**UN-REDD Programme Communications and Events Working Group Terms of Reference**

**Objective of the working group:**

* The UN-REDD Programme Communications and Events Working Group will facilitate and support a coordinated inter-agency “One UN” approach to the implementation of the UN-REDD Programme Communications and Events strategies, and will be entrusted by the UN-REDD Programme UN agencies to act on their behalf for day-to-day communications/events related activities.

**Primary functions:**

* Represent their respective agency on day-to-day communications/events related decisions while working as “One UN” and one UN-REDD Programme
* Support and facilitate:
  + Public information gathering and sharing – including content for the newsletter, website, social media, etc. from their respective agency
  + Media asset coordination – including creating, gathering and sharing photos, videos, graphic elements, infographics, etc. from their respective agency
  + Consistent branding of the UN-REDD Programme across all agencies
  + Sharing of UN-REDD Programme communications/events tools and resources with their respective agency teams and Programme stakeholders
  + Inter-agency coordination of production of information materials (e.g. publications, videos, infographics, photos)
  + Consistent UN-REDD Programme messaging across all agencies
  + Monitoring, evaluation and reporting of UN-REDD Programme communications and events activities

**Members of the working group:**

* UN-REDD Secretariat – Communications Officer
* UN-REDD Agencies HQ – one communications professional from each of FAO, UNDP and UNEP with a level high enough to be entrusted to represent the agency on day-to-day communications/events activities.
* UN-REDD Agencies Regions – one communications professional from each region with a level high enough to be entrusted to represent the agency on day-to-day communications/events activities.

**Participation and reporting:**

The Communications and Events Working Group will be facilitated and convened by the Communications Officer of the UN-REDD Secretariat. Meetings and correspondence will mostly be carried out virtually, with at least one face-to-face meeting per year to coordinate the communications/events work of the Programme.

Quarterly reports will be shared with the Management Group and Secretariat Management Team to update each on the progress of the working group, receive strategic guidance, and to support the governance of communications/events in the UN-REDD Programme.