



UN-REDD
P R O G R A M M E

UN-REDD Solomon Islands Programme: Support to initial readiness

Inception Workshop Report July 2011

PROGRAMME INFORMATION

Country:	Solomon Islands
Title of Programme:	UN-REDD Solomon Islands Programme: Support to initial readiness
ATLAS Award/Project ID:	00061619/00078133
Implementing Entity(ies):	FAO, UNDP & UNEP
Executing Entity(ies):	Ministry of Environment, Climate Change, Disaster Management and Meteorology and Ministry of Forestry and Research
Financing Amount:	USD\$550,000

SOLOMON ISLANDS UN-REDD INITIAL NATIONAL PROGRAMME
INCEPTION WORKSHOP REPORT

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1.0 INTRODUCTION

The Solomon Islands is one of the countries to benefit from the UN-REDD Programme for developing its initial REDD+ readiness. The programme proposal began in April 2010 and was finalized in June the same year. Following series of reviews and final submission to the UN-REDD Programme Policy Board in November 2010, the Initial National Programme Document (INPD) was signed between the Government of Solomon Islands and the UN-REDD Programme in May 2011.

Immediately following the signing of the INPD, the programme inception began. During the inception phase, a number of critical steps were taken in order to set the right tone for the implementation phase that follows. The inception phase provides a critical opportunity to finalize the details of management and coordination arrangements and to get the project off to a start. This phase focuses on the process of filling in these details in order to ensure national ownership while establishing robust systems of oversight, coordination and management by the end of the inception phase.

This report presents information on the pre-inception workshop activities and the outcomes of the two-day inception workshop. At these meetings, the programme outcomes, outputs, activities, budget allocations, risks and the Monitoring&Evaluation (M&E) framework and strategies were revisited and where necessary updated to reflect the most current circumstances of the country. Also, the management and coordination mechanisms of the programme were discussed and identified.

2.0 BACKGROUND AND PROGRAMME SUMMARY

The Initial National Programme (INP) is based on a thorough analysis of the programmes of other development partners, most notably AusAID, JICA, the EU and GIZ, such that opportunities are identified for collaboration and cooperation, thus making progress towards REDD+ readiness more cost-effective. Also, the INP has a very strong emphasis on enhancing the involvement of stakeholders, through the establishment of inclusive REDD+ management processes, and an intensive education and awareness raising programme.

The strategy adopted for the INP reflects lessons learned from the UN-REDD Programme support to several countries. For example, in the case of Papua New Guinea (PNG), the misinformation concerning REDD+ which has already penetrated many remote communities in PNG emphasized the importance of focusing early and intensively on education and awareness-raising. In the case of

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Cambodia, there was a need to build an effective REDD+ readiness management process that addressed the need for cooperation between two government agencies with little history of effective cooperation. A similar process is proposed for the Solomon Islands. Finally, experiences from programmes in Viet Nam and Indonesia, for example, on preparation of a national REDD+ strategy, will enable the Solomon Islands to make progress more rapidly.

Through these strategies, the INP in the Solomon Islands plans to establish the necessary institutional and individual capacities required to develop full REDD+ readiness through three outcomes: 1) REDD+ readiness supported by effective, inclusive and participatory management processes; 2) stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+; and 3) preliminary capacity developed for REL/RL formulation and MRV.

The approach taken will be structured to follow the six components of REDD+ readiness: Management of Readiness, Stakeholder Participation, REDD+ Implementation Framework; REDD+ Strategy Setting, Reference Scenario and National Monitoring System.

3.0 INCEPTION WORKSHOP

3.1. WORKSHOP PROGRAMME

The workshop program for both days is presented in Annex One to this report.

The workshop was held in coordination with the national project planning meeting of the Secretariat of the Pacific Community (SPC)/German Society for International Cooperation (GIZ) Regional Project, "Climate Protection through Forest Conservation in Pacific Island Countries". This SPC/GIZ project plans to deliver its REDD+ readiness support in close partnership with the UN-REDD Programme to the Solomon Islands. The Japan International Cooperation Agency (JICA) is also another partner, which works closely with the two initiatives.

The SPC/GIZ meeting took place during 29-30 June, and the external inception meeting of the INP was held on 1 July. These two events were sequenced to ensure seamless coordination between the two initiatives right from the beginning, and that the stakeholders and development partner would view and treat these two initiatives as closely linked support actions with the shared objectives.

Therefore, the SPC/GIZ meeting mainly focused on initial awareness-raising of stakeholders and potential local NGO partners, stakeholder mapping and institutional arrangements, particularly with regard to the establishment of a national REDD+ coordination body, which were continued during the UN-REDD inception meeting.

3.2. PARTICIPANTS

The participants represented at the workshop were from the key line Ministries of the Government, non-governmental organizations, community-based organizations, the private sector and development partners. The participants list is presented in Annex Two to this report.

As mentioned previously, the inception workshop was held in sequence with and preceded by the SPC/GIZ meeting. The private sector was invited to both events and present as logging and plantation activities by the private sector are considered as the key drivers of deforestation and forest degradation in the Solomon Islands. The Eagon Forest Company Ltd, the Value Added Timber Association, and the Village Eco-Timber Enterprise all participated in at least one of the events.

Largely due to logistical difficulties, only the Value Added was able to attend both the SPC/GIZ meeting, and the UN-REDD inception meeting. However, as these two events were carefully sequenced, the importance of their participation in the national REDD+ readiness efforts was effectively communicated throughout the events. Their active participation will be continued to be pursued by the two initiatives.

The workshop was facilitated by Mr. Chanel Iroi, Undersecretary - Technical of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), and Mr. Gordon Konairamo, Undersecretary of the Ministry of Forestry and Research (MFR).

The workshop was held back-to-back with the stakeholder consultation meeting on REDD+ readiness organized by the SPC / GIZ Regional Project "Climate Protection through Forest Conservation in Pacific Island Countries", which covers the Solomon Islands among others like PNG and Vanuatu.

DAY 1: INTERNAL SESSION

This session was attended by Mr. Chanel Iroi, Undersecretary-Technical of MECDM, Mr. Irokete Wanefaia- Forestry Officer, and their technical team members. A UNDP UN-REDD regional technical advisor and a UNDP Country Office focal programme officer provided technical and logistical support to ensure internal coordination among key individuals involved in the

implementation of the INP to prepare for the public inception meeting of the following day.

3.3. REVISED LOGFRAME

The participants went over the logframe from the original INPD in a component by component manner to ensure that the outcomes, outputs, baselines, activities and M&E framework still reflected the current national circumstances. Also, coordination and management arrangements under each outcome were discussed and identified.

The items below have been amended for the reasons stated.

Outcome 1: REDD+ readiness supported by effective, inclusive and participatory management processes.

Output 1.2: Collated and Analyzed Forest Resource Data

It was suggested by the Government to rephrase Output 1.2 to: **Policy and sectoral analyses to inform the development of the Roadmap.**

Justification: Much broader analyses of current national circumstances, policies and gaps in terms of data and capacity are required to prepare a REDD+ roadmap – in such areas as: 1) drivers of deforestation and forest degradation and strategies; 2) stakeholder engagement and safeguards; and 3) REDD+ assessment and monitoring (MRV and monitoring). Therefore, this output should not only focus on the collection and analysis of forest resources data but also on other conditions required for REDD+.

Outcome 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+.

Output 2.3: A rapid initial/cost abatement analysis

It was suggested by the Government to rephrase Output 2.3 to: **Promoting social and environmental benefits whilst reducing risks from REDD+.**

Justification: At this stage, the Government suggests this specific output would not be so relevant, and expected results of such an analysis may not be comprehensive and accurate enough to base a policy decision. Instead, to ensure a comprehensive understanding of the potential benefits and risks associated with REDD+, it would rather be more beneficial for the INP to focus on raising stakeholder awareness on

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REDD+ safeguards and supporting the formulation of nationally appropriate REDD+ safeguards to minimize social and environmental risks while enhancing benefits. This would also better complement the other outputs under Outcome 2 as well as the other outcomes.

Outcome 3: Preliminary capacity developed for REL formulation and MRV. This will be achieved through two Outputs.

Output 3.1: Government Key Ministries suggested rewording the output 3.1 to included Reference Level: REL/RL and MRV capacity assessment.

It was suggested by the Government to add “**RL**” after REL in Output 3.1 to ensure the INP’s coverage of all five activities of REDD+.

Justification: The terms “reference level” (RL) and “reference emissions level” (REL) are not often used consistently and have not yet been defined in climate negotiations. RLs are more generally used in the context of REDD+ to benchmark the amount of emissions from deforestation and forest degradation as well as the amount of removals from sustainable management of forests and enhancement and conservation of forest carbon stocks. Therefore, RL was simply added to ensure this reflection.

In addition, it should be noted that FAO’s proposed plan to support a regional approach on REDD+ assessment (MRV and monitoring), particularly in terms of monitoring, would provide the INP with additional resources and capacities to enhance the overall effectiveness of the delivery of Outcome 3.

