

# UN-REDD PROGRAMME



## **Request for Policy Board Inter-Sessional Decision on Proposal for an Enhanced Process to Nominate and Revise Country Focal Points for the UN-REDD Programme**

**Decision date: 22 March 2013**

*Recalling*, decision 20 taken by the Policy Board at the Ninth Policy Board meeting<sup>1</sup>:

*The Board requested the Secretariat to propose an enhanced process to nominate and revise country focal points for the Programme, and to circulate it to the Policy Board for approval.*

*Noting* section 1.1 of the UN-REDD Programme Rules of Procedure and Operational Guidance allowing for decisions of the Policy Board to be made between meetings (referred to as “Inter-Sessional” decision-making).

Responding to the request made during the Ninth Policy Board meeting for the submission of a proposal on an enhanced process to nominate and revise country focal points to the Programme, the Policy Board members are hereby requested to approve the following, on a no objection basis, by 22 March 2013:

### ***Nomination of focal points to the UN-REDD Programme***

*Each UN-REDD Programme country and organization designates one focal point, one alternate focal point and, if desired, an administrative focal point using the UN-REDD Programme Contact Information Form (accessible on <http://www.un-redd.org/PolicyBoard/tabid/102628/Default.aspx>).*

*Procedurally, the Secretariat will send a courtesy reminder twice a year to the designated focal points prompting them to review the current list and to submit a new Contact Information Request Form if any changes have taken place. In addition, designated focal points can also access the form online and make submissions to the Secretariat as and when needed.*

*Each focal point acts as the main contact person(s) to the Programme, and will subsequently receive all relevant communications, whereas the alternate focal points and administrative focal points will be copied in such communications. It is then their responsibility to share the information further.*

### ***Attendance at Policy Board Meetings and in Policy Board Working Groups***

*Members and alternates can designate a representative to participate in a given Policy Board or a Policy Board Working Group should they be unable to attend in person. In such cases, the member and/or the alternate must provide a written note to the Secretariat.*

*Registered participants of each Policy Board meeting would receive the relevant information about the meeting, but all messages with general information on the Programme or for inter-sessional PB decisions will continue to be sent only to the official focal points/PB members, copied to the alternates and administrative focal points.*

*The Rules of Procedures and Operational Guidance for the UN-REDD Programme should be updated accordingly.*

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<sup>1</sup> The decision is recorded in the report of the Ninth Policy Board meeting, available at:  
[http://www.unredd.net/index.php?option=com\\_docman&task=cat\\_view&gid=2562&Itemid=53](http://www.unredd.net/index.php?option=com_docman&task=cat_view&gid=2562&Itemid=53)