**Forest and Farm Facility Retreat – 16-18 January 2017**

**In FAO HQ**

Draft Agenda (16-12-16)

**Objectives:**

Review of 2016 achievements and learning (draft country and regional/global reports)

Develop work plan for 2017 and the culmination of Phase I

Capacity building in Organizational Assessment and Enhancing Gender Emphasis and networking

Wrapping up Phase I - completing the work, communication, learning, leveraging impacts

Planning for Phase II

**Proposed Agenda:**

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| Monday January 16, 2017. Review of 2015 achievements and learning | | | |
| **Time** | **Activity** | **Presenter** | **Chair person/Note taker** |
| 8:00 - 8:30 | Breakfast |  |  |
| 8:30 - 9:00 | **Intro** and ice breaker |  |  |
| 9:00 - 10:20 | **Wrapping up the final year – Strategic planning discussion** | All |  |
| 10:20 - 10:35 | Coffee Break |  |  |
| 10:35 - 12:35 | **Learning and accomplishments around Pillar I** | Facilitators present only Pillar I slides with discussion |  |
| 12:35 - 13:30 | Lunch |  |  |
| 13:30 - 14:30 | **Learning and accomplishments around Pillar II** | Facilitators with inputs from Coaches |  |
| 14:30 - 16:00 | **Learning and accomplishments around Pillar III** | Facilitators and Coaches (country and regional and global) |  |
| 16:00 - 16:15 | Coffee Break |  |  |
| 16:15 - 18:15 | Story telling – sharing inspirations and challenges | All |  |
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| Tuesday January 17, 2017. Review of 2015 achievements and learning | | | |
| **Time** | **Activity** | **Presenter** | **Chair person/Note taker** |
| 8:00 - 8:30 | Breakfast |  |  |
| 8:30 - 9:00 | ice breaker |  |  |
| 9:00 – 12:30  Including coffee break | **Participatory Training:**  **Organizational Self Assessment** | Jhony, Sophie and Sara |  |
| 12:35 - 13:30 | Lunch |  |  |
| 13:30 – 17:00 | **Participatory Training: Strengthening Gender Equality in FFF** | Gender trainer/facilitator |  |
| 17:00- 18:00  Including coffee/tea break | Phase II discussion | All |  |
| 19:30 – 21:30 | Group Dinner |  |  |
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| Wednesday 18, January 2017. Develop work plan for 2016 | | | |
| 8:00 - 8:30 | Breakfast |  |  |
| 8:30 – 10:30 | **Budget Discussion** |  |  |
| 9:00 - 10:30 | **2016 Work Plans  5 Countries:**  15 minutes per country  *5 min presentation*  *10 minutes discussion* | Facilitators, Coaches |  |
| 10:30 - 10:45 | Coffee Break |  |  |
| 10:45-12:00  12:00-12:30 | **2016 Work Plans**  **5 Countries:**  10 minutes per country:  *5 min presentation*  *10 minutes discussion*  **Regional & global:**  *10 min presentation*  *20 minutes discussion* | Facilitators, Coaches |  |
| 12:45-13:45 | Lunch |  |  |
| 13:45 -14:30 | **Knowledge and M & L** |  |  |
| 14:30 – 16:00 | Meet other teams? |  |  |
| 16:00 – 16:15 | Coffee Break |  |  |
| 16:15 – 16:45 | **Planning for Steering Committee Meeting** | Jeff |  |
| 16:45-17:30 | **Resource mobilization** and funding –national, regional and global | Everyone |  |
| 17:30-18:00 | **Wrap up** |  |  |
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| **Friday 11, December AT FAO HQ** |  |  |  |
| 8:00 | TRAVEL to FAO HQ | Metro- Laurentina to Circo Massimo |  |
| 8:30 – 9:00 | Welcome Remarks | Eva FOE FAO HQ - CANADA ROOM |  |
| 9:00 – 10:30 | Country Capacity Development Strategies Workshop | Sally |  |
| 10:30-10:45 | Coffee Break |  |  |
| 10:45-12:00 | Country Capacity Development Strategies Workshop and discussion how to implement this in country | Sally |  |
| 12:00 – 13:00 | Lunch |  |  |
|  |  | Forestry Room |  |
| 13:00 – 14:00 | Foris Data Base Training | Luca, Ulrika and Marguerite |  |
| **Group Meetings with other FAO teams** |  |  |  |
| 14:00 – 14:30 | SO3 1.1 and We Effect Partnership | Carol |  |
| 14:30 – 15:00 | SO2 2.2 | Ewald |  |
| 15:00 – 15:30 | South – South cooperation | Carlos |  |
| 15:30 – 17:00 | Social Forestry  VGGT  FLEGT  UN-REDD | Dominique  Francesca  Bob  Maria |  |
| 17-17:30 | Individual meetings |  |  |