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**FFF RETREAT – Second edition**

**10-12 December 2014, Rome, Italy**

**Casa San Bernardo**

**Minutes**

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The FFF retreat was held in Rome, Casa San Bernardo from 10 to 12 December 2014. A list of participants at the retreat is available in the Annex 1. The Agenda of the Retreat can be found in Annex 4. Power points presented during the retreat are available here: http://www.fao.org/partnerships/forest-farm-facility/88304/en/

For the first time almost all the country facilitators of the FFF partner countries were meeting together. Kolly Allison from Liberia could not come to Rome due to travel limitation from Liberia because of the epidemics of Ebola. Thuy Thi Thanh from IUCN participated on behalf of Y Voan from Vietnam who was unable to join. We were fortunate to have both of them join briefly by skype, although the connection with Vietnam was not very good. The retreat helped us to forge a team identity, share our joint commitment, celebrate our achievements and appreciate the wonderful and committed colleagues we have. Music, dance and role play were also part of the retreat, the Harvest dance inspired all of us: https://www.youtube.com/watch?v=WfFsqGWZyy4

**Beginning with some Conclusions (from the Manager’s perspective)**

Congratulations and thanks are due to all. The retreat was a wonderful opportunity for us all to meet and to appreciate the wonderful work and ongoing challenges we all face. We should feel proud but not satisfied, pleased but not yet content, encouraged but still searching – in short we should celebrate and recommit ourselves to accomplish more. In particular the retreat illustrated the incredible responsiveness of the FFF activities to the context in each country and the programmatic versus project approach. We should consider ways to trumpet this important element of our work.

We were fortunate to have a number of our FAO colleagues from Technical teams and other programmes join us at the retreat or afterwards in the Finnish room. Their presence was much appreciated and a clear indicator of the value of working in collaboration and cooperation – making sure that we add value and build on the strengths of those within our own institution/s and through the Strategic Objective teams and other networks. Let’s grow this forest and farm mosaic!

Several other very important elements were highlighted – one of these is the valuable role that the FFF and Facilitators, Coaches and the whole team play in making linkages, connecting people and institutions and helping to “glue things together” to get partners to work with each other. We heard about how exchanges between communities, women entrepreneurs, policy makers and even team members within and between countries– have been an important part of the work. Several presenters mentioned the interest of producers in Trade Fairs and in ways to help increase the links between producers and buyers.

This role as “connectors” may not be explicitly stated in our pillars or materials but is an excellent indicator in itself of what it means to be “facilitators”; to help others to accomplish their objectives and build their sense of ownership and capacity. Sustainability and resilience depend on this. We can be proud to be building this internal strength within and between partners. In some countries activities are still actively managed by Facilitators, and there are good reasons for this – but we should continue to step back and seek to put the producer organizations and government partners in the driving seat – and should monitor how well we do this in the coming year.

Given the good work that we have accomplished we talked a lot about communicating and sharing the information and learning more effectively. This is an important and emerging priority both for FFF as a programme but also for our partners in each country and regionally and globally. Strengthening communications strategies and skills should be something we do more of.

The MA & D training programmes have proven of use and value, and can be adapted to meet the needs and expectations within each country context. We should build on this beginning and learn about ways to improve the effectiveness of such training programs. Linking small grants to participants as is being done in several countries is just one way to do this. We should look to the next round of MA & D and to other topics for training in the year ahead.

Three other elements of the work we do could use more attention – in terms of capturing the learning from existing efforts and building more: **Women, youth and ecological sustainability**. Of the three, our programmes are addressing women and their unique roles and opportunities in important ways in many programs, if not all – and our monitoring and learning indicators require us to check on this – but we are perhaps not as explicit about stressing this in all of our programmes. We could perhaps do a better job of communicating and sharing our learning between and with women enterpreneurs, and their role in forest and farm producer organizations. On the other two – I think we have much to learn and improve. Keeping youth engaged and inspired to work and remain in rural areas, managing trees and forests and staying in contact with land-based livelihoods is a major challenge for all rural communities – and therefore, for the future of forests and farms. This year we should make extra efforts to focus on this dimension of the work – lets try and have some initiative in each country that is more explicitly engaging youth. We also have given relatively little overt attention to the critical importance of ecological and environmental sustainability in the work we are doing. Simply planting a tree – does not guarantee that an ecologically sensitive approach is being followed, indeed some of the efforts we may be assisting – including large scale monocultural farm forestry plantations which may be using a lot of inputs – may be having negative environmental impacts, on water quality, on soil fertility and biodiversity. Increasing the harvesting and production of many forest products without thinking about the sustainability of the supply can lead to over exploitation and ultimately an uneconomic enterprise or livelihood. At the same time we are supporting some unique efforts for territorial management plans with some indigenous communities which might allow for dramatic new solutions to emerge that enhance sustainability. We should be aware of these dimensions and look to ways to increase ecological resilience and ecosystem function at the farmer/community and landscape level. Lets keep listening to the land and forests as well as the people who are closest to it.

