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**UNCG Meeting Minutes**June, 6th 2018

UNDP Conference Room

**Participants:**

* Gisele Nyampinga (UNDP)
* Déogratias R. Nkurunziza (UNDP)
* Geno Ochieng (UN Women)
* Jeanne Francine Mujawamariya (RCO)
* Olivia Mukarushema (FAO)
* Steve Nzaramba (RCO)
* Mohamed Charles-Emmanuel Fall (OHCHR)
* Noël Dukuzumuremyi (WFP)

**Agenda:**

* Review of the previous UNCG meeting minutes
* UNCT Retreat outcomes- presentation by George (Head of RCO) and Steve
* Upcoming leadership changes
* Brainstorming session on the closing and opening of the current and next UNDAP (previously we had discussed on how UNCG can organize an event to close the current UNDAP on high note)
* Guest from RMC (Rwanda Media Commission) to present their initiative entitled ‘PRESS CLUBS ‘or ‘Meet the Press’
* AOB

**Discussion:**

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| **Agenda** | **Action Points** |
| **Review of the previous UNCG meeting minutes** |
| * The previous UNCG meeting was about preparing the One UN commemoration of the Genocide against the Tutsis. The feedback that have been received were very positive and the role of the UNCG was instrumental in making the event a success.
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| **UNCT Retreat outcomes- presentation by George (Head of RCO) and Steve** |
|  * They were several guests from the government and other development partners who mainly discussed with the UNCT about the new government NST1 and the new UNDAP.
* There were discussions about the communication on the new UNDAP. Mainly the recommendation was to put together a communication strategy. Basically, it was concluded that information is available but scattered and they need to be put together and come up with a strategy.
* UNCG have been suggested not to be too ambitious in its strategy considering the capacity available both in terms of human resources and financially.
* Olivia asked how is the new UNCG structure going to improve the way One UN communicates.
* The new UNCG structure is going to be based on the results groups that will be 3. Each result group will have a communication focal point and represent the UNCG.
* Olivia suggests that the commitment should be included in communication officers’ performance appraisal so that they are more committed towards UNCG work which will be on results.
* Olivia suggests that all agencies should invest in recruiting specialized communication officers to deliver on the new UNDAP since some agencies don’t have dedicated communication people.
* There is a possibility of getting an external facilitator that can do a consultation to all head of agencies and grab their attention towards communicating UN results.
 | * Steve to contact UNDOCCO for some sample communication strategy.
* Steve to compile available information to propose a draft strategy. From the draft UNCG to have a 1 day session to finalise the strategy.
* Steve to share the results groups ToRs and the communication presetnation made in the UNCT retreat.
* Steve to share the results based communication document.
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| **Upcoming leadership changes** |
|  * As Gisele, who was serving as the chairperson of the group, is going to go on maternity leave for 6 moths (she will come back in December), the UNCG is having an interim chairperson. It was decided that the person is Steve, communication associate from RCO.
 | * George to discuss with the RC the direction of the UNCG leadership in the next UNDAP.
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| **Brainstorming session on the closing and opening of the current and next UNDAP (previously we had discussed on how UNCG can organize an event to close the current UNDAP on high note)**  |
| * The new UNDAP will be signed at the same time with the NST. Discussion are still ongoing to decide when the signing will take place.
* The closing of the outgoing UNDAP and the opening the incoming UNDAP will be combined.
* Since the time of signing of the new UNDAP and NST hasn’t been announced, the UNCG needs to stay alert and stand ready for the event.
* Ochieng from UN Women asked if the events of the UNDAP and NST signing, are going to be combined.
* Olivia suggested that we need to focus on our partners and the people of Rwanda while we celebrate the achievements of the outgoing UNDAP.
* Gisele suggested that we should not be over ambitious taking into consideration time frame and financial constraints. She further suggests that we can have an event to celebrate the closing the UNDAP and launching the new UNDAP.
* Gisele suggests also that we focus on the beneficiaries since they are the ones that the UN has been delivering for and hence, they have a better story to tell.
* There is an idea of having different visibility materials such as videos and publications. The challenge is the time frame and resources especially for the video since as some publication are under development.
* UNCG to start making some noise about the closure and the starting the new UNDAP through social media mainly.
 | * George to discuss with MINECOFIN to know when UNDAP and the NST documents will be signed at the same time.
* RCO communication to share the draft booklet that contains main UNDAP achievements that are aligned with the EDPRS.
* Steve to propose to RC and George, what the UNCG members suggested to do on the effort.
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| **Guest from RMC (Rwanda Media Commission) to present their initiative entitled ‘PRESS CLUBS ‘or ‘Meet the Press’** |
| * The RMC thought of an initiative to institutionalize the access to information law that have been around since 2010. It is based on a part of the law saying that institutions should be proactive in availing information to allow the journalists to deliver on their efforts.
* This is intended to help UN agencies to get information to the media.
* This initiative will be beneficial to the One UN in the sens that it will help to bring journalists and the UN closer together.
* It will also help the UN in its missions such as in the SDGs sensitization.
* This initiative would guarantee the UN coverage of its activities such as success stories, UN days and other special occasions. The initiative comes also with a proposition to measure the impact of the media coverage of the UN events and activities.
* The initiative is also to promote accountability of different UN agencies.
* The initiative is to be looked at as a facilitation tool to allow the journalists to cover UN stories. This is why the RMC is not really charging this service but rather would propose a
* The initiative is intended to assist the work of UN agencies public relations officers. Its aim is to be as a link between the journalists and the UN agencies which was so far a challenge (according to RMC).
* There was a suggestion from Noël to also bring on board aspiring journalists (those who are in universities) for the initiative continuity.
 | * Steve from RMC to share an apdated presentation from RMC.
* Gisele to share the presentation made by RMC
* RMC to give the concept note and the budgetting.
* UNCG members to brief their heads of agencies about the initiative.
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| **AOB** |
| * UNON is requesting UNCG members to share new pictures that are high resolution.
* WFP has arranged a journalist’s tour to cover its main success stories at the initiative of the US WFP in Rome.
* WFP is going to launch their new integrated road map the following map in order to allow the government to own the programmes.
* Victor is leaving Rwanda duty station. Is there any function so that we can bid him farewell since he has been instrumental in UNCG functions?
* UN Women is closing its programmes and designing new ones. It is also launching strategic documents at the level of the National Gender Machinery.
* UNDP is also closing its programmes and designing new ones. In order also to end and start them on a “High Note” it is document the successes.
* Gisele the current chair and UNDP communication analyst is starting a maternity leave on Monday 11th June 2018. Therefore, there is going to be her replacement who will be soon introduced to the team.
 | * Steve to share picture specifications sent by UNON
* UNCG members to share high resolution pictures by Friday 8th June 2018.
* Steve to prepare a suggestion to bid farewell our colleague Victor and share with UNCG members.
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