Output: Programme Management

An adjustment in FAO’s co-financing. This is simply as a result of the reduced allocation for the recently approved ACP/FLEGT¹ initiative. It is now adjusted to US\$ 115,000 instead of US\$ 135,000 as initially indicated. In addition, the FAO Sub-Regional Office in Samoa has recently indicated after the inception meeting that there is a possibility of mobilizing additional FAO support through its Technical Cooperation Programme (TCP). FAO will investigate this and inform the Government accordingly.

¹ The ACP-FLEGT Support Programme, financed by the EU, promotes the implementation of the EU FLEGT Action Plan by improving forest governance, providing technical assistance, and building capacity through funding projects in African, Caribbean and Pacific (ACP) countries. It is designed to establish an enabling environment for improvement of forest governance in the Solomon Islands through the development of a multi-stakeholder action plan process in line with the national REDD+ readiness process.

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Justification: the discrepancy in the initially proposed budget under this FAO supported initiative resulted in this adjustment.²

3.4. REVISED MONITORING RISK LOG

In addition to reflecting on changes made to the outputs, the participants discussed those items including the baselines and risks in the Monitoring Evaluation and Reporting table to ensure the consideration of the current national circumstances in the M&E framework. This discussion allowed for effective monitoring and evaluation and adaptive management of the INP.

This table in the INPD was recently updated by the national REDD+ focal points prior to the final approval in May 2011. The participants of this internal workshop therefore agreed that no further updating was necessary at this point, except to make minor changes to allow for the involvement of relevant line ministries in the INP implementation (see Annex Four).

This M&E framework will be reviewed and updated every quarter in line with the UNDP operational reporting guidelines by the Programme Management Unit (PMU), and any changes made will be reported to the National REDD+ Committee for its approval.

3.5. MANAGEMENT ISSUES

1. Government co-financing: discussions were held between MECDM & MFR, and the indicated co-financing will be provided in a form of in-kind contribution (e.g. office space, equipment, utilities and staff time) as described below.
2. Housing Programme Management Unit: Due to the current office space limitation at MFR, MECDM will house the PMU and provide logistical support.
3. Seconded Staff to the Programme: Due to the current staff shortages in both MECDM and MFR, it will not be possible to have a staff seconded to the INP on a full time basis. However, both Ministries agreed to have

² For the above indicated changes, please refer to the updated National Programme Document logframe in Annex Three.

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technical focal persons responsible for the implementation of specific programme outputs.

4. Terms of Reference for the PMU (see Annex Five) including the Programme Coordinator and Assistant have been prepared and currently advertised.

DAY 2: EXTERNAL SESSION

The external session involved of a wide range of stakeholders and potential partners in the INP implementation to identify specific areas of collaboration, potential synergies and to avoid unnecessary duplication of work.

3.6. OPENING SESSION

The workshop was formally opened by Mr. Rence Sore, the Permanent Secretary of MECDM. He emphasized the importance of national ownership in the readiness process and encouraged the participants to openly discuss and engage in how to effectively develop and implement the INP.

3.7. OVERVIEW OF THE UN-REDD PROGRAMME (OUTCOMES, ACTIVITIES, BUDGET)

The INP overview presentation was made by Mr. Chanel Iroi (UN-REDD Government Focal Officer). He also identified potential partners for collaboration amongst existing/new REDD+ and related initiatives under each output as follows:

OUTCOME 1: REDD+ readiness supported by effective, inclusive and participatory management processes.

This Outcome will ensure broad-based support to the process of formulation, and to the eventual content of a national REDD+ strategy, and associated elements of REDD+ readiness. The initial programme will deliver this Outcome through the following three Outputs, of which only the first two will require UN-REDD funding, the third Output being co-financed by FAO, UNDP, and the GoSI:

Output 1.1: A broad-based, multi-stakeholder national REDD+ working group³

Under the leadership, or joint leadership of the Ministry of Environment, Climate Change, Disaster Management and Meteorology, and/or the Ministry of Forestry, the national REDD+ working group will meet regularly and oversee the process of REDD+ readiness. The working group will include broad and balanced representation of all stakeholder groups, including other government agencies, especially the Ministry of Agriculture (to ensure agricultural development plans are consistent with REDD+ strategy), customary land owner groups, NGOs, and the private sector.

Lead Ministry: MECDM Lead UN organization: UNDP

1. Formulation of working group
2. Coordination meetings
3. Workshops for awareness raising of the National REDD+ Committee

Potential Partners: all key stakeholders

Output 1.2: Policy and sectoral analyses to inform the development of the Roadmap

In order to inform the development of a national REDD+ roadmap, broad analyses of current national circumstances, policies and gaps in terms of data and capacity are required to prepare a REDD+ roadmap – in such areas as: 1) drivers of deforestation and forest degradation and strategies; 2) stakeholder engagement and safeguards; and 3) REDD+ assessment and monitoring (MRV and monitoring). The National REDD+ Committee will work on detailed stakeholder mapping, gap analyses and recommendations to address existing needs in three key areas: i) drivers of deforestation and forest degradation and strategies; ii) stakeholder engagement and safeguards; and iii) REDD+ assessment and monitoring (MRV and monitoring). In addition, there will be a rudimentary opportunity cost assessment to support an effective land-use planning process with respect to REDD+.

Lead Ministry: MECDM and MFR Lead UN organization: FAO and UNDP

1. Report on data availability and current baseline information
2. Collation and analysis of data, baseline information and institutional arrangements
3. Identification of action recommendations
4. Review and validation workshop

³ The Government of the Solomon Islands has decided to establish its National REDD+ Committee instead of a REDD+ working group at the inception meeting.

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Potential Partners: line ministries, especially the Ministry of Lands, Survey and Housing (MLSH) as they manage the land-use policy and planning and spatial data, in consultation with all key stakeholders.

Output 1.3: A REDD+ readiness roadmap

A roadmap establishes key results in improvement of forest governance for REDD+; documents current and planned activities contributing to those results; identifies gaps; assigns responsibilities to different partners; and establishes responsibility for monitoring and oversight of the process. This process will also include national institutional mapping and recommendations to meet REDD+ requirements, particularly with respect to MRV & monitoring, benefit distribution and safeguards implementation.

Lead Ministries: MFR, MECDM Lead UN organizations: UNDP and FAO

1. Stakeholder consultations
2. Detailed institutional mapping
3. Analysis of current and planned activities
4. Identification of gaps
5. Consultations on approaches
6. Development of a monitoring and oversight process

Potential Partners: all key stakeholders including MLSH.

OUTCOME 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+

The broad-based support to REDD+ readiness to be generated through Outcome 1 needs to be founded on a thorough and comprehensive understanding of the rights and obligations of REDD+ stakeholders, the potential benefits that might accrue through REDD+, and the risks associated with implementation of REDD+. As noted earlier, the Solomon Islands face a similar problem in the widespread misrepresentation of REDD+ which has been seen in PNG, and negatively impacted progress towards REDD+ readiness there. The initial programme will deliver this Outcome through the following three Outputs:

Output 2.1: A constituency-based education and awareness raising programme

Building on experience from similar process in other UN-REDD programme countries, the initial programme will design and deliver a programme of education including forest monitoring by forest extension officers and local communities and awareness-raising through various means including workshops, community gatherings/ceremonies, TV, radio, newsletter, etc. to multiple stakeholder constituencies, including, but not necessarily limited to:

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- Central government officials
- Local government officials
- Customary land owners and their representative associations
- Private sector entities

Particularly in the case of customary land owners, special attention will be given to the needs and rights of women.

Lead Ministry: MECDM Lead UN organization: UNDP and FAO

1. Needs assessment
2. Preparation of materials
3. Training of forest extension officers
4. Training of local communicators
5. Delivery of programme

Potential Partners: local media, Live & Lean, Tetepare Descendants Association (TDA), Natural Resources Development Foundation (NRDF), WWF, TNC

Output 2.2: A process to ensure the right of free, prior and informed consent for actions to be undertaken on REDD+

The right to free, prior and informed consent is enshrined in the UN Declaration on the Rights of Indigenous Peoples, and reflected in UN-REDD Operational Guidance on Engagement with Indigenous Peoples and other Forest-dependent Communities. It is important that free, prior and informed consent is viewed not as a one-off event, but as an on-going process through which the rights of customary land owners are respected and their wishes can be expressed. Consequently, it is important that a culturally and politically appropriate mechanism be designed ahead of the process of formulation of the national REDD+ strategy.

Lead Ministry: MECDM Lead UN organization: UNDP

1. Participatory design of process
2. Preparation of materials(adaption of materials from other national programmes where appropriated)
3. Training of facilitators/interlocutors
4. Piloting and evaluation

Potential Partners: GIZ, Live & Learn, TDA, NRDF, WWF, TNC

Output 2.3: Promoting social and environmental benefits whilst reducing risks from REDD+

To ensure a comprehensive understanding of the potential benefits and risks associated with REDD+, stakeholder awareness-raising on REDD+ safeguards at

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national and local levels combined with field testing of the UN-REDD Principles and Criteria will be conducted to support the formulation of nationally appropriate REDD+ safeguards to minimize social and environmental risks while enhancing benefits.

