

# Submission Form to the Policy Board

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UN-REDD PROGRAMME

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28 May 2009

<b>Part A. Policy Board Submission</b>	
<p>Policy Board Meeting <input checked="" type="checkbox"/></p> <p>Note: The initial Global Joint Programme was presented to the Policy Board at its first meeting. It agreed that the subsequent Global Joint Programmes, or substantive revisions, will be approved by the Policy Board.</p> <p>This form is a submission for a budget revision, to add the establishment and functioning of the <i>Secretariat of the UN-REDD Programme</i>.</p>	<p>Inter-sessional Decision <input type="checkbox"/></p>
Date of Meeting: 14-15 June 2009	Date of Decision:

<b>Part B: Programme Summary</b>	
<i>To be completed by the Participating UN Organizations</i>	
<p>From:</p> <p><i>Participating UN Organizations' Representatives:</i></p>	<p>Date of Submission:</p> <p>22 May 2009</p>
<p>FAO:</p> <p><i>Name:</i> Peter Holmgren</p> <p><i>Title:</i> Director, Environment, Climate Change and Bioenergy Division</p>	<p>Contact details:</p> <p><i>Telephone:</i> 0039-06-570-52714</p> <p><i>Email:</i> Peter.Holmgren@fao.org</p>
<p>UNDP:</p> <p><i>Name:</i> Charles McNeill</p> <p><i>Title:</i> Senior Policy Advisor, Environment and Energy Group</p>	<p>Contact details:</p> <p><i>Telephone:</i> +1-212-906-5960</p> <p><i>Email:</i> Charles.McNeill@undp.org</p>
<p>UNEP:</p> <p><i>Name:</i> Tim Kasten</p> <p><i>Title:</i> Deputy Director, Division for Environmental Policy Implementation</p>	<p>Contact details:</p> <p><i>Telephone:</i> +254-20-762-4749</p> <p><i>Email:</i> Tim.Kasten@unep.org</p>

Proposed programme, if approved, would result in: <input type="checkbox"/> New programme/Joint Programme <input checked="" type="checkbox"/> Continuation of previous funding (budget revision to the existing joint programme, adding the UN-REDD Programme Secretariat) <input type="checkbox"/> Other	Proposed programme resulted from: <input type="checkbox"/> National Authorities initiative within UN-REDD Programme Framework Document <input checked="" type="checkbox"/> Participating UN Organizations within UN-REDD Programme Framework Document <input type="checkbox"/> Other (explain)
Participating UN Organization(s): FAO, UNDP, UNEP	
Implementing Partner(s): UNOPS	
Programme <sup>1</sup> Title: UN-REDD Programme – Global Joint Programme (International Support Functions)	
Total Programme Budget: 2,888,415 US\$	
Amount requested: 2,888,415 US\$	
Amount and percentage of indirect costs on UN REDD Funds requested: 188,961 US\$ (7%)	

**Budget Summary (UN-REDD Fund Source only) – See Programme Document Attached**

Budget Category	FAO	UNDP	UNEP	Total
Personnel	757,919	861,644	753,191	2,372,754
Contracts			148,500	148,500
Training of Counterparts				
Supplies			50,000	50,000
Other direct costs (misc)			128,200	128,200
<b>Subtotal</b>	<b>757,919</b>	<b>861,644</b>	<b>1,079,891</b>	<b>2,699,454</b>
Indirect Support Costs	53,054	60,315	75,592	188,961
<b>Grand Total</b>	<b>810,973</b>	<b>921,959</b>	<b>1,155,483</b>	<b>2,888,415</b>

<sup>1</sup> The term “programme” is used for projects, programmes and joint programmes.

## ***Narrative summary of programme***

*Not to exceed 500 words*

### **1. Background**

The Global Joint Programme Document details the planned activities and budgets for the implementation of the international support functions. The total budget and budget allocations of about US\$ 7 million were approved by the UN-REDD Programme Policy Board at its first meeting (9-10 March 2009). Separate Joint Programme Documents are being prepared for the country actions.

### **2. Purpose of Proposed Budget Revision**

The overall formulation of the programme remains the same as per the Global Joint Programme document presented at the first Policy Board Meeting of the UN-REDD Programme (9-10 March 2009, Panama).

The budget is being revised to add the establishment and functioning of the UN-REDD Programme Secretariat. It also includes funding for the regional support functions.

The present revision also takes into account the Policy Board recommendation to amend the title of Outcome 4. It also aligns the title of Outcome 1 with the UNFCCC process terminology, and uses "multiple" benefits instead of co-benefits in outcome 3 to emphasize the importance of ecosystem services, livelihoods and other socio-economic and environmental benefits that forests provide.

