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

**Meeting Minutes of 10 July 2015**

**Participants:**

MG members and alternates

FAO: Maria Sanz Sanchez

UNDP: Tim Clairs

UNEP: Tim Christophersen, Edoardo Zandri

Secretariat: Mario Boccucci, Mirey Atallah

Others

Secretariat: Jessica Holterhof

*The MG call focused on discussing the first draft ‘Elements of an internal arrangement for in-country delivery’, which has been sent by UNEP on Friday, 3 July, for further comment by the MG.*

1. **Feedback on the governance arrangements paper**
* UNDP and FAO agreed that the document provided by UNEP has been a good starting point for the overall discussion on Programme delivery at country level, but also noted that the objective of such a document should rather be seen as an internal code of conduct.
* The document could build on the expertise and guidance of the UNDG, and a UNDG template is available that has already identified what information is necessary to identify a joint programme country team conduct and working arrangements. It should then be adjusted to the circumstances of the UN-REDD Programme.
* Concerns were raised by UNDP and FAO on the current format of the document. The legal departments of all three UN agencies will need to approve of the document first, as it is intended to be used as an annex to the Terms of Reference for the Programme Fund.
* In regard to the content of the draft, UNDP raised concerns on both the UNEP’s current perception of its role within the Programme as well as the scope of the technical skills as they have been presented for the UN agencies. The current definition of functions is too broad and over-stretches the actual roles.
* All three UN agencies agreed that there is a strong need to further discuss the mandates and comparative advantages of the UN agencies. The general roles and responsibilities of the UN agencies both in global and in-country context need to be redefined, as well as the scope of the agencies’ technical skills. A session at the next MG planning retreat will be dedicated to a detailed discussion of the mandates, and the Secretariat will provide the necessary documentation.

Decisions and Actions:

* + FAO will provide a first draft on the UN-REDD Programme country team conduct and working arrangements based on the guidance and existing template of the UNDG by Wednesday, 22 July. UNDP will then provide a first round of comments, followed by comments from UNEP by Monday, 3 August.
	+ The MG agreed that the first draft document will include a generic description of the different areas of agency support rather than going into detail in terms of key roles and mandates for each UN agency, and allows for the Programme to define the code of conduct through which it can harness the potential of delivering as an inter-agency programme.
	+ The MG agreed that the issue of comparative advantages of the UN agencies will require proper discussion. The Secretariat will prepare for a session at the next MG planning retreat in September in Nairobi.
1. **AOB**

*Preparation of documents for the extension of the Programme Fund*

* The MPTF will do a first review of the agreed on documents to ensure consistency with requirements for an appraisal by a MPTF internal Project Review Committee, before the documents are sent to the MG for further consultation.

Decisions and Actions:

* The full package of documents will be sent to the MPTF by the Secretariat on Friday, 10 July. MPTF will return the reviewed documents by Tuesday, 14 July. The revised documents will then be circulated to the MG by Wednesday, 15 July, for further comment.

*Terms of Reference for the Knowledge Management Group*

Decisions and Actions:

* The Secretariat will finalize the TOR based on inputs received and circulate to MG for final clearance.

*Next MG and SG calls*

* The MG members and alternates will provide their dates for annual leave, and furthermore put the information into the workspace calendar.
* Due to the summer holiday break there will not be a SG call in July. A call in late August/early September will be scheduled before the next MG planning retreat especially on further guidance in regard to the GCF.

Decisions and Actions:

* The Secretariat will confirm the date for the next MG call once MG has confirmed holiday schedule for the summer.