Lead Ministries: MECDM and MFR Lead UN organizations: UNDP and UNEP

1. Application (i.e. field-testing) of the UN-REDD Principles and Criteria
2. Assessment and documentation of lessons
3. Stakeholder discussions on formulation of nationally appropriate safeguards

Potential Partners: SPC/GIZ, Live & Learn TDA, NRDF, WWF, TNC, and others as appropriate

OUTCOME 3: Preliminary capacity developed for REL/RL formulation and MRV

In a country like the Solomon Islands, with poorly developed capacity for forest assessments of any kind, the necessary capacity for REL/RL formulation and for MRV related to REDD+ will be a particular challenge. The initial programme will lay the groundwork for future capacity development. This will be achieved through two Outputs:

Output 3.1: Reference scenarios and MRV capacity assessment

The initial programme will undertake a thorough assessment of current capacity, thus identifying the gaps that need to be addressed through a subsequent full programme and in collaboration with other development partners. Information management on safeguards will also be investigated in this process.

Lead Ministry: MFR

Lead UN organization: FAO

1. Needs assessment
2. Analysis of preliminary data
3. Design of a data management system (also linked to safeguards information)
4. Consultative workshop

Potential Partners: MLSH, FAO, GIZ, SPC, JICA, UN-REDD Programme PNG

Output 3.2: Assessment of potential for regional cooperation on MRV

As noted previously, one potentially cost-effective approach to delivering the necessary capacity to a country like the Solomon Islands is regional cooperation. In particular, the opportunities and associated costs and capacity building needs for cooperation with PNG and Vanuatu will be assessed.

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The proposed Pacific REDD+ roadmap process supported by SPC/GIZ will be closely followed as regional forest monitoring and information management have been identified by the Pacific senior foresters as one of the priority areas.

Lead Ministry: MFR

Lead UN organization: FAO

1. Regional meetings
2. National Workshops

Potential Partners: MLSH, UN-REDD Programme PNG, GIZ, SPC (SOPAC),

3.8. COORDINATION MECHANISM

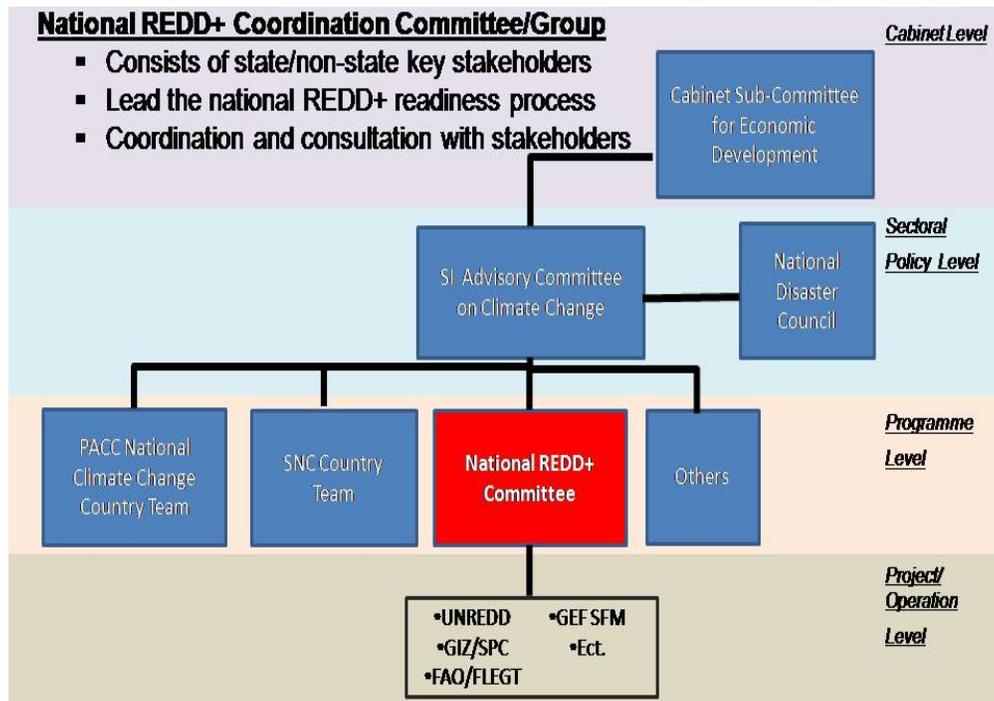
The following structure was proposed to the stakeholders by the REDD+ focal points from MECDM and MFR. The National REDD+ Committee would report directly to the Advisory Committee⁴ on Climate Change (Annex Seven), which would directly oversee the implementation of other national climate change programmes. It was also proposed that all REDD+ related initiatives would be managed by the National REDD+ Committee.

Many stakeholders indicated the importance of placing this body in a strategic position within the current national institutional framework in order to ensure its relevance, effectiveness and influence to allow for effective delivery of the envisaged outcomes.

⁴ The SIACCC is a newly proposed technical advisory Group led by MECDM and mandated to coordinate all climate change related actions in the country that should be reported to the UNFCCC. The function of this body will be similar to the Programme Management Committee in the INP document.



Management Arrangements



In addition, the Permanent Secretary of MECDM noted that the Cabinet Sub-Committee for Economic Development in the presented chart above was no longer in existence and therefore suggested to be replaced by the Permanent Secretaries Committee for Productive and Economic Sector. However, due to time constraints, this issue regarding the management arrangements was agreed to be discussed in a post inception Meeting (see under Day 3, next page).

3.9. OTHER RELEVANT ISSUES

PARTNERSHIP: It is important to note the critical role of the Ministry of Lands, Survey and Housing (MLSH) in the implementation of the INP and overall national REDD+ readiness process as they manage the land-use policy and planning as well as spatial data. Therefore, it is critical that the INP works closely with MLSH through MECDM and MFR.

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Furthermore, the GIZ Consultant, as this workshop was sequenced with their meeting, presented the outcomes of the SPC/GIZ consultation meeting on REDD+ readiness. Key messages indicated, among others, the importance of coordination and collaboration among relevant initiatives, and potential contributions from those initiatives to the national REDD+ readiness process.

It was discussed and agreed that the INP would work closely with SPC/GIZ, JICA as well as other REDD+ relevant initiatives including FAO's ACP/FLEGT through the following activities:

- JICA: Forest Carbon Assessment (Tetepare)
- SPC/GIZ: Demonstration Activities (to be identified in partnership with UN-REDD)
- FLEGT: Revision of Forest Resources and Timber Utilization Act as well as Forests Act and mainstreaming REDD+ through a process of developing a multi-stakeholder action plan for implementation

AWARENESS: REDD+ is a new concept, and it would be difficult to get the message across to communities, the private sector as well as national or provincial leaders. Thus awareness-raising on REDD+ needs to be a key activity for the INP.

POLITICAL WILL: Given that the country has considerable commercial logging and mining operations, it is a challenge for the INP to address risks that those industries pose; however, it is important that active awareness programs are done with policy makers and the private sector on REDD+ to bring about behavioral and transformational policy changes.

3.10. EXTERNAL WORKSHOP CONCLUSION

All points raised have been considered and where additional activities had been identified, they are inserted in the updated logframe (Annex Three). The workshop ended with a word of thanks from Mr. Chanel Iroi of MECDM. It was reiterated that partnership is the way forward for any successful programme implementation and that both Ministries (MECDM & MFR) were looking forward to active stakeholder participation throughout the life of the INP.

DAY 3- POST INCEPTION MEETING

4.0. FORMULATION OF NATIONAL REDD+ COMMITTEE

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During the meeting, those who attended the external inception meeting (excluding the development partners) discussed the position, structure and functions of the National REDD+ Committee.

The National REDD+ Committee will consist of eleven members from the following organizations:

1. Ministry of Environment, Climate Change, Disaster Management and Meteorology
2. Ministry of Forestry and Research
3. Ministry of Agriculture and Livestock
4. Ministry of Development Planning and Aid Coordination
5. Ministry of Lands and Housing
6. Community Based Organization [TDA, Lauru Land Conference (LLC), NRDF, Kolombangara Indigenous Biodiversity Conservation Association (KIBCA)]
7. National Council of Women
8. Ministry of Provincial Government and Institutional Strengthening
9. Live and Learn (observer)
10. The Nature Conservancy/World Wildlife Fund (observer)
11. Co-opt [Multi/Bilateral Orgs/Donors (observer)]

The participants discussed and agreed on draft TOR for the committee. In this process, the lessons and the best practices from the national programmes in Cambodia and Viet Nam were considered in order to establish a highly functional coordination body (see Annex Six).

It was also suggested that the National REDD+ Committee would report to the Solomon Island Advisory Committee on Climate Change (see Annex Seven).