The Global Joint Programme outcomes aim to increased international confidence and understanding about the feasibility and options for including a REDD mechanism in a Post-Kyoto regime. Specifically, by June 2010 the following outcomes will be achieved:

**Outcome 1:** Improved guidance on Monitoring, Reporting and Verification (MRV) approaches (led by FAO)

**Outcome 2:** Increased engagement of stakeholders in the REDD agenda (led by UNEP)

**Outcome 3:** Improved analytical and technical framework of multiple benefits for REDD decision-makers (led by UNDP and UNEP)

**Outcome 4:** Increased knowledge management, coordination and communication (co-led by the three agencies)

See Annex 1 for more details.

**Part C: Technical Review**

*(to be completed by the UN-REDD Programme Secretariat on behalf of the Policy Board)*

**3. Evaluation of Proposal by the Secretariat**

*n/a*

**General Principles and Selection Criteria**

(a)	Is the programme explicitly linked to the UN-REDD Programme Framework Document?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Does it fall within the scope of activities outlined in the UN-REDD Programme Framework Document?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does it promote and ensure national ownership (for national joint programmes) ? n/a	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Does(do) the organization(s) have the appropriate system(s) to deliver the intervention? (and based on earlier performance and programme delivery)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Is the programme effective, coherent, and cost-efficient?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Does the programme avoid duplication of and significant overlap with the activities of other actors?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Are the proposed deliverables and responsibilities of the Participating UN Organizations in-line with the expected roles as set out in the Framework Document?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Does it build on existing capacities, strengths and experience?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(i)	Does it promote consultation, participation and partnerships agreed with existing coordination mechanisms?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(j)	Is the planned programme disbursement rate realistic?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Elaborate: *(Summary of technical review)*

The original Global Joint Programme Document for the International Support Functions was developed in accordance with the technical guidance set out in the Framework Document. However, it did not include provision for the establishment of the Secretariat for the Programme. The proposal for the revision is justified and essential for the delivery of the programme.

<b>Part D: Administrative Review</b> <i>To be completed by the UN-REDD Programme Secretariat</i>		
<b>4. Review by the Secretariat</b>		
(a)	Does the programme document comply with format? <i>(including cover page, results framework, etc.)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the Budget in compliance with required categories?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Is the Programme Summary completed? <i>(for posting on website)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Is the Progress Report included? <i>(for supplementary funding only) n/a</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Part E: General Criteria for Prioritising</b>		
(a)	Must be in line with the UN-REDD Programme MDTF TOR	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Need to address high priority activities that have significant impact, and by nature must address timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p><input type="checkbox"/> <i>Overall review of programme submission</i> The budget revision addresses a priority output, enabling the establishment of the Secretariat of the UN-REDD Programme.</p>		

**Part F: Decision of Policy Board**

5. **Proposed** decision of the UN-REDD Programme Policy Board:

- Approved for a total additional budget of US\$ **2,888,415**
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

**Comments/Justification**

**Angela Cropper**  
**Deputy Executive Director, UNEP**  
**Co-Chair, UN-REDD Programme Policy Board**

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**Signature**

*15 June 2009*

**Eduardo Reyes**  
**Sub-Administrator General,**  
**National Environmental Authority, Government of Panama**  
**Co-Chair, UN-REDD Programme Policy Board**

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**Signature**

*15 June 2009*

**Part G: Administrative Agent Review**

*To be completed by the Administrative Agent (MTDF Office, UNDP)*

**7. Action taken by the Administrative Agent: MTDF Office, UNDP**

- Programme consistent with provisions of the UN-REDD Programme MDTF Memorandum of Understanding and Standard Administrative Arrangements with donors.

**Administrative Agent:**  
**Bisrat Aklilu, Executive Coordinator, Multi Donor Trust Fund Office, UNDP**

.....  
**Signature**

.....  
**Date**

**Annex 1. UN-REDD Programme**  
**Global Joint Programme Budget Revision**  
**(26 May 2009)**

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**1. Refining the Outcomes of the Global Joint Programme**

**The overall formulation of the programme remains the same as per the Global Joint Programme document approved at the first Policy Board Meeting of the UN-REDD Programme (9-10 March 2009, Panama).**

However, the present revision takes into account the Policy Board recommendation to amend the title of Outcome 4. It also aligns the title of Outcome 1 with the UNFCCC process terminology, and uses “multiple” benefits instead of co-benefits in outcome 3 to emphasize the importance of ecosystem services, livelihoods and other socio-economic and environmental benefits that forests provide.

