

# PROVISION OF SECRETARIAT SERVICES TO INTERIM REDD+ PARTNERSHIP

The UN-REDD Programme Team and

The Facility Management Team of the Forest Carbon Partnership Facility

Draft 9 June 2010

## ***Introduction***

The Interim REDD+ Partnership was established on 27 May, 2010 in Oslo. To operationalize the partnership, the Partners:

- Nominated co-chairs on a rotational basis. Papua New Guinea and Japan will co-chair the first 6 months followed by Brazil and France;
- Agreed “to draw on the knowledge and expertise of The Facility Management Team of the Forest Carbon Partnership Facility (FCPF FMT) and the UN-REDD Programme Team (UN-REDD Team) for the provision of secretariat services for the partnership under oversight of the co-chairs on behalf of the partner countries. Their tasks should include designing and maintaining the voluntary REDD+ coordination database, organizing partnership meetings, and providing on request from the Partners related analyses, reports and papers, providing logistical support. These services should be independent of the normal functioning of the FCPF and UNREDD programme and of their respective organizations. Additional resources are to be provided to them for this purpose. Specific tasks could also be undertaken by particular countries and other organizations if agreed by the Partnership”.

This submission is a joint proposal from the FCPF FMT and the UN-REDD Team as an initial response to the request for the provision of secretariat services set out in the Partnership document.<sup>1</sup> Specifically requested tasks include designing and maintaining the voluntary REDD+ database; organizing partnership meetings; and providing on request from the Partners related analyses, reports and papers, and providing logistical support.

This proposal closely follows the principles of the Partnership. It aims to provide cost-effective secretariat services by drawing from existing arrangements for FCPF and the UN-REDD Programme. The services will be additional to and separate from the normal functioning of the FCPF and the UN-REDD Programme, and will draw from existing capacity to deliver the secretariat services through the engagement of the UN-REDD Team<sup>2</sup> and the FCPF FMT<sup>3</sup>.

## ***Proposed steps for providing secretariat services***

The Partnership has requested that secretariat services be provided as soon as possible, under the guidance of the co-chairs and on behalf of the partners. Depending on the speed at which

---

<sup>1</sup> Once guidance has been received from the Partnership on this proposal, formal clearance will be sought from World Bank and UN management, respectively. Authorization will be sought from the respective governing bodies where required.

<sup>2</sup> Including the UN-REDD Programme Secretariat and the wider UN-REDD Team in FAO, UNDP and UNEP.

<sup>3</sup> Including associated capacity of the World Bank and other Multilateral Development Banks participating in the Forest Investment Program.

## DRAFT CONCEPT FOR DISCUSSION

new human and financial resources can be mobilized, the UN-REDD Team and FCPF FMT will start work immediately upon the Partners reaching an agreement on the proposal and arrangements will be made for reimbursement of costs incurred.

The following immediate steps and timeline are proposed:

Step / Action	Objective	Due date
Consultations between co-chairs and FMT/UN-REDD Team	Establish draft work plan for 2010, including necessary modalities for decisions on secretariat services	June 2010
First meeting on Voluntary REDD+ Database	Establish work plan for pilot phase, see below	Mid-June 2010
Agreement on funding	Funding of secretariat services established, including arrangements for management of funds	1 July 2010
First Partnership meeting (technical)	To be determined by the Partners/co-chairs	14-15 July 2010, Brasilia
Partnership meeting (ministerial)	To be determined	26 October 2010, Nagoya

In establishing and providing the secretariat services, the following operating principles will be applied:

- Operate under the oversight of the elected co-chairs;
- Draw on the existing capacities of the FCPF FMT and UN-REDD Team augmented by new financial and human resources;
- Contribute to facilitating inclusiveness and participation of all countries and stakeholders participating in the Partnership;
- Collaborate closely with UNFCCC Secretariat and other relevant international bodies, especially considering a future transfer of services into a future REDD+ governance and coordination mechanism linked with the UNFCCC;
- Add organizational and technical value to the Partnership.

### ***Delivery of secretariat services and expected outcomes in 2010***

Based on the Partnership document, this section outlines how the currently anticipated secretariat services would be delivered by the FMT and the UN-REDD Team. In all cases, the approach and detailed work plan will – under the guidance of the co-chairs on behalf of the Partners – be developed further in the next weeks, as indicated in the proposed steps above. The role, responsibilities and set of secretariat services may also evolve through the Partnership dialogue and process, meaning that the below proposed steps should be regarded as neither final nor exhaustive.

#### **1. Voluntary REDD+ Database on REDD+ finances, actions and results**

The Voluntary REDD+ Database (VRD) will be crucial for successful implementation of the Partnership. With appropriate design and implementation it will ensure that REDD+ commitments, agreements, financing, actions and verification of results are comprehensively documented, and that information is shared transparently ensuring trust in the Partnership and its progress. The final decision on design and implementation should be made by the Partnership.

## DRAFT CONCEPT FOR DISCUSSION

The VRD should therefore be developed and maintained with the following principles in mind:

- Governance of the VRD system should involve the key stakeholders and, if deemed appropriate by the Partners, a small steering committee could be established involving Partners and other stakeholders to make preliminary decisions on prioritized system functionality, access, and roles and responsibilities for developing and maintaining the VRD;
- Ownership of information should be with the respective Partner, and the integrity of data and users must be secured;
- User interface should be multilingual, intuitive and unambiguous, both from data entry and data delivery perspectives.

