



# **UN-REDD Programme Africa Regional workshop on the Policy Board Structure**

## **Governance Structure and Rules of Procedure**



## Session 3



### Governance Structure and RoP

- PB governance, meetings and role
- PB membership
- Stakeholder engagement
- Standard agenda
- Decision making
- Process to approve reports

# Role of Policy Board

## Policy Board ToR (2009):

- To provide overall leadership and strategic direction of the UN-REDD Programme
- The Policy Board decides on financial allocations to ensure overall Programme success

## Key functions, as defined in the ToR, include:

- approve Joint Programme budget allocations
- coordination and collaboration with relevant initiatives
- appropriate consultation with key stakeholders (incl. IPs, CSOs and other forest dependent organisations)
- review and approve periodic progress reports (programmatic and financial)
- review and approve reports on lessons learnt, identify critical issues and ensure implementation of recommendations



# Rules of Procedure

Rules of Procedure and Operational Guidance (2009, rev 2014)

- Provides guidance, together with the ToR, on the functioning of the PB

Includes sections on

- PB meetings
- Membership (members, observers & ex-officio members)
- Nomination of focal points
- Co-Chairs
- Agenda and meeting documentation
- Quorum
- Decisions
- Progress reports and updates
- Conflict of interest
- Operational guidance on National Programmes and International Support



# The UN-REDD Programme Governance: Policy Board



- Bi-annual meetings (approx June/July and Nov/Dec)
- Held back to back with FCPF PC meetings
- 2 days in length, preceded by 'Information and Knowledge Sharing' day
- Chaired by 2 Co-chairs
- Policy Board can establish:
  - Working Groups: to assist the Board in carrying out its functions (normally work inbetween PB meetings)
  - Informal consultation groups: to further consider issues and reach a consensus (during Policy Board meetings)
- The Secretariat supports the organisation of and provides the secretariat to the Policy Board

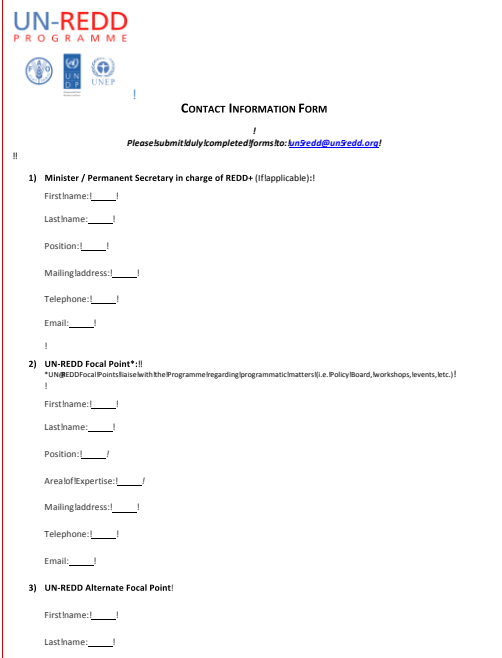
# Policy Board Co-chairs



- The Policy Board is co-chaired by a representative from a member country and one of the three UN-REDD agencies
- Functions include (Ref. PB ToR):
  - To chair the meetings of the Policy Board
  - To make sure decisions taken by the Board are in accordance with the Strategy
  - To monitor implementation of decisions
  - To ensure Secretariat fulfills its duties
- 2012 (PB8 & PB9): LAC and UNEP
- 2013 (PB10 & PB11): Africa and UNDP
- 2014 (PB12 & PB13): Asia-Pacific and FAO

# Nomination of focal points

- Members, observers and ex-officio members shall designate a focal point, an alternate focal point, and if desired, an administrative focal point
- All information from Secretariat (e.g. PB invitations, other notifications) is sent to designated focal point(s)
- Use 'UN-REDD Programme Contact Information Form' available on Website. Courtesy reminder to prompt for updates sent twice a year
- If unable to participate in a given PB or PB Working Group, Members, observers and ex-officio members can designate a representative by informing the Secretariat in writing.



**UN-REDD PROGRAMME**

**CONTACT INFORMATION FORM**

Please submit fully completed forms to: [unredd@unredd.org](mailto:unredd@unredd.org)

1) **Minister / Permanent Secretary in charge of REDD+ (if applicable):**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

2) **UN-REDD Focal Point\*:**

\*UN-REDD Focal Point(s) to use with the Programme regarding programmatic matters (i.e. Policy Board, workshops, events, etc.)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

Area of Expertise: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

3) **UN-REDD Alternate Focal Point:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Complete and current contact information for your respective focal points to the Programme is crucial for ensuring that information and communications are received appropriately and in a timely fashion. We therefore thank you for your time in completing this form, and taking the required steps to update your records in our systems.

If there are changes to the information above following submission, please submit an updated form to the Secretariat as needed to: [unredd.org@unredd.org](mailto:unredd.org@unredd.org).

# Disclosure of conflict of interest

UN-REDD  
PROGRAMME



The UN-REDD Programme endeavors to assure the highest level of ethical conduct of persons involved in the governance of the UN-REDD Programme Policy Board and to protect the legitimacy, integrity, trust, and credibility of UN-REDD Programme that could arise from the misuse, or perception of misuse, of an individual's position or influence.

Each Policy Board member will be asked to complete this Disclosure of Interest form upon his or her appointment or re-appointment to the Board and annually thereafter.

