**Minutes / Action Points**

**Safeguards Coordination Group**

**Support to National REDD+ Action / Global Programme**

**14 August 2013, 14:30 CET**

**Attendance:**

FAO: Maria SanzSanchez

UNDP: Jennifer Laughlin, Claudia von Segesser

UNEP: Lera Miles, Julie Greenwalt

UN-REDD Secretariat: Clea Paz-Rivera

**Agenda:**

1. Approval of draft agenda
2. 4-5 July TS meetings in Costa Rica
3. Request for a LAC workshop
4. Africa regional workshop
5. Multiple Benefits website
6. Developing a concept note for info session at next PB
7. AOB

**Minutes:**

1. **Approval of draft agenda**

The draft agenda was approved. Additional items were raised in AOB at the end of the call.

1. **4-5 July TS meetings in Costa Rica**

* UNEP commented that the workshop went well; that the workplan was revised
* UNEP remarked that it is important to have a distribution of the tasks between the agencies to clearly identify how different agencies will support countries, showing which agency is leading on what.
* UNDP mentioned that taking into consideration inputs from the LAC regional team as well as the published article there was a plan for additional TS for Stakeholder support (US$ 50,000) to include SE activities in the workplan.

**Action item:**

* UNDP to provide further comments and inputs if necessary when available
* UNEP to share workplan and budget when available

*The article can be accessed at* [*http://www.rightsandresources.org/blog.php?id=1903*](http://www.rightsandresources.org/blog.php?id=1903)

1. **Request for a LAC workshop**

* UNDP commented that there has been discussion to hold a LAC workshop on safeguards, focusing on the social side, focusing in lessons learned across the countries (i.e. FPIC); that countries want to know how everything fits together. Also mention that looking at the proposed agenda for the Africa regional workshop it could be possible to add one day, in case countries would like to see more of what it is covered during the first day.
* UNEP explained that there was already a plan for a regional workshop but with more of a focus on multiple benefits but it made more sense to combine them than have two separate ones.
* There was a discussion about dates and location: UNEP had tentative plans for Panama in December but Secretariat cautioned a conflict of dates with the Policy Board and both FAO and the Secretariat expressed concern about the choice of Panama given that their NP is suspended until further notice, so no public activity should be made, no activity should be profiled in the website.

**Action item:**

* UNDP to share further information about the FCPF meetings next January 2014, when available.
* UNEP to circulate LAC concept note for comments.

1. **Africa regional workshop**

* UNEP commented that they have circulated the concept note for the agenda, bringing examples from DRC and Tanzania and a one-day clinic with practical applications

UNDP mentioned that Kim will send specific points by email.

**Action item:**

* Decision-tree working group to decide if decision-tree ready to be presented.
* Agencies and regional teams to provide comments and inputs if necessary asap.

*The workshop in Africa in scheduled for 17-19 September.*

*The concept note – agenda can be directly downloaded at* [*www.unredd.net/kt/action.php?kt\_path\_info=ktcore.actions.document.view&fDocumentId=1355*](http://www.unredd.net/kt/action.php?kt_path_info=ktcore.actions.document.view&fDocumentId=1355)

*For any other reference, please refer to emails sent by UNEP dated 04 July 2013, 15 July 2013, as well as the one sent on 12 August 2013.*

1. **Multiple Benefits website**

* UNEP mentioned that they have received comments from both UNDP and FAO and that they plan to send out a comments response matrix.
* UNEP commented that approval from the communication group is needed and this will impact timeline for release.

**Action item:**

* UNEP to send out a comments response matrix.

1. **Developing a concept note for info session at next PB**

* The Secretariat pointed out that they have developed a milestones plan for PB11 and that any documentation should be based on that:
  + Dates:
    - 30 August: draft agenda of the meeting, which usually includes the confirmation of the pre-meetings.
    - 14 September: final agenda
    - 1-14 October: documents should be submitted to the Secretariat
  + Format: pre-meetings to have more focus on KM and lessons learned, but also the possibility to have thematic meetings in the same format.
* The Secretariat commented that the format has not yet been defined, however that during the PB10 there were too many presentations and that this time they are likely to have a list and then streamline. In addition that anticipating, it could be an “interactive” afternoon and a “thematic” morning sessions. That both options are open and should be kept in mind.
* All agencies confirmed there is still an interest in holding a session.

**Action item:**

* The Secretariat/UNDP (Helena and Kim) leaders to follow-up on this activity.
* UNEP to contact Rodney Abson at [Rodney.abson@un-redd.org](mailto:Rodney.abson@un-redd.org)
* Based on responses, concept note to be developed.

1. **AOB**
   1. ***National Programme Handbook***

* This item was raised by The Secretariat to point out that they have updated the table of guiding tools which contains the updated links for the MRV, FPIC and MB documents; however they will include other documents (i.e. gender) until the next version that should take place in six months. Additionally that the Conceptual Note on Safeguards was included.

**Action item:**

* All to keep the Secretariat updated if any related document is updated. (link to workspace?)
  1. ***Mission to El Salvador***
* UNEP thanked all comments received regarding the presentation on “How the UN-REDD Programme supports national approaches to safeguards” for the GIZ CCAD workshop, given in San Salvador (13-14th August)

**Action item:**

* UNEP to provide a briefing on the meeting.
  1. ***Visit from REDD+ SES***
* UNEP mentioned that they will meet Joana Durbin this week.

**Action item:**

* UNEP to relay back any interesting discussion.
  1. ***UNEP-FAO joint work in Tanzania***
* UNEP commented that the Report promoting MB is in its final production stage and that if ready, it will be presented in the Africa regional workshop.

**Action item:**

* UNEP to share the final report with the group as soon as it’s available.
  1. ***Dedicated decision-tree call***
* UNDP raised the possibility to have a dedicated decision-tree call on Thu 22 August at 14:30.
* FAO, UNEP and UNDP confirmed availability.

**Action item:**

* UNDP to send a meeting request to the group.