

## **Minutes of the OIBC4 Retreat Planning Committee Meeting held on 12 February 2025 on Microsoft Teams**

### **Present**

- Charles Nyandiga (UNDP) - Planning Retreat Chair
- Kilawe Edward (FAO)
- Mekalia Paulos (UNECA)

### **Absent with apologies**

Margaret Oduk (UNEP)  
Kindi Alamneh (OIBC4 Secretariat)  
Excellent Hachileka (OIBC4 Secretariat)

### **Agenda:**

1. Decision on the number of days for the retreat
2. Responsibilities on draft event program
3. Budgeting arrangements

The meeting was called to order at 12:05 pm by Charles Nyandiga of UNDP. Below is a summary of the meeting.

#### **1. Decision on the number of days for the retreat**

Members were of the view that **12 April 2025** would be the most suitable since all the other dates were booked with related events. They also agreed that the ARFSD, UNRC dialogue and other events would feed on to the planning retreat. The Chair of the Committee will inform the OIBC4 members about the retreat during the next plenary meeting to facilitate planning.

#### **2. Responsibilities on draft event program and identification of speakers**

The Committee agreed that the target audience for the retreat was UNRCs, UN agencies, RCP Secretariat representatives. Being a one-day retreat, every effort should be made in limiting the number of speakers at the opening ceremony. In this regard, a decision was made to utilise the moderators within OIBC4 to reduce costs. There was also a suggestion to invite select keynote speakers and moderators who might be familiar with the work of OIBC4. David Phiri's name was put forward because of the extensive knowledge that he has on the UN System, and particularly OIBC4 work. Members mentioned that participation of David would depend on the availability of funding. OIBC4 Secretariat was requested to share a one-pager draft retreat agenda by Monday, 17 February 2025 for review by the Committee.

#### **3. Budgeting arrangements**

There was a suggestion for UNEP to offer 1-day conference package for the OIBC4 retreat. The committee is targeting approximately 40 participants who are members of OIBC4. Each Agency is expected to cater for travel and Daily Subsistence Allowance for the members. The requirements for conference package will be offered by the government at the ARFSD

negotiated rate. A quotation with detailed breakdown will be shared as soon as it is received from the organisers. The discussion on whether agencies funding the retreat would include moderator costs was deferred to the next plenary meeting. Agencies that are conveners of OIBC4 were encouraged to contribute towards the funding of the retreat. FAO and UNDP to identify potential budgetary contribution and report in the next meeting.

**Action Items:**

<b>Task</b>	<b>Responsible</b>	<b>Deadline</b>
Obtain final cost estimate from the ARFSD organisers	Catherine	Immediately
Confirm potential contribution towards the retreat logistical arrangements	Edward, Rose, Mathias, James	20 February 2025
Draft and circulate a one-page retreat plan	Secretariat	17 February 2025
Inform participants about the final date	Charles Nyandiga	20 February 2025
Confirm select keynote speakers and moderators of retreat	Planning Committee	20 February 2025

**Meeting Adjournment**

There being no other business, the meeting was adjourned at 12:45 pm.