Name: \_\_\_\_\_

A real, perceived or potential conflict of interest can arise whenever a transaction, or an action, with respect to the function and responsibilities of the UN-REDD Programme conflicts with the personal interests, financial or otherwise, of a board member, or an immediate family member of a board member, or that of the board member's employer (collectively "our personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create conflict of interests, now or in the future, between the UN-REDD Programme and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflict of interests to report:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I understand that it is my obligation to disclose a conflict of interest to the co-chairs of the board when a real, perceived or potential conflict arises, and that for transactions in which I have a conflict, I will abstain from any decision or vote on the matter involving the conflict(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- PB members are required to sign the 'Disclosure of Interests' form upon appointment or reappointment to the Policy Board
- "Members of the Policy Board directly benefiting from or with a specific personal interest, or appearance of an interest, in projects/activities to be approved by the Policy Board, shall disclose such real, perceived or potential conflict(s) of interest to the Co-chairs of the UN-REDD Programme Policy Board, and abstain from any decision or vote on the matter involving the conflict(s)". (RoP)



# Policy Board: Current membership

## Policy Board: 20 members in total

REDD countries (9)	Donors (6)	IPs (1)	CSOs (1)	Agencies (3)	Observers and ex-officio
3 per region (rotate)	Up to 9 seats available (rotate when >9)	1 member, 3 observers	1 member (rotates), 3 observers	3 members	1 ex-officio; Permanent observers
Current members					
A-P: Cambodia, Vietnam, PNG	Norway, Denmark, EC, Japan, Luxembourg, Spain	UNPFII	At PB11 it was NGOCE (Africa region)	FAO, UNDP, UNEP	Other partner countries (currently 42); UNFCCC, GEF, FCPF. MPTF-O are ex-officio member
LAC: Ecuador, Panama, Paraguay					
Africa: DRC, Nigeria, Zambia					

# Policy Board Rotation

## Countries (Ref PB11 decision, RoP)

- The members of the region shall rotate. Programme countries in each region shall select the order of rotation through a regional self-selection process:
  - Country members will rotate twice per year, with one member from each region prior to each Policy Board meeting;
  - For each region, the country member that has served the Policy Board for the longest period at the occasion of rotation will be the one to rotate;
  - The tenure of country members lasts 3 Policy Board meetings;
- **For Asia Pacific:**
  - DRC, Zambia: PB1-PB11
  - Nigeria: PB8 - present



# Stakeholder Engagement

- Cancun Safeguards : “full and effective participation of relevant stakeholder, in particular indigenous peoples and local communities” in REDD+
- Participation in national REDD+ processes as well as the global level
- Independent Advisory Group on Forests Rights and Climate Change provides guidance to UN-REDD
- IP and CSO Full Members to the Policy Board with full decision making rights:
  - The Chair of the UN Permanent Forum on Indigenous Issues (UNPFII)
  - CSO representative (self-selected)

## Regional Self-Selected IP and CSO Observers

- Self-selected regional IP and CSO representatives serve on a 2 year/4 meeting rotational term – next rotation PB13
- 3 IP reps self-selected by regional caucuses of the UNPFII for the key REDD+ regions: Africa, Asia-Pacific and Latin America and the Caribbean
- 4 CSO reps self-selected through independent voting process for the key REDD+ regions plus a developed countries' rep – rotate Full Member status at each PB meeting
- Consult with constituencies before meetings to represent their views, relay information back to them, and advise on IP and CSO related issues – e.g., Bangladesh IP consultation; Africa regional consultation; Panama fact finding mission

# Sponsorship to attend Policy Board meetings

## Countries:

- Three Policy Board members per region
- Funding provided (one representative/member country)
- **!NEW!** Funding also provided for up to two partner country observers per region, in addition to the members
- ACTION: Regions to confirm nomination of members and sponsored observers by 31 May

## Indigenous peoples

- Funding provided for the member (UNPFII) and the three regional three observers

## Civil Society

- Funding provided for the three regional civil society representatives (Developed rep is self-funded)



# Policy Board Agenda

- Agenda prepared by the Secretariat in consultation with the Co-chairs of the Policy Board
- Policy Board consulted on draft agenda at least 6 weeks in advance of Board meetings
- Agenda, along with annotated agenda and the draft PB documentation, is posted 10 working days before the meeting (in EN, FR, ES)
- Board approves agenda at the beginning of each meeting
- Standard agenda includes:
  - Overview of progress and results
  - Financial status of the UN-REDD Programme Fund
  - Semi Annual or Annual report
  - National Programmes, including presentation of new NPs
  - SNA update
  - Any strategic issues
  - Next PB meeting, decisions and conclusions



# Policy Board Decisions



- Policy Board makes decisions by consensus of the members
- In United Nations practice, consensus is understood to mean the adoption of decisions by general agreement in the absence of any formal objection by those in attendance of the meeting
- The Co-chairs will endeavour to summarize the decisions at the end of each session and recap at the end of the meeting
- Policy Board members, in their participation, shall be guided by the interests of the overall UN-REDD Programme.
- Decisions of the Policy Board may also be made between meetings - “Inter-Sessional” decision-making

# Approval of report

- The Secretariat ensures that the decisions taken by the Policy Board are duly recorded and communicated to members of the Policy Board
- Within 15 working days, the draft report of the meeting (in EN, FR, ES) is disseminated to Policy Board members, copied to observers
- PB invited to confirm that it accurately reflects the decisions taken by consensus during the meeting
- Approval is on a no objection basis within 10 working days.







# Thais Linhares Juvenal

Thais.Juvenal@un-redd.org

<http://www.un-redd.org>

Thank you!