The retreat itself was an important learning experience – and importantly an enjoyable and participatory one. We must work to improve our Monitoring and Learning systems in ways that make the implementation of this vital part of our work enjoyable, productive and participatory – ensuring that the benefits are clear to our partners and that they are the ones taking the lead in thinking and analyzing the important work we are assisting them with, We will make our annual report to the Steering Committee this year, mirror our M and L framework – even though the information we have is incomplete. Each of us has a role to help in this process, beginning with the implementing partners, the country Facilitators, the coaches the FFF Partners and the whole team!

Hopefully we all returned to our work with renewed excitement and energy to accomplish even more in the year ahead.

**Pre-retreat Partnership Meeting at FAO**

Before the Retreat, a partnership meeting with FFF Management Team (from FAO, IIED, and IUCN) was held in the afternoon of 9th of December at FAO HQ to discuss the accomplishments and challenges of the FFF as a whole, and improve and clarify roles and responsibilities to implement the partnership next year. The issues were discussed following the Agenda in Annex 2.

The partners agreed that The FFF is now well established and recognized as a solid programme which responds to country context and needs. With a small amount of money a lot has been accomplished already and support is being provided to important processes in the expanded group of 10 partner countries. Some adjustments have been made to the roles of each partner institution with the FAO based team taking on the more direct implementation follow up and “coaching” functions for all countries and the IUCN team based in Gland taking a lead role in working with the global and regional partners. As earlier efforts will be made to engage wherever possible with IUCN regional and country office colleagues, following the approach in Nepal, Myanmar and Vietnam. Efforts will be made to encourage these IUCN offices to become engaged and coordinate activities wherever possible to strengthen the synergy of the partnership. The partners agreed that the Monitoring and Learning work needs to be strengthened and fully implemented and IIED will take on an expanded role in this dimension – working with coaches to help country Facilitators to develop more effective M & L systems and, as before, producing summary learning documents at the FFF-wide level. This is part of a larger challenge for the FFF on how to communicate the way it works on the ground and strengthen communication’s capacities in the countries. Each partner has a role in participating in communications efforts wherever possible and seeking ways to highlight the partnership. The network of the friends and partners of the FFF is growing and implementing joint activities. Efforts should be made to strengthen these connections. Each partner will also contribute energy and efforts to ongoing fund raising efforts this next year.

**The Retreat – Casa San Benardo**

**Introduction from the FFF Manager**

We have accomplished a lot already! Activities are running in 10 countries with key forest and farm producer organisations and government partners. The scoping studies are finalised in the 4 new countries launched in 2014. Other activities have been successfully implemented such as:

* Small grants, training activities, communication, linking efforts – responsive to country contexts.
* Training and Exchange visits within and between countries.
* Regional and global partners and FFF presence at many events.
* Communication, learning and knowledge sharing.
* Monitoring and Learning initiated.

Budget for programme implementation in FFF countries (600,000 USD/3 years)

|  |  |
| --- | --- |
| **Item** | **Budget (USD)** |
| **Pillar 1** |  |
| Partnership agreement with APEX Producer Organization | 100 |
| Small grants | 60 |
| **Pillar 2** |  |
| Support for Cross-Sectoral platforms | 40 |
| **Pillar 3** |  |
| Exchanges | 15 |
| Communication | 15 |
| **TOTAL/Year (allowing for less expenditure in year 1)** | **230** |

There is a growing demand for FFF: 43 countries expressed interest in becoming an FFF partners, as well as 70 global and regional organisations.

