

Community Concepts & Communications: Understanding REDD+ & MRV

NRDDB - Guyana Shield Facility (GSF) project REPORT of PROJECT TEAM MEETING & DRAFT WORKPLAN February 17, 2014

1. Introduction

A Project Team comprising the personnel of four NRDDB units who will be directly involved in implementing the project met together on Monday, February 17 at Bina Hill, Annai to collectively review the approved budget allocations and to develop a working draft of the Workplan. Aspects of the project had commenced in terms of general planning, gearing up and briefings to NRDDB. This inception session for the NRDDB Units and personnel concretised the project, provided a deeper familiarisation of its key components with a focus on deliverables and officially established the Project Team and a Draft Workplan.

The overall time frame for the project activities on the ground will run from February – October 2014.

2. Approach & Method for the Work Plan Session

The Project Team collectively reviewed the Budget in detail and also the Table laying out the Project Objective, Activities and Indicators located at Section 5 of the approved project document. This helped to familiarise team members with the key project activities and deliverables and to ascertain the budget allocations specific to each category.

The Project team then broke into small work groups based on their respective NRDDB Units (referred to above) with the task of itemizing the following based on four questions: What their specific responsibilities were? Who would be primarily responsible? When the activities would be done (timeframes)? and How much would each cost?

Each work group was colour coded and worked on colored cards on which they would present their Unit reports. These were then posted on the blackboard and a designated member of each group presented the Unit reports for all to see. This was followed by questions and clarifications from the peer groups/participants. Out of this exercise was developed the sub-plans of each Unit colour coded accordingly (NRDDB/BHI – green); MRU – blue); YLC – pink); and Radio Paiwomak (yellow). An overall Draft Workplan for the Project emerges when the sub-unit work-plans are merged.

The Work-planning session was a positive and interactive one and allowed for transparency in terms of budget allowances per Unit and for seeing the “big picture” of the project purpose, related activities and the all-important linkages between the Units and the sub-projects; as well as the timeframe indicated.

3. The four NRDDB units undertaking specific components of the Workplan are:

1. NRDDB-BHI management & administrative team
2. Makushi Research Unit (MRU)
3. Youth Learning Centre (YLC)
4. Radio Paiwomak

Each Unit will have a coordinator who will have overall responsibility for coordinating the specific activities and deliverables of the workplan. The Unit Coordinators for the GSF project are: NRDDDB – CEO (Ivor Marslow); MRU – MRU Coordinator (Paulette Allicock); YLC – Principal (Victor Ferreira); Radio Paiwomak – Project/Radio Program Co-coordinator (Paul Nash).

Additionally – Administration will be coordinated by Emily Allicock and Project Finances by Rosie George. Project personnel from the Units will meet as indicated in the Workplan and/or as necessary. Project Team meetings will be convened on a monthly basis by the NRDDDB CEO who has overall responsibility for the project and will be assisted by the Co-coordinator of the Project.

4. CMRV Technical Assistance

The Manager of the CMRV Project Management Team (PMT), Bryan Allicock assisted by the Field Coordinator, Norbert Williams will work closely with the NRDDDB-GSF Project Team as a whole, providing technical assistance data and information for the content of the communication tools and thereby ensuring linkage and collaboration. The CMRV project will also benefit from the communications tools that will be produced through this project since they will be disseminated during CMRV outreach activities for building understanding of the fundamental concepts of the CMRV project itself.

Co-opting Youth/ Young NRDDDB leaders with good Makushi Language Skills

- Additionally, CMRV-PMT personnel and the current Senior Councillor of Kwatamang Village, Ricky Moses who has very good Makushi language skills will be co-opted as needed to work with the MRU on radio program broadcasts.
- Similarly, Richardson Haynes, the Arapaima Fisheries project coordinator, with good Makushi language skills will be also be co-opted to assist on radio program broadcasts.

5. Key Reference Materials

- **The Eco-System Services (ESS) Education Modules** produced as a booklet by the BHI/YLC through the GSI-Iwokrama-UNDP supported project (April 2010) will be a key point of reference for information and content for the Community Communications tools that will be produced by the project. Other points of reference for the production of community communications tools will be:
- **CMRV information/data, reports/findings with relevance.** (NRDDDB – Iwokrama – GCP 2012- 2014)
- **Climate Change & the Role of Forests - Community Manual** (Iwokrama & CI – March 2010)

6. Project Team Meetings & Reporting

Monthly Project Team Meetings will be convened by the CEO of the NRDDDB & Project Co-coordinator.