The Global Joint Programme outcomes aim to increased international confidence and understanding about the feasibility and options for including a REDD mechanism in a Post-Kyoto regime. Specifically, by June 2010 the following outcomes will be achieved:

**Outcome 1:** improved guidance on measurement, reporting and verification (MRV) approaches

**Outcome 2:** increased engagement of stakeholders in the REDD agenda

**Outcome 3:** improved analytical and technical framework of multiple benefits for REDD decision-makers

**Outcome 4:** increased knowledge management, communication and coordination.

**2. Budget Revision at the Output Level**

**A revision is made at the output level under Outcome 4, with one additional output:**



“UN-REDD Programme Secretariat established and operating.” The total amount of the revision for year 2009 is USD 2,888,415, including the portion for regional support. (See Table 1: Results Framework and Resource Allocation 2009.)

### **3. Description of the Additional Output and Summary of Activities**

As described in the Programme Framework Document of 20 June 2008, the UN-REDD Programme Secretariat serves the Policy Board, using the capacities of the participating UN organizations, research institutions and recognized experts. It seeks to ensure that strategies and operational guidance decided by the Policy Board are implemented and adhered to. The secretariat will manage the National Joint Programme review process. It will also manage the UN-REDD Programme’s overall monitoring and evaluation function which includes *inter alia* monitoring allocations to and delivery by the international support functions and country joint programmes, and tracking Programme-wide progress and ensuring that monitoring mechanisms are applied.

In addition, the Secretariat is the practical manifestation of the UN-REDD Programme – the entity with which other relevant initiatives and organizations can interact and work with.

### **4. Summary of Secretariat Activities**

The Secretariat’s Terms of Reference were shared for information with the Policy Board at its first meeting. The Secretariat activities can be summarized as follows:

- Policy Board support
- Partnerships and external relations
- Quality assurance and oversight of national joint programmes
- Quality assurance and oversight of the International Support Functions described in the Global Joint Programme.

The Secretariat, coordinated by the participating UN Organizations Coordination Group, will work as an integrated inter-agency team, developing its own work plan and internal distribution of tasks.

<b>Table 1: Results Framework and Resource Allocation, 2009</b>								
<b>Outcome 4. Knowledge management, communication and coordination</b>								
<b>Additional Output</b>	Participating UN organization-specific Outputs	Participating UN organization	Participating UN organization corporate priority	Implementing Partner	Indicative activities for each Output	Resource allocation and indicative time frame*		
						Category	Y1	Total
4.4 UN-REDD Programme Secretariat established and operating		FAO	Same as mentioned above against output 1.1 of the original document		Policy Board support	Personnel (Global support )	Staff 389,400	550,467
				Partnerships and external relations	Consultants 62,067			
				Quality assurance and oversight of national joint programmes	Travel 99,000			
						Personnel (Regional Support)	207,452	207,452
						Contracts		
						Training of Counterparts		
						Supplies		
						Other direct costs (misc)		
						<i>Total programme cost</i>	757,919	757,919
						Indirect support cost	53,054	53,054
						<b>Total FAO</b>	<b>810,973</b>	<b>810,973</b>
			UNDP	Same as mentioned above against output 1.1		Personnel (Global support )	Staff 389,400	550,467
		Consultants						



			of the original document				62,067	
							Travel 99,000	
						Personnel (Regional Support)	311,177	311,177
						Contracts		
						Training of Counterparts		
						Supplies		
						Other direct costs (misc)		
						<i>Total programme cost</i>	861,644	861,644
						Indirect support cost	60,315	60,315
						<b>Total UNDP</b>	<b>921,959</b>	<b>921,959</b>
		UNEP	Same as mentioned above against output 1.1 of the original document			Personnel (Global support )	Staff 488,400 Consultants 62,067 Travel 99,000	649,467
						Personnel (Regional Support)	103,724	103,724
						Contracts	148,500	148,500

						Training of Counterparts		
						Supplies	50,000	50,000
						Other direct costs (misc)	128,200	128,200
						<i>Total programme cost</i>	<i>1,079,891</i>	<i>1,079,891</i>
						Indirect support cost	75,592	75,592
						<b>Total UNEP</b>	<b>1,155,483</b>	<b>1,155,483</b>
					<b>Grand Total</b>	<b>Programme cost</b>		<b>2,699,454</b>
						<b>Indirect support cost</b>		<b>188,961</b>
						<b>Total</b>		<b>2,888,415</b>