

**Bi-monthly regional KM specialists reporting-in
meeting with Comms/KM Working Group
Agenda and Meeting Notes
28 January 2016 – 3:00pm-4:00pm CET**

Participants:

Comms/KM Working Group:

- KM Specialist: Patrick Breard (Call Chair)
- Communications Officer: Jennifer Ferguson-Mitchell
- Agency Comms/KM focal points: Denise Martinez (FAO), Tim Boyle (UNDP),

Regional KM Specialists:

- Heang Thy (AP), Ela Ionescu (Africa), Patricia Toquica (LAC)

Support:

- Communications/KM Associate: Maddie West

Regrets:

- Jaime Webbe (UNEP) (technical problems), Aziyade Poltier (UNDP)

Agenda items:

1. Introduction, organization of the call and review of the agenda (Patrick)

2. Review of the summary of the previous meeting and the process for recording a summary of each meeting (Patrick and group)

- Tim proposed that the minutes of the meeting could be circulated in draft form for review and feedback from participants before posting on Workspace. This was agreed.
- UNFCCC REDD portal submission docs spreadsheet- still in progress, by agencies comms focal points. For inter-agency regional pubs, submit to lead agency, or any agency, for submission. Patricia suggested that a regional section in spreadsheet be initiated instead. Patrick undertook to consider this option.

3. Facilitation of bi-monthly meetings (Patrick and group)

- Tim noted that meetings need to be effectively facilitated, not least because of the late hour in Bangkok for meeting.
- Ela proposed a rotational facilitation.
- Patrick suggested team members could lead specific agenda items, and that the effectiveness of facilitation could be reviewed after a few meetings.

4. Update on the last Q 2015 activities – and current planned activities (Regional KM specialists)

Update on last Q LL/key events:

- A-P: LL from national REDD+ academies, how to better coordinate with countries and presenters in national academies, for improved engagement. An advantage of national academies is that more participants at the national

level can be involved, compared with regional level events which usually just have 1 or 2 reps per country. LL report has been shared along with Q4 report.

- Africa: 2 types of tools/methods used: SS exchanges and sub-regional events, bringing together 2-3 countries allowing them to go in-depth on specific issues/topics. LL is that countries are seeing the value of these types of exchanges and taking initiative to get resources for them.
- Tim brought up the issue that SS exchanges can exclude some countries which may cause offense. This needs to be carefully managed.
- Ela provided updates on the status of the Africa videos and the new cuts will share with the group before submitting to MG
- LAC: getting to know needs of countries and engaging them in events, for example as co-funders of events where funding is more challenging. Countries are more empowered and motivated, taking the leadership role while we are providing a support role. In LAC, national REDD+ academies will be funded by the countries.

Current planned activities:

- A-P:
 - Regional KM surveys conducted online in Nov/Dec to assess results of AP KM action plans and to ask countries to propose key issues and knowledge activities they want in 2016. Sent to 3-5 key stakeholders in each of the 19 partner countries. 26 responses were received that will be circulated to agencies. Main proposals for KM support for 2016: info on REDD+ in general, including the Paris agreement, national strategy/APs, REDD+ financing (regional event planned for Q2 2016).
 - Video to be produced on Warsaw Framework in A-P context.
 - Complete work plan will be circulated
 - Myanmar: proposing to assist in producing 'What is REDD+' animated video. Maddie shared links to Panama video "Introduction to REDD+" which can be adapted to different languages. Some concerns over adapting videos designed for one country to other countries, due to type of trees/mountains/dress represented.
- Africa
 - Survey, academy video, consultations with countries and agencies on how to create workplan within budget constraints
- LAC
 - Focused on planning in region and providing support to countries (what topics etc.) and building KM work plan. Consulting with countries on KM and comms needs. Support for annual plan development.
- Draft workplans will be more firm in a few weeks after consulting with regional teams.
- Budget unknowns are creating planning issues for regional KM work.
- Experience on developing videos could be captured eventually as an item to become part of standard documentation on knowledge products.

5. 2015 annual reporting due by 16 February latest (Patrick)

- In 2016 workplan set aside time for monitoring and assessing results of KM work.
- For the 2015 annual report, 3 examples of change through KM per region would be a good contribution for this report. Moving forward we can elaborate on these stories and do interviews/data collection more regularly.
- Ela suggested that looking back at weekly roundups/ workspace announcements for story ideas / evidence of impact would be worthwhile.

6. Need for regional KM specialists and agency Comms/KM focal points to identify, capture and share knowledge on key UN-REDD Programme impacts for the period 2008-2015 (Jennifer)

- As part of need for resource mobilization, we need to capture key programme impacts where our support realized specific country achievements. “Through a series of training specifically on X, X and X technical topics, country X has been able to submit X to UNFCCC.” for example. Direct results.
- Needed within next two weeks, could be started by discussion with RTAs in region to identify advances in countries that we have been a part of support. Doesn’t need to be specific to us only, but could be joint support (FCPF, bilateral support).
- If each region could give 2 short paragraph-long examples we can share those examples of impact with Norway at the next meeting,
- Looking at country achievement, then finding what we gave them that enabled them to achieve that, through discussions with RTAs etc.
- FRL submissions - Denise says UN-REDD has supported 5 countries and FAO can provide that info so no need for regional KM specialists to look at that topic.
- Denise suggested that we should provide clear, specific examples free from KM jargon, getting deeper than just ‘held a workshop’ etc. Really spelling out the connection.
- Contact Jennifer for clarification.

7. Identifying, capturing and sharing of impacts/achievements (Patrick)

- Updating events and publications spreadsheets, please keep current
- Documenting impact, to discuss how.
- Tracking services provided, time invested etc. needs to be documented.
- Changed skills, behaviours, attitudes and practices should be captured for reporting.
- Substantiate surveys with phone/skype interviews for success stories, more detailed information.
- Ela proposed that a template should be prepared for capturing this information.

8. Proposed activities in 2016/challenges faced in developing regional work plans (Regional KM specialists)

9. Update on key activities from KM work plan and how we can aligning regional/global work (Patrick & Regional KM specialists)

10. Process for Review and Approval of Regional KM Specialists’ work plans by Comms/KM Working Group. (Patrick, group)

11. Update on creating a KM strategy tied to the Programme strategy (Patrick)

12. Update on Budget availability 2016 (Patrick)

- Clear information hasn’t yet been provided.
- Message from management seems to be that there is no funding for activities.
- Status of funds earmarked from 2015 KM funds held by UNDP that were to be transferred to FAO for video on NFMS? Lost? Can be recovered?
- Patrick will look into budget availability.

13. Input planned 2016 KM events and knowledge products to the following two spreadsheets: 2016 Events & 2016 Information Materials (Patrick)

Action items:

- Add a regional section in the publications planning spreadsheet. Patrick?
- Patrick to investigate budget availability and carry overs from UNDP.
- Annual reports due 16 February
- Regions to provide two short, paragraph long examples of country achievements made possible through specific support of the UN-REDD Programme for sharing with Norway.
 - FRL success examples to be submitted by Denise.
- Undiscussed items, Workplan development strategies and updates to be discussed by email.
- Next meeting date in a 4 weeks TBD according to availability
- Minutes to be circulated. Deadline for comments next Wednesday. Will be posted end of next week.