5.0. THE WAY FORWARD

Based on the discussions and outcomes of the inception meetings, the following key milestones were identified for the coming six months to ensure that the INP would smoothly and effectively transition into the implementation phase:

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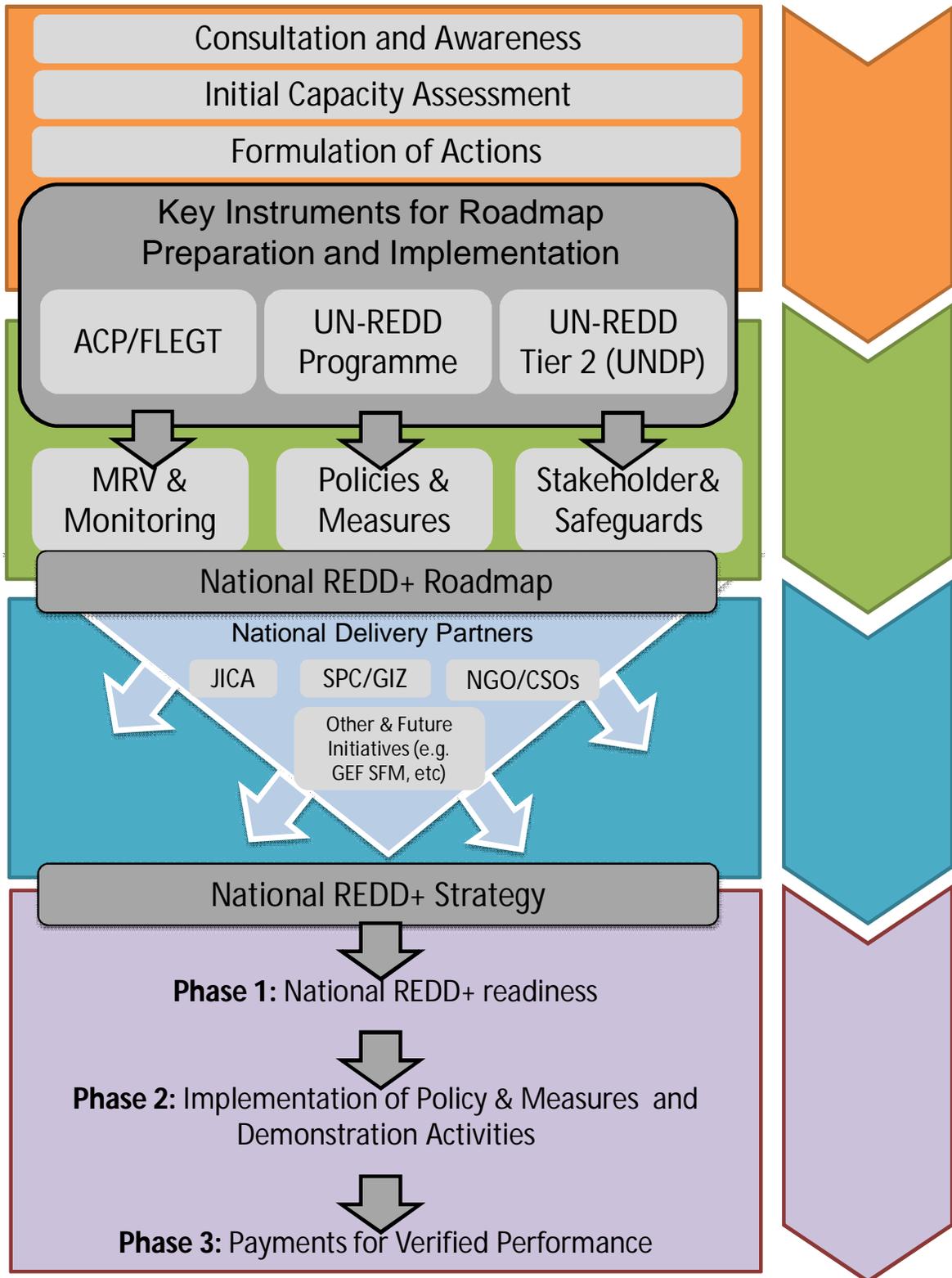
No.	Item	Timeframe
1	Recruitment of PMU staff	Mid-October
2	Formation of the National REDD+ Committee and initial meeting	Mid-October
3	Development of a multi-year budget and approval of the first year AWP	End of October
4	Start of roadmap preparation and awareness programs	Early November
5	Continuation of information gathering and analyses, stakeholder consultation, and awareness programs	November - February
6	A draft roadmap	March

The below chart indicates the process of the initial readiness through which the INP currently envisages to undergo, and the planned collaboration and interactions with relevant development partner initiatives.

The roadmap will mainly consist of analyses and recommendations of the three key areas: i) drivers of deforestation and forest degradation and strategies; ii) stakeholder engagement and safeguards; and iii) REDD+ assessment and monitoring (MRV and monitoring). This process of preparing the roadmap will involve a wide range of stakeholders including relevant partners and their initiatives (i.e. SPC/GIZ, JICA, GEF, NGOs).

Once the roadmap is finalized, actions and recommendations of the roadmap will be implemented by the INP. However, the INP alone cannot deliver all actions and recommendations; therefore, the development partner initiatives including those identified in the chart below will play important roles in supporting the implementation of the roadmap in areas where their objectives and comparative advantages are most relevant.

Collectively, the INP together with those development partner initiatives will implement the roadmap to achieve initial REDD+ readiness through supporting the establishment and demonstration of relevant policies including the national REDD+ strategy, measures and mechanisms, as well as awareness-raising among stakeholders to promote their engagement and support in the process.



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6.0. ANNEXES

6.1. Annex One: Agendas

PRE -INCEPTION WORKSHOP (internal)

Thursday, 30th June 2011

Time	Session	Presenter/Facilitator
10:30am	Morning Tea	
10:45am	Framework	Akihito/Lynelle
11:20am	Budget Support fee (workplan)	Akihito/Lynelle
11:40am	Amendments to output 2	Chanel/Akihito
12:30pm	Management Arrangement Cooperation with existing initiatives FAO-ACP FLEGT Live and Learn SPC/GIZ Potential GEF Project	Chanel/Lynelle
1:00pm	Lunch	
2:00pm	Co-Financing (Government in kind) Housing PMU Staff Time	Chanel/Douglas Yee
2:30pm	Risk Log and Indicators	Chanel/Gordon
2:50pm	Review Project Coordinator /Admin Staff TOR	Chanel/Lynelle

The Solomon Islands UN-REDD Initial Readiness Inception Workshop

Friday, 1st of July 2011

Time	Session	Presenter/Facilitator
9:00am	Opening Session	Mr. Rence Sore-PS MECDM/Ms Akiko Suzaki-UNDP DRR and UN Joint Presence Manager
9:30am	Overview of the UN-REDD Programme (outcomes, activities, budget)	Chanel-US/T MECDM
10:30am	Morning Tea	
10:45am	<u>Partnership</u> <ul style="list-style-type: none"> • Presentation of GIZ/SPC workshop outcomes 	Chanel
11:30am	Support from the global programme	Mr. Akihito Kono (UN-REDD Regional Coordinator)
12:00pm	Q&A	
1:00pm	Lunch	

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6.2. Annex Two: PARTICIPANT LIST

Pre Inception Workshop (Internal)

NO.	NAME	POSITION	ORGANIZATION	CONTACT ADDRESS
1.	Mr. Chanel Iroi	Undersecretary- Technical	MECDM	c.iroi@met.gov.sb
2.	Mr. Jimmy Irokete	Planning Officer	MFR	Phone:24215
3.	Mr. Akihito Kono	Regional Technical Specialist	UN-REDD	akihito.kono@undp.org
4.	Mr. Kedson Ago	Planning Officer	MFR	agokedz@gmail.com
5.	Mr. Douglas Yee	Director Climate Change	MECDM	d.yee@met.gov.sb
6.	Ms. Lynelle Popot	Environment Analyst	UNDP	lynelle.popot@undp.org

Inception Workshop Participants List

NO.	NAME	POSITION	ORGANIZATION	CONTACT ADDRESS
1.	Mr. Rence Sore	Permanent Secretary	MECDM	ps@mecm.gov.sb
2.	Mr. Chanel Iroi	Undersecretary- Technical	MECDM	c.iroi@met.gov.sb
3.	Mr. Gordon Konairamo	Undersecretary	MFR	konagordon@hotmail.com
4.	Mr. Akihito Kono	Regional Technical Specialist	UN-REDD	akihito.kono@undp.org
5.	Ms. Akiko Suzuki	Deputy Resident Representative	UNDP	akiko.suzaki@undp.org
6.	Mr. Karl P. Kirsch- Jung	Program Director & Senior Adviser	GIZ	karl-peter.kirsch- jung@giz.de
7.	Ms. Christine Fung	Land-Use Planning and Facilitation Specialist	GIZ	christine.fung@giz.de
8.	Mr. Cameron Eta	Chairman	Value Added Timber Association	Ph 677 7477331
9.	Mr. Alan Berro	Project Coordinator	Tetepare Descendants Association	Tetepare Island Phone: (+677) 62163 Email: tetepare@solomon.com.sb