Funding situation

The current Programme from December 2012 to December 2017 has started being funded in August 2013 at 4/5 M/year. Fund raising is still ongoing and possibilities with Brazil to take on board more Latin America countries and Belgium support may arise in the future.

**Update on country process**

The FFF facilitators gave an overview of the status on the country implementation in all the ten countries. Four new countries were successfully launched and the programme is moving well in the 10 countries. Facilitators presented the partners involved in the activities implementation, an overview of activities and achievements per Pillar, an outlook for 2015, the implementation of the Communication Strategy, the Small Grants situation, and the challenges and lessons learned.

The presentations gave the sense of the particularities of each country and the unique advantage of the FFF support to be truly adapted to the diversity of local priorities, and to country context in developing the activities.

Presentations can be found on the FFF website here: http://www.fao.org/partnerships/forest-farm-facility/88304/en/Discussion

* The range and diversity of FFF programmes and their adaptation to in-country contexts is a strength and should be highlighted.
* There is potential to develop further the communications activities. A national communication plan is formulated already in 4 countries: Guatemala, Nicaragua, Gambia and Liberia.
* Challenges remain in the delay in implementing the activities because of the slow process of LoAs, and therefore the long time for the organisations in accessing the funds and start the activities, after the selection process.
* Capacity of the organization to prepare proposals and reports need to be strengthened.
* Efforts should be re-doubled to get funds and resources directly to forest and farm producer organizations.

In Annex 3 can be found the workplan for 2015 per country. Duncan and

**Global and regional grants**

A presentation was given by IUCN team. The objective of these grants aims at strengthening apex organizations of forest and farm PO to get local realities represented in regional and global decision-making arenas, and regional and global decisions disseminated to local people. Funds were to be provided for:

* Linking national and various international networks representing forest rights-holders to pursue a shared agenda.
* Bring local success stories to help shape international and national policies and actions.

It was highlighted that 79 applications were received and 5 were finally selected for support to:

* Global organisations: International Family Forest Alliance(IFFA), Global Alliance of Community Forestry (GACF), and International Alliance  of Indigenous and Tribal People in the Tropical Forest (IAITPTF).
* Regional organizations: Alianza Mesoamericana de Pueblos y Bosques (AMPB), and Asian Farmers Association for sustainable rural development (AFA).

Way forward

An inception meeting end January in IUCN HQ will be organised to develop the next steps and way forward.

In 2015, an African producer organization conference and an Asia regional conference will be held. These conferences are paving the way to Durban. Indeed, the FFF with the Social Forestry Unit at FAO, Tropenbos International, RECOFTC and many other partners are working together with producer organizations, local communities and indigenous people around the world to ensure a powerful representation of local producers and forest-users at the WFC.

Both the IAITPFT and the GACF will be holding regional membership and coordination meetings (in Asia and Africa respectively). IUCN should be sure to inform country teams as the dates for these activities are finalized.

As a conclusion it was agreed that there is a need to strengthen linkages between country networks, producer organisations and the global and regional grants, including those that submitted national level proposals.

IUCN will send to coaches and country facilitators a specific request for information that will help us to understand the current needs and links between partners in countries and regional and global partners, associations and processes. An interesting example is the link that has been established between the ANR Platform in the Gambia and the various UN COP processes whereby the government has been requested to check in with the ANR Platform before going and after returning from the COP processes to get inputs and share progress with the multi-sectoral and multi-stakeholder platform chaired by producer organizations.

**Training update**

A short overview was given on the capacity development efforts FFF has undertaken during 2014, focusing on strengthening marketing and business capacities. This has been materialized through the organization of a regional ToT of the Market Analysis and Development methodology for Latin America, in which trainers of the three FFF countries participated, apart from selected trainees from 10 other Latin-American countries. Follow up trainings in Guatemala, Nicaragua and Bolivia are now underway. A second regional ToT training of the MA&D methodology has been programmed for early 2015 in the Asia Pacific region, which will take place in Vietnam and is organized in collaboration with RECOFTC. Selected trainees from Myanmar, Nepal and Vietnam alongside 3 other countries will attend this training. During 2015 in-country MA&D trainings in Vietnam, Myanmar and Nepal will be programmed to strengthen the FFPOs in their business skills.