- Units will also meet monthly and produce monthly progress reports which will be submitted to the NRDDDB CEO.

The CEO will be responsible for submitting quarterly narrative and financial reports to the GSF-UNDP and a Final Report in November.

- These quarterly reports will also be presented to the NRDDDB at its quarterly statutory meetings

DRAFT WORKPLAN

This Draft is intended to serve as a flexible working document to allow for team-work & coordination.

NRDDB UNIT	Activity What?	Time frame When?	Responsibility Who?	Cost GYD How much?
NRDDB NRDDB Management, Coordination & Administration				GYD 1M to cover all NRDDB related costs plus other details as listed below.
	Request for ESS modules from UNDP	Feb 21, 2014	Ivor (CEO)	Supplied by GSF (Not costed to project)
	Inception Meeting for Project Team (Project had already been approved by NRDDB & briefings made at NRDDB meeting (Feb 6 & 7) • Update of Project to GSF/UNDP	Feb 17, 2014 Feb 18, 2014	Ivor (Facilitated by Iwokrama CMRV personnel)	Finance rpt being compiled Facilitator under Iwokrama's in-kind contribution
	Plan & Coordinate 4 workshops with Project Team over life cycle of the project	(March, May, July, September but keep flexible in terms of best suitability)	Emily / Debbie NRDDB-BHI Admin	600,000 as per workshops budget line approved.
	Financial Reporting	On quarterly basis: March, July, October	Rosie George & Gilyan (NRDDB Senior Finance Office & Assistant)	Reporting on Total Budget of GYD 1M (USD 25,000)
	Progress Reporting (narrative reports)	March July, October (Final report in Nov.)	Ivor	Covered under NRDDB Coordinating budget approved for proj.
	Audit • Request for Auditing Info from GSF/UNDP • Conducting of Audit	Before end of Feb. October 2014	Ivor Auditor assisted by Rosie & Gilyan	200,000
	• Travel to Lethem for banking • Travel to GT for meetings with GSF and/ or for public promotion of project etc.	As needed	Assigned Project Staff	250,000 (covered under proj budget for NRDDB Proj Coord. /Admin)
	Coordination & Administration of Project, Reporting & Financial Management.	Throughout life-cycle of Project	Designated personnel.	450,000
	Office overheads & consumables	Throughout life-cycle of project	-	100,000

<p>MAKUSHI RESEARCH UNIT (MRU) <i>Local Cultural/Makushi Language Experts)</i></p>				<p>GYD 1M Lump Sum to cover honoraria of 12 persons; (5 core team members plus 7 MRU from out-lying villages and to cover costs for cluster meetings of MRU to conduct research & translations & work on programme production. Posters, glossary & video.</p>
	<p>Community Radio Programmes</p> <ul style="list-style-type: none"> <i>Launch of Community Communications Project – Inaugural Radio Programme</i> <p>Radio Programmes will be designed and delivered in plain, local English combined with Makushi language using Q &A “interview” technique, PSAs, short readings from ESS & related text; radio skits etc.</p> <p>The aim is to produce 6 radio programmes one per month over the period Feb – July/Aug.</p> <p>Programmes will be broadcast twice at prime time on date of Broadcast. Snippets of programmes or special PSAs based on the Programme will also be re-broadcast by Radio Paiwomak intermittently over the month until the next new broadcast with the pattern continuing etc.</p>	<p>Feb 27/28</p>	<p>MRU Core Team</p> <p>* Note the PMT led by Bryan Allicock of the CMRV project will provide technical assistance & content material to the MRU.</p>	<p>All MRU activity covered under approved MRU Honoraria Project Budget.</p>
	<p>Topics of the 6 Radio Programmes:</p>	<p>All Radio Programs will be launched / broadcast & aired over Radio Paiwomak between March – August 2014</p>		