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10.	Mr. Johnson Fangalasuu	Director	Live & Learn	Johnson.fangalasuu@livelearn.org
11.	Mr. Willie Atu	Manager	Nature Conservation	watu@tnc.org
12.	Mr. Allan Smith	Country Manager	WWF	alan.smith@solomon.com.sb
13.	Mr. Fred Pitisupa	Director	MFR	fpitisopa@hotmail.com
14.	Mr. Stephen Suti-Agalo	Resource Development Officer	NRDF	nrdf@solomon.com.sb
15.	Ms. Prudence Reveli	Project Manager: REDD project	Live and Learn	prudence.reveli@livelearn.org
16.	Mr. Watson Puiahi	Project Manager: Human Rights-World Heritage	Live and Learn	watson.puiahi@livelearn.org
17.	Mr. Hugo Tafea	NCCC	IUCN-MECDM	Phone:23031
18.	Mr. Shane Tutua	Trade Facilitator Assistant	SPC	shanet@spc.int
19.	Ms. Sharon Tohaimae	Graduate	MECDM-Climate Change	Phone:23031
20.	Ms. Nesta Leguvaka	National Coordinator	Second National Communication Project	nesta_lolley@hotmail.com
21.	Mr. Kedson Ago	Planning Officer	MFR	agokedz@gmail.com
22.	Mr. Exsley Taloiburi	Climate Change Specialist	UNDP	exsley.taloiburi@undp.org
23.	Mr. Jimmy Irokete	Planning Officer	MFR	Phone:24215
24.	Mr. Barnabas Bago	Principle Planning Officer	Ministry of Development Planning & Aid Coordination	bbago@planning.gov.sb
25.	Mr. Hitofumi Abe	JICA Forestry Advisor	JICA	abeh@spc.int
26.	Mr. Douglas Yee	Director Climate Change	MECDM	d.yee@met.gov.sb
27.	Mr. Mallon Kuve		NRDF	Phone: 60912
28.	Ms. Jean Galo	Chief Research Officer	Ministry of Agriculture	dzinnieb@yahoo.com.au
29.	Ms. Lynelle Popot	Environment Analyst	UNDP	lynelle.popot@undp.org

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6.3. Annex Three: Updated Logframe

Results Framework Table

UNDAF Outcome 2: <i>“National and regional governance systems exercise the principles of inclusive good governance, respecting and upholding human rights; and resilient Pacific island communities participate in decision-making at all levels.”</i>
UNDAF Outcome 4: <i>“The mainstreaming of environmental sustainability and sustainable energy into regional and national policies, planning frameworks and programmes; and Pacific communities sustainably using their environment, natural resources and cultural heritage.”</i>
UN-REDD National Programme Objective: <i>To establish the necessary institutional and individual capacities required to develop full REDD+ readiness in the Solomon Islands</i>

National Programme Components (Give corresponding indicators and baselines)	Participating UN organization-specific Outputs	Participating UN organization ⁵	Implementing Partner	Indicative activities for each Component	Funding Source	Resource allocation and indicative time frame		
						Y1	Y2	Total
Outcome 1: REDD+ readiness supported by effective, inclusive and participatory management processes.	Output 1.1: A broad-based, multi-stakeholder national REDD+ working group	UNDP	SIG/ME CDM	<ul style="list-style-type: none"> • Formulation of working group • Regular meetings • Workshops 	Multi Donor Trust Fund (MDTF)	24,000	27,000	51,000
					FAO	5,000	5,000	10,000
					UNDP	5,000	5,000	10,000
					SIG	3,000	3,000	6,000

⁵ In cases of national programmes using pooled fund management modality, the Managing Agent is responsible/accountable for achieving all shared programme outputs. However, those participating UN organizations that have specific direct interest in a given programme output, and may be associated with the Managing Agent during the implementation, for example in reviews and agreed technical inputs, will also be indicated in this column.

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	<u>Output 1.2:</u> Policy and sectoral analyses to inform the development of the Roadmap	UNDP	SIG/MFR	<ul style="list-style-type: none"> • Report on data availability and baseline info. • Collation and analysis of data, baseline and institutional arrangements • Review and validation workshop 	MDTF	47,000	0	47,000
					FAO	30,000	20000	50,000
					UNDP	0	0	0
					SIG	10,000	10,000	20,000

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	Output 1.3 A REDD+ readiness roadmap	UNDP and FAO	SIG/MF R	<ul style="list-style-type: none"> • Stakeholder consultations • Detailed institutional mapping • Analysis of current and planned activities • Identification of gaps • Consultations on approaches • Development of a monitoring and oversight process 	MDTF	0	0	0	
						FAO	10,000	10,000	20,000
						UNDP	10,000	10,000	20,000
						SIG	12,000	12,000	24,000

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Outcome 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+	<u>Output 2.1:</u> A constituency-based education and awareness raising programme	UNDP and FAO	SIG/ME CDM/MFR	<ul style="list-style-type: none"> • Needs assessment • Preparation of materials • Training of forest extension officers • Training of communicators • Delivery of programme 	MDTF	48,000	39,000	87,000
					FAO	15,000	15,000	30,000
					UNDP	20,000	20,000	40,000
					SIG	5,000	5,000	10,000
	<u>Output 2.2:</u> A process to ensure the right of free, prior and informed consent for actions to be undertaken on REDD+	UNDP	SIG/ME CDM	<ul style="list-style-type: none"> • Participatory design of process • Preparation of materials • Training of trainers • Piloting and evaluation 	MDTF	41,000	44,000	85,000
					FAO	0	0	0
					UNDP	20,000	20,000	40,000
					SIG	10,000	10,000	20,000

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	Output 2.3: Promoting social and environmental benefits whilst reducing risks from REDD+.	UNDP	SIG	<ul style="list-style-type: none"> • Application of the UN-REDD Principles and Criteria • Assessment and documentation of lessons learned • Stakeholder discussions on formulation of nationally appropriate safeguards 	MDTF	0	72,000	72,000
					FAO	0	0	0
					UNDP	0	0	0
					SIG	0	0	0
Outcome 3: Preliminary capacity developed for REL formulation and MRV	Output 3.1: REL/RL and MRV capacity assessment	FAO	SIG/MFR	<ul style="list-style-type: none"> • Needs assessment • Analysis of preliminary data • Design of a data management system (also linked to safeguards information) • Consultative workshop 	MDTF	0	77,000	77,000
					FAO	10,000	5,000	15,000

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					UNDP	0	0	0
					SIG	0	0	0
	Output 3.2: Assessment of potential for regional cooperation on MRV	FAO	SIG/MF R	<ul style="list-style-type: none"> • National/regional meetings • Workshops 	MDTF		48,000	48,000
					FAO	5,000	5,000	10,000
					UNDP	0	0	0
					SIG	0	0	0
Programme Management		UNDP	SIG		MDTF	15,673	31,346	47,019
Overall Totals					MDTF	175,673	338,346	514,019
					FAO	75,000	60,000	115,000
					UNDP	55,000	55,000	110,000
					SIG	40,000	40,000	80,000
					Grand Total	345,673	493,346	839,019

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6.4. Annex Four: Monitoring, Evaluation and Reporting

Joint Programme Monitoring Framework (JPMF)

Expected Results (Outcomes & outputs)	Indicators (with baselines & indicative timeframe)	Means of verification	Collection methods (with indicative time frame & frequency)	Responsibilities	Risks & assumptions	Risk Mitigation Strategies
<p>Outcome 1: REDD+ readiness supported by effective, inclusive and participatory management processes.</p>	<p>REDD+ readiness roadmap; baseline: no roadmap process; target: roadmap ready after 10 months</p>	<p>Minutes of review meetings and roadmap document</p>	<p>Programme management to collate and supply</p>	<p>MFR, MECDM & UNDP to organize and support process</p>	<p>Political stability allows process to proceed; Government commitment to multi-stakeholder process</p>	<p>Political instability would have very minimal implications to the programme as core technical function would still remain Proactive engagement and effective monitoring measures to be adopted by</p>

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						government counterparts and PMU
<u>Output 1.1:</u> A broad-based, multi-stakeholder national REDD+ working group	Working group formed within 2 months and meet on quarterly basis and or as required	Working group minutes	Programme management to collate and supply	MFR,MECDM & UNDP to organize and support process	Differences in stakeholder views managed so as not to disrupt functions of working group	Effective consultations with all stakeholders and collective decision making
<u>Output 1.2:</u> Policy and sectoral analyses to inform the development of the Roadmap	Monitoring and oversight process in place within 4 months Report produced within 10 months	Stakeholder Report Report	Programme management to supply	MFR,MECDM & UNDP to organize and support process	All sources of data are shared	Key stakeholders' participatory involvement at the initial phase of the programme
Output 1.3 A REDD+ readiness roadmap	Road map in place after 10 months	Road Map	Programme management to supply	MFR,MECDM & UNDP and FAO to organize and support process	Government commitment to multi-stakeholder process	Proactive engagement and effective monitoring measures to be adapted by