Also for Africa a regional ToT MA&D training is planned to take place during 2015, but planning still has to start.

Apart from the business development ToTs, FFF is identifying other capacity development topics to support the FFPOs. One important subject is strengthening the organizational development of FFPO’s. Here FFF is looking for collaboration with other partners such as We Effect. It’s foreseen to start with these trainings during 2015.

**Messaging and communication**

A presentation was made on the communications on the overall mission of the FFF. A distinction was made between the communications at country level on the 3 pillars, including the activities supported by the FFF on communications to strengthen the PO’s communications capacity under the budget of 15,000 dollars per country (supported by the ComDev team), and the communications at global level trough the website, the publications, the articles, video... Efforts in organizing special events during major international conferences were made this year : “Forests and Family Farming for Food Security and Nutrition” during the Committee on Food Security, “Family forestry is family farming” during Committee on Forestry, a joint Tropenbos-Agricultures Lounge at the Global Landscapes Forum.This year, two Working Papers were produced in a joint effort. These publications illustrate well the partnership spirit of the FFF. See below the picture of the writer’ signatures of the Working Paper No. 2 on the Multi-sectoral platforms.

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Comments and agreements on the Way Forward

A proposal for communications products to be realized in 2015 includes the following:

* An updated brochure to show the achievements in the countries, and illustrate the 3 pillars.
* FFF brochure translated in local languages.
* A video including country cases. *Facilitators should mention if local capacities allow to produce some of the field examples in the partner country.*
* Portrait stories of local champion. *Facilitators are requested to identify possible local leader that could be interviewed. A call for proposals will be launched in January 2015.*
* A working paper on youth. *Facilitators are encouraged to propose students, and researcher to write a joint article to be presented at the WFC*. *Deadline for submitting abstracts on the WFC website is 31 January 2015.*

**Small Grants**

An open discussion on the recently started in-country small grants was held. It was agreed that the guidelines for small grants should be reviewed, based on the first experiences receiving grant applications.

The issue of “small grants” which are currently still “LoAs” was discussed and the various approaches being followed in different countries will continue to inform our learning about how do these in a way that adds value to the primary purposes of the three pillars (particularly pillar 1) and strengthens farm and forest producer capacity. A good in-country process for selecting and approving these small grants can itself be a tool for building multi-sectoral platforms and providing a role for the Advisory Groups established in a number of countries.

The current guidelines for the “small grants” will be updated and improved. Ideally the “small grants” should be an additional and linked part of the country programme which help to develop a model approach to initiating FFPOs and small enterprises. This can happen in several ways:

* Recipients can already be members of a larger apex producer organization and sharing and learning can be organized between them to help ensure that the benefit from the “small grant” extends to other groups and that lessons are learned about what works and what doesn’t.
* The “small grants” can be tied to or help model and initiate a larger a fund for forest and farm producer groups to illustrate how small “subsidies” can be linked to credit, business development and membership in a larger FFPO to improve prices, quality, volumes, market access etc. and a voice in policy. Here the idea would be to use the “small grants” to seed a more sustained and permanent fund in-country for this purpose.

Clarification will be sought and shared on the degree to which these “small grants” LoAs can and should support direct inputs (e.g. procurement) and we will arrive at a formulation that is likely to allow for some percentage of the funds to be used as inputs into a demonstration to benefit others, but not emphasized. This will be shared with all country teams. We should also try and keep the process as simple as possible to make it accessible for recipients. Finally we should perhaps consider providing some financial management and book keeping training to the recipients.

**Monitoring and Learning**

The IIED team chaired this session and presented the system which has been developed in 2014 and presented to all countries. Implementation is starting at country level with some challenges. More time and effort from FFF Management Team and the national facilitators is required next year to have the system fully running. The system will be integrated in the FORIS database online for record and easy extraction for the annual report.

The Way Forward

IIED will work with grantees to develop reporting templates linked to the annual synthesis report

It was agreed that IIED will revise the monthly report template which was used since the start of the FFF. The new template will be following the pillars and the M&L system. It should also be formulated in a way which allows an easy use for website updates and news posting. It will keep track of activities and outcomes and recommendations for next steps

A new draft template was distributed for the annual report. It was agreed that it should be sent by the facilitators to the FFF Management team at the end of each year between November and December. This year, given the time constrains an ad-hoc reporting will be done by mid-January in view of the Steering Committee Meeting planned on 18-19 February 2015.

