**Team meeting: 19 January 2021**

**Participants: DK, FG, MFL, SS, DM, JZ, SG, NS,**

**Chair: GdR**

**Note taker: FG**

**Agenda:**

1. Action points from last week
2. Update on steering committee
3. Annual report – status and questions
4. Resource mobilization

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| **Actions from last time** | **Actions taken** | |
|  | Ali Logan Pang, IIED joined FFF  MTE update : a clear path forward was presented by MTE team to David. the FFF team will receive a preliminary presentation to share at the Steering Committee and the final report will be delivered after the Steering Committee.  **Pending** from last week: Jhony to share previous global work plans with David | |
| **Team report** | **DESCRIPTION**  **(summary if discussion – main points only)** | **ACTION**  **(to be checked at next meeting)** |
|  | **Annual report**  Country Sections- Long **report**:  Duncan and Anna will send the drafts to Marguerite and she will upload on Google document  8 out of 10 country reports ready and synthesis table prepared with results on the indicators.  Vietnam and Ghana tracks indicators overtime and this is added in the table.  Knowledge Generation Section- in progress too.  Section on Webinars- There will be a standard set of information collected about each webinar - hosts, topic, type and size of audience, highlights. The events the FFF team attended should be included, such as COFO sessions. Jhony and Sophie are working on this with the contribution from IIED.  Full section on monitoring in the long report:  Based on the data from County Reports included in the matrix prepared by D+A additional charts will complement as needed. Probably there will be need for more data/charts on value chains.  M&L synthesis was missing and included in the structure for the annual report.  Global and Regional -Section sent by Pauline  Layout for Annual Report under discussion  Covid-19 updates needs to be in the country reports or not? | Marguerite will coordinate the uploading of the contributions on Google drive  Marguerite to prepare a standard table on webinars and events  Duncan, Anna, Francesca and Marguerite to coordinate on data and charts  David and Marguerite  to reach consensus on the new layout for the report.  Marguerite to send the proposed layouts to the team to get feedback.  Marguerite and Svea to work on the analysis/synthesis on Covid-19 section |
|  | **Update on Steering Committee**  The following dates emerged from the Doodle exercise. On the 10th , 11th, 12th of March FFF will convene the Steering Committee at 13:00 hours and Donor Support Group Committee at 14: 00 hours  The facilitators will be solely observers without voting or speaking rights at the Steering Committee. |  |
|  | **Resource mobilization**  *Amazonia sin fuego* has shown interest in working at a resource mobilization proposal. A follow up meeting at the end of the January 2021 to understand if this is going to concretize in a proposal.  Since AgriCord can be potentially involved at the EU level for Regional proposal.  The meeting with EU delegation in Brazil and Bolivia highlighted their endorsement and consideration for FFF and the collaboration with Amazonia sin fuego.  FMM Reporting : requirement to be met by 29th of January. Giulia to follow up on the no cost extension on BMZ. BMZ: David will meet with them in the following weeks. | Giulia/Jhony, Noora Katja to meet to work on a join resource mobilization position. Giulia to send invitation.  Giulia to receive the reporting format to Svea. |
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| **Next Chair:**  **Next Note Taker:** | * + - * Francelanord       * Kaimowitz   NEXT TEAM MEETING THE 26TH OF JANUARY 2021 |  |

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| **NEXT CHAIR**  Bolin  Buffle  DeRobert  Francelanord  Grouwels  Guarascio  Kaimowitz  MacQueen  Senesie  Simola/ Vuori  Zapata | **NEXT NOTE TAKER**  Bolin  Buffle  DeRobert  Francelanord  Grouwels  Guarascio  Kaimowitz  MacQueen  Senesie  Simola/Vuori  Zapata |