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						government counterparts and PMU
Outcome 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+	Empowered stakeholders by end of initial programme	Independent assessment and evaluation	Independent contractor to conduct	UNDP to organize and support	Support from local government and customary land owners	Effective awareness and consultation at the communities with customary land owners and at the provincial level
<u>Output 2.1:</u> A constituency-based education and awareness raising programme.	Plan developed within 4 months; programme delivered by end of initial programme	Plan approved Independent assessment of awareness	Programme management to supply Independent contractor to conduct	MFR & MECDM, UNDP and FAO to organize and support process	Support from local government and customary land owners	Effective awareness and consultation at the communities with customary land owners and at the provincial level
<u>Output 2.2:</u> A process to ensure the	Plan developed within 4 months;	Plan approved	Programme management to supply	UNDP to organize and support process	Support from local government	Effective awareness and

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right of free, prior and informed consent for actions to be undertaken on REDD+	programme delivered by end of initial programme	Independent assessment of FPIC process	Independent contractor to conduct		and customary land owners	consultation at the communities with customary land owners and at the provincial level
Output 2.3: Promoting social and environmental benefits whilst reducing risks from REDD	Awareness and discussion of formulation of nationally appropriate safeguards	Report	Programme management to supply	MFR& MECDM and UNDP to organize and support process	Support from local government and customary land owners	Effective awareness and consultation at the communities with customary land owners and at the provincial level
Outcome 3: Preliminary capacity developed for REL/RL formulation and MRV	Costed plan for REL&RL/MRV capacity building with timeline	Report	Programme management to supply	MFR,MECDM & FAO to organize and support process	All sources of data are shared	Key stakeholders' participatory involvement at the initial phase of the programme
<u>Output 3.1:</u> REL and MRV	Needs assessment	Report	Programme management	MFR,MECDM & FAO to organize	All sources of data are	Key stakeholders'

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capacity assessment	report		to supply	and support process	shared	participatory involvement at the initial phase of the programme
<u>Output 3.2:</u> Assessment of potential for regional cooperation on MRV	Regional cooperation opportunities report	Report	Programme management to supply	MFR,MECDM & FAO to organize and support process	Other countries willing to discuss and contribute	Involvement of Council of Regional Organizations in the Pacific (CROP)for technical support

6.5. Annex Five: Terms of Reference for Project Management Unit

Programme Manager

I. Position Information	
<p>Job Code Title: Programme Manager (PM) Position Number: Department (duty station): Honiara, Solomon Islands Reports to: MECDM, MFR and UN-REDD Position Status (duration of service): Twelve months (Renewable subject to programme needs and performance satisfaction)</p>	<p>Current Grade: SCP-6 Approved Grade: Position Classified by: Classification Approved by:</p>

II. Organizational Context
<p>Solomon Islands has diverse natural resources, both in terrestrial and marine environment, which will be affected by climate change. The country conformed to localizing the MDGs, however, it is facing challenges in the achievement of the MDGs, in particular MDG1, MDG3 and MDG7.</p> <p>The Objective of this initial UN-REDD programme is <i>“to establish the necessary institutional and individual capacities required to develop full REDD+ readiness in the Solomon Islands”</i>. This Objective will be secured through three Outcomes. These are:</p> <p>Outcome 1: REDD+ readiness supported by effective, inclusive and participatory management processes. The initial programme will deliver this Outcome through the following three Outputs:</p> <p>Outcome 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+. The initial programme will deliver this Outcome through the following three Outputs:</p> <p>Outcome 3: Preliminary capacity developed for REL formulation and MRV.</p> <p>Under the overall supervision of the respective government focal points (Ministry of Environment, Conservation, Disaster Management and Meteorology & Ministry of Forestry and Research), working closely with the UNDP Honiara Sub-Office and UN-REDD Regional Coordinators (FAO, UNEP & UNDP) in Bangkok, Programme Manager will be responsible for the implementation of the programme, including the mobilization of all programme inputs, production of outputs, monitoring and evaluation (M&E) processes, as well as the supervision of the programme management unit (PMU) staff, consultants and sub-contractors. He/she will report to the Programme Board (PB) on a regular basis in agreed frequency.</p>

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III. Functions / Key Results Expected

Summary of key functions: The PM is responsible for the strategic direction and achievement of programme deliverables. The PM is also responsible for day-to-day programme implementation management and delivering on expected results. Specifically:

- Provide strategic direction and guidance to the programme
- Undertake day-to-day management of the programme
- Provide technical advisory services and trainings
- Prepare all reports required under the programme

The specific duties and responsibilities during the assignment will include, but not be limited to, the following:

1. Provide strategic direction and guidance to the programme
 - Identify/refine activities for each programme output in consultation with relevant responsible parties and other development partners;
 - Draft Work Plans and Annual Budget timely and present them to MECDM, MFR and UN-REDD Coordinating Body for review and approval;
 - Ensure proper management of funds consistent with UN-REDD requirements
2. Undertake day-to-day management of the programme
 - (1) Programme Implementation
 - Develop TORs for recruitment of programme personnel and consultancy services and facilitate recruitment procedures with UNDP Sub-office;
 - Facilitate procurement of goods and services according to with UNDP Sub-office and provide oversight of contract implementation;
 - Mobilize other programme inputs in accordance with UN-REDD procedures;
 - Supervise and coordinate the work of all programme staff, consultants and sub-contractors;
 - (2) Monitoring and Evaluation (M&E) and Knowledge Management
 - Ensure the implementation of the monitoring and evaluation plan in a timely manner;
 - Advise PB on the programme implementation and substantive and financial issues, including budget revisions;
 - Ensure counteractions are taken as a result of M&E findings;
 - Disseminate programme reports to and respond to queries from concerned stakeholders;
 - Oversee the exchange and sharing of experiences and lessons learned with relevant education, environment and development programmes nationally and internationally
 - Act as a focal point and resource person to facilitate knowledge management to benefit programme parties/partners in particular in new issues.
3. Provides technical advisory services
 - Ensure REDD+ readiness supported by effective, inclusive and participatory

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management processes

- Ensure REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+.
- Ensure preliminary capacity developed for REL/RL formulation and MRV.
- 4. Gender mainstreaming across all environment activities
 - Support plan, organize, coordinate and manage programme inputs in a way that gender issues are integrated into the entire programme life;
- 5. Programme management and implementation
 - Ensure smooth cooperation between programme office, MECDM & MFNR and UNDP Sub-office in regard to programme financial management including in Atlas;
 - Prepare all reports required under the programme
 - Prepare necessary documents including Quarterly Financial Consolidated Reports, Quarterly Consolidated Progress Reports, Annual Programme Review Reports, and other reports as may be required by UN-REDD programme

IV. Impact of Results

The key results have an impact on the overall effectiveness and success of UN-REDD's interventions and activities in achieving the country's development. Timely programme delivery and accurate data record have an impact on the quality and accountability of the UN-REDD programme. A client-oriented and efficient approach impacts on the image of UN-REDD in the country.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

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- Good understanding of Millennium Development Goals and related initiatives
- Solid understanding of development and environment issues
- Ability to assess institutional capacity, and formulate proposals to foster positive change
- Analytical judgment, results-orientation and efficiency in a multi-tasking environment
- Demonstrated understanding of and working experience in environment issues in post-conflict environments

Managerial Competencies:

- Proven ability to manage programme team (national and international) and manage diverse and complex tasks; establishes clear performance goals, standards and responsibilities
- Substantial management and planning skills and experience with demonstrated abilities to develop and manage partnerships with donors, government counterparts, the private sector and civil society
- Promotes a learning environment; facilitates the development of individuals and team competencies

Behavioral Competencies:

- Ability to lead effectively, mentoring as well as conflict resolution skills
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with energy and a positive, constructive attitude
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
- Strives for quality client-centred services when making decisions and taking actions
- Capacity to perform effectively under pressure and hardship conditions

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> ▪ Masters degree or equivalent in environmental science, governance, institutional management or related field
Experience:	<ul style="list-style-type: none"> ▪ More than 7 years of experiences (or 9 years of experiences plus first level university degree in lieu of the above required advanced degree) in management of environment programmes ▪ In-depth and proven knowledge as well as experience in development issues, policies and programmes relating to environment and natural resource management and their impacts promoting human development and poverty reduction ▪ Proven actual experiences of Results Based Management (RBM) with

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	<p>sound knowledge on LogFrame and Programme Cycle Management (PCM)</p> <ul style="list-style-type: none"> ▪ Experience with similar assignments in developing countries with mixed experience in the Pacific Islands, Southeast Asia and Africa is an asset ▪ Excellent computer skills (key MS Applications) and ability to use information technology as a tool and resource
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, including excellent drafting and presentation skills. A good working knowledge of Pijin would be an asset.

Programme Assistant

I. Position Information	
<p>Job Code Title: Programme Assistant Position Number: Department (duty station): Honiara, Solomon Islands Reports to: Programme Manager Position Status (duration of service): Twelve months (Renewable subject to programme needs and performance satisfaction)</p>	<p>Current Grade: SC-P3 Approved Grade: Position Classified by: Classification Approved by:</p>

II. Organizational Context
<p>Solomon Islands has diverse natural resources, both in terrestrial and marine environment, which will be affected by climate change. The country conformed to localizing the MDGs, however, it is facing challenges in the achievement of the MDGs, in particular MDG1, MDG3 and MDG7.</p> <p>The Objective of this initial UN-REDD programme is “to establish the necessary institutional and individual capacities required to develop full REDD+ readiness in the Solomon Islands”. This Objective will be secured through three Outcomes . These are: Outcome 1: REDD+ readiness supported by effective, inclusive and participatory management processes. The initial programme will deliver this Outcome through the following three Outputs: Outcome 2: REDD+ stakeholders have a comprehensive understanding of the potential benefits and risks associated with REDD+. The initial programme will deliver this Outcome through the following three Outputs:</p>

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Outcome 3: Preliminary capacity developed for REL formulation and MRV.