IIED will develop a Tool for implementation to help the facilitators in using the system.

**Administrative matters**

A brief was given on LoA steps, and a discussion followed on how to improve the flow of the process. Guidelines were also provided to facilitators in terms of travel, FBAs and improved communication around allocation of funds. The discussion focused on improving the speed at which LoAs are approved and funds are transferred, on the challenges of getting good reports from “service providers” or partners, and on some of the technical questions related to Small grants.

**Partnerships and Friends of the FFF**

A discussion was held on the importance of working with other partners and leveraging other resources both within countries and at the global level. Groups identified potential partners. In particular WeEffect emerged as an important current or potential partner in 8 out of 10 countries and efforts will be made to establish both local and inter-institutional partnership with this organization with a shared mandate.

Since the retreat, important movement has been achieved in advancing a partnership between FAO and We Effect – it would be very good if each country Facilitator could send to Jhony (and copy me and Sophie) your ideas for elements which we should include in a Partnership Agreement with We Effect!

For the Steering Committee Report we will include some diagrams to illustrate our current and potential partners.

**Donor Support Group and Steering Committee Meetings**

The Steering Committee will meet in Rome on February 19-20th and the Donor Support Group will meet the day before on February 18th. They will review the annual report and approve the work plan for the next year. The preparation and sharing at retreat has been an important input into the plan and report. Facilitators will send in a follow up annual report by mid-January to the coaches and these will be forwarded to the M & L team, who will take the lead in drafting a report that references the M & L system. A new year now stretches ahead full of promise and hard work. Good Luck to all!!

**Workplan for 2015**

| **Proposed tasks and functional structure of the FFF management team** | **Activity** | **Responsible Team Member** | **When** | **Funding/ Comment** |
| --- | --- | --- | --- | --- |
| Strategic coordination | * Weekly team meeting (on Monday for a general overview, on Tuesday for the operational aspects) * Preparation of the SC Meeting | FAO (Jeff)  FAO Team | Every week  Mid January |  |
| Operational management | Coordination with SO2 and SO3 | FAO Team | Regular |  |
| Preparation of the Mid Term External Review – postponed to 2016 |  |  |  |
| “Small grants”   * Review and finalise the procedure’s guidelines * Finalise LoAs * Launch new call for proposals in the countries | FAO  FAO  Facilitators |  |  |
| Country implementation  See Annexe 3, workplan by country | Facilitators | Regular |  |
| Overall monitoring and learning | Develop the   * Monthly report template * Annual report template * Tool for implementation   Implement the system in the countries | IIED first draft ->  FAO Team &IUCN  Facilitators | End of January |  |
| Process enhancement: Facilitation, technical support and quality of grant delivery | Follow up country facilitation |  |  |  |
| Global process enhancement:   * Inception meeting * Kenya conference * Asia Conference * XIV WFC 2015 | IUCN (Chris)  FAO and IUCN  IUCN  FAO and Social Forestry + Facilitators | January  March  ?  Abstract deadline 31 January |  |
| Fund Raising | Follow up with Brazil  Follow up with Belgium  Follow up with DFID  Follow up with EU and new donors  Initiate fund raising for WFC  Initiate additional fund raising | Jeff, Jhony and Jorge  Jeff and Sophie  Jeff and Duncan  Jeff with help from IIED and IUCN  Jeff with FOE SF team and others  IIED and IUCN |  |  |
| Research and Learning | Lessons learnt in the countries  Business model  Youth in the rural area  Press release in country media | IIED  IIED  FAO and Facilitators | Xx  Xx  January 2015 (for the abstract) | Swedish support for M & L and the WFC |
| Exchanges and Regional Training | Regional Exchange Visits – Mexico/Brazil, Vietnam, Kenya  Forest Connect Meeting, Vietnam  Reigonal MA&D Training, Vietnam | Coaches and Facilitators  IIED  FAO, Vietnam Facilitator, VNFU with RECOFTC |  |  |
| Communication | New flyer on the achievements  Pillars, Country illustrations  Infographic animation  FORIS/ country pages  In-country strategy  Local champion portraits  FFF video ( country stories) | FAO (Marguerite)  FAO (Elena &Marco)  FAO (Marco)  FAO (Luca)  ComDev Team + Facilitators  FAO (Marguerite)+Facilitators  FAO (Maro, Marguerite, local communications team) | Mid Oct. |  |
| Reporting | Annual report 2015  PPT for the Steering Committee  Mid-term report | Jeff and Marguerite to lead  Inputs from coaches and facilitators  IIED – learning overview | 31 January  Early January |  |

