

# **Viet Nam UN-REDD Programme**

## **Inception Workshop**

### **September 15-17, 2009, Hanoi**

#### **Terms of Reference/Agenda**

##### **Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the Department of Forestry (DoF) DoF in the Ministry of Agriculture and Rural Development (MARD), to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

The budget allocation for the Viet Nam UN-REDD programme was approved by the UN-REDD Policy Board at its first meeting, March 9, 2009, in Panama, and the Joint Programme Document (JPD) was signed by Minister Cao Duc Phat on August 27<sup>th</sup>, 2009. In order to make as much progress as possible before CoP15 in Copenhagen, some activities commenced immediately – specifically, those related to operationalization of the REDD Coordination Mechanism, the design of an outline for a National REDD Plan, and an analysis of existing benefit distribution systems in Viet Nam. Recruitment of Programme Management Unit (PMU) staff was also initiated.

##### **Objectives of Workshop**

The objectives of the workshop are as follows:

1. To ensure that all stakeholders are aware of the UN-REDD programme, its structure and objectives, and of arrangements for its implementation
2. To review and, if necessary, revise the annual workplan and budget allocations, particularly with regard to activities to be undertaken during the first 12 months of implementation
3. To secure consensus on indicators of progress, targets, and benchmarks
4. To ensure that the PMU, DoF, and UN agencies have a common understanding of programme management arrangements

##### **Tentative list of Participants**

Participants in some or all segments of the Inception Workshop include the following:

- a) DoF/MARD
  - National Programme Director (NPD)
  - Deputy National Programme Director (DNPD)
  - Administrative and other staff
  
- b) Programme Management Unit
  - Programme Manager
  - Senior Technical Advisor
  - Secretary
  - Accountant
  
- c) UN Agencies
  - Representative of the UN Resident Coordinator
  - Representatives of UNDP Country and Regional Offices;
  - Representatives of FAO Country and Regional Offices;
  - Representatives of UNEP regional office
  
- d) Other stakeholders
  - Representatives of the Forest Sector Support Programme (FSSP)
  - Representatives of the Ministry of Natural Resources and the Environment
  - Representatives of the Ministry of Planning and Investment
  - Representatives of the Ministry of Finance
  - Representatives of the Ministry of Foreign Affairs
  - Representatives of the Ministry of Science and Technology
  - Representatives of Government Office
  - Representatives of the relevant departments of MARD
  - Representatives of the Lam Dong Provincial Peoples' Committee
  - Representatives of the Lam Dong Department of Agriculture and Rural Development (DARD)
  - Representatives of Lam Ha and Lac Duong District People Committee
  - Representatives of research and training institutions
  - Representatives of central and provincial Committee on Ethnic Minorities in Mountainous Areas (CEMMA)
  - Representatives of NGOs

### **Agenda Outline**

The workshop will last 3 days, and will be divided into three distinct segments:

- Day 1. Briefing of PMU staff on programme management arrangements
- Day 2. Review of annual workplan and budget; and indicators and targets
- Day 3. Review of programme structure and objectives by all stakeholders

**Day 1: Briefing for PMU staff  
15<sup>th</sup> September, 2009**

**Agenda**

Time	Event	Presenter
9:00-10:00	Introduction to UN-REDD programme	Tim Boyle (UN-REDD Regional Coordinator)
10:00-10:30	Tea/coffee break	
10:30-12:00	Briefing on FAO Policies and procedures	Vu Ngoc Tien
12:00-1:30	Lunch	
1:30-3:00	Briefing on UNEP Policies and procedures	Max Zieren (or another)
3:00-3:20	Break	
3:20-4:30	Preparation for following days	

**Day 2: Review of annual workplan and budget allocations  
16<sup>th</sup> September, 2009**

**Agenda**

Time	Event	Presenter
8:30-8:45	Introduction to workshop	Facilitator
8:45-9:30	Review of indicators and targets	NPD or Advisor
9:30-10:15	Discussion on indicators and targets	
10:15-10:45	Tea/coffee break	
10:45-11:15	Review of workplan	NPD or Advisor
11:15-12:15	Discussion on workplan	
12:15-1:30	Lunch	
1:30-2:15	Review of budget	NPD or Advisor
2:15-3:15	Discussion on budget	
3:15-3:40	Tea/coffee break	
3:40-4:30	Wrap-up and conclusions	Facilitator

### Day 3: Inception Workshop of UN-REDD Vietnam

Briefing and discussion for all stakeholders on programme structure and content  
Hanoi, 17<sup>th</sup> September, 2009

#### Agenda

Time	Event	Presenter
8:00-8:30	Registration	Department of Forestry
8:30-8:40	Introduction to workshop	Dr. Pham Manh Cuong (National Advisor for UN-REDD)
8:40-8:50	Opening	MARD's Vice Minister H.E Mr. Hua Duc Nhi
8:50-9:20	Welcoming remarks	1. H.E Ms. Setsuko Yamazaki (UNDP Country Representative) 2. H.E Ambassador of Norway to Viet Nam 3. Lam Dong People Committee Chairman
9:20-9:40	Introduction to UN-REDD programme	Tim Boyle (UN-REDD Regional Coordinator)
9:40-10:10	Introduction to Viet Nam UN-REDD Programme	UN-REDD National Programme Director
10:10-10:30	Tea/coffee break	
10.30-10.40	Launching National REDD Network	MARD's Personnel and Organization Department
10:40-11:00	REDD Roadmap for Viet Nam – how UN-REDD fits in the bigger picture	FSSP
11:00-11:55	Plenary discussion on structure of Viet Nam UN-REDD Programme	All participants
11:55-12:20	Wrap-up and conclusions	Director General of DOF
12:20-1:30	Lunch	
1:30-3:00	Break-out groups to discuss each Outcome and cross-cutting issues	Dr. Pham Manh Cuong
3:00-3:25	Report and discussion: Outcome 1	Dr. Tim Boyle as facilitator
3:25-3:50	Report and discussion: Outcome 2	Dr. Pham Manh Cuong as facilitator
3:50-4:15	Report and discussion: Outcome 3	ICD representative as facilitator
4:15-4:40	Report and discussion: Cross-cutting issues	FSSP representative as facilitator
4:40-5:00	Wrap-up and conclusions	UN-REDD National Programme Director