

**Agenda – 03 September 2015**

**Communications/ Knowledge Management Working Group monthly call**

Working Group:

* Chair: Jennifer Ferguson-Mitchell
* Agency focal points: Denise Martinez (FAO), Mihaela Secrieru (UNEP), Tim Boyle (UNDP)

Present:

**Agenda items:**

1. General welcome / introduction -- (JFM)
2. New Working Group ToR : structure and roles -- review of these (JFM) & discussion (Group)
	1. The role of each agency focal point is:
		1. Communications:
			1. Public information gathering and sharing – including content for the newsletter, website, social media, etc. from their respective agency
			2. Media asset coordination – including creating, gathering and sharing photos, videos, graphic elements, infographics, etc. from their respective agency
			3. Consistent branding of the UN-REDD Programme across all agencies
			4. Sharing and promotion of UN-REDD Programme communications/events tools and resources with their respective agency teams and Programme stakeholders
			5. Inter-agency coordination of production of information materials (e.g. publications, videos, infographics, photos) produced by each agency
			6. Consistent UN-REDD Programme messaging across all agencies
			7. Monitoring, evaluation and reporting of UN-REDD Programme communications and events activities
		2. Knowledge management:
			1. Updating and maintaining the UN-REDD Programme Collaborative Workspace with relevant information from respective agency
			2. Inter-agency coordination of production of knowledge products (including lessons learned capturing and sharing)
			3. Sharing and promotion of UN-REDD Programme knowledge management tools and resources with their respective agency teams and Programme stakeholders
			4. Inter-agency coordination of design and delivery of knowledge exchange events
			5. Ensuring agency contacts are up-to-date in contacts management system
			6. Inter-agency coordination and facilitation of Communities of Practice
			7. Inter-agency coordination of document management
			8. Monitoring and reporting of knowledge management activities carried out by their respective agencies
	2. Regular coordination meeting with regional KM specialists
3. Updates from participants on upcoming (next 30 days) Comms/KM activities and/or products being produced (Group, as relevant):
	1. Global:
		1. Draft dates for annual meeting -- December 2015
		2. Photo library -- images from agencies and regions / purchasing stock images
		3. Global Knowledge Exchange -- joint with FCPF -- [draft concept note](https://drive.google.com/file/d/0B7C1r72GbZH_SkllU3hUTVhxV1E/view?usp=sharing)
		4. COP21 -- update as per calls
		5. New KM Specialist - update
	2. FAO:
		1. 2 pending pubs: success stories in Cambodia, info note on accessibility challenges NFMS
		2. Next week: FRA pub will be released during World forestry congress
		3. COP21 forestry side event, possible future call to discuss
	3. UNDP:
		1. publications info have been shared via info materials process
	4. UNEP:
		1. 2 pub launches before congress, info already shared
		2. GLF discussed in separate calls
4. New KM Specialist
	1. Update from JFM on status of this position
	2. Outstanding KM items from last KM working group meeting, which KM Specialist will take on coordinating and facilitating:
* Webinar topics/schedule
* Workshop surveys (pre and post) -- group review and determine next steps to create consistent format and protocols for use ([existing surveys](http://www.unredd.net/index.php?option=com_docman&task=cat_view&gid=3460&Itemid=53)).
	+ Pre event survey:
		1. Demographics of participants: gender, age, affiliation (e.g. government, NGO, academic, IP, CSO), country
		2. Knowledge level of participants: measured pre event
	+ Immediate post event survey:
		1. Knowledge level of participants: measured post event
		2. Assess quality of event
		3. Assess relevance of event
		4. How new knowledge may be applied to work
	+ Secondary follow-up survey:
		1. How has knowledge been applied? Impact of this?
		2. Has knowledge been shared? With whom? what impact?

* KM Working Group Review of draft 2016-2020 KM strategic framework theory of change discussion brief.
	+ Group discussion on next steps for group to review and contribute to [discussion brief](https://drive.google.com/file/d/0B7C1r72GbZH_YkVUVDFMSlJycDQ/view?usp=sharing) -- towards developing 2016-2020 KM strategy in support of KM outcome in Programme strategy
* Definition of “KM products” and “KM events” -- current group to reflect on current definition used by Programme -- determine whether this is still valid and if there is a need to formalize this -- if so, next steps for formalizing definitions.
1. Communications KM support to Safeguards Coordination Group -- Working Group to determine which agency is best placed to support the communications and KM needs of this inter-agency technical team.
2. Any Other Business:

Action Items:

* TBD: Regular coordination meeting with regional KM specialists, Jennifer to put together draft suggestions to share and discuss when Denise is available.
* Jennifer to organize separate interim call to discuss the above.
* Jennifer to send KM Specialist TORs
* Maddie to send Mihaela links to events and knowledge product google sheets