**Annex 1: List of participants**

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| --- | --- | --- |
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**Annex 2: Agenda of the Partnership Meeting**

**Partners Meeting FFF RETREAT**

**9 Dec, Rome, Italy, FAO**

**14:00-17:00 hours**

**Draft Agenda**

1. Reflection on the last year – in terms of accomplishments and challenges of the FFF as a whole (i) country implementation, (ii) global and regional implementation, (iii) fund raising (iv) communication, (v) M & L.
2. Assessing the Partnership (H Form exercise).
3. Improving and clarifying roles and responsibilities going forward for:
   1. Implementation
   2. Visibility, Promotion, Communication
   3. Fund raising
   4. Strengthening institutional buy-in and support to FFF
4. Implementing the partnership next year.
5. Others?

**Annexe 3: Workplan for 2015**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forest and Farm Facility Retreat – Workplan 2015** | | | | | | | | | |
|  | Small grants allocations | Training programs | Exchange visits | 2015 congresses | Regional and global | Learning | Communications | Working with other partners | Timeframe |
| Gambia | 9 in pipeline;  Possibilities of linking with the African Union and the African Development Bank | Training package including MA&D, project cycle management, conflict resolution,  Have trainers for MA&D | Two major events: Africa forest congress in Kenya – link with exchange visit from Gambia and Zambia, possibility of visiting one or two producer organizations  Regional share faire;  Themes:  Access to markets, production systems, organizational development, lobby/advocacy | World Forestry Congress in Durban, September, possibility of PO side event; | Green wall initiative | Voluntary guidelines |  | More POs participating in exchanges;  We-effect,  Link to small grants partners;  ROPA;  EU/voluntary guidelines |  |
| Liberia |  |  |  |  |  |  |  |  |  |
| Guatemala | ACOFOP | Continue with 2nd part of MA&D;  Training in organizing, financial management, accountability (trainings in each country) | 5 topics:  Organizing entrepunurs;  Governance of producer organizations;  Cross-sectoral platforms;  Enabling government conditions;  Women producers;  Participants:  Leaders of producer organizations, representatives of ministry of economy, national facilitators of FFF; |  |  |  |  | WE-effect;  Ministries of economy;  AMBP | May – June for exchange visits;  3rd week of January for MA&D part 2 |
| Nicaragua | ? in pipeline |  |  |  |  |  |  |  |  |
| Myanmar | January call for proposals, selections in February | 4 participants in Asian regional MA&D;  Executive forest policy training in March | June – domestic exchange visit and international visit to Vietnam |  |  | M&L Workshop in February | One MERN communication | RECOFTC, PYO e Pin,  MTMA, LIFT |  |
| Nepal | 3 in pipeline, select proposals in January | 5 participants in Asian regional MA&D training;  February training on linkage between natural resources | In March domestic exchange visit between two districts;  International visit to Vietnam in August |  |  | Finalize M&L template in January;  Lessons learned workshop | FFF-brochure, information, education, material;  Complete communication | Mobile bank |  |
| Vietnam | Calls for proposals in February, selection in March | MA&D training in Hanoi, 6 participants invited from FFF;  Follow-up trainings in each country after the MA&D; | Domestic exchange | Send participants to WFC (all three countries) |  |  |  | UN-REDD,  RECOFTC,  FSSP, IFAD, IKEA |  |
| Bolivia | ? in pipeline |  |  |  |  |  |  |  |  |
| Zambia |  | Have trainers for MA&D |  |  |  |  |  |  |  |
| Kenya | Challenge of PO’s capacity to handle small grant applications |  |  |  |  |  |  | LoA with We-effect, AU, regional economic commission |  |
| FFF Global | 1 small grant approved, several in pipeline (Gambia, Bolivia, Nicaragua, Nepal);  How to address PO expectations and FAO/Agricord requirements?;  The need for a simple small grants learning template and updated guidelines | Asian regional MA&D training |  |  |  |  | **International events**  Forests and family farming for food security and nutrition;  Family forestry is family farming;  Joint tropenbus-agriculture lounge at global landscape forum;  **FFF website**  45 news posted  **Publications**  More than 15 print products |  |  |