	<p># 1 What is REDD / REDD+</p> <ul style="list-style-type: none"> • Simple explanation on Climate change – diff between climate & weather; • Role of our Forests & Role of Indigenous Peoples; • Local Guyana REDD+ * “Opt in” by Amerindians; • Importance of FPIC in the whole process. <p># 2 What is CMRV?</p> <ul style="list-style-type: none"> • Why is it important? • Where is it being done & who is doing it? • Some Highlights of our CMRV results: • Overview of N. Rupununi Forest Use • What is Forest Carbon? What are the Carbon stocks in our community forests? <p># 3 Highlights of CMRV Well-Being & Forest Farm (Rotational Farming) Surveys.</p> <ul style="list-style-type: none"> • Selected items of these two surveys will be programmed. <p># 4 Forest Change Monitoring & Management</p> <ul style="list-style-type: none"> • Groundtruthing satellite map imagery • New Farms • Water & Fish surveys <p># 5 Benefit Sharing & Data Sharing</p> <ul style="list-style-type: none"> • Information on the protocols being developed for Benefit Sharing (esp. related to potential “opt-in” and the Data & Information Sharing Protocols <p># 6 Open Programme 6 is left open for any other topic/theme and/or special request from communities for broadcast. Five or Six illustrated posters will be developed for community dissemination on the following themes. The posters will be in plain English with bi-lingual title & use of occasional Makushi words or labels in text. <i>Note on Makushi Lg.renderings – Makushi is an oral language and only few know how to write and read it. Therefore while oral Radio Programmes will freely use Makushi & English, the text on Posters will make a more limited use of Makushi.</i></p>			
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	POSTERS Poster #1 What is REDD+ Why is it important? Role of IP & Amerindians & our Forests.			
	Poster # 2 What is LCDS? What is “Opt-In”? What is FPIC? How do we make community decisions? Draft Benefit Sharing diagram for potential “opt-in”.			
	Poster # 3 What is Forest Carbon – how is it stored? Why is it important? How do we benefit from it? What are our forest carbon stocks in NR? What are some other Eco-system Services from our community forests?			
	Poster # 4 What is MRV? What is CMRV How are they linked? Highlights of CMRV results in NR.			
	Poster # 5 Data Sharing Protocol CMRV system Diagram CMRV colour coded system/“traffic light” mechanism			
	Poster # 6 Highlights from Farm Survey & Well Being Surveys			
	GLOSSARY A Glossary of terminology and definitions etc will be produced as a little booklet for dissemination & reference. Familiarisation of these terms will also be aired as PSAs on Radio Paiwomak on a continuum.	March – June With launch in July. (TBC)		
	VIDEO A locally produced video will be developed by the Project Team. The video will am to be bi-lingual or a good mix of Makushi and plain English. It will feature the concepts of the community communications project and will utilise components of the project posters. Programmes, glossary etc. and will highlight the CMRV work and its importance to national MRVS and to the Guyana REDD+ framework /LCDS.	July –August (TBC) Launch in September or October (TBC)	TBC)MRU in collaboration with Project Team	200,000

YOUTH LEARNING CENTRE (YLC)				Lump Sum GYD 1M to cover all costs, staff time, for review and selection of ESS for production of programmes & creative expressions and for integrating ESS Modules into YLC curriculum.
	Radio Programmes in English & Makushi	March –June 2014 Twice per week in Evenings.	Students & Teachers: Principal Victor Ferreira & Forestry Tutor Suresh Andries	ALL YLC Activities covered under GYD 1M approved project budget allocation
	<p>Examples of Content of Programs:</p> <ul style="list-style-type: none"> • Definitions: <ul style="list-style-type: none"> -Reforestation -Afforestation -Deforestation -Forest Degradation • Acronyms: <ul style="list-style-type: none"> - UNFCCC - UNDRIP etc. • Quizzes: <ul style="list-style-type: none"> -Quizzes developed from ESS modules as well as on special content broadcast from the YLC programmes -Call-in programs to answer Quizzes for prizes. 	<p>Definitions & Acronyms on 1st evening broadcast</p> <p>Quizzes on 2nd evening broadcast</p>		Prizes \$ 30,000 – 50,000. To be covered under Radio Paiwomak budget allocation.
	Creative & Artistic Content Creating Songs, Poems, Skits, Short Stories on REDD+ & MRV topics	April – June 2014	YLC Students & Staff (as above)	
	Recording on CDs	May –June	YLC Students & Staff	
	Documentation & Reporting (see breakdown below)	March-June	see below	
	• Printing Programs	March	NRDDB	
	• Reviewing Content/Pieces for Radio Programmes	March/April	CMRV & Iwokrama Team	
	• Progress Reports	Weekly from March – June	YLC Staff	
	• Documenting	April – May	Staff-YLC Assisted by COBRA project	

