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**UN-REDD Programme**

**Communications and Knowledge Management Working Group**

***Terms of Reference***

**12 August 2015**

**Objective of the working group:**

* The UN-REDD Programme Communications and Knowledge Management Working Group will facilitate a coordinated inter-agency “One UN” approach to support the delivery of the UN-REDD Programme communications and knowledge management strategies and related work plans, and will be entrusted by the UN-REDD Programme UN agencies to act on their behalf for day-to-day communications and knowledge management related activity coordination.

**Primary functions:**

* **Inter-agency coordination:** Each agency member of the working group will represent their respective agency on day-to-day communications, events and knowledge management related coordination decisions while working as “One UN” and one UN-REDD Programme. The role of each agency member is:
  + Communications functions – support and facilitate:
    - Public information gathering and sharing – including content for the newsletter, website, social media, etc. from their respective agency
    - Media asset coordination – including creating, gathering and sharing photos, videos, graphic elements, infographics, etc. from their respective agency
    - Consistent branding of the UN-REDD Programme across all agencies
    - Sharing and promotion of UN-REDD Programme communications/events tools and resources with their respective agency teams and Programme stakeholders
    - Inter-agency coordination of production of information materials (e.g. publications, videos, infographics, photos) produced by each agency
    - Consistent UN-REDD Programme messaging across all agencies
    - Monitoring, evaluation and reporting of UN-REDD Programme communications and events activities
  + Knowledge management functions – support and facilitate:
    - Updating and maintaining the UN-REDD Programme Collaborative Workspace with relevant information from respective agency
    - Inter-agency coordination of production of knowledge products (including lessons learned capturing and sharing)
    - Sharing and promotion of UN-REDD Programme knowledge management tools and resources with their respective agency teams and Programme stakeholders
    - Inter-agency coordination of design and delivery of knowledge exchange events
    - Ensuring agency contacts are up-to-date in contacts management system
    - Inter-agency coordination and facilitation of Communities of Practice
    - Inter-agency coordination of document management
    - Monitoring and reporting of knowledge management activities carried out by their respective agencies
* **Oversight of regional Knowledge Management consultants[[1]](#footnote-1) by the working group will include:**
  + Review and endorse regional KM strategies, budgets and work plans.
  + Reinforce roles and responsibilities of the Regional KM consultants, as outlined in ToR of consulting contracts; and defining any future updated or new contract ToRs.
  + Provide advisory KM support.

The Regional KM consultants will be coordinated by and accountable[[2]](#footnote-2) to the working group, which will include the following:

* + - Regular reporting by regional KM consultants of regional KM results against regional strategic outcomes and regional work plans (e.g. activity outputs, KM needs assessment results, lessons learned, etc.)
    - Delivery of their work against their consulting contract terms of reference.
    - Regular information sharing by the regional KM consultants to the working group to support inter-agency coordination of Programme KM activities across regions, agencies and global level.

**Members of the working group:**

* UN-REDD Programme Communications Officer (Chair of the Group)
* UN-REDD Programme Knowledge Management Specialist
* UN-REDD Programme Agencies HQ – one communications/knowledge management professional from each of FAO, UNDP and UNEP to represent their respective agency headquarters on day-to-day communications/knowledge management activity coordination. Each will have the technical experience and expertise in the areas of Communications and Knowledge Management to provide substantive inputs on generating and managing communications and knowledge management activities; as well as the ability to work directly with the corporate Communications departments of each agency so as to both ensure alignment with each agency’s corporate communications protocols, and to leverage the capacity of such.

The working group will be supported by:

* UN-REDD Programme Communications, Knowledge Management and Events Associate
* UN-REDD Programme Events Coordinator

Other non-member participants:

* Regional KM Specialists, technical experts, representatives of partner organizations, and others, may be invited to participate in any meetings, calls, discussions, etc. as deemed relevant by the Chair or any other member of the working group, as may be relevant.

**Operational arrangements and reporting:**

The Communications and Knowledge Management working group will be convened and chaired by the UN-REDD Programme Communications Officer on a monthly basis, who will also facilitate and coordinate the functions of the group. Meetings and correspondence will mostly be carried out virtually, with at least one face-to-face meeting per year.

The UN-REDD Programme Knowledge Management Specialist may lead some knowledge management-specific group meetings, discussions, calls, etc. as is relevant.

The UN-REDD Programme Communications Officer will propose to the members of the group the agenda points prior to each meeting, and will prepare a summary of the discussions after each meeting.

The UN-REDD Programme Communications Officer will also prepare quarterly reports of the working group to be shared with the Management Group to update it on the progress of the group, receive strategic guidance for the group, and to support the governance of communications, events and knowledge management in the UN-REDD Programme.

1. The regional KM consultancies were established in the 2014 budget year with available additional Global Programme funds. Their relationship with the Communications and Knowledge Management Working Group does not prejudge whether or not the posts will be further maintained beyond 2015. [↑](#footnote-ref-1)
2. The current regional KM consultants, under the terms of their current contracts, will continue to report administratively to their respective UNDP RTAs. [↑](#footnote-ref-2)