**Annex 4: FFF Retreat- AGENDA**

|  |  |  |
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| **Wednesday 10 December**  **RETREAT DAY 1 - (*Morning)*** | **Thursday 11 December**  **RETREAT DAY 2 - (*Morning)*** | **Friday 12 December**  **RETREAT DAY 3 - (*Morning)*** |
| **8:30: Quick Introductions Setting the scene**   * Welcome –Eva Muller * Brief global update (Jeff)   **9:00 Ice breaking exercise** (Anna)  **9:30: Country updates**  (Chair: Zoraya) (6 countries) Presentation and discussion (30 min. per country)   1. Current Status (by pillars) 2. Challenges 3. Learning 4. Needs and Opportunities 5. Peer Discussion  * Gambia – Kanimang * Liberia – Kolly (by skype) * Guatemala – Ogden * Nicaragua – Leonardo * Myanmar – ATZ * Nepal – Sony | **8:30: Implementation of the M&L**  *facilitated by Duncan and Anna*   * Introduction to M&L system – Duncan Macqueen (20 min) * Process, roles and responsibilities within M&L system – Anna Bolin (20 min) * Example of M&L processes to date from Myanmar and Gambia – Duncan & Anna with inputs from ATZ and Kanimang. (40 min) * Discussion of M&L common procedures and templates – Plenary discussion (40 min) * Next steps and support needs for 2015 – Working groups / report backs (60 min) | **8:30: Operational and Administrative Issues**   * Role of Facilitators – Team discussion – Jeff et al (30 min) * LoA process – Ulrika and Jeff (30 min) * Administrative issues (FBAs, TAs) – Zoraya and Elin (30 min) * Communications and reporting (News, Monthly Report – Marguerite, Sophie and Jhony) (30 min) * FORIS – Marguerite and Luca (20 min)   **11:30** Team Reflections on the Retreat and Output (Jeff etal) |
| **12:30:** *Lunch* | **12:30**: Lunch | **12:30:** Lunch |
| **Wednesday 10 December**  **RETREAT DAY 1 - (*Afternoon)*** | **Thursday 11 December**  **RETREAT DAY 2- (*Afternoon)*** | **Friday 12 December**  **RETREAT DAY 3 - (*Afternoon)*** |
| **13:30: Country updates** (Chair: Ulrika) (4 countries)- Presentation and discussion (30 min. per country)  1. Current Status (by pillars)  2. Challenges  3. Learning  4. Needs and Opportunities  5. Peer Discussion   * Vietnam – Thuy (Y Voan – by skype?) * Bolivia – Boris * Zambia – Makweti * Kenya – Philip   **15:30: Global and regional update** (Chris and Pauline) (20 min+ 15 min)  **16:30 Training update** (Sophie et al)  **17:00 Communications and Learning**  (Duncan, Anna, Marguerite, Marco and Elena) **Getting to know each other (Marguerite)** | **13:30: How to move forward together?** *FFF implementation and 2015 Workplan*   * Small grant allocation procedures and plans– Sophie, Jhony and Erik (30 min) * Training programs – Sophie (30 min) * Exchange visits in 2015- All (30 min) * From Kenya to WFC – Jeff and Erik (30 min) * Regional and Global – Chris and Pauline (30 min) * How to share learning?- Duncan and Anna (30 Min) * Communications (country to HQ, between countries, with partners) – Marguerite (30 min) * Working with other partners (WE Effect, Tropenbos, RECOFT-C, donor programmes) (30 min) | **14:00 Interaction with FAO Programmes Forestry Room**  **14:00** FLEGT  **14:30** Social Forestry Team  **15:00** SO3 1.1 – Carol Djeddah  **15:30** TBD  **16:00** Closing  **16:30**  **Individual meetings** |
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| **19:30: GROUP DINNER** |