RADIO PAIWOMAK				\$ 400,000 Lump sum to cover contribution to Radio Paiwomak for studio time, personnel, broadcast air time etc plus some specific costs listed below
	Project info & general dissemination	Now & On-going	Virgil Harding Chief Broadcaster	NRDDB (in-kind)
	Program Development	Feb – October (& beyond)	Coordinated by Paul Nash (Project Coordinator for Radio Paiwomak programming) <i>- Coordinator will work in synch with YLC/MRU personnel and with Project Team etc.</i>	200,000 honoraria for coordinator 50,000 for hard drive to store/back-up project programming; 9,000 for supplies - printer ink for printing of scripts, programs, PSAs for broadcast etc.
	Quizzes	March – October	Radio Paiwomak Chief Broadcaster; Coordinator Assistance from Iwokrama staff	30,000 – 50,000
	Call-In Segments from community listeners	February – October (& ongoing) Fist “call in” related to the Project will be held after Launch program on Feb 27/28	V. Harding & Paul Nash	16,000 For GTT C.Point (@1000 per month x 2 persons x 8 months)

Register of Project Team Participants for GSF-NRDDDB Project
Community Concepts & Communications for Understanding REDD+ and MRV
Inception Meeting
February 17, 2014, Bina Hill, Annai, North Rupununi
14.00 hrs – 17.30 hrs

N.B. Please also see Annex of REGISTER with SIGNATURES attached for verification

#	NAME	DESIGNATION
1	Virgil Harding	Radio Paiwomak Coordinator / Chief Broadcaster
2	Paul Nash	Co-coordinator for project with special responsibility for Radio Paiwomak programming
3	Benita Roberts	MRU – Makushi Research Unit
4	Emily Allicock	Administrator for NRDDDB/BHI
5	Norbert Williams	NRDDDB-CMRV Field Coordinator
6	Bryan Allicock	NRDDDB-CMRV Project Manager
7	Victor Ferreira	YLC Principal/Teacher
8	Samantha James	Iwokrama Education & Outreach Manager
9	Michael Williams	NRDDDB Chairman
10	Rosie George	NRDDDB Accounts Manager
11	Gilyan Alvin	NRDDDB Accounts Clerk
12	Paulette Allicock	MRU Coordinator
13	Ivor Marslow	NRDDDB – CEO
14	Vanda Radzik	Iwokrama-NRDDDB Advisor & Stakeholder Facilitator for CMRV Project
15	Viola Hamilton	MRU
16	Suresh Andries	YLC Forestry Tutor

COMMUNITY CONCEPTS & COMMUNICATION FOR UNDERSTANDING REDD+ AND M.R.V. PLANNING MEETING. DATE: 17th FEBRUARY 2014, TIME: 14:00HRS

	NAME	OCCUPATION	SIGNATURE.
1	VIRGIL HARDING	Radio Paimonak Coordinator	Virgil Harding
2	PAUL NASH	Radio	Paul Nash
3	BENITA ROBERTS	M.R.U.	Roberts
4	EMELY ALLICOCK	Administrator	E. Allcock
5	NORBERT WILLIAMS	Field - Co-ordinator - CURV	the 17-02-14
6	BRYAN ALLICOCK	Project Manager NRDOB/CURV	Bryan Allcock
7	VICTOR FERREIRA	TEACHER / PRINCIPAL	Victor P. Ferreira
8	SAMANTHA JAMES	Indokram, Outreach Mgr	S. James
9	MICHAEL WILLIAMS	Michael Williams NRDOB Chairman	Michael Williams
10	ROSE GEORGE	NRDOB Accounts Manager	R. George
11	JILLIAN ALVIN	NRDOB Accounts clerk	Alvin
12	PAULLETTE ALLICOCK	M.R.U. coordinator	P. Allcock
13	IVOR MARLOW	IVOR CEO	I. Marlow
14	VANDA RADZIK		V. Radzik
15	VIOLA HAMILTON	M.R.U.	Hamilton
16	SURESH ANDRIES	TUTOR Y.L.C	S. Andries
17	✓		

