**Management Group (MG) of the UN-REDD Programme**

**Meeting Minutes of 17 Jan 2017 DRAFT**

**14h00 Geneva/Rome**

**Attendance:**

MG members and alternates

FAO: Tiina Vahanen

UNDP: Josep Gari, Tim Clairs

UNEP: Tim Christophersen, Gabriel Labbate

Secretariat: Mario Boccucci

1. **Approval of decisions of the previous MG call**; N/a. All minutes from 2016 MG calls were circulated previously for email clearance.
2. **Next steps for approval of remaining 25% of 2017 TA costs**

Following on from previous discussions and emails, the purpose of this call was to finalise the process to address the outstanding issues raised by Norway in order to secure the remaining 25% of 2017 TA funds:

1. Adjustment of the results framework. This is relatively straightforward for the 2017 programme and adjustments are expected to be minor. Mario is in ongoing communication with Lauren regarding this process. It does not require input from MG at this time although final adjustments will be submitted for MG approval.
2. “Inception exercise” with countries focal points, intended as a start of the year planning opportunity to ensure alignment on deliverables, activities, timeframe, and risks/mitigation associated with delivery of the 2017 programme. This will require action by the agencies. A priority focus is required for Ethiopia, Liberia, Indonesia and DRC, which were the countries signaled by Norway as the ones needing more clarity of deliverables and national ownership.

These adjustments would not involve revision of the 2017 pro-doc, given that it was already approved by the IC, but rather will serve as additional information to request the transfer of the remaining fund allocation.

*Decisions and Actions:*

1. For Ethiopia, Liberia, Indonesia, and Congo the “Lead Advisors” will determine what is the most appropriate “inception exercise” to put in place depending on the country situation and then manage such a process until it is completed and a “note for the file” or aide-memoire is produced. Such a process should confirm (a) the full support of the Government for the deliverables and activities as described in the 2017 programme document for the country (or adjust them if needed), and that (b) we have sufficiently mapped out the timeline for delivery the activities (with key milestones), and considered potential risks and related mitigation measures. The Lead Advisors will keep relevant colleagues informed and engage them in the process as appropriate. At the end of the process the lead advisor will prepare a note for the file describing the process and the national ownership, confirming (or adjusting) deliverables and activities, and providing additional information on the 2017 timeframe (including key milestones) and risks (with mitigation measures). These additional reports will be completed possibly by end January, with the exception of Ethiopia expected by the third week of February once the country mission (in which the World Bank and Norway will participate) is concluded.
   1. Indonesia: UNEP/Johann.
   2. Liberia: FAO/Anne. The official government approval letter, which was received after the document was submitted to the IC, will also be attached to the note for the file.
   3. Ethiopia: UNDP/Elsie. An aide memoire of the mission planned for 6 - 15 February will be prepared together with Government and other REDD+ partners.
   4. Congo: UNDP/Leslie and/or FAO/Anne, who will be together in mission in Kinshasa late January; Josep will support as needed.
2. For the other countries, the Lead Advisors will try to produce a note for the file highlighting the inception measures undertaken or anticipated, showing that the TA is ready for deployment or initiatedand with an indication of timeframe and risks.
3. The “inception” we are aiming for is a simple, pragmatic planning discussion with the country focal points (and others if appropriate) and not a full fledged consultation process or an inception exercise strictu sensu. This exercise will reassure Norway that the planning process for 2017 is well in hand and ready for action, hence easing their release of the remaining 25% of the budget.
4. Secretariat to compile the notes for the file and inputs and, after clearance by the MG, submits to Norway along with revised results framework. This is anticipated to happen early February (Ethiopia could be sent subsequently if everything else is ready) and then all submitted formally to the IC towards late February in order to request the remaining 25% fund allocation.
5. Mario will reconfirm with Lauren that this additional note and timeframe fulfils their requirements.
6. **MG retreat**

*Decisions and Actions:*

1. Secretariat to review dates in the second half of February as w/c 6 not feasible, and coordinate with MG members via email to finalise arrangements and agenda asap.

1. **Colombia Lead Advisor potential conflict of interest**

*Decisions and Actions:*

MG agreed that an adjustment will be made regarding the Colombia Lead Advisor. FAO indicated that they can provide an alternative lead advisor for Colombia. MG will finalise during the forthcoming MG planning meeting.

**Indonesia Lead Advisor**

*Decisions and Actions:*

Johan (UNEP) was requested to act as LA, taking advantage that he is based in Jakarta. He will commit to keep the UN-REDD regional colleagues in Bangkok regularly informed of developments **–** MG will confirm this arrangement during the forthcoming MG planning meeting.

1. **Finalization of Chile NP and related TA**

Need to respond to the request from Chile UN RC on whether the cost of TA to service the NP is already covered or will need to be recovered from the NP. As for every other ongoing NP the basic level of TA is already covered from the 13.7M budget for TA for ongoing NPs already approved and as such there will be no cost recovery from the NP. This will be brought back at the next MG call for agencies to confirm. FAO is also working on internal modalities for this NP and will circulate additional background information shortly.

1. **AOB**

NA

1. **Next call**

TBC for Monday, 23 January at 2pm Geneva time .