:30 am) at Raffles Hotel le Royal Phnom Penh.</p>