The VRD is proposed to be developed in a two-phased approach to meet: (a) the requirements of timely delivery, and (b) the need for the thorough review of options and approaches:

- Pilot phase to quickly establish a dialogue on VRD scope and content and test optional approaches to inform the steering committee and the wider user community, and to deliver pilot VRD functionality by September 2010. The pilot phase would draw from existing capacity and experiences of FAO, UNDP, UNEP and World Bank of database services for international agreements and project operations, in collaboration with UNFCCC and drawing from the initial data collection effort launched by Australia, France and Papua New Guinea. The pilot phase would end at COP16, at which time decisions for the operational phase of the VRD would be made, including an evaluation of the pilot VRD; and
- Operational phase, which would be informed by the evaluation conducted and may involve further development of and adjustments to the pilot VRD.

### **2. Organization and preparation of meetings**

- The FMT and the UN-REDD Team are fully prepared to provide these services, including organizing meetings in different geographic locations, providing logistical support to participants, preparing supporting documentation before and after meetings, etc.;
- Discussions will be held with the co-chairs to establish the number, focus (technical versus political), venues and size of meetings to be organized, including how synergies with other planned REDD+ meetings, e.g. UNFCCC negotiations or meetings of the UN-REDD Programme and FCPF;
- The agendas and target group for the different meetings will be determined under the guidance of the co-chairs.

### **3. Analyses, reports and consultations on a range of topics**

There are considerable opportunities for synergies as the FMT and the UN-REDD Team already engage in in-depth analyses and dialogue on critical aspects of REDD+. In consultation with the co-chairs, a priority set of analyses, reports and associated expert consultations would be defined to maximize these synergies and the benefits to the REDD+ Partnership. They could include financial topics (e.g., financing gaps and overlaps and ways to speed up financial flows) and aspects of good practice in REDD+ implementation.

#### **4. Logistical Support**

- Support the work of the co-chairs and Partners to develop a work program for the Partnership;
- Provide practical arrangements for meetings and other Partnership events;
- Provide practical financial arrangements for delivering secretariat services;
- Management and dissemination of information (archiving, multiple languages, website);
- Communication services if requested;
- Miscellaneous on a needs basis.

### ***Organization of secretariat services***

#### **1. General**

As stated above, the secretariat services will be additional to and separate from the normal functioning of the FCPF and the UN-REDD Programme. At the same time, drawing on the existing capacity to deliver the secretariat services through the engagement of the FMT and the UN-REDD Team, it will provide for a quick start and cost-effective operations. The secretariat services could therefore be organized as follows:

1. A small ad hoc Partnership Support Team will be designated, that is integrated in the FMT and UN-REDD Secretariat and is additional to the existing capacity of these two teams;
2. The Partnership Support Team will include staff that have 100% of their time allocated and billed to servicing the Partnership and will include a Team Leader. The Partnership Support Team directly responds to the priority settings and requests of the co-chairs;
3. The Partnership Support Team staff could be made up of UN and/or WB employees, as per the current arrangements in the FCPF FMT and UN-REDD Programme Secretariat. This means that the Team Leader will administratively report to a manager in the WB or a UN-REDD agency, but his/her terms of reference will need to be cleared by the Partnership co-chairs;
4. For general functions, including *inter alia*, meeting logistics, communication, information management, budget management, the secretariat services will be integrated with corresponding functions of the FCPF FMT and UN-REDD Programme Secretariat, so as to ensure cost-efficiency and overall capacity;
5. Secretariat services requiring further technical expertise, such as analyses, reports or database development may be contracted out to various organizations beyond the UN-REDD Team and FCPF FMT.

#### **2. Financial requirements and arrangements**

As stated in the Partnership agreement, additional resources will be provided for the secretariat services. While an approximate volume of the work at hand can be derived from the above, this draft proposal does not yet include a budget [budget estimate forthcoming]. The budget and associated financial contribution arrangements will need to be worked out in the coming weeks, as the Partners agree on the scope of the secretariat services to be provided. Meanwhile, the FCPF FMT and UN-REDD team offer to make a contribution in advance by drawing from their existing staff resources to achieve a quick start of the

## DRAFT CONCEPT FOR DISCUSSION

secretariat services. In this case, arrangements will be made for reimbursement of costs incurred.

The financial arrangements will be organized in a practical and efficient manner. They could include the existing funding arrangements for FCPF and UN-REDD Programme, a dedicated UN Multi-Donor Trust Fund with donors and the Partnership represented in the Management Board, World Bank Externally Funded Outputs, or other UN or World Bank channels. These are well functioning arrangements for expeditious operations.

### **3. Immediate staffing arrangements**

To ensure a quick start of the secretariat services, the FCPF FMT and UN-REDD Team will immediately appoint an existing staff member to serve as focal point for the Partnership. Further, in waiting for financial arrangements to be finalized, the FCPF FMT and UN-REDD Team will contribute in advance to immediate needs.

Positions in the Partnership Support Team will be expeditiously filled, once a draft work plan is agreed with the co-chairs and financial arrangements confirmed.