

**Agenda – 3 March 2016**

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

Working Group:

* Chair: Patrick Breard (covering for Jennifer Ferguson-Mitchell)
* KM Specialist: Patrick Breard
* Agency focal points: Denise Martinez (FAO), Jaime Webbe (UNEP), Aziyade Poltier (UNDP), Tim Boyle (UNDP)

Present: Denise Martinez (FAO), Jaime Webbe (UNEP), Aziyade Poltier (UNDP), Tim Boyle (UNDP); Patrick Breard (Secretariat)

Not present: Jennifer Ferguson-Mitchell; Maddie West

**Agenda items:**

1. General welcome / agenda review-- (JFM)
2. Review of last month’s action items (see below)
3. Updates on upcoming (next 30 days) Comms/KM activities and/or products being produced (Group, as relevant):
	1. Global:
		1. Programme submissions to UNFCCC REDD+ web portal -- complete
		2. “Impacts” fact sheet -- the regional inputs were collated and the draft is now being reviewed by the SMT and will then go directly to the MG for review and agency level input.
			1. The Comms/KM WG would be very interested in receiving a copy of the draft that will be provided to the MG (this includes the 2 paragraphs and the 2 lines).[JFM post-meeting note: Malgorzata (Margo) Buszko-Briggs is leading on capturing the substantive content for this Impacts fact sheet. She is taking the valuable input provided by the regional KM specialists and the inputs compiled by the agencies via the MG, and creating the final content in consultation with the MG. Please feel free to contact her if there are any questions related to the substantive content. JFM will be able to share a timeline for the production of this document later this week, once it is finalized with Margo.]
		3. Updating of Glossary -- process established and rolled out -- Reminder for all agencies to please review and edit as relevant.
			1. UNDP: Glossary on the workspace has room for improvement - Every single entry would need to be scrutinized. The coordination of this process is critical but demanding due to a proliferation of glossaries. As an alternative, the KM/Comms WG could ask one agency to take the lead.
			2. FAO: Some updates to the glossary have been made but further inputs are being collected;
			3. UNEP: The glossary could also deserve to be coordinated with the technical groups as a technical glossary is being developed for safeguards for instance – [JFM post-meeting note: JFM had already spoken to Steve Swan in regards to this, and he is going to work with Jaime to include the new Safeguard related terms into the Programme’s glossary].
			4. FAO: It would first be relevant to complete an inventory of the glossaries and then to have a common repository or glossary in order to enhance consistency [JFM post-meeting note: the glossary currently being reviewed and edited by the Programme’s three agencies is the main glossary for the Programme -- confer email outlining process].
			5. UNDP: the scope of such glossary could be more precisely defined, e.g. is it to support the programme or country clients; in the latter case the glossary may need to be more comprehensive and to reflect largest UN-REDD processes. In addition consistency should be established in the official languages and oversight provided to local translations to the extent possible. – [JFM post-meeting note: please refer to original email outlining the process regarding translation of the glossary into the Programme’s official languages.]
			6. FAO/UNDP/UNEP: secretariat would need to develop a brief concept note on scope, target audience, process, existing glossaries, etc. - The KM specialist could support this pending it is agreeable by the Comms/KM officer. – [JFM post-meeting note: Please refer to original email outlining the process regarding the updating and translation of this, the Programme’s main and overall glossary. This glossary is housed on the Workspace and is used as a knowledge resource for staff, partner countries, and the wider REDD+ community. This work is not in the contract of the KM Specialist.]
		4. Updating Style Guide -- postponed due to other higher level priorities of the Programme.
		5. Op-Ed re REDD+ and Paris Agreement -- agency input -- 22 Jan deadline -- still awaiting input from UNDP. This is now past its newsworthy date, but can still be used as a general reference doc.
			1. In progress - to be checked with T. Clairs
		6. Agency input to determine options for celebrity support of the UN-REDD Programme through existing agency capacities/relationships. This has been collated and circulated.
			1. UNEP: Convincing celebrity ambassadors to be involved is challenging as it is not initially aimed to focus on a programme but on overarching messages; expectations from the ambassadors should clarified including the intended audience of the messages that will be conveyed. This is progress but part of the revised Comms strategy so needs additional time to be coherent and aligned.
			2. UNDP: Corporate messages could be used for UN-REDD. Two or three topics could be put forward and then be used by UN-REDD / celebrities. Such key topics for celebrities will be devised by UNDP (UNDP’s UN-REDD key topics) and shared with Jennifer
		7. Media list -- the Programme’s working media list now has 1,049 contacts -- each agency’s communications department is requested to share any relevant media contacts for REDD+ related news to be added to the list.
			1. [UNDP: will submit images by end of Feb -- awaiting
			2. FAO to get back to us on this -- awaiting]
			3. UNDP: list of the correspondents in the Palais just received and will be sent be sent to Jennifer – [JFM post-meeting note: thank you, we already have this. The Programme is currently collecting media contacts from each of the Programme’s collaborating UN agencies that each agency feels would be interested in receiving REDD+ specific news/info. We look forward to receiving UNDP media contacts in this regard.]
			4. FAO: still in progress
			5. UNEP: By 1st April a communications consultant will join to work with the team and will cover the list among other tasks
		8. Three scenarios for KM going forward -- these are now being reviewed by Mario prior to circulating to MG.
			1. Completed and currently being reviewed; it will help to formulate a plausible scenario going forward accounting for the current context.
		9. KM Results monitoring framework
			1. Regions and agencies input complete -- now with Secretariat for review. [JFM post-meeting note: being reviewed]
		10. UN-REDD KM Specialist work plan
			1. Work plan being updated; it will be circulated for information.
			2. KM specialist position until end of June.
		11. Regional KM specialists reporting in Comms/KM WG meeting next week.
			1. Availability of the members of the WG to be checked individually
	2. FAO:
		1. Interested to know about funds for NFMS video. -- UNDP has confirmed that all funds were absorbed by UNDP to cover UNDP staff costs.
			1. Any process for requesting funds on a needs basis? Could be discussed during the Regional KMS/ Comms/KM WG meeting
		2. Status of the video in Africa?
			1. Would need to be compiled and shared even if not yet finalized
			2. Aziyade will follow-up with Ela on video updates
	3. UNDP:
	4. UNEP:
4. Any Other Business:

**Action Items:**

* **Secretariat: share draft copy of the “Impact” fact sheet whenever available**
* **Agencies: Updating of glossary to coordinate with technical teams, as such, as each agency reviews and contributes to the glossary in coordination with the technical teams that each leads on.**
* **UNDP: Will share key topics (**UNDP’s UN-REDD key topics**) for celebrities**
* **Secretariat: find suitable date for next** Re**gional KM specialists reporting in Comms/KM WG meeting next week**
* **Secretariat: add a discussion item to the next RKMS / Comms/KM WG meeting on processes for requesting financial support for Comms/KM from the regions to the Comms/KM WG, and then up to MG.**
* **UNDP: Follow-up with Africa on videos**

**From last meeting:**

* Jennifer to re-send reporting deadlines to everyone for updating speadsheets etc. -- Complete
* Jennifer to reach out to Aziyade for update on op-ed -- Complete
* Jennifer to reach out to Aziyade for update on celebrity engagement process -- Complete
* Jennifer to draft guide to capturing images of Programme impacts (what kind we need, how-to) for agencies to contribute to -- Completed with Maddie’s support
* Patrick will share draft KM scenarios tomorrow for comments, to provide to MG on 15 February -- Complete (comments received) Mario to review prior to circulation to MG.
* Tim to put publications leads in touch with Maddie for TRS templates
* Jennifer to circulate key messages for input from agencies -- Currently being reviewed by Secretariat, prior to circulation to MG for agency level inputs.
* Agencies to review current key messages and indicate: 1. what key messages need updating, 2. which key messages they would like to update from their end 3. any new key messages they would like to add 4. indicate a deadline by which your agency will complete the process. -- on hold until after Secretariat review/comments.
* Agencies to contribute to glossary update process as per circulated information
* UNDP to send input for COP21 op-ed -- this was due Jan 22.
* UNDP to explore options for identifying images from UNDP image library that would be suitable to add to the UN-REDD Programme Image Bank
* UNDP to send REDD+ related media contact info by end of February
* FAO to speak with FAO media team regarding sending REDD+ related media contact info.
* UNEP to speak with UNEP media team regarding sending REDD+ related media contact info.
* Agencies to review draft KM options developed by regional KM specialists and KM specialist, and provide comment -- Complete
* Jennifer to consolidate all “celebrity” information shared by agencies when this is received -- Complete with Maddie’s support