**Work plan for the PGA in Vietnam January-June 2014;**

**towards a PGA report launch by the end of June**

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| Activity | Date | Place | Responsible |
| January   * Review process to date and agree on way forward; discuss main governance issues and new PGA organizational structure (introducing an Expert Group) | 7/1 | Lam Dong | Provincial Working Group (PWG)  Facilitated by the PGA Coordinator |
| February   * Consult Provincial Working Group (PWG) on the proposed new set of governance issues | 21/01 10/02 |  | Provincial Working Group individual (PWG) |
| * Discuss and finalize selection on governance issues based on PWG inputs | 14/02 | Hanoi | Expert Group (EG) meeting (Skype)  Facilitated by the PGA coordinator |
| * Draft an indicator set based on agreed governance issues | Available by 18/02 |  | UN-REDD/ FAO supports the EG technically (RECOFTC is recruited to do this task)  PGA Coordinator facilitates |
| * PWG consulted on the draft indicator set (deadline for comments is 22/2) | By 22/02 |  | PWG individual |
| * Conclude on indicator set * Discuss and conclude on data collection methods, data collection instrument (detailed ToR for data collectors) and whom should be conducting the data collection * Conclusions/decisions to be communicated to the PWG for their information | 25/02 | Hanoi | Expert Group meeting(with three representatives from PWG)  Technical contributions from UN-REDD  PGA Coordinator facilitates |
| March   * Develop material for training for data collectors | Available 7/03 |  | UN-REDD/ FAO supports |
| * Consulting Provincial Working Group and Expert Group on the training material | 11/03 |  | EG individual  PWG individual |
| * Finalizing training material for data collection (deadline to respond is 12/03) | 12/03 | Hanoi | EG/PWG meeting |
| * Training workshop for data collection team | 15-17/03 | Lam Dong | FAO supports/  facilitate |
| April   * Collection of data and data entry | 20/04 – 15/05 | Lam Dong | • Data collection team (Consultant and provincial working group)  •FAO supports to review data collected/methods |
| * Recruiting an editorial team to analyse findings and draft the report * Drafting of report with main findings and “red flags” | by mid-April  15/05-20/05 |  | PGA Coordinator  Editorial team with participation/ overall coordination from the PGA Coordinator |
| * Present the early draft to Expert Group * New draft based on inputs from | By 24/05 |  | Editorial team  With inputs from EG members |
| May   * Discuss findings agree on key recommendations for the draft report | 28/05 | Hanoi | EG meeting |
| * Updating the first draft | By 02/06 |  | Editorial team |
| * Validation workshop * Agree on next steps, additional sources if information is lacking, and major edits for the final report | 10/06 | Lam Dong | Expert Group and Provincial Working Group members participate  Facilitated by PGA coordinator and with technical contributions from UN-REDD |
| * Revise report according to input from validation workshop * Provide a response matrix and circulate to stakeholders | By 16/06 |  | Editorial team with involvement from the PGA Coordinator |
| * Final approval of the report by Expert Panel | By 20/06 |  | Expert Group - Individual basis |
| June  Official launch(es) of the PGA report in Vietnam (Lam Dong and Hanoi)   * Expert Group to discuss and agree on further road map for the PGA in Vietnam * Communication of road map to stakeholders in Lam Dong | 24-30/06 |  | Facilitated by the PGA Coordinator in close collaboration with Expert Group members  Expert Group members join the meeting – alongside a representative delegation of the PWG |