Under the overall supervision of the respective government focal points (MECDM & MFR) Programme Manager, and working closely with the UNDP Honiara Sub-Office and UN-REDD Regional Coordinators (FAO, UNDP & UNEP) in Bangkok, Programme Assistant is required to assist the Programme Manager in all administrative issues related to the programme implementation, financial management, procurement, reporting and programme data management and recruitment in accordance with UNDP rules and regulations.

III. Functions / Key Results Expected

Summary of Key Functions: Administrative support to the Loan Management Unit including

- ❑ Administrative Issues for Smooth Programme Implementation
- ❑ Financial Management
- ❑ Procurement
- ❑ Reporting and Data Management
- ❑ Recruitment

1. Provides Administrative Issues for Smooth Programme Implementation focusing on achievement of the following results:

- Assist the Programme Manager to maintain up-to-date schedule of the Programme
- Manage followings to assist Programme Manager for the smooth implementation of the programme
 - Organize meetings, workshops, seminars and trainings including securing the venue, arranging tickets and preparing the materials and stationary;
 - Arrange missions of programme staffs such as facilitating accommodation and transportation, DSA and terminal payment and any other necessary support for the participants and Programme members; and
 - any other matters when required
- Make meeting appointment and draft minutes of meetings
- Maintain the working place clean and tidy to create comfortable atmosphere to the Programme team

2. Supports Financial Management of the Programme focusing on achievement of the following results:

- Support the Programme Manager in managing programmes in Atlas by assisting in preparation of budget, budget revisions, and monitoring the balance of the budget
- Assist the Programme Manager to prepare analysis of programme delivery and its appropriateness against programme work plan, identify the bottlenecks and propose solutions with analytical supporting documentations
- Assist the Programme Manager to assess the Annual Work Plan and conduct budget revision

3. Supports Procurement under the Programme focusing on the achievement of the following results:

- Contribute in drafting specification of equipments to be procured within the approved budget
- Create e-requisition in Atlas or payment requests
- Assist the Programme Manager to follow up procurement process with relevant units for

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procurement of equipment in a timely manner
<ul style="list-style-type: none">• Register purchased equipments as an asset and maintenance of an up-to-date inventory of equipments purchased under the Programme in accordance with UNDP regulation
4. Supports Reporting and Programme Data Management focusing on achievement of the following results: <ul style="list-style-type: none">• Assist the Programme Manager to prepare draft quarterly progress reports to be submitted to the Programme Board• Maintain programme data management system with reference numbering and filing system to keep all records and documentations in order• Upload and maintain of the programme information in the share drives folders of the Programme
5. Supports Recruitment under the Programme focusing on achievement of the following results: <ul style="list-style-type: none">• Assist the Programme Manager to coordinate with relevant UNDP units and follow up recruitment (staff member and service contract holder) and/or procurement (individual consultant/consulting firm) procedures to employ required personnel in a timely manner

IV. Impact of Results

The key results have an impact on the overall performance of the Programme and success in implementation of Programme strategies. Proactive assistance to the Programme Manager will result accurate analysis, data entry and presentation of information ensure proper Programme implementation.

V. Competencies and Critical Success Factors

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Corporate Competencies:

- ❑ Demonstrates commitment to UN's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ❑ Ability to perform a variety of specialized tasks related to administrative supports, including programme data management support, reporting, and logistics for programme implementation.
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

VI. Recruitment Qualifications

Education:	High school certificate or equivalent. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable
Experience:	<ul style="list-style-type: none"> - Minimum 3 years of administrative support experiences. Experience of working in a programme team as the similar role is preferable - Working Experience with UN Agencies is an advantage - Having basic knowledge on current environment issues in Solomon Islands is an asset - Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems
Language Requirements:	Fluency in written and spoken English

6.6. Annex Six: Draft Terms of Reference for the National REDD+ Committee

ToR for Solomon Islands National REDD+ Committee

Position, functions

To establish the National REDD+ Committee for Reducing Emissions from Deforestation and Forest Degradation (REDD+)

The National REDD+ Committee will function as a sub-committee under the Solomon Islands Advisory Committee on Climate Change [SIACCC]

The SIACCC is a technical advisory Group.

The National REDD+ Committee will be a multi-partner committee, consisting of representatives of relevant departments and organizations of the Government of Solomon Islands representatives of non-governmental organizations, civil societies and representatives of relevant bilateral and multilateral development partners.

The function of the National REDD+ Committee is to coordinate and manage the activities of all partners in the development and implementation of a national REDD system for Solomon Islands.

The National REDD+ Committee is established for a limited period of time, namely 18 months, unless otherwise determined by the Minister of Environment, Climate Change, Disaster Management & Meteorology. At the end of this period, the functions of the National REDD+ Committee will be assumed by the Solomon Islands Advisory Committee on Climate Change.

Tasks

The National REDD+ Committee shall assist the SIACCC in implementing the following tasks:

- Prepare an action plan for the design and implementation of all elements of an effective national REDD+ system for Solomon Islands
- Assign responsibilities to departments and organizations of the Government of Solomon Islands and other legal entities for implementation of specific components of the action plan
- Establish milestones and deadlines for delivery of each component of the action plan

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- Review the current and planned programmes of international development partners related to the action plan
- Co-ordinate the inputs of international development partners, and ensure that bilateral and multilateral funding is directed to support implementation of specific components of the action plan in a way that is consistent with the comparative advantages of the international partners and meets the financial needs of each component
- Undertake regular reviews and assessment of the status of implementation of the action plan, and design and implement measures to address any shortcomings in implementation
- Ensure that all activities in support of the development and implementation of REDD+ measures in Solomon Islands fall under, and are consistent with the action plan
- Update and compile progress reports of all REDD+ projects in Solomon Islands and submit to SIACCC
- Perform administrative work, financial management which are allocated to the National REDD+ Committee; in particular, to ensure that the functioning of the National REDD+ Committee are effectively assumed by the SIACCC at the end of the period of operation of the National REDD+ Committee
- Carry out other tasks assigned by the Chairperson SIACCC

Organizational structure

I. Leadership:

Members of the National REDD+ Committee shall be appointed by the Minister and the office bearers will be appointed during the first meeting.

a) Chair of the National REDD+ Committee undertakes his/her responsibility before the Chairman of the SIACCC.

b) Similarly the Vice Chair of the National REDD+ Committee, who assists the Chair of the National REDD+ Committee in some duties, undertakes his/her responsibility before the Chairperson of the SIACCC.

2. Members

Members of the National REDD+ Committee assist the Chairs of the National REDD+ Committee and comply with the assignments and tasks indicated in the Annual Work plan

A quorum or meeting would take place only if 50% of the members plus one are present.

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Composition

Chair will be from MECDM while vice-chair will be from MFR. International Organizations would or can only sit in as observers and provide advisory and guidance upon request by the Committee. There is also potential for inclusion of new national institutions or member

Remuneration

For those members coming from outside of Honiara, transportation allowance may be made available by the programme and other benefits should be borne by the leading ministries.

Schedule of meetings

Meet on quarterly basis for National REDD+ Committee or, as and when required.

6.7. Annex Seven: Position paper for Setting up of the Solomon Islands Advisory Committee on Climate Change (SIACCC)

The need for a national working group on climate change

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) is the lead government agency for climate change in Solomon Islands and also the institution with the mandate to report to the UNFCCC.

. However, climate change will not only affect Solomon Islands' environment, but will also have implications for the country's health, food security, economic activity, natural resources and physical infrastructure. All sectors will therefore need to work together to develop a comprehensive response to the challenges of climate change.

With only two permanent staff members, the Climate Change Division of MECDM also has limited capacity to implement climate change programs on its own, which further highlights the need for effective collaboration with other Government Ministries, non-government organisations and development partners.

Climate change country teams have been assembled on a project-by-project basis (such as the Pacific Adaptation to Climate Change project and the development of the National Adaptation Programmes of Action). However, project-based teams have the disadvantage of not being across all of Solomon Islands' climate change activities, so they are not easily able to identify opportunities for collaboration between projects or contribute to the development of long-term strategic priorities for climate change action.

A long-term climate change country team that oversees climate change policies and projects in Solomon Islands would help to ensure that information from projects is used to inform future work, avoid duplication, and strengthen Solomon Islands' response to climate change.

Proposed model for the Solomon Islands Advisory Committee on Climate Change

It is proposed that a Solomon Islands Advisory Committee on Climate Change (SIACCC) is formed to oversee development and implementation of climate change policies and projects in Solomon Islands. A proposed model for the Committee is included at Attachment 1. By contributing to an effective enabling environment to support climate change action, the proposed coordination structure would help to ensure efficient use of limited resources and promote mainstreaming of climate change.

Draft Terms of Reference for the Committee are included at Attachment 2, with suggested representation on the Committee detailed at Attachment 3.

Recommendations

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It is recommended that the Permanent Secretary of MECDM:

- Consider and approve the proposed model for the Solomon Islands Advisory Committee on Climate Change, and
- Recommend the model to the Minister of Environment, Climate Change, Disaster Management and Meteorology for consideration and submission to Cabinet.

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Attachment 1:

Proposed model for a Solomon Islands Advisory Committee on Climate Change

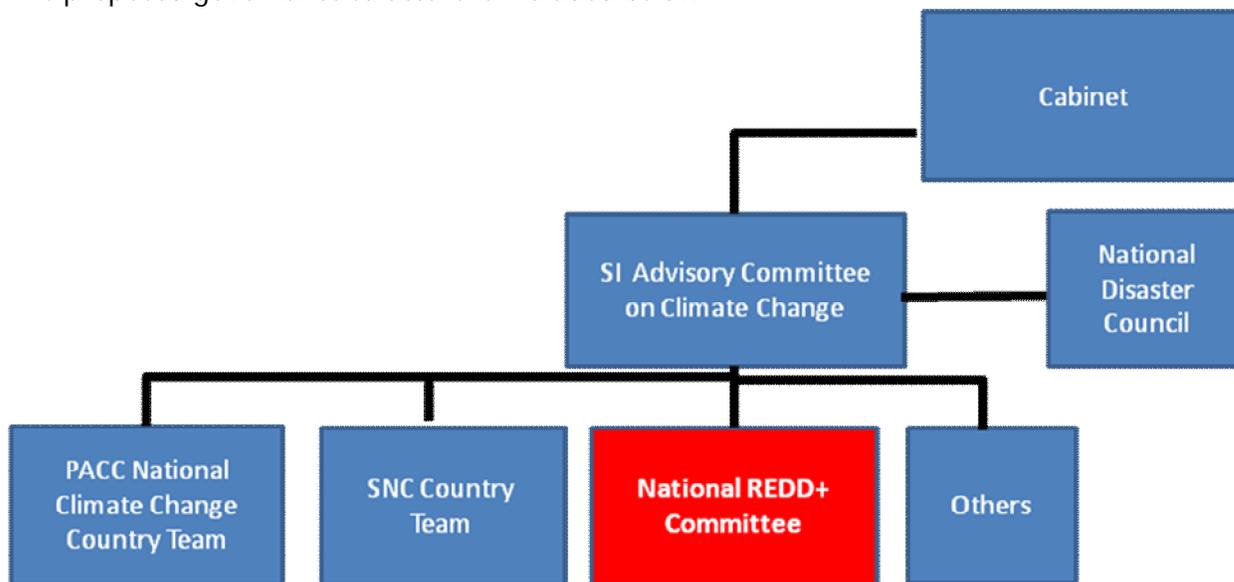
The Solomon Islands Advisory Committee on Climate Change (SIACCC) would be chaired by the Permanent Secretary of the Ministry of Environment, Climate Change, Disaster Management and Meteorology who is also the national Climate Change Focal Point. The Director of the Climate Change Division would act as Secretariat for the Committee.

Other Ministries would be represented at senior levels (Under Secretaries, Directors etc), with equivalent representation from other organisations.

The Committee would meet once every two months or as and when required, and report to Cabinet or its appropriate Sub-Committee, through the Minister for Environment, Climate Change, Disaster Management and Meteorology. The Committee would report progress on key climate change initiatives, such as implementation of the National Adaptation Programmes of Action (NAPA) and the development of a National Climate Change Policy and other projects.

All climate change-related project teams (such as the Pacific Adaptation to Climate Change's Country Team) would report to the National Climate Change Coordination Committee. The Committee would also have links to the Hazards and Disaster Risk Reduction Committees under the new National Disaster Management Plan coordination framework

The proposed governance structure is included below.



The multi-level structure of the coordination arrangement would help to promote communication between program implementers (both government and non-government) and decision-makers and contribute to mainstreaming climate change at all levels.

Attachment 2:

Draft Terms of Reference for the Solomon Islands Advisory Committee on Climate Change

TERMS OF REFERENCE

Background

Climate change is one of the most serious threats to sustainable development in Solomon Islands. It is not only an environmental problem, but is also likely to have adverse consequences for the country's food security, economic activity, human health, natural resources and physical infrastructure. Different levels of government, businesses, communities and individuals will need to work together to develop a response if Solomon Islands is to minimise the causes and impacts of climate change on the people, economy and environment of Solomon Islands.

Given the cross-cutting nature of climate change and the limited resources available to address the incremental costs of climate change action in Solomon Islands, it is important that there is good communication and coordination of climate change policy, strategy, programs and activities.

Duties and Responsibilities

The Solomon Islands Advisory Committee on Climate Change (SIACCC) will be responsible for overseeing climate change policies and programs in Solomon Islands. The Committee will:

- Monitor and evaluate climate change policies, programs and projects
- Review and assess information and data for the development of national climate change policies and programs
- Monitor, review and provide advice on revisions and updates to the Solomon Islands National Adaptation Programmes of Action (NAPA) or the development of a comprehensive National Adaptation Plan (NAP) that could stem from a decision of the Conference of the Parties under the United Nations Framework Convention on Climate Change.
- Monitor and review the National Environmental Capacity Development Action Plan (NECDAP) pertaining to capacity development for the implementation of the United Nations Framework Convention on Climate Change (UNFCCC) in Solomon Islands.
- Coordinate Solomon Islands' contribution to international climate negotiations ensuring consistency, relevance and real benefits to Solomon Islands.
- Assist the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) in advising Cabinet on Solomon Islands negotiation positions in the international and regional climate change negotiations.
- Promote and support integration of climate change adaptation and disaster risk reduction measures pertaining to climate related hazards and risks, and act as or contribute to the Hazards and Risk Reduction Committees of the National Disaster Council within the National Disaster Risk Management Plan coordination framework.

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- Provide advice and guide MECDM with coordination and planning for resource mobilisation to support implementation of climate change mitigation and adaptation programs in Solomon Islands.
- Review and endorse project proposals intended to mobilise funds to implement the national climate change policy, NAPA and NECDAP and other future climate change related projects in Solomon Islands.
- Review and endorse research work in the area of climate change to be carried out in Solomon Islands.
- Facilitate and participate in the convening of Solomon Islands Government and donor roundtables intended to support climate change related work in Solomon Islands.
- Promote sharing of information on current programs, policies and research related to climate change in Solomon Islands.
- Promote and advise on mainstreaming of climate change issues into national policies and programs.
- Ensure that in-country climate change activities are consistent with national development priorities and objectives and existing national policies.
- Receive and comment on reports from project-based committees.
- Report progress to Cabinet through the Minister for Environment, Climate Change, Disaster Management and Meteorology, and
- Ensure that all relevant stakeholders in the country are kept informed and consulted on the progress of implementation of climate change activities.

Membership

In addressing these issues, the Committee is to comprise nominated representatives of the ministries laid out in Attachment 3.

The Committee will have to include the National Disaster Management Office, the Environment and Conservation Division, as well as the Solomon Islands Meteorological Service though they are within MECDM, due to the nature of their functions and responsibilities. The Committee will also include representatives of civil society organisations, businesses and relevant non-government organisations.

The Permanent Secretary of MECM will act as chair of the Committee. The Director of the Climate Change Division will serve as Secretariat to the Committee.

Meeting Frequency and Quorum

The Committee will meet once every two months, or as and when the need arises.

A quorum is formed when at least eight persons representing the agencies and organisation listed in Attachment 3 are present and only in which case a meeting may proceed and decisions could be made.

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Attachment 3:

Suggested members of the Solomon Islands Advisory Committee on Climate Change

The Solomon Islands Advisory Committee on Climate Change (SIACCC) would include representatives from the following organizations:

Chair and Secretariat

Ministry of Environment, Climate Change, Disaster Management and Meteorology

Solomon Islands Government

Ministry of Agriculture and Livestock

Ministry of Health and Medical Services

Ministry of Development Planning and Aid Coordination

Ministry of Mines, Energy and Rural Electrification

Ministry of Fisheries and Marine Resources

Ministry of Infrastructure Development

Ministry of Education and Human Resource Development

Ministry of Tourism

Ministry of Commerce, Industry and Employment

Ministry of Forestry and Research

Ministry of Provincial Government and Institutional Strengthening

National Disaster Management Office (of MECDM)

Environment and Conservation Division (of MECDM)

Solomon Islands Meteorological Service (of MECDM)

NGOs

Solomon Islands NGO Partnership Agreement (SINPA) Coordinator

National Council of Women

Development Services Exchange

Solomon Islands Christian Association

Youth Representative

Government Statutory Bodies

Solomon Islands Water Authority (SIWA)

Solomon Islands Electricity Authority (SIEA)

Solomon Islands College of Higher Education (SICHE)

Private Sector